



# Health & Safety Policy

26. Juni 2025

## Preamble

SmarAct is fully committed to providing a safe and healthy working environment for all employees, contractors, partners, and visitors. This policy is designed to align with the principles of the Responsible Business Alliance (RBA) Code of Conduct while ensuring full compliance with local health and safety laws.

At SmarAct, we strive to identify and mitigate risks, enforce workplace safety standards, and promote a culture where employees are actively engaged in maintaining a safe work environment.

## Occupational Safety

SmarAct is dedicated to taking utmost care to identify, assess and mitigate potential risks and recognized hazards to prevent work-related injuries and illnesses.

For risks that can't be eliminated, we implement strict safety protocols, including the provision of personal protective equipment (PPE), machine safeguarding mechanisms, and emergency shut-off systems where necessary.

Employees receive training on safe work practices appropriate for their tasks and responsibilities. All potential hazards to workers' health and safety are explicitly labeled, and necessary protective measures are listed.

All workplace accidents or major near-miss incidents are to be reported, documented, and thoroughly investigated to prevent recurrence.

Pregnant women and nursing mothers are protected from potentially harmful working conditions as mandated by the German Maternity Protection Act or equivalent local regulations in other countries.

## Emergency Preparedness

SmarAct recognizes the importance of being prepared for potential emergencies. Each facility maintains emergency response plans, which are regularly reviewed and updated.

All facilities are equipped with clearly marked evacuation routes, assembly points, and well-maintained fire safety equipment, including easily accessible fire extinguishers.

Among the employees at each facility building, there are trained fire wardens and first aiders who have attended specialized training and receive regular training updates to respond effectively to emergencies, ensuring that immediate assistance is available on-site when needed. A list of fire wardens and first aiders is displayed in each building.

### **Occupational Injury & Illness Prevention**

SmarAct takes proactive steps to prevent workplace injuries and illnesses by implementing comprehensive occupational health management programs.

Employees exposed to potential hazards have access to preventive medical care and receive regular medical check-ups.

First aid equipment, including Automated External Defibrillators (AEDs), is available in all work areas.

All incidents, no matter how small, are reported immediately and recorded in compliance with the local occupational safety regulations and recommendations.

In case of a long-term injury or illness, we support affected employees through a return-to-work program, which includes reintegration plans and workplace adjustments to accommodate their recovery.

SmarAct acknowledges that mental health is a critical aspect of workplace safety. The company promotes stress prevention by monitoring workloads, offering flexible working hours, encouraging vacation usage (30 days per year), and fostering a supportive and inclusive work culture.

### **Industrial Hygiene**

SmarAct is committed to ensuring a clean and safe work environment by minimizing exposure to chemical, biological, and physical agents.

The company follows strict chemical safety measures, ensuring that all hazardous materials are stored and handled safely and in compliance with the German Hazardous Substances Ordinance or equivalent local regulations in other countries.

SmarAct ensures that all workspaces are well-ventilated and, where relevant, equipped with appropriate air filtration systems.

To protect employees from workplace noise hazards, we implement noise control measures where necessary.

All workers are provided with personal protection equipment appropriate for their tasks, including gloves, safety shoes, ear protection, and safety goggles.

### **Physically Demanding Work**

SmarAct is aware that certain job roles involve physically demanding tasks such as heavy lifting, repetitive movements, or prolonged standing.

To minimize the risk of strain or injury, the company has implemented ergonomic workplace designs, including adjustable workstations and mechanical lifting aids.

Employees are encouraged to take regular breaks, and work schedules are designed to reduce excessive strain.

Educational materials and training are provided to inform employees on proper lifting techniques, posture correction, and ergonomic best practices to ensure their well-being.

### **Machine Safeguarding**

To protect employees from mechanical hazards, SmarAct enforces strict safety regulations for all machinery and equipment.

Safety features such as protective barriers and emergency stop buttons are installed on all relevant equipment.

All machinery is regularly inspected according to the manufacturers' recommendations. Frequent preventive maintenance ensures timely detection and correction of potential safety hazards before they pose a risk.

### **Sanitation and Employee Well-being**

SmarAct ensures that all workplace facilities are clean, sanitary, and well-maintained.

Hygienic restrooms, kitchen areas, and break rooms are available for employees at all facilities.

Kitchen areas are fully equipped for hygienic food preparation and storage. Clean and safe drinking water is available throughout all work areas.

All workers have access to natural light, fresh air, and quiet zones for relaxation.

## Health & Safety Communication

SmarAct promotes open and effective communication regarding workplace safety.

Workers receive regular and comprehensive safety instructions that include general safety rules as well as specific instructions tailored to their tasks.

Clear and well-illustrated safety guidelines specific to the work areas are posted throughout those areas.

Employees are encouraged to report safety concerns or potential hazards without fear of retaliation.

## Validity and Scope

This Policy is valid from the date of publication and remains in force until superseded or revoked. The Policy applies to the following companies within the SmarAct Group:

- SmarAct GmbH, Schuette-Lanz-Strasse 9, 26135 Oldenburg, Germany
- SmarAct Metrology GmbH & Co. KG, August-Wilhelm-Kühnholz-Straße 1, 26135 Oldenburg, Germany
- SmarAct Automation GmbH & Co. KG, August-Wilhelm-Kühnholz-Straße 1, 26135 Oldenburg, Germany

## Change History

Rev.	Date	Author	Chapter	Changes	Approvals
00	26. Juni 2025	DB (Sustainability Manager)	all	Document published	MWJ (CEO SmarAct GmbH, CEO SmarAct Automation); SR (CEO SmarAct Metrology);