



## DG Packaging Safety & Security Policy

### Policy Statement

DG Packaging is committed to fostering a safe, secure, and respectful workplace for all employees, contractors, and visitors. Through proactive risk management, safety training, and clear conduct expectations, the Company strives to uphold the highest standards of operational integrity and well-being across its premises.

### 1. Purpose

This policy outlines DG Packaging's commitment to maintaining a safe, secure, and healthy workplace for all employees, contractors, and visitors. It supports compliance with Singapore's Workplace Safety and Health Act (WSH Act) and promotes a proactive safety culture.

### 2. Scope

Applies to all personnel across DG Packaging's premises, including full-time, part-time, contract, and temporary staff, as well as contractors and visitors.

### 3. Definitions

- Hazard: Any source of potential harm or adverse health effect
- Incident: An unplanned event that results in injury, illness, or damage
- Emergency Lead: Designated personnel responsible for coordinating emergency response
- Security Breach: Unauthorized access, tampering, or misuse of company systems or property
- Progressive Discipline: A structured approach to managing misconduct through escalating warnings

### 4. Roles & Responsibilities

- HR Department: Oversees policy implementation, training, and incident documentation
- Management Team: Manages emergency protocols and access systems, ensure team compliance and report safety concerns
- Employees: Follow safety rules, report hazards, and participate in training

### 5. Workplace Safety

Employees must:

- Observe all safety rules, signage, and protocols
- Use Personal Protective Equipment (PPE) where required
- Report unsafe conditions, hazards, or injuries immediately

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- Participate in safety briefings and training sessions
- Practice ergonomic awareness and take regular screen breaks

DG Packaging will:

- Conduct annual safety audits and risk assessments
- Maintain first aid kits, fire extinguishers, and evacuation maps
- Provide safety training during onboarding and refreshers annually
- Promote psychological safety and encourage open reporting without retaliation

## **6. Emergency Procedures**

Fire Breakout:

- Follow posted evacuation routes and assemble at designated points
- Fire drills will be conducted periodically

Power Failure / Blackout:

- Remain at workstations unless directed by Management Team
- Avoid using lifts during outages

Medical Emergencies:

- Contact designated emergency leads or HR immediately

## **7. Workplace Security**

DG Packaging uses a facial recognition system to manage secure access to office premises.

- Employees must ensure their facial profile is registered with HR prior to commencement of duty
- Access is granted via facial scan at designated entry points
- Report any issues with recognition or access immediately to HR
- Unauthorized entry attempts or tampering may result in disciplinary action

Office Keys:

- Employees entrusted with keys are responsible for safekeeping
- Replacement costs for lost keys will be borne by the employee

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#### Property Removal:

- No company property may be removed without written authorization

#### Information Security:

- Passwords and credentials must be kept confidential
- Unauthorized sharing, disclosure, or use of company data is prohibited
- Use of company devices and networks must comply with IT policies

### **8. Reporting Protocol**

- Safety concerns, incidents, or breaches must be reported via the Incident Reporting Form
- Reports should be submitted to HR or the Management Team within 24 hours of occurrence
- Anonymous reporting channels are available for sensitive matters

### **9. Employee Conduct & Disciplinary Offences**

Violations of safety and security protocols may result in disciplinary action under the Progressive Discipline Framework. Offences include, but are not limited to:

#### (A) Conduct Violations

- Refusal to perform assigned duties
- Loitering, habitual lateness, or leaving work without approval
- Quarreling or using vulgar/abusive language
- Smoking in unauthorized areas
- Sleeping during working hours

#### (B) Safety & Hygiene Breaches

- Horseplay, throwing items, scuffling, or unsafe behavior
- Littering, spitting, or creating unsanitary conditions
- Wilful damage or misuse of access systems or equipment
- Gross negligence leading to injury or property damage

#### (C) Security Offences & Misconduct

- Theft, fraud, or breach of trust
- Substance abuse, gambling, or unauthorized meetings
- Disclosure of confidential information without approval

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- Operating personal businesses or soliciting during work hours
  - Provoking, threatening, or interfering with colleagues or superiors
  - Non-compliance with company policies or operational arrangements

#### **10. Policy Review**

This policy will be reviewed annually or upon significant operational changes. Updates will be communicated to all employees.

All employees are required to acknowledge this policy upon onboarding and whenever updates are issued.

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