

## Work Health and Safety Policy

Forte Marketing is committed to providing a safe and healthy working environment for all workers and other persons, in accordance with applicable legislation and guidance. We believe that maintaining a safe workplace is a shared responsibility, requiring collaboration and adherence to established health and safety practices. To achieve this, we have implemented a system of health and safety activities and procedures, which are continuously monitored, reviewed, and audited to ensure best practices are upheld.

We recognise the importance of keeping our policies current to reflect changes in legislation, activities, services, and products. Consequently, this policy will be regularly reviewed, and updates may be made as necessary. All employees and contractors are expected to comply with any changes implemented in this policy.

### Scope

This policy applies to the following:

1. All employees of Forte Marketing, regardless of employment status (full-time, part-time, or casual).
2. All individuals performing work at the direction of or on behalf of Forte Marketing NG, including contractors, subcontractors, agents, consultants, temporary staff, and other workers as defined under relevant occupational/work health and safety (OHS/WHS) legislation.
3. All workplaces operated by Forte Marketing and any other locations where workplace participants may work or represent Forte Marketing, such as when visiting customers, clients, or suppliers.

### Our Health and Safety System

Our WHS system encompasses all aspects of health and safety and includes the following:

1. Defined OHS/WHS responsibilities: Clear delineation of health and safety responsibilities for all individuals within the organisation.
2. Exercising due diligence: Ensuring that all necessary measures are taken to prevent harm to workers and others, as required by law.
3. Health and safety training and education: All employees or contractors working with Forte Marketing must complete Work Health and Safety induction (via Tandi) upon employment whilst also regularly refreshing their knowledge to promote awareness and competence in health and safety matters.
4. Adopting a risk management approach: Identifying, assessing, and managing health and safety risks to minimise potential hazards and incidents.
5. Consultation with employees and stakeholders: Facilitating open communication channels to enable discussions on health and safety matters.

6. Emergency procedures and drills: Establishing protocols and conducting regular drills to ensure preparedness for emergency situations.
7. Workplace inspections: Conducting routine inspections to identify potential hazards and take proactive measures to address them.
8. Incident/accident reporting: Implementing a reporting system to promptly record and investigate incidents, allowing for corrective actions to be taken.
9. Management of injured workplace participants: Providing appropriate support and care for injured individuals, including access to necessary medical treatment and rehabilitation services.

## Our Health and Safety Objectives

In line with our commitment to workplace health and safety, we have established the following objectives:

1. Provide a safe and healthy work environment for all employees, contractors, and other persons associated with our organisation.
2. Ensure the implementation of safe and healthy methods of work.
3. Continually update and effectively carry out programs of health and safety activities and procedures.
4. Identify, eliminate, or minimise hazards and risks to health and safety.
5. Continuously monitor and improve work health and safety performance.
6. Provide education and training resources to enhance health and safety knowledge and skills.
7. Comply with all relevant legislation and industry standards related to workplace health and safety.

## Management Responsibilities

All managers and supervisors are responsible and accountable for the safety of workplace participants, contractors, and company property under their control to the extent that it is reasonably practicable. They are expected to ensure compliance with all policies, procedures, safe work practices, and safe work procedures at all times.

## Employee Responsibilities

All employees must comply with health and safety legislation and Forte Marketing's policies and procedures. They are required to exercise reasonable care to ensure their acts or omissions do not adversely affect their own health and safety or that of others. It is essential for employees to promptly report all hazards and incidents to their supervisors, contributing to the overall health and safety of everyone in the workplace, including contractors and third parties.

## Contractors

All contractors engaged by Forte Marketing to perform work are obligated to comply with health and safety legislation and adhere to the policies, programs, and procedures established by Forte Marketing concerning work health and safety. Contractors must follow all health and safety directives given by management. Failure to comply or observe these directives will be considered a breach of the contract and may result in termination.

Forte Marketing aims to foster a safe and healthy working environment for all workplace participants by adhering to this Work Health and Safety Policy. The collective efforts of management, employees, and contractors will continuously improve our health and safety practices and enable us to achieve the highest standards in workplace health and safety.

## Responsibility and Review

This Work Health and Safety Policy is the responsibility of the Management of Forte Marketing. This policy was updated in July 2023 and will be reviewed in July 2024.