HEALTH AND SAFETY POLICY STATEMENT (HR & Office Services)

1. Statement of Intent

- EKAN International Construction Energy Contracting and Trade Limited Company is committed to ensuring the health, safety, and welfare of all employees and personnel supplied to our clients. In the context of human resources and office-based environments, we prioritize mental well-being, ergonomic safety, and a workplace free from harassment and hazards.

2. Key Objectives

- **Ergonomics & Physical Health:** Ensuring that the personnel provided are informed about correct workstation setups to prevent musculoskeletal disorders (e.g., back pain, eye strain).

- **Mental Health & Well-being:** Promoting a work culture that supports mental health, stress management, and a healthy work-life balance.

- **Regulatory Compliance:** Full adherence to labor laws and health and safety regulations applicable to office environments.

- **Safe Working Environment:** Collaborating with our clients to ensure that the offices where our personnel are deployed meet all fire safety, ventilation, and hygiene standards.

3. Responsibilities

- **As a Provider:** We ensure all personnel undergo a basic health and safety induction before placement, focusing on office safety and emergency procedures.

- **Placed Personnel:** Employees are expected to follow the client's internal safety protocols and report any concerns regarding their workplace environment to both the client and EKAN International Construction Energy Contracting and Trade Limited Company

4. Zero Tolerance Policy

We maintain a zero-tolerance approach toward workplace bullying, harassment, or any form of discrimination, recognizing these as significant risks to employee psychological health and safety.