



Ooredoo Kuwait

**OCCUPATIONAL HEALTH & SAFETY
POLICY**

Policy reference number	
Last Approval Date	Next Revision Date
Owner	Final Approval



Reference No.:

Version No.: 1.0

Approval Date:

DOCUMENT CONTROL SHEET

Creation Date:	Document Owner: Chief Human Resources Officer (CHRO)
Department: Administration	Current Version Number: 1.0

Review Record				
Date	Version	Reviewed by	Title	Signature

Distribution		
Version	Name	Location

Approvals		
Name	Designation	Signature

TABLE OF CONTENTS

1. PURPOSE	4
2. SCOPE	4
3. APPLICABILITY	4
4. DEFINITIONS	4
5. STAKEHOLDER ENGAGEMENT & COMMUNICATION	4
6. POLICY STATEMENTS	5
7. POLICY RESPONSIBILITY	5
8. EXCEPTION	5
9. REDRESSAL	5
REFERENCES	5

1. Purpose

Ooredoo Kuwait's Occupational Health & Safety (OH&S) Policy aims to define and comply with the international standards for occupational health and safety - ISO 45001. As a responsible organization, Ooredoo Kuwait establishes, implements and maintains OH&S management to improve occupational health and safety, minimize hazards and OH&S risks, take advantage of OH&S opportunities, and address non-conformities within the OH&S associated within its operations.

This Policy is intended to achieve continual improvement of OH&S performance; fulfilment of legal and regulatory requirements; and attaining OH&S objectives.

2. Scope

Our Code of Conduct stipulates that everyone working for or on behalf of Ooredoo Kuwait must behave in a safe and responsible manner all the time. Our OH&S Policy expands on the Code of Conduct, and sets out our commitment to establish a robust and durable health, safety and wellbeing culture within our operations.

3. Applicability

We expect all employees in Ooredoo Kuwait to behave safely while operating.

This policy shall be distributed and communicated to all employees and have it available for all employees to review at any time within the organization.

4. Definitions

In the application of this Policy, the following words and expressions have the meanings hereby assigned to them, unless the context otherwise requires.

The Company/ organization	Ooredoo Kuwait
Occupational Health & Safety (OH&S)	Multidisciplinary field concerned with the safety, health, and welfare of people at work.
Due diligence	Investigation, audit, or review performed to confirm facts or details of a matter under Health & Safety consideration
Stakeholder	A person, group or organization with a vested interest, or stake, in the decision-making and activities of our organization.
CEO Office	Office of the Chief Executive Officer of Ooredoo Kuwait
Board	Board of Directors of Ooredoo Kuwait

5. Stakeholder Engagement & Communication

We encourage Occupational Health & Safety in our organization. Moreover, to improve upon our policy considerations, we regularly engage with our key stakeholders through formal communication channels such as but not limited to meetings and email communication as needed.

6. Policy Statements

We want everyone to go home safely after work and promote prevention of accidents and injuries by reducing workplace hazards and by complying with applicable safety laws and regulations.

As workers must be protected from sickness, disease and injury arising from their employment, Ooredoo Kuwait is applying the following:

- Ensures a healthy & safe working environment by committing to mitigate pollution, and environmental impacts.
- Adopts risk-based thinking, for addressing occupational health, safety and environmental risks.
- Establishes occupational health, safety and environmental objectives and targets that drive continuous improvement.
- Identifies, assesses and eliminates all health and safety hazards and environmental aspects, using the hierarchy of controls.
- Complies with applicable statutory laws with respect to occupational health and safety.
- Increases awareness, consultation and participation of workers towards safety.
- Promotes and encourages the pursuit and use of best practices in the management of OH&S.
- Employees are expected to transparently report workplace injuries to supervisors, site safety contacts, or local facility manager immediately, so they can address it.
- Provides Personal Protective Equipment (PPE) to workforce in areas with high safety risk.
- Sets “Leading By Example” as an organizational culture from management to execution level employees.

7. Policy Responsibility

The Chief Human Resources Officer (CHRO) is the Policy Owner. Ooredoo Kuwait has a Corporate Governance Head who coordinates between the Policy Owners and the Board. Any changes to the provisions of this policy shall have multiple layers of review which includes Corporate Governance Department, CEO Office and finally the Board.

Monitoring and execution of Policy fall under Human Resources & Administration department, with assistance from other involved stakeholders. Policy review happens minimum once in 3 years as per ISO Guidelines.

8. Exception

Unless otherwise stated, this Policy is applicable to all employees and is not liable to be changed without any further notice.

9. Redressal

Design, implementation, consultation approvals and monitoring will be as per “Decision Rights Matrix” of Ooredoo Kuwait.

References

- ISO 45001
- International Labor Organization- Occupational safety and health country profile: Kuwait
- Kuwait Ministerial Decree No. 22, respecting the safety precautions to be taken against occupational injury and disease