

wave

Be Alert!
Safety First!

VolkerWessels 

SAFETY ENFORCEMENT POLICY

VERSION FOR EMPLOYEES

wave

Be Alert!
Safety First!

Safety Enforcement Policy
Version for employees

SAFETY ENFORCEMENT POLICY

VERSION FOR EMPLOYEES

VolkerWessels trusts that everyone who works for the company complies with the company's safety rules and in doing so prevents dangerous situations or even accidents. It is extremely important to VolkerWessels that the safety rules which are part of the WAVE programme are followed correctly.

An enforcement policy has been devised to safeguard compliance with these safety rules.

SAFETY VALUES

CORE VALUE

- Safety We work safely or we do not work

OTHER VALUES

- Consistency Safety is part of everything we do
- Responsibility I am responsible for my own safety and that of others
- Willingness to learn I want to learn from accidents and near misses
- Openness I confront others about unsafe behaviour and safety
- Action I stop unsafe work; if necessary I bring operations to a halt
- Respect I accept that I am confronted about safety matters
- Honesty I report all accidents and near misses

VOLKERWESSELS SAFETY RULES



Use the prescribed personal protective equipment



Ensure that the worksite is safely enclosed



Ensure that the worksite is tidy



Use the correct (approved) work equipment and tools



Perform an LMRA
(Last Minute Risk Analysis)



Do not work or drive under the influence of alcohol and/or drugs



Do not smoke outside the designated areas

1. INTRODUCTION

VolkerWessels wants every employee to make it home safe and sound at the end of every workday. As a larger employer in the Netherlands, VolkerWessels has a responsibility to society. Not only because many people depend on us for their job and livelihood, but also because the risk of an accident is always present. After all, it is a given that the often-labour-intensive work we do on a daily basis carries risks. Not to mention the fact that VolkerWessels is highly visible in society due to its size. Hundreds of company vehicles bearing the VolkerWessels logo are on the road every day and there are hundreds of building sites where VolkerWessels flags flutter. Visibility is nice and a good advertisement for the great work we do. At the same time,

however, it also makes us vulnerable to reputational damage in the event of incidents and/or calamities.

To protect employees and the company it is therefore important that we take responsibility for ensuring a safe work environment for all. That means being skilled, setting a good example, confronting one another about safety matters and having a professional attitude. The values and rules enshrined in our WAVE safety programme reflect the agreements we have made about this. It goes without saying that these WAVE values comply with health and safety legislation and other rules and regulations.

2. TARGET GROUP AND SCOPE

The safety enforcement policy was devised by the Management Board with the approval of the Central Works Council in the joint interest of employee safety.

The safety enforcement policy applies to all VolkerWessels employees in the Netherlands and Belgium in the sectors of Construction & Real Estate Development, Infrastructure, Energy Onshore and Telecom.

Our subcontractors and suppliers also play an important role in the safety chain. The safety enforcement policy therefore also applies to the agreements that VolkerWessels enters into with its subcontractors and suppliers.

3. ACCOUNTABILITY

All VolkerWessels employees are required to do everything they can to safeguard their health and safety as well as the safety of others through their attitude and behaviour at the worksite, in line with the training and instructions they have received.

4. PRINCIPLES OF SAFETY ENFORCEMENT POLICY

The main principle of the safety enforcement policy is compliance with the WAVE core value and seven other values. We confront one another about safety matters and learn from accidents and near misses by discussing them. Expressing praise for working safely and rewarding attentive behaviour that results in the prevention of (serious) accidents are important components of our safety enforcement policy. Unfortunately there are still situations in which sanctions must be imposed on employees who fail to work responsibly.

5. VIOLATIONS

1. Unsafe behaviour or actions that endanger or can endanger the employee and/or others.
2. Incorrect use of work equipment (i.e. all machinery, installations, devices and tools used in the workplace) and hazardous substances that could endanger the employee or others.
3. Failure to work in compliance with the applicable safety rules, regulations and instructions.
4. Incorrect use or failure to use the prescribed personal protective equipment and failure to return the equipment to its designated spot after use.
5. Failure to attend an information meeting and/or comply with instructions on health and safety matters for no valid reason and/or without prior approval from the manager.

6. Failure to immediately report any known health and/or safety risks or potential risks to the person in charge on-site.
7. Failure to immediately report any accidents or near misses.
8. Working or driving under the influence of alcohol, drugs or other mind-altering substances, including medicines that are known to affect the ability to drive safely.
9. Smoking outside the designated areas.

Breaches are reviewed taking into account the nature of the work and the circumstances under which it takes place, as well as the violation itself.

6. SANCTIONS

The safety enforcement policy is not optional. If warranted by the severity of a violation and the circumstances under which it is committed, one of the following sanctions is imposed:

- A. Verbal warning
- B. Written warning
- C. Suspension, possibly followed by a requirement to undergo training or followed by any of the other sanctions stated
- D. Removal from position (temporarily or permanently) and demotion
- E. Dismissal (possibly with immediate effect)

7. WHO MAY IMPOSE A SANCTION ON VOLKERWESSELS EMPLOYEES AND WHEN?

In line with the WAVE mottoes: 'I confront others about their unsafe behaviour and safety!' and "I accept that I am confronted about safety matters!' we may, can and should speak out about unsafe situations, actions and behaviour. Confronting one another and broaching the subject of accidents and near misses increases awareness and reduces risks. This helps us create a safe working environment.

If confronting the person does not have the desired effect or if the employee knew or could have known that the unsafe action could lead to an unsafe situation, the officer responsible for enforcing the safety policy on-site is required to impose a sanction.

Each employee is deemed to be familiar with the WAVE core value and other values as well as the applicable safety regulations and instructions.

The employee's line manager is the only person authorised to issue a verbal and/or written warning in the case of a violation. A verbal warning is reported in the employee's file. A written warning is also stored in the employee's file. Written warnings are also sent to the board of the respective operating company.

Depending on the severity of the violation the sanction can also be a suspension, demotion, or dismissal. In the case of a suspension, the time during which the employee is suspended is used to investigate the matter. Following a warning, suspension or demotion, the employee may be required to take a course on working safely. The respective operating company has the right to suspend or dismiss the employee (with immediate effect) if the gravity of the violation

and circumstances surrounding the matter justify such a sanction according to the operating company in question.

Sanctions C, D and E are subject to the four-eye principle, meaning that both the line manager and their line manager must approve the sanction.

8. APPEAL PROCEDURE

Employees may object in writing to all sanctions other than sanction E (dismissal, immediate or otherwise) with VolkerWessels' independent complaints committee (veiligheid@volkerwessels.com). The complaints committee consists of two representatives of the employer, two from the Central Works Council and one independent third party. The independent third party chairs the complaints committee. After lodging an objection the employee will receive written confirmation of receipt of the objection within five workdays.

VolkerWessels | Platform Veiligheid

Podium 9, 3826 PA Amersfoort

Postbus 2767, 3800 GJ Amersfoort

088-1866 171

veiligheid@volkerwessels.com

www.volkerwessels.com
