

# Health and Safety Policy

## 1. Policy Statement

At VBN Components, the health, safety, and well-being of all employees, contractors, and visitors is of paramount importance. We are committed to providing a safe and healthy work environment and preventing workplace accidents, injuries, and illnesses.

## 2. Purpose

This policy outlines the principles, responsibilities, and processes for managing health and safety within the company.

## 3. Scope

This policy applies to all employees, contractors, visitors, and anyone else on company premises or undertaking company activities.

## 4. Responsibilities

Management: Ensure that health and safety objectives are set, resources are provided, and that there's ongoing monitoring and reviewing of the health and safety performance. Ensure that all employees are provided with the necessary training, equipment, and resources to work safely.

Employees: Comply with all health and safety instructions, report hazards and unsafe practices, and participate in training as required.

## 5. Training

All new hires will receive health and safety orientation, and ongoing training will be provided to employees as needed.

## 6. Hazard Identification and Risk Assessment

We commit to regularly identifying and assessing potential hazards in the workplace and implementing measures to eliminate or mitigate those risks. This includes safety inspection rounds ("Skyddsround" in Swedish) with the aim to proactively identify, assess, and rectify potential safety and health risks in the workplace. This ensures the well-being of our employees and compliance with all relevant safety standards. Safety inspection rounds will be conducted on a regular schedule, whenever there are significant changes to our operations or equipment, and after a major incident to ensure all safety measures are still in place and effective.

## 7. Emergency Procedures

Emergency evacuation procedures have been established and are regularly reviewed and tested. All employees are familiarized with these procedures.

## 8. Reporting and Investigating

All workplace incidents, accidents, and near misses must be reported to the management. Investigations will be undertaken to understand the root cause and prevent recurrence. Environment, Health, and Safety is also a standing topic on the regular all-employee meetings.

## 9. Equipment and Machinery

All machinery and equipment are regularly inspected and maintained to ensure they're safe for use. Employees will be trained in the correct operation of equipment relevant to their roles.

## 10. Personal Protective Equipment (PPE)

PPE will be provided as necessary, and employees are responsible for wearing and maintaining it as required for their tasks.

A special attention is taken to risks associated with situations when working alone. "Working alone" refers to situations where an employee is carrying out a task in a location or at a time when assistance is not readily available, especially if their safety is compromised. This includes before and after regular working hours, in

isolated parts of the premises, or when working outside of the main facility. Before permitting employees to work alone, a thorough risk assessment must be carried out. Based on the risk assessment, appropriate safety measures and protocols should be established.

## 11. Business Travel and Work at Customer's Sites

### Business Travel Safety

**Pre-travel Preparations:** Employees must be informed of potential risks related to their destinations and are encouraged to complete any recommended or required health preparations or precautions, such as vaccinations.

**Accommodation and Transport:** Only approved and vetted accommodations and transport providers should be used. Employees are encouraged to avoid risky areas, especially during the night.

**Emergency Contacts:** Employees traveling on business should have access to a list of emergency contacts, including local embassies, hospitals, and company contacts.

**Travel Insurance:** All traveling employees will be covered by appropriate travel insurance, covering medical emergencies, trip cancellations, and other contingencies.

**Reporting Incidents:** Any health, safety, or security incidents encountered during business travel should be immediately reported to company management.

### Working at Customer's Sites

- **Site Induction:** Before starting work, employees should familiarize themselves with the site's safety protocols, emergency exits, and any other relevant procedures.
- **Liaison with Customer:** Maintain regular communication with the customer's site management to be informed of any changes or risks that may affect our employees.
- **Personal Protective Equipment (PPE):** Employees must wear any required PPE specific to the customer's site, even if it is above and beyond what is typically required at our own facility.
- **Safe Tools and Equipment:** Ensure that any tools or equipment brought to the customer's site are in good working condition and meet the safety standards required for the task.
- **Risk Assessment:** Before beginning work, a risk assessment should be performed to identify any potential hazards at the customer's site. Necessary precautions should be taken to mitigate identified risks.
- **Reporting Incidents:** Any accidents or near misses occurring at a customer's site should be reported immediately to both the customer's site management and our company management.

## 12. Communication

This policy is communicated to all employees and is made available to our stakeholders, customers, and suppliers.

## 13. Management Responsibility

As CEO, I am personally committed to ensuring that this policy is understood, implemented, and maintained throughout the company. We allocate resources, provide necessary support, and hold ourselves accountable for its effectiveness.

## 14. Compliance, Review and Revision

We will comply with all applicable laws and regulations related to health and safety. This policy is subject to periodic review and revision to ensure its ongoing suitability and relevance to our operations.



Magnus Bergman, CEO, VBN Components AB