Comprehensive Health & Safety

Al Sharqi Shipping Co LLC

POLICY STATEMENT

Al Sharqi Shipping Co. LLC is committed to providing a safe and healthy workplace for all employees, contractors, business partners, customers, and visitors across our global operations. We recognize that proactive health and safety management is essential to our operations, our people's well-being, and our overall success. This commitment aligns with our core value of Constant Care. We are dedicated to preventing work-related injury and ill health while continuously improving our safety performance in all jurisdictions where we operate.

1. PURPOSE AND SCOPE

1.1 Purpose

This policy establishes a comprehensive framework for health, safety, and occupational well-being within Al Sharqi Shipping Co. LLC globally, ensuring compliance with applicable legal requirements in each jurisdiction where we operate and adherence to international industry best practices. It aims to minimize health-related risks, foster a strong safety culture, and provide resources for employee well-being and emergency preparedness.

1.2 Scope

This policy applies to:

- All Al Sharqi Shipping Co. LLC employees (including permanent, temporary, contract staff, and remote workers)
- Directors, officers, and management personnel
- Contractors, suppliers, and business partners acting on behalf of Al Sharqi
- Customers and visitors at Al Sharqi facilities

It covers all Al Sharqi locations, facilities, and operations globally, addressing both:

- Physical and psychological risks in administrative, executive, and knowledge-based roles

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- Operational risks in logistics, warehousing, transportation, and field activities

2. PRINCIPLES AND OBJECTIVES

Al Sharqi Shipping Co. LLC is committed to:

- Ensuring full compliance with all relevant health and safety laws in jurisdictions where we operate, including but not limited to UAE Federal Decree Law No. 33 of 2021 and relevant Ministry of Human Resources and Emiratization (MOHRE) directives in the UAE, and equivalent legislation in other operating countries
- Adhering to applicable international health and safety standards, including ISO 45001:2018
- Promoting the physical and psychological health and well-being of all personnel
- Identifying, assessing, and mitigating health and safety risks across all operations
- Providing appropriate training and awareness programs
- Establishing clear reporting mechanisms for incidents, near misses, and hazards
- Implementing emergency preparedness and response procedures
- Ensuring responsible behavior and engagement in health and safety matters by all individuals

3. CORE COMPONENTS AND KEY AREAS

3.1 Risk Management

Al Sharqi will implement standardized processes to identify and assess potential health and safety risks in the workplace, considering the specific context of global logistics operations. This includes:

- Physical risks in various operating environments
- Ergonomic risks for all employee categories
- Psychological risks including stress and burnout
- Risks specific to logistics operations (warehousing, transportation, etc.)
- Risks associated with remote work arrangements

Risk assessments will be conducted:

- Upon implementation of this policy
- When new processes or equipment are introduced

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- Following significant incidents
- At regular intervals as defined by local regulations or at least annually

Mitigation measures will be developed, implemented, and monitored based on these assessments.

3.2 Safety Awareness and Information

- Health and safety information will be made available to all employees as part of their orientation process
- Safety awareness materials will be periodically distributed to keep employees informed of best practices
- Role-specific safety information will be provided based on identified risks
- Suppliers and contractors will receive safety guidelines relevant to their work
- Effectiveness of safety communications will be periodically reviewed
- Safety information will be available in languages understood by all employees

3.3 Workplace Setup and Ergonomics

For office-based and remote employees:

- Guidelines and training on ergonomic setup for workstations will be provided
- Adjustable chairs, monitor stands, and other ergonomic equipment will be available as necessary
- Quarterly ergonomic self-assessments or HR-guided reviews will be conducted
- Accommodations will be made for employees with special ergonomic needs

3.4 Mental Health and Well-being

Al Sharqi recognizes the importance of psychological health and is committed to:

- Fostering a positive work environment that supports mental well-being
- Promoting work-life balance and reasonable working hours
- Providing resources for stress management where feasible
- Enabling confidential discussions with HR regarding work-related stress concerns
- Addressing issues such as discrimination, harassment, and workplace bullying
- Supporting managers in recognizing signs of workplace stress
- Providing appropriate support during organizational change

3.5 Incident Reporting and Investigation

- All accidents, incidents, near misses, unsafe working conditions, and potential hazards must be reported immediately
- Reports can be made to direct supervisors, HR, the HSE Officer, or through the company's confidential reporting system
- Al Sharqi commits to promptly investigating all reported incidents to identify root causes
- Corrective actions will be implemented to prevent recurrence
- Serious injuries or life-threatening incidents will be escalated immediately to senior management
- Regular analysis of incident data will be conducted to identify trends and systemic issues
- No retaliation will be tolerated against anyone who reports safety concerns in good faith

3.6 Basic Emergency Response

- Basic emergency contact information will be maintained at all locations
- Emergency exits will be clearly marked according to local regulations
- Fire safety equipment will be available as required by local building codes
- Key personnel will be identified to assist during emergency situations when possible
- Emergency contact information will be made available to employees
- Periodic emergency evacuation procedures will be reviewed
- Basic emergency response guidelines will be developed based on facility requirements

3.7 Health and Safety in Logistics Operations

Specific attention will be paid to safety in logistics activities, including:

- Procedures for handling, storing, and transporting dangerous goods
- Ensuring the safety and maintenance of vehicles and equipment
- Adhering to traffic safety regulations in all operating jurisdictions
- Managing security risks in the supply chain
- Ensuring suppliers and subcontractors adhere to high safety standards
- Regular inspection and maintenance of operational facilities and equipment

3.8 Remote Work Safety

- Employees working remotely are expected to maintain a safe and ergonomic home workspace
- Guidelines and self-assessment checklists will be provided for remote workspaces
- The company will offer training and awareness sessions on remote work safety
- Remote workers must report any work-related injuries or health issues promptly
- Regular check-ins will be conducted with remote employees regarding their well-being
- The company's liability for remote workspaces will be governed by local laws in each jurisdiction

3.9 Hygiene and Environmental Safety

- Regular cleaning schedules will be implemented at all company facilities
- Employees are expected to maintain tidy and hygienic workstations
- Indoor air quality, lighting, temperature, and noise levels will be monitored when feasible
- Environmental controls will be implemented as needed based on facility requirements

4. ROLES AND RESPONSIBILITIES

Health and safety is a shared responsibility across all levels of the organization:

4.1 Senior Management

- Provide leadership and resources for effective policy implementation
- Establish and maintain a positive safety culture
- Ensure policy compliance across all operations
- Review safety performance regularly
- Lead by example in adhering to safety protocols

4.2 Head of HR & Compliance

- Own and maintain this policy
- Oversee training programs and track compliance
- Manage grievances related to health and safety
- Facilitate resources for policy implementation
- Coordinate with HSE Officer on policy updates and implementation

4.3 HSE Officer

- Provide technical expertise on health and safety matters
- Support risk assessments and help develop mitigation measures
- Assist with training development and delivery
- Monitor performance against health and safety targets
- Coordinate incident investigations
- Stay current with relevant regulations and best practices

4.4 Managers and Supervisors

- Implement this policy within their teams
- Ensure team compliance with safety protocols
- Identify and address safety risks in their areas
- Support incident investigations
- Encourage reporting of safety concerns
- Lead by example in safety practices

4.5 Employees

- Comply with all safety rules and procedures
- Report hazards, incidents, and near misses promptly
- Participate in training and wellness programs
- Exercise proper care for their own safety and that of others
- Suggest improvements to safety practices

4.6 Fire Marshals and First-Aiders

- Attend specialized training for their roles
- Lead emergency drills and simulations
- Act appropriately during emergencies as trained
- Maintain necessary certifications

4.7 Suppliers and Business Partners

- Comply with this policy and relevant safety standards
- Ensure their employees are properly trained
- Report any safety concerns when working on Al Sharqi premises or behalf

5. REPORTING AND COMMUNICATION

- Concerns, incidents, or potential hazards should be reported through established channels
- Reporting options include direct supervisors, the Head of HR & Compliance, the HSE Officer, or through confidential reporting systems
- Safety performance metrics will be regularly communicated to all employees
- Open communication regarding health and safety matters is encouraged
- Regular safety briefings will be conducted at all levels of the organization
- Critical safety information will be communicated in languages understood by all employees

6. COMPLIANCE AND ENFORCEMENT

- Compliance with this policy is mandatory for all individuals covered under its scope
- Failure to comply may result in disciplinary action, up to and including termination of employment or contract
- Performance against health and safety targets will be regularly monitored
- Regular audits will assess compliance and effectiveness
- Both internal audits (e.g., IMS audits) and external audits (e.g., ISO 45001 audits) will be conducted
- Audit findings will be addressed through corrective action plans

7. GRIEVANCE MECHANISM AND WHISTLEBLOWER PROTECTION

- Employees may raise safety or health concerns via established whistleblower channels
- Confidentiality will be maintained to the extent possible
- Protection against retaliation is guaranteed for good faith reporting
- All reports will be investigated thoroughly and impartially
- Appropriate remedial actions will be taken based on investigation findings

8. POLICY REVIEW AND UPDATES

This policy will be reviewed:

- Annually
- Following significant incidents or near misses
- When there are changes in relevant legislation
- When there are significant changes in operations or organizational structure

Updates will be reviewed by the Policy Owner (Head of HR & Compliance) and senior management, with input from the HSE Officer, and approved by the CEO before implementation.

9. IMPLEMENTATION GUIDANCE

- This policy will be made available to new employees during their orientation
- The policy will be accessible to all personnel in electronic and physical formats
- All employees will be notified of the policy and any significant updates
- Basic safety information for different operational areas will be developed as resources allow
- Implementation will be phased, with priority given to high-risk areas

10. RELATED POLICIES

This policy should be read in conjunction with:

- Al Sharqi Shipping Co. LLC Code of Conduct
- Whistleblower Policy
- Supplier Code of Conduct

11. CONCLUSION

Al Sharqi Shipping Co. LLC affirms its commitment to safety, wellness, and care for every individual associated with our operations. This policy embodies our belief that

safety is a shared responsibility, and health is a fundamental right that shall be protected across all our global operations.

Contact Us Regarding This Policy

If you have any questions, concerns, or wish to report an issue related to this policy, please contact:

Health & Safety Officer
- **Email:** healthsafety@alsharqi.co
- **Phone:** +971 50 454 357
- **Postal Address:** Al Safa C Bldg - Office 202 - 151 Khalid Bin Al Waleed Rd - Umm Hurair 1 – Dubai

All communications will be handled with the utmost confidentiality and in accordance with applicable laws and internal procedures. We are committed to addressing your inquiries promptly and with due diligence.

This Health & Safety Policy is effective as of December 1st. 2024.