

# CODE OF CONDUCT REGARDIGN HEALTH & SAFETY OF USFCO. EMPLOYEES

## SECTION 7 (HEALTH AND SAFETY)

### 7.1. Policy Statement

USF is committed to providing a safe and healthy work environment to all its employees. At USF, sustainability translates into managing risks to ensure the health and protect the safety of employees, neighbors, customers, and all others affected by business activities, as well as protection of the environment.

These targets demand an anticipatory management approach, which is focused on preventive measures, systematic assessment of the process risks, and regular reviews including audits to control and measure improvements.

### 7.2. Principles

USF is committed to managing the impact of business on the health and safety of employees, contractors and members of the communities in which the business operates and on the environment, through processes that:

- Identify, analyze, evaluate, eliminate or manage risks that could cause an accident, injury or illness to people, damage to property or unacceptable impacts on the environment or the community;
- Support the full recovery and rehabilitation of employees in the event of work related injury or illness;
- Consider both short and long-term health, safety and environmental considerations when making decisions.

### 7.3. Accountability and Responsibility

At USF Health Safety and Environment (HSE) is a responsibility shared at all levels. All employees are responsible for all managerial and operational aspects of HSE and business continuity and the implementation of HSE policies, standards, processes, and performance improvements throughout their organization.

All employees are responsible for:-

Carrying out work safely and without harm to themselves, others, property or the environment and in accordance with their training, operating procedures and work instructions;

- Seeking assistance if required to undertake a task that they believe they are not competent to perform;

- Stopping or not starting activities that they believe carry an unacceptable level of risk to themselves and others;
- Not engaging in any form of harassment or workplace bullying, and;
- Reporting any hazards observed in the workplace or deficiencies with work practice or procedures.

USF believes in business continuity management. All employees are responsible for ensuring the uninterrupted availability of all key business functions, processes and resources required to support essential business activities.

#### 7.4. Smoke-free work place policy

USF is committed to providing a healthy workplace for its employees. In view of the harmful effects that are caused by smoking as well as passive smoke, it is considered necessary to have a smoke-free workplace policy in USF.

USF's smoke-free workplace policy is that:

- Smoking is prohibited in the entire office premises covering enclosed offices, open office areas, conference rooms, pantries, toilets and lift lobbies.
- Host employees should take the initiative to advise their guests and visitors of USF's smoke-free policy, where appropriate.
- Non-Compliance to the policy may result in disciplinary action.