

## Work Safe Policy

QTS Group considers the Health & Safety of its employees and sub-contractors as a priority.

No employee of QTS Group, or anyone working on behalf of QTS Group, is expected to carry out any task where the risk to themselves or any other person is considered to be unacceptable.

All QTS Group employees and sub-contractors have a right to stop work if the safe system of work or any aspect of the work requested of them is regarded as unsafe.

Refusal to work on the grounds of Health and Safety is free from any disciplinary action or retribution and will not affect, in any way, their future prospects within the company.

The Work Safe Procedure, WP08, is briefed to all staff at company induction and included in site inductions. A copy of the procedure is included in the company induction handbook.

All instances where the Work Safe procedure is invoked, the Compliance Department must be notified and details of the instance and remedial action recorded.

All refusals to work will be responded to positively & promptly and the employee raising the Work Safe procedure will be informed of decisions throughout the process.

It is the responsibility of each and every employee within his or her specific area of responsibility to implement this policy.

The Directors and Compliance Department give their full support to this Policy and shall ensure it is reviewed at least once a year and any changes are communicated and implemented.

This policy has been endorsed by the QTS Group's Managing Director, Alan McLeish, on the 1st May 2023 and is reviewed and developed on an annual basis.

A signed copy is retained at Head Office