

# **Overview of selected KPN Security Policies**

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<b>Requirement</b>	<b>Health &amp; safety laws &amp; policies</b>
<b>Description</b>	Managers and employees must comply with health & safety laws ('Arbowet') and the KPN 'Health & Safety catalogue' ('KPN Arbocatalogus').
<b>Supplement</b>	To ensure compliance with Health & Safety Laws and the 'Health & Safety catalogue' . In this catalogue work related risks, mitigating measures and health & safety policies within KPN NL are written down in line with Health & Safety Laws.
<b>Related info</b>	Health & Safety Laws
<b>ID</b>	KSP-RE-611
<b>Version</b>	1.0
<b>Date</b>	December 11, 2017
<b>Rationale</b>	Health & safety risk assessment and evaluation
<b>Rationale</b>	Law and regulation

<b>Requirement</b>	<b>Incompany Emergency Response ('Incompany Emergency Response')</b>
<b>Description</b>	KPN NL has an emergency response organization ('BHV-organisatie') in line with Health & Safety laws; employees must follow the incompany emergency response procedures (evacuation maps 'ontruimingsplattegronden' and Golden Security Rules).
<b>Supplement</b>	<p>To ensure that emergency response procedures are in place and being followed by employees.</p> <p>Procedures like emergency evacuation rehearsals and instructions of Incompany Emergency Response team are examples of incompany emergency response procedures.</p>
<b>Related info</b>	<p>Health &amp; Safety Laws</p> <p>Evacuation maps</p>
<b>ID</b>	KSP-RE-613
<b>Version</b>	1.0
<b>Date</b>	December 11, 2017
<b>Rationale</b>	Health & safety risk assessment and evaluation
<b>Rationale</b>	Law and regulation

<b>Requirement</b>	<b>VCA ('Veiligheid Checklist Aannemers')</b>
<b>Description</b>	Employees who perform high risk work, must have a VCA-certificate. In case of outsourcing high risk work, managers must take risk mitigating measures in line with KPN's procedures and must inform contractors about residual risks and safety procedures.
<b>Supplement</b>	To ensure that employees are aware of safety risks and follow safety procedures. In case of outsourcing, line management is responsible for mitigating risks and for informing contractors about residual risks and safety procedures.
<b>ID</b>	KSP-RE-612
<b>Version</b>	1.0
<b>Date</b>	December 11, 2017
<b>Rationale</b>	Health & safety risk assessment and evaluation
<b>Rationale</b>	Law and regulation

<b>Requirement</b>	<b>Risk Inventory and Evaluation (RI&amp;E)</b>
<b>Description</b>	A Risk Inventory and Evaluation must be executed for function groups and office buildings; the RI&E must include an action plan.
<b>Supplement</b>	Goal is to identify the safety risks for KPN-employees and hired staff. This RI&E must result in an action plan with control measures to reduce risks.
<b>ID</b>	KSP-RE-614
<b>Version</b>	1.0
<b>Date</b>	December 11, 2017
<b>Rationale</b>	Health & safety risk assessment and evaluation
<b>Rationale</b>	Law and regulation
<b>Rationale</b>	Incompany Emergency Response ('Incompany Emergency Response')

Requirement	Preparation of RI&E
<b>Description</b>	<p>The RI&amp;E must be drawn up using a standard method laid down by KPN. This method has been checked by an expert in this field and has received the consent of the Central Works Council. The following sources must be used:</p> <ul style="list-style-type: none"> <li>• sick leave records;</li> <li>• recorded unsafe situations;</li> <li>• recorded workplace accidents and safety incidents;</li> <li>• building quality tests;</li> <li>• employee surveys;</li> <li>• signals received from the codetermination body;</li> <li>• legislation and/or jurisprudence.</li> </ul>
<b>ID</b>	KSP-RE-604
<b>Version</b>	1.0
<b>Date</b>	December 11, 2017
<b>Rationale</b>	Health & safety risk assessment and evaluation
<b>Rationale</b>	Law and regulation

<b>Requirement</b>	<b>KPN Workplace Health &amp; Safety Catalog</b>
<b>Description</b>	The risks identified by means of the RI&E and the adopted standard measures must be stated in the KPN Workplace Health and Safety Catalog.
<b>Related info</b>	KPN Arbocatalogus on TEAMKPN
<b>ID</b>	KSP-RE-605
<b>Version</b>	1.0
<b>Date</b>	December 11, 2017
<b>Rationale</b>	Health & safety risk assessment and evaluation
<b>Rationale</b>	Law and regulation

Requirement	Plan of Action (PoA)
<b>Description</b>	<p>A Plan of Action must be drawn up for each department or workplace based on the RI&amp;E. Using a standard workplace health and safety checklist, there must be an evaluation of whether the risks are being controlled. Any observed irregularities, measures and improvement proposals, including scheduling (prioritization) and responsibilities for their execution, must be stated in the Plan of Action. At the very least there must be compliance with the defined standard measures contained in the KPN Workplace Health and Safety Catalog.</p> <p>An aggregated Plan of Action must be drawn up within the different parts of the organization and submitted to the relevant Works Council for consent. The plan must contain an overview of all departmental plans of action and is formally part of the RI&amp;E.</p>
<b>ID</b>	KSP-RE-606
<b>Version</b>	1.0
<b>Date</b>	December 11, 2017
<b>Rationale</b>	Health & safety risk assessment and evaluation
<b>Rationale</b>	Law and regulation



<b>Requirement</b>	<b>Job-related RI&amp;E</b>
<b>Description</b>	An RI&E must be drawn up for each cluster of jobs. This RI&E must inventory the risks attached to the activities carried out within the cluster concerned. References must be included in these RI&Es to the standard measures for eliminating and/or mitigating the risks.
<b>ID</b>	KSP-RE-607
<b>Version</b>	1.0
<b>Date</b>	December 11, 2017
<b>Rationale</b>	Health & safety risk assessment and evaluation
<b>Rationale</b>	Law and regulation

<b>Requirement</b>	<b>Workplace RI&amp;E</b>
<b>Description</b>	An RI&E must be drawn up for workplaces (buildings). This RI&E must inventory the risks attached to the building, the workplaces and the in company emergency services (IES). References must be included in these RI&Es to the standard measures for eliminating and/or mitigating the risks.
<b>ID</b>	KSP-RE-608
<b>Version</b>	1.0
<b>Date</b>	December 11, 2017
<b>Rationale</b>	Health & safety risk assessment and evaluation
<b>Rationale</b>	Law and regulation

<b>Requirement</b>	<b>Updating of RI&amp;E</b>
<b>Description</b>	The Prevention Officer must review the RI&Es every year. The RI&E must be updated if the need to do so is evident from the review or from other signals.
<b>ID</b>	KSP-RE-609
<b>Version</b>	1.0
<b>Date</b>	December 11, 2017
<b>Rationale</b>	Health & safety risk assessment and evaluation
<b>Rationale</b>	Law and regulation

<b>Requirement</b>	<b>Publication and communication</b>
<b>Description</b>	The RI&Es, Plans of Action and the KPN Workplace Health and Safety Catalog must be accessible to all relevant employees and viewable on TeamKPN. Comments or questions may be addressed to the KPN Security, Compliance & Integrity Helpdesk.
<b>ID</b>	KSP-RE-610
<b>Version</b>	1.0
<b>Date</b>	December 11, 2017
<b>Rationale</b>	Health & safety risk assessment and evaluation
<b>Rationale</b>	Law and regulation