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Pexip Policy

Health & Safety Policy

Document Owner: Chief People Officer
Document Version: 2026-Aug-19

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Purpose

Pexip is committed to providing a safe and healthy working environment for all employees, consultants, contractors, interns, temporary personnel, visitors, and other stakeholders. This includes protecting physical health, mental health and wellbeing, and preventing work-related accidents, injuries and illnesses wherever Pexip work is carried out.

Scope

This policy applies globally to Pexip and its subsidiaries. It applies to work performed in Pexip offices, at home or other approved work locations, while travelling for business, and in work activities carried out by employees, consultants, contractors, interns, temporary personnel, and anyone acting on behalf of or represent Pexip. Contractors and third parties are expected to maintain health and safety standards appropriate to the work they perform and to follow applicable Pexip site rules and local legal requirements.

Objective

Pexip aims to provide safe and healthy working conditions, prevent work-related injury and ill health, comply with applicable safety health laws and recognized international standards, and continually improve our health and safety approach. We will promote a culture where health and safety concerns can be raised early, without retaliation, and where employees and workers are actively involved in improving safety practices.

Policy

Health and Safety Principles:

- Health, safety and wellbeing is a priority for Pexip.
- Health and safety practices apply equally to office-based, hybrid, remote and home-working arrangements.
- Work-related accidents, injuries, illnesses and unsafe conditions should be prevented wherever reasonably practicable.
- Applicable legal and regulatory requirements are minimum standards; where Pexip standards or local law provide stronger protection, the higher standard should be followed.
- Employees and workers should be consulted, informed, trained and encouraged to participate in identifying hazards and improving health and safety practices.

Pexip Responsibilities

- Provide and maintain safe and healthy working environments, equipment, systems of work and welfare arrangements appropriate to the nature of the work.
- Identify hazards, assess occupational safety and health risks, and implement controls using a prevention-focused approach that prioritises eliminating or reducing risks at source.
- Provide health and safety information and training appropriate to the role, work location and risks involved, including induction and refresher training where required.
- Coordinate with contractors, suppliers, landlords and other third parties where work activities or premises are shared or where their activities may affect Pexip personnel.
- Make appropriate arrangements for first aid, fire safety, evacuation and emergency response at Pexip-controlled workplaces.
- Emergency arrangements should be communicated to employees and relevant third parties and tested or reviewed as appropriate to the workplace and local requirements. Encourage consultation and participation by employees and workers in health and safety matters, including feedback on risks, controls and improvement opportunities.
- Managers are expected to reinforce safe working practices, respond promptly to concerns, and escalate health and safety issues where needed.
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Employee and Worker Responsibilities

- Take reasonable care of their own health and safety and that of others who may be affected by their work.
- Use work equipment, safety equipment and protective measures properly and report defects or concerns promptly.
- Report hazards, unsafe conditions, work-related injuries, illnesses, incidents and near misses as soon as reasonably practicable through the relevant internal reporting channel.
- Follow applicable health and safety instructions, emergency instructions, procedures, training and site rules, including cooperation with fire wardens, first aiders, facilities teams and other designated persons.
- Cooperate with Pexip in meeting applicable health and safety obligations, including participation in risk assessments, training, investigations and corrective actions when requested.

Risk Management and Prevention

- Risk assessments must be carried out for relevant work activities and reviewed when there are material changes, incidents, new equipment, new work processes, new premises, significant changes to working arrangements, or other indications that controls may no longer be effective.
- Controls should follow the hierarchy of prevention and control: eliminate hazards where possible; substitute or reduce the risk; introduce engineering, organizational or administrative controls; and use personal protective equipment where required and appropriate.

- Pexip will consider risks related to workstation set-up, display screen equipment, prolonged screen work, manual handling, electrical equipment, business travel, lone or remote working, emergency arrangements and other foreseeable workplace risks.
- Pexip will consider psychosocial risks, including workload, working time, role clarity, autonomy, support, fair processes, isolation, harassment and other work-organization factors that may affect safety, health and performance.
- Employees are encouraged to take regular breaks, use ergonomic equipment where appropriate, maintain a suitable work area when working remotely, and raise concerns about workload, stress, isolation or other health and safety risks early.

Incident, Hazard and Near-miss Reporting

- All work-related injuries, illnesses, incidents, hazards and near misses must be reported as soon as reasonably practicable through the relevant internal reporting channel and, where applicable, to the relevant manager, workplace contact or HR.
- Reported events will be reviewed and, where appropriate, investigated to identify causes, corrective actions and preventive measures.
- Pexip will comply with applicable legal reporting obligations in the relevant jurisdiction, including any required notifications to regulators or authorities.
- No person should suffer retaliation for raising a health and safety concern, reporting an incident or participating in an investigation in good faith.

Enforcement

Non-Compliance

Intentional violation of this policy may result in disciplinary action which may include termination for employees and temporaries; a termination of employment relations in the case of contractors or consultants; dismissal for interns and volunteers. Additionally, individuals may be subject to loss of provisioned information resources access privileges. Access to Pexip systems, premises or resources may also be restricted where necessary to protect health and safety.

Exceptions

Any exception to this policy must be approved by the document owner in advance. Exceptions must not reduce compliance with applicable legal requirements.

Review

This document will be reviewed annually and updated to reflect the findings of the review. It will also be reviewed following a major incident which requires a review of this document, and or a major change which impacts this document.