

Document type: *Procedure (v.2)*

Health & Safety Procedure

ABSTRACT

This document brings together a series of Management Procedures and Operating Instructions addressed to all the Bank's corporate functions with the aim of:

- Outlining the Management Procedures (PRO) and Operating Instructions (IO) in the field of security to describe responsibilities and methods for preparing for and responding to potential incidents and emergencies, as well as responsibilities and ways to prevent damage that may result (PRO 07 and IO07);
- Defining the responsibilities and methods adopted by the Bank to monitor the accident phenomenon and all phenomena that may cause injury and damage to health (dangerous behaviour, accidents, injuries themselves) (PRO 08 and IO07);
- Declaring activities ancillary to safety management.

The set of Management Procedures and Operating Instructions sets out the processes and criteria that the Bank adopts and implements in compliance with the principles of transparency, correctness, and traceability of the decision-making process per the provisions of Legislative Decree 231/2001.

In line with the provisions of the Bank's Emergency and Evacuation Plan (PEM), the procedure identifies the events that require partial and/or complete implementation of the emergency response process, varying according to the severity of the event and defining the roles, responsibilities, and procedures for managing, communicating, and recording emergencies in specific registers. To ensure the proper implementation of this procedure, the Bank organises specific exercises at least once a year, considering the scenarios defined in the contingency plan.

The Operating Instructions then set out the procedures and specifications for dealing with all foreseeable emergencies that may arise during the Bank's activities. Depending on the seriousness of the event, these instructions lay down general and specific rules of conduct for each of the following risks:

- Fire;
- Subsidence or collapse;
- Earthquake;
- Accidents (themselves differentiated according to the type of accident).

The procedure also defines the responsibilities and methods adopted by the Bank to control the accident phenomenon and monitor all phenomena that may cause injury and damage to health (dangerous behaviour, accidents, injuries). The procedure also describes the responsibilities and methods adopted by the Bank to keep under control the processes for managing non-compliance (from the moment of identification to the verification of its resolution) and corrective actions (from the occurrence of severe or repeated non-compliance regarding the verification of the effectiveness of the corrective action).

Special Operating Instructions set out the methods and specifications for conducting investigations into accidents and/or incidents related to the Bank's activities to prevent the recurrence of similar events and, at the same time, improve the corporate safety system.

In addition, the Management Procedures and Operating Instructions contained in the Health and Safety Management Procedures and Operating Instructions Manual supplement this document and are provided separately and brought to the attention of specific audiences based on their role and activity (e.g., control and management of documentation; electronic archiving; hazard identification and quantification, risk analysis and control; control and management of legal and other requirements; competence, training and awareness; communication, participation and consultation; operational control, performance measurement and monitoring, conformity assessment; management of tenders, contracts for work or supplies; audits, inspections and maintenance of workplaces, equipment, machinery and plant).

Finally, the procedure assigns responsibility for correctly applying safety procedures and related activities to the responsible structure. Specifically, it manages medical examinations, the safety organisation chart, and safety training.