



Health and Safety Policy

Effective Date: April 12th, 2021

1. Introduction

This Health and Safety Policy outlines the commitment of aTalent, operating in Shanghai, Hong Kong, Singapore, and Bangalore, to ensure the health, safety, and well-being of all employees, contractors, visitors, and the general public. The policy aims to create a safe and healthy work environment and to comply with all relevant local health and safety regulations and standards.

2. Responsibilities

2.1 Management Responsibilities

- Senior management is responsible for establishing, implementing, and maintaining an effective health and safety management system.
- They will allocate appropriate resources to ensure compliance with health and safety requirements and provide support to employees.
- Senior management will lead by example, promoting a culture of health and safety throughout the organization.

2.2 Employee Responsibilities

- All employees must adhere to this policy and actively participate in creating a safe work environment.
- Employees are responsible for following safe work practices, reporting hazards, and cooperating with any health and safety measures implemented.

2.3 Health and Safety Officer

- A designated Health and Safety Officer will be appointed to oversee the implementation and maintenance of health and safety practices.
- The officer will conduct regular inspections, risk assessments, and investigations to identify and mitigate hazards.

3. Risk Assessment and Management

- Regular risk assessments will be conducted to identify potential hazards in the workplace.
- Appropriate control measures will be implemented to eliminate or minimize the identified risks.
- All employees will be trained on risk management and emergency procedures.

4. Incident Reporting and Investigation

- All incidents, accidents, and near misses must be reported promptly to the Health and Safety Officer or line manager.
- The company will investigate all incidents to determine the root causes and implement corrective

actions to prevent future occurrences.

5. Emergency Preparedness

- Emergency response procedures will be developed and communicated to all employees.
- Evacuation plans, emergency exits, and assembly points will be clearly marked and regularly tested.
- First aid equipment and trained personnel will be available on-site.

6. Health and Well-being

- aTalent will promote employee well-being by providing a safe and healthy workplace environment.
- Employees will be encouraged to maintain a healthy lifestyle and seek support for their physical and mental well-being.
- Health and safety initiatives, such as ergonomic assessments and stress management programs, will be implemented as appropriate.

7. Training and Communication

- All employees will receive appropriate health and safety training upon joining the company and as necessary.
- Health and safety policies and procedures will be communicated to employees in a clear and understandable manner.
- Regular communication channels, such as meetings and newsletters, will be used to promote health and safety awareness.

8. Compliance with Applicable Laws and Regulations

- aTalent is committed to complying with all relevant health and safety laws, regulations, and standards in Shanghai, Hong Kong, Singapore, and Bangalore.
- The company will stay up-to-date with changes in legislation and ensure necessary adjustments are made to maintain compliance.

9. Review and Continual Improvement

- This Health and Safety Policy will be reviewed periodically to ensure its ongoing suitability and effectiveness.
- Feedback from employees and stakeholders will be considered for continuous improvement of health and safety practices.

10. Policy Implementation

- This policy will be implemented throughout the organization, and compliance will be monitored and enforced.
- Managers and supervisors will be responsible for ensuring that their teams are aware of and follow

this policy.

By adhering to this Health and Safety Policy, aTalent aims to create a safe and healthy work environment for all employees and stakeholders.

Signed:

A handwritten signature in black ink, appearing to read 'Emile Mac Gillavry', with a large circular flourish at the end.

Emile Mac Gillavry
Managing Director Southeast Asia