

Occupational Health and Safety Policy

Policy Statement IFIN Global Group is committed to creating a safe and healthy work environment for everyone. We aim to prevent workplace injuries, illnesses, and accidents by following all health and safety laws.

Scope This policy applies to everyone at IFIN Global Group, including employees, contractors, and visitors. It covers all company locations and ensures that everyone follows the same safety standards.

➤ **Management Responsibilities**

- Our management team is responsible for ensuring this policy is implemented and maintained. They must provide the necessary resources and encourage a culture of safety within the company.

➤ **Employee Responsibilities**

- Every employee must follow safety procedures and report any hazards they see. Participation in safety training is also a key part of their role to ensure they understand how to stay safe at work.

➤ **Risk Assessment and Control**

- We regularly conduct risk assessments to identify potential workplace hazards. We then implement measures to eliminate or reduce these risks and review assessments periodically to keep them up to date.

➤ **Training and Education**

- We provide comprehensive safety training to all employees, including specific training on office ergonomics and emergency procedures. This ensures everyone knows how to stay safe and what to do in an emergency.

➤ **Emergency Procedures**

- Emergency response plans are developed and communicated to everyone. Regular emergency drills are conducted, and first aid and emergency equipment are always available.

➤ **Reporting and Investigation**

- A system is in place for reporting accidents, incidents, and near-misses. All reports are investigated to find the root causes, and corrective actions are implemented to prevent future occurrences.

➤ **Health and Safety Committees**

- We have health and safety committees that review and improve our safety policies and practices. Employee participation in these committees is encouraged to ensure their perspectives are considered.

➤ **Mental Health and Well-being**

- We promote mental health and well-being by providing access to resources and support services. Encouraging a healthy work-life balance is crucial to reducing stress and preventing burnout among employees.

➤ **Contact Information**

- any questions or concerns regarding this policy, please contact the HR department at info@ifinglobalgroup.com.