

Occupational Health & Safety Directive

All of us here at Encavis¹ live by a code of values we developed jointly. From this code of values, we derived the Encavis Code of Conduct, the practical focus of which is on people and the environment. The management board assigns occupational health and safety, fire protection and environmental protection (hereafter referred to collectively as OHS) as a shared task area to both managerial staff and employees ('employees' refers hereafter to both groups).

We want all Encavis employees to be content and safe at work. To achieve this, acting collectively in a responsible manner plays a key role. We act responsibly at all times – whether commuting to work, away on business trips or attending company events of any description. We diligently work to implement necessary occupational health and safety measures. All employees have a duty of care to report hazards or risks as soon as they become aware of such. In return, they can expect sources of danger to be investigated and eliminated.

Encavis has developed and implemented processes to ensure that OHS standards are maintained effectively. These are based on the following principles:

Compliance with all relevant health & safety laws and work safety regulations, directives and procedures

At each respective site, Encavis is committed to compliance with relevant national laws and regulations (e.g. accident prevention regulations issued by employers' liability insurance associations) as well as with all legally binding OHS obligations. This is done by actively liaising with local authorities, institutions and other qualified service providers.

We require all our employees to engage actively with OHS, and we support them in this task accordingly.

We provide regular briefings and advanced training courses to instruct and motivate our employees so that they can perform their tasks responsibly and in keeping with the spirit of OHS guidelines. We actively involve our employees in our processes for recognising hazards, evaluating risks, determining protective measures, investigating incidents and developing and assessing specific goals. We inform our employees of any changes that impact occupational health and safety considerations. Where necessary, we provide special training.

We avoid hazards and related risks.

Whenever an employee is assigned a new task or workplace, or a new employee joins the company, or if processes change, or in the event of an acquisition or a 'near miss' incident, we provide special, additional instruction on possible risks and how to avoid them. This is in addition to our regular annual briefings.

Our proactive approach helps us identify dangerous situations and potential hazards, as well as reduce or eliminate risk. In order to protect the health of Encavis employees and keep them safe, we actively involve external OHS professionals, soliciting their support in the early stages of important processes.

We conduct active risk assessments.

Encavis conducts regular OHS risk assessments to record potential hazards and danger. If a deviation

¹ In this directive, 'Encavis' refers to Encavis GmbH as well as to all the companies that are affiliated directly or indirectly with Encavis. For the sake of simplicity, we use the pronoun 'they' to refer to all genders, whether male, female or other.

manifests itself in the course of one of our assessments, we derive and implement countermeasures accordingly. In doing so, we ensure all relevant tasks and workplaces at Encavis are taken into account. In cases where it is not possible to completely eliminate a risk or implement subsequent measures, we provide safety equipment that is suitable for the relevant purpose, e.g. PPE. Employees are instructed on how to use the materials in question and must protect their own health and safety by using PPE accordingly.

We monitor our actions.

Incidents trigger a special monitoring process. Incidents must be investigated (where possible, without delay) by the safety officer, the relevant manager and the management board. When investigating an incident, the risk assessment report must be reviewed immediately. Those involved must determine, assess, address and communicate areas that are problematic or could be improved. To prevent a recurrence, incidents must be documented and discussed personally with the employees concerned.

We strive to improve our OHS standards.

The aim is to continually improve our corporate health and safety and thereby maintain and promote the health, job satisfaction and performance of all employees. Alongside the OHS committee, Encavis tasks special work groups with defining and implementing specific measures.

Decisions and measures are reviewed regularly to ensure they are effective. We use various measures such as internal audits to ensure sites comply with national laws and meet their specific site goals. Action is taken to identify areas with room for improvement and define countermeasures accordingly. We explicitly favour and welcome measures with synergistic benefits. The means required to meet the applicable OHS standards shall be determined for each site and provided by the company subject to approval of the respective plans by the management board.

We communicate openly and transparently.

Encavis determines OHS goals and requirements, monitors their implementation and publishes internal and external reports on their status.



Mario Schirru
CEO