Health & Safety Policy
(Grey Matter Solutions., LLC)

Preamble

Grey Matter Solutions (GMS) is committed to creating a safe, healthy, and respectful workplace for all employees, contractors, clients, and visitors. We recognize that the well-being of our people is fundamental to our success and sustainability.

Our business activities are carried out from company premises, client locations, and remote work environments, including employees' homes and while travelling for business. GMS is dedicated to maintaining high standards of occupational health, safety, dignity, and well-being across all work settings.

This policy aligns with applicable labour laws and occupational health and safety regulations and supports our broader commitments under our Code of Conduct, Anti-Harassment Policy, and Employee Handbook.

Scope of Application

This policy applies to:

- All GMS employees (full-time, part-time, contractual, and temporary)
- Contractors and consultants engaged by GMS
- Visitors to GMS premises
- Employees travelling for business purposes
- Remote and hybrid work environments

This policy serves as the minimum standard across all GMS operations. Where local laws impose stricter requirements, those standards shall prevail.

Our Commitment

GMS is committed to:

1. Safe & Respectful Work Environment

- Providing a workplace where all individuals are treated with dignity and respect.
- Maintaining a work environment free from bullying, harassment, discrimination, intimidation, or violence (physical, verbal, written, or online).
- Prohibiting any behaviour that may be perceived as degrading, threatening, or hostile.
- Protecting employees from retaliation when reporting concerns in good faith.

2. Occupational Health & Safety Compliance

- Identifying and complying with all applicable Occupational Health and Safety (OHS) laws and regulations.
- Identifying workplace hazards and assessing associated risks.
- Implementing preventive and corrective controls to minimize risks to the lowest reasonably practicable level.
- Investigating work-related injuries, illnesses, or incidents and taking corrective action to prevent recurrence.

3. Prevention & Continuous Improvement

- Developing proactive measures to prevent workplace incidents.
- Assigning appropriate resources to support continuous improvement in health and safety performance.
- Periodically reviewing this policy to ensure its relevance and effectiveness.

4. Training & Awareness

- Providing guidance, training, and awareness programs on workplace health, safety, and respectful conduct.
- Communicating health and safety responsibilities clearly to employees, contractors, vendors, and visitors.
- Encouraging open feedback and suggestions for process improvements related to safety and well-being.

5. Business Travel Safety

- Ensuring employees travelling for business are covered under appropriate insurance policies, as per company policy.
- Providing safety guidance for travel where necessary.

6. Social Welfare & Employee Protection

- Offering employee benefits aligned with legal requirements and market practices.
- Ensuring appropriate protection in the event of work-related accidents, disability, illness, or death, in accordance with applicable laws.

Employees' Rights

GMS is committed to protecting employees' rights in accordance with local regulations, including:

- Confidential handling of health and incident-related information.
- Equal opportunity, non-discrimination, and fair treatment.
- The right to report unsafe conditions, harassment, or misconduct without fear of retaliation.

Employees' Responsibilities

All employees are expected to:

- Take reasonable care of their own health and safety and that of others.
- Follow all safety procedures, policies, and instructions.
- Promptly report unsafe conditions, hazards, incidents, or policy violations.
- Cooperate in investigations and corrective actions where required.

Fostering Well-Being

GMS adopts a proactive and inclusive approach to employee well-being by:

- Promoting awareness of physical, mental, and emotional well-being.
- Encouraging supportive management practices.
- Providing access to available resources and employee support mechanisms.
- Monitoring employee engagement and addressing well-being concerns through appropriate actions.
- Continuously improving workplace practices to reduce stress and enhance work-life balance.

Flexible Working

Where business requirements permit, GMS supports flexible working arrangements in accordance with company policy. Flexible work is designed to help employees balance professional responsibilities with personal commitments while maintaining productivity and accountability.

Continuous Improvement & Review

GMS remains committed to continuously improving its health and safety standards. This policy will be reviewed periodically to ensure compliance with applicable laws and alignment with organizational needs.