

Health & Safety Policy Statement

The policy of Sign In App (together with its affiliated companies) is to provide a safe and healthy working environment to its employees and others within the company including contractors and visitors.

We are committed to:

- A safe and healthy working environment and safe systems of work.
- The provision of offices designed and maintained to operate and function safely without risk to health.
- Instructions and procedures for the safe use of tools and equipment.
- Training as deemed necessary within job requirements.
- Adequate supervision of employees undergoing training, both on and off the job, at our own premises.
- Adequate welfare facilities at work.
- Protective clothing and equipment where necessary.
- Medical advice as is necessary.
- Periodic review and surveys of work places and Safety Policy and the implementation of any corrective action as necessary.

All employees are reminded that under Section 7 of the Health and Safety at Work Act 1974 it is their duty to act, in the course of their employment, with due care for the health, safety and welfare of themselves, other employees and other persons who might be affected by their acts or omissions. For the avoidance of danger they should:

- Comply with the instructions and Codes of Practice issued for safe working.
- Make proper use of protective clothing and safety equipment provided.
- Report any defects in offices, equipment or safety procedures that come to their notice.

Policy Review Statement

- This policy statement may be reviewed at any time and at the request of either staff or management, but will automatically be reviewed 3 years from the initial approval and thereafter on a triennial basis unless organisational changes, legislation, guidance or non-compliance prompt an earlier review.

Our full Health & Safety Policy is available on request.

For further information about Sign In App's compliance with Health & Safety legislation please contact:

Nicola Petts

Compliance Manager & Data Protection Officer UK & EU

Tel: +44 1604 349759

Email: nicola.petts@signinsolutions.com