

July 01, 2024

**POLICY STATEMENT REGARDING
Working Conditions**

1 PURPOSE

1.1 BioSpectra Inc., is committed to providing a safe, healthy, and productive work environment for all employees. We believe that good working conditions contribute to the well-being of our employees and are essential for achieving high levels of performance and job satisfaction. This policy is referenced in our Employee Handbook: Section 9- Workplace Safety and the Environment.

2 KEY PRINCIPLES

2.1 **Safety:** We prioritize the safety of our employees above all else. We adhere to all relevant health and safety regulations and provide necessary training to ensure that our workplace is free from hazards as referenced in our Standard Operating Procedure: Environmental Health and Safety Program BSI-SOP-0591, Section: 4.1.4. BioSpectra maintains a PA State certified Safety Committee, whose purpose is to provide a voice to employees through department representatives. These representatives help to identify actual or potential safety problems, unsafe conditions, unsafe behaviors, or process improvements. The committee then evaluates potential solutions and recommends appropriate actions. All employees have the opportunity to be involved with the Safety Committee. Reference Safety Committee By-laws BSI-MEM-0014, Section: 1.1, Membership.

2.2 **Health:** We promote the physical and mental health of our employees by offering wellness programs, ergonomic workspaces, and access to healthcare resources.

2.3 **Respect:** We foster a culture of respect and inclusivity where every employee feels valued and treated fairly, regardless of their background or position.

2.4 **Work-Life Balance:** We recognize the importance of work-life balance and encourage our employees to manage their time effectively. We offer flexible work arrangements where feasible to accommodate personal needs.

2.5 **Professional Development:** We support the professional growth of our employees through training programs, mentorship opportunities, and career advancement initiatives.

3 RESPONSIBILITIES

3.1 It is the responsibility of management to uphold and promote these principles throughout the organization. Managers are expected to lead by example and address any concerns related to working conditions promptly and effectively. Employees are encouraged to actively participate in maintaining a safe and healthy work environment by following established procedures, reporting hazards or incidents, and contributing to a positive workplace culture. For more information regarding Manager and



Employee requirements, please see policy statement regarding Evaluation for Employee Job Performance, Section: 3, Policy.

4 IMPLEMENTATIONS

4.1 This policy applies to all employees, contractors, and visitors to BioSpectra premises. Regular reviews and updates will be conducted to ensure that our working conditions policy remains current and effective.

5 FEEDBACK AND REPORTING

5.1 Employees are encouraged to provide feedback on working conditions through regular surveys, meetings with management, or anonymous reporting channels. All concerns will be taken seriously and addressed promptly.

6 CONCLUSIONS

6.1 By adhering to these principles and fostering a supportive work environment, we aim to create a workplace where every individual can thrive professionally and personally.

7 CONTINUOUS IMPROVEMENT

7.1 We will continuously review and improve our policies, practices, and procedures related to ethical labor standards to ensure alignment with internationally recognized principles and best practices.

8 POLICY REVIEW

8.1 This policy will be reviewed annually or as needed to ensure its effectiveness and relevance.

Policy Approval: Authorized person name: Paul DiMarco - Title: Sr. Vice President

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