

HEALTH & SAFETY POLICY

1. STATEMENT OF INTENT

This Health & Safety Policy supersedes all of Prescient's earlier policies relating to health and safety (H&S) at work and is applicable to all employees of Prescient Healthcare Group.

The intent of this policy is to:

- Manage health and safety risks in the workplace
- Maintain safe and healthy working conditions
- Prevent accidents and cases of work-related ill health
- Ensure that employees and other stakeholders are consulted and trained on matters affecting their health and safety
- Ensure that emergency procedures, including evacuation in case of fire or other significant incident, are implemented
- Ensure that all equipment provided to employees is safely maintained

2. PURPOSE OF POLICY

This policy aims to ensure that appropriate H&S standards are applied across all Prescient activity, protecting the health and wellbeing of employees, contractors, visitors and other applicable stakeholders.

It requires the prevention and reduction of accidents by promoting and enabling a culture where everyone takes responsibility for safety. Accidents, incidents and near-misses will be promptly reported and investigated, and the lessons learned shared and acted upon throughout the company.

Prescient's H&S Policy is communicated to all stakeholders including employees, contractors and visitors as appropriate, and is made publicly available. Prescient employees are required to understand, promote and actively assist in the implementation of this policy.

3. POLICY OBJECTIVES

This policy is designed to:

- Prevent injury or illness in the workplace by providing a safe and healthy work environment
- Provide a support system to respond to any work-related accidents and injuries and identified hazards
- Inform management and staff of their obligations and responsibilities for ensuring safe work practices
- Ensure that the company meets its obligations under H&S regulations and promote best practice
- Promote wellbeing and drive continual improvement in wellness and H&S

4. POLICY STATEMENT

Prescient will ensure that the H&S and wellbeing at work of all its employees, contractors and visitors is in accordance with the relevant statutory requirements and corporate best practice.

5. RESPONSIBILITIES FOR H&S

Board of Directors	<ul style="list-style-type: none"> • Ensure that the H&S policy is an integral part of the company's culture • Communicate H&S duties and benefits throughout the company • Determine how best to promote and champion H&S • Ensure that adequate resources are made available to meet the requirements of the H&S policy • Consider the H&S implications of introducing new processes, work practices and personnel
AVP – Operations	<ul style="list-style-type: none"> • Maintain a broad understanding of the company's H&S policy, related policies and procedures, and regulatory requirements that may have an impact on the company's activities • Provide H&S-related information and guidance to the Board of Directors • Ensure that safety recommendations from inspections, audits and accident investigations are implemented to prevent recurrences • Distribute resources necessary to satisfy occupational H&S requirements • Engage as a focal point for liaising with enforcement authorities and other relevant external bodies • Agree corrective actions arising from injuries and other H&S incidents
Global Head of People	<ul style="list-style-type: none"> • Maintain a broad understanding of the company's H&S policy, related policies and procedures, and regulatory requirements that may have an impact on the company's activities • Ensure that all employees receive induction training that includes H&S and wellbeing information • Provide guidance on training needs, when requested
H&S Coordinators in each office	<p>Governance:</p> <ul style="list-style-type: none"> • Co-ordinate the H&S management for the office and submit regular H&S reports to the AVP – Operations • Maintain office emergency plans and conduct regular emergency exercises • Inform the AVP – Operations (and copy the Global Head of People) of reportable injuries and diseases • Ensure that all appropriate statutory and regulatory records relating to occupational H&S are maintained • Establish and communicate safety rules and standards to employees and contractors <p>Resources and Training:</p> <ul style="list-style-type: none"> • Assist the Global Head of People in the promotion, development., organization and delivery of H&S training and instruction • Work in conjunction with HR to provide appropriate

	<p>resources, tools and training for employees</p> <p>Policies and Procedures:</p> <ul style="list-style-type: none"> • Ensure that all senior staff within or aligned to their office are aware of the H&S policy • Check and verify any proposed changes to the H&S policy before AVP – Operations approval <p>Reporting:</p> <ul style="list-style-type: none"> • Conduct and document safety meetings • Initiate investigation of injuries and other incidents; provide reports and recommend corrective actions to the AVP – Operations • Review office and employee safety performance to an agreed timetable and provide feedback to the AVP – Operations
People Leads in each office	<ul style="list-style-type: none"> • Advise employees seeking advice in relation to inappropriate workplace behaviour • Ensure that all employees in their office are aware of the existence, and correct use, of the SpeakUp@prescienthq.com email address • Support employees experiencing mental health concerns or crisis until professional mental health support is received
Employees	<ul style="list-style-type: none"> • Take reasonable care of their own H&S and ensure that their actions or omissions do not have an adverse impact on the H&S of others • Comply with instructions regarding H&S and cooperate with the company's policies and procedures • Participate in relevant H&S training • Accurately report and document all accidents, incidents and near misses to appropriate H&S management <p>Any failure by an employee to comply with any aspect of the company's H&S policy will be treated by the company as serious or gross misconduct.</p>

6. SPECIFIC POLICIES AND ARRANGEMENTS FOR H&S

Accidents:

All accidents and incidents (including near-miss incidents) must be reported to the appropriate Office H&S Coordinator and People Lead so that the cause can be ascertained, the control measures re-evaluated, and action taken to prevent recurrence.

All accidents and incidents, no matter how minor, must be recorded in the human resources platform or, for external visitors, in the Accident Book. Employees can obtain information about the location of the Accident Book from the H&S Coordinator.

Absences resulting from accidents at work are treated as sickness absence and Prescient's normal rules will apply to such absences. Any incidents that lead to an employee being incapacitated for more than the statutory number of days as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days) will be reported under the relevant national regulations.

Any incidents which lead to an employee being incapacitated for three (3) days or more will be investigated and reported for insurance purposes. This is to ensure that all accidents, diseases and dangerous occurrences are investigated thoroughly and that suitable measures are taken to prevent recurrence.

Prescient will endeavour to have employees qualified to deliver first aid on site in all office locations.

It is the responsibility of all employees to provide complete and accurate information on H&S incidents to enable management to find out what went wrong, learn lessons and take action to prevent or reduce the frequency of such accidents or incidents in the future.

Fire:

In general, employees should seek to ensure good standards of housekeeping at all times. A clean and tidy workplace is less likely to be a source of fire. Any act or omission that an employee believes may constitute a fire risk should be immediately reported to their line manager, who will take the appropriate action. At the end of each day, all electric heaters should be turned off prior to employees departing the building.

All potential fire hazards will be identified, and the risks assessed and reduced to an acceptable level.

Firefighting equipment will be provided, and emergency lighting and fire alarm points fitted as appropriate, following a fire risk assessment. Each office's fire alarm will be tested at weekly intervals by activating an alarm point in rotation, so as to test every alarm point over a set period of time.

Fire marshalling areas will be identified and located in areas beyond any danger from fire. Employees will be made aware of where they have to report in case of fire. Fire alarms will be activated for testing periodically, without prior notice to employees.

Details of Prescient's fire and emergency procedures, and exit and assembly points, are displayed on notice boards around the company's premises. Employees must familiarise themselves with the company's emergency procedures to minimise the dangers caused by fire.

Employees must ensure that they are aware of the nearest fire exit, and its alternative, for emergency use. They must ensure that they are aware of the nearest fire extinguisher to their work location and its type. In the UK a list of the company's fire marshals is available to view on the office notice board. The directions of those appointed as fire marshals must be followed at all times.

Under no circumstances must employees put themselves or others at risk in a fire situation.

All electrical items of equipment that are brought onto the premises by members of staff must be included in the periodic electrical safety testing prior to being given permission to be used on site. Part of the permission process will include an enquiry with regard to the quality and source of mobile telephone chargers and other electrical equipment.

Eye Tests:

Employees who are users of display screen equipment (DSE) (also known as visual display units or VDUs) have a right to an eye and eyesight test, upon request. By providing eye and eyesight tests, Prescient aims to improve the comfort, job satisfaction and performance of employees, by allowing the identification and correction of visual defects and thereby helping to prevent eyestrain, fatigue, stress and headaches.

Lone Out-of-Hours Working:

Although it is not encouraged, employees may be required to work alone at an office location outside of normal working hours. All employees will be trained to open and shut the office. The training will include alarm activation and deactivation, and office locking and unlocking. All employees should ensure that they have the contact details of at least three current colleagues to hand when working alone in the office, to enable notification of any emergency issues arising.

Visitors:

Responsibility for the H&S of visitors rests with the person who invited the visitors to the office. To the extent reasonably practicable, the location of any visitor with impaired mobility should always be known. A person has impaired mobility if they cannot, without the assistance of someone else, use stairs to leave the office.

7. TRAINING/INDUCTION

All employees within the business will receive:

- A formal H&S induction and training session
- Applicable written H&S procedures (including this policy)
- Appropriate training on any specific H&S responsibilities that they have

Training will be updated regularly and when changes in work processes and regulations arise.

8. REVIEW OF POLICY

Prescient's H&S policy will be reviewed regularly and will be amended to reflect any changes in law or practice. Prescient's ESG Committee monitors this policy annually.

Version	Date	Comment	Owner
1.1	11/2018	Removal of fire marshal names and names of first aiders.	Mackie Adoniadis, Victoria Muir
2.0	01/2019	Addition of periodic electrical safety testing for all electrical items which are brought into the premises; and space heater treatment (from Fire Assessment report).	Mackie Adoniadis, Laura Pitcher

2.1	07/2019	Reviewed and updated for changes relating to new job titles.	Victoria Muir
3.0	11/2022	Reviewed and refreshed	Stephen Harrison, Victoria Muir, Courtney Carlson