

<p><b>Contact officer:</b>          Name: Corina 't Hoen          Function: HR Manager</p>	<p><b>Employee Occupational Health &amp; Safety Policy</b></p> <p><b>GRI 403:</b> 103-1, 103-2, 103-3, 403-1, 403-3, 403-4, 403-5, 403-6,</p>	<p><b>Issue date:</b>          18 January 2019</p> <p><b>Last review date:</b>          20 January 2020 (V2.0)</p> <p><b>Next review date:</b>          20 January 2021</p>
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## Introduction

### Purpose

LC Packaging International B.V. (LC Packaging) considers employee health and safety as one of the most important pillars towards successful organisational growth. The responsibility towards common health and safety must be shared throughout all LC Packaging operations. This helps us to protect our employees from danger and work-related health risks. It raises organisational culture and reduces the amount of accidents at work. Our people are our greatest asset and as a member of the UN Global Compact, we strongly support, respect, promote, and protect internationally proclaimed human rights and do our utmost to provide safe, healthy, and satisfying working conditions.

### Scope

The contents of this policy are intended for all employees, part time workers, interns, contractors of LC Packaging International B.V, its affiliates and production sites.

## **Policy objectives**

LC Packaging aims to:

- Comply with the OSH Framework Directive;
- Comply main production site with SA 8000 guidelines;
- Have procedures in accordance with BS OSHAS18001:2007;
- Comply with other relevant local laws and legislations;
- Protect health and safety of individuals within the scope of LC Packaging's operations by providing protective measures;
- Ensure preventative measures including risk analysis and incident response procedures;
- Ensure decent, healthy and safe working standards throughout LC Packaging's operations;
- Raise awareness among relevant stakeholders with regards to occupational health and safety;
- Ensure health and safety related concerns are addressed in timely manner;
- Continuously improve health and safety measures;
- Reach our Sustainability Vision 2022 target: By 2022, 85% of our employees feels that he/she will be working in a safe and healthy working environment and will be satisfied with the working conditions we provide.
- By 2022, have 100% of locations for which a health and safety risk assessment has been conducted.
- By 2022 we have standardised our H&S activities for our affiliates and launched an internal H&S platform.
- Have an annual Lost Time Injury Rate below 0,2%.
- Have an annual Lost Time Severity Rate below 0,1%.
- Have an annual average of 2 hours of health and safety training per employee.

## Policy measures

LC Packaging strives to achieve its health and safety objectives with the following measures:

### Sustainability Vision 2022

LC Packaging:

- Executes regular checks by our dedicated quality department to make sure the safety and health system is in place and is strictly in compliance;
- Carries out intense dissemination of the LC Packaging Internal Code of Conduct throughout the company, through education and monitoring initiatives;
- Offers additional (health) job benefits to employees in developing countries, such as providing an in-house doctor service and female nursing, offering free basic health check-ups and medical advice;
- Measures results of the triennial Employee Enthusiasm survey (Flow).

### General

LC Packaging ensures:

- Execution of external audits on main location of operations to comply with health and safety standards;
- All its locations meet the general fire safety standards with measures such as fire alarm systems, emergency lighting, sufficient signage and fire hydrants/hoses;
- All its locations are equipped with evacuation plans and routes;
- Fire evacuation drills are performed at least one time a year;
- All health and safety procedures are presented in English or, if needed, translated into the local language or communicated verbally;
- To report all employee absences and injuries of all locations within the scope of its operations, such as monitoring health and safety indicators;
- First aid personnel is identified for all locations of its operations;
- All employees have access to medical care in case of a minor or major injury, such as medical first-aid kit;
- All employees with disabilities are provided with necessary equipment upon request;
- Employee health and safety by conducting maintenance only with professional, job-appropriate and properly equipped personnel;

- Regular housekeeping of all its locations to reduce the risk of health and safety hazards;
- Sufficient lighting for all its locations as it has an impact on employee safety, productivity and product quality;
- Sufficient sanitation facilities at all locations;
- An accident response procedure for all its locations;
- Employees are not exposed to temperatures that may adversely impact their work performance;
- A clause for health and safety is included in its contracts with subcontractors and ensures necessary resource allocation for its compliance;
- Employee awareness is raised with regards to health and safety, by offering a health and safety training;
- All employees receive guidelines and appropriate equipment for repetitive strain injury prevention;
- Proper sanitation and hygiene by providing guidelines on best practices at work;
- Workers under 18 are not allowed to work in areas of increased risk to their health and safety.

### Production sites

LC Packaging ensures:

- Compliance with standards of investment partners, such as the Dutch Development Bank FMO and the German DEG, for which yearly visits and reporting needs to be executed;
- Assessing the risks of its operations and change of operations at all its sites with the use of risk assessments;
- All employees at main production site, Dutch-Bangla Pack Ltd., receive health insurance under the health protection arrangement;
- Employees of main production site are required to participate in a compulsory health check-up;
- All employees working at production sites are sufficiently informed about the hazardous substances and safety procedures regarding those substances;
- Proper material data documentation through material safety data sheets and chemical data safety sheets;

- Safe hazardous material and equipment handling by ensuring proper storage and disposal, which minimises negatives effects on employees and environment;
- Employee health and safety at its production sites by implementing preventative measures to minimise discomfort caused by noise and dust, such as executing a noise assessment;
- Employee health and safety at its production sites by providing personal protective equipment such as earplugs, aprons and helmets;
- All machinery is handled with utmost care by providing the employees with machine handling training and guidelines;
- All its machinery is maintained in good condition with regular inspections for safety;
- All manufacturing dormitory facilities maintain decent living standards for its employees;
- Forklifts are only operated by the trained personnel;
- The safety of female employees on main production site by having guards in place to protect them when needed.

### **Approval of policy**

**Name:** Lucas Lammers, CEO LC Packaging

**Date:** 20 January 2020

**Signature:**

A handwritten signature in blue ink, appearing to be 'L. Lammers', written over a light blue horizontal line.