

## HSEQ Policy

A Health, Safety, Environment, and Quality (HSEQ) policy outlines an organization's commitment to maintaining high standards in these four critical areas.

### 1. Health:

- **Commitment to Employee Well-being:** Ensuring that employees work in a safe and healthy environment, with proper medical and welfare support.
- **Workplace Health Measures:** Implementation of programs to promote physical and mental health (e.g., stress management, ergonomics, health screenings).
- **Prevention of Occupational Health Risks:** Steps to prevent work-related illnesses and accidents through risk assessments, training, and appropriate PPE (Personal Protective Equipment)..

### 2. Safety:

- **Zero Incident Goals:** Aiming to eliminate workplace accidents and incidents by identifying risks and implementing safety procedures.
- **Emergency Response Plans:** Detailed procedures for handling emergencies like fires, chemical spills, or other hazards.
- **Safety Training:** Regular safety drills, training sessions, and refresher courses for employees to stay updated on safety protocols.
- **Compliance with Legal Standards:** Meeting all national and international safety regulations and ensuring the workforce adheres to them.

### 3. Environment:

- **Sustainability Commitment:** Reducing the environmental impact of the organization's operations by focusing on sustainability, resource conservation, and energy efficiency.
- **Waste and Emission Reduction:** Plans to minimize waste production, improve waste management, and reduce emissions.
- **Environmental Protection Measures:** Actions to protect local ecosystems, biodiversity, and natural resources affected by the company's operations.
- **Environmental Regulations Compliance:** Adherence to all environmental laws, policies, and regulations, along with regular environmental impact assessments.

### 4. Quality:

- **Customer Satisfaction Focus:** Providing products or services that meet or exceed customer expectations through continuous quality improvement.
- **Quality Control Systems:** Establishing strong quality control processes and regular audits to ensure consistency in output.

- **Process Improvement:** Implementing quality management systems such as ISO 9001 to ensure efficiency and high standards in all business operations.
- **Continuous Training:** Ensuring that staff is well-trained in quality control and are capable of maintaining the standards required for certification and compliance.

### **Core Principles of an HSEQ Policy:**

- **Leadership and Accountability:** Management must take responsibility for setting goals, overseeing implementation, and ensuring accountability at all levels of the organization.
- **Employee Participation:** Encouraging active employee engagement in the continuous improvement of HSEQ processes and performance.
- **Legal and Regulatory Compliance:** Strict adherence to all relevant local and international laws, regulations, and standards related to health, safety, environment, and quality.
- **Continuous Improvement:** A focus on regularly reviewing and improving HSEQ practices to adapt to changes and to meet new challenges and opportunities.

### **Policy Implementation and Review:**

- **Action Plans and Performance Indicators:** Setting measurable goals and KPIs to track performance in health, safety, environment, and quality areas.
- **Regular Audits and Assessments:** Conducting internal and external audits to ensure compliance with the policy and identify areas for improvement.
- **Feedback Mechanism:** Establishing a system to gather feedback from employees, customers, and stakeholders on HSEQ-related matters and to make necessary adjustments.

An HSEQ policy is a living document that reflects the organization's ongoing commitment to the well-being of its employees, the safety of its operations, the protection of the environment, and the quality of its products and services.

## **Code of conduct**

### **Purpose**

The purpose of this Code of Conduct is to ensure a safe, respectful, and ethical environment for all employees and stakeholders. Adherence to these guidelines is essential for maintaining our organization's integrity.

### **1. Professional Behavior**

- Employees are expected to conduct themselves professionally at all times, treating colleagues, clients, and stakeholders with respect and courtesy.

## 2. Bribery and Corruption

- **Zero Tolerance Policy:** Our organization has a strict zero-tolerance policy towards bribery and corruption. Employees must not engage in, or facilitate, any form of bribery.
- **Gifts and Hospitality:** Employees must not accept or offer gifts or hospitality that could be perceived as an attempt to influence business decisions. Any gifts over a nominal value must be reported to management.

## 3. Drug and Alcohol Policy

- **Substance Abuse:** The use, possession, or distribution of illegal drugs or controlled substances on company premises is strictly prohibited.
- **Alcohol Consumption:** Alcohol may be consumed at company-sponsored events only in moderation. Employees are expected to maintain professional behavior at all times. Anyone who is under the influence of alcohol or drugs while performing work duties will face disciplinary action.
- **Support for Employees:** The organization encourages employees struggling with substance abuse to seek help and provides access to support resources.

## 4. Reporting Violations

- Employees are encouraged to report any suspected violations of this Code of Conduct. Reports can be made anonymously and will be handled with confidentiality and seriousness.

## 5. Disciplinary Action

- Violations of this Code of Conduct will result in disciplinary action, which may include termination of employment.

## 6. Acknowledgment

- All employees must acknowledge that they have read, understood, and agreed to abide by this Code of Conduct.