



## HEALTH AND SAFETY POLICY

1. This policy applies to the AFE Group companies throughout the world. Specific references to legislation are to legislation of the United Kingdom but the underlying principles and practical requirements of the policy are universally applicable.

1.1 It is the policy of the AFE Group to provide a safe and healthy environment for all who are employed by it, visit its premises, or who may be affected by work done by its employees, in line with the requirements of the Health and Safety at Work, etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and other relevant legislation.

1.2 In order to implement this policy, each operating unit will establish detailed policies, procedures and organisational structures appropriate to its own particular operating circumstances.

As part of such procedures, hazards will be identified and monitored and the risks arising from such hazards will be regularly assessed to enable suitable control measures to be introduced and maintained. Training needs will be assessed and implemented for management and employees as appropriate, including the provision of information, instruction, training and supervision to employees to the extent that their job function demands it in respect of health and safety at work, safe working practices and other topics to ensure the health and safety of employees and others.

1.3 Each business unit will have mechanisms in place that ensure they are regularly updated regarding any changes to legal and other health and safety issues particular to their operating circumstances. All employees will be kept fully provided with information on health and safety matters affecting them and the Group is committed to developing appropriate procedures for effective communication between employees to ensure that they are informed and consulted on matters in relation to health and safety in the workplace.

1.4 Each business unit will maintain accurate records of any accidents, injuries, serious occurrences and known exposure to health risks at work and such records will be kept and maintained. Each business unit will prepare an annual summary to be submitted to the **Chief Executive Officer**.

2. It shall be the responsibility of the **Business Unit Operations Directors**:

2.1 to implement this policy within The AFE Group, ensuring that the heads of individual operating units carry out this policy at their units.

- 2.2 to submit a report annually to the **Chief Executive Officer**. The reports will include information on principal developments relating to the implementation of this policy within the Group, on current and longer-term accident records and trends and on progress towards specified long-term objectives.
  - 2.3 to report immediately to the **Chief Executive Officer** any fatality, major injury or serious occurrences, such a verbal report will be followed by written details as soon as practicable
  - 2.4 to ensure that the Group Accident Reporting Procedures are fully adhered to.
3. This policy, its implementation and effectiveness will be reviewed annually, in order to incorporate best working practices and legislative requirements:-
- 3.1 At AFE level by the **Chief Executive Officer**
  - 3.2 At operating unit level, by the **Operations Director** or Director/Senior Executive in charge as appropriate

The **Chief Executive Officer** can be contacted in writing to the registered office address, 35 Bryggen Road, North Lynn Industrial Estate, Kings Lynn, Norfolk, PE30 2HZ. Alternatively, they can be contacted by e-mail at [info@theafegroup.com](mailto:info@theafegroup.com) or by telephone on +44 (0) 1553 817 554.

**Tim Smith**  
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**AFE Group Ltd**