

HEALTH & SAFETY POLICY

V2.1 November 2025

DEFINITION

This policy applies to all PeopleScout Ltd employees. PeopleScout, a TrueBlue Company, operates in the UK under both the PeopleScout and TMP brand names.

PURPOSE & SCOPE

A statement of policy and arrangements for ensuring the health, safety and welfare at work of employees as required under the Health and Safety at Work Act 1974.

Health and safety law states that organisations must:

- a) Provide a written health and safety policy (if they employ five or more people).
- b) Assess risks to employees, customers, partners and any other people who could be affected by their activities.
- c) Arrange for the effective planning, organisation, control, monitoring and review of preventive and protective measures.
- d) Ensure they have access to competent health and safety advice.
- e) Consult employees about their risks at work and current preventive and protective measures.

This policy applies to all employees and other persons on the Company's premises from time to time.

POLICY STATEMENT

It is a Company policy to take all possible steps to ensure the health and safety of employees and any other persons working on the premises and to prevent damage to the Company and personal equipment and property. The Company will also take all possible steps to safeguard any member of the general public wherever its business activities bring it into contact with them.

It is the duty of each employee to comply with the Company Health and Safety Policy and accept, co-operate and carry out their responsibilities in order to make their place of work as safe as possible.

If any employee is in doubt as to whether anything is safe or unsafe, he or she must assume it is unsafe and check with his or her immediate supervisor or the person designated as the Company Health and Safety Officer. It is the duty of each employee to pursue optimum safety in a cautious but responsible manner.

The directors and senior managers of the Company have given the full backing to the Company Health & Safety Policy and support all those who endeavour to carry it out.

ORGANISATIONAL ARRANGEMENTS FOR IMPLEMENTING THE COMPANY HEALTH AND SAFETY POLICY

Responsibility

The Managing Director, EMEA & APAC has the overall responsibility for health and safety in the premises delegating responsibility to persons where appropriate.

Policy Maintenance

The Finance Department is responsible for coordinating health and safety matters and for maintaining the Company's safety policy on a progressive basis.

The Company's Safety Officer is the Operations Leader, EMEA, who is responsible for reviewing, reporting and making recommendations on all aspects concerning health and safety. The Safety Officer may be approached at any time on those matters and is responsible to the Managing Director, EMEA & APAC.

Day-to-Day Safety

Directors and managers are personally responsible for the day-to-day aspects of safety, supported by the Company's Safety Officer.

They will ensure that:

- a) All persons under their control have received adequate health and safety training.
- b) That the training is supplemented, where appropriate, by written instructions and information and that all such training is recorded.
- c) All plant, equipment and premises under their control are suitable for their purposes and are properly maintained.
- d) Where safety duties are delegated such delegation is in the forms of written instructions and that the person delegated clearly understands them.

Reporting & Notification

It is important to deal with matters relating to Health and Safety as promptly as possible. Matters of importance should be recorded and, where appropriate, referred to the Company Health & Safety Officer for action. All employees are to assist in maintaining an effective policy with regards to accident prevention, reporting accidents, defective equipment and unsafe working practices to the Company, and to adopt safe systems of work.

Rules & Procedures

In order to establish a safe system of work, certain rules and procedures are necessary. These particular rules and procedures have been designed to ensure that any task carried out is made as safe as it can be and it is therefore in the interest of everyone that the rules and procedures, once established, are closely followed.

Housekeeping

Good housekeeping can prevent accidents. Therefore, work areas must be kept clean and tidy. Always use the bins in the kitchens or for paper that contains confidential information, use the confidential waste bins. Do not obstruct gangways.

Accidents

Any type of accident must be reported immediately to your manager and the Company Safety Officer. The accident report form must be completed for every accident and near miss. This is saved here: U:\TMP\TMP Forms\Accident Report Form Template

First Aid

An adequate supply of First Aid boxes are supplied by the Company and our stored in the kitchens as and where necessary. The Company will ensure that there are a sufficient number of trained staff to render First Aid should the need arise. Please notify the Office Manager if items need to be restocked.

Dangerous Areas

There may be from time to time certain areas, particularly during demolition or renovation which may be designated as “Dangerous Areas”. On such occasion employees will be notified prior to this type of work taking place. The only employees permitted to enter those areas are those authorised personnel who may have an operational reason to be there. All other employees are prohibited from entering these areas.

Contractors Working on the Premises

Any contractors carrying out work on the Company premises have a duty to abide by the Health and Safety rules of the Company. All contractors will be informed of the relevant rules and procedures before being permitted to commence work.

Fire

Fire is potentially the largest source of serious damage to a company. Even a minor fire, if it should occur in a sensitive area, may cause serious disruption to the working of the Company.

All employees must, at all times, be constantly alert to the risk of fire and on the alert to prevent such outbreaks occurring.

Fire precautions are a management responsibility and are required by virtue of legislation such as The Regulatory Reform (Fire Safety) Order 2005 and the Health and Safety at Work Act 1974. A Fire Risk Assessment must be carried out by a competent person for each office.

Fire Prevention

The prevention of an outbreak of fire occurring is the responsibility of all employees. Knowing the main causes of a fire are the first steps in knowing how to prevent them and what to look for if a fire is smoldering in a given area.

Electrical faults

- a) Overloading of circuits beyond capacity.
- b) Short circuits due to wear or damage to insulation.
- c) Electrical equipment overheating due to poor ventilation.

Carelessness

Smoking in “no smoking” areas and careless disposal of smoking materials constitute the greatest risk. All employees must be aware that smoking on the premises is strictly forbidden.

Arson

Adequate security must be provided in each office to reduce the risk of an arson attack.

Employees

- a) Every employee is required by the Health and Safety at Work etc. Act 1974 to confirm with legal requirements or the Company’s health and safety rules and regulations.

- b) Take reasonable care for their own health and safety and that of others who may be affected by what they do or do not do.
- c) Correctly use work items provided by their employer, including personal protective equipment, in accordance with training or instructions.
- d) Non-compliance with rules or regulations as mentioned above may result in disciplinary action.
- e) Any employee of the Company who wishes to raise any matter about health and safety should do so through the Company Safety Officer.
- f) The health and safety policy will be updated as and when necessary by the Company Safety Officer in order to comply with any new legislation as issued by the Health and Safety Executive.

COMPANY ARRANGEMENTS FOR CONFIRMING WITH HEALTH AND SAFETY POLICY

- a) Any substance or equipment shall, before use by the Company, be checked to ensure that they meet a recognised safety standard.
- b) A list of harmful substances used on the premises is to be maintained by the Company Health & Safety Officer.
- c) Electricity sockets must not be overloaded at any time.
- d) Regular inspections of electrical wiring will be carried out by a competent person/supplier. Under no circumstances must any Company employee, unless specifically employed to do so, attempt to alter or repair any electrical appliance or wiring.
- e) Electrical wiring must not obstruct any gangway or floor areas.
- f) Any malfunction of any electrical appliance must be reported to the Company Health & Safety Officer who will contact a competent person who will carry out an inspection to ascertain the fault.
- g) Carpeting/tiles will be checked on a regular basis for unevenness and replaced where necessary.
- h) Any type of spillage should be cleaned / mopped up immediately.
- i) All filing cabinets should be closed after use. Caution should be taken when using cabinets – do not open more than one drawer at a time.
- j) Good housekeeping and cleanliness inspections will be carried out by the safety representatives.

ENDORSEMENT & APPROVAL

Approved by:	Managing Director, EMEA & APAC
Date:	November 2025
Next Review Date:	November 2026

This policy will be reviewed annually, or sooner if there are changes in employment law or business needs, to ensure compliance with current UK legislation and best practice.