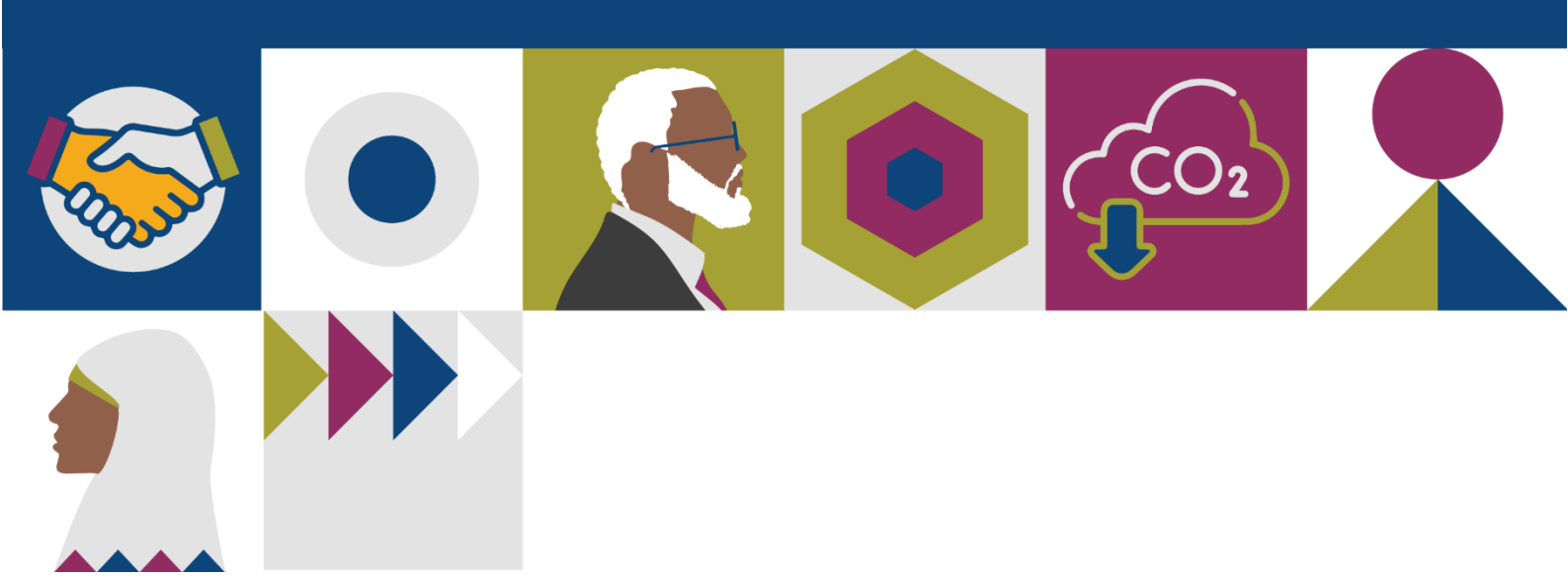


EPTA HEALTH AND SAFETY POLICY

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HEALTH & SAFETY POLICY

INTRODUCTION

Our company is committed to providing a safe and healthy working environment for all employees, contractors, and visitors. This commitment extends across all our operations, including retail outlets, F&B services, and manufacturing facilities. Health and safety are integral to our business success and our responsibility to our people. This policy outlines our commitment to health and safety and the measures we will take to achieve this goal.

SCOPE

This policy applies to all employees, contractors, and visitors involved in our operations, at all locations under our governance, including manufacturing plants, customers' premises, warehouses, and offices.

OUR COMMITMENTS

a. **Compliance with Legal and Regulatory Requirements**
   i. We will meet or exceed all applicable labor and health & safety laws, regulations, and other requirements related to our industry and operations.
   ii. We will fulfill our obligations under national labor agreements wherever applicable.
   iii. For each Country where we operate, we will guarantee continual, reliable and updated information on every labor and health & safety regulation that is issued, abolished or modified.
   iv. We will also manage constant monitoring activity on all our authorizations, licenses and periodical declarations concerning labor and health & safety aspects.

b. **Preventing Accidents and Occupational Health Issues**
   i. Precociously identify hazards, assess risks, and implement effective control measures to prevent work-related injuries and illnesses.
   ii. Ensure all equipment and processes meet or exceed health & safety standards.

c. **Safe Working Environment**
   i. Maintain clean, well-ventilated, and safe environments in all manufacturing plants and areas, warehouses, and offices.

d. **Employee Involvement and Responsibility**
   i. Engage and consult with employees on health and safety matters.
   ii. Encourage staff to report hazards and participate in safety programs, by providing effective, user-friendly reporting and communication tools.
   iii. Define clear responsibilities for health and safety at every level of the organization.

e. **Training and Competency**
   i. Provide regular training in health & safety, first aid, fire safety, and emergency procedures, assessing and recording each training's effectiveness.
   ii. Provide additional training for employees whose tasks expose them to specific risks, such as chemicals manipulation, forklift driving, electrical systems maintenance, etc.
   iii. Ensure employees understand their duties and have the skills to work safely, by conducting periodical surveys to verify employees' safety awareness.

f. **Emergency Preparedness and Response**
   i. Identify potential emergency scenarios (fire, chemical spill, medical emergency, natural disaster, etc.), establish response plans, ensure availability of emergency equipment, and designate roles and responsibilities.
   ii. Develop and maintain emergency response procedures (fire, chemical spills, equipment failures, etc.).
   iii. Ensure evacuation of routes, assembly points, and emergency communication mechanisms are clearly identified, maintained, and communicated to all employees and visitors.
   iv. Appoint and train people in adequate numbers, at each site where the Company operates, to form emergency response teams.
   v. Conduct regular drills and inspections, to test and maintain readiness.

g. Health and Wellness:
   i. Promote health and wellness programs to support the physical and mental well-being of employees.

h. Safety Culture
   i. Foster a culture of safety where all employees take responsibility for their own safety and the safety of others.
   ii. Encourage teamwork involving HS referents of different Plants, providing tools allowing them to share HS-related experiences, problems and solutions.

i. Monitoring, Reporting, and Continuous Improvement
   i. Record, investigate, and analyze all incidents, near-misses, and health & safety concerns.
   ii. Monitor performance through regular audits and reviews.
   iii. Increase cross audit activity, both among different plants and among different areas or sectors of the same plant.
   iv. Set measurable health & safety objectives and continually improve our management system.

OBJECTIVES

Injury Reduction Goals:
They are set in ESG 3-Years Strategic Plan and are expressed as:
a. Reduction of global injury frequency index
b. Reduction of global index severity index
c. Increase in global H&S Training index
d. Reduction of global Reporting Effectiveness Index.

Each individual Plants sets its own annual goals within October of the previous year. goals are discussed and agreed with Group HSE Management function.

TRAINING REQUIREMENTS

All persons working for or on behalf of Epta SpA will receive suitable and sufficient training concerning health & safety relevant to their role. We will provide refresher training, updates when roles or processes change, and ensure awareness of hazards, safe behaviours, reporting of incidents/near-misses and emergency procedures.

- **Induction Training**: All new employees and contractors must complete health and safety induction training before commencing work. This includes an overview of company policies, emergency procedures, and hazard identification. All provided training must be registered.

- **Job-Specific Training**: Employees must receive training specific to their job roles, including the safe operation of machinery, handling of hazardous materials, and use of personal protective equipment (PPE). All provided training must be registered.
- **Refresher Training**: Regular refresher training sessions will be conducted to ensure employees remain up to date with health and safety practices and any changes in regulations or company procedures. All provided training must be registered.
- **Emergency Response Training**: Employees will receive training on emergency response procedures, including fire drills, evacuation plans, and first aid. All provided training must be registered.
- **Specialized Training**: Additional training will be provided for employees in high-risk roles or those handling specific hazards, such as chemical handling, confined space entry, and working at heights. All provided training must be registered.

We will promote awareness of health and wellbeing more broadly (e.g., ergonomics, mental health, occupational hygiene) as appropriate for our operations.

MONITORING AND REPORTING

- Regularly monitor health and safety performance and report progress.
- Conduct audits and assessments to ensure compliance and identify areas for improvement.
- **Metrics to Measure Success**:
    - **Lost Time Injury Frequency Index:** Measures the number of lost time injuries per 1,000,000 worked hours.
    - **Lost Time Injury Severity Index**: Measures the total number of lost workdays due to injuries per 10,000 worked hours.
    - **Employee Training Index**: Measures the number of hours of HS training received and registered for each employee's year of work (1 year of work = 1,760 working hours).
      Calculation formula is: # hours of training x 1,760 / total # of hours worked
    - **Cross safety Walk (CSW) execution & score ratio**: Measures the frequency and average score of Cross Safety Walks planned and performed in Plants. The desired standard is 2 planned CSW per month and the maximum score is 20/20.
      Calculation formula is:

      $$\frac{\text{(Total \#of CSW done x average score)}}{\text{(24 x 20)}} \quad \text{Target value must be} \geq 0{,}80$$

    - **Reporting effectiveness:** measures the number of injuries (with or without lost time) for each 10 incident reports issued in the same span of time, i.e. the ratio

      $$\frac{\text{Total \# of injuries (with or without lost time) x 10}}{\text{total \# of near miss + unsafe condition reports}} \quad \text{Target value must be} \leq 1$$

TIMELINE FOR ACHIEVING GOALS

- **Year 1**:
  - Achieve the planned reduction in workplace injuries
  - Conduct initial training sessions and ensure complete induction training is done and registered for all FT employees.
  - Implement immediate risk assessment and control measures.
  - Establish and enforce a standard procedure for near miss / unsafe condition reporting
- **Years 2-3**:
  - Achieve the planned reduction in workplace injuries.
  - Ensure all Plants conduct regular CSW covering all areas and sectors, always involving different workers, to maximize workplace ownership
  - Ensure complete induction training is done and registered also for all temporary employees.
  - Conduct regular refresher training and specialized training for high-risk roles. Increase the number of training hours per employee by 10%
  - Review and update emergency response plans and conduct drills.
  - Reduce average closing time for preventive and corrective actions.
- **Years 4-5**:
  - Achieve the planned reduction in workplace injuries
  - Continue ongoing training and education programs
  - Conduct comprehensive audits and assessments to ensure compliance and continuous improvement
  - Foster a strong safety culture and encourage proactive safety practices.

ROLES AND RESPONSIBILITIES

- **Top Management** is responsible for endorsing this Policy, providing leadership, ensuring allocation of necessary resources, and reviewing performance.
- **Line Managers** are responsible for implementing the policy within their areas, ensuring risk assessments are performed, safe systems of work are in place, and that staff and contractors comply with relevant procedures.
- **Health & Safety Coordinator / RSPP (or equivalent)** oversees the Health & Safety Management System, maintain documentation, monitor performance, assist with risk assessments, audits and investigations.
- **Employees and Contractors**: Follow this policy and all health and safety practices, safely use equipment, participate in training programs, report hazards and incidents, and fully cooperate with investigations and corrective actions.
- **Supervisors**: Monitor compliance with safety procedures, provide guidance, and support employees in maintaining a safe work environment.
- **Health and Safety Committee**: Review and recommend improvements to health and safety practices and policies.

REVIEW AND REVISION

This policy will be reviewed annually and updated as necessary to reflect changes in regulations, technology, and company practices.

COMMUNICATION AND DISSEMINATION

- This Policy will be documented, made available to all employees, contractors and other relevant stakeholders, and included in our induction and training programs.
- The Policy will be posted at workplace locations (notice boards, intranet) and included in supplier/contractor onboarding where applicable.
- We will communicate our health & safety performance and commitments to external stakeholders as deemed appropriate.