

## HEALTH AND SAFETY POLICY STATEMENT

The Board of Directors is fully committed to achieving a high level of Health and Safety throughout the Experian Group.

To this end, it is our intention that the organisation operates in such a manner so as to achieve the following:

- A safe and healthy place to work which has adequate welfare facilities, safe access and egress to and from it and adequate arrangements for dealing with an emergency.
- Equipment that is safe to use and work which is safe to undertake.
- Arrangements which ensure that work equipment and substances (e.g. chemical cleaning agents) are safe to use, handle, store and transport.
- Removing or reducing risks and controlling any hazards that have been identified following risk assessment to a safe level.
- Providing staff with the information, instruction, training and supervision needed to ensure they do the job safely.
- Ensuring that staff are consulted with, and informed on, issues relating to Health and Safety.
- Technical advice provided by staff or where necessary, external consultants, competent to do so.

It is our belief that compliance with this policy will positively contribute to the performance of the Group as a whole – by maintaining a low rate of injuries and occupational ill health and reducing unnecessary losses and liabilities.

We will pursue the implementation of the following Health and Safety commitments in order to ensure the continual improvement to Health and Safety and will, as far as is reasonably practicable:

- Ensure that Health and Safety objectives form an integral part of the decision making process when setting other business objectives.
- Ensure that effective systems of communication are implemented and maintained.
- Ensure effective consultative arrangements on Health and Safety matters are in place – this will include all levels of staff.
- Ensure adequate financial and physical resources are available to achieve our Health and Safety goals and objectives.
- Ensure that expert advice is called upon when required, to enable the policy to be implemented.
- Ensure that all workplace hazards are controlled – this will be achieved by ensuring risk assessments are conducted and control measures are adequately implemented.
- Ensure that staff are encouraged, and given the facility, to make a positive contribution to the implementation of the Health and Safety Policy.

The Policy will be monitored for effectiveness and reviewed regularly. It will also be reviewed following major organisational changes within the Group, major incidents, new legislation and audit recommendations. Any amendments will be brought to the notice of all staff.

A handwritten signature in black ink, appearing to be 'S. L.', written in a cursive style.

Signed: Chief Executive Officer

Date: 20 July 2022

## RESPONSIBILITIES

To ensure the effective implementation of our Health and Safety Policy commitments, it is essential that all staff within the Group know their responsibilities and obligations and understand the reporting procedures that have been established.

### The Board of Directors

The Chief Executive Officer will endorse the Policy on behalf of the Board. The Board will also be responsible for:

- Agreeing plans for improving and reviewing progress in developing the Health and Safety Policy and for its implementation within Experian.
- Allocating duties and responsibilities to nominated personnel within the policy to enable its requirements to be effectively applied throughout the Group.
- Ensuring adequate financial and physical resources are available to achieve Experian's Health and Safety goals and objectives.

### Operating Regions

**Each region will ensure they have local management systems in place with a commitment to meet or exceed local legislative requirements within the framework of the Global Health and Safety policy.**

Managing Directors have overall responsibility for ensuring the implementation of Health and Safety within their regions. They are responsible for ensuring that their regions comply with the requirements of the Group Health and Safety Policy, local Health and Safety Policies and legislation.

### Managers

To ensure a positive approach to Health and Safety, all managers will:

- Ensure that all staff under their control are aware of, and comply with, the Health and Safety Policies, local emergency arrangements and provide any resources required.
- Ensure all accidents, incidents and identified hazards are made safe and reported to local Health and Safety representative.

### Group Health and Safety Team

The Group Health and Safety Team is responsible for:

- Coordinating the preparation and periodic revision of this Health and Safety Policy, the associated general risk assessments and procedures. Bringing to the attention of the Board any material changes in circumstances or activity of Experian that would necessitate revision of this Global Health and Safety Policy, general risk assessments or procedures. Provide updates and advising the board on Health and Safety matters.
- Communicate Group Health and Safety policies, standards and resources. Set Group standards, objectives and targets and provide advice and support to the business on Health and Safety issues.
- Investigating serious workplace accidents/incidents and review reported accident, incident, investigations and recommend actions.
- Ensure the implementation of any practical precautions identified at Group level by general risk assessments and ensure that necessary corrective actions or improvements are implemented in the regions.
- Ensure there is a system in place to liaise with regulatory agencies and assist and advise in contact with Clients.

## **Regional Health and Safety Advisors**

The Regional Health and Safety Advisor is responsible for:

- Reviewing and improving regional Health and Safety performance and flagging to the Group Health and Safety Team any material changes in circumstances that would necessitate a revision of the Health and Safety Policy, general risk assessments or procedures.
- Supporting and embedding with local management Health and Safety policies, standards and resources from Group, and ensure competent advice is available locally.
- Assisting sites to meet requirements set out in policies and legislation, and responding to and setting corrective actions for accidents and unsafe working conditions in the region. All accidents must be reported to Group.
- Liaising with regulatory agencies and ensuring that accidents are, as required, reported to the relevant authorities.

## **Health and Safety Coordinators**

Health and Safety Coordinators will assist Regional Health and Safety Advisors with the following:

- Provide guidance, assist with risk assessments, investigate potential hazards and dangerous occurrences and communicate with local onsite teams.
- Investigate Health and Safety concerns raised by employees, examine the causes of accidents and near misses and carry out inspections in their areas of responsibility; and notify regional Health and Safety Advisors of all accidents and incidents.
- Assist and advise managers during routine safety inspections and provide support to business units on health, safety and fire issues; and participate in safety committee meetings.

## **Employees**

It is the duty of all employees to:

- Observe safe working practices at all times, take reasonable care of their own Health and Safety and that of others who may be affected by their actions or omissions throughout the course of their work and co-operate in establishing safe and healthy working conditions to enable statutory duties and requirements to be fulfilled.
- Act in accordance with any Health and Safety training that has been provided, ensuring they make proper use of the Health and Safety facilities and do not intentionally interfere with, or misuse anything provided in the interest of Health and Safety. Make full and proper use of any personal protective equipment provided in accordance with instructions given and training received. Loss of equipment or defective equipment should be reported to their line manager so that it can be replaced.
- Report to their line manager or local Health and Safety representative, any hazard or potential hazards in their working environment, or any existing procedures or arrangements which appear to be defective.
- Must ensure they understand their responsibilities under this policy and are aware of the arrangements set out below. In particular they must ensure they are familiar with and understand the necessary action concerned with fire and fire drills, first aid arrangements and accident reporting procedures.
- Report all accidents, incidents and near misses, no matter how insignificant, in accordance with the accident / incident reporting procedures

## **Contractors and Subcontractors**

It is the duty of all contractors and subcontractors to:

- Carry out their work in a safe manner and with due regard for all other people working on site or in any way affected by the works. Ensuring all work is carried out by trained competent staff and provide evidence of competency to carry out the work.
- Comply with local safety and security requirements, carry out risk assessments and implement precautions including a safe system of work.
- Regularly inspect and test their own plant and equipment, provide copies of all necessary certificates as required and remove from service any that are found to be unsafe.
- Notify Experian when work of an unusual, dangerous or hazardous nature is planned and notify Experian of any information available to them that may affect Health and Safety on site.
- Co-operate with local H&S teams and align with Experian standards.

## **ARRANGEMENTS**

This information must be brought to the attention of new employees during their induction. Where the Group's arrangements for Health and Safety need to be explained in more detail this will be done in procedural guides, specific site Health and Safety plans, method statements or risk assessments.

### **Consultation**

Consultation will be facilitated by means of managers, local Health and Safety representatives, the Group intranet and forums.

### **Communication**

Experian will endeavour to communicate to employees its commitment to safety and ensure that employees are familiar with the contents of Experian's Health and Safety Policies. Experian communicates with employees verbally in the form of instructions and statements from management, in writing in the form of directives, this policy statement and information delivered by internal intranets.

### **Co-operation and care**

If we are to build and maintain a healthy and safe working environment, co-operation between employees at all levels is essential.

All employees are expected to co-operate with Health and Safety Advisors and local Health and Safety representatives and to accept their duties under this policy. Disciplinary action will be taken against any employee who violates safety rules or who fails to perform their duties under this policy. Employees have a duty to take all reasonable steps to preserve and protect the Health and Safety of themselves and all other people affected by operations of Experian.

### **Safety Training**

It is essential for employees in the organisation to be trained to perform their job effectively and safely. All employees will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of work equipment as necessary, tasks and emergency action plans.

### **Workplace inspections and audits**

Health and Safety Advisors and local Health and Safety representatives will conduct inspections and audits. Workplace inspections will provide an opportunity to review the continuing effectiveness of the policy and identify areas where revision of the policy may be necessary.

### **Risk**

Experian will endeavour to ensure that all known hazards are assessed. Those hazards identified with significant risk will be recorded and controlled using a hierarchy of control measures. All employees will be provided with information, training and protection to enable them to work safely. All risk assessments will be maintained, reviewed regularly and amended where appropriate.

### **Personal protection equipment**

All PPE provided by Experian will be properly assessed prior to its provision. PPE provided will be maintained in good working order. Employees provided with PPE will receive training and information on the use, maintenance and purpose of the equipment.

### **Manual handling operations**

Manual handling operations will be avoided, as far as is reasonably practicable where there is a risk of injury. Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid. All possible steps will be taken to reduce the risk of injury to the lowest possible level.

## **Display screen equipment**

Experian will ensure access to DSE assessment is available to all employees. The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable. VDU users will be allowed periodic breaks in their work. All VDU screen users will be given appropriate and adequate training on the Health and Safety aspects of this type of work and will be given further training and information wherever the organisation of the workstation is substantially modified.

## **Control of substances hazardous to health**

A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on the manufacturer and supplier's Health and Safety guidance and our own knowledge of the works process. Experian will ensure that exposure of employees to hazardous substances is minimised and adequately controlled in all cases. All employees who come in contact with hazardous substances will receive comprehensive and adequate training and information on the Health and Safety issues relating to that type of work.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

## **Fire safety**

All employees are to ensure that they read and understand the onsite fire instructions:

Action in the event of fire or emergency

Action by person discovering a fire: Raise the alarm by using the nearest fire alarm call point and/or shout fire, fire.

Action to be taken by all personnel: On hearing the fire alarm signal, all personnel should evacuate immediately clearing the premises to a safe assembly point.

All Employees have a duty to conduct their operations in such a way as to minimise the risk of fire. Keeping combustible materials separate from sources of ignition and avoid unnecessary accumulation of combustible materials. Experian's fire safety managers are responsible for the provision and maintenance of fire safety and smoke detection systems. Managers are responsible for keeping their operations safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

Fire detection equipment: Smoke detectors and manually operated fire alarms are located at strategic points throughout the workplace. Experian buildings will receive routine tests.

Fire fighting equipment is located at strategic points throughout the workplace and is maintained regularly.

Fire doors designed to slow the spread of fire and smoke throughout the workplace have been installed at strategic points. Fire doors are designed to close automatically after opening and must never be locked blocked or wedged open.

Fire exits are located at strategic points throughout the workplace and lead to safe refuge. Exit doors and corridors must never be locked, blocked or used as storage space;

Emergency lighting may be installed in exit corridors, above emergency exit doors and throughout the workplace in case the power fails.

## **Smoking**

A smoking policy may be in force in some of our premises. Please check local policy for further details.

## **Accident investigation and reporting**

It is the policy of Experian to comply with all local legislation for the reporting of accidents. Experian sees accident investigation as a valuable tool in the prevention of future incidents. In the event of an

accident resulting in injury an accident report will be forwarded to the Health and Safety adviser. Investigations will be conducted where necessary.

The investigation includes:

- The circumstances of the accident including photographs and diagrams where necessary
- The nature and severity of the injury sustained
- Witness reports including their identity
- The time, date and location of the incident
- The date of the report

All eyewitness accounts will be collected as near to the time of the incident as reasonably practicable. Remedial actions will be followed to avoid re- occurrence.

### **Accident procedure**

First aiders are located throughout the workplace.

Employees are responsible for reporting all cases of accident and disease to their local Health and Safety representative, who will inform local management and Group Health and Safety.

Accident records are compiled and maintained by the local Health and Safety Team.

### **Contractors**

It is the policy of Experian to control and manage all contractors. The manager hiring the contractor will be responsible for ensuring the contractor is approved and competent in their duties.

Any manager found hiring contractors in non-compliance of Group Policy and Experian's terms and conditions will be in breach of policy and therefore disciplinary action may be taken.

### **New and expectant mothers**

It is the policy of Experian to ensure the health, safety and welfare of these particularly vulnerable employees. It is the responsibility of the line managers to protect new and expectant mothers from certain specified risks, if it is reasonable to do so, and to carry out a risk assessment of such hazards. If the employer cannot avoid the risk(s) alternative arrangements should be made.

### **Young persons**

It is the policy of Experian to ensure the health, safety and welfare of these particularly vulnerable employees. It is the responsibility of the line manager to ensure all risks associated with young persons in the work place are assessed and reasonable adjustment is made where necessary.

### **Safety rules**

All employees shall be aware of, respect and adhere to the rules and procedures contained in this policy.