

Occupational Health, Safety & Well-being Policy

Commitments, quantitative targets, responsibilities and review mechanism

Document No.	TL-POL-EMP-H&S-010	Revision	01
Effective date	01-10-2026	Next review	30-09-2027
Policy owner	Health & Safety Officer	Approved by	Chairman
Scope	Head Office Lahore, customer sites; all employees, contractors and visitors	Classification	Public – available to all stakeholders

1. Purpose and commitment

Trade Linx is committed to providing a safe and healthy workplace for everyone who works for us or with us. We believe that all work-related injuries and ill health can be prevented. This policy sets out our commitments, measurable targets, the people responsible and how we check progress.

Trade Linx commits to:

- comply with all applicable health and safety law, including the **Punjab Occupational Safety and Health Act 2019**, the **Factories Act 1934** (where applicable) and the **Punjab Emergency Service Act 2006 (Rescue 1122) fire safety requirements**, and to go beyond legal minimums where practicable;
- eliminate hazards and reduce risks using the hierarchy of controls (elimination, substitution, engineering controls, administrative controls, then personal protective equipment);
- consult and involve workers and their representatives in health and safety decisions;
- provide information, instruction, training and supervision so that everyone can work safely;
- provide the resources (people, budget, equipment) needed to achieve this policy;
- continually improve our health and safety management system, aligned with the principles of **ISO 45001:2018**.

2. Scope

This policy applies to all Trade Linx operations and to all permanent, contract and temporary employees, interns, contractors and visitors. Trade Linx operates from one operational site:

Site	Activities	Employees
Head Office & store, 16-J Johar Town, Lahore	Sales and administration; storage of CIJ/TIJ printers, inks, solvents, spare parts and IT equipment; workshop repair and testing	17 (2025)

It also covers work done away from our premises: installation, preventive maintenance and repair of coding printers and IT equipment at customer factories, deliveries, business travel and remote work. No activity is excluded.

3. Qualitative objectives

- Zero fatalities and zero serious injuries at our premises and customer sites.
- All significant hazards identified, assessed and controlled through documented risk assessments.
- All employees and contractors trained on the hazards of their work and on emergency procedures.
- A reporting culture in which incidents, near-misses and unsafe conditions are reported without fear of blame or retaliation.

- Promotion of physical and mental well-being, including ergonomics, reasonable working hours and access to medical support.

4. Quantitative targets

Targets are measured against a **2025 baseline** and reported annually to the Chairman. Baseline values are taken from the HR and incident registers.

KPI	Baseline (2025)	Target	Target year	Frequency
Work-related fatalities	0	0 every year	Annual	Monthly
Lost Time Injury Frequency Rate (LTIFR)	0 (no lost-time injuries)	Maintain 0	Annual	Monthly
Employees receiving H&S training in the year	Not recorded (12 monthly sessions held)	100% of employees	2026	Quarterly
Average H&S training hours per employee	Not recorded (monitoring from 2026)	≥ 4 hours per employee per year	2027	Annual
Activities with a documented risk assessment reviewed in the last 12 months	0% (first HIRA 2026)	100% of activities	2026	Annual
Fire evacuation drills	Not recorded (monitoring from 2026)	≥ 2 per year	2026	Semi-annual
Near-misses reported	Not recorded (log introduced 2026)	≥ 12 per year (reporting culture)	2027	Monthly
Corrective actions from incidents closed on time	n/a (no incidents)	≥ 90%	2027	Quarterly

LTIFR = (number of lost-time injuries × 1,000,000) ÷ total hours worked. A lost-time injury is a work-related injury causing absence of at least one full shift after the day of the injury.

5. Governance and responsibilities

Role	Responsibilities
Chairman	Approves this policy and targets; provides resources; overall accountability; chairs the annual management review.
Health & Safety Officer Akhtar Ali, HR & Admin Manager	Owns this policy; maintains risk assessments, incident register and KPI dashboard; coordinates training and drills; reports quarterly to the Chairman.
Health & Safety Committee	4 members: Muhammad Saqib, Muhammad Asad, M. Nafees and Muhammad Aftab Zahid, with the H&S Officer. Meets at least quarterly and delivers the monthly H&S awareness sessions (first Friday of each month); reviews incidents, inspections and actions; minutes are recorded.
Department heads and supervisors	Apply this policy in their area; carry out monthly workplace inspections; make sure staff are trained and use PPE; report all incidents within 24 hours.
Human Resources	Includes H&S induction for all new joiners; keeps training records; manages medical check-ups and well-being programmes.
Employees	Follow safe work procedures; use PPE provided; report hazards, incidents and near-misses; take part in training and consultation.

Role	Responsibilities
Contractors and visitors	Follow site rules; attend a safety briefing before starting work; report incidents to their Trade Linx host.

6. How we put this policy into practice

6.1 Hazard identification and risk assessment

Trade Linx keeps a Hazard Identification and Risk Assessment (HIRA) register covering all routine and non-routine activities (e.g. handling and storage of flammable inks and solvents, electrical work on printers, work at customer production lines, manual handling, road travel, fire, display-screen work, heat stress). Risk assessments are reviewed at least annually and after any incident, process change or new equipment.

6.2 Emergency preparedness

The Head Office has an emergency response plan, marked exits, fire extinguishers inspected monthly, trained fire wardens and first-aiders, and a first-aid box checked monthly. Evacuation drills are held at least twice a year and recorded.

6.3 Incident reporting and investigation

All incidents, injuries, occupational illnesses and near-misses are reported to the supervisor and the H&S Officer within 24 hours using the incident report form. Incidents are investigated to find the root cause, and corrective actions are tracked to closure in the incident register.

6.4 Personal protective equipment (PPE)

Appropriate PPE (e.g. nitrile gloves and safety glasses for ink and solvent handling, safety shoes, and high-visibility vests and helmets for work at customer sites) is provided free of charge, replaced when worn, and its use is supervised.

6.5 Training

All new employees receive H&S induction before starting work. All employees receive annual refresher training, and higher-risk roles receive task-specific training, as set out in the H&S Training Programme **TL-HR-TR-030**.

6.6 Worker consultation and the right to stop work

Workers are consulted through the H&S Committee and toolbox talks. Every worker has the right to stop or refuse work they reasonably believe presents serious and imminent danger, and to raise concerns through the grievance/whistleblowing channel (akhtar@tradelinx.pk / +92 321 4777002), without any retaliation.

6.7 Health and well-being

- All employees are registered with **PESSI** (Punjab Employees Social Security Institution), which provides medical care for employees and their dependants, and with **EOBI** for an old-age pension.
- Ergonomic assessment of workstations; clean drinking water, hygienic washrooms and adequate lighting and ventilation.
- Working hours comply with national law; overtime is voluntary and recorded.
- Mental health awareness in the monthly H&S sessions, and confidential access to medical support through PESSI.

6.8 Work at customer sites and contractors

Service engineers follow the customer's site safety rules, carry a service safety kit (PPE, spill kit, SDS), isolate power before work on printers and report any unsafe condition at a customer site. Contractors at our premises (e.g. electrical, AC or solar maintenance) receive a safety briefing and are supervised for high-risk work under a permit-to-work.

7. Monitoring and reporting

The H&S Officer maintains a monthly KPI dashboard (injuries, lost days, hours worked, near-misses, training coverage, drills, inspections, open actions). Results are reviewed quarterly by the H&S Committee and annually by the Chairman, and key indicators are published in the Trade Linx annual sustainability disclosure.

8. Communication

This policy is displayed on notice boards at every site, shared with all employees at induction and on the company intranet/website, and is available to customers, suppliers and other stakeholders on request. All employees sign an acknowledgment that they have read and understood it.

9. Review mechanism

This policy, its targets and the risk assessments are reviewed **at least once a year** in the management review chaired by the Chairman, and whenever there is a serious incident, a change in law or a significant change in operations. Changes are recorded in the revision history below.

Approval

This document was approved by the Chairman of Trade Linx on 01-10-2026 and is effective from that date. It is communicated to all employees and relevant stakeholders, applies until superseded and is reviewed at least annually.

Prepared by: Health & Safety Officer

Approved by	Signature and company stamp	Date
Chairman, Trade Linx	Approved and signed by the Chairman – signed original held at Trade Linx Head Office, Lahore	01-10-2026

Revision history

Rev.	Date	Description of change	Approved by
00	01-01-2024	First issue: policy statement on employee health and safety.	Chairman
01	01-10-2026	Full revision: added quantitative targets with baselines, named governance, defined scope and sites, KPI definitions, worker consultation, right to stop unsafe work, contractor controls and annual review mechanism.	Chairman