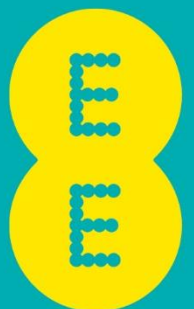


PROTECTING OUR MOST IMPORTANT ASSET

EE SAFETY & SUSTAINABILITY POLICY



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1. Introduction

Our vision is to be recognised as the leader for Safety and Sustainability standards.

We place a high value on your safety and wellbeing, protecting the environment and helping our customers lead more sustainable lives. We're firmly committed to sound safety and environmental practice in our daily operations as a communications service provider.

The leadership team is committed to the continual improvement of our safety and sustainability performance across the organisation by complying with legislation, eliminating hazards, minimising the risk to everyone who works on our behalf, and preventing pollution. To achieve these aims the leadership team have set these objectives for the next 12 months:

- Introduce wellbeing initiatives to improve consultation and participation, engagement, attendance and productivity.
- Reduce our own impact on the environment, specifically climate change mitigation and help everyone else to manage and reduce theirs.

I am personally committed to our Safety and Sustainability policy and ask you all to support and take part to help make our workplace safe, healthy and sustainable for everyone.



Marc Allera
Chief Executive Officer

2. Who does this policy apply to?

This policy applies to anyone directly employed by EE, whether on a permanent or fixed term basis, contractors, agency workers, temporary employees, seasonal and fixed term contract employees.

3. What responsibilities does our CEO have for Safety and Sustainability?

Our Chief Executive Officer (CEO) has overall accountability for Safety and Sustainability (S&S) management and ensuring our Parent Company BT is aware of and are committed to our strategy. Our CEO is also responsible for the formulation, implementation and development of S&S and our overall company performance for this. Our CEO will also make sure there's enough financial funding and resources so that S&S can be managed effectively and will delegate any responsibilities as appropriate.

4. What are our company chiefs responsible for?

Our chiefs are responsible for being committed to the S&S policy statement and organising, planning and setting the Safety & Sustainability (S&S) strategy of the company. So that S&S can be managed effectively, they'll make sure there's enough financial funding and resources, give management support and make sure there are S&S Champions to sponsor our objectives and they will also regularly review our performance.

5. What is the Head of Safety and Sustainability responsible for?

The Head of Safety & Sustainability is responsible for

- Making sure we are up to date and comply with safety, wellbeing and environmental legislation and everyone knows what the consequences of not complying are
- Making sure there's an Occupational Health service which meets the needs of the business
- Developing and delivering training so everyone has the right knowledge and skills for us to be a market leader in S&S
- Ensuring any significant safety & environmental incidents and any injuries are reported and that everything is done to help prevent anything similar happening again
- Developing a governance and audit process for management which enables decision making processes to deliver industry leading standards
- Managing an external assessment process that gives objective recognition of our industry leading practices
- Making sure our brands are protected and we maximise our brand value through the

practical application of our safety & sustainability policies

- Managing a process to ensure suppliers are assessed to ensure they have adequate Safety and Sustainability processes in place
- Ensuring we have plans in place to address environmental risks and opportunities

6. I'm a director, what are my Safety & Sustainability responsibilities?

If you're a director you're responsible for giving leadership support to any S&S initiatives. You're also responsible for making sure that there are S&S management programs in your area, which implement S&S procedures and that your directorate's and managers' performance is monitored. The S&S teams will advise on how this should be done. You're also responsible for making sure that everyone who works within your area knows what the legal requirements and procedures are for S&S so they can carry out their responsibilities effectively.

7. I'm a Head Of, what am I responsible for?

If you're a 'Head Of' you're responsible for managing and helping to champion any S&S initiatives within your area. This includes putting in place a local S&S management program and communicating this so that everyone's aware of what they need to do, and regularly reviewing it. Contact the S&S teams if you've got any questions about this. As a 'Head Of' you are also responsible for making sure that:

- You are positively committed to S&S and demonstrate good working practices
- Everyone who works in your area knows what their responsibilities are for S&S, including any responsibilities which have been delegated to them, and they've attended any relevant training
- There are systems and procedures in place which comply with S&S legislation
- There are the right levels of resources (people and finances) budgeted for your area
- There are regular risk assessments and any necessary actions are taken. The S&S team will advise on how to conduct a risk assessment
- There are regular workplace inspections. The S&S teams will advise on this
- All managers and supervisors have a good working knowledge of the relevant S&S legislation for their area and any supporting procedures for their role, and they have the right level of information, instruction, training, supervision and equipment
- Your area has an S&S representative and there are regular S&S forums

8. I'm a manager, what are my Safety & Sustainability responsibilities?

If you're a manager you're responsible for setting and maintaining high standards of S&S

in your area and making sure S&S is monitored, ask the S&S teams for any help you need on this. You must make sure that everyone can work in a way which is safe and protects the safety and wellbeing of others as well as the environment by having the right procedures and safe ways of working in place. Everyone you manage, including any temporary employees, must have the right training, information and support they need to do their job safely and any new employees must have an induction which includes everything they need to know about S&S to do their job, ask the S&S teams if you've got any questions about this. You must also make sure that any decisions which are made which might affect the health, safety or the environment are treated with caution and that you encourage the people you are responsible for to do the same. Any managers or supervisors must know which responsibilities you have delegated to them.

There must be regular workplace inspections to identify unsafe conditions and practices so that improvements can be made. Any incidents in your area must be reported to the S&S teams and investigated to find the cause and recommend improvements. To help ensure safe working you must make sure there are regular risk assessments and any recommendations are carried out. Any equipment, including Personal Protective equipment, which is used by anyone you manage must be properly maintained and regularly tested and inspected. Records for inspection of Personal Protective Equipment must be kept. Talk to the S&S teams if you've got any questions about this.

Anyone you manage who is an S&S representative must have S&S objectives which are measured as part of their performance review. If anyone you manage has any additional S&S responsibilities, for example as a First Aider or Fire Marshall, then you must make sure these are recognised as part of their responsibilities for their current role.

9. As an employee, what are my responsibilities for Safety & Sustainability?

You're responsible for working in a way which protects the safety and wellbeing of yourself, others and protects the environment. You mustn't interfere with anything or misuse anything which has been given to protect Safety, Wellbeing and the Environment, such as Personal Protective Equipment. You must always follow any operational controls, instructions or S&S training you've been given for your job, and for the use of any equipment (including S&S equipment), tools and protective clothing.

You must let your manager know straightaway if you're asked to do something which you think might be a risk or hazard to either yourself, others or the environment. If you have any concerns about this, you will be supported if you decide not to do something or if you prevent a task taking place, because it's a health, safety or environmental risk. You

must also let your manager know if there's any damage to safety equipment, protective clothing or any other equipment you're working with or if you have any health problems, discomfort or pain which you think might be as a result of the work you've been doing.

It is really important you know what the S&S objectives are for your area of the business, so you know what you need to do to help us become a leader in S&S. Talk to the S&S teams if you've got any questions about this. You're encouraged to take part in S&S management programs and any initiatives which help create a healthy workplace and support the safety and wellbeing of our employees and our environmental commitments. You should also help make others aware, especially new employees, of the importance of S&S and what our strategy is so they can help to maintain high standards and reduce risks.

10. What if I've got any questions or concerns about Safety & Sustainability?

If you have any questions or concerns about S&S then talk to your manager or the S&S representative in your area. If you don't know who your representative is then ask the S&S teams.

11. What if I've got any Safety & Sustainability suggestions or ideas?

If you have any S&S suggestions or ideas, then please get in touch with your S&S representative.

12. Who decides on the contents of this policy?

The Head of Safety and Sustainability will advise the Chief Executive on the content of this policy according to legal or other requirements, industry best practice and guidance.

13. Who reviews this policy?

The Head of Safety and Sustainability will ensure this policy is reviewed 12 months from the date it's issued and is developed to reflect the changing needs of the business to continually improve our performance.

14. Other information

If you need any further information, then get in contact with a member of the S&S teams by e-mailing safety@ee.co.uk

We have EE Safety & Sustainability procedures which you can find on our intranet or by contacting safety@ee.co.uk

15. HR

There's lots of helpful information along with HR contact details on the EE [HR Home Page](#)

16. Change History

Version 9.0

Version no	Date	Change made by	Brief details of change
1.0	June 2011	Mary Derby	New Everything Everywhere Policy
2.0	October 2012	Rosemary Stroeve	Rebranding in EE format
3.0	April 2015	Louise Harry	Document review
4.0	July 2016	Louise Harry	Marc Allera signed
5.0	April 2017	Emma Holton	Removed reference to 'Simply Safety' approach
6.0	May 2017	Emma Holton	Removed Safety contact number as no longer in use
7.0	September 2017	Emma Holton	Updated footer details
8.0	December 2017	Caroline Blaxley	Policy converted to BT format
9.0	May 2019	John Ponter	Clarification of elimination of hazards in policy statement

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