Global Health and Safety Policy

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Revision History

Revision	Originator	ECN No.	Date	Brief Description of Change
A01	Noreen Cantillon	–	16/01/2025	First draft of document – currently under review
A02	Maria Jona Anorico-Quilo	Sharepoint Approval	24/03/2025	Updates on policy review and evaluation, training requirements, and inclusion of AMCS Contact link and table of contents.

Document Control Information

Printed copies of this document are uncontrolled and are only valid at the time of printing.
For the current revision please refer to the documentation in the VSS document database.

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1   Statement of Intent

At AMCS Group, we are dedicated to providing safe and healthy workplaces for all employees, contractors and visitors worldwide. We are also committed to ensuring compliance with local health and safety management requirements in every region in which we operate.

The AMCS Global Health and Safety Policy establishes a framework to:

- Maintain and promote safe and healthy workplace environments.
- Prevent work-related accidents and illnesses.
- Identify, assess, and manage health and safety risks effectively.
- Develop and implement emergency procedures, including evacuation plans for fire or other significant incidents.
- Provide employees with appropriate information, instruction, and training to support their health and safety.
- Pursue ongoing improvement in workplace health and safety performance.

This policy will be revisited and reviewed annually to ensure it remains relevant, effective, and aligned with AMCS Group's commitment to sustainability and employee well-being.

2   Applicability

This Guideline applies to all AMCS employees, temporary staff, and external parties engaging with AMCS on our premises. Conduct prohibited by this policy is unacceptable and will be formally addressed. Non-compliance with this policy, or any contravention of statutory requirements, regulations, or rules, will be managed in accordance with the terms of employment and company policies.

As workplace health and safety standards are governed at the national level, applicable local laws and regulations take precedence over this policy, especially in cases where they impose stricter requirements than those outlined in this document.

3   Roles and Responsibilities

Chief Executive Officer

Safety begins at management level and so the overall responsibility for the establishment and maintenance of an effective policy for Safety, Health and Welfare at work rests with the CEO of AMCS.

He shall:

- Endeavour to ensure that there are available, sufficient funds and facilities to enable the safety policy to be reasonably implemented.
- Ensure that responsibilities are properly assigned, understood and accepted at all levels.

Site Operations Managers/Site Leaders

The Site Leaders at each AMCS office is responsible for ensuring that the employees under their immediate control and others, including visitors, are made aware of and comply with the Health and Safety Policy and safe working arrangements by:

- Taking full responsibility for safety, health and welfare within respective areas.
- Acquiring a full and accurate knowledge and understanding of the health and safety policy and ensure that all personnel under their supervision appreciate their responsibilities.
- Planning and organising all work activities to minimise risk to all persons.
- ensure that all safety rules are observed and adhered to. Ensuring that all equipment is maintained in good condition.

Leadership

Management within the organisation are actively and personally involved in the establishment, development, monitoring and communication of the policies and objectives which are compatible with the strategic direction of the organisation and meet customer, statutory and regulatory requirements.

Managers / Supervisors

Managers/Supervisors are responsible for ensuring that the employees under their immediate control and others, including visitors, are made aware of and comply with the Health and Safety Policy by:

- Being fully familiar with the requirements of AMCS's Health & Safety Policy and any subsequent revisions.
- Showing through personal behaviour, that only the highest standards of safety are acceptable.
- Ensuring that all employees under their supervision receive adequate safety training and instruction appropriate to their tasks.
- Ensuring that all employees under their supervision are aware of actions to be taken in case of emergency.
- Ensuring that good housekeeping standards are maintained and in particular that fire exit routes are kept clear and that fire points are not obstructed.
- Considering representations about health and safety from employees under their control.
- Ensuring that reasonable safety considerations are observed by any contractors working within the premises and that they are aware that any work carried out must be in accordance with current health and safety regulations and any codes of safe practice governing the work being done.

Employees

Employees must comply with relevant statutory provisions and take reasonable care to protect their own safety and the welfare of others who may be affected by their

actions at work.

Employee must:

- Take reasonable precautions to protect own safety and that of others who could be impacted by their actions or inactions.
- Consistently adhere to established safe working procedures and protocols.
- Promptly notify their manager or local office manager about any accidents, incidents, malfunctions, hazards, or unsafe conditions.
- Do not tamper with or misuse equipment provided for health and safety purposes.
- Comply with all instructions, directions, and risk assessments provided.

Remote working employees
Employer Responsibilities

- Conduct risk assessments to identify potential hazards in the home working environment.
- Provide necessary equipment and ergonomic furniture to ensure a safe workspace.
- Ensure employees have access to health and safety training and resources.
- Encourage regular breaks and a clear separation between work and personal time to prevent stress.
- Promote open communication with managers and colleagues to support mental health.
- Provide clear instructions on what to do in case of an emergency, such as a fire or medical issue.
- Employee Responsibilities
- Maintain a safe and tidy work area, free from obstructions that could cause slips or trips.
- Follow ergonomic guidelines to prevent strain and injury when using computers and other equipment.
- Report any health and safety concerns to their employer promptly.

4   Health and Safety Incident Reporting and Investigation

All health and safety-related incidents and accidents must be reported by employees on the internal accident reporting system, AMCS – EHS. Each reported incident is thoroughly investigated to determine the circumstances and identify necessary follow-up actions. Additionally, suspected misconduct or violations of local laws and regulations can be reported through AMCS Group's whistleblowing procedure.

5   Monitoring, Measurement, and Review

The performance and compliance with health and safety measures are monitored through inspections, audits, safety walkabouts. Incident reports are centrally tracked according to established procedures.

6   Health and Safety Arrangements

Health and Safety Training

All employees undergo health and safety training as part of their induction process, which is administered through AMCS Learning.

Emergency Procedures

Emergency response plans for various hazards, including fire, flooding, and other potential emergencies, are part of the business continuity arrangements and tailored to the specific office locations.

First Aid

For each office first aid kits of appropriate size and quality are readily available. Where required by law, a trained first aid provider is appointed and maintained. The designated person is responsible for managing first aid equipment and displaying notices indicating the location of first aid supplies.

Fire Safety

All employees undergo fire safety training as part of their induction process, which is administered through AMCS Learning. Premises are equipped with appropriate fire safety equipment, including fire extinguishers, smoke detectors, fire alarms. All equipment is regularly tested and maintained to ensure functionality in case of an emergency.

Personal Health and Safety

Drugs and Alcohol

Employees must not be under the influence of alcohol or illegal drugs during work hours. The possession or distribution of illegal drugs is prohibited. Specific rules may apply to alcohol consumption during company-sponsored events, and moderation is encouraged. Disciplinary actions may follow if drug or alcohol use affects work behaviour or performance.

Work Equipment

All work equipment provided by AMCS Group, including adjustable desks and other office tools, will be suitable for the intended purpose. Defective equipment must be reported to the local office / facilities manager and removed from use until repaired or replaced. Equipment provided by external companies must not be used if defective.

Workstations

Local office managers will carry out workstation assessments as needed, with any necessary adjustments made to support medical needs.

Housekeeping

AMCS Group ensures high standards of housekeeping in all workspaces to prevent hazards such as trip risks and clutter. The local office / facilities manager monitors these conditions at appropriate intervals.

Control of Visitors

AMCS will ensure, as far as is reasonably practicable, the safety of visitors while on site. While in the building visitors must obey all safety procedures at all times.

7   Training Requirements

Training is provided as part of mandatory induction for all employees to complete through the global online AMCS Learning portal. Training plans are assigned through the Global Online AMCS Learning Portal. Trainings are marked as complete when the module has been completed by the assignee. HR follow up any incomplete training to ensure that training is completed within the required timeframe assigned.

8   Review and Evaluation

This policy will be reviewed annually to ensure its effectiveness and relevance. Updates will be made as needed to reflect our ongoing commitment to fostering an inclusive work environment.