

Just & Fair Culture Policy Statement**Introduction**

The purpose of this policy is for Extraman Ltd to establish and promote a culture which is just and fair; that creates mutual trust between the Leadership team and employees & workers and demonstrates that safety is highly valued.

Aims of Policy

- To build and maintain a workplace culture that supports a safe working environment
- To increase awareness of risks that pose a threat to wellbeing
- To encourage the reporting and discussion of matters concerning safety
- To reduce any fear of punitive actions
- To promote learning from mistakes rather than a blame culture.

Responsibilities

All employees and workers have a responsibility to:

- Ensure they are aware of this policy
- Make a report of any safety concerns
- Support and encourage others who express concerns for workplace safety

Managers have a responsibility to:

- Educate employees and other relevant parties on this policy
- Actively support and contribute to the implementation of this policy, including its goals
- Manage the implementation of this policy and provide co-operation and support for workplace safety

Supporting Practices

- Our Contingency Planning – Accident & Incident Reporting procedure will be used to facilitate a comprehensive and safe investigation process
- All incidents will be logged on the Accident/Incident Log or Corrective Action Request Status Log as appropriate and discussed at Management Review
- Feedback will be given to all relevant parties on the conditions, investigation, root cause and all corrective or preventative actions taken. This may be in the form of written or verbal briefings
- The Management Review team will assume responsibility for analysing all reports and identifying opportunities for improvement to processes and systems

We will ensure that this policy is communicated and available to all relevant stakeholders as appropriate. This policy shall be reviewed for effectiveness and suitability at least annually as part of the management review process.

This statement represents our commitment on behalf of the company.

Signed: 

Position: Extraman Director

Date: 17/12/2023

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