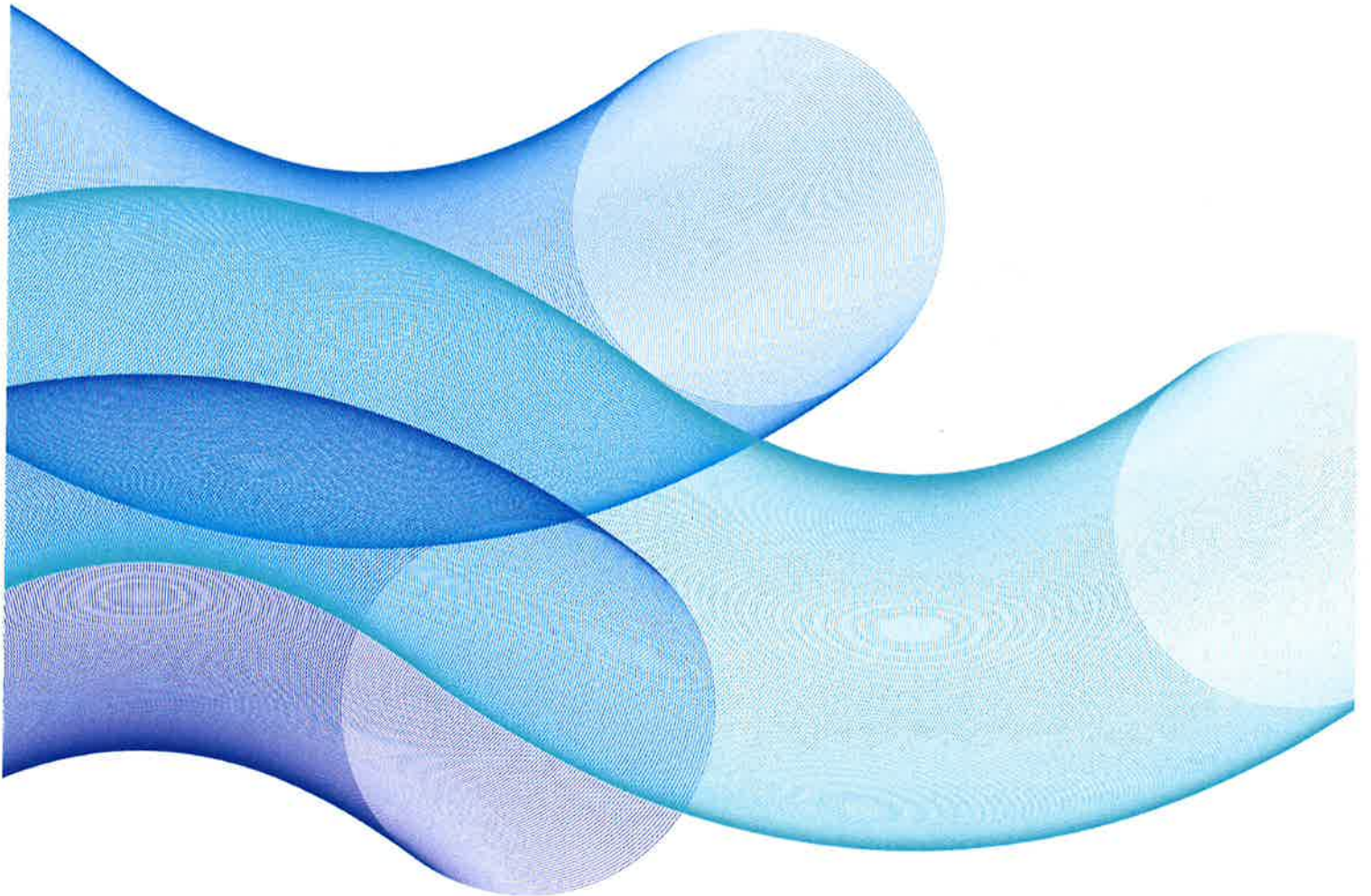

Workplace Health and Safety Policy



The WHAT

At Vocus, we are committed to ensuring the health, safety, and well-being of our team members, contractors, visitors, and others affected by our activities. We recognise that workplace accidents, injuries, and illnesses can be prevented through effective health and safety management systems. Therefore, we have developed this policy to set out our commitments and expectations for health and safety at our workplaces.

The WHO

This Workplace Health and Safety (WHS) Policy applies to all workers, hereby referred to as Team Members, including employees and any contractor or contractor's employees (where they are under a relevant contractual obligation). This policy applies to business operations and functions managed from Australia, including those situations where team members are required to work off-site.

The HOW

Vocus is committed to:

- Providing a safe and healthy work environment for all team members, contractors, visitors, and others affected by our activities, for the prevention of work-related injury and/or ill health.
- Identifying, reporting, assessing and eliminating or controlling workplace hazards and risks, including psychosocial hazards.
- Complying with all applicable laws and regulations related to health and safety.
- Establishing and maintaining effective health and safety management systems that enable the continuous improvement of health and safety performance, including by setting measurable health and safety objectives and targets and regularly reviewing our performance against them.
- Ensuring that health and safety considerations are integrated into all aspects of our business, including design, procurement, and operations.
- Providing appropriate training and resources to ensure that all employees, contractors, and visitors are aware of their responsibilities for health and safety.
- Consulting and communicating with employees, employee representatives, contractors, and others affected by our activities to ensure their awareness of health and safety information and matters that impact them.

Expectations – EVERYONE

- Health and Safety is everyone's responsibility. If you see something, say something.
- All employees and contractors are empowered to stop work if they believe that continuing the task presents a risk of injury, illness, or damage to property or equipment.
- Take reasonable care for your own and other team members' health and safety, and comply with this policy, Vocus procedures, and WHS training and instruction.
- Report all workplace hazards, incidents and near-misses as soon as reasonably practicable, including psychosocial hazards.
- Proactively consult and co-operate with Vocus Management on matters relating to workplace safety and health.
- Assisting in the reporting and investigation of any incidents with the objective of introducing and reviewing controls to prevent re-occurrence.

Expectations – PEOPLE LEADERS

- Through communication and consultation, ensure that team members, contractors, and visitors to the workplace are aware of their responsibilities for health and safety, and that they are adequately trained and inducted.
- Take appropriate action to eliminate or control hazards and risks in their areas of responsibility.

- Investigate and report incidents, hazards, and near-misses, and implement corrective actions to prevent their recurrence.
- Ensure that all contractors engaged to conduct work for Vocus have the meet our Work, Health and Safety policies and procedures. This includes, having the Work, Health & Safety management system and procedures in place, training and licences to perform the work safely.

Review & Approval

To ensure the continuous improvement of our WHS system and to ensure ongoing effectiveness and relevance to the activities of Vocus, this policy shall be reviewed every 3 years, or as required, in accordance with the WHS Document Control Procedure.

Failure to Comply

Failure to comply with the requirements of this policy may result in disciplinary action in accordance with Vocus' disciplinary process.

Ellie Sweeney, Chief Executive Officer

Have more questions or couldn't find what you were looking for? Please contact the WHS team.

Document Control

Preparation

Prepared by:	Sam Byard	May 2020
Reviewed by:	Board WHS Subcommittee	March 2023
Approved by:	Ellie Sweeney	

Release

1.0	April 2018	First release	
1.1	August 2018	CEO signature	Signed by CEO
1.2	August 2020	Reviewed as per schedule and updated to align with ISO45001	 Simplified language; New CEO;
1.3	March 2023	Reviewed as per schedule	Addition of psychosocial hazard content; Removed geographical limitation