

July 01, 2024

**POLICY STATEMENT REGARDING  
Employee Health & Safety**

**1 PURPOSE**

It is the policy of BioSpectra Inc., to protect and enhance the Health and Safety of each employee. BioSpectra Inc. is committed to ensuring the health, safety, and wellbeing of all our employees. We recognize that a safe and healthy work environment is essential for our business operations and the productivity of our workforce. Therefore, we strive to maintain high standards of occupational health and safety across all our workplaces.

**2 OUR COMMITMENTS**

**2.1 Prevention of Workplace Hazards:** We will identify and assess workplace hazards and take proactive measures to eliminate or minimize them through engineering controls, safe work practices, and administrative controls. More information can be found in the Employee Handbook: Section 9- Workplace Safety and the Environment.

**2.2 Compliance with Laws and Standards:** We will comply with all relevant health and safety laws, regulations, and industry standards applicable to our operations.

**2.3 Training and Awareness:** We will provide appropriate health and safety training to all employees to ensure they are aware of hazards and risks associated with their work and understand their responsibilities for maintaining a safe work environment.

**2.4 Incident Reporting and Investigation:** We encourage employees to report any incidents, near misses, hazards, or health and safety concerns promptly. We will investigate all incidents to determine root causes and implement corrective actions to prevent recurrence. For more information on BioSpectra's incident protocol, please see policy statements regarding Antidiscrimination and Child Labor, Forced Labor, & Human trafficking. Resolution of workplace conflicts are further explained in our policy statements regarding Diversity, Equity, and Inequality, Section 5.1: Compliance as well as our Whistleblower policy, Section 4.1 through 4.3: Implementations.

**2.5 Consultation and Participation:** We will consult and communicate with employees on matters relating to health and safety. We encourage employees to participate actively in promoting and maintaining a safe and healthy workplace.

**2.6 Emergency Preparedness:** We will establish and maintain procedures for responding to emergencies and ensure that employees are trained and prepared to respond effectively. BioSpectra Inc. provides annual immersive training on emergency situation such as fire prevention and proper procedures regarding facility malfunctions such as chemical spills.



## 2.7 Responsibilities:

**2.7.1 Management:** Management is responsible for providing leadership in health and safety, allocating adequate resources, and ensuring that health and safety policies and procedures are implemented and maintained.

**2.7.2 Supervisors:** Supervisors are responsible for ensuring that health and safety policies and procedures are followed within their areas of responsibility and for providing guidance and support to employees.

**2.7.3 Employees:** Employees are responsible for following safe work practices, participating in health and safety training, reporting hazards and incidents, and cooperating with efforts to maintain a safe workplace. It is expected of employees to implement what they learn in their training to their work environment.

## 3 IMPLEMENTATIONS

3.1 Health and safety is supported, tracked and monitored through a series of metrics:

3.1.1 Annual OSHA report, incident reports – as they occur and reported to EH&S, documented quarterly review of Metrics by Sr. Management, Digital Signage program, anonymous “Whistle Blower” program

3.1.2 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, Sections: 4.1 and 4.2.

## 4 CONTINUOUS IMPROVEMENT

4.1 We will continuously review and improve our policies, practices, and procedures related to the health and safety of our employees to ensure alignment with internationally recognized principles and best practices.

## 5 POLICY REVIEW

5.1 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

**Paul DiMarco | Senior Vice President**

**Commercial Operations**

[Paul.dimarco@biospectra.us](mailto:Paul.dimarco@biospectra.us)

100 Majestic Way | Bangor, PA 18013 | [www.BioSpectra.us](http://www.BioSpectra.us) | 1.610.599.3400