	<b>Document Title:</b>  <b>Health &amp; Safety Policy</b>	<b>Document Number:</b>	CCE_HR_009
		<b>Process Owner:</b>	Human Resources Manager
		<b>Revision Number:</b>	006
		<b>Revision Date:</b>	Aug. 20, 2025

## Health & Safety Policy

**Purpose** - This policy demonstrates Markdom’s commitment to providing a safe, healthy, and respectful workplace for all employees, contractors, suppliers, vendors, and visitors. We aim to prevent injury, illness, and unsafe conditions through proactive management, continuous improvement, and shared accountability.

**Scope** - This policy applies to all employees, contractors, suppliers, vendors, and visitors at all Markdom facilities.

**Policy Statement:** Markdom is dedicated to maintaining a workplace that protects the health, safety, and welfare of everyone on site. We will comply with all applicable Federal and Provincial Health and Safety laws, the Occupational Health and Safety Act (OHSA), and internal procedures. We strive for zero workplace injuries through prevention, participation, and continuous improvement. All employees, at every level, share responsibility for maintaining a safe and healthy work environment.


### Responsibilities

**Management and Supervisors:** Markdom's management ensures the safety of workers and visitors by:

- Developing and enforcing health and safety policies.
- Continuously improving Health and Safety Programs.
- Providing training, information, and personal protective equipment (PPE).
- Conducting risk assessments and incident investigations.
- Ensuring safe equipment use and compliance with safety practices.
- Supporting the Joint Health and Safety Committee (JHSC).
- Complying with health and safety legislation and company standards.
- Ensuring contractors and visitors follow safety guidelines.
- Promoting a workplace free from violence, harassment, and discrimination.

**Employees:** Every employee is responsible for:

- Following all safety procedures, instructions, and use of PPE.
- Reporting hazards, near misses, and incidents immediately to management or HR.
- Participating in required training and applying learned safety practices.
- Reporting acts of workplace violence or harassment without fear of reprisal.
- Knowing emergency procedures for fire, medical, and severe weather events.

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**Joint Health and Safety Committee (JHSC)** The JHSC plays a key role in maintaining workplace safety by:

- Identifying hazards through inspections and investigations.
- Recommending improvements to management.
- Participating in the review of incidents and corrective actions.
- Conducting monthly workplace inspections and monitoring compliance.

### Objectives and Targets

Objective	Target / KPI	Timeframe	Responsible
Achieve zero workplace injuries (SR and IR)	0 lost-time injuries per year (SR and IR)	Annual	HR / E&H&S Teams
Promote a reporting culture	90% of employees report near-misses or hazards through formal channels	Annual	HR/E& H&S Teams
Strengthen employee safety engagement	100% participation in annual safety training	Annual	HR / Safety

**Reporting:** preventing injuries and illnesses is best achieved by fostering collaboration to identify and manage hazards. Employees who report health and safety concerns will not face retaliation, and all reports will be investigated. Employees can report to:

- Their supervisor/manager or another manager in your management chain
- Joint Health & Safety Committee Members
- You can fill out the [Safety Event Report Form](#) link
- Or use the QR



Employees, visitors, contractors, and suppliers can report concerns anonymously if they witness any safety or hazard concerns. They can use:


- ✓ the [MARKDOM SPEAK UP / REPORTING FORM – Fill out Form](#)
- ✓ Use the QR
- ✓ Email at [hr@markdom.com](mailto:hr@markdom.com)



Periodic audits of our Health and Safety Management System (HSMS) will ensure its effectiveness. This policy will be reviewed annually and updated as necessary. For more details, see the [HSMS\\_HR\\_001 Health and Safety Management System procedure](#).

### Monitoring and Review

Regular reviews will be conducted to ensure compliance with Markdom Health and Safety Policy to ensure safety and best practices in the workplace.

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**RECORD OF REVIEWS**

<b>Date</b>	<b>Revision Description</b>	<b>Approved By</b>	<b>Revision Level</b>
04/29/2018	Original revision / Published Company Policy	President – Joerg D.	001
04/29/2022	Removed the local EHS representative, increased the target to zero injuries and updated responsibilities.	HR Manager - Johanna Agaton	002
04/27/2023	Annual Revision	HR Manager - Johanna Agaton	003
04/19/2024	Added JHSC responsibilities Added HSMS statement	HR Manager - Johanna Agaton	004
02/12/2025	Added objectives and targets Annual Revision, signed by GM	HR Manager General Manager	005
08/20/2025	Aligned with UNGC principles and objectives and target adjusted	HR Manager - Johanna Agaton VP Global Operations – Billy Z.	006