

PERSONNEL SAFETY AND HEALTH POLICY

Cyprus Telecommunications Authority
Cyta

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1. INTRODUCTION

For Cyta, fostering a Culture of Safety and Health is a longstanding objective, aimed at ensuring the protection, well-being, and health of its Personnel.

As a responsible employer, Cyta expressly declares its commitment to fulfilling its obligations in relation to Occupational Safety and Health as defined by Cyprus legislation. To achieve this, it sets high standards of management and compliance and implements appropriate mechanisms and procedures for the safe conduct of its operations and the prevention of undesirable accidents at work.

In addition to the standards required by Cypriot legislation and the Acquis Communautaire, Cyta makes additional efforts to provide a safe and healthy working environment for its Personnel, customers, visitors and partners.

The proactive management of Occupational Safety and Health issues is considered of paramount importance to the Organisation, both as a legal and ethical obligation, and as a best practice that contributes to the reduction of occupational accidents, the promotion of higher levels of Safety and Health, and as an incentive to improve the morale and productivity of its Personnel.

Cyta recognises that Safety and Health management is based on a continuous effort to improve the level of Safety and Health in the workplace. It is expected that each employee will make every reasonable effort to fulfil their own obligations, respond to the commitment of the Organisation and Management and participate in the implementation of this Policy.

Below is a detailed description of Cyta's Safety and Health Policy, which will be applied with due strictness as appropriate to matters that threaten the Safety and Health of Cyta's Personnel, as well as Cyta's visitors, partners and customers.

2. DEFINITIONS

"**Authority or Cyta or Organisation**" means the Cyprus Telecommunications Authority.

"**Board**" means the Board of Directors of the Authority, as constituted from time to time.

"Department of Labour Inspection" means the Government Department of Labour Inspection under the Ministry of Labour and Social Insurance.

"Directors" means the Directors of the services employed by the Cyprus Telecommunications Authority.

"Employee Safety and Health Committees (EHSCs)" are committees established at Cyta by district and building, in accordance with relevant legislation, to protect and promote the health of Cyta employees. The EHSCs are advisory in nature to the management of the organisation on all matters relating to the working environment that may have an impact on the safety and health of employees.

"Heads" means the Heads of Services working in the Cyprus Telecommunications Authority.

"Health (in relation to work)" means the state of complete physical, mental and social well-being and not merely the absence of disease or disability.

"Occupational Accident" is defined as the death or incapacity of the insured person caused by a violent incident occurring during or because of work (and while travelling to or from work).

"Occupational Disease" – The term "Occupational Disease" is defined in two different ways:

- An occupational disease, as defined by medical science, is a disease that is related to the nature of the risks to which the person suffering has been exposed as a result of his or her work. It is any disease that can be proved, on the basis of medical criteria, to have been caused by the nature of the work and the risks to which the worker has been exposed as a result of his/her work.

- The second definition is based on the insurance reality in each country. In other words, an occupational disease is a disease that is recognised as such by the insurance system in force, subject to the conditions and restrictions that it imposes.

"Personnel" means all employees, monthly salaried personnel, hourly paid personnel and contract personnel of the Authority

“Personnel and Remuneration Committee” means the Personnel and Remuneration Committee appointed from time to time by the Board of Directors, as provided for in the Governance Charter.

"Policy" means the Personnel Safety and Health Policy.

"Prevention" means all steps or measures taken or planned to be taken at all stages of work within the company to eliminate or to reduce occupational risks.

"Risk" is the combination of the likelihood of a hazardous event (or exposure to a risk factor) and the severity of the injury or damage to workers' health that may result from that event or exposure.

"Risk Assessment" is the process of evaluating the risks to the Safety and Health of employees at work. It is a systematic examination/study of all aspects of work, considering what could cause injury or harm and to whom, whether the risks can be eliminated and, if not, what preventive and protective measures should be taken to control the risks.

"Safety" is the state of feeling "safe", i.e. completely free from the threat of any risk that may cause injury or harm to health (which is impossible to achieve in practice). Safety should therefore be considered as a value judgement about the level of risk of injury or harm that is considered acceptable.

"Source of Risk (or Risk Factor)" means a situation or action that has the potential to cause harm in the form of injury or illness, or a combination of these, i.e. anything in the workplace that has the potential to cause injury or harm to the health of workers (i.e. an occupational accident or occupational disease).

3. PURPOSE OF THE POLICY

This Policy aims not only to ensure legal compliance but also to safeguard the safety and health of Cyta’s employees, visitors, partners, customers, and the organisation as a whole.

- Treating the Safety and Health of employees as the highest priority,

- Recognising the critical importance of Safety and Health compliance in its areas of responsibility, in accordance with regulations and other requirements provided for by the law,

- Looking forward to the continuous development and modernization of the Organisation to meet the increased requirements of relevant legislation, to provide high quality services and to improve the efficiency of its operations,

Cyta hereby establishes the Personnel Safety and Health Policy which summarizes the objectives and commitments of the Management of the Organisation in order to continuously promote Occupational Safety and Health for all activities carried out by the Organisation.

4. PROVISIONS OF THE POLICY

In order to implement this Policy and in recognition of the responsibilities arising from the " Safety and Health" Laws issued by the Ministry of Labour and Social Insurance, the Authority undertakes to:

i. Conduct its activities in a manner and in an environment that ensures the Safety and Health of the Personnel, customers, external partners and any other persons who enter the Organisation's premises.

ii. Ensure that Safety and Health risks associated with its activities are identified, assessed and controlled on an ongoing basis and that appropriate preventive and proactive procedures are implemented.

iii. Apply all relevant Statutory and Regulatory Provisions of current Occupational Safety and Health legislation, as well as all Codes of Practice relevant and applicable to its work. At the same time, it shall ensure that its Personnel faithfully implement the legislation.

iv. Ensure the operation of the Employee Safety and Health Committees (EHSCs) on a nationwide basis for each manned Cyta building, with an adequate number of Chairpersons nominated by the Organisation and of elected Members (based on the ratio set out in the regulations establishing the EHSCs).

v. Ensure that its leadership is instrumental in strengthening the efforts to develop a culture of Safety and Health management among its Personnel.

vi. Ensure the ongoing development of a culture of transparency and integrity where Safety and Health are never compromised.

vii. Promote values for the development of a Culture of Occupational Safety and Health, through the appropriate training of its Personnel and the incorporation of relevant principles and best practices.

viii. Implement an Occupational Safety and Health Risk Reduction Program and conduct risk assessments in all areas and activities at a frequency commensurate with the risk.

ix. Carry out measurements of occupational exposure to harmful factors and define preventive measures to ensure the Safety and Health of Personnel.

x. Have the necessary resources in terms of funding, equipment, Personnel and time to implement this Policy.

xi. Provide safe equipment, materials and personal protective equipment to the Personnel.

xii. Ensure the good and safe operation of Cyta's facilities, machinery, vehicles and equipment through preventive maintenance.

xiii. Ensure that any accidents and/or near misses are fully investigated and that appropriate action is taken to reduce the likelihood of their recurrence.

xiv. Provide and maintain appropriate systems to ensure a safe and healthy working environment and to protect the Personnel and third parties from any injury or risk to Health.

xv. Provide all Personnel with sufficient information and instruction, as well as the training and supervision they need to work safely and effectively and to develop an Occupational Safety and Health culture.

xvi. Define individual responsibilities for Safety and Health issues.

xvii. Encourage and support active participation of the Personnel in the management of all forms of risk with the aim of improving its activities, in order to ensure Safety and Health of the public, employees and contractors.

xviii. Carry out a medical assessment of the fitness of the Personnel to perform their duties, both prior to their recruitment and permanent appointment, as well as periodically, in accordance with the relevant legislation, the relevant Decrees, risk assessments and the level of risk involved in the performance of their duties.

xix. Where necessary, carry out epidemiological studies and research to prevent the development of Occupational Diseases.

xx. Communicate the Safety and Health Policy to the Personnel, suppliers, contractors, partners and make it easily accessible to the Personnel.

xxi. Review the Policy as necessary to ensure that it remains up-to-date and effective.

This Policy adopts the following principles for Safety and Health Management with the aim of reducing accidents and incidents in all areas of the Authority's activities:

- The primary responsibility for Occupational Safety and Health lies with the management/employer (at all levels), as stated in paragraph 7 hereof.
- Occupational Safety and Health in an enterprise shall be treated with the same seriousness and importance as production and quality control.
- Personnel training and information are essential to creating a safe and healthy working environment.
- Frequent audits/inspections are considered necessary to assess, establish and maintain occupational Safety and Health.
- Any deficiencies/problems identified must be corrected immediately. Such actions may include changes in specific procedures, repairs and modifications to machinery, training of the Personnel, etc.
- All accidents and hazardous incidents must be investigated within a reasonable period of time and in any case within the timeframe required by legislation and provided for in Cyta's accident management procedure in force at the time.
- Safety outside the workplace while on duty is equally important as safety at the workplace.
- Personnel must be actively involved in the management of occupational Safety and Health.
- Personnel shall remain updated on occupational Safety and Health issues, having direct access to the following:
    - Manual X40013: Cyta Safety and Health Management System Manual
    - Manual X46502: Cyta Employee Safety and Health Guide
    - Training Programs

- General Guidance on changes in legislation, protocols, codes of good practice in order to comply with new regulations.
- Guidance on the correct use of the site and workshop signage manual and the use of all necessary tools and personal protective equipment.

The following are the Absolute Rules adopted by the Organisation for Safety and Health Management with the aim of reducing accidents and incidents in all areas of its activities:

- Mandatory use of Personal Protective Equipment.
- Avoidance of the use of electricity in the performance of work by Personnel and partners who are not certified and/or accredited and trained for the nature of the specific work.
- Mandatory use of seat belts when driving and strict compliance with the Road Safety Code when using the fleet of vehicles.
- No use of mobile phones while driving.
- No driving above the speed limit.
- No working under the influence of alcohol and/or prohibited substances.

5. SCOPE OF APPLICATION

This Policy applies to all Personnel of the Organisation, as well as to all its customers, visitors, and partners.

6. OCCUPATIONAL SAFETY AND HEALTH LEGISLATION

The full legislation is posted on the website of the Department of Labour Inspection, together with a summary list of laws and regulations on each relevant issue.

https://www.mlsi.gov.cy/mlsi/dli/dliup.nsf/ch01_gr/ch01_gr?OpenDocument

7. ROLES AND RESPONSIBILITIES

The promotion of the Personnel Safety and Health Policy is a shared responsibility of everyone at Cyta, the Board of Directors, Management and Personnel.

Personnel

All Personnel are expected to contribute to the promotion of Safety and Health and to the implementation of the provisions of this Policy. All employees, at any level in the Organisation's hierarchy, should take an interest in Occupational Safety and Health. They are expected to act responsibly at all times to avoid unsafe conditions or incidents that may adversely affect people's health, and to act in a way that ensures the Safety and Health of themselves and of other persons. It is the duty of every employee to read, understand and comply with the provisions of the Personnel Safety and Health Policy and to work in accordance with the relevant instructions and guidance given to them.

Directors/Heads

The Directors/Heads of Services play a key role in the implementation of the Safety and Health Policy. They are expected to ensure that Personnel are provided with all necessary safety equipment and facilities and that a safe working environment has been created. The Directors/Heads of Services have direct responsibility for assessing and evaluating the risks that may arise from their activities and shall support Cyta's efforts to achieve optimum performance in Occupational Safety and Health and to prevent occupational accidents.

Personnel and Remuneration Committee

The Personnel and Remuneration Committee has the authority and duty to oversee the system for ensuring Personnel safety.

Chairperson and Board Members

The Chairperson and Board Members play a critical role in establishing the Personnel Safety and Health Policy. They are expected to demonstrate a strong commitment to the effective implementation of the Policy and, together with Management, to take responsibility for ensuring that

employees comply with the provisions hereof. The Board shall ensure that effective systems are in place to safeguard safety in the workplace.

8. TRAINING

Cyta is committed to raising awareness and providing continuous training to its Personnel on Safety and Health issues.

9. COMMUNICATION

We recognise the importance of effective communication in promoting Occupational Safety and Health and are committed to communicating this Policy to all Personnel and to making it readily available on our website.

10. MONITORING AND REPORTING

The Authority's Safety and Health Department shall monitor indicators and/or issue reports, at least once a year, related to the Authority's Safety and Health performance, including data on:

- Persons covered by the Occupational Safety and Health management system.
- Deaths, major injuries and minor accidents in the workplace.
- Workplace-related diseases.

11. CONTINUOUS IMPROVEMENT AND REVIEW

The Policy shall be reviewed in accordance with the approved Policy Review Framework and shall be periodically updated, depending on organisational and/or operational needs.