

# HEALTH AND SAFETY POLICY

(SBL-POL-001)

It is the policy of the Company to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees and to also provide the information and training that is required for this purpose. Simpson Booth Ltd recognises that the promotion of health and safety measures, as a mutual objective for management and employees at all levels, is imperative to the wellbeing of its employees and critical to the Company's business success.

Simpson Booth Ltd's scope of service includes:

*'Executive Search, permanent placement and temporary / contractor recruitment as well as the provision of complete HR and recruitment outsourcing solutions for a range of industries.'*

The Company recognises and accepts its responsibilities to ensure all aspects of its operations are executed in a safe incident free environment.

In meeting its commitment, Simpson Booth Ltd recognises and fully accepts the statutory industry and legislative obligations placed upon it and endeavours to continuously exceed the requirements, thus ensuring compliance with their intent.

All Simpson Booth Ltd personnel have a collective responsibility to create and maintain a safe working environment. The goal is simply stated:

*"To prevent accidents or harm to individuals and limit our environmental impact"*

No phases of Simpson Booth Ltd's services or administration are considered more important than the provision of a safe working environment for personnel and those who may be affected by our actions.

With respect to health and safety Simpson Booth Ltd will ensure that we:

- ✓ Establish and maintain a safe and hygienic working environment.
- ✓ Operate a Health and Safety Management System structured to meet the requirements of ISO 45001:2018
- ✓ Senior Management will implement continuous improvement by establishing a framework for setting the OH&S Objectives fostering continuous improvement.
- ✓ Robust Risk and Hazard Assessments by competent personnel soliciting constructive input.
- ✓ Consider the health, safety and welfare of our personnel and those affected by our activities and associated risks in every business decision.
- ✓ Promote and support a proactive safety culture that pervades the operation.
- ✓ Promote a positive health and safety improvement where we have a direct or indirect Influence.
- ✓ Compliance with the industry standards and regulatory obligations.
- ✓ Develop health and safety ownership and responsibility among our employees and contractors.
- ✓ Provision of suitable communication of this policy, instruction and training to all personnel.
- ✓ Establish an environment in which all personnel are empowered and encouraging a positive improvement consultation.
- ✓ Embrace the principles of lateral learning and best practice application to realise optimum performance across our operations.

Acknowledging that the overall responsibility for the health, safety and welfare of our organisation and personnel is vested in the Managing Director, it is our clear expectation that all personnel will embrace and accept personal responsibility for their safety and promote safe working practices. Safety is considered the highest priority and is acknowledged as such throughout the business.

**R. Stewart, Managing Director**  
**28<sup>th</sup> February 2022**