



## Group Framework Policies

ASTON MARTIN LAGONDA GLOBAL HOLDINGS PLC

# HEALTH AND SAFETY POLICY

POLICY TITLE:	HEALTH AND SAFETY POLICY
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EC POLICY SPONSOR	CHIEF INDUSTRIAL OFFICER

### 1. INTRODUCTION

The safety and wellbeing of its employees is of fundamental importance to Aston Martin, and the Company is committed to providing a safe and healthy environment for its employees, customers, suppliers, and any other person who works on or otherwise visits our facilities worldwide. This Health and Safety Policy ("**Policy**") sets out how we intend to meet those commitments and the responsibilities of individuals to also protect themselves and others.

This Policy applies to Aston Martin Lagonda Global Holdings plc, together with its affiliates and subsidiaries ("**the Company**").

### 2. PURPOSE AND SCOPE

The purpose of this Policy is to:

- set out the Company's commitments and the scope of the health and safety management arrangements at the Company; and
- set out the responsibilities of those working for the Company in observing and upholding our

position on management of health and safety.

### 3. WHO NEEDS TO COMPLY WITH THIS POLICY?

This Policy applies to all officers and employees of the Company (whether permanent or fixed term) based in any country and extends to consultants, contractors, agency staff, casual workers, agents or any other person working for the Company, or any of its subsidiaries, wherever located ("Staff").

### 4. GENERAL PRINCIPLES

#### 4.1 Company Commitments

The Company manages its business in a way that is designed to ensure maintenance of the highest standards of health and safety which are reasonably achievable throughout our operations. A safe, healthy, and well-planned business environment is important to the long-term sustainable growth of our business. As such we recognise and support the collective and individual roles played by each employee in providing health and safety leadership within their areas of responsibility. We encourage a strong safety culture and continuous improvement in matters of health and safety.

The Company's senior leadership team endorses and supports this Policy and is committed to fulfilling legal and other requirements and working towards best practice throughout its operations, adopting as a minimum the standards mandated by UK legislation for our UK sites and operations. For our sites and operations outside the UK, we comply with local legislative requirements as a minimum and, where operationally practicable, UK standards where these are higher.

The Company expects anyone working for, or with the Company, to maintain the highest health and safety standards for themselves and others and adhere to any instruction or policy provided.

#### 4.2 Workplace Conditions

The Company is committed to the provision of safe and healthy working conditions for the prevention of workrelated injury, or occupational disease and to ensure employee wellbeing. The Company has developed appropriate policies and safe systems of work and appropriate procedures and organisational structures are in place to implement these arrangements, detailed in the health and safety management system.

The Company recognises that employees and visitors are also expected to work safely and to exercise a duty of care regarding their own health and safety and that of other persons who may be affected by their activities whilst at work. The Company will provide a safe means of access and egress to and from the place of work and ensure that the necessary measures for evacuation, fire safety inspections and arrangements for first aid are in place and maintained.

#### 4.3 Health and wellbeing

The Company believes in providing an environment where people can bring their best selves

to work, share how they feel and speak openly about their own health and wellbeing. The Company's Wellbeing activities help all colleagues create space in their lives to care for themselves and for each other, by providing information, tools, and resources to help them make small positive changes in their everyday lives and take responsibility for their own mental and physical health. The Company provides occupational health services and employees have access to confidential counselling and support through our employee assistance programme.

#### **4.4 Health and Safety Management System**

The Company has implemented a health and safety management system which provides a structured framework through which the Company seeks to ensure a safe and healthy workplace. This system is compliant with ISO45001:2018. The Senior Manager, Health & Safety has day-to-day responsibility for this management system.

The safety management system performance, objectives and targets are reviewed annually by the Company's senior leadership team to check they are in line with ISO45001:2018, compatible and the strategic direction of the Company, they are appropriate, and ensure continual improvement of occupational health and safety management within the Company. The review also considers whether sufficient resource is provided for the successful implementation of this Policy.

The Company measures and reviews its overall safety performance to identify trends. Preventive and corrective measures are implemented to reverse adverse trends and move towards implementing best practice through continuous improvement.

The Health and Safety Team ensures that relevant health and safety legislation is identified and integrated into the Health and Safety Management System. This will be achieved through the maintenance of a legal register which will be subject to regular review by this team.

#### **4.5 Information and Training**

The Company provides information, instruction, training, and supervision to raise awareness of health and safety issues and to ensure that health and safety responsibilities, procedures and standards at work are understood and maintained.

The Company will ensure that Staff are given adequate training and supervision to perform their work competently and safely. Staff will be given a health and safety induction and provided with appropriate safety training depending on their roles and responsibilities. This may include manual handling, control of substances hazardous to health (COSHH), working with vibration equipment (HAVS), working with in a noisy environment, working at height, and the use of personal protective equipment (PPE), etc.

This Policy and details of the health and safety management system are made available to Staff on the company intranet.

#### **4.6 Consultation and Communication**

The Company is committed to consultation with and participation of workers and workers representatives on health and safety matters in line with objectives and the requirements of ISO45001:2018. In this respect arrangements for the provision of safety committees have

been implemented for each facility. The Company recognises an effective health and safety culture requires communication and consultation at all levels. This is carried out through but not limited to the following:

- Trade Union H&S Representatives
- H&S Committees
- Start of Shift and Departmental meetings
- Management Review meetings.

The Company encourages employees to become involved in health and safety matters locally and recognises the value of Health and Safety Representatives. These voluntary roles can provide a local focal point for employee feedback regarding health and safety and can also contribute to decision making. In all cases, employee representatives will be provided with appropriate resources, time, training, and information to fulfil their role.

## 5. PROCEDURE

### 5.1 Hazard Identification and Risk Assessment

The Company is committed to eliminating hazards and reducing risks as far as reasonably practicable. We carry out general workplace risk assessments periodically. The purpose is to assess the risks to health and safety of employees, visitors and other third parties as a result of our activities, and to identify any measures that need to be taken to control those risks.

Risk assessments should be carried out for any new or changes to the activity and/or use, handling, storage and transportation of materials and substances. We have processes, materials and training in place for conducting such assessments. The responsibility for completing such assessments, rests with the manager responsible for organising such an activity or those in charge of a location. The Health and Safety Team are available to provide training, advice and assistance as required.

### 5.2 Accident & Incident Reporting

The Company has established an electronic reporting system located on Aston Martin Portal (The Hub) for reporting accidents, near misses and potential near misses. All such reported incidents will be reviewed and where appropriate investigated, analysed, escalated internally, improvements identified and implemented, and lessons learnt communicated. Where required by law, the Senior Manager Health & Safety will report notifiable incidents to the appropriate external enforcement authority.

Arrangements are made for hosts (AML staff member who are managing contractors or hosting visitors) to report accident, near miss or potential near misses on behalf of their contractors or visitors. All such reported incidents will be reviewed and where appropriate investigated, analysed, escalated internally, improvements identified and implemented, and lessons learnt communicated to the appropriate department within AML, in addition it may be appropriate for the finds to be made available to the contractors company or visitor where applicable.

## 6. RESPONSIBILITIES

### 6.1 Board and Executive Committee

The Board Sustainability Committee has oversight of health and safety matters within the Company. The Executive Committee has overall responsibility for the effective operation of this Policy. The Executive Committee has delegated responsibility for overseeing its implementation to the Senior Manager, Health and Safety, supported by a health and safety team, reporting to the Executive Consultant to the CEO and Chief Industrial Officer.

### 6.2 Health and Safety Team

The Senior Manager, Health and Safety and the Health and Safety team are H&S professionals responsible for:

- establishing and maintaining the H&S management system
- carrying out specific risk assessments where required
- detailing H&S training needs and communications on H&S matters
- conducting periodic reviews of policy and procedures
- monitoring H&S performance, to identify trends
- advising on H&S matters that arise from normal day to day operation

### 6.3 All Staff

All managers, supervisors and employees have written responsibilities regarding health and safety whilst at work. The written procedure can be found in health and safety sharepoint site under procedures.

All Staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment. You should report any health and safety concerns immediately to your line manager or the Health & Safety team. You must co-operate with managers on health and safety matters, including the investigation of any incident.

#### **Equipment**

Staff must only use equipment in accordance with any instructions or training given to them. Any equipment found faulty or damaged must immediately be reported to your line manager. No member of staff should attempt to repair equipment unless trained to do so.

#### **PPE**

Personal protective equipment (PPE) is provided where there are risks that cannot be adequately controlled by other means. If your role requires you to wear PPE, you must wear this.

Employees may also be required to wear PPE at certain sites or part of certain sites. Staff must look out for the signs indicating where and what PPE must be worn and must not enter those areas without the required PPE.

#### **Accidents and first aid**

Details of first aid facilities and the names of trained first aiders are available via several electronic means on various system used across Aston Martin, the systems are work group boards, EASE terminals, the health and safety Sharepoint site titled first aiders page.

All accidents and injuries at work, however minor, should be reported via the AIRS reporting system.

### **Fire Safety**

As part of the local safety induction carried out by the area supervisor, each new member of staff is provided with instruction on the local fire evacuation process. Health and Safety maintains each sites fire evacuation plan and procedure. The Company has appointed fire wardens to assist in the evacuation of buildings and their directions must be followed.

Staff **should** notify their line manager OR the HR Department if there is anything (for example, impaired mobility) that might impede your evacuation in the event of a fire. A personal evacuation plan will be drawn up and brought to the attention of the relevant fire wardens and colleagues working in the vicinity. Fire drills will be held periodically and must be taken seriously.

### **Health surveillance**

Health surveillance is a process used to systematically assess and detect early signs of adverse health effects of employees who may be exposed to certain hazards in the course of their employment.

Employees will be informed if their designated role and tasks meets the requirements for enrolment into annual health surveillance program. Employees are required to cooperate and attend health surveillance appointments when directed.

### **Computers and display screen equipment**

Where Staff are engaged in a role where they use a computer screen or other display screen equipment (DSE) habitually as a significant part of their work, measures have been put in place which are designed to offer protection, including conducting work place assessments. Staff should utilise these measures in order to protect themselves.

### **6.4 Concerns**

If any Staff member believes that the terms of this Policy are not being correctly observed, it is their responsibility to raise any concerns with their line manager. If Staff feel that they need to raise the issue outside of their immediate working environment, they may report to any other manager, contact the Legal department or use the Company's Confidential Reporting line.

### **6.5 Failure to comply**

Failure to observe the terms of this Policy may result in a Staff member's conduct being subject to review. In the most serious cases, such review may potentially lead to the termination of their employment / engagement and/or result in personal criminal or civil liability.

## 7. REVIEW

This Policy may be amended by time to time. The Policy Owner, with approval of the Policy Sponsor may make minor changes to the Policy. All material changes require the approval of the Company's Executive Committee.

This policy and associated management system will be reviewed periodically by the Health & Safety team and reviewed annually by senior management.