

## STATEMENT OF COMPANY POLICY HEALTH & SAFETY AT WORK

### Health and Safety Policy

This statement of policy is made in accordance with the Health and Safety at Work etc Act 1974 also the Management of Health and Safety at Work Regulations 1999.

### General Policy Statement

The aim of the policy is to impart co-operation of all employees to ensure the health and safety of all people who are employed or affected by the operations of the Company.

VERCO Office Furniture Limited through its Board of Directors recognises its responsibilities for the health and safety of its employees and others who may be affected by its operations.

In particular the Company undertakes to:

- Ensure all employees are made aware of their statutory responsibilities and duties for health and safety, and that they are given sufficient information, training and supervision to enable them to carry out their duties effectively and safely.
- Evaluate the competence of all employees to carry out their tasks safely.
- Avoid the use of hazardous materials and/or processes, or when this is unavoidable, to assess the risk to health and safety, and to introduce effective control measures as required.
- Ensure that the design of all new buildings, plant, handling, storage, processes, equipment and substances are such that they are safe.
- Ensure that all plant and equipment is maintained in safe working order.
- Ensure all safeguards, control measures, operating procedures and working conditions are maintained to continue to secure health and safety.
- Ensure that safe means of access to and egress from all places of work under the Company's control are established and maintained.
- Ensure that emergency and disaster plans are drawn up for all reasonably foreseeable events.
- Consult employees and their representatives on matters affecting their health and safety.
- Ensure adequate welfare facilities are provided.

In addition to the above, the Company undertakes to strive continuously to improve upon the standards of health and safety in its operations, and to review this statement of policy from time to time.

Communicate Health & Safety matters by use of company notice boards, departmental briefings and instructions as displayed.

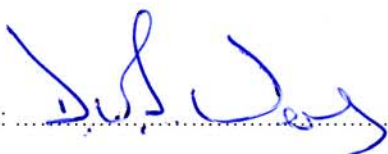
### Employee Responsibilities

All employees have significant responsibilities placed on them.

To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts at work.

- To inform their employer of any situation that represents a serious and immediate danger.
- To inform their employer of any failure to provide adequate health and safety arrangements.
- To co-operate with their employer to enable the employer to comply with the duties placed upon the Company.
- Not to interfere or misuse any service for the facility of Health & Safety.

Signed: .....



Date: .....

30-01-2006

**Derek Vere**  
**Managing Director**

January 2006