

# HEALTH AND SAFETY POLICY STATEMENT

UK Greetings is the UK's market leading direct-to-retail publisher and importer of greetings cards and associated social expression products. It is committed, so far as reasonably practicable, to achieving the highest standards in health and safety throughout its business activities. The organisation recognises that legal requirements for health and safety set only a minimum standard, and we are committed to achieving best practice wherever possible.

This policy applies to the entire UK Greetings organisation, which is predominantly based in the United Kingdom. Whilst areas outside of the United Kingdom are also covered by this policy, where there is conflict between this policy and the domestic legislation, then the requirements of the domestic legislation will prevail and take priority.

The health and safety policy is fully endorsed by the Chief Executive Officer. Regular progress reports will be communicated as required via the Audit & Legal Compliance Manager.

It is the policy, therefore, of the organisation to: -

- provide healthy and safe working conditions for all employees, to carry out risk assessments and comply with relevant statutory requirements;
- conduct its activities to minimise risks to the general public;
- provide appropriate information, supervision, training and personal protection, so far as is reasonably practicable in each case;
- implement emergency procedures – evacuation in case of fire or other significant incident;
- monitor, inspect and audit health and safety to ensure its effective management and continual improvement throughout the organisation.

Our primary goal is to prevent accidents and cases of work-related ill health and to maintain safe and healthy working conditions.

The Chief Executive Officer is responsible for the implementation of the Health and Safety Policy. All Senior Management are responsible to the Chief Executive Officer for health and safety within their areas.

The Chief Executive Officer will ensure that appropriate resources are provided to enable the organisation to fulfil its health and safety obligations. Internally the policy is communicated through site health, safety and environmental committees. Communication to staff will be through internal publications, training courses and verbal briefings from executives and managers.

The organisation encourages staff to make suggestions for the improvement of health and safety, through the management line or Representatives of Employee Safety.

The Health and Safety Policy and associated arrangements will be reviewed, and if necessary revised, regularly and when changes in circumstances or legislation dictate. At the very least this will be reviewed annually.



James Conn  
Chief Executive Officer  
28<sup>th</sup> April 2019

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