



# WORKPLACE HEALTH AND SAFETY STANDARD

## PURPOSE

People are at the heart of Reckitt's success, so we are committed to maintaining a safe and healthy working environment throughout our supply chain. Reckitt expects that our Business Partners protect the health, safety, and welfare of all workers; and encourage programmes that enhance people's wellbeing at work; focus on staff engagement and behavioral aspects of safety; and aim to create healthier, happier, and safer workplaces.

This Standard specifies how to implement Principle II of Reckitt's Sourcing for Sustainable Growth Policy, **Reckitt's commitment to the provision of a safe and healthy work environment.**

It describes the requirements and practices that are expected from the Reckitt supply chain in relation to workplace health and safety (H&S) – including a structured approach to building an effective H&S management system – to contribute to long-term sustainable development and our purpose of manufacturing with positive societal impact.



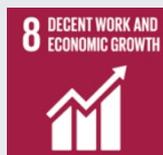
## LEGAL AND INDUSTRY REFERENCES

These requirements have been drafted considering the following:

1. ILO Convention 155 – Occupational Safety and Health Convention, 1981
2. ILO Recommendations R164 – Occupational Safety and Health Recommendation, 1981
3. ILO Recommendation R097 – Protection of Workers' Health Recommendation, 1953
4. ILO Recommendation R118 – Guarding of Machinery
5. ILO 170 Chemicals Convention, 1990
6. ILO Recommendations R115 – Workers' Housing Recommendation, 1961
7. ISO 45001 Occupational Health and Safety Management. (Replacing BS OHSAS 18001 in 2021)
8. Other industry standards and practices, including the Ethical Trading Initiative (ETI) Base Code.

## SDG REFERENCES

**RECKITT FULLY SUPPORTS DELIVERY OF THE UN SUSTAINABLE DEVELOPMENT GOALS (SDGs) BY 2030**



Our business and brands positively impact several SDGs; however, through this Standard we believe we can have the greatest impact on one of the goals.

Reckitt also encourages Business Partners to take steps to contribute to those SDGs that are relevant to the geographies they are present in and where they can have the greatest impact through their business.



Reckitt expects all our Business Partners to create a safe and healthy working environment, seeking to eliminate hazards and risks within their operations. Reckitt supports and encourages Business Partners to continuously improve performance on H&S management, which includes but is not limited to prevention of accidents, illness and injuries and promotion of a behavioural based safety culture.

**Respecting Principle II of the Reckitt Sourcing for Sustainable Growth Policy, Reckitt's commitment to the provision of a safe and healthy work environment, requires:**

1. Compliance with all applicable laws, regulations, and maintenance of necessary legal permits, as well as international labour rights standards.
2. An occupational H&S policy, risk assessment and management system endorsed by senior management to ensure legal compliance, provision of a healthy and safe working environment, and a culture of continuous improvement.
3. Provision of regular training on, and communication of, H&S policies and procedures to ensure understanding, effective implementation, and compliance.
4. All workers and visitors are informed of inherent H&S risks and provided with knowledge and personal protective equipment free of charge to avoid these risks.
5. Programmes to deliver continuous improvements in workplace safety are in place, including employee feedback and concerns, contributing to wider sustainable development.
6. Company-provided accommodation, if available, to be clean, safe, complies with applicable laws/regulations and meets basic needs.
7. Provision of safe drinking water, sanitation, and hygiene facilities.
8. Provision of grievance mechanisms for workers or others to raise concerns; and respond accordingly to concerns raised, including agreeing remedies where appropriate.
9. Transparency of the impacts identified and the actions taken or proposed.
10. Proactive communication of these requirements to suppliers and proactively monitoring compliance as far as is possible.
11. Identification of the SDGs relevant for the business and local context, implementing initiatives to positively impact those that have been identified.

## RISK ASSESSMENT

Conduct regular comprehensive risk assessments<sup>1</sup> by a qualified person, covering all workplace operations to proactively identify risks and hazards to worker health and safety. Based on identified risks, management must establish measures to ensure that working conditions provide adequate protection. Measures should include, but are not limited to, the topics listed below (as far as applicable).



<sup>1</sup> ILO- A 5 Step Guide for employers, working and their representatives on conducting workplace risk assessments

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# HEALTH AND SAFETY MANAGEMENT SYSTEM

Business Partners are expected to develop and implement a H&S management system to identify, mitigate and monitor workplace safety and take sufficient steps to eliminate risk to workers. The H&S management system should be appropriate for their business context and cover the entire workforce. The system should follow the following framework:

1. Policy and procedures
2. Governance and accountability
3. Site inspection and monitoring
4. Training and awareness raising
5. Risk assessment

Business Partners are also required to demonstrate continuous improvement, by undertaking regular evaluation of H&S performance; reviewing management system effectiveness; and implementing timely improvements to procedures where appropriate.

The management tasks listed below are a comprehensive but not exhaustive list of Reckitt's requirements for Business Partners' H&S management systems. They are complementary to, and are not intended to replace or supersede, legal requirements:



## 1. POLICY AND PROCEDURES

- Business Partners must, in consultation with workers and management, and in line with their operations and their H&S risks; prepare, publish, and maintain a clear and effective H&S policy, which clearly states the intent to prevent or reduce impacts of hazards within their purview.
- The policy should establish related procedures addressing, as a minimum, the thematic requirements listed in this Standard.



## 2. GOVERNANCE AND ACCOUNTABILITY

- Each workplace should have a formalised organisational structure to manage H&S risks, with clear roles and responsibilities at each level, which is communicated to all employees through appropriate channels (i.e., in formats accessible and comprehensible to workers, whether written or oral, in languages and/or images familiar to all workers, including contract workers.) The communication must state clearly that everyone on site has a responsibility for H&S.
- It is advised that accountability for H&S at a workplace lies with the site leader or senior management.
- All incidents and accidents are reported, monitored, and followed up. Lessons learnt, and trends are gathered to inform continuous improvement initiatives.



### 3. SITE INSPECTION AND MONITORING

- Business Partners must implement effective and efficient controls at all operational sites, especially for high hazard management, to mitigate the risks identified, and ensure the safety of people, operations, equipment, and property.
- Regular inspections must be carried out by a competent person(s) at suitable intervals, of all equipment, tools, machinery, personal protective equipment (PPE) and workplaces under the control of any Business Partner, in accordance with relevant regulations, requirements and codes of practice.
- Periodic assessments should be carried out by a competent person(s), through either third-party or internal audits, to monitor the site's entire H&S management system.



### 4. TRAINING AND AWARENESS

- Training must be provided to all employees in line with the requirements of their job function and as required by local law, including safety inductions, emergency preparedness, first aid and the use of essential PPE. Such training must also be provided for new, temporary, contracted, and reassigned personnel, and refreshed periodically. Training should be tailored to employee needs/requirements.
- All workplaces should have H&S training procedures in place and maintain records to track increased competence among workers, visitors, and other partners to ensure the effectiveness of the training provided.

## THEMATIC REQUIREMENTS

The above H&S management system must, as a minimum, address the following areas:

### 1. Safe working environment



#### General Welfare<sup>2</sup>

Building safety, provision of potable drinking water, sanitation, adequate ventilation, adequate lighting, and temperature must be ensured. Business Partners should ensure access to safe water, sanitation, and hygiene (WASH) at the site by undertaking the following steps:

- Establish baseline conditions, in the country of operation, on water consumption and, hygiene and sanitation practices.
- Perform self-assessments to understand the current status of one's own operations.
- Identify gaps between company performance and leading practices and prioritise focus areas.
- Develop and implement improvement plans to address issues as identified during a gap identification process.
- Monitor, disclose and communicate progress made to relevant stakeholders.

<sup>2</sup> ILO R097 – Protection of Workers' Health Recommendation, 1953

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### WASH resources:



[Progress on Drinking Water, Sanitation and Hygiene. Joint Monitoring Programme 2017 update and SDG baselines](#)



[UN-Water Global Analysis and Assessment of Sanitation and Drinking Water](#)



[Water Use and Stress Data – to determine priorities](#)



### Occupational health and hygiene

Medical assessments for workers undertaking specific roles; industrial hygiene; evaluation and monitoring of worker exposure to biological (legionella/E. coli), chemical (dust/fumes/vapours) and physical (noise and ergonomics) hazards.



### Occupational safety

Machine guarding<sup>3</sup>, chemical safety<sup>4</sup>, electrical safety, prevention of emergencies such as fire and explosion, PPE, and transport safety.



### Emergency preparedness

Responding to natural or man-made emergencies in line with local law and the requirements of the facility. Emergency plans and procedures, drills and evacuations plan, emergency exits, fire detection and fighting systems, first aid procedures<sup>5</sup>, and any necessary equipment must be in place and periodically tested.

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## 2. Worker accommodation<sup>6</sup>

- There must be no restrictions on when workers can enter or exit their accommodation. Workers must be free to move.
- When terminating employment, national law and customs, as well as international standards should be followed with respect to terminating the lease or occupancy of company-provided accommodation.
- Accommodation should not cost a worker more than a reasonable proportion of their income, whether by way of rent or by way of payment towards the purchase of such accommodation.
- The accommodation should be structurally safe with reasonable levels of privacy, sanitation, hygiene, and comfort, and comply with local minimum housing standards.
- Additionally, the following minimum requirements must be met:
  - Accommodation is separate from the factory building, production, and/or warehouse areas.
  - Housing for males and females is segregated, to respect privacy.
  - Adequate security measures are provided to protect workers and their property.
  - Enough space is provided per person, in accordance with local law (in the absence of local law, enough space refers to a minimum square footage allocated per worker of at least 1.8m<sup>2</sup> (20ft<sup>2</sup>)). This includes a sleeping area and available floor space, and a locker/changing room. Where regulations do not state otherwise, workers are provided with a secure locker/storage space of at least 0.03m<sup>3</sup> (1ft<sup>3</sup>), to which the worker has sole access rights. Each worker is to have their own bed, mattress, and lockable lockers.

<sup>3</sup> ILO RT18: *Guarding of Machinery*

<sup>4</sup> ILO Chemicals Convention, 1990 (No. 170)

<sup>5</sup> ILO – *Emergency procedures and first aid*

<sup>6</sup> ILO recommendations RT15 – *Workers' Housing Recommendation, 1961 (No. 115)*

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- Safe drinking water is supplied, which is periodically tested by a competent third-party laboratory.
  - Adequate sanitary and washing facilities are available, including adequate sewage and waste disposal.
  - Provision of adequate ventilation, heating, cooking, laundry, and storage facilities with safe lighting sources.
  - Adequate recreation and dining facilities should be provided and are located away from sleeping areas so as not to disturb rest.
  - Safe installation of electrical devices such as lights, fans, heaters, plug sockets and panels, to minimise risk of fire.
  - Maintenance of, and checks conducted regularly on, emergency equipment such as fire extinguishers, emergency exits, signage and first aid boxes.
  - Rules of accommodation are displayed clearly and communicated in an appropriate and accessible manner for all workers.

## REPORTING BREACHES

We are an organisation with strong values of responsibility and integrity, and we always seek to do the right thing. We understand the challenge of H&S issues in complex global supply chains and that many challenges are systemic in nature and cannot be addressed alone. Consequently, we encourage Business Partners to proactively disclose to us where they are having challenges meeting this Standard, so we can work together to address issues and strengthen management systems to ensure continuous improvement.



## SCOPE

This Standard is applicable to all Business Partners providing goods and services to or on behalf of Reckitt. This includes third-party manufacturers, raw and packaging material suppliers, service providers, vendors, traders, agents, contractors, joint venture partners, and distributors, including their employees, agents, and other representatives (hereafter referred to as 'Business Partners'). Business Partners are expected to communicate this Standard within their supply chain and ensure adherence to this Standard by their direct suppliers.