



TIPICO CO. LTD. Tipico Tower | Vjal Portomaso | St. Julian's STJ 4011 | Malta

Occupational Health & Safety Policy (Malta)

TIPICO CO. LTD.

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Document Control

0.1 Target audience

All Tipico Malta employees, as well as any other suppliers, contractors and visitors present on site at the Malta offices.

0.2 Classification

This document is classified as limited public

Reviewers	<ul style="list-style-type: none">• Health & Safety Officer
Approvers	<ul style="list-style-type: none">• The Board

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1 GENERAL

1.1 Objective

The Health and Safety policy plays an important role in setting out and making clear the standards of health and safety that we apply in the business.

At Tipico, specifically Tipico Group Ltd and all its Malta-based subsidiaries, (hereinafter "Tipico", "we", "us", "our"), we are committed to maintaining a safe and healthy work environment for all employees, visitors and contractors. We recognise that accidents can cause harm and suffering to individuals and their families and can also have a negative impact on our operations and reputation.

Therefore, our objective is to prevent accidents from occurring. We will achieve this through the implementation of a comprehensive health and safety management system which includes regular risk assessments, training, programs and proactive measures to identify and mitigate potential hazards.

At Tipico, health and safety is a top priority and we are committed to continuously improving our safety performance.

1.2 Scope

Occupational Health and Safety in our workplace matters to us. Tipico takes the safety and welfare of its employees and anyone engaged by, or working with the company, very seriously.

This Health and Safety policy applies to all Tipico Malta employees, as well as any other suppliers, contractors, visitors present on site at the Malta offices, and any other individuals who may be affected by the activities of Tipico entities in Malta. Whilst this policy is not part of any contract, employment or otherwise, all managers and employees are responsible for adhering to this policy. Furthermore, any persons present on site at the Malta office, not being Tipico employees having access to this policy, shall be provided with a summarised version of this policy upon each visit, outlining the points relevant to them.

The Company may amend this policy from time to time, in line with the needs and practices of our business. The Company ensures that the policy is compliant with the applicable law, namely Cap 424 of the Laws of Malta – the Occupational Health and Safety Authority Act including any applicable subsidiary legislation under the Act, in particular [SL 424.15](#) and [SL 424.18](#)

2 GENERAL REQUIREMENTS

All employees of Tipico entities in Malta should read this policy and in line with the Company's own commitments to Occupational Health and Safety, Tipico expects its employees, contractors and suppliers to commit and comply to this policy.

In case of any questions, please reach out to the Team Lead Office Management.

3 EXCEPTIONS

Any exceptions to the rules and requirements in this policy must be justified in writing. They shall be approved by the Health & Safety Officer.

4 VERIFICATION OF THE REQUIREMENTS

The Health & Safety Officer reserves the right to verify compliance with the requirements (and exceptions) at any time without notice.

5 FIRST AID

Tipico is obliged to ensure that each employee and person present at the workplace shall have access to first aid, where needed, in accordance with [Subsidiary Legislation 424.13](#).

As part of Workplace (First Aid) regulations, the employer must provide a minimum number of trained first responders, as well as suitable first aid material. The employees on the other hand, are obliged to best support the company.

In case any employee is interested in taking part in the next first aid course, please contact the Team Lead Office Management.

First Aiders are asked to complete refresher training every three years. This will help First Aiders maintain their basic skills, stay up to date with any legal changes and retain their confidence to act in an emergency.

5.1 Our First Aid Responders

Full details about the First Aid responders Team can be accessed through this [link](#).

5.2 Conduct during an emergency

- ✓ Keep calm
- ✓ Secure the scene of the accident and remember your own safety
- ✓ Administer first aid or get help from first aid responders and call 112, if necessary

5.3 First Aid Kits

- ✓ First Aid Kits are available on all floors
- ✓ Employees should ensure that they are familiar with the [nearest First Aid Kit](#)
- ✓ If any First Aid materials are incomplete, expired or missing, it is important that the Office Management Team are informed.

5.4 Necessary Medical Treatment

If an injury needs a medical examination or treatment following a workplace accident, then a doctor should be consulted. In principle, all doctors (including family doctors) are able to treat people following a workplace accident. The first treating doctor will likely refer the employee if:

- the accident injury leads to incapacity to work beyond the accident day
- the duration of treatment will take more than a week
- the prescription of medications or aids is required
- in all cases of recurring issues after the injury

If there has been medical treatment following a workplace accident, please contact the Human Resources Team.

6 FIRE PROTECTION

Fire is one of the most devastating disasters that can strike any organisation. Not only can it cause loss of life and property damage, but it can also disrupt operations and negatively impact the organisation's reputation.

6.1 Important rules

- The use of candles or open fire is not allowed within the building.
- According to the Industrial Safety Regulation, Tipico is obliged to have electrical appliances checked (PAT TESTING) at regular intervals. However, flaws or defects may occur between checks. Electrical devices, cables, sockets or switches, which are no longer safe or functional, must not be used. In such a case, please contact the Office Management Team and make sure to prevent any further use of these appliances until they are repaired or replaced.
- Electrical kitchen appliances such as coffee machines, toasters, kettles, stoves, microwaves or similar, which are provided by the management, as well as small electrical appliances with heating function must not be operated unattended.
- Appliances which are not in use, as well as electrical office appliances which do not need to be on permanent standby, have to be unplugged from the outlet. Appliances are to be switched off via a central power cut-off and have to be operated by sockets equipped with an effective automatic switch-off.
- Private electrical appliances may only be used if they comply with European Standard CE, are safe to operate and have no functional defects. A device owner must check its electrical safety. If in doubt, the management may request that the device be checked at its owner's expense. The management may prohibit the use of electrical equipment in individual cases.
- After working hours, all private electrical appliances must be disconnected from the mains.

- Multiple sockets must not be switched together or in series. In the event that an employee notices any type of such risk within the workplace, the Office Management Team should be informed.
- Flammable materials that are no longer needed must be disposed of. A collection of flammable waste (paper, plastic waste, furniture, old clothes, etc.) represents an unnecessary fire hazard in adjoining rooms, storage and meeting rooms, etc.
- Employees should not intentionally misuse any fire alarm system in the workplace. Should this happen and result in the activation of the fire detection system, employees should be aware that they will be held liable and may be prosecuted under criminal law.

6.2 Fire and smoke propagation

- Fire and smoke protection doors must not be blocked by wedges, straps or other aids when they are open. These doors can be recognised by the fact that they normally close by themselves (for example by spring bands or door closers) or are additionally marked as fire or smoke protection doors. If unsure which doors have special fire protection functions, please get in touch with Office Management Team.
- After leaving a room in case of fire, all doors and windows must be closed in order to delay fire and smoke spreading.
- Employees should familiarise themselves with the [location of the fire extinguishers](#).

6.3 Escape and rescue routes

- Escape and rescue routes include corridors, stairwells, external staircases, rescue balconies/terraces and all doors along these routes. During business hours, escape routes and doors must be accessible at all times and without any aids. Locked doors in the course of escape routes and obstructed areas are to be reported immediately to the Office Management Team.
- The escape routes of the building should be well familiarised. Find the routes marked with the escape route and exit symbols within the building and familiarise yourself with the escape and rescue route plan area for your orientation.
- Escape route identifiers must not be obscured, e.g. through coat racks or decorations.
- Doors to stairwells must not be left open.
- Nothing must be stored in stairwells and corridors.

6.4 Detection and Extinguishing Equipment

- Employees should read the notices regarding conduct in case of a fire and familiarise themselves with the location of the fire extinguishers.
- Both Tipico Tower and Portomaso Tower are equipped with a BGU (Break Glass Unit) alarm system. Employees should familiarise their location. The fire brigade will be alerted automatically by the push-button alarm.
- If an employee discovers a defective or missing fuse in a fire extinguisher, or if the yellow safety pin, seal or the fire extinguisher itself is not accessible or even missing, please immediately report this to the Office Management Team
- Fire extinguishers can also be used on people who are on fire.

7 EMERGENCY RESPONSE TEAM

7.1 Our Emergency Response Team

As part of [Work Place \(Minimum Health and Safety Requirements\) Regulations \(SL 424.15\)](#), the employer must provide a minimum number of trained personnel (Fire Wardens and Fire Marshals). The employees on the other hand, are obliged to best support the company.

Fire Wardens and Fire Marshals should complete refresher training every three years. This will help them to maintain their basic skills, stay up to date with legal changes and retain their confidence act in an emergency.

In case any employee wants to take part in the next fire warden course, kindly reach out to the Team Lead Office Management.

7.2 Evacuation sequence

The evacuation sequence of the premises takes into consideration the outcome of the risk assessment and other fire precautions in place.

The Evacuation Sequence:

- a) Fire Alarm is activated and must be heard throughout the whole building;
- b) Alarm is verified by Fire Marshal;
- c) Fire Wardens commence evacuating the staff – each Fire Warden is responsible for their own area;
- d) Staff and occupants must leave the building immediately upon the sounding of the alarm using the designated fire exit;
- e) Fire Wardens must double check their areas of responsibility to make sure that no people are left behind (if it is safe to do so);
- f) After double checking, leave the building and report at the “Assembly Point”.

Full details about the Emergency Evacuation Plan can be accessed through this [link](#).

8 HEALTH & SAFETY OFFICER

As an employer, we are required to appoint a Health & Safety Officer.

The duties of the Health & Safety Officer include:

- ✓ Assisting the management in the implementation of measures to prevent accidents at work, occupational diseases and work-related health hazards
- ✓ Ensuring that both prescribed protective equipment and personal protective equipment is available and used properly
- ✓ Informing colleagues about accident and health hazards

For questions concerning occupational health and safety, the Health & Safety Officer is supported by the Company's external Occupational Safety specialist.

The Company's local Safety Officer is the Team Lead Office Management.

The specific tasks of the Health & Safety Officer include:

- ✓ paying attention to the condition of the protective devices and their use
- ✓ paying attention to the condition of the personal protective equipment and their use
- ✓ reporting safety-related defects
- ✓ informing employees about the safe handling of machinery and working materials
- ✓ taking care of new employees
- ✓ taking part in on-site inspections and investigations of accident and occupational diseases

In the workplace, the Health & Safety Officer must:

- ✓ assist management and colleagues in the implementation of occupational safety and health
- ✓ make proposals for improving health and safety measures
- ✓ inform regarding health and safety problems

The Health & Safety Officer:

- ✓ is there to advise and help
- ✓ meets the colleagues as equals
- ✓ is the first person to identify safety-related problems and shortcomings in the workplace
- ✓ is the first to attempt to eliminate them
- ✓ is the local contact for all questions regarding occupational safety

9 WORKING IN FRONT OF THE SCREEN

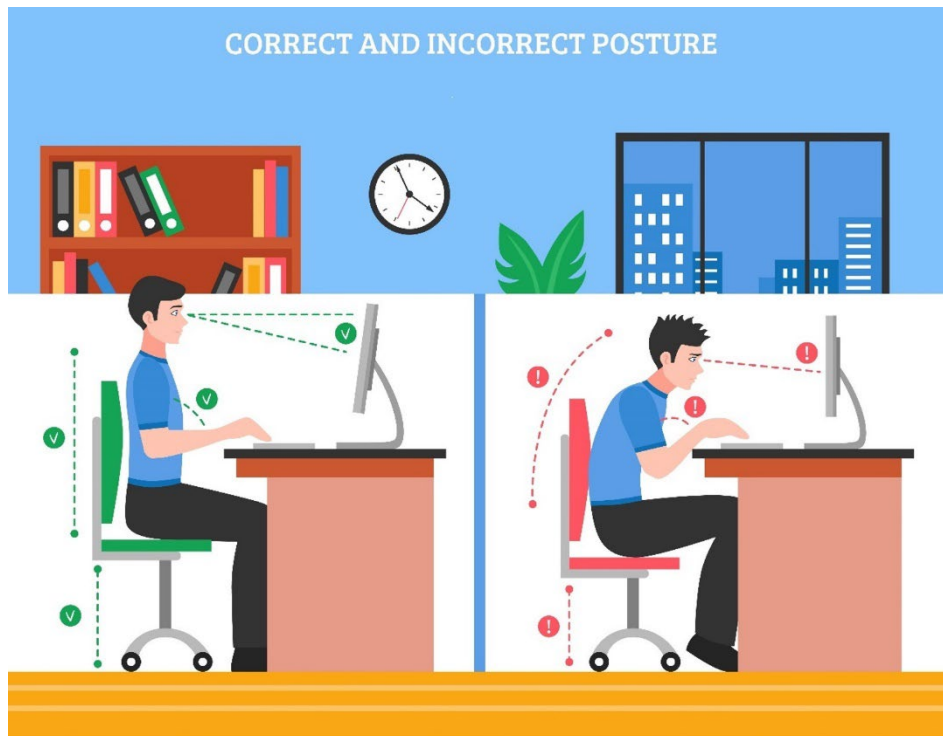
Computers, tablets, and smartphones have become part of our everyday lives. Employees spend a considerable amount of working time in front of screen devices. This means that good eyesight is of utmost importance.

About 30 to 40 percent of employees suffer from inadequate or uncorrected eyesight which may lead to tension in the neck and shoulder area, headache, tired and dry eyes. There are various ways to improve eye fatigue and musculoskeletal discomfort due to screen work. These include maintaining favourable head posture, an ergonomic design of the workstation and finally, by wearing appropriate glasses/eye wear.

The company is required to offer employees an eye examination once every two years. The company Health Insurance plan can cover the cost of regular eye exams conducted by an optometrist. Employees have the option of claiming a maximum of Eur 40 for an eye examination. Should an optometrist determine that glasses are required for screen work, the Company will contribute up to EUR 75 per calendar year towards the cost of eye wear (glasses/frames/lenses). This does not cover sunglasses, but only glasses required for screen work. Employees would need to provide a receipt which would be reimbursed through expenses.

Working in front of the screen:

- ✓ Upper legs should be at a 90° angle from the body. If someone is short, this may mean that they need a footrest. If they are tall, they might need a higher chair and may also require a higher desk.
- ✓ Eyes should be level with the top of the computer monitor.
- ✓ Shoulders should be relaxed and low, not high and hunched up.
- ✓ Lower arms should be parallel to the floor. They should rest on a support, rather than being held up.
- ✓ The keyboard and mouse should be able to be easily controlled, with arms bent at the elbow.
- ✓ Feet should be flat on the floor.
- ✓ Upper back should be straight and the lower back has a natural curve that should be supported by the chair.
- ✓ No slouching in the chair and hips should be as close to the back of the chair as possible.
- ✓ Person should be sitting up straight with the screen a full arm's length away from them.



10 RISK ASSESSMENTS

Risk assessments are important for protecting people from harm and ill-health.

10.1 Office Risk Assessment

Tipico ensures a secure working environment and minimises the hazards associated with the company's operations. Tipico represents a low-risk environment, however the risk assessment of Tipico Offices in Malta is under constant revision, and can be reviewed by any employee at any time.

By following the evaluation process, we can effectively identify and mitigate the risks, while protecting the health and safety of our employees and maintaining business operations.

Evaluation Process:

- ✓ Identify potential hazards
- ✓ Determine the likelihood
- ✓ Assess the impact
- ✓ Prioritise risks
- ✓ Develop mitigation strategies
- ✓ Implement control
- ✓ Monitor and review

Employees should contact the Office Management Team in the event that they notice any sort of risk within the workspace.

10.2 Pregnant Worker

A female worker who becomes pregnant shall inform her manager and the Human Resources Team of her condition as soon as she becomes aware of it.

No pregnant worker, mother or breastfeeding worker shall be required to perform any work which may endanger her health and safety, the safety or viability of her pregnancy or the health of her child, as the case may be.

Pregnant Worker Risk Assessment

As part of [Protection of Maternity at Workplaces Regulations \(S.L 424.11\)](#) before assigning work to any pregnant or lactating worker, our Health & Safety Officer must assess the nature and degree of any hazard present at the place of work. As an employer, Tipico is obliged to protect the health and safety of the pregnant worker, the unborn child or the breastfeeding baby. A specific risk assessment will be carried out by the Company's external Health & Safety Advisor and will cover the various stages of the pregnancy and the postnatal period.

10.3 Young Person Risk Assessment

Before employing a person under 18 years of age, an employer must carry out a risk assessment for all occupational health and safety hazards at the place of work. A specific risk assessment needs to take into consideration the inexperience and lack of maturity of young workers besides the usual physical hazards of the working environment.

11 WORKPLACE HEALTH & SAFETY INSPECTIONS

Workplace inspections help prevent work-related injury and illness. They are an important part of an effective workplace health and safety management system.

The Company schedules regular workplace inspections, in order to critically examine any potential hazard or danger, to ensure that the workplace meets health and safety regulations, to identify potential hazards and violations and to develop and implement necessary corrective actions.

The Company also monitors and reviews the effectiveness of the corrective actions to ensure workplace health and safety.

12 IMPORTANT CONTACTS

Occupational Safety and Health administration

Contact Persons at Tipico:

Health and Safety Officer:

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Office Management Team & Team Lead Office Management

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