

## OCCUPATIONAL SAFETY AND HEALTH POLICY

Safe working environment without risk to safety and health is the basic right of each person involved in the business process of Kolektor.

The management of each Kolektor company is aware of the possibility of hazards at the workplace, therefore it takes every possible actions to ensure safe and healthy working environment. The company management:

- provides for the working conditions reducing the possibility of occupational injuries and damages to health
- meets the legislative and other requirements in the field of occupational safety and health related to identified risks
- carries out the projects of health promotion as a tool for prevention and awareness raising
- collaborates with the employees aiming at continuous improvement of the working conditions and prevention of accidents and health deterioration at the workplace
- regularly informs all persons in the business process about the policy of occupational safety and health
- provides for continuous improvement via risk minimization programs

At the implementation of business processes, we are focused on the following:

- to ensure safe working environment without too much risk to safety and health of the persons involved in the business process under consideration of permanent and temporary health restrictions of the employees
- to ensure ergonomic working facilities and equipment and to make sure they are used properly
- to carry out the regulated periodic inspections of working facilities and equipment
- to ensure appropriate work instructions and to check if they are followed correctly
- to ensure appropriate level of competence, information and awareness of all persons involved in the business process
- to ensure appropriate protection to all persons involved in the business process

Every employee is personally responsible:

- to constantly follow the instructions for safe work
- to constantly use the specified personal protective equipment
- to act in accordance with the recognized good working practice in order to protect him/herself, colleagues, and other persons involved in the business process.
- to inform the managers about all changes in the working environment that could endanger safety and health of the persons involved in the business process.



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