



## Occupational Health and Safety Policy

Business Modelling Associates (BMA) recognises the importance of health and safety in the workplace. We are committed to achieving standards of health and safety in the workplace that exceed all local legal and regulatory requirements abiding by the approved Codes of Practice relevant to the regions within which we operate.

BMA is responsible for the health and safety of those employed by the company and those affected by its business. The company has an internal team of Health and Safety Champions who have been tasked with communicating values and best practice standards across all of our offices. The local responsibilities for health and safety arrangements are displayed in each office to inform our people and encourage compliance with best practice, protecting BMA people, clients and others visiting our premises.

- ▲ All BMA buildings are compliant in accordance with the appropriate regulations for the regions in which the company operates.
- ▲ Relevant fire, medical and evacuation personnel are trained on an annual basis.
- ▲ Emergency evacuation plans and processes are clearly defined and implemented.
- ▲ Plans are tested annually.

### Our commitment to health and safety in the workplace

During the course of the last financial year BMA has invested time and effort in order to ensure the safety and security of our employees. BMA recognises its health and safety duties and, so far as is reasonably practicable, will:

- ▲ Provide at all times a safe and healthy working environment for our employees, contractors and clients.
- ▲ Actively promote employees' compliance by the allocation of resources to provide information, consultation, instruction, training and supervision.
- ▲ As a company with head office based in Africa, we aim to reduce the prevalence of HIV & AIDS and TB, and other public health threats through awareness, education and care.
- ▲ Carry out periodic risk assessments of the workplace, including risk identification, rectification and control.
- ▲ Ensure that accidents are investigated as appropriate; documented and reported in accordance with statutory obligations and best management practice, and remedial action taken to prevent recurrence.

### Governance and accountability

BMA is committed to risk management and accident prevention, as is illustrated by its excellent safety record. Workplace conditions are monitored through a programme of annual internal safety audits. This enables performance targets to be agreed and evaluated, and a process of continuous improvement to be implemented. Specialist safety needs arising are referred to external experts as necessary.

### Notices or prosecutions

BMA has not received any prohibition or improvement notices or enforcement action requirements since the inception of the company in any of its regions in which it operates.

**Rod Stout**  
Director, Business Modelling Associates  
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