



# HEALTH AND SAFETY POLICY

Lyreco accepts in full its responsibilities as an employer to provide and maintain a safe and healthy working environment for all its employees and other persons who may be affected by their activities. The Company is committed to continual improvement in Health and Safety management and performance with the main objective being to prevent the occurrence of accidents that may lead to loss or injury. Lyreco recognise that the health and wellbeing of their employees is of great importance.

The Managing Director and the Senior Management Team have the overall responsibility to implement the policy in the business. Health and Safety objectives are set at the same level as any other business objectives. The Company's policy is to maintain high standards of Health, Safety and Welfare for all its employees complying with all applicable legislation and other requirements. This is promoted in so far as is reasonably practicable by:

- Allocating clear health and safety responsibilities at all levels of the organization and providing adequate resources in order to develop the health and safety policy to achieve the company's objectives.
- Undertaking systematic examination of the workplace and all work activities to identify any potential hazards and enable an assessment of the risk and the implementation of any control measures necessary to reduce or prevent that risk.
- Providing and maintaining equipment, facilities and systems of work that are safe and without risk to health and providing any arrangements required to ensure the welfare of employees.
- Consult with employees by using effective communication channels, on matters which may affect their health and safety.
- Ensuring competence of all employees (and non-employees, as appropriate) and the provision of relevant information, instruction, training, and supervision to work safely and efficiently to enable them to take individual responsibility for health and safety matters.
- Establishing effective communication procedures between company employees and non-employees (when they are on site) to ensure everybody's safety.
- Committing to raise awareness and promote the benefits of healthy lifestyle choices and to facilitate workers participation in a range of initiatives that support health and wellbeing.
- This policy will be reviewed yearly and amended accordingly to ensure that is continuously relevant to our business activities.

A handwritten signature in black ink, appearing to read "M Milward", is written over a horizontal line.

**Michael Milward**  
Managing Director