

# HEALTH, SAFETY, SECURITY & ENVIRONMENT (HSSE) POLICY

## *Office-Based Business Environment Policy*

Issued by	PROTEC GmbH
Applicable for	100% Office-Based Operations
Version	1.0
Effective Date	01.05.2026

### 1. Purpose

PROTEC GmbH is committed to maintaining a safe, healthy, secure and environmentally responsible workplace. As a 100% office-based business with no production, hazardous chemicals or heavy machinery, our HSSE approach focuses on office safety, employee wellbeing, security, emergency preparedness and environmental responsibility.

### 2. Scope

This Policy applies to all employees, managers, temporary staff, interns, contractors, visitors, office premises and work-related office activities.

### 3. Health and Wellbeing

PROTEC GmbH aims to provide a clean, comfortable and healthy office environment. Employees are encouraged to use ergonomic workstation practices, report discomfort, support reasonable workload management and maintain respectful workplace behavior.

### 4. Office Safety

Workplace safety remains important even in a low-risk office environment.

- Keep emergency exits accessible
- Minimize trip hazards and unsafe conditions
- Maintain fire safety equipment and evacuation procedures
- Report unsafe conditions, incidents and near misses promptly

### 5. Security

PROTEC GmbH protects employees, visitors, company assets and information through appropriate office access control, secure handling of equipment and responsible use of IT systems.

## **6. Environment**

Employees are expected to support responsible energy use, waste separation, recycling, reduction of paper consumption and responsible disposal of electronic waste.

## **7. Emergency Preparedness**

Employees should know emergency exits, first aid contacts and reporting procedures. Fire evacuation and emergency procedures shall be maintained and reviewed as appropriate.