

HEALTH & SAFETY POLICY

1. Policy Statement

At World of Talents, we are committed to ensuring the health, safety, and well-being of our employees, contractors, and clients. As a staffing organization, we recognize our dual responsibility to safeguard those working in our own offices and those placed at external client locations.

We strive to:

- Prevent accidents and cases of work-related ill health.
- Provide safe and healthy working conditions for all employees.
- Ensure that all placed professionals are adequately informed, trained, and equipped to work safely at client sites.
- Comply with all relevant legal and regulatory health & safety obligations.
- Prevent material and environmental harm

2. Responsibilities

Executive Management

- Overall accountability for health & safety policy and performance.
- Allocating sufficient resources to implement the policy.
- Striving for continuous improvement in the area of Health & Safety.

Health & Safety Coordinator

- Managing internal safety audits, risk assessments, and training.
- Liaising with clients to understand the risks at their sites.
- Ensuring placed employees receive relevant safety instructions.
- Follow-up and continuous improvement of the prevention policy.

Account Managers & Team-leaders

- Ensuring that clients provide necessary health & safety information for each assignment.
- Briefing candidates about site-specific risks before placement.
- Regular follow-up meetings, workplace inspections, and procedural compliance checks, aimed at increasing safety awareness across the workforce
- Reporting and recording any incidents or concerns.

Employees

- Following all safety procedures on both internal and client sites.
- Reporting unsafe conditions or incidents immediately.
- Participating in training and safety briefings.

3. Arrangements & Practical Measures

Internal Office Safety

- Regular workplace risk assessments and workstation evaluations.
- Fire drills and first aid kits in all offices.
- Mental health and well-being support available to all staff via dedicated Occupational Health & Safety Advisor (internal), HR business partners & Confidential Counselors.
- Contributing to the promotion of safety awareness through active participation.
- Ensure proper care of all provided materials and equipment.

Client Site Safety

- Clients must confirm that a suitable and safe working environment is provided.
- Site-specific risk information must be shared before assignment begins.
- The implemented measures are elaborated and monitored jointly by the client and the World Of Talents operating company.
- Professionals are encouraged to report safety issues at client sites.

Incident Management

- All incidents (internal or at client sites) are logged and reviewed.
- A clear escalation and investigation process is in place.

Training & Competence

- Health & safety induction for new hires.
- Additional safety briefings for higher-risk client placements.
- Annual awareness campaigns and updates.

4. Risk Assessment Process

- Internal risks are reviewed regularly.
- Clients are required to confirm relevant risk assessments exist and are up to date.
- Temporary staff are only placed in roles where the risks are known and manageable.

5. Monitoring & Review

- This policy is reviewed annually or after any significant incident.
- We measure H&S performance based on:
 - Incident frequency and severity
 - Employee feedback and surveys
 - Client feedback and cooperation

6. Compliance

- This policy complies with:
- National occupational health and safety legislation (e.g., Dutch Arbowet, Belgian Welzijnswet, German Arbeitsschutzgesetz etc.)
- Relevant labor and staffing-specific codes of conduct

7. Employee Support & Communication

- This policy is available to all employees and clients.
- Concerns or questions can be addressed to the local H&S coordinator, commercial or HR contact.
- Anonymous reporting mechanisms are also available.

Appendices

- Procedure for Investigating Employee Work-Related Accidents
- Client Risk Assessment Checklist
- Escalation Process Flow

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If you have any questions or concerns regarding this Code, you may always contact your commercial representative at World of Talents or esg@worldoftalents.group.