

BTS Group Global Health and Safety Policy

(2025 Edition)

Revision History

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1 Purpose and Scope

This Global Health and Safety Policy outlines BTS Group's commitment to providing a safe, inclusive, and respectful working environment for all employees worldwide. It aligns with international labor standards, national laws, and best practices to protect employee wellbeing.

This document supersedes prior health and safety policies and applies to all BTS employees, contractors, and interns globally, across physical and remote workspaces.

2 Global Compliance Commitment

BTS complies with applicable local, state, and national laws and embraces global standards, including:

- International Labour Organization (ILO) conventions
- ISO 45001 Occupational Health & Safety Management
- GDPR, CCPA, and other global data privacy regulations
- UN Guiding Principles on Business and Human Rights

Regional teams are responsible for adapting this policy to local requirements while maintaining or exceeding the global baseline standards outlined here.

3 Employee Conduct and Standards

3.1 Employees must:

- Act with honesty, professionalism, and respect
- Adhere to the BTS Code of Business Conduct
- Avoid misconduct, including insubordination, harassment, misuse of company property, or failure to follow safety protocols

3.2 Alcohol, Drugs, and Smoking

- Prohibited on premises or while representing BTS
- Exceptions may apply at company events with responsible consumption
- Local laws (e.g., cannabis regulations) must be respected

3.3 Weapons/Arms

- Strictly prohibited in all work settings globally, including virtual and offsite engagements

4 Diversity, Equity & Inclusion (DEI)

BTS fosters an inclusive environment valuing all forms of diversity including race, ethnicity, gender identity, sexual orientation, disability, age, religion, caste, neurodiversity, and more.

We do not tolerate discrimination, harassment, or retaliation. All employees are responsible for upholding a respectful workplace.

5 Health, Safety, and Insurance

5.1 Employee Wellness

- Support programs promoting physical and mental health
- Access to Employee Assistance Programs (EAP) where applicable

5.2 Health Insurance

- Aligned with local laws; privacy respected
- Continued coverage options post-employment may be available per national law

5.3 Injury Reporting & Compensation

- Immediate reporting of injuries to the manager and People Experience Team
- Compliance with national labor compensation laws
- Emergency treatment protocols clearly communicated

5.4 Workplace Safety

- Office and remote employees must maintain safe environments
- Exit routes, emergency procedures, and ergonomic practices must be observed

6 Remote and Flexible Work

6.1 Workplace Flexibility

- Includes part-time, summer hours, flexible start/end times, and sabbaticals
- Must be coordinated with managers and the People Experience Team

6.2 Working From Home

- Requires mutual agreement
- Remote work arrangements must comply with tax, labor, and data privacy laws
- Maintain confidentiality and designate a safe, productive home workspace

7 Leave and Absence Policies

BTS honors all legally protected leaves including:

- Paid time off, family leave, medical leave, bereavement, jury duty, military, lactation, etc.

Absences must be recorded in appropriate systems and notified in advance where possible. Doctor's documentation may be requested after extended absence due to health.

8 Workplace Closures and Emergencies

- Offices may close due to weather, civil unrest, natural disasters, or health emergencies
- Employees may work remotely if travel is unsafe
- Business continuity plans are maintained

9 Privacy, Media, and Data Protection

9.1 Employee Records

- Maintained confidentially

- Employees may request to review their file or correct information

9.2 Background Checks

- Conducted lawfully and respectfully across jurisdictions

9.3 Photos and Media

- Use for marketing requires signed, voluntary consent

9.4 IT and Social Media

- Governed by BTS' IT Security, Acceptable Use, and Privacy Policy

10 Reporting and Resolution

All employees are encouraged to report in good faith:

- Violations of law or policy
- Harassment, discrimination, or unsafe practices

Reports should be made to your manager or the People Experience Team. BTS ensures confidentiality and no retaliation for truthful reporting. False claims may result in disciplinary action.

11 Corrective Action and Termination

BTS reserves the right to take corrective action or terminate employment based on behavior, performance, or legal obligations, subject to local laws.

12 Policy Governance

This policy will be reviewed annually or upon significant regulatory changes. Updates are managed by the People Experience Team in collaboration with regional HR leads.

Contact: For questions or guidance, reach out to the People Experience Team at your local or regional office.

Effective Date: August 2025

Approved by: Global People Experience Leadership

Strategy made
personal

