

Health, Safety, Environment & Sustainable Development Policy



Reviews & Approvals

This policy document has been reviewed and approved by the undersigned:

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Contents

1.	Policy Statement	4
	Policy Principles	
	Definitions	
	Purpose:	
5.	General Precautions	5
6.	Employee's Responsibilities	5
7.	Clean Work Area	6
8.	Fire Procedure	6
9.	Environmental Policy Statement	7
10.	Quality Assurance (QA) Policy Statement	7
11.	Sustainable Development Policy Statement	7
12.	Reporting	8
13	Modification of this Policy	۵

1. Policy Statement

The Signal Alliance Technology (SATH) policy on Health, Safety, Environment and Sustainable Development (HSE & SD) Management System shall be applied to:

- 1.1. Achieve continuous improvement in HSE & SD performance
- 1.2. Establish objectives and targets, measure appraisals and report HSE & SD performance.
- 1.3. Require contractors to manage HSE & SD in line with this policy.
- 1.4. Include HSE & SD performance in the appraisal of employees and reward accordingly.
- 1.5. Deliver in compliance with the laws of the Federal republic of Nigeria and internal standards.

The impact of this policy is the continuous improvement in the management of risks to the health and safety of employees, contractors and others affected by our operations. This is aimed at continuous reduction in the impact of operations on the environment.

2. Policy Principles

At SATH, our operations and services are to exceed customer expectations and satisfaction, while adding value to stakeholders. It is imperative that these services are delivered in a manner that is safe and devoid of any injury to our staff or customers.

3. Definitions

- 3.1. Quality is defined as the state of being free from defects and deficiencies or meeting customer requirements.
- 3.2. Safety is defined as the condition of being protected from danger, risk, or injury
- 3.3. Environment: the physical surrounding, conditions or workplace in which employees operate.
- 3.4. Hazzard: is any object, situation, or behavior that has the potential to cause injury, ill health, or damage to property, the environment, or people.

4. Purpose:

The Purpose of our Health & Safety policy is to:

- 4.1. Protect the health and safety of SATH employees, its subsidiaries and others affected by our operations
- 4.2. Protect the environment and prevent pollution

- 4.3. Safeguard the interests of neighboring local communities
- 4.4. Achieve efficient use of materials and technology tools in a safe manner.
- 4.5. Manage HSE & SD as any other critical business activity.
- 4.6. Play a leading role in promoting best HSE & SD practice within the technology sector of the Federal Republic of Nigeria
- 4.7. Implement individual accountability to comply with HSE & SD MS requirements
- 4.8. Empower employees to start work ONLY when conditions are safe and to stop work when it is unsafe.

5. General Precautions

- 5.1. Employees are enjoined to value life before personal possessions.
- 5.2. Employees are to cooperate with fellow employees. Show them the safe way to perform work.
- 5.3. Employees are encouraged to do their work safely. Employees are warned to desist from chances which could result in personal injury.
- 5.4. Employees are to familiarize themselves with the duties and hazards of their job. If unsure, Employees should discuss them with their Supervisor or Line Manager.
- 5.5. It is important to note that Ignorance is no excuse for an accident.
- 5.6. Employees are enjoined to not distract the attention of fellow employees while working, or operating any equipment.
- 5.7. Employees are mandated to use the correct tools, or equipment, when performing any job.
- 5.8. Employee shall ensure that all tools and equipment be visually inspected before use.
- 5.9. Unstable chairs, boxes, tables and other similar unstable devices/items shall not be used as working platforms.
- 5.10. Employees are enjoined to desist from lifting or carrying anything to heavy or bulky to be handled safely by one person.
- 5.11. Lift Trucks and other devices for handling heavy loads should be used wherever possible to reduce to a minimum the manual handling of materials.

6. Employee's Responsibilities

It is the responsibility of every employee to participate in and accept personal responsibility for health and safety specific to his/her work place. Employees are expected to take the initiative to create and maintain a safe work environment. This includes: not performing jobs without proper training especially relating to operating equipment; and ensuring your workstation is suited to you and your job.

All employees should know where the First Aid kit and Health Services areas are located. It is also expected that employees need to be familiar with the chemicals (if any) used in their daily work, their first aid treatment and handling in the event of a chemical incident (if any).

It is also the responsibility of every employee to report unsafe conditions to his or her Supervisor, or the responsible administrator in the area of possible hazards and question potential problems or any physical discomfort they are experiencing which they suspect may be related to their work environment.

It is also the right and responsibility of every employee to refuse work that he/she believes to be unsafe, and the responsibility to make or assist in making the work safe. Employees are also expected to participate in department health and safety meetings.

7. Clean Work Area

A clean orderly workplace is a safer workplace. An unclean work place is hazardous and encourages poor handling and storage practices which result in damages. A clean work station makes your job easier and more pleasant. At the end of each work day, each employee should tidy up their assigned work area. The rule is that a job is not done until the tidying up has been done. Common areas should be

cleaned up by all personnel, when necessary.

- All areas must be kept neat and orderly at all times. Each employee
 is responsible for the cleanliness of the area in which they work and
 for all tools and equipment used.
- Employees are encouraged to keep their work place free of clutter.
- Spills and breakage are to be cleaned up immediately.
- Spaces around machines and equipment should be kept clear and clean at all times to permit free movement.
- Floors should be kept clean and clear to prevent slipping and collision.
- Lighting fixtures are to be checked regularly to permit clear vision. Faulty lights should be reported to Administration, so that building maintenance/Facilities can be contacted to rectify the situation.

8. Fire Procedure

All employees must know where the fire extinguishers are located, and how to properly use them. Employees are enjoined to familiarize themselves with the fire procedure below.

- Fire extinguishers and First Aid Stations should be clearly marked with signs.
- Never block access to Exits, fire extinguishers, electric switches and panels.
- Do not block or stack material against doors, which would prevent them from operating properly in event of a fire.
- Do not use flammable material near electrical panels, switches, lift trucks or any electrical equipment.
- Make sure all equipment is properly grounded where needed.

- Fire extinguishers must be inspected regularly.
- Report to your Supervisor any defect in electrical, fire prevention or material handling equipment.
- No flammable materials are to be placed around an exit door way.

9. Environmental Policy Statement

As an organization, we are professionally bound to operate in such a manner as to decrease, control or eliminate environmental pollution by our operations. Our commitment to the environment extends to our customers, our staff, and the community in which we operate. We are committed to:

- Designing and managing our business operations to meet or surpass applicable environmental laws and complying with all applicable environmental regulations.
- o Preventing pollution whenever possible.
- o Training all of our staff on our environmental program and empower them to contribute and participate.
- Cooperating with customers, suppliers, associations, and government agencies to promote the environmentally safe handling and disposition of materials and products.
- Communicating our environmental commitment and efforts to our customers, staff, and our community.
- Seeking continual improvements over time by striving to measure our environmental impacts and by setting goals to reduce these impacts.

10. Quality Assurance (QA) Policy Statement

In SATH every employee and contractor is responsible for the quality in our operations and for maintaining high standards. SATH is committed to:

- Providing customers with high quality technology solution services which meet requirements and are fit for purpose.
- Operating its business according to systems required by National and International standards.
- o Enhancing the skills of management and staff through reviews and pursuing an on-going training policy, the objective of which is to prepare staff to perform their work effectively.
- o Promoting the culture of continual quality improvements and the philosophy of Operational Excellence by getting things "right the first time".
- o Rigorously executing the safe delivery and implementation of technology solutions in line with customers specifications at all times.
- Own a Quality Management System and ensure implementation is achieved through regular management reviews.

11. Sustainable Development Policy Statement

11.1. At SATH, we recognize that sound governance of sustainable development (SD) issues is both good for society and good for our business. We consider sustainable development as an integral component of our business and look

to manage our risks and opportunities through robust policies, standards, and management systems. We support the long-term success of our business by identifying opportunities and risks across the technology value chain.

- 11.2. We build strong working relations and form partnerships with both government and non-governmental organizations, (NGOs), academic institutions, local communities and other relevant stakeholders at global, regional and local levels to support transparency, exchange knowledge and learnings, raise awareness, mitigate negative impacts, seek joint solutions and participate in developing good practices.
- 11.3. We ensure that our sustainable development management system requirements are applied by:
 - 11.3.1 Maintaining compliance with local, regional, and national laws and regulations.
 - 11.3.2 Implementing relevant industry best practice and standards where appropriate.
 - 11.3.3 Effectively communicating our policies and standards to all employees, contractors, and suppliers.
 - 11.3.4 Setting corrective actions and measures where appropriate to ensure continuous improvement in our performance.
 - 11.3.5 Exercising due diligence prior to the introduction of new technology projects and products.

12. Reporting

SATH expects its employees to play a role in providing a healthy and safe working environment on a continuous day-to-day basis therefore everyone has a responsibility to look out for each other and report all accidents, injuries, dangerous occurrences, hazards, diseases, or property damage or that could have resulted in serious injury which occurs in the workplace.

All such occurrences on office premises must be recorded by the safety officer or an administrative officer who shall be responsible for promptly conducting an investigation to determine the cause of the incident. The report of the investigation must be considered by the management in order to decide the appropriate and reasonably practicable control measures to deal effectively with the circumstances and prevent recurrence. This may mean either Preventative or Controlling measures

13. Modification of this Policy

SATH reserves the right to modify the policy based on business and economic realities. Changes to the policy will be communicated to all employees accordingly.