



HEALTH AND SAFETY POLICY

Our Cirus Apartments Health and Safety Policy helps us preserve the best possible work conditions for our employees. Every employee has a right to feel safe at work. Our company is committed to follow legal standards and create a hazard-free workplace.

Scope

This Apartments Health and Safety Policy applies to all prospective and current employees of the company as well as volunteers, contractors and consultants, as well as others who are in some way involved in our activities.

Preventative action

Preventative action is any action we take to avoid injuries or illness related to workplace conditions.

We will conduct periodical risk assessments and job hazard analysis to discover what is likely to harm employees. We will establish preventative measures accordingly.

Potential threats and dangerous situations include but are not limited to:

- Performing tasks on heights, scaffolds, ladders and other unsteady structures,
- chemical substances (toxic, flammable etc.),
- operating dangerous equipment,
- slippery or uneven surfaces,
- electrical infrastructure,
- noise/temperature,
- quality of air.

We'll take the following preventative measures:

- When employees work in dangerous contexts or locations, we will make sure there are safety precautions like safety nets and ropes,
- we will provide protective gear like gloves, protective uniforms, goggles etc. Using safety equipment is obligatory,
- inspectors and quality control employees will inspect equipment and infrastructure regularly,
- we will hold employee training sessions in health & safety standards and procedures,
- employees who do repairs or cleaning need to put up caution signs,
- we will prohibit smoking indoors,
- we will ensure that work is carried out by qualified individuals and external partners,



Also, we will enforce a substance abuse policy to protect employees from colleagues' misconduct.

Emergency Management

Emergency management refers to our plan to deal with sudden catastrophes like fire, flood, earthquake or explosion. These depend on human error or natural forces.

Our emergency management involves the following provisions:

- Functional smoke alarms and sprinklers that are regularly inspected,
- technicians (external or internal) available to repair leakages, damages and blackouts quickly,
- fire extinguishers and other fire protection equipment that are easily accessible,
- an evacuation plan posted on the walls of each floor and online,
- fire escapes and safety exits that are clearly indicated and safe,
- fully-stocked first-aid kits at convenient locations,

Disciplinary Consequences

Employees should follow health and safety instructions and will be held accountable when they do not. We will take disciplinary action that may extend to termination of employment contract when employees consistently disregard health and safety rules.

It is everyone's responsibility to contribute to a healthy and safe workplace.

Smoking

Cirus Apartments are a [smoke-free environment](#). Smokers can smoke outside the building. Any other area in our apartments is strictly smoke-free to protect non-smokers.

Setting off fire alarms and causing fires by smoking are serious offenses. If someone is found responsible, he/she may face disciplinary procedures or other actions.

Drug-free environment



Cirus Apartments are a [drug-free workplace](#). Whether there are an employee, contractor or visitor, they must not bring, use, give away or sell any drugs on company premises. If they are caught with illegal drugs, or show that they are under the influence of substances, they will face disciplinary or other action.

Alcohol

We prohibit employees from consuming alcohol during working hours, but they may consume alcoholic drinks in moderation at company events.

We will not tolerate substance addiction that results in violent, offensive or inappropriate behaviour.

Legionella

In addition to all the listed measures, we also take care of the integrity of the water by performing all necessary maintenance in accordance with the guidelines of health organizations and laws to prevent the development of legionella, with the help of a dedicated program that is part of the heat pump. The water is boiled twice a week.

Kočevje, 2021

A handwritten signature in blue ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.