

CAPITA

CAPITA PLC POLICY

Health & Safety

Classification	[PUBLIC]
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1 POLICY

1.1 AUDIENCE

- 1.1.1 This document must be read in conjunction with all other SH&E Policies.
- 1.1.2 This document is to be read by all workers, including permanent, contract and temporary personnel.
- 1.1.3 This document may be provided to third parties without approval from Group SH&E Team.

1.2 REQUIREMENT

- 1.2.1 Capita believes that its employees are its most valuable resource and that their health, safety and wellbeing is of paramount importance across all our operations worldwide.
- 1.2.2 We recognise that our activities relate to offices and sites where hazards may exist. We will at all times conduct our activities in a manner that prevents the injury and ill health of our employees and others who may be affected and aim to make health and safety an integral part of everything we do. Our health and safety management systems are designed to ensure continual improvement and are a cornerstone of our success.

1.3 CONTACTS

- 1.3.1 For further information or should you have any questions, please contact the Group SH&E Team by emailing groupSHE@capita.co.uk

1.4 NON-COMPLIANCE

- 1.4.1 Non-compliance with this policy may result in disciplinary and / or criminal proceedings against the worker, which may include their managers.

2 POLICY STATEMENT

The following is a copy of the statement issued by Capita's Joint Chief Operating Officers and Group Finance Director mandating this Policy as the minimum baseline which all Capita business units must comply with.

CAPITA

Health & Safety Policy Statement

Capita believes that its employees are its most valuable resource and that their health, safety and wellbeing is of paramount importance across all our operations worldwide.

We recognise that our activities relate to offices and sites where hazards may exist. We will at all times conduct our activities in a manner that prevents the injury and ill health of our employees and others who may be affected and aim to make health and safety an integral part of everything we do. Our health and safety management systems are designed to ensure continual improvement and are a cornerstone of our success.

To be successful, we are committed to the following objectives and expectations:

- We strive to create a positive safety culture, involving all of our employees, contractors, suppliers and stakeholders.
- We will comply with all applicable current and future legal and other requirements to which we subscribe.
- We will seek to identify, share and implement best practices in health and safety management.
- We will set Health and Safety Objectives and Targets consistent with this Policy across the business.
- We will consider health and safety in all business decisions, including change processes, to ensure that all risks are properly assessed and managed.
- Health and safety is a line management responsibility.
- Everyone who works for us is responsible for their own health and safety, and for their actions that may impact on others who may be affected.
- All employees are required and empowered to stop work when an unsafe condition arises.
- We will strive to reduce all risks as low as reasonably practicable taking into account all factors.
- We will provide a work environment that is safe for our people, contractors, customers and members of the public.
- Employees will be involved in the processes of hazard identification, risk assessment and their control and prevention.
- Group-wide standards are and will be developed and implemented in all businesses wherever they are located and irrespective of any local differences.
- Systematic reviews of our performance will be carried out regularly, at least annually, and communicated internally and externally.

Health and safety is and will remain a key component of good corporate governance for Capita. Our policy will be subject to regular review by top management and will be made available to staff and interested parties via our website.



Vic Gysin
Chief Operations &
Performance Director



Nick Greatorex
Group Finance Director

Capita plc

16th December 2018

3 DOCUMENT REFERENCES

Related Documents	<p>All Capita plc Group Health & Safety Policies, found on Capita Connections under <i>Business Support > Health and safety > Commitment to Health and Safety</i></p> <p>All Capita plc Group Health & Safety Policies, found on Capita Connections under <i>Business Support > Health and safety > Domestic SHE Procedures</i></p> <p>All Capita plc Group Health & Safety Policies, found on Capita Connections under <i>Business Support > Health and safety > Service Delivery Health and Safety</i></p> <p>Local Business Unit Policies, where applicable</p> <p>Local Business Unit Standards, where applicable</p> <p>Local Business Unit Processes and Procedures, where applicable</p>
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4 DOCUMENT CONTROL

DOCUMENT HISTORY

Issue	Date	Purpose	Author
0.1	26/11/2015	First Draft for review by Andrew Slater	Daniel Drysdale
0.2	07/12/2015	Second Draft for review by John Kost	Daniel Drysdale
0.3	15/12/2016	Annual review by Andrew Slater	Daniel Drysdale

DISTRIBUTION

Name	Organisation	Role
Capita Connections	Capita	Corporate Intranet
Collaborate	Capita	Corporate Intranet

REVIEWERS

Name	Organisation	Role	Signature	Date
Andrew Slater	Capita	Group SH&E Team Manager		
John Kost	Capita	Group SH&E Team Director		

PRODUCT APPROVAL

Name	Organisation	Role	Signature	Date
Nick Greatorex	Capita	Group Finance Director		