

## LABOUR PROTECTION POLICY

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The main value of SKONTO GROUP is people. Therefore, the safety and health of employees is a priority for all SKONTO GROUP companies. SKONTO GROUP is aware that a safe working environment is a precondition of sustainable development.

SKONTO GROUP aims to build and maintain a labour protection system which: states that ensuring labour protection requirements and improving the working environment is the employer's responsibility and contributes to each employee's personal involvement in the creation and continuous improvement of safe workplaces, resulting in a work environment free from accidents and injuries.

### **Basic principles of labour protection:**

SKONTO GROUP works purposefully to prevent any harm and to protect its employees, and partners from any threats regarding health and safety in the work environment, namely:

- Complies with labour protection laws, regulations and standards;
- Performs regular internal monitoring of the work environment, i.e., identification and assessment of possible risks of the work environment and implementation of measures to reduce or prevent identified risks;
- Regularly collects, analyses and evaluates information on accidents, incidents, near misses and occupational diseases at work taking measures to reduce them;
- Appropriately arranges the working environment, i.e., adapts the work to suit the needs of individual in terms of workplace arrangement, work equipment, as well as working and production methods;
- Trains and instructs company employees on labour protection and its importance in improving work processes and maintaining health on regular basis;
- Provides collective and personal protective equipment to workers exposed to harmful factors of the working environment;
- Ensures mandatory health examinations for employees thus regularly assessing the impact of work environment factors on their health;
- Cooperates with employees in the field of labour protection inviting them to actively participate in planning and improvement of occupational health and safety issues, informing about observed discrepancies and making suggestions to the senior management of companies;
- Promotes an open internal culture and invites everyone to report possible breaches of occupational safety and health, accidents, incidents and near misses at work, or situations that expose an employee or cooperation partner to the risk of occupational disease or an accident at work.

If you have any questions regarding this Policy, or if you want to report known or possible misconduct, you are welcome to do so by sending an email to [report@skontogroup.com](mailto:report@skontogroup.com), calling +371 67096120 or filling out a special form on SKONTO GROUP website: [www.skontogroup.com](http://www.skontogroup.com).

### **The policy has been revised and approved:**

Riga, Latvia, year 2020

SKONTO GROUP  
Chairman of the Management Board

Andris Vilcmeiers