

## HEALTH & SAFETY POLICY STATEMENT

At Adecco, all staff and management are committed to continuous improvement in Health and Safety and to providing a safe place to work by complying with the Health and Safety Work Act 2015, and subsequent amendments, the Health and Safety Guidelines for the On-Hire Industry, Industry Codes of Practice and Workplace Safety Management Practices.

Accident prevention and the safety of our workers (this includes Colleagues and Associates) are vitally important issues for all levels of management and our Health and Safety system which has been designed accordingly. In accordance with our values, Adecco is committed to taking all reasonably practical steps to ensure the safety of our workers, visitors and contractors.

This will be achieved by:

- Our Managers and Staff being responsible for implementing our Health and Safety program as stated in the Health and Safety Manual.
- We aim to achieve this by supporting our branches in the management of all Health & Safety processes and procedures by ensuring a Health & Safety Committee member is represented by every branch.
- Ensuring we have an effective method for identifying risks. Significant risks will then be controlled by: eliminating or isolating any risk that arises out of work or the work environment and is likely to cause harm to workers or other people. Minimizing the effects of risks if they cannot be practicably eliminated or isolated.
- Providing appropriate induction, training, and supervision for new and existing workers by experienced and tenured colleagues.
- Having effective procedures for hiring and monitoring contractors and being accountable for their safety and for that of workers and visitors.
- All workers being informed of, understanding, and accepting their responsibilities for eliminating, isolating, or minimizing the potential for harm to people at their workplace, including contractors, other workers, and visitors. Ensuring workers (Associates) are informed of work conditions and duties prior to commencing their assignments. Monitoring assignments to ensure Adecco is advised prior to any changes. Ensuring all information to (Associates) is updated in a timely manner.
- Adecco Personnel commits to providing a non-discriminatory and non-exploitative environment for all, employees, clients, and candidates. Equal Employment Opportunity issues and grievances can be raised through the normal grievance procedure or with any member of the management team.
- Supporting and encouraging worker consultation, engagement and participation in health and safety activities to create and maintain a safe working environment both in Adecco Offices and Client sites.
- Promote accurate and timely recording, reporting, and investigating workplace accidents and incidents including Near Miss events to Identify root causes and associated risks and putting in place controls and monitoring these.
- Providing treatment and rehabilitation plans to support the safe and early return to work of injured workers.
- Having in place plans and procedures for all foreseeable emergencies that may arise in the workplace.
- Ensuring Clients' Health and Safety workplace inspection is documented at least annually, and necessary remedial action discussed and implemented by clients. Working collaboratively with our clients to ensure the safety of all workers always.
- Ongoing evaluation, review and updating of our compliance regarding our Health and Safety program and this policy to support a continuous improvement in Health and Safety in the workplace.
- Adecco's systems are audited regularly to ensure standards are continually reviewed, maintained or improved, with support from Senior Management and with workers who are committed to safe work methods, these practices will ensure Adecco provides a safe and healthy work environment for everyone. By subscribing to and living our values, Management and all workers will work together to achieve a safe working environment.



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