

## About The Royal Boon Edam Group

With work environments becoming increasingly global and dynamic, the smart, safe entry has become the centre of activity in and around many buildings. Royal Boon Edam is a global market leader in reliable entry solutions. Headquartered in the Netherlands, with 140 years of experience in engineering quality, we have gained extensive expertise in managing the transit of people through office buildings, airports, healthcare facilities, hotels and many other types of buildings. We are focussed on providing an optimal, sustainable experience for our clients and their clients. By working together with our clients we help determine the exact requirements for the entry point.

## Mission Statement

Boon Edam Ltd is committed to fulfilling its responsibilities under the Health & Safety at Work Act and any associated regulations and recognise our duty of care to our employees and those effected by our work activities.

Boon Edam Ltd undertake to maintain safe systems affecting the health, safety and welfare of our employees, we will ensure that no one under our control is exposed to unacceptable levels of health or safety risks at work.

Boon Edam Ltd operates a Work Safe Policy (or Right to Refuse to Work Policy) to protect our employees and to ensure others not in our employment are not placed at risk.

## Responsibilities and Rights

Every employee of Boon Edam Ltd and every member of any Sub-contractor's team working for Boon Edam Ltd has the absolute right to decline to carry out work if they feel it is not safe to do so.

Any situation arising which leads to an individual refusing to work for Health and Safety reasons must be reported to the senior person on site as soon as possible, and no employee should continue to work until the working environment is made safe.

A handwritten signature in black ink, appearing to read "Graeme Firth".

Signed Graeme Firth (Managing Director)

Date: 01/10/2019

The Health and Safety Manager should be informed and the escalation for resolving a Refusal to Work is through the National Project Manager or the National Service Manager, to the Head of Installs and Service or the Managing Director and their decision will be final.

Managers and staff are also required to report any unsafe acts or conditions which they have witnessed through the Near Miss Reporting procedure. Boon Edam Ltd will not discipline, discharge, suspend, lay off or demote an employee or impose any financial or other penalty on an employee who invokes the Refusal to Work Procedure.

## Objectives

In order to meet our responsibilities Boon Edam Ltd has set the following objectives.

- To educate and inform all members of staff of the right to refuse work policy and procedure.
- To encourage employees to report any near misses through the incident and near miss procedure.

## Review

This policy will be reviewed and updated on an annual basis and at other times when amendments are necessary.