



# Health & Safety Policy Statement

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| <b>Policy Issued</b>     | September 2020        |
| <b>Next Review</b>       | Annual or as required |
| <b>Lead Professional</b> | Aldar Education       |
| <b>SGG Ratification</b>  | Not Required          |

# Occupational Health & Safety Company Commitment

Aldar Education is driven by providing a healthy, safe and secure workplace for our employees and all persons who are impacted by our operations. We promote a positive occupational health and safety culture and remain committed to providing a supportive work environment.

We endeavor to achieve this through a systematic approach to risk management, developing an effective Occupational Safety and Health (OSH) Management System, and focusing on meeting the needs of our stakeholders.

At Aldar Education, we strive to identify and implement best practices for the health and safety of our employees and those who are affected by our activities.

**To ensure that Occupational Health and Safety matters are given proper consideration, our commitment will be to:**

- **Establish an Occupational Safety and Health (OSH) framework:** Integrate occupational safety and health (OSH) stewardship into our core business activities to prevent injury, illness and enhance employee health & Wellbeing.
- **Engage with our employees:** Encourage and support all employees to report accidents, incidents, and hazards, and to challenge actions and behaviours that compromise health and safety.
- **Align with our stakeholders:** Facilitate the cooperation and collaboration between all constituent groups necessary to make health and safety a truly joint enterprise.
- **Comply with laws:** Comply with all relevant legislation, regulations, appropriate codes of practice and other stakeholder requirements.
- **Develop health & safety management systems:** Develop and distribute structured OHS management systems that are suitable for our business.
- **Prevent injury:** Maintain and provide, to the extent reasonably practicable, safe and healthy working conditions.
- **OSH training:** Provide OSH training to our employees, as relevant to their roles and responsibilities and promote awareness with stakeholders and the wider community.
- **Set OSH objectives & targets:** Continuously improve occupational health and safety performance through the setting of objectives and targets and regular performance reviews.
- **Celebrate the achievements:** celebrate those who embody our occupational health and safety culture and philosophy and support all employees to make a positive contribution to a safer working environment.
- **Report on our Progress:** Report on impact, achievements, and progress against Aldar occupational health and safety targets.

The following occupational health and safety policy will define Aldar Education's commitment to achieving health and safety excellence.

## Company Commitment

Aldar Education's commitment to Occupational Health & Safety Excellence



Sahar Cooper  
Chief Executive Officer

On behalf of the Executive Leadership Team  
Dated | **01 September 2020**

## Approval

Aldar Education Occupational Health & Safety strategy and management plan



Dave Taylor  
Director | Operations

On behalf of Aldar Education  
Dated | **01 September 2020**

## Establishing & Monitoring

Aldar Education Occupational Health & Safety strategy and management plan



Chris McCarthy  
Group Head | Operational Risk & Safety

On behalf of Aldar Education  
Dated | **01 September 2020**

## Policy Statement

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|--------------------------|--|
| <b>Policy</b>            | <b>Occupational Health &amp; Safety Policy Statement</b> |
| <b>Service Pillar</b>    | Operations   Risk & Safety                               |
| <b>Policy Number</b>     | PL-OP-OR-001   |
| <b>Effective Date</b>    | 01 September 2020  |
| <b>Assessment Cycle</b>  | Annual or as required                                    |
| <b>Author   Modified</b> | Chris McCarthy   23 September 2020                       |



### 1. Purpose

- 1.1 Aldar Education acknowledges and accepts that the health, safety and welfare of all students, staff, parents and service providers as being of paramount importance. In order to deliver best in class occupational health and safety standards within all Aldar Education schools and training facilities, the organisation has developed a robust and compliant health and safety management system.
- 1.2 The occupational health and safety policy will be communicated to all Aldar Education employees and will be available for any other relevant stakeholders.
- 1.3 The following health and safety policy will define Aldar Education's commitment to achieving health and safety excellence.

### 2 Scope

- 2.1 The scope of the policy covers all Aldar Education schools, training centres and their subsequent employees, students, parents, service providers and visitors.

### 3 Policy Objectives

- 3.1 To ensure the company's commitment to occupational health and safety.
- 3.2 To ensure, so far as reasonably practicable, the health, safety and welfare of all employees, students, parents, contractors and persons visiting our premises.
- 3.3 To reduce the total number of accidents and ensure the prevention of injury and ill health to all employees, students, parents, contractors and persons visiting our premises.
- 3.4 To protect the company from any potential legal claims.
- 3.5 Ensure compliance with both local laws and relevant legislation and industry best practice.

### 4 Management Commitment

- 4.1 Establish a robust occupational health and safety culture that is prominent throughout Aldar Education.
- 4.2 Ensure the company's commitment to occupational health and safety is driven by top level management.
- 4.3 Empower employees by providing suitable information, instruction and training to allow them to perform their roles safely.
- 4.4 Celebrate those employees who embody our occupational health and safety culture and philosophy and support all employees to make a positive contribution to a safer working environment.
- 4.5 Ensure that the occupational health and safety management system is continually improved.
- 4.6 Ensure that occupational health and safety performance is continually monitored and improved upon.

- 4.7 Implement and maintain a procedure for on-going hazard identification, risk assessment and the determination of necessary hierarchal controls.
- 4.8 Communicate and consult with employees and stakeholders on occupational health and safety matters.
- 4.9 Ensure that measurable health & safety related KPI's are established and continuously monitored and reported back to the Executive Leadership Team.

## 5 Responsibilities

- 5.1 The Chief Executive Officer has ultimate responsibility for occupational health and safety.
- 5.2 The Director of Operations is responsible for approving the occupational health and safety strategy and annual management plan for Aldar Education and allocating resources to meet the requirements of the plan.
- 5.3 The Executive Leadership Team has a responsibility for allocating sufficient finances and resources to support the organisations commitment to occupational health and safety excellence, meet the requirments of the plan and continuous safety improvement.
- 5.4 The Group Head of Operational Risk and Safety is responsible for:
  - 5.4.1 Establishing and monitoring the occupational health and safety strategy and annual management plan for Aldar Education.
  - 5.4.2 Providing timely occupational health and safety support, guidance and reporting to all relevant persons.
- 5.5 Principals have a specific responsibility for
  - 5.5.1 Ensuring the implementation of the occupational health and safety policy into their respective schools.
  - 5.5.2 Ensuring suitable emergency exercises are carried out at regular intervals throughout the year. The frequency of the exercises must comply with Aldar Education emergency procedures and local legislation.
  - 5.5.3 To implement and encourage a positive and proactive occupational health and safety culture throughout their school.
- 5.6 The Manager of Operations & Support Services (OSM) has a responsibility for
  - 5.6.1 Ensuring suitable workplace health, safety and fire inspections are conducted at regular intervals and that issues identified during such inspections are actioned in a timely manner.
  - 5.6.2 Ensuring the on-going maintenance and monitoring of fire and life safety systems is carried out in line with Aldar Education procedures.
  - 5.6.3 To drive a positive and proactive occupational health and safety culture throughout their teams and act as a champion for health and safety.
- 5.7 All employees have the responsibility to protect their own health, safety and wellbeing and that of those who may be affected by their acts or omissions.
- 5.8 All contractors and service providers are responsible for ensuring that they comply with Aldar Education occupational health and safety policies and procedures. Moreover, they are responsible for monitoring their own health and safety performance and that of their employees and sub-contractors.
- 5.9 Further specific responsibilities are defined within the health and safety responsibilities section of the occupational health and safety manual.

## 6 References

- 6.1 Aldar Education HSM System - IMS 2020
- 6.2 ISO 45001
- 6.3 OSHAD - Abu Dhabi HSMS