



ROADMAP TO CLEANLINESS AND TIDINESS

Our Policy

All working areas must be clean and organized. The benefits of the 'clean and well organised workplace policy' are: being more efficient, less stress for colleagues, higher quality of work and a reduction in waste, while at the same time the risk of injuries and accidents is reduced.

WHAT THIS MEANS FOR YOU

The safe way is the right way

- >> Issues that are not in line with the 'clean and well organised workplace policy' must be notified.
- >> A 'clean and well organised workplace policy' must be carried out and maintained.

Don't walk past a hazard

- >> Management must be notified immediately at all times of unsafe situations on site.
- >> Keep yourself and others safe by addressing unsafe behavior seen in colleagues, suppliers and customers. Speak up!

Think smart, behave safe

- >> Keep your desk and/or workplace clean and tidy at all times.
- >> Safe behavior must be displayed by all colleagues in all daily activities.
- >> Floors must be kept free of waste at all times.
- >> Unsafe behavior seen in colleagues, suppliers and customers must be addressed at all times. Speak up!
- >> Walkways, escape routes and fire extinguishers need to be free of obstacles at all times.
- >> Involve your Manager and/or Safety Officer(s) in case advice or assistance is needed on site.
- >> To keep the workplace clean and tidy, waste and excess materials must be removed.



"I must be honest, it took some getting used to, but now it is part of my daily routine to keep my workplace clean and tidy. I experience the benefits of this policy every day."

Please insert all additional legal/regulatory guidelines which are applicable to this topic within your local company

THINK FIRST, BEHAVE SAFE

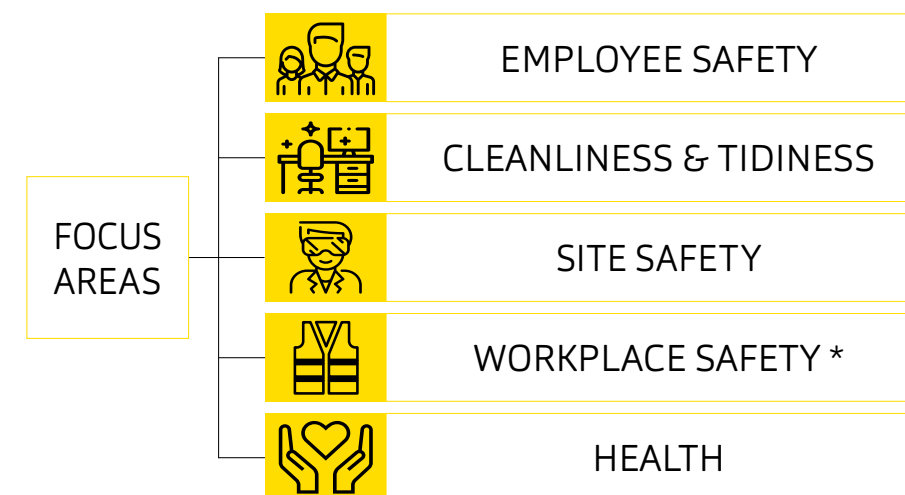


FIVE FOCUS AREAS

FOCUS ON PEOPLE AND BEHAVIOR

As we take the health, safety and wellbeing of you and all others working with us very seriously, a Health & Safety Board has been put in place to support you in working in a healthy and safe manner and drive our Health & Safety Compass program.

Five focus areas are defined within this program. These focus areas include one or more roadmaps to guide you to a safe and healthy workplace.



By providing different roadmaps per focus area we want to stimulate safe and healthy behaviour.

* There are different workplace safety roadmaps, depending on your workplace (or function). Examples of roadmaps are: working safely with machines, working safely with a forklift/reachtruck, working safely at height, safe storage and stacking, working safely with hazardous substances and working safely on site.

FIVE FOCUS AREAS
FOCUS ON PEOPLE AND BEHAVIOR



THINK FIRST
BEHAVE SAFE
BME HEALTH & SAFETY COMPASS

What are your responsibilities?

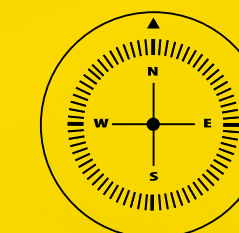
- **Comply** with all Health & Safety Guidelines and all your local applicable laws,
- **Use** your common sense and good judgement to make safe and healthy decisions,
- **Ask**, when in any doubt, about how to proceed safely and healthy, and
- **Speak-up** when things are not right.

SUMMARY

GET TO KNOW OUR HEALTH & SAFETY FOCUS AREAS



A healthy and safe work environment stimulates healthy and safe behavior.



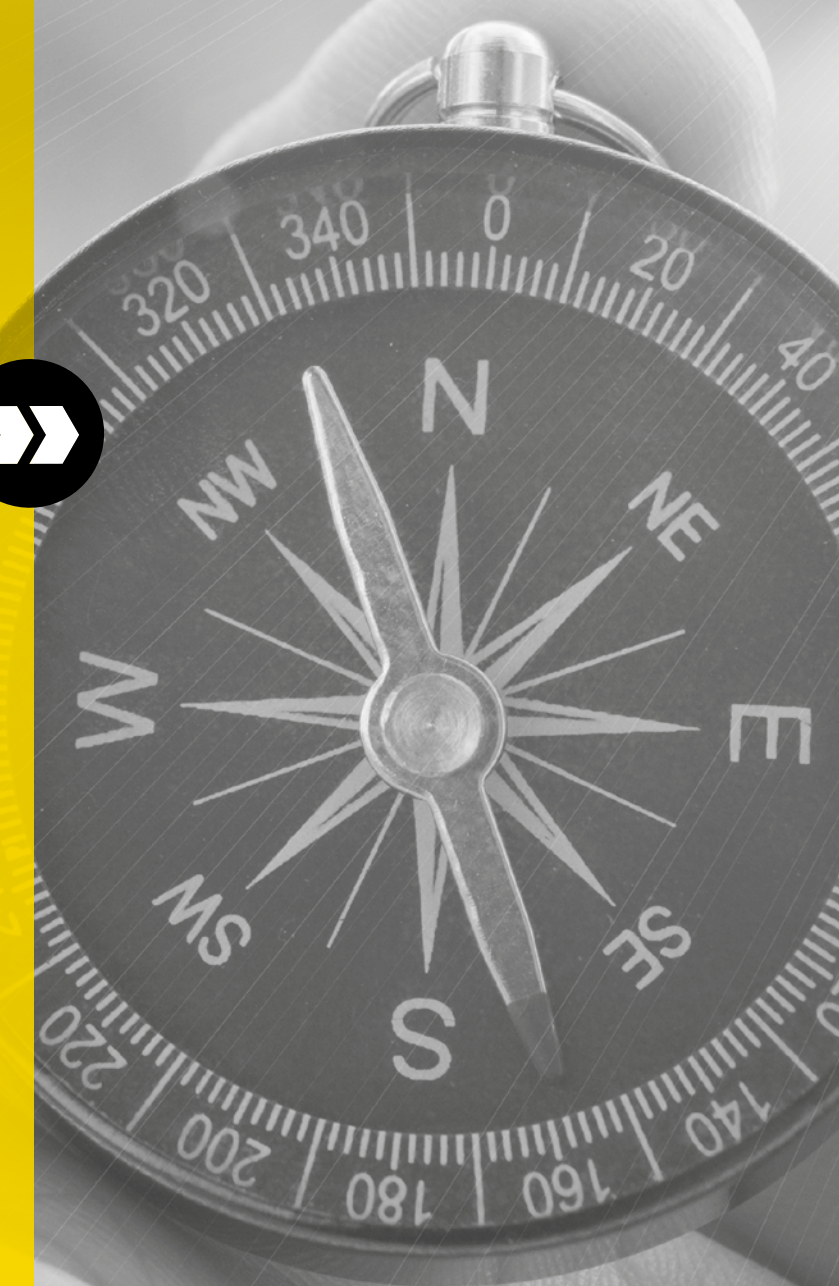
Let the Compass program guide you to a safe and healthy workplace.

We ask you to create a safe work environment for yourself and others. If necessary, change your behavior. You may expect your colleagues to do the same. More information about the Compass program, all roadmaps, behavioral guidelines and other useful information on health and safety can be found at: hscompass.com.



THINK FIRST
BEHAVE SAFE
BME HEALTH & SAFETY COMPASS

Initiative of **BME**





ROADMAP TO
EMPLOYEE SAFETY

Our Policy

All BME colleagues need to comply to the local safety guidelines at all times. The local safety guidelines represent the BME Safety Guidelines. As part of the Health & Safety Compass program all associates are informed, educated and trained in these safety guidelines as part of their induction program as well as annually during employment.

WHAT THIS MEANS
FOR YOU

The safe way is the right way

- >> In order to keep yourself and others safe, safety guidelines must be followed at all times.
- >> Our safety induction training must be followed when you come to work with us.

Don't walk past a hazard

- >> Management must be notified immediately at all times of unsafe situations on site.
- >> Keep yourself and others safe by addressing unsafe behavior seen in colleagues, suppliers and customers. Speak up!

Think smart, behave safe

- >> The applicable introduction and safety training belonging to your role in the company must be followed.
- >> Safe behavior must be displayed by all colleagues in all daily activities.
- >> A confirmation must be signed that you have received proper introduction and safety training and that you will act accordingly.
- >> Unsafe behavior seen in colleagues, suppliers and customers must be addressed at all times. Speak up!
- >> Safety refreshment training must be attended once every year.
- >> Involve your Manager and/or Safety Officer(s) in case advise or assistance is needed on site.
- >> When working remotely make yourself familiar with the location and the guidelines/rules applying to this site before conducting your work.



"By looking critically at my own behavior I learned that change doesn't happen overnight. It happens when everyday you do a little bit better than the day before. It all adds up."

Please insert all additional legal/regulatory guidelines which are applicable to this topic within your local company

THINK FIRST, BEHAVE SAVE



ROADMAP TO
SITE SAFETY

Our Policy

All contractors, customers, visitors and suppliers visiting any BME location need to comply to the BME Health & Safety Guidelines, and it is our duty to assure they are well informed, educated and/or trained in these guidelines.

WHAT THIS MEANS
FOR YOU

The safe way is the right way

- >> In order to keep yourself and others safe, safety guidelines must be followed at all times.
- >> Customers must be notified of the proper safety behavior on site.

- >> All contractors, visitors and suppliers need to be informed about, and comply with, our Health & Safety Guidelines.

Don't walk past a hazard

- >> Management must be notified immediately at all times of unsafe situations on site.
- >> Keep yourself and others safe by addressing unsafe behavior seen in colleagues, suppliers and customers. Speak up!

Think smart, behave safe

- >> All contractors, customers, visitors and suppliers need to show compliance to our Health & Safety Guidelines and standards.
- >> Customers need to be accompanied by you or one of your colleagues in the working areas upon their entry (except for the public area and shops).
- >> Unsafe behavior seen in colleagues, suppliers and customers must be addressed at all times. Speak up!
- >> Involve your Manager and/or Safety Officer(s) in case advise or assistance is needed on site.
- >> Check for compliance and offer support to contractors, visitors and suppliers who enforce the BME Safety Guidelines.
- >> Accompany, or make sure one of your colleagues accompanies, customers into working areas separated from the public areas.
- >> Safe behavior must be displayed by all colleagues in all daily activities.



"It's my responsibility to keep myself, my colleagues and all others on site safe. Everyone wants to go home safe at the end of the day."

Please insert all additional legal/regulatory guidelines which are applicable to this topic within your local company

THINK FIRST, BEHAVE SAVE



ROADMAP TO
HEALTH

Our Policy

BME Group is committed to provide all employees with a healthy and comfortable work environment by identifying and correcting ergonomic risk factors. All BME colleagues should prevent common workplace related health issues by following simple rules on ergonomic work behavior.

WHAT THIS MEANS
FOR YOU

The safe way is the right way

- >> Ergonomic guidelines must be followed at all times to avoid work related health issues.

Don't walk past a hazard

- >> Management must be notified of unhealthy and/or non-ergonomic situations at all times.
- >> Keep yourself and others healthy by addressing unhealthy and/or non-ergonomic behavior seen in colleagues. Speak up!

Think first, behave safe

- >> Make sure you have the right posture behind a desk. The weight of your arms must be supported at all times, the weight of your head must be directly above your neck, sit up straight and avoid slouching.
- >> Get up from your seat/workplace at least every 2 hours and stretch your muscles. Implement light workout/gymnastics to your daily routine.
- >> Place your chair as close to the desk as possible to avoid leaning and reaching.
- >> Truckdrivers must adjust their seat so their feet can comfortably reach the gas pedal, brake, and clutch.
- >> Make sure you work behind a desk with the right equipment such as a monitor, keyboard and mouse. Make sure everything is set to the correct height.
- >> Place your feet around a load while lifting. Keep the load close to your body and keep your back straight. Lift the load using your leg muscles.
- >> Lift heavy loads in pairs.
- >> Maintain a dynamic sitting position by changing the backrest and leg position, regularly, when working at a desk.
- >> Use lifting equipment as much as possible.
- >> Give your eyes a rest and use the 20-20 rule. 20 minutes of working behind a screen, followed by a 20 second break, looking at an object at least 6 meters away.
- >> Healthy and ergonomic behavior must be displayed in all daily activities.
- >> Address unhealthy and/or non-ergonomic behavior seen in colleagues.
- >> Involve your Manager and/or Safety Officer in case advise or assistance is needed on site



"I was often troubled by my back. I discussed this with my manager and he arranged a height adjustable desk for me. Now the symptoms are considerably less and I can do my work better."

Please insert all additional legal/regulatory guidelines which are applicable to this topic within your local company

THINK FIRST, BEHAVE SAVE

