

# Policy no. V

# Occupational Health & Safety

## Objective

The objective of this Policy is to set the minimum requirements for any Dinex Facility, how to work with and improve a safe and healthy work environment

## Safety

Safety comes before everything else. Dinex Group do not jeopardize safety of our employees by any means. We provide the necessary Personal Protection Equipment (PPE) needed for any of our employees and visitors, to ensure that our employees and visitors will have a safe and good working day at the Dinex Group.

The nature of Dinex Groups business requires different types of PPE, but as a minimum requirement all employees and visitors wears;

- eye protection
- safety shoes

when they enter areas where products are handled, produced, stored or tested, and in laboratories.

if the sound level in the area exceeds 85 DB, then

- hearing protection

will also be a requirement. These PPE's shall be worn **at all times when moving around in the mentioned areas.**

Please note that in some countries the legal requirement for hearing protection is lower, and these cases the limit will be adjusted to the legal requirement.

Dinex Group employees working in the manufacturing processes, are required to wear gloves as PPE.

In some areas respiratory protection is needed, including facemask, and there might also be required protection suits. In such cases there will be signs for these special requirements, and nobody, neither Dinex Group employees nor visitors are allowed to enter these areas without the required PPE.

To avoid hazards, fork lift traffic and pedestrians are separated by walk ways. It is not allowed to store or keep goods of any kind in the walk ways, nor is it

allowed for fork-lifters or stackers, to cross the marked walk-ways. Walk-ways are painted blue.

Employees or visitors that passes through a production/shipping area/ warehouse without leaving the walkways can do so without PPE. If the sound level in a walkway is extending 85 DB, hearing protection should be worn.

## Health

To enable a healthy environment Dinex Groups premises are smoking free. Smoking is prohibited both outside and inside the Dinex Group buildings. The only exception is the designated smoking areas, and local smoking procedures has to be respected. This procedure do also apply for visitors, no matter if the visitors are customers or suppliers.

## Leadership & Participation

We believe that a strong health and safety culture is built on commitment from both managers and employees to achieve the highest standards possible.

Therefore the Dinex Groups managers on all levels, at all times and in all cases wear their own PPE, but also address and instruct any employee or visitor to fulfil the requirements and address any hazardous behaviour observed.

All weekly review meetings of any kind starts with safety as this is our most important topic.

As a TS 16949 certified company we know that business continuity is very important for our customers, this also include loss of competences due to accidents, and therefore safety is our first topic to address.

We aim for 0 accidents and 0 waste, and management attention is the key lever to achieve this.

It is important for all managers in the Dinex Group that accidents are escalated immediately. This is to ensure that information about employees, for whom Dinex Group is responsible, has suffered from an injury, will be brought to top management attention immediately.



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All accidents that are recordable are to be communicated to the highest ranking officer of the legal entity and Vice President/President, within the hour, to ensure that management attention is addressed to this issue. An accident is discussed at the next GMT meeting, to ensure that Dinex Group's top management has full insights in any risk that is exposed to any employee of the Dinex Group family.

The General Manager/Site manager is responsible for the safety KPI, and head the health and safety work within the legal entity. The General Manager can form sub-committees, with presents of line managers and employees to get higher involvement in Health and safety work, but it will always be the General Manager that is the chair of the safety and health committee.

The Health and Safety committee meets 4 times pr. year to evaluate the Health and safety work done, and the committee is responsible for a monthly safety audit, where fire protection material, safety material and first-aid equipment is controlled, and the facility is evaluated for clear escaping routes and routines in case of an emergency.

### Compliance of this Policy

All employees shall comply with this Policy, and respect the Dinex Groups effort to enable a safe and healthy work environment for our employees. Employees violating this Policy shall have a personal dialog with the individual's manager to understand if training or retraining is needed. In case of re-occurring violation of this Policy, the employees shall be given a written warning, stating that the consequence of another misconduct will terminate the employees employment with Dinex Group, as this person continue to put colleagues safety at risk, and this cannot be tolerated.

The notifications of re-occurrences is valid for 6 month, this counts for verbal and written warnings.

### Continuous Improvement

Every accident and near misses, contains an opportunity for continuous improvements.

Therefore, all accidents and near misses, are handled on the Factory board, using the first column named Safety, and using Team Oriented Problem Solving (TOPS), to find the root-causes and ensure that preventive actions are taken to improve our safety standards and to avoid any waste and loses that can jeopardize our employees and our quality and delivery commitment to our customers.

There might be local legal requirement of reports that need to be developed and submitted to public authorities, in case of accidents, but this do not release

the requirement for handling any accidents by TOPS on the factory board.

As the responsibility for employee's safety is a management matter, any part of handling the investigation and running the TOPS in case of a recordable accident, cannot be outsourced or delegated, but is to be run by the General manager/Site manager. In case of travel or vacation the General Manager/Site manager nominates a subordinate to be responsible for safety during the persons absents.

### Visitors, sub-contractors including truck drivers, guests and students visiting the Dinex Group

All people not employed by the Dinex Group has the obligation to apply to the safety and health procedures at all Facilities of the Dinex Group.

It is the inviting/ordering employee's obligation to secure that visitors, sub-contractors, guests and students are informed about Dinex Groups Health and safety Policy and is offered the right PPE. This also includes information of any alarms, escape routes and any routines in the act of an emergency.

It is also the obligation for the inviting/ordering employee to ensure that visitors/sub-contractors/guests/ students fulfil the requirements, and act accordantly to this Policy. In case that visitors/sub-contractors/guests/ students do not apply, they shall be given a verbal warning to ensure conduct. If this do not correct the behaviour the person shall be guided to the exit and are not welcome at the Dinex Group's facilities, as this person is a risk for the safety of our employees.

*Torben Dinesen, CEO, Dinex Group, 25.01.2021*



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