



TEC Transnational Health & Safety Policy

TEC Transnational's senior management is committed to working pro-actively with employees, clients, and other stakeholders to ensure our activities are effectively managed and controlled effectively

The company are committed to:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain a safe environment to work in;
- to ensure safe manual handling and use of any substances;
- to provide information, instruction and supervision for employees and associates;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and causes of work-related ill health;
- to maintain safe and healthy working conditions;
- to ensure that our consultants support and abide by our customers H&S policy and procedures whilst on-site
- to review and revise this policy as necessary at regular intervals

TEC Transnational comply with relevant H&S legislation and other applicable requirements to ensure continual improvement in H&S performance.

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COVID-19

To protect personnel at all times, the following actions have been introduced as a result of the COVID-19 outbreak:

On-site consultancy and training

TEC Transnational respectfully request that whilst working on-site at clients' sites; clients observe and practice appropriate health & safety measures to reduce the risk of COVID-19 infection which TEC personnel shall adhere to.

All TEC personnel shall have with them at all times personal protective equipment, hand-sanitizers and anti-bacterial wipes. Social distancing measures will be observed in line with the latest Government guidelines.

Public training at the Woodland Grange Conference Centre

The Woodland Grange Conference Centre have introduced the following measures to deal with COVID-19:

- Disinfectant wipes and hand sanitisers available throughout venue
- Protective screens on reception desk and registration desk
- All bins replaced with pedal bins
- Meeting room layouts to facilitate appropriate social distancing measures
- Removal of pads, pens and large shared water bottles to reduce touch points
- Clear signage throughout the venue directing delegates to meeting rooms to avoid queues
- Hourly cleaning of key touch points such as rest rooms, door handles, lift buttons, furniture
- Catering options including breakfast bags delivered to bedrooms, safely served buffets in the main restaurant, private refreshment areas for individual groups, lunches delivered to meeting rooms

Reviewed and Updated: May 2020