

Approved

Minutes of the Supervisory Board meeting No. 9 dated 25.09.2024

# **POLICY**

## **ON OCCUPATIONAL SAFETY AND HEALTH**

Kyiv 2024

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Address of the Director General

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## **ADDRESS OF THE DIRECTOR GENERAL**

Dear employees,

Improving the level of occupational safety and health of our employees is one of the key areas of our Company's development. The safety and health of our employees is not just a rule, it is one of the main principles of our Company's work, along with leadership, quality and environmental care.

It is a commitment to improving working conditions that I would like to introduce to you. This document is fundamental to achieving the following goals:

- providing a safe and healthy working environment for all employees;
- to comply with the highest standards in the field of occupational safety and health.

By making employee safety a priority, we not only take care of their health, but also build a more sustainable and successful business.

Together we can create a safe and healthy working environment for everyone.

Ihor SMILIANSKYI,  
Director General  
of JSC Ukrposhta

## INTRODUCTION

**The Occupational Health and Safety Policy** is a policy aimed at creating proper, safe and healthy working conditions, preventing accidents and occupational diseases.

JSC “Ukrposhta” is committed to ensuring the health, safety, and welfare of all its employees, contractors, and visitors. This policy outlines our commitment to maintaining a safe and healthy working environment in compliance with Ukrainian laws and international best practices.

This Policy describes the obligations of JSC Ukrposhta’s management and employees in the field of occupational health and safety. Compliance with this policy is mandatory for all employees of JSC Ukrposhta, including employees, temporary workers, contractors, visitors and any other persons involved in the Company's activities, regardless of their race, colour, ethnic origin, national origin, religion, gender, gender identity or appearance, sexual orientation, disability, age, marital status or any other characteristic protected by the legislation of Ukraine.

### 1. MISSION

To provide quality, simple and accessible services, erasing the boundaries between people, countries, cities and villages. By changing ourselves, we change the country for the better.

### 2. VISION

To build a company that simplifies the life of every customer and contributes to the success of business, employees and shareholders. A company that makes Ukraine proud.

### 3. CORPORATE VALUES

- ✓ **Success is cool.** Each of us is responsible for success: personal, team, company and country success. This is what inspires us to new victories.
- ✓ **Change is a necessity.** We recognise the importance of innovation and are ready to constantly evolve to meet the times and needs of our customers.

- ✓ **Being honest is easy.** We do not tolerate theft and corruption at all levels. We value the trust of our colleagues, clients and partners and do everything we can to justify it.
- ✓ **Simplicity is our choice.** We want to be simple in communication, products and services. That's why we remove the unnecessary, leaving only what the client needs.
- ✓ **We are the team.** There are many of us, we are different, but in all our actions we focus on a common goal, respect each other, support and motivate by example.

#### 4. KEY OBJECTIVES AND PRINCIPLES

Occupational health and safety is integrated into our management system and business processes. We take health and safety aspects into account when planning our activities and performing our tasks.

Our goals:

- ✓ Ensure a unified approach to managing the occupational health and safety system in accordance with the best international practices;
- ✓ Compliance with national legislation in the field of occupational health and safety;
- ✓ Continuous analysis, improvement and enhancement of performance in the field of occupational health and safety;
- ✓ Establishing a system for monitoring and assessing risks, as well as effective management of these risks;
- ✓ Ensuring open and transparent communication on occupational health and safety issues, as well as providing the Company's employees with the necessary resources and knowledge to effectively perform their duties;
- ✓ Providing a safe and healthy environment for all employees, within the frames of what is possible in the current war environment. Reducing the level of occupational accidents, injuries, illnesses and occupational morbidity;
- ✓ Creating and maintaining a psychologically safe working environment.
- ✓ Promoting a culture of health and safety awareness and personal responsibility of each employee.

Our principles:

- ✓ Priority of employee's life and health over any business processes of the Company and legislative norms;
- ✓ The Company is aware that in the context of full-scale aggression by the Russian Federation, power outages and other consequences of military aggression, it is impossible to ensure 100% protection of employees' lives and health. However, we will take all possible measures to reduce the risk

to the life and health of employees and customers, while not creating conditions that make the cost of the services provided unaffordable for a wide range of customers;

- ✓ Everyone's responsibility: From the employer to the employee for occupational safety in the Company as a whole. Functional responsibilities for occupational health and safety, rights and responsibilities of each manager (officer) are clearly set out in job descriptions or other documents;
- ✓ Risk-oriented approach: Conducting an in-depth analysis of risks and hazards in the workplace;
- ✓ Staff training and development;
- ✓ Compliance with legislation and key international standards.

## **5. ENSURING THE POLICY PRINCIPLES**

The health, safety and well-being of our employees are the top priority in the activities of JSC Ukrposhta. The company's activities are carried out in full compliance with the requirements of the current legislation in the field of occupational health and safety. In addition, the company takes all appropriate and practical measures to ensure a safe working environment and psychological comfort for all employees.

JSC Ukrposhta:

- ✓ complies with the applicable legal requirements;
- ✓ creates a culture of care, support and safety;
- ✓ actively involves employees and contractors in all areas of occupational health and safety management;
- ✓ ensures that all employees and contractors take action, including stopping work, when they believe conditions are unsafe or not being met;
- ✓ reports all potentially hazardous incidents and situations, investigates them, analyses trends and applies the knowledge gained;
- ✓ focuses on correcting organisational causes of serious injuries and fatalities;
- ✓ Ensures continuous improvement through an effective health and safety management system and the sharing of best practices;
- ✓ selects and manages contractors based on their health and safety performance and programmes;
- ✓ provides safe workplaces and equipment, keeps them clean, tidy and in good condition;
- ✓ continuously identifies and implements safe methods and work processes, uses effective tools and protective equipment, and increases the use of good practices in occupational safety and health to prevent accidents and incidents;

- ✓ assesses the risks associated with production processes, equipment or premises;
- ✓ maintains an active position on occupational health and safety at all levels of the organisation and provides the necessary resources to achieve our safety goals;
- ✓ maintains a high level of preparedness in the event of emergencies and takes the necessary actions to protect the company's property.

The Company respects the uniqueness of each employee, recognises the talent of each employee and promotes unity in teamwork to achieve corporate and social goals.

## **6. PARTICIPANTS IN THE PROCESS, THEIR ROLES, CONTROL AND RESPONSIBILITY**

The management and collegial governing bodies of JSC Ukrposhta, including the Supervisory Board, management committees, the Director General and line managers at all levels of management, are responsible for compliance with the principles of occupational health and safety, and for promoting the integration of the principles of health and safety policy in all aspects of the Company's activities.

- ✓ **The Supervisory Board shall:**
  - establish and maintain an up to date Health and Safety policy declaring company risk appetites;
  - review the policy on the annual basis;
  - decide on the methods of responding to situations of violation of this Policy;
  - approve any exceptions to the Policy (for example, situations where exclusions from the Policy are possible);
  - review questions escalated by the Nominations and Remuneration Committee
- ✓ **The Nomination and Remuneration Committee** of the Supervisory Board of the Company shall
  - analyse statistics and nature of complaints from employees regarding violations of the principles of this Policy and the results of training of employees of the Company, amends KPI targets and requests changes from the management as and where necessary;

- monitor compliance of the Company's management with the principles of this Policy;
- provide recommendations for improving the approach and practices of ensuring occupational health and safety;
- serve as the highest point of escalation for any conflicts that are not resolved through the management's grievance procedures;
- is involved in reviewing any violations of the Policy involving any of the Company's senior managers.
- escalates any necessary questions for consideration to the members of the Supervisory board.

✓ **The Director General** is responsible for:

- implementing the provisions of the Policy in the Company;
- organises employee training and ensures that employees of the Company receive training and understand their responsibilities under this Policy;
- ensures Health and Safety is provided to all new employees on Induction and repeated with regular intervals to all employees thereafter, maintains records of results of all trainings and certifications;
- organising a Health and Safety risk register and ensures a system and culture of company-wide Health and Safety awareness and reporting. Ensures that all accidents, incidents, and near-misses are reported immediately. Ensures a functional system of investigations that will identify causes of incidents and accidents and prevent recurrence;
- constantly monitors and regularly reports to the Supervisory Board on health and safety risks, near-misses, and the results of training and statistics and the nature of complaints received for consideration;
- Creates a system of regular risk assessments that will identify and mitigate risks throughout the company, that will assess and document risks
- identifies any potential areas where Policy Exclusions are required and agrees such exceptions to the Policy with the Nomination and Remuneration Committee;



- Creates emergency procedures for business continuity;
- Creates health and safety procedures and communicates it to all employees;
- Ensures regular drills and tests and document to test employee preparedness;
- Creates company-wide health and safety championing program, with clearly visible and communicated emergency contact numbers, recorded data for all employees on next of kins, blood types, champions educated on providing first help to other employees and visitors.
- Ensures health checks are provided to employees exposed to occupations hazards where health check is required by legislation;
- allocates sufficient resources to maintain health and safety standards;
- captures Health and Safety feedback from employees in order to improve overall company environment and to improve this Policy

✓ **Managers at all levels of management** are responsible for:

- implementing the requirements of the Policy within their functional areas and ensures employees follow health and safety procedures;
- monitor employee awareness and ensure that employees receive training;
- conduct regular risk assessment and identify hazards;
- monitor and prevent potential situations of violation of the Policy requirements in the course of their activities;
- inform subordinates about the prevention of health and safety risks, provide training and information on health and safety issues;
- identify, report and investigate accidents and incidents and implement corrective actions;
- escalate questions to higher management where corrective actions are impossible or are failing to address underlying risks.

✓ **Employees at all levels** are responsible for

- strict compliance with this Policy, health and safety procedures and instructions;

- raising and reporting any hazards, accidents, incidents, personal concerns, and near-misses;
- Participate in health and safety training programs;
- Use personal protective equipment as and where required;
- reporting any issues they believe may be related to violations of the Policy by themselves or other employees through the established risk reporting channels.

A person who has reason to believe that he or she has witnessed or is aware of occupational risks and hazards that need to be addressed by the company has to report to [compliance@ukrposhta.ua](mailto:compliance@ukrposhta.ua)

No dismissal or coercion to dismiss, disciplinary action or other negative measures of influence (transfer, certification (re-certification), change of working conditions, refusal to appoint to a higher position, reduction of salary, etc.) shall be applied in connection with the notification by an employee of the company of a violation of the requirements of this Policy.

All reported risks and appeals will be promptly reviewed, taking into account the rights of all parties involved, necessary and impartial investigations will be conducted, and all necessary measures will be taken to eliminate violations.

## **7. RULES FOR CONTROLLING THE IMPLEMENTATION OF THE POLICY**

The following indicators shall be reported to the Nomination and Remuneration Committee as a tool for monitoring the implementation of the Policy.

### **On an annual basis:**

- percentage of employees who have received training on understanding the Policy;
- volume and categories of reported risks and near-misses, nature of reports, losses, typical solutions;
- implementation of the action plan for the year to achieve the Policy targets;
- recommendations from employees on improving the Policy or other Health and Safety related issues

### **As soon as it becomes known:**

- any external or publicly reported cases of violation of the Policy;

- any cases of violation of the Policy or suspected violation of the Policy involving the Company's senior management;
- any cases of risks reporting or complaints when the established procedures failed to resolve the problem and the employee insists on bringing the issue to the Supervisory Board;
- any exceptions to the Policy, such as permission to apply Policy Exclusions in certain decision-making processes.