

# NovaMente Soluções Cognitivas

Document 15 — Health & Safety Procedures

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## Introduction

NovaMente is committed to maintaining a safe and healthy work environment for all employees, whether they work from the Florianópolis office or from home. This document describes the health and safety standards, procedures, and responsibilities that apply across both work settings. It complies with applicable Brazilian occupational health and safety legislation, including the Normas Regulamentadoras (NRs) administered by the Ministry of Labor.

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## Office Environment

### Physical Safety

The Florianópolis office is maintained in compliance with applicable safety standards. Emergency exits are clearly marked and kept unobstructed at all times. Fire extinguishers are inspected annually and are located at designated points throughout the office. An emergency evacuation plan is posted visibly at the entrance and near each emergency exit. Fire drills are conducted twice per year, and all office-based employees are required to participate.

A First Aid kit is maintained in the office kitchen area and is inspected monthly by the designated safety coordinator within the HR & Culture team. Employees who use items from the First Aid kit should notify the HR & Culture team so that supplies can be replenished. In the event of a medical emergency at the office, employees should call emergency services (SAMU: 192) immediately and then notify a manager or the HR & Culture team.

### Ergonomics

NovaMente provides ergonomically appropriate workstations at the Florianópolis office, including height-adjustable desks, ergonomic chairs, and external monitors. Employees who experience discomfort related to their workstation should speak with the HR & Culture team, who will arrange an ergonomic assessment and make adjustments as needed. Prolonged sedentary work is a known occupational health risk — employees are encouraged to take short breaks, vary their posture, and move throughout the day.

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## Remote Work Safety

Employees who work from home are responsible for maintaining a safe and ergonomically appropriate home workspace. NovaMente provides a remote work setup allowance (described in Document 05) to support this. A safe home workspace includes a stable and properly grounded electrical setup, adequate lighting that does not cause eye strain, an ergonomic seating and desk

arrangement that supports good posture, and a space free from hazards that could cause trips or falls.

NovaMente provides an optional remote ergonomics self-assessment checklist through the internal knowledge base. Employees who identify ergonomic concerns in their home setup are encouraged to raise them with the HR & Culture team so that solutions can be identified.

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## **Mental Health and Psychological Safety**

Psychological safety is an occupational health matter, not just a cultural aspiration. NovaMente treats psychological harm — including chronic stress, burnout, harassment, and hostile work environments — with the same seriousness as physical safety risks. The wellbeing practices described in Documents 04, 05, and 11 are in part an expression of NovaMente's occupational mental health obligations.

Managers have a specific role in occupational mental health: they are the most proximate point of contact for employees experiencing stress or difficulty, and their behavior is the single most influential factor in team psychological safety. Manager training at NovaMente includes content on recognizing the signs of burnout and distress in team members, and on responding in a way that is supportive, appropriate, and non-stigmatizing.

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## **Accident and Incident Reporting**

Any work-related accident or incident — whether it occurs at the office or while performing work duties remotely — must be reported to the HR & Culture team as soon as possible. This includes accidents that result in injury, near-misses that could have resulted in injury, and any condition that poses a potential safety risk. NovaMente investigates all reported incidents to understand their cause and prevent recurrence.

Workplace accidents that result in injury are reported to the relevant authorities in accordance with Brazilian law, including the issuance of a Comunicação de Acidente de Trabalho (CAT) when required. The HR & Culture team manages this process and ensures that affected employees receive appropriate support throughout their recovery.

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