

POLICIES



HEALTH, SAFETY & WELFARE

INTRODUCTION

Commercial Corporate Services Limited and all subsidiaries including Commercial Limited (Commercial) are business transformation specialists who inspire the best businesses to become better, for the benefit of people and the planet, profitability and growth.

Our team members are fundamental to the success of our business, and the health, safety, and welfare of our workforce and all individuals who may be affected by our activities are of utmost importance to the company.

POLICY SCOPE

The company's Health, Safety and Welfare policy applies to all team members, contractors, and sub-contractors working for or with Commercial, as well as any visitors to the company's premises. To ensure compliance and maintain high standards, this policy is aligned with all applicable health and safety legislation, regulations, and guidance. It is also aligned with the ISO 45001 standard as part of our Occupational Health and Safety Management System, which is externally audited on an annual basis.

The scope of this policy mirrors the company's Occupational Health and Safety Management System, which covers:

- The provision of workplace supplies, PPE, facilities, workwear and corporate print.
- The transformation of business interiors.
- Managed print services, including installation and maintenance.
- The application of Smart technology.

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- Providing products and services for IT and Technology, which includes Cloud and data centres, digital workspaces, cyber security, the modern workplace and managed services.

RESPONSIBILITIES & COMMITMENTS

As a company, we are committed to providing a safe and healthy working environment, supported by a positive health and safety culture embedded throughout the business. It is our policy to comply with all pertinent legislation and to do all that is reasonably practicable to prevent personal injury and ill health, to avoid damage to property, and to protect all individuals, including members of the public, who may be affected by our operations or products from foreseeable workplace hazards.

The company has a responsibility to:

- Provide safe and healthy working conditions to prevent work-related injury and ill health, in compliance with all applicable legal and statutory requirements.
- Identify and eliminate hazards where reasonably practicable, and implement effective risk assessment, management, and control measures to reduce occupational health and safety risks.
- Allocate sufficient resources, equipment, and supervision to ensure the availability, maintenance, and proper use of safety devices, personal protective equipment (PPE), fire and emergency equipment.
- Ensure competence by providing appropriate training, instruction, supervision, and information to enable team members to carry out their work safely and efficiently.
- Communicate roles and responsibilities clearly so all team members understand their health and safety duties and are actively supported by management.

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- Demonstrate visible leadership and ongoing commitment to health and safety in all company activities, setting a positive example through safe behaviour.

Our objectives embody these core responsibilities and stimulate continual improvement.

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The objectives for the company are to:

- Encourage employee consultation and participation in health and safety matters to enhance the effectiveness of the management system.
- Effectively communicate all relevant health and safety information to team members, contractors, visitors, and other interested parties to ensure awareness and compliance.
- Support mental health and wellbeing by promoting a positive working environment, addressing work-related stress, and encouraging healthy, ergonomic work practices.

Where reasonably practicable, the board will delegate responsibilities to ensure optimal management and performance against the health and safety management system. These responsibilities will be clearly communicated to the relevant individuals. The Managing Director and other board members of Commercial Ltd regard the promotion of health and safety measures as a mutual objective for management and team members at all levels. Therefore, team members have a duty to cooperate and support the operations of this policy.

Employee responsibilities include:

- Take reasonable care of their own health and safety, as well as that of others who may be affected by their actions.
- Work safely and efficiently at all times.
- Use protective equipment correctly and comply with all relevant statutory obligations.
- Report to Health and Safety Representatives, Managers, Team Leaders, or other responsible persons any incidents, near misses, or hazards that have or could have resulted in injury or damage.

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- Adhere to all company procedures designed to maintain a safe and healthy workplace.

TARGETS

To achieve the above commitments, the company has set the following targets:

- Maintain accreditation to the ISO 45001 Occupational Health and Safety Management System Standard through an annual audit, with zero major non-conformities.
- Maintain zero reportable incidents to RIDDOR.
- Ensure no reported accidents are caused by PPE not being worn or failure to comply to Best Practice.
- Hold a minimum of four Health & Safety Committee Meetings per annum.
- Ensure the company IOGP LTIF* remains below 1.0.
 - *IOGP LTIF, lost time injury frequency, is fatalities and lost workday cases per million-man hours, on a 12-month rolling average (over five years).
- Ensure the number of trained Mental Health First Aiders across the business remains at seven.
- Ensure 100% of team members receive health and safety induction training, along with role-specific health and safety training.

As part of our target to maintain an accredited ISO 45001 OHSMS, the company will also continue measure its performance through a dynamic programme of SMART objectives to ensure we are constantly looking to improve, train & communicate.

IMPLEMENTATION AND REVIEW

Any issues arising from the implementation of Commercial's Health, Safety, and Welfare Policy should be raised to a Health and Safety Representative in the first instance. If required, the issue will be escalated to and addressed by the Managing

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Director and the Board. Where the Managing Director does not hold direct responsibility for health and safety, another Company Director will be appointed to fulfil this role.

Routine monitoring and review of health and safety matters will be undertaken by management and appointed competent persons. Where applicable, management will hold consultation with team members on matters which affect their health and safety, via notice boards, toolbox talks and direct communication. Where specialist expertise is required, such as during projects, the company will engage Assured ISO, our external consultancy.

The company's full policy, statement, and progress against its targets are reviewed and updated annually by the dedicated ISO 45001 Team and reapproved each year by the Managing Director and the Board. Final sign-off is granted by the Chairman, Arthur Hindmarch.

This statement is publicly available. A full copy of the policy is accessible via the SharePoint H&S Noticeboard to maintain version control. It is also available upon request for any interested parties.

Any updates or amendments to this policy will be communicated to all team members and relevant stakeholders.

Signed: 

Date: May 2025