

Health & Safety Policy - Hubexo

Owner: Chief People Officer

Approved by: The board of directors

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Distribution: All employees



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1 Statement of general policy

Hubexo recognise and accept our responsibility to ensure, as far as is reasonably practicable, the health and safety of all our colleagues, contractors, visitors, and members of the public who may be affected by our colleague activities. Health and Safety is a key element and contributor in the overall success of the business. It therefore has equal priority with other aspects of management and will be managed with the same determination and commitment. Any decisions made by the business will take full account of any Health and Safety implications for all our colleagues and those under our control. We will endeavour to ensure the health and safety of all others who could be foreseeably affected by activities under our control.

It is our aim to promote, set and maintain the highest standards for health, safety, and welfare matters. This will be achieved by:

- Providing adequate control of health and safety risks arising from the activities we undertake;
- Consulting with colleagues and contractors on matters affecting health and safety;
- Providing and maintaining safe premises and equipment;
- Maintaining safe systems of work;
- Ensuring safe handling and use of substances;
- Providing information, instruction, and supervision for colleagues;
- Providing information for visiting members of the public;
- Ensuring all colleagues are competent to do their work;
- Maintaining safe and healthy working conditions;
- Reviewing and revising this Policy as necessary at regular intervals; and
- Putting measures in place to prevent accidents and cases of work-related ill health.

Health and Safety is viewed as “everyone’s business.” To achieve a high standard of health and safety, the active co-operation of all colleagues is essential. This policy and associated documents will be revised annually, or after any notable change or legislation likely to affect the policy. This policy will be publicised and available to third parties on request.

2 Organisation

Hubexo is a leading software and information company within the construction industry, with a proprietary cloud-based service and a fully integrated data and software platform. The company is a major player at the centre of the construction ecosystem. Hubexo operates through five business segments, Construction solutions North East Europe (Sweden, Denmark, Norway, Finland, Poland, Slovakia and Chequia), Construction solutions UK & International (mainly the UK and Ireland), Construction solutions western Europe (Portugal, Spain, Switzerland, and Austria), Construction solutions APAC (Australia, New Zealand and

Asia) and Construction solutions North America (Canada and USA) and other non-core operations (healthcare sector and niche media in the Nordic region).

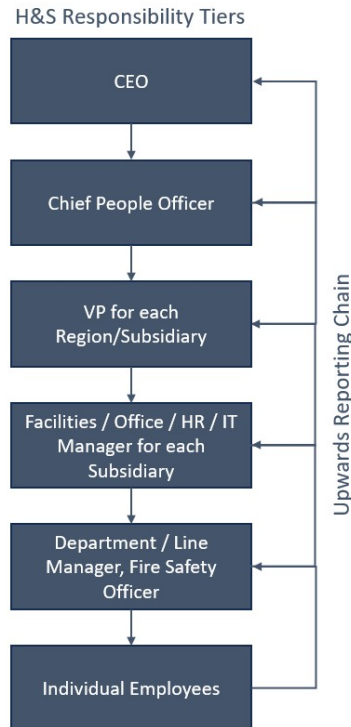
The core business model of Hubexo is a 'Software as a Service' provider. Our healthcare and niche media entities provide printed media and digital information to the healthcare and construction sectors. Any printed media is sourced via third party printing companies and as such Hubexo do not operate any printing facilities. By default, Hubexo's business model is minimal risk in respect of health and safety when considering any operating requirements of our colleagues. We do however recognise that health and safety is a critical function within our business and this policy addresses any related topics.

3 Responsibilities for health and safety

All Hubexo colleagues have a duty to ensure that all health and safety measures are implemented and conducted effectively within their area of responsibility. A successful outcome regarding health and safety is dependent on diligence and continues support from all within Hubexo, including:

- Ensuring any potential or actual hazard is reported immediately, and to take appropriate action to keep themselves and others safe from the potential/actual hazard discovered.
- Understanding safe working practices and procedures.
- Ensuring that all work equipment is in good working order and is only used for its intended purpose.
- Participating in health and safety training (and retraining) when required.
- Provide their line manager with any noted suggestions in relation to any clear improvements that could be made to aid health and safety in the workplace.
- Have a duty of care to any visitors which interact with them.

In relation to those responsible for maintaining health and safety standards and the reporting chain of command, the following chart shows how this is set out within Hubexo:



4 Arrangements

This section details the systems and processes in place for complying with the various legislative requirements that apply to Hubexo; and how we ensure the health and safety of our colleagues and others affected by our business by eliminating or reducing, as far as is reasonably practicable, the risks posed by the hazards in the workplace.

Risk Assessment

A risk assessment is a systematic method of looking at work activities, considering what could go wrong, and deciding on suitable control measures. These control measures are designed to eliminate, reduce, or minimize the risks of loss, damage, or injury in the workplace. Typically work at Hubexo is minimal risk due to the clerical nature of most activities. Risk assessments are typical when work of an unusual nature is required. Risk assessments should be conducted by each subsidiary and should consider the following;

- Identify hazards
- Establish who might be harmed and how
- Evaluate and decide on precautions
- Record and share key findings with relevant stakeholders
- Review risk assessment regularly if for continual work

As part of the risk assessment, a method statement is required. A method statement is a clear explanation of how you are going to manage risks identified during the risk assessment to conduct the task safely. The method statement describes the process, steps and

resources required to conduct a task without risks to health. The method statement should clarify emergency procedures and what first aid arrangements will be available. It should explain what our colleagues should do if something goes wrong.

Consultation, Communication, Information, Instruction, Training and Supervision

Hubexo use a variety of methods to keep staff informed of health and safety arrangements. These include but are not limited to online communication, staff networks, meetings, and signage. Typical communication includes how to access specific safety information, equipment, and which personnel are responsible for H&S matters. Two way communication is encouraged between staff of all levels.

In any region where works councils or trade unions are in place, or where colleagues are included in collective bargaining agreements, Hubexo recognise these organisations and processes. The company will always listen to and address where practical or necessary to do so, any concerns raised by these groups in relation to matters of health and safety.

Emergency Procedures (Inc. Fire Safety, First Aid and Accident Reporting)

Hubexo and its subsidiaries have established procedures in place to recognise and respond to emergency situations. This includes ensuring that our fire risk assessments are complete, and that all emergency equipment is maintained. We also ensure that selected personnel are trained as fire officers and first aid responders.

Records of all incidents are maintained and investigated thoroughly, and reviews to the implemented procedures are conducted in relation to any incident or change of circumstance.

Hazardous Substances

Hubexo's business model limits hazardous substances to those used in or created by facilities and equipment cleaning processes only. Our colleagues must adhere to the local COSHH guidance when interacting with any hazardous substance, should a situation occur where it is necessary to do so.

Occupational Health

The health and wellbeing of colleagues is a high priority for Hubexo, and the facilitation of good occupational health is a key aspect of the company policy. Occupational health can be viewed in two forms, firstly; how work and the working environment can affect a member of staff's health and secondly; how a colleague's health can affect their ability to do their work. Our aim is to mitigate ill health in the workplace through:

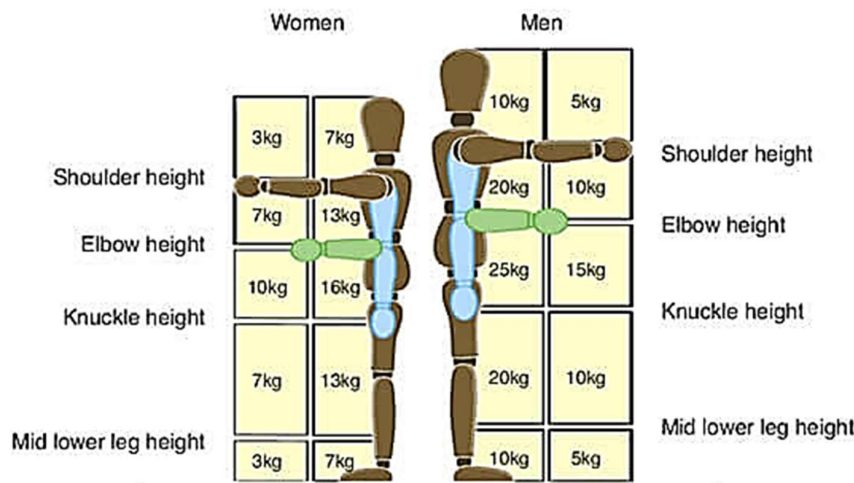
- Assisting with the identification and management of health risks
- Supporting those staff who are ill to remain at or return to work as appropriate.
- Improving work opportunities for those with disabilities.
- Managing work-related aspects of illness.
- The promotion of good health to better equip staff to do their work well and make informed lifestyle choices.

Whilst our work is mainly clerical in nature, Hubexo is committed to ensuring that the potential for ill-health or injury arising from work activities or premises is minimised so as far as is reasonably practicable through the implementation of the following measures:

- Ensure that health risks arising from our activities are identified to enable the implementation of the necessary control measures and where appropriate we will conduct occupational health interventions and health surveillance.
- Encourage a culture where managers take an active interest in the health and wellbeing of their staff.
- Enable staff to raise, discuss and resolve individual work-related ill-health issues through clear reporting channels.
- Ensure that staff who are identified as particularly at risk of ill-health from their work or whose health affects their work, are provided with appropriate advice and support.
- Undertake risk assessments that consider work related health hazards.
- Provide appropriate information, instruction, and training to staff with regards to health risks where necessary.

Manual Handling

Typical duties within the Hubexo workplace do not require repetitive manual handling. However, there may be occasions (such as office furniture movement) or roles which do involve some manual handling (such as maintenance). Where manual handling is necessary, each subsidiary of Hubexo will have its own individual policy in place for reference to their specific personnel. Whilst no regulation exists for maximum weight a single person can lift, guidelines suggest that when any item exceeding 25Kgs per male colleague, or 20Kgs per female colleague occurs, additional personnel and/or equipment will be required to ensure safe lifting. The recommended maximum weight limit should also be adjusted depending on how the load is being lifted, how close to the body the weight is held, and how high or how low the weight is lifted. The below diagram shows guidelines in relation to recommended maximum lifting weights at various heights and body positions:



Manual handling of any volatile or potentially hazardous material, should at first be discussed with the local human resource manager.

Personal Protective Equipment

PPE is not a typical requirement in our working environment due to the clerical nature of our duties. However, in roles which may require enhanced protection. PPE will be provided and must be used, including items such as safety boots in maintenance roles or construction site. PPE should be used on any client visits or significant refurbishment visits occurring during working duties.

Welfare Facilities

Hubexo provides welfare facilities for the well-being of our colleagues while at work. Welfare facilities cover such areas as toilets, washing, somewhere clean to eat and drink during breaks and changing facilities. Hubexo will ensure that all facilities provided are maintained and remain clean and hygienic. It is the responsibility of all colleagues using these facilities to ensure that they leave facilities clean and tidy and treat those areas with respect and consideration to other colleagues. Facilities are maintained by Hubexo in owned premises and may be maintained by the landlords facilities team in rented premises. Should any issue be noted in relation to any equipment or fittings provided, colleagues should communicate this to their line manager via the chain of command or directly to the person responsible for facilities management.

Lone Working

Lone workers at Hubexo are defined as those who work by themselves without close or direct supervision, except for home workers (home workers includes both permanent remote home workers and colleagues with a hybrid flexible contract who may work from home on occasion). For example:

- People working separately from others in a building
- People who work outside 'normal' hours
- People who work away from their fixed base without colleagues

People who work alone will of course face the same risks in their work as others doing similar tasks. However, additionally they may encounter the following:

- Accidents or sudden illnesses may occur when there is no-one to call for help or first aid available
- Fire
- Violence or the threat of violence
- Lack of safe way in or out of a building for example, danger of being accidentally locked in
- Attempting tasks which cannot safely be done by one person alone

To reduce the risk for people working alone (other than home workers in low-risk, office-type work) a risk assessment of the following issues, as appropriate to the circumstances should be considered:

- The environment – location, security, access.
- The context – nature of the task, any exceptional circumstances.
- The individuals concerned – indicators of potential or actual risk.
- History – any previous incidents in similar situations.
- Any other exceptional circumstances.

All available information should be considered, and any existing risk assessments should be updated, as necessary. Where there is any reasonable doubt about the safety of a lone worker in each situation, consideration should be given to sending a second worker or making other arrangements to complete the task. In any situation where a colleague is operating alone and feels unsafe, they must remove themselves from that situation immediately and report the incident to their line manager or supervisor. In any situation where a colleague is operating alone and an incident occurs, this must be reported to their line manager as soon as possible. An incident is any situation where the health and safety of the colleague is compromised.

All staff, including lone workers, are responsible for following safe systems of work and should take simple steps to reduce the risks associated with performing their normal duties.

Work Equipment (inc. Display Screen Equipment) and Statutory Inspections

Our colleagues workstation furniture should minimise the risk of injuries. Posture also plays a vital role in preventing upper limb disorders.

The work desk or work surface should be big enough to allow the user to arrange the screen, keyboard, documents, etc in a flexible way, be big enough to let the user work comfortably and to change position, be stable and positioned so that it is comfortable and easy to use.

Workstation chairs should be stable and allow the user to work comfortably, be adjustable in height, have a seatback adjustable in height and tilt. Any arm supports must not interfere with movement. The seat width should be wider than the hip width of the person using it and the back rest should provide support for the back in all sitting positions, particularly the lumbar region. In certain cases, a footrest may be needed if users are unable to rest their feet flat on the floor.

Adopting the right posture when working at a computer is especially important to prevent health problems. Hubexo conduct online workstation set up and positioning training with all colleagues and is a mandatory training module.

Monitors should all be adjustable in height, rotation, brightness, and contrast to ensure correct visual levels for the colleague. For users of laptops, docking stations and monitors are provided, and any use of laptops independently of the provided additional equipment, should be used following the same guidelines in terms of position and comfort of use to mitigate any risk of muscular issues or eye strain.

Occupational Driving

All occupational driving guidelines are set out in full in the company car policy and must be understood by all colleagues who drive for business duties.

Safe practices and procedures and full compliance with the local driving laws in which a colleague drives must be adhered to by company vehicle drivers, this also extends to drivers of vehicles used under any company car allowance scheme and/or private vehicle use for business travel. Any fines for breach of laws including, but not limited to, speeding, parking, driving with defective legal items such as tyres or headlights, will be the responsibility of the colleague driving the vehicle. Vehicles should be checked over for any wear or defects prior to use, and to ensure that adequate fuel levels are present to avoid any breakdowns.

Should a colleague notice any defect with a company owned or leased vehicle, this should be dealt with in accordance with the relevant protocol for repairs and maintenance, depending on the specific circumstance of the colleague. No vehicle should be driven if thought to be unsafe or illegal to do so until the required repairs and maintenance have been conducted.

Electrical Safety

Hubexo endeavour to protect our colleagues and visitors to Hubexo who use our premises from the risk of electrical injury caused by our electrical installations, our use of fixed equipment and our use of portable electrical appliances. We do this through implementing the following processes:

- Nominating senior staff members to ensure the safety of our electrical installation equipment and portable appliances.
- Assessing the risks from electrical installations, fixed equipment, and portable appliances.
- Developing and implementing procedures, control measures, policies and safe systems of work including permit-to-work schemes.
- Ensuring that any work conducted on our electrical installation, equipment and appliances is conducted by competent, accredited electrical engineers.
- Providing and using personal protective equipment where appropriate.
- Arranging regular inspection, testing and maintenance by competent accredited electrical engineers.
- Managing our activities to ensure that colleagues and others use the control measures provided and follow our policies, procedures, and safe systems of work.
- Providing relevant training and keeping training records.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage electrical safety.

To protect our colleagues and visitors to Hubexo, we consider our activities and identify where and when workers may be exposed to risks to their health and safety from fixed or portable electrical equipment. This includes;

- Assessing the competence of colleagues or contractors who install or maintain electrical equipment
- Regular inspection of fixed electrical installations, and ensuring the maintenance electrical installations and portable electrical equipment between inspections
- ensuring the maintenance and inspection of portable electrical equipment
- Purchase robust equipment suitable for the environment in which it is to be used.
- Keep a written record of significant risk assessments and the control measures and systems of work adopted.
- Make sure that managers and supervisors understand the procedures and arrangements and consider whether they need training on specific electrical matters.
- Explain our procedures and arrangements to our workforce and provide training where necessary.
- Monitor and review the operation of this policy at regular intervals and after any electrical incident, make changes identified as beneficial or necessary.

Waste Management

Hubexo as a software provider does not generate waste of notable quantities. Waste is limited to colleague food waste and minimal amounts of packaging. The company endeavour to prioritize recycling wherever possible to limit our impact upon the environment and separate bins are provided for the use of all staff which are clearly marked to indicate what types of waste can be disposed of in which containers.

Any potentially hazardous waste, such as broken glass or other sharp objects should be disposed of with due care and consideration by the colleague responsible, and any potential risk to others be made aware to the office manager(s).

Legionella and Water Quality

Legionella and Water Quality are a minimal risk to Hubexo colleagues. Our sanitary and welfare facilities should be installed as to prevent any build-up of stagnant water. When any office may have been closed for a length of time, it is recommended to run the taps for an abbreviated time prior to use, to disperse any potential stagnant water build ups. Air conditioning units are also serviced annually and any defects to air conditioning systems or other plumbed in fittings should be reported to the office management immediately. Any defects will be addressed swiftly.

Third Parties and Management of Contractors

Any visitors to Hubexo must adhere to our company policies and procedures. It is the responsibility of the colleague responsible for appointing any contractor to ensure that they are understood and that they are competent to conduct their work safely and without risking injury to others.

Safety Signage

Hubexo provide safety signs to areas, entrances, or equipment where there may be a significant risk that cannot be avoided or controlled in any other way, such as through safe systems of work or engineering controls, or in instances should a non-planned emergency

event occur, such as a fire. Safety signs are not deemed necessary if they do not help reduce risk or if the risk is not significant, so a balance is required to ensure that our colleagues are able to easily identify any potentially hazardous areas or equipment, and to identify escape routes or fire extinguishing equipment. Mobile safety signage should also be provided for any necessary risks, such as wet floors from cleaning or spillages. This applies to all places and activities where people are employed. Hubexo will maintain all safety signs provided and explain unfamiliar signs to our colleagues and tell them what they need to do when they see these safety signs.

5 Monitoring and review

An essential aspect of Hubexo's health and safety management, is our monitoring and review process, this allows us to accurately assess our existing controls alongside risks to develop an effective plan of action and to remediate any issues that have arisen or may potentially arise that are not currently in scope.

Monitoring of our policies, processes and metrics are conducted regularly between various colleagues, with reviews of our policies and procedures occurring annually, unless any issue arises that requires urgent review. Performance monitoring is conducted at subsidiary level and all data is fed back to company for consolidation within our annual reports.

Our review process ensures that Hubexo consider where we are now and where we need to be in respect to all health and safety measures, and to consider any forthcoming changes in suitable time that may be required due to any change of business circumstance or new legal requirements. We consider what we need to achieve, who will be responsible for what, how we will achieve our aims, and how we measure success.

In all aspects of health and safety, Hubexo make this a priority and aim to be proactive and not reactive to ensure we provide a safe and healthy place to work.