

I. OBJECTIVE

The objective of this policy is to establish a framework on prevention, reduction, early detection, and management of Occupational Safety and Health (OSH) among the employees of the company, in full and strict compliance with the Occupational Safety and Health Law (Republic Act No. 11058) and its latest Implementing Rules and Regulations (DOLE D.O. 198-18).

To fulfill this commitment, we shall:

- **Achieve 100% compliance** with all applicable Occupational Safety and Health laws, regulations, standards, and other relevant requirements.
- **Identify hazards, assess risks, and implement effective controls** to prevent work-related injuries, illnesses, and incidents.
- **Provide safe and healthy working conditions** appropriate to the nature, size, and context of the organization and its operations.
- **Establish measurable OSH objectives and programs** that support the prevention of injury and ill health and drive continual improvement of OSH performance.
- **Ensure the availability of adequate resources, competent personnel, and appropriate training** to effectively implement and maintain the OSH Management System.
- **Promote consultation and participation of workers** in matters affecting their occupational safety and health, without fear of reprisal.
- **Strengthen a positive safety culture** through leadership commitment, employee awareness, accountability, and proactive risk management.
- **Prepare for and respond effectively to emergencies** and other potential workplace incidents to protect people and minimize harm.
- **Monitor, measure, evaluate, and continually improve** our OSH performance and management system.
- **Communicate this policy** to all employees and relevant interested parties and ensure that it is available as documented information.

We commit to making **Safety and Health a shared responsibility and a fundamental value** in everything we do. Through strong leadership, active worker participation, full regulatory compliance, and continuous improvement, we strive to achieve **Zero Harm, 100% Compliance, and a Safe and Healthy Workplace for Everyone.**

- To establish and maintain a safe and healthful environment by ensuring that significant risks arising from the workplace are identified and controlled by applying necessary preventive actions through the hierarchy of controls (elimination, substitution, engineering controls, administrative controls, and use of Personal Protective Equipment).;
- To raise awareness on Occupational Safety and Health Practices;
- Ensure knowledge and understanding of laws, rules, and regulations on OSH, including the mandatory training of all workers and the designation of trained Safety Officers and members of the Safety and Health Committee, as required by DOLE issuances, including Republic Act No. 11058 and its Implementing Rules and Regulations.

II. SCOPE AND LIMITATIONS

This policy shall apply to all workplaces of the Company covering all employees, visitors, and guests.

III. DEFINITIONS

Term	Definition
Occupational safety and health policy	Policy to prevent work-related injury and ill health to workers and to provide safe and healthy workplaces [ISO 45001] This Policy shall comply with Occupational Safety and Health Standards (OSHS) , General Labor Standards , and all mandatory DOLE issuances .
Corrective action	Action to eliminate the cause(s) of a nonconformity or an incident and to prevent recurrence [ISO 45001].
Continual improvement	Recurring activity to enhance performance [ISO 45001].
Covered workplaces	Place under the control of the organization where a person needs to be or to go for work purposes. This includes the main offices, satellite offices, co-working spaces, and any official site where work activities are conducted, ensuring OSH protection is provided to all employees, regardless of their employment status (regular, contractual, project, or outsourced). This refers to establishments, sites, and all other places where work is being undertaken wherein the number of employees, nature of operations, and risks or hazards in the business require OSH compliance
Hazard	Source with a potential to cause injury and ill health [ISO 45001]
Incident	Occurrence arising out of, or in the course of, work that could or does result in injury and ill health [ISO 45001].
Occupational health and safety performance	Occupational health and safety performance” as “the performance related to the effectiveness of the prevention of injury and ill health to workers and the provision of safe and healthy workplaces [ISO 45001].
Occupational health and safety risk	Combination of the likelihood of occurrence of a work-related hazardous events or exposures and the severity of injury and ill health II that can be caused by the event or exposures. [ISO 45001]

IV. ROLES AND RESPONSIBILITIES

1.1.

Role	Responsibility
Safety and Health Committee	- Plan and develop accident prevention programs. - The SHC's primary duty is to inspect the workplace, review reports of inspection, accident investigations, and recommend necessary improvements to the management. The SHC shall also coordinate the mandatory annual safety reporting to DOLE. - Direct the accident prevention efforts of the establishment in accordance with the safety programs safety performance and government regulations in order to prevent accidents from occurring in the workplace. - Review reports of inspection, accident investigations and implementation of the program. - Initiate and supervise safety training for employees. - Develop and maintain the emergency preparedness and response plan
Safety Officers	- Act as the secretariat of the Safety and Health Committee (SHC) - Ensure compliance to all applicable reportorial submission to regulatory bodies, including the Annual Medical Report (AMR) and Annual Work Accident/Illness Report (AWAIR). - Act in an advisory capacity in all matters pertaining to OSH for the guidance of the employer and workers - Conduct investigation of accidents within 24 hours of the incident.as a member of the Health and Safety Committee and submits his separate report and analysis of accidents to the employer. - Coordinates all health and safety training programs for the employees and employer. - Conduct health and safety inspections as a member of the HSC. - Maintain an efficient accident record system and coordinate actions taken by supervisors to eliminate accident causes.

Facilities Management	● Address the mitigation of non-compliances to OSH Standards, regulatory mandates, and all safety and health hazards identified in inspections, investigations, and incident reports. ● Report health and safety concerns to the Health and Safety Committee. ● Ensure compliance to Bureau of Fire Protection (BFP) requirements.
Clinic	● Responsible for promoting and maintaining the health and well-being of the employees. ● Maintain and analyze records of all medical cases and to prepare and submit to the employer and the DOLE annual medical reports, using form DOLE/BWC/OH-47 (or its latest iteration), as required by the OSH Standards. ● Monitor and provide health updates in HSC Meeting. ● Responsible for administering first aid and providing care to injured or ill employees.
HR Operations	● Organize and maintain occupational health programs such as but not limited to the following: ● Maintenance of a healthful work environment; ● Health examinations (pre-employment, annual physical, special examinations) ; ● Diagnosis and treatment of all injuries and occupational and non-occupational diseases. ● Immunization programs; ● Accurate and complete medical records of each employee starting from his pre-employment or treatment, which must be kept confidential and under the exclusive custody and control of the occupational health personnel and the Data Privacy Officer (DPO). ● Health education and counseling.
All Employees	● All employees are required to know and follow requirements from this policy. ● Know and report hazards within the workplace. ● Demonstrate safe behaviors ● complete and participate in all required OSH training. ● Immediately notify supervisors of any unsafe conditions, injury or illnesses observed within the workplace. ● Failure to comply with safety rules shall be investigated and may constitute gross insubordination, warranting disciplinary action up to and including termination.

V. POLICIES

Mynt, Inc. through its Board of Directors and officers, is committed to protect the safety and health of its employees, vendors, contractors, and visitors, and protect its facilities and assets from damage. **The goal is to maintain a zero-tolerance policy towards willful OSH violations and** reduce workplace hazards to as low as reasonably achievable in order to prevent accidents and losses requires the commitment of all personnel covered within this policy.

To this end, the Company, through its Health and Safety Committee, shall:

- Comply with all applicable provisions of the Occupational Safety and Health Standards (OSHS) and other relevant laws and regulations;
- Continually conduct occupational safety and health risk assessments (**Hazard Identification, Risk Assessment and Control**) HIRAC to prevent workplace incidents, to identify job hazards and eliminate or reduce the risk to our employees through preventive actions. Risk reduction shall prioritize Engineering Controls over Administrative Controls and Personal Protective Equipment (PPE).
- Pursue continual improvement of the safety and health performance through implementing OSH programs including orientation, awareness and training of its employees on OSH;
- Objectively investigate and report OSH incidents, and implement appropriate preventive actions in order to prevent recurrence; and
- Ensure the protection for our workers and employees against injuries and illnesses through maintaining a safe and healthy working environment.

Meanwhile, all employees shall:

- Incorporate appropriate safety and health considerations into daily job duties and business operations;
- Adhere to the company's safety and health policies, procedures, and guidelines.
- Report unsafe conditions and unsafe practices to the Health and Safety Committee or his immediate supervisor;
- Attend any training deemed necessary and actively participate in awareness programs, drills, and exercises.
- Ensure leadership accountability, transparent communication, and meaningful worker participation to identify, report, and eliminate workplace hazards while supporting continual improvement of the Occupational Safety and Health Management System (OSHMS).

This policy shall be reviewed and updated **by the Safety and Health Committee** at least **annually**, or whenever there are significant changes in the work environment, the organization, regulations, and relevant standards. Failure to comply with occupational safety and health policies will be investigated and may lead to disciplinary action in accordance with the company's Code of Conduct. The updated policy must be formally submitted to the DOLE if required by reporting guidelines.

1. REPORTING HAZARDS, INJURIES, ACCIDENTS OR ILLNESSES

- 1.1. All employees, including third-party contractors and vendors, who sustain injuries or become ill within Company premises or covered workplaces shall immediately report to the Clinic or designated First Aider. Where warranted, the injured or ill person must be promptly referred to the nearest capable hospital or medical facility for treatment.
- 1.2. Hazard and Incident Notification
 - 1.2.1. All incidents (including near-misses), work-related injuries, illnesses, unsafe conditions, and property damage incidents must be reported to the immediate supervisor and the Safety Officer or to the designated email address published and communicated by Safety Officer and/or OSH team.
 - 1.2.2. Within 24 hours of occurrence or discovery, using the prescribed incident or hazard report form. It is imperative to ensure the accuracy and immediacy of details for proper assessment and timely intervention. Failure to report incidents or hazards within reasonable time may result in delayed corrective actions and compromise the safety and well-being of employees.
 - 1.2.3. All identified hazards and incidents shall, as far as practicable, be reported before the end of the shift to facilitate prompt action.
- 1.3. Investigation and Corrective Actions
 - 1.3.1. The Safety Officer, in coordination with the concerned supervisor/manager and relevant functional units (e.g., Facilities Management, Clinic, HR Operations), shall initiate the investigation of reported hazards, unsafe conditions, incidents, and accidents within 24 hours from receipt of the report or from awareness of the event.
 - 1.3.2. The results of the investigation, including root cause analysis and recommended corrective and preventive actions (CAPA), shall be documented using prescribed investigation and CAPA forms and submitted to the Safety and Health Committee within a timeframe to be set in the internal OSH procedures (typically within 5 to 10 working days, depending on case complexity).
 - 1.3.3. The SHC shall review and endorse the identified CAPA, assign responsible persons and target completion dates, and monitor the status and effectiveness of these actions through regular SHC meetings and reports.
 - 1.3.4. Where incidents meet the reportable thresholds under DOLE rules (e.g., fatal accidents, permanent total disability, or other cases as defined in OSH Standards), the Company shall ensure that the required reports (e.g., AWAIR) are prepared and submitted to DOLE within the prescribed regulatory timelines.

2. OCCUPATIONAL SAFETY AND HEALTH AWARENESS PROGRAMS

- 2.1. Mynt, Inc. is bound to implement and provide employees with occupational health awareness programs. These programs are but not limited to:
 - Tuberculosis Prevention Program; DOLE 73-05
(Refer to Pulmonary Tuberculosis Policy)

- Prevention and Control of HIV/Aids
(Refer to HIV and AIDS Policy)
- Prevention and Control of Hepatitis B
(Refer to Hepatitis B Policy)
- Promotion and Campaign on Drug free Workplace
(Refer to Drug free Workplace)

These specific programs are available for reference in the Company's internal repository of internal policies.

2.2. Clinic Services are available to support daily operations, providing basic medical services and first aid treatment during regular business hours.

3. POLICY REVIEW AND CONTINUOUS IMPROVEMENT

The OSH policy and all related practices and procedures will be reviewed at least annually or more frequently if significant changes occur within our operations or in response to legislative updates.