	<b>HEALTH AND SAFETY MANAGEMENT POLICY</b>		
	Type: Institutional Policy		Version: 2
Area: HSE – People Strategy	Author: HSE – People Strategy	Approver and/or Reviewer: Javier Gonzales, Norberto David, Hermann Maranhão	Version Date: 18/10/2022

## 1. Introduction

The institutional policy of Occupational Health and Safety provides Sencinet guidelines and actions for the maintenance and continuous improvement of its work environment, considering the management of health, safety and well-being of its employees, partners and third parties, using resources and efforts to ensure that all employees know how to identify and manage the risks associated with the performance of their activities, preventing the occurrence of injuries and illnesses resulting from their operations. It also provides compliance with legal and occupational health and safety requirements, encouraging and creating conditions for the improvement of employees, suppliers, customers and society in adopting safer and healthier practices.


## 2. Objectives

- 2.1. Offering our clients fast, safe and reliable corporate networks with a commitment to continuous improvement of performance and management of safety and health at work in all Sencinet processes.
- 2.2. Reinforcing the personal commitment of the employees with the continuous improvement of performance and management of occupational safety and health.
- 2.3. Define measures to guarantee a safe and healthy work environment in all offices and other infrastructures of the Sencinet.
- 2.4. Establish guidelines to be followed by employees and third parties in the development of their activities.
- 2.5. Establish guidelines for the control of Sencinet's operations to identify and eliminate hazards, prevent and minimize the risks of occupational accidents, injuries and illnesses, preserving the health of employees and third parties in carrying out their activities.
- 2.6. Encourage actions so that Sencinet and its suppliers act in compliance with legislation associated with occupational health and safety, meeting the legal requirements and other requirements of the occupational health and safety management system.
- 2.7. Encourage cooperation, consultation and participation of Sencinet's employees and suppliers.
- 2.8. Continuously improve performance and management of occupational health and safety system.

## 3. Guidelines


- 3.1. A safe and healthy work environment will be composed at least by drinking water, adequate lighting, temperature, ventilation, sanitation that guarantee health and safety to the respective users, in compliance with the quality parameters of Sencinet and local legislation.
- 3.2. The business units will be responsible for maintaining a safe and healthy workplace, reporting situations of non-compliance with Sencinet standards or when situations that may indicate risk to the health, safety and well-being of employees are identified.

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- 3.3. Sencinet and its suppliers must establish a management system or program that encourages continuous improvement in health and safety, considering the following principles:
- a) Occupational Health and Safety Policy.
  - b) Mapping and assessing risks and controls.
  - c) Compliance with laws and regulations applicable to occupational health and safety.
  - d) Reporting, investigation and incident and accident management.
  - e) Emergency preparedness, through trainings and skills.
  - f) Monitoring performance of compliance with laws and clauses referring to health and safety at the workplace.
- 3.4. Access to Sencinet's facilities must be granted only with the permission of its representatives and visitors must follow the business unit's safety norms. The use of identification badges is essential at all times, in all the Company's plants, except as described in item 3.7 of this document.
- 3.5. The storage, handling and use of various dangerous products, such as flammable and radioactive, must be informed to the Health and Safety area to assess the risks and necessary provisions.
- 3.6. All Sencinet's warehouses and deposits follow the structure, temperature, lighting, ventilation, and capacity rules defined by local laws, referred to each type of product and equipment stored. All structures are periodically audited to check for instability situations that may generate risks to their regulars' workers or individuals in their vicinity.
- 3.7. Only will only be authorized the execution of risky activities, employers and duly qualified third parties, licensed, and the use of adornments such as, but not limited to, earrings, bracelets, watches, rings, badge, is prohibited for carrying out such activities.
- 3.8. Maintenance of equipment and machinery must be provided for in the planning of Sencinet and its suppliers, in which the tests to be carried out and the periodicity to guarantee their safe operation will be described.
- 3.9. All employees and third parties that perform on behalf of Sencinet, as well as suppliers and partners that use the Company's facilities regularly, should be aware of the following fire prevention measures:
- a) Compliance with fire safety procedures.
  - b) Smoking only in places determined by the Company, duly signposted.
  - c) Do not obstruct escape routes and emergency exits.
  - d) Do not interfere with firefighting systems or use emergency exits without permission.

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- 3.10. Every Sencinet building must have an emergency evacuation plan. The Company will provide training for brigade members and conduct periodic simulations, in compliance with local regulations. All facilities must contain first aid kits.
- 3.11. The use or handling of toxicological substances or alcoholic beverages will not be permitted within the premises of Sencinet. In addition, the employee will not be allowed to work if he is under the influence of any of these substances, and such conduct is subject to punitive measures in accordance with the local legislation and internal rules of the Company.
- 3.12. Employees and third parties must use Personal Protective Equipment (PPE) according to the requirements and characteristics of each activity and business unit. All employees and third parties in the service of Sencinet must be trained in the use of general and specific equipment for their activities.
- 3.13. All contract managers must pass on the requirements of this policy to suppliers and partners who carry out activities for Sencinet. Sencinet's suppliers are responsible for disseminating information to their employees and subcontractors, in order to keep everyone involved and committed to health and safety at work.
- 3.14. The supplier shall maintain its operations in compliance with all local, national and any other laws applicable to health and safety at work, maintaining the highest level of protection for workers.
- 3.15. Every third party, who works for or on behalf of the Company, will be responsible for managing the risks and controls of its activities, and should be able to provide, whenever requested, evidence of the implementation and performance of its activities in accordance with the laws and regulations related to its business, involving all the authorizations, licenses and records necessary to carry out its work.
- 3.16. All suppliers must conduct relevant and sufficient risk assessments for their respective services or products, as well as make them available to Sencinet for critical analysis, when requested.
- 3.17. Authorizations, licenses, or technical capacity records of third parties who perform one of the following activities will be required:
- a) Confined space services.
  - b) Services in pneumatic, hydraulic or pressure systems.
  - c) Services at height, close to unprotected edges.
  - d) High temperature work.
  - e) High voltage electrical work.
  - f) Low voltage electrical work close to the equipment in operation.
  - g) Services that use lasers.
  - h) Services with radio frequency or electromagnetic fields.
  - i) Excavation services or performed on dangerous pipes from 75 meters.
  - j) Transport, storage and handling of fuels.
  - k) Cargo hoisting and hoisting services.

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- 3.18. Sencinet and all its suppliers shall ensure that employees have the necessary skills, knowledge, training and experience necessary to carry out jobs, as well as that they will be properly supervised in their activities.
- 3.19. Contracted suppliers must have procedures for selecting and approving subcontractors, in order to guarantee the competence and necessary requirements for the performance of services, as well as that they will be properly supervised in their activities.
- 3.20. Accidents, incidents or events that represent health and safety risks must be reported to the person responsible for Health & Safety, within a maximum period of 24 hours.
- 3.21. Every supplier, partner or third party must provide the accident history and their respective investigations, for the requested period and when requested.
- 3.22. The employee responsible for managing the contract must immediately report, directly to the HSE Team, any violations of the requirements provided for in this standard or non-compliance with local laws.
- 3.23. The provider contract must be terminated if the supplier refuses to make necessary and requested changes by Sencinet, which aim to guarantee the quality of the contracted products or services, as well as the security of supply and compliance with health and safety requirements at work.
- 3.24. In locations where there is a requirement, an Internal Accident Prevention Commission will be established between representatives of employees and the Company with the objective of preventing accidents and illnesses resulting from work, preservation of life and promotion of workers' health.
- 3.25. The Internal Commission for Accident Prevention will have the mission of raising awareness and informing workers about all aspects that include safety at work, especially regarding standards, the use of protective equipment, accident prevention, etc.

#### 4. Appendix

- 4.1. Concepts
- 4.2. Responsibilities

#### 5. Revision history

Version	Date	Author(s)	Content reviewed
1	01/02/2021	Compliance Team	Document creation
2	18/10/2022	HSE Team	Author, area and Approvers change. Change of responsibilities from Compliance Team to HSE Team