

## Policy

The Rexel Group is committed to provide employees with a healthy and safe work environment. Protecting employees from work related injuries or illness is an important obligation for Rexel. It is therefore the aim of the Company in the UK to safeguard the health and safety of all its employees whilst at work and to pursue a policy which ensures that:

- Its business is conducted in accordance with standards that are in compliance with relevant statutory provisions for health and safety of employees and any other persons on Company premises;
- A safe and healthy working environment is established and maintained at all operating locations, including fixtures and fittings, plant, machinery and vehicles;
- Emphasis shall be placed on the continual improvement of health and safety performance and this will be facilitated through formal documented UK corporate health and safety objectives;
- Line Managers at all levels regard health and safety matters as a prime management responsibility;
- Sufficient financial resources will be made available to ensure that policies can be carried out effectively;
- High standards of training and instruction in matters of health and safety are provided, maintained and recorded at all levels of employment;
- All Risk Assessments are carried out to comply with current legislation;
- A proactive monthly safety inspection is intended to be recorded by every branch trading location;
- A proactive weekly safety inspection is intended to be recorded by every major logistics centre;
- Co-operation of staff in promoting safe and healthy conditions and systems of work is encouraged by discussion and effective joint consultation;
- Each location will appoint sufficient qualified representatives to assist with administering first aid;
- Each location will appoint sufficient representatives to assist with fire evacuation;
- A competent advisory service in matters of health and safety is provided and will be maintained.

## Responsibilities and Organisation

### Senior Management

- The Board of Directors has overall accountability for the health and safety policy and its implementation across the business.
- The HR and Communications Director is directly responsible to the Board of Directors to ensure that each person is aware of their specific role and duties defined within this policy and that those roles and duties are being carried out effectively.
- Health and Safety will be a standing agenda item at routine meetings at senior level.

### HR Department

The Head of Safety, Quality & Environment, under the direction of the HR and Communications Director, will be the Company's primary competent person as required under the Management of Health and Safety Regulations 1999. The competent person may be supported by appointed Health and Safety Managers and/or Employee Safety Representatives as deemed necessary by the Company or to meet its statutory obligations. The Head of Safety, Quality & Environment and any appointed Health & Safety Managers, under the direction of the HR and Communications Director will provide advisory and support resources which:-

- Provide competent advice on health and safety policy matters, including relevant statutory requirements for all operations, including central service providers where their activities influence health and safety performance or statutory compliance standards;
- Facilitate the coordination of systems and processes to support legal compliance and best practice, including the appointment of competent persons to undertake statutory testing arrangements for the Company property inventory;
- Monitor and ensure that each operating unit is complying with this policy statement;
- Report on specific health and safety items/incidents as appropriate to senior management;
- Co-ordinate health and safety activities where appropriate.

# Health & Safety Policy

- Ensure that each operating location is provided with detailed information and material relevant to the type of operation being carried out, to enable that location to fully comply with this policy statement.
- Ensure that a set of Health and Safety guidance notes is accessible to every unit and maintained up to date centrally.
- Monitor and implement systems and processes to reduce the risks from workplace stress, in conjunction with line HR Managers, so far as is reasonably practicable.
- Support this policy through the coordination and implementation of health and safety systems and processes as defined by the HR Department.
- Accountability for health and safety compliance standards will however remain with local unit management.

## Managers of Operating Companies & Trading Banners

- The Manager, in this context is deemed to be the 'Branch Manager' or designate at branch trading locations, the person with overall site management responsibility for the distribution operation at distribution centres and multi-occupied premises and the person responsible overall for facilities at administration functions and Head Office locations.
- On behalf of the Board of Directors, Managers of the Company trading banners, under the direction of their senior management, are responsible for ensuring that the organisation and arrangements necessary for the fulfilment of its health and safety are instituted, monitored and maintained in the areas over which they exercise control, including that of fire safety where the Manager assumes the role of 'responsible person' with respect to the Fire Safety Order 2005 for their site.
- Health and safety will be a standing agenda item at routine meetings at management level.
- Senior executives of each operating location and through them their management subordinates are responsible for the health and safety of employees, visitors, customers and contractors.
- Management will ensure that this policy statement is prominently displayed within the unit for all interested parties to read.
- Management will familiarise themselves with the document 'Managers Guide to Health & Safety Standards', available from the HR Department which sets out the required minimum standards to be implemented at each location, including as a priority:
  - o The appointment of representatives to assist with administering first aid and representatives to assist with fire evacuation.
  - o The completion of proactive safety inspections
  - o The completion and retention of health and safety training records.
  - o Maintaining systems for reporting all fatal accidents, major injuries, accidents, dangerous occurrences or occupational diseases.
  - o The provision and maintenance of fire fighting, first aid equipment and additional emergency response equipment as necessary.

## All Employees

Whilst prime responsibility for health and safety at work rests upon all levels of management, every person employed has a duty:-

- To co-operate actively in achieving the aims of this health and safety policy statement.
- To take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions.
- To work safely and efficiently by following correct operating procedures and by meeting statutory obligations.
- Not to interfere with or misuse anything that would compromise health and safety.
- To report and to co-operate in the investigation of all incidents or accidents that has led to or may lead to serious injury.

To monitor the overall effectiveness of this policy and to recommend improvements to it, a Health and Safety Committee will meet quarterly; whose membership will reflect the operating spectrum of the Rexel UK Companies. This Committee will be chaired by the Head of Safety, Quality & Environment for the UK Zone.

**Henri-Paul Laschkar**

Senior Vice President UK & Ireland

Initially Authorised in July 2009 on behalf of Rexel UK Companies