

OCCUPATIONAL HEALTH AND SAFETY

Policy Title:	Occupational Health and Safety
Effective Date:	14 April 2021
Scheduled Review Date:	13 April 2025
Version Number:	Version 3.1
Supersedes:	Version 3.0
Approved By:	Chief Executive Officer

1. Purpose

1.1 GEMS is committed to providing, so far as is reasonably practicable, a safe environment without risk to health for all its employees, school community, contractors and third party vendors through the effective implementation of health, safety, sustainability, quality and environmental policies and procedures. GEMS accepts no compromise regarding performance at any time, even in the most difficult of complex surroundings. The organisation has developed a robust and compliant health and safety management system.

The occupational health and safety policy, known as IMS-MGT OHS Policy, will be communicated to all GEMS employees and will be available for other relevant stakeholders, as required.

The occupational health and safety policy defines the commitment of GEMS Education in achieving health and safety excellence as well as to comply with the standards defined within the ISO 45001 framework.

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2. Scope

- 2.1 The scope of the policy covers all GEMS business units, employees, students, visitors and third party service providers.

3. Policy Statement

- 3.1 To ensure the Company's commitment to health and safety.
- 3.2 To ensure, so far as reasonably practicable, the health, safety and welfare of all employees, students, parents, contractors, and persons visiting our premises.
- 3.3 To reduce the total number of accidents and ensure the prevention of injury and ill health to all employees, students, visitors, and contractors visiting our premises.
- 3.4 To protect the Company from any potential legal claims.
- 3.5 Ensure compliance with both local laws and relevant legislation and industry best practice.

4. Meeting Objectives

To meet the objectives, management will:

- 4.1 Establish a robust health and safety management culture that is prominent throughout GEMS Education.
- 4.2 Ensure the Company's commitment to health and safety is driven from the top level management.
- 4.3 Empower employees by providing suitable information, instruction, and training to allow them to perform their roles safely.
- 4.4 Ensure that the health and safety management system is continually improved.
- 4.5 Ensure that health and safety performance is continually monitored and improved upon.
- 4.6 Implement and maintain a procedure for ongoing hazard identification, risk assessment and the determination of necessary hierarchal controls.
- 4.7 Communicate and consult with employees on health and safety matters.

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- 4.8 Ensure that smart and measurable health and safety related KPIs are established and continuously monitored.

5. Responsibilities

- 5.1 The ultimate responsibility for health and safety rests with the GEMS Education Board Chairman.
- 5.2 The Chief Executive Officer has a responsibility for allocating adequate operational resources and finances to support the Company's commitment to continuous safety improvement.
- 5.3 Principals have a specific responsibility for ensuring the implementation of the health and safety policy into their respective schools.
- 5.4 Principals have a responsibility to ensure suitable emergency exercises are carried out at regular intervals throughout the year. The frequency of the exercises must comply with GEMS emergency procedures and local legislation.
- 5.5 The Head of Health and Safety is responsible for establishing and monitoring the health and safety strategy for GEMS Education.
- 5.6 The Head of Health and Safety and relevant HSE team are responsible for providing timely health and safety support and guidance to all relevant persons.
- 5.7 The Manager of School Operations (MSO) has responsibility for ensuring suitable workplace health, safety and fire inspections are conducted at regular intervals and that issues identified during such inspections are actioned in a timely manner.
- 5.8 MSOs are responsible for ensuring the ongoing maintenance and monitoring of fire and life safety systems is carried out in line with GEMS procedures and local regulations.
- 5.9 All employees have the responsibility to protect their own health, safety and wellbeing and that of those who may be affected by their acts or omissions.
- 5.10 All contractors and service providers are responsible for ensuring that they comply with GEMS Education health and safety policies and procedures. Moreover, they are responsible for monitoring their own health and safety performance and that of their employees and sub-contractors.

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- 5.11 Further specific responsibilities are defined within the health and safety responsibilities section of the health and safety manual.

6. References

- 6.1 GEMS Education Health and Safety Management System, version 1.0
- 6.2 GEMS Education Crisis Management Policy
- 6.3 ISO 45001
- 6.4 OSHAD SF Management System Version 3.1



Signed: Chief Executive Officer

Date: 13.04.2023