Health and safety at work

General statement

<table>
<thead>
<tr>
<th>Owner</th>
<th>Chief Operating Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved by (role) and date</td>
<td>Board of Trustees – 23 September 2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Health &amp; safety officer</th>
<th>India</th>
<th>New York, USA</th>
<th>Singapore</th>
<th>UK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director, Forum India</td>
<td></td>
<td>Director, Forum US</td>
<td>Director, APAC</td>
<td>HR and Office Manager</td>
</tr>
<tr>
<td>Responsibility for day to day matters</td>
<td>Finance Officer – Sales ledger</td>
<td>Office Manager</td>
<td>Team coordinator</td>
<td>Office and HR Coordinator</td>
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1. Introduction

Forum for the Future recognises its health and safety duties under relevant health and safety legislation. We believe that our people are our most important asset and that protection of their welfare (both physical and mental) is an essential part of achieving our mission.

2. Affiliates, trustees, contractors, partners and other visitors

3. Management responsibilities

4. Employee responsibilities

5. Related documents

6. Monitoring of this policy

7. Procedure and timing of review of this policy

Appendix one: relevant legislation

Appendix two: change log
Forum will keep up-to-date with current professional expertise on health and safety matters, will ensure compliance with relevant statutory provisions as the minimum standard, and will endeavour to improve upon these standards where reasonably practicable. We will take all necessary precautions to prevent accidents and dangerous occurrences, to provide and maintain a safe and healthy working environment for all employees, volunteers, workers, and visitors. We will provide information and instruction to ensure the health and safety at work of our employees and to promote awareness and understanding of health and safety.

2. Affiliates, trustees, contractors, partners and other visitors

It is our condition that our affiliates, partners, volunteers, customers and visitors respect this policy, a copy of which can be obtained on demand. Contractors shall not work on behalf of Forum or on Forum premises until the relevant aspects of this Health and Safety Policy and associated practices are understood and accepted. Contractors shall not work on behalf of Forum or on Forum premises until covered by their own insurance against risk.

3. Management responsibilities

Forum has appointed the Health and Safety Officer (HSO) as shown at the top of the statement to be responsible for health and safety, including:

- To keep workplace procedures relating to health and safety under regular review;
- To provide induction and training to Forum staff on the health and safety policy and practices;
- To make regular risk assessments;
- To take appropriate preventive and protective measures;
- To keep Forum and its trustees updated on any new legislation affecting them;
- To ensure that Forum complies with all relevant legislation.

Day-to-day health and safety responsibilities including for inducting newly hired staff in in office fire and first aid procedures are the responsibility of Finance Officer – Sales Ledger (India), Executive Assistant and US Office Coordinator (New York, US), Team Coordinator (Singapore) and the Office and HR Administrative Coordinator (UK).
The HSO will report to the Chief Operating Officer who will hold senior management responsibility for health and safety. Ultimate responsibility for health and safety lies with the Senior Management Team and the trustees.

4. Employee responsibilities

All employees of the Forum agree, as a term of their contract of employment, to comply with their individual duties under the relevant legislation, and to co-operate with Forum to enable the organisation to carry out its health and safety duties towards them. Failure to comply with health and safety duties, regulations, and procedures can result in disciplinary procedures, including dismissal. In particular employees are responsible for:

- taking reasonable care to work in a safe manner and to avoid injury to themselves and others, including while travelling or working away from the office
- reporting all accidents in the accident book and seeking first aid when needed
- notifying the HSO of any health and safety hazards which they are unable to correct
- keeping hallways, stairways, gangways, passages and fire exits free from obstruction
- maintaining their own work area in a clean and safe manner
- knowing the location of fire alarms, fire exits, fire extinguishers and fire assembly point for their office
- securing the office on departure
- complying with any health and safety practices and instructions issued by the HSO
- taking personal responsibility for their own health and wellbeing and ensuring they are in a fit state for work
- checking in with colleagues who report to them on their general state of health

5. Related documents

This statement is supported by the health & safety practices and procedures document and the wellbeing policy.
6. Monitoring of this policy

An annual incident report will be presented to the Audit & Assurance Committee summarising any reported or otherwise relevant incidents since the last report.

7. Procedure and timing of review of this policy

This policy will be reviewed every two years and modified as necessary to take account of changing business circumstances and legal requirements. Employees will be informed about updates to this policy and other relevant health and safety matters.
### Appendix one: relevant legislation

<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>Relevant legislation</th>
</tr>
</thead>
<tbody>
<tr>
<td>India</td>
<td>TBC as the health &amp; safety practices and procedures document and the wellbeing policy are finalised</td>
</tr>
<tr>
<td>New York, US</td>
<td>TBC as the health &amp; safety practices and procedures document and the wellbeing policy are finalised</td>
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## Appendix two: change log

List any major changes made since last version or between approvals

<table>
<thead>
<tr>
<th>Date</th>
<th>Section</th>
<th>Brief summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 January 2012</td>
<td>Previous statement</td>
<td></td>
</tr>
<tr>
<td>September 2019</td>
<td>Whole statement</td>
<td>Move to new format, expansion to cover India, New York and Singapore, removal of Cheltenham, inclusion of section on relevant documents, inclusion of new monitoring approach</td>
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