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| Uga | **POLICY MANUAL** | **DOCUMENT NO: HES 01** | **ISSUE DATE : 16/09/2025** |
| | **OCCUPATIONAL HEALTH & SAFETY POLICY** | | **REF NO: HES/2025/01** |
| | | **REVISION NO: 00** | **REVISION DATE: -** |
| **PREPARED BY: Head of Sustainability & ESG** | **CONFIRMED BY: QAD** | **APPROVED BY: CEO** | |

Uga Resorts are committed to the health and safety of our employees, guests and vendors. We comply with applicable occupational health and safety (OH&S) legislation and other requirements to prevent accidents, injuries and illnesses and maintain a safe and healthy environment.

## 1. RESPONSIBILITIES OF MANAGEMENT

1.1 To provide and maintain safe facilities, equipment and working conditions in all areas.

1.2 Provide employees with sufficient information and instruction on Health and Safety policy requirements, and provide adequate training while they are on duty.

1.3 Guests and vendors at the property will be provided with health and safety briefings when needed.

1.4 To incorporate applicable OH&S requirements into the operating standards of each department and work process.

1.5 Seek feedback and suggestions from employees on matters affecting their health and safety at the workplace and implement preventive actions.

1.6 To have a clear accident/incident reporting system that is well-communicated among all employees with proper documentation and implementation of corrective and preventive actions.

1.7 This policy will be reviewed annually and include changes in new working procedures, equipment and changes in local health and safety legislation.

## 2. RESPONSIBILITIES OF EMPLOYEES

2.1 To attend the Health and Safety trainings as scheduled and to comply with the H&S requirements within the organization, as well as when travelling or working off-site.

2.2 To take adequate safety precautions to remove or reduce health and safety risks for self and others arising from work activities and the use of adequate protective equipment and clothing.

2.3 Not misuse any equipment, take shortcuts or take unsafe work instructions from others on work procedures that are against the safe work method.

2.4 Report any work accidents, incidents or work hazards according to the established Incident Recording process immediately to their supervisor, regardless of how minor it may seem.

## 3. RESPONSIBILITIES OF GUESTS AND VENDORS

3.1 Follow safety instructions provided by the property when using its amenities and facilities.

3.2 Take personal safety precautions to remove or reduce health and safety risks when in and around the property grounds.

## 4. DISCIPLINARY ACTION

Corrective or disciplinary action, from written warning up to termination of employment depending on the severity of the violation will be worked out when;

4.1 Management and supervisory level employees who are aware of non-compliance work methods, incidents or accidents and did not report and/or take remedial action.

4.2 Employees who intentionally do not adhere to the Health and Safety policy.

4.3 Refuse to attend the required Health and Safety training.

4.4 This policy will be reviewed annually and include changes in new working procedures, equipment and changes in local health and safety legislation.