

## ART-Biopharma's Health and Safety (Remote Work) Policy

**Effective Date:** 05.02.2025

**Review Date:** 05.02.2026

**Approved By:** Dr. David Shahbazian CEO

### 1. Purpose

This policy outlines ART-Biopharma's commitment to maintaining a safe, supportive and healthy work environment for all remote working employees. It outlines measures to prevent work related injuries, reduce health risks and to promote well-being in a fully virtual work setting.

### 2. Scope

This policy covers all aspects of occupational health, safety and well-being as they relate to remote work, including but not limited to:

- Ergonomic workstation setup where possible.
- Work-related stress and mental health.
- Fatigue Management.
- Incident reporting and response.
- Safe working behaviours in a remote setting.

### 3. Applicability

This policy applies to:

- All full-time and part-time employees of ART-Biopharma.
- All contractors and other individuals engaged in remote work on behalf of the company.
- Any individual working from a home office or remote location under the direction of ART-Biopharma.

### 4. Commitment to Health, Safety and Wellbeing

ART-Biopharma is dedicated to:

- Preventing any work-related injuries and illnesses.
- Considering individual employee needs and any specific health conditions that may affect their safety.

- Supporting physical and mental well-being in remote work environments.
- Promoting responsible work habits and proactive risk management.
- Fostering a respectful and inclusive remote work culture.
- Responding to any work incidents within 24 hours

## 5. Responsibilities

The CEO will ensure the following:

- All equipment is up to date.
- Provide guidance and resources for safe remote work.
- Address any reported health or safety concerns in a prompt manner.
- Monitor and review the policy annually.

Employees should:

- Maintain a safe, ergonomic home workspace.
- Take regular breaks and manage screen time.
- Report hazards or health concerns to the designated contact.

## 6. Remote Work Best Practices

Employees are encouraged to do the following:

- Use ergonomic furniture and equipment, should they choose.
- Keep work areas well-lit and free of trip hazards.
- Take breaks every 60-90 minutes to reduce fatigue.
- Maintain a healthy work-life balance in a home environment.
- Request Mental Health days off which would be included in their P.T.O

## 7. Mental Health and Fatigue Prevention

ART-Biopharma promotes psychological safety and well-being by:

- Encouraging open communication about stress and workload.
- Allowing flexible work hours where possible.
- Conducting regular virtual check-ins to reduce isolation via Teams calls.



- Respect core communication times with no expectation of immediate responses outside of work hours.

## 8. Incident Reporting

Any work-related injury, hazard or health concerns must be reported to:

Primary contact: Dr. David Shahbazian, CEO  
E-mail: [David.shahbazian@art-biopharma.com](mailto:David.shahbazian@art-biopharma.com)

N.B: All reports will be handled confidentially and addressed and resolved within 5 business days.

## 9. Training and Awareness

- Health and safety will be included in future in all on-boarding materials.
- Ongoing reminders and updates will be shared as needed.
- Employees are always encouraged to make suggestions for improvement.

## 10. Annual Review

This policy will be reviewed annually or as soon as changes in working conditions, laws or risk arise. Feedback is actively encouraged to enhance the working conditions at ART-Biopharma.

## 11. Summary

This policy complies with the Labor Code of Armenia and international best practices for remote work.