

## Commitment

Working safely requires the establishment of safe systems of work, delivered by a competent workforce demonstrating the correct safety behaviours.

No employee of Van Elle, or anyone working on behalf of Van Elle, is expected to carry out any task where the risk to themselves or any other person is considered to be unacceptable.

Under our Worksafe, or Refusal to Work Policy, each member of staff has the absolute right to refuse to carry out work if they feel it is not safe to do so.

Refusal to work on the grounds of Health and Safety is free from any disciplinary action and will not affect, in any way, their future prospects within the company

All refusals to work will be responded to positively & promptly and the employee raising the Worksafe procedure will be informed of decisions throughout the process

All managers and staff are also encouraged to report any unsafe acts or conditions, which they have witnessed.

## Procedure

Any situation arising which leads to an individual refusing to work for Health and Safety reasons must be reported, in the first instance, to the senior person on site as soon as possible, explaining that you have invoked the Worksafe policy and why you have stopped work.

The person in charge shall, in discussion with the employee, make an assessment of the situation and determine the course of action required.

An agreement should be reached that there has been a suitable and sufficient risk assessment of the task, the system of work is safe and that the work can be restarted.

If a safe method of work cannot be agreed, the work will not be restarted and the person in charge shall report to the Divisional Director, or Group Director for further instruction.

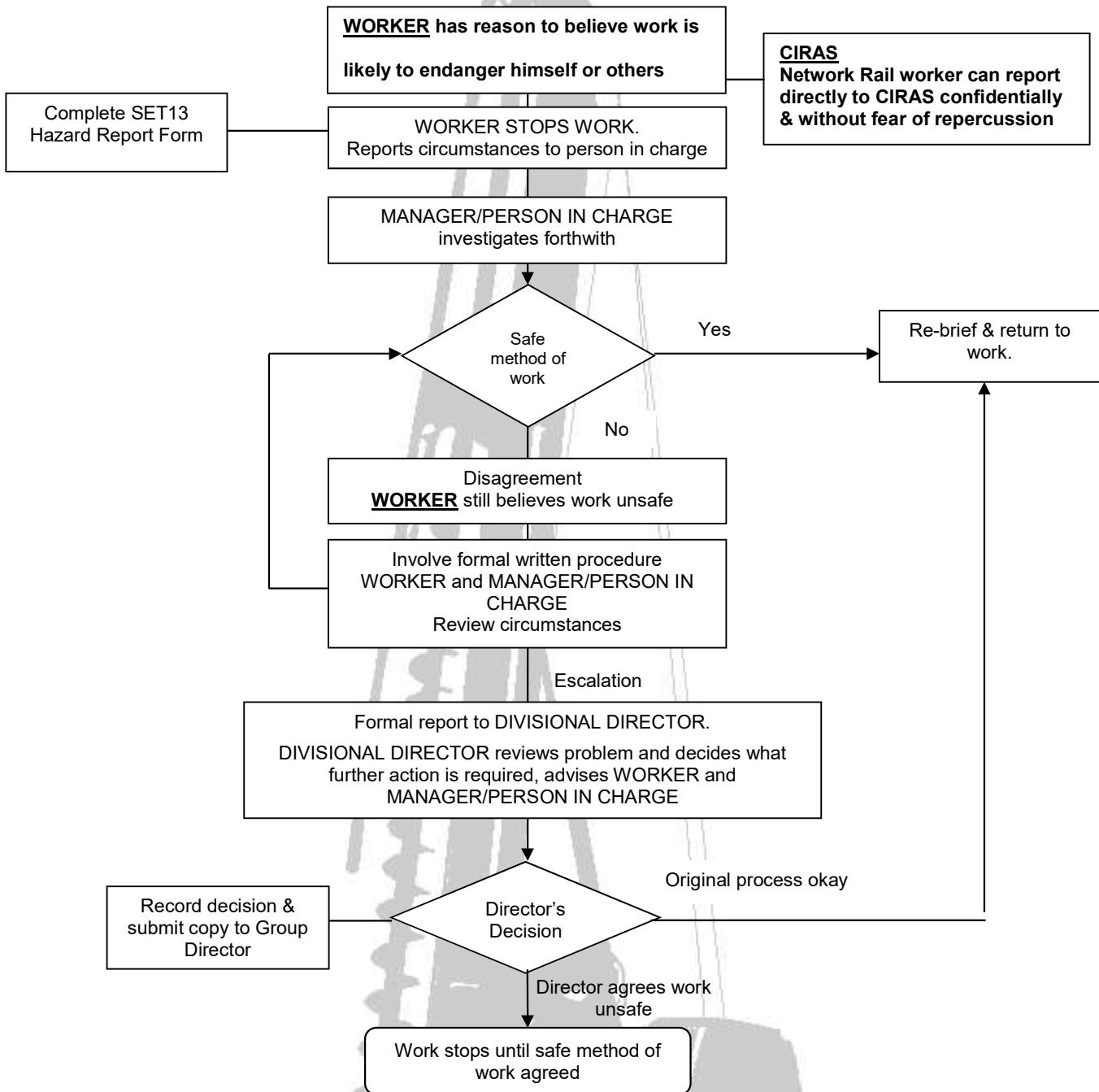
No work should be recommenced until the issue causing concern has been addressed.

Details of all refusals to work must be passed to the Group Director.

This policy statement will be formally reviewed on an annual basis

# Worksafe Policy

## PROCESS



Signed   
Jon Fenton - Chief Executive Officer

Date 16.03.2018  
Review Date 16.03.2019