**INCIDENT/ACCIDENT REPORT**

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| This report relates to**:**  Accident  Incident  Near Miss |

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| **Incident Classification: Please “tick” on one or more the classifications below:**  Safe Systems of Work  Process Safety  Personal Safety  Health  Environment    Driving  Other |

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| **Incident Severity and Consequence:**  Major Incident  First Aid Only  Process/system failure  Fire/Explosion  High  potential incident  Restricted work Vehicle Accident  OSHA non-compliance  Property Damage  Day(s) away from work due to injury/illness  Leak  Medical  Treatment required  Impact to reputation  Business Interruption |

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| **DATE OF INCIDENT** | **16th February, 2024** | **TIME:** | **12:00 am** |
| **COMPANY NAME:** | **Digital Ocean** | **Location on the site** | **Tempe, St. Georges** |
| **Name of Employee** | **Ulric Aird** | **Name of Supervisor** | **Jarad Higgins** |

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| **For All Incidents: Reports were made to:**  Occupational Safety & Health Agency  Yes  No  Environmental Management Authority  Yes  No  Police Service  Yes  No |

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| Description of Incident: (if additional space is required, please attach to this report)  Upon arriving to the site, I was about to open the warehouse to collect some items for the completion of a project. Then I noticed that the padlock for the warehouse was cut open. When I entered the warehouse, I noticed that the shelves were left in a mess. I seemed like someone broke in and stole the items. |

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| Response to Incident:  I immediately called the police to inspect the damage and find the person that stole the items. |

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| Immediate Action(s) taken to prevent reoccurrence:  We installed security cameras with all various feature such as thermal, night vision, etc and tighten the security by implementing a keycard system on all doors on the warehouse to verify who entered and exited the warehouse. |

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| Root Cause Investigation Initiated  Yes  No | |
| Investigation Leader: David Beckham | |
| Prepared by: Ciro Immobile | Date: 17th February, 2024 |
| Signature: Ulric | |