

# Health and Safety Policy Statement

## Purpose of policy

1. Systemseed takes health and safety issues seriously and is committed to protecting the health and safety of its team members and all those affected by its business activities and attending its premises. This policy is intended to help the organisation achieve this by clarifying who is responsible for health and safety matters and what those responsibilities are.
2. This is a statement of policy only and does not form part of your contract of engagement. This policy may be amended at any time by the organisation in its absolute discretion. The organisation will review this policy at regular intervals to ensure that it is achieving its aims effectively.

## Who is responsible for workplace health and safety?

3. Achieving a healthy and safe workplace is a collective task shared between the organisation and team members. This policy and the rules contained in it apply to all team members of the organisation, irrespective of seniority, tenure and working hours, including all employees, directors and officers, consultants and contractors, casual or agency team members, trainees, homeworkers and fixed-term team members. Specific responsibilities of team members are set out in the section headed "Responsibilities of all team members" below.

## Organisation responsibilities

4. Systemseed is responsible for:
  - a. taking reasonable steps to safeguard the health and safety of team members, people affected by the organisation's business activities and of people visiting its premises;
  - b. identifying health and safety risks and finding ways to manage or overcome them;

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- c. providing adequate information, instruction, training and supervision to enable all team members to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work. The organisation will give you the opportunity to ask questions and advise who best to contact in respect of those questions, if you are unsure about how to safely carry out your work;
  - d. ensuring any health and safety representatives receive appropriate training to carry out their functions effectively;
  - e. providing a health and safety induction and appropriate safety training to your role, including:
    - Digital Computer software training;
  - f. promoting effective communication and consultation between the organisation and team members concerning health and safety matters and will consult with team members directly relating to health and safety;
  - g. if an epidemic or pandemic alert is issued, providing instructions, arrangements and advice to team members as to the organisation of business operations and steps to be taken to minimise the risk of infection; and
  - h. regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all team members.
5. Freddie Greig has overall responsibility for health and safety as the appointed HR Manager and Principal Health and Safety Officer with day-to-day responsibility for health and safety matters.
  6. Any concerns about health and safety matters should be notified to the Principal Health and Safety Officer.

## Responsibilities of all team members

### General team members responsibilities

7. All team members must:
  - a. take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions;
  - b. co-operate with the Principal Health and Safety Officer and the organisation generally to enable compliance with health and safety duties and requirements;

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- c. comply with any health and safety instructions and rules, including instructions on the safe use of equipment;
- d. keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their own acts and omissions;
- e. keep the workplace tidy and hazard-free;
- f. report all health and safety concerns to the Principal Health and Safety Officer promptly, including any potential risk, hazard or malfunction of equipment, however minor or trivial it may seem; and
- g. co-operate in the organisation's investigation of any incident or accident which either has led to injury or which could have led to injury, in the organisation's opinion.

## Team members responsibilities relating to equipment

- 8. All team members must:
  - a. use equipment as directed by any instructions given by representatives of management or contained in any written operating manual or instructions for use and any relevant training;
  - b. report any fault with, damage to or concern about any equipment (including health and safety equipment) or its use to the Principal Health and Safety Officer, who is responsible for maintenance and safety of equipment;
  - c. ensure that health and safety equipment is not interfered with; and
  - d. not attempt to repair equipment unless suitably trained and authorised.

## Team members responsibilities relating to accidents and first aid

- 9. All team members must:
  - a. promptly report any accident at work involving personal injury, however trivial, to the Principal Health and Safety Officer so that details can be recorded in the Accident Book and cooperate in any associated investigation;
  - b. The Principal Health and Safety Officer is responsible for investigating any injuries or work-related disease, preparing and keeping accident records, and for submitting reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where required.

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## Team members responsibilities relating to Coronavirus (COVID-19)

10. Given the outbreak of Coronavirus (COVID-19), it is important that all team members follow local guidelines as a minimum to ensure maximum safety and minimise the risk of infection. We will review these guidelines regularly to ensure they are kept up-to-date with government guidance.

## Risk assessments, display screen equipment and manual handling

14. Risk assessments are simply a careful examination of what in the workplace could cause harm to people. The organisation will assess any risks and consider measures to best minimise any risk. The organisation will carry out general workplace risk assessments when required or as reasonably requested by team members. Managers must ensure that any necessary risk assessments take place and the resulting recommendations are implemented. The Principal Health and Safety Officer is responsible for workplace risk assessments and any measures to control risks.
15. Team members who use a computer for prolonged periods of time should try, where possible to organise short breaks every few hours away from the computer screen, but may request a workstation assessment and/or an eye test by an optician by contacting the Principal Health and Safety Officer. The Principal Health and Safety Officer will then provide you with more details and make arrangements if you would like to proceed. Guidance on the use of display screen equipment can also be obtained from the Principal Health and Safety Officer.
16. Guidance on manual handling (for example, lifting and carrying heavy objects) can be obtained from the Principal Health and Safety Officer and where necessary training will be provided by the organisation, but the organisation will try to minimise or avoid the need for manual handling where there is a risk of injury.

## Mental health

17. We take the health of our team members seriously, including their mental well-being. We strongly encourage you to speak to our retained therapist, your line manager, a colleague or a member of the HR team regarding any concerns or issues you may have.
18. We encourage team members to:

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- Connect with their fellow colleagues for informal chats or video calls;
- Get regular exercise and sunlight outdoors;
- Take regular breaks away from their workstation; and
- Ensure they are drinking sufficient water and eating properly.

## Non-compliance with health and safety rules

19. Any breach of health and safety rules or failure to comply with this policy will be taken very seriously and is likely to result in disciplinary action against the offender, in accordance with the organisation's disciplinary policy, up to and including immediate dismissal.

Signed Off By:



Anthony Fox-Davies, 2022

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