

Workplace Health and Safety Policy & Rules for employees and workers

- Every employee has a right to feel safe at work. Our company is committed to follow legal standards and create a hazard-free workplace.
- To build a happy and productive workplace, we need everyone to treat others well and help them feel safe. Each of us should do our part to prevent harassment and workplace violence
- Feel free to reach out to HR in any case of harassment no matter how minor it may seem. For your safety, contact HR as soon as possible in cases of serious harassment (e.g. sexual advances) or if your manager is involved in your claim. Anything you disclose will remain confidential
- When employees work in dangerous contexts or locations, company will make sure there are safety precautions or not
- All highly dangerous job tasks require at least two employees to be present
- Exposure to chemicals and radiation will not exceed a certain time limit
- Prohibit smoking indoors
- Check fire extinguishers and other fire protection equipment that are easily accessible or not
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- We prohibit employees from consuming alcohol during working hours
- Employees who hold safety-sensitive jobs (e.g. machine operators or drivers) to be fully alert and capable of performing their duties at all times
- Ensure a clear and accessible route to emergency exits and equipment.