

It is the policy of Techrete to provide safe and healthy working conditions as required under the relevant, applicable legislation, guidance and best practice. The Company recognises that people are a valued asset and that accidents are preventable. The Company also recognises that good health and safety performance is paramount and therefore, will provide all the necessary funding to carry out its activities to meet this objective.

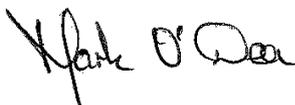
Techrete will achieve this by:

- Maintaining and developing a safety management system in accordance with the requirements of relevant legislation and at least comply with applicable legal and other requirements that relate to our OH&S hazards. It will also be the objective of the company to maintain and continually improve our accredited OH&S management system to the requirements of ISO 45001 planned and developed in conjunction with all personnel.
- Safeguarding the Safety, Health and Welfare of all employees and any others who may be affected by our activities. The target is to eliminate hazards, conditions and situations that give rise to potential accidents. Where this is not practicable, then control measures will be put in place to reduce risks to an acceptable level.
- Ensuring that employees are only deemed competent to carry out a task when they have received the relevant training, knowledge and experience. Training will be updated as required.
- Regular communication and consultation with employees and their representatives on matters of health and safety.
- Commitment to continually improve our OH&S management and our OH&S performance and commitment to the prevention of injury and ill health through the implementation and review of our OH&S management system.
- Providing a safe working environment which takes into consideration the necessary protection of employees with regard to access and egress, machinery, lighting, housekeeping, safe working procedures and safe use of substances etc. Where this is not possible or practicable then protective equipment will be provided to protect against the hazards identified.
- Providing adequate welfare facilities, first aid, fire precautions and emergency procedures.

We are constantly monitoring and following guidance issued by National Government bodies and as their recommendations change, we will update our Response Plans accordingly. We have put in place arrangements for consultation and communication with factory, site and office personnel on public health advice and safety procedures.

We have provided guidance to our Leadership Team regarding business continuity of our office and support staff in the event that administrative functions are impacted.

Under the relevant acts Employees have a duty to work in a safe and responsible manner that does not put themselves or others at risk. They must not misuse or mistreat anything that is provided for their safety and welfare and are required to comply fully with the Company Safety Policy and Procedures. Your co-operation is sought to help us achieve this important objective.

A handwritten signature in black ink that reads "Mark O'Dea".

Mark O'Dea,  
Director of Health, Safety & Environment

7<sup>th</sup> June 2022

This policy has been developed to protect all employees, contractors, and visitors from exposure to second-hand smoke and to assist compliance with the relevant legislation in Ireland and UK, while Improving the health, safety and welfare of staff, clients, contractors and visitors.

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

It is the policy of Techrete that all our workplaces are Smoke & Vape free, and all employees have a right to work in a smoke free environment. This includes the use of vape cigarettes.

'Vaping' includes the use of electronic cigarettes, electronic cigars, electronic pipes or other such electronic delivery systems intended to simulate smoking, whether they deliver a nicotine dose or not. The policy came into effect on Sunday 1st July 2007. Smoking / vaping is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. This policy applies to all employees, contractors and visitors.

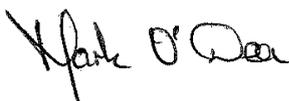
The ultimate responsibility for the implementation of this policy rests with Techrete, however, each employee is expected to understand their personal obligation to implement and comply with this policy. It is the duty of each employee to care for his or her own safety, health and welfare and to take all reasonable steps to ensure that the requirements of the Public Health (Tobacco) Act 2002 and the Health Act 2006 (UK) are met. All line managers have a responsibility to ensure that company policies are implemented, and appropriate actions taken.

All employees are required to contribute to the enforcement of this policy, by reminding anyone they see in breach of the policy to desist and to comply with company policy.

Information on smoking cessation is available through the national "Quit" campaign or The NHS – National Health Service and the HSE – Health Service Executive, offers a range of free services to help smokers give up.

For more information visit [www.quit.ie](http://www.quit.ie) or [www.quitwithhelp.co.uk](http://www.quitwithhelp.co.uk).

Appropriate 'no-smoking signs' will be clearly displayed at the entrances to and within the premises. Disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

A handwritten signature in black ink that reads "Mark O'Dea".

Mark O'Dea,  
Managing Director

7<sup>th</sup> June 2022

The Company and associated companies have a critical interest, legal and social obligation to maintain a safe and healthy working environment for our employees. This includes safe delivery of our services and interaction on all health and safety issues with customers, contractors, suppliers and other agencies.

We recognise the hazards associated with substance abuse and the detrimental effect it can have on employee health, and on the safety of our operations. We also recognise that risks associated with abuse or misuse are contributory factors in accidents and therefore, the organisation requires all employees to comply with company, customer and legislative regulations. In this context the Company defines substance abuse as the impairment of performance and/ or health and safety by drug or alcohol abuse. This includes misuse of prescription medicines and any other material likely to result in impairment.

In the event of any reported incident involving our employees, which has any linkage to substance abuse, then an incident investigation will be conducted with the utmost urgency and severity. We will use risk assessment methodology for ensuring that we operate in an optimum Quality, Health, Safety and Environmental manner at all times. Reported incidents relating to intoxication, that are found to be correct, will be regarded as gross misconduct and the appropriate disciplinary steps will be taken. The abuse or misuse of substances is not an acceptable risk at any level of our activities.

As alcoholism is an illness, the Company will implement reasonable provisions to assist any employee suffering in terms of their recovery. Any time off required will be done so under the sick leave procedure of the Company.

## **Drug and Alcohol Testing**

Employees are prohibited from using drugs or alcohol while at work or working onsite and from reporting to work or being at work with a prohibited level of drugs or alcohol in their system. The Company has the right to conduct random drug or alcohol testing using a certified occupational health advisor or medical centre. If it is reasonably believed that an employee is under the influence of non-prescribed drugs and his/her judgment and/or ability is impaired, the Company reserves the right to suspend them from work. The payment for this day will not be issued and disciplinary action will be taken as per Disciplinary Procedures. Failure to comply with this policy will be deemed a serious breach of health and safety and may constitute gross misconduct.

A handwritten signature in blue ink that reads "Orla Dunne".

Orla Dunne,  
Group HR Manager

1<sup>st</sup> June 2022

It is the policy of Techrete to provide safe and healthy working conditions as required under the applicable legislation, guidance and best practice. The Company recognises its duty of care and implements safe systems of work to protect the health, safety and welfare of all its employees and people who could be affected by its activities.

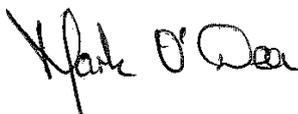
Where the use, or operation of work equipment, or a method of work constitutes a genuine danger to the employee or another person, the employee may refuse to work. Details will be discussed with the line manager or an alternative senior manager.

If an agreement cannot be made the Techrete Managing Director will be informed of the details and will decide appropriate action to resolve the issue.

Techrete will not discipline, suspend, discharge or demote an employee or impose any financial or other penalty on any employee who invokes the refusal to work procedure.

Issues relating to the use of the Techrete Worksafe Policy must be forwarded to the Head of Health, Safety and Environment.

We actively encourage all of our employees to work safely and to stop work and report any problems that they may encounter during their working activity to their line manager.

A handwritten signature in black ink that reads "Mark O'Dea".

Mark O'Dea,  
Managing Director

7<sup>th</sup> June 2022