

CORPORATE POLICY Health, Safety and Security

Valid from: 15/12/2023

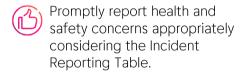
Next review: 15/12/2026

Policy Owner: Global Health & Safety, Security and Quality

Compliance Director

Do's



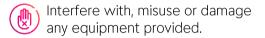


- (Line Managers) Appropriately communicate the Policy requirements to the relevant personnel.
- (Line Managers) Ensure that the appropriate health and safety precautions are in place based on the site's risk assessment.
- (Line Managers) Investigate incidents' root causes and share the lessons learnt with the Health & Safety Team.

(Line Managers) Where appropriate, enable the use of entry badges, CCTV, and key and lock control plans on Reckitt sites.

Use Travel Safety and Security monitoring tools when travelling.

Don'ts





Delay reporting in case of doubt on whether an incident should be reported.



Conduct large events (e.g., product launches, sales meetings) without deploying Corporate Security resources.



Purpose and Scope

Purpose

At Reckitt, we are committed to the health, safety and security of our employees. This Policy sets out how we manage and minimize workplace health, safety and security risks across Reckitt sites globally and outlines the processes reporting incidents.

Scope

This Policy applies to Reckitt's employees and contractors (which include agents, consultants, outsourced personnel, and other representatives) working or visiting a Reckitt facility.

Policy Statement

Health & Safety requirements

Reckitt is committed to employees' health, safety and welfare at work, minimising the risk of work-related injuries and ill-health, complying with applicable health & safety legal requirements, the continual improvement of its health & safety management system, and establishing a framework for setting occupational health & safety objectives. To minimize the risk of work-related injuries and occupational ill-health, Reckitt employees must:

- Comply with all rules and regulations which govern our operations on respective sites:
- Adhere to Reckitt's <u>Global Health & Safety Standards</u>;
- Avoid (intentionally or recklessly), interfere with, misuse or damage any equipment provided for the health, safety or welfare of employees and equipment and/or violating procedures provided for the health, safety or welfare of employees and equipment;
- Report health and safety concerns to their Line Manager and/or to the site Health and Safety Coordinator/Lead.

Additionally, Line Managers (Site Lead to the Site Senior Management Team, through Middle Management / Supervisors / Team Leaders) must establish and maintain effective day-to-day health and safety arrangements at the workplace. This involves:

- Implementing and displaying this Policy in the area(s) under their responsibility;
- Continuously aiming at eliminating hazards and accidents;
- Fulfilling Health & Safety responsibilities and accountabilities and rolling out corporate Health & Safety programmes and initiatives;
- Implementing and maintaining the health and safety control arrangements required by this Policy and supplementary <u>Health & Safety Standards</u>, taking in consideration the nature of the hazards posed by their operations, their health and safety risks and opportunities and their applicable legal requirements;
- Ensuring that safety precautions are in place, understood and implemented based on adequate risk assessment in the area(s) under their responsibility;
- Promptly report and investigate incidents for root causes (as per the process described here), ensuring that lessons learnt are shared with the Global Health &



<u>Safety Team</u> and corrective actions are implemented to prevent their recurrence. Identified corrective and preventative actions must be deployed and tracked through site Health and Safety improvement plans to prevent their recurrence. If the actions taken are applicable to other sites, Line Managers and Site Leads are responsible for their implementation in the affected area(s) under their responsibility.

Corporate Security Requirements

To provide a safe and secure work environment for our employees at work and during Company-required travel, Reckitt must adopt minimum security measures, such as:

- Access controls to manage access to Reckitt's facilities by employees, visitors and contractors. These include but are not limited to i) Processes to issue entry badges to Reckitt personnel, visitors and contractors; ii) The use of CCTV cameras to monitor areas of access, and where high value assets and/or hazardous elements are maintained; iii) The adoption of written key and lock control plans per site to control the issuance of keys, locks/lock cores to with a business need to access certain area(s).
- Deployment of security officers ("Guard Force") to protect and safeguard our people and assets and report any unsafe, illegal, and inappropriate matters.
- Deployment of Corporate Security resources for product launches and other large sales meetings ("events") held or sponsored by Reckitt.
- Use of Travel Safety and Security monitoring software to provide employees undertaking Company-required travel with pre-trip and in-trip security information regarding business travel destinations^[1] as detailed in the <u>Travel and Expenses Policy</u>.

Reckitt employees is responsible for reporting security concerns to their Line Manager and/or to <u>Corporate Security</u> (as per the process described <u>here</u>).

Line Managers and Site Leads have additional responsibilities, such as to:

- Promote and sustain a secure working environment for all employees.
- (for Site Leads) To appoint an employee who will work as Security Champion and be responsible for the implementation of the security strategies at that facility.

Internal Incident Reporting

It is everyone's responsibility to remain vigilant and report any instances of actual or perceived health, safety or security incidents promptly as outlined here. Additionally, it is the responsibility of the Line Managers and Site Leads to review learnings from other site investigations when shared by the Global Health & Safety team and include applicable actions into their site Health and Safety improvement plans for deployment and tracking.

The following Functional Leads may be contacted for assistance, in case of doubt on

^[1] Reckitt personnel is encouraged to sign up for the WorldAware® travel safety and security service (further information is available here) and to contact WorldAware® immediately at +1.312.894.6460, along with Corporate Security and country Management in the event of an incident while traveling.



whether an incident should be reported:

- <u>Health and Safety Incidents</u>: Regional Health and Safety Manager and/or Global Employee Health and Safety Director;
- <u>Security Incidents</u>: Regional Security Lead and/or Global Corporate Security Director.

Adherence to other requirements

This Policy sets forth Reckitt's minimum compliance standards with respect to Employee Health, Safety and Security. However, where local laws and regulations require more stringent controls, such controls must be followed.

Monitoring and Reporting

Reckitt monitors compliance with this Policy through self-assessments, and other assurance mechanisms:

- The Board-level Risk, Sustainability and Corporate Responsibility Committee oversees Reckitt's Health & Safety and Security performance against the annual corporate targets.
- The Chief Supply Officer, who is member of Reckitt Executive Committee, has management responsibility for Health & Safety and Security.
- The Global Health & Safety, Security and Quality Compliance Director, is responsible for governance and oversight of health and safety objectives, risk and compliance with regulations across all Business Units.
- Business Unit Leaders are responsible for providing adequate support in meeting the Policy objectives.; Regional Leadership Team are responsible for providing complementary expertise, monitor and ensure compliance with this Policy.
- Site Leadership Team are responsible for ensuring compliance with this Policy and supplementary procedures (<u>Health & Safety</u>, <u>Corporate Security</u>).

Contact Information

Advice and Questions for Staff

If you ever have doubt about the right course of action, or if you have questions about this Policy or compliance, please write to <u>Health & Safety</u> or to <u>Corporate Security</u>.



Appendices

Appendix 1 – Health, Safety & Security Incident Classifications

Please note:

- Assigning a Reckitt classification is mandatory for each incident.
- Reckitt definitions and notification timelines may differ from local legislation definitions for the same incident. In this scenario it is expected the site simultaneously complies with Reckitt and local legislative classification and prescribed notification requirements.
- Contact global Health and Safety team where additional support is required to designate a classification.

Incident type	Definition	Example for additional clarification (where required)
Fatality	Any death associated with work related injury or illness. Include all permanent, temporary/contract workers, contractors who visit the site for a short time to complete a specific work task, "permanent" on-site contractors who manage their own area and staff (e.g. restaurant staff) and visitors to the site. Accidents which occur during business travel should also be included.	As per definition.
Fatality (non-work related)	Any death unrelated to work. Include all permanent, temporary/contract workers and contractors who visit the site for a short time to complete a specific work task and "permanent" on-site contractors who manage their own area and staff (e.g. restaurant staff) and visitors to the site. Fatalities during personal time or commuting to / from work are considered non-work related.	Non-work-related heart attack (including for permanent, temporary/contract workers when travelling/off-site on company business)
Severe Accident	Work-related accidents or ill-health which resulted in permanent disability. Include all permanent, temporary/contract workers, contractors who visit the site for a short time to complete a specific work task, "permanent" on-site contractors who manage their own area and staff (e.g. restaurant staff), visitors to the site. Accidents which occur during business travel should also be included. A severe accident should also be reported as an LWD (Lost Work Day) Accident when reporting into the Enablon system. A severe accident is a recordable accident.	Amputations and/or permanent loss of sensory / motor dexterity.



Lost Work Day (LWD) Accident	Work-related accidents or ill-health which resulted in an employee being unable to complete their duties on their scheduled next working day/shift. Includes all severe accidents. If employee is working a partial shift next, but leaves early due to same injury, it should be reported as an LWD. Include all permanent, temporary/contract workers and contractors who visit the site for a short time to complete a specific work task, "permanent" on-site contractors who manage their own area and staff (e.g. restaurant staff) and visitors to the site. Accidents which occur during business travel should also be included. A lost work day accident is a recordable accident.	As per definition.
Restricted Work Case (RWC) Accident	Work-related accidents or ill-health where the injured party cannot fulfil their normal work day activities following the incident but is able to: • Undertake a temporary job; • Work at their normal job but not full-time; • Work at a permanently assigned job but is unable to perform all the duties normally assigned to it. Include all permanent, temporary/contract workers and contractors who visit the site for a short time to complete a specific work task, "permanent" on-site contractors who manage their own area and staff (e.g. restaurant staff) and visitors to the site. Accidents which occur during business travel should also be included. A restricted work case accident is a recordable accident.	As per definition.
Offsite Medical Treatment (OMT) Accident	An Offsite Treatment Accident is a work-related accident or ill-health for which medical treatment exceeds what is covered by a first aid (see below) but does not result in LWD or RWC (see above). Where sites contain an on-site medical center managed by qualified medical professionals, incidents requiring treatment from within this center may still trigger assignment of this classification, depending on the treatment provided to the injured person. Include all permanent, temporary/contract workers and contractors who visit the site for a short time to complete a specific work task, "permanent" on-site contractors who manage their own area and staff (e.g. restaurant staff) and visitors to the site. Visits to hospital/health-care providers solely for observation,	 The following conditions shall be considered Offsite Treatment Accidents (not exhaustive and if there is no lost work or restricted work): Abrasions that occur to full skin depth or entail removal of embedded foreign material or treatment for infection; All fractures, no matter how severe, including broken teeth, whether or not treatment is administered; Bruises that call for treatment by prescription medication or medical procedures beyond observation or application of compresses;



	counselling or administration of diagnostic procedures (e.g., X-rays), including the administration of prescription medication used solely for diagnostic purposes (e.g., eye drops to dilate pupils) are not considered Offsite Medical Treatment Accidents. An Offsite Medical Treatment accident is a recordable accident.	 Burns (chemical or thermal) that call for medical treatment regardless of size or degree of the burn Cuts and lacerations, which because of their severity and for medical reasons, call for wound closure, surgical debridement, or treatment of infection; Exposure to chemicals, whether an injury or an illness, that results in medical treatment; Eye injuries resulting in medical treatment for removal of embedded foreign objects, lacerations, abrasions, or burns, or for which a physician prescribes medication; Work-related heat stress that is treated with intravenous administration of fluids; Splinter and puncture wounds that involve removal of a foreign object by other than simple techniques (e.g., irrigation, tweezers, cotton swabs, using small pins, needles, or small tools to extract splinters); Work-related loss of consciousness; Work-related ill health requiring treatment by a medical professional.
First Aid Accident	Work-related accidents or ill-health resulting in the one-time treatment of minor scratches, cuts, burns, splinters, or other minor industrial injury which do not require medical care. The injury resulting from such an incident is likely to be minor in nature and treatment can be carried out by application of a band aid, cold compress or any other content of a first aid kit. First Aid Accident classification will also be triggered by minor accidents that are logged by the local site reporting system, but no treatment is provided to the injured person. Include all permanent, temporary/contract workers and contractors who visit the site for a short time to complete a specific work task, "permanent" on-site contractors who manage their own area and staff (e.g. restaurant staff) and visitors to the site. A First Aid Accident is NOT a recordable accident.	As per definition.
Occupational Illness / Ill-	Work-related accidents or ill-health cases. Include all permanent, temporary/contract workers, contractors who visit the site for a short	Such cases may include: • Musculoskeletal disorders



Health Case	time to complete a specific work task, "permanent" on-site contractors who manage their own area and staff (e.g., restaurant staff), visitors to the site. Cases of identified OH may include acute, recurring, and chronic health problems caused or aggravated by work conditions or practices. Occupational Illness / Ill-Health cases may also trigger reporting into one of the above classifications. All identified cases must be aligned with the site HR / OH coordinator (as applicable) before entry and recording in the corporate EHS reporting system.	 Skin & respiratory diseases Diseases caused by physical agents (noise-induced hearing loss, vibration caused diseases) Mental illness (anxiety, post-traumatic stress) Malignant cancers
Near Miss	An event not causing actual harm but may have had the potential to cause minor injury. These would typically require minor corrective action.	As per definition.
Significant Near Miss	A single event that could have resulted in significant property damage, serious personal injury / ill-health, and/or business disruption (which did not result in any loss). Significant Near Misses would result in major actions and learnings. Include all permanent, temporary/contract workers and contractors who visit the site for a short time to complete a specific work task, "permanent" on-site contractors who manage their own area and staff (e.g. restaurant staff) and visitors to the site. All significant near miss incidents will require a SPIN investigation to be completed with suitable preventative actions identified.	 Examples of significant near misses include, but are not limited to: Any potential injury which could have resulted in a lost work day and/or restricted work case requiring detailed investigation and priority action completion; Any Incident which had the potential to injure more than one person; Any incident resulting in property damage beyond normal wear and tear; Failure of a safety system – e.g. Quench system or the Fire Alarm system.
Serious Safety Events	Where a site has reported any incident covered by the above definitions, the Global Employee Health and Safety team may assign it to an additional category of "Serious Safety Event". This assignment is to emphasize the significance of the Health and Safety event to support internal escalation and communication of learnings or trigger the escalation process if the existing classification would not typically trigger such escalation and response. Serious Safety Events are to be calibrated and assigned by the Global Employee Health and Safety team for consistency, based on the incident investigation (e.g. facts, root causes and preventative actions). Sites will be notified accordingly by the relevant Regional Health and Safety Manager should an event at their site be additionally classified as a Serious Safety Event.	 Examples of serious safety events include, but are not limited to: Events resulting in or potentially resulting in significant harm to multiple people; Events where the injured person has sustained multiple fractures, extended hospital treatment involving surgery/trauma (these may not trigger Severe Accident classification as per the definition above); Events where there are clear global Health and Safety learnings and action implementation is required with urgency, triggering revision to Global Health and Safety Standards and/or



	This event could be an injury / ill-health or non-injury / ill-health event which has, or the potential to have, significant Health and Safety consequence. All fatalities and severe accidents will be automatically assigned to this category due to the severity of the event. Selected LWD, RWC, Offsite Medical, First Aid and Significant Near Misses may be also classified as Serious Safety Events following calibration by the Global Health and Safety Team.	issuing a Global Safety Alert to the business with follow up at senior management forums; Events with high impact to the business such as major fire, property damage, production loss or government citation requiring follow up at senior management forums.
Security Serious Incident	A serious security incident is any malicious or criminal-related occurrence or threat that has the potential to cause harm or pose a serious risk to Reckitt's assets, including workforce employees, premises, operations, projects or intellectual property.	Examples of Security Serious Incident include, but are not limited to assault / threat, kidnapping, product tampering, fraud, robbery, burglary, civil unrest, criminal property damage, drug/alcohol abuse / possession, robbery, security of information breach, and terrorist activity or theft.

Appendix 2 – Health, Safety and Security Incident Reporting Table

It is mandatory for Reckitt site leadership employees to report incidents appropriately considering the notification process outlined in the table below.

Incident type	Timelines for reporting an incident			
	Immediate	Within 24 Hours	Within 5 working Days	
Health and Safety	 In cases of: Fatality, non-work fatality or severe accident on a Reckitt site; Fatality for Reckitt employees whilst off-site conducting Reckitt business; Major fire or other major incident (e.g., large chemical spill, building structural failure etc.) These must be reported by ENS/email/phone to responsible management through to GEC level, including CEO, CSO and CHRO, the Global Director for Health and Safety, Corporate 	 Notification of: A Lost Working Day (LWD), a Restricted Working Case (RWC) or offsite medical treatment (OMT) Significant near misses Formal enforcement actions for a health and safety legislation breach. Must be reported by email/phone to the responsible management through to SVP level, Global H&S Director and the Regional Health and Safety Compliance Manager, who will coordinate onwards cascade as appropriate. An initial entry of incident facts must be entered into the 	 Must provide a copy of the draft investigation summary for any recordable accident, significant near miss or potential serious safety event, using Reckitt's SPIN (Situation, Problem, Investigation Need to Do) report template; Upon request, site shall organize a conference call with relevant Regional Leader, Regional Health and Safety Compliance Manager and Global H&S Director to review and finalise SPIN (Situation, Problem, Investigation Need 	



	Security and Quality Compliance Director, and in the events of a fatality to the Head of External Affairs.	 Enablon reporting system within 24 hours. Notifications of: An incident/illness that must be notified to a local regulator has occurred whist off-site on Reckitt business. Must be reported by email/phone to the Regional Health and Safety Compliance Manager for onwards escalation. An initial entry of incident facts must be entered into the Enablon reporting system within 24 hours. Any of the above incidents that may amount to a Serious Safety Event must also include the Chief Supply Officer within the notification process. 	to Do) report. Other levels of leadership will be included as required and requested. By email to the responsible management through to Regional Director level, Global H&S Director and the Regional Health and Safety Compliance Manager who will coordinate onwards cascade as appropriate.
Corporate Security	In cases of: • A security incident that requires the immediate response of a law enforcement agency including (but not limited to) terrorist activity, bombing, bomb threat kidnapping, physical violence involving Reckitt employees, visitors, contingent workers or contactors.¹ These must be reported to: • Law enforcement immediately; • Escalated to the Site Leadership and Corporate Security; • Regional Head of Security for the region in which the matter occurred	In cases of: • An actual or potential security incident including (but not limited to) cargo theft or pilferage, theft of personal or company property, robbery or burglary, fraud, civil unrest, criminal property damage, drug/alcohol abuse/possession, workplace violence, product security. These must be reported to: • Report by email/phone to the Regional Head of Corporate Security, or report through the Security Incident Reporting (S.I.R) system or via email to AskSecurity@reckitt.com	

¹ The following list of security incidents/threats/attempts should be reported: compromise of Reckitt proprietary information, security system failures at any Reckitt facility (e.g. access control, CCTV; security servers, etc.), civil unrest/disturbances in the country, which call for possible or actual evacuation of

personnel, bomb threat, bomb or suspected explosive devices, explosion, fire, or natural disaster, extortion (either implied or actual or cyber form), suspected or sabotage at an operative site, break-in or attempted break-in / burglary, suspected terrorist activity or actual terrorist attack, actual or attempted kidnapping or carjacking, workplace violence incident (including assault, homicide, bullying etc.), mail threat / verbal threat (including email and text message forms, to employees physical or digital form), strike, labour dispute, or protest/demonstration, unlawful possession or use of controlled substance(s), unlawful possession and/or use of an illegal or prohibited weapon cargo thefts or piferages, theft or suspected theft of company property, unauthorized access or attempted unauthorized access into the information systems (including loss of employee data held by contractors such as payroll and insurance companies), theft or loss of any electronic device storing Reckitt information or that have access to Reckitt it systems (tablet computers, smart phones, PDA's, laptops, desktops, etc.), theft from employee personal locker or work area, arrest of an employee, loss of waste in route to a destruction facility that exceeds 3% of the weight at the initial weighing location, suspected or reports of product tampering/diversion.



- and/or the Global Director of Corporate Security.
- These must be reported by email/phone to responsible management through to GEC level, including CEO, CSO and CHRO, the Global Director for Health and Safety, Corporate Security and Quality Compliance Director, and in the events of a fatality to the Head of External Affairs.
- Report by email/phone to the Regional Head of Corporate Security, or report through the <u>Security</u> <u>Incident Reporting (S.I.R.)</u> system or via email to <u>AskSecurity@reckitt.com</u>.

When submitting a Security Incident Report, you must include the following information:

- When the incident took place?
- Where the incident occurred?
- How the incident occurred?
- Who was involved in the incident?
- Narrative of what happened?
- Police report number, if known
 Documentation of who was
 notified and when regarding that
 incident.

- Must be reported by email/phone to the responsible management through to SVP level, Global Corporate Security Director, who will coordinate onwards cascade as appropriate.
- Any of the above incidents that may amount to a Serious Security Event must also include the Chief Supply Officer within the notification process.

When submitting a Security Incident Report, you must include the following information:

- When the incident took place?
- Where the incident occurred?
- How the incident occurred?
- Who was involved in the incident?
- Narrative of what happened?
- Police report number, if known
- Documentation of who was notified and when regarding that incident.



Revision & Approval History

Revisions

Issued / Revised	Version	Effective Date	Summary of Key Changes
Revised	1	15/12/2023	Changes based on the recent organisational change as well as including the monitoring and performance section. New policy template. Merge H&S and Security policies and corporate incident reporting process. Removal of Environment and Human Rights sections to transfer to relevant policies.

Approval History

Role	Name	Title	Date of Approval
Author	Krishnen Mootien	Global Health & Safety Director	N/A
Author	Jesus Duran	Global Corporate Security Director	N/A
Owner	Martin Bardle	Global Director Health & Safety Compliance and Corporate Security	N/A
Approver	Kris Licht	Chief Executive Officer	14.12.2023
Approver	Cathy O'Rourke	General Counsel	14.12.2023
Approver	Jeff Carr	Chief Financial Officer	14.12.2023
Approver	Shannon Eisenhardt	Chief Financial Officer Designate	14.12.2023
Approver	Ranjay Radhakrishnan	Chief HR Officer	14.12.2023
Approver	Sami Naffakh	Chief Supply Officer	14.12.2023
Approver	Angela Naef	Chief R&D Officer	14.12.2023
Approver	Filippo Catalano	Chief Information Officer	14.12.2023
Approver	Fabrice Beaulieu	Chief Marketing, Sustainability and Corporate Affairs Officer	14.12.2023
Approver	Volker Kuhn	President, Hygiene	14.12.2023
Approver	Patrick Sly	President, Health	14.12.2023
Approver	Susan Sholtis	President, Nutrition	14.12.2023