

Health Safety and Environmental Policy

We care for people and the environment. Wherever we work, whatever hazards may exist.

We are committed to

- All the necessary training and equipment to do your job safely and to ensure the protection of the environment.
- Conducting our business activities in a manner that prevents the injury and ill health of our people and others.
- Ensuring our decision making seeks to prevent pollution and reduce our environmental impacts.
- Fulfilling all current and future health, safety and environmental legal obligations that apply to us wherever we operate.
- Continually improving our management systems to enhance health and safety and environmental performance.

What you should expect from us

- All the necessary training and equipment to do your job safely and to ensure the protection of the environment.
- Every leader and manager in Capita is responsible for creating a workplace that is safe, supports the health and the wellbeing of our people and fosters better environmental outcomes for us all.

- We will work with stakeholders, including our supply chain and business partners to promote continuous improvement in the workplace.
- You can raise or report health, safety and environmental concerns or incidents to us without worry of reprisal and the appropriate action will be taken and communicated.
- To take part in and make a difference to our waste reduction initiatives which include, waste prevention, reuse, recycling, recovery and disposal.

How we achieve this

- We will maintain and regularly update our Safety, Health and Environmental (SHE) framework and procedures, which set out the requirements and steps that our people must follow.
- We will monitor, review and report our health, safety and environmental performance, measured against set objectives and targets which are set out in our Corporate Sustainability Report.

What we expect from you

- To follow our SHE Procedures (SHEPs) that apply to your role responsibilities. If you are not sure what is required, or think we can improve them, let your line manager know.
- Complete all Health, Safety and Environmental training that applies to you.
- Look out for your colleagues and always report accidents, incidents, near misses or any concerns you may have that something is unsafe or damaging to your health, safety or the environment.
- To speak up. If you need to raise a concern our **Speak Up Policy**, sets out the steps you should follow. We operate on a non-reprisal basis where a genuine speak up concern has been raised. Whether any concerns are proven or not.



Will Serle
Chief people officer
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