

Occupational Health and Safety Policy

D.M. Wenceslao & Associates, Inc. (DMW) prioritizes the health, safety, and well-being of employees. We are committed to maintaining a safe and healthy workplace. This Occupational Health and Safety (OHS) Policy outlines our commitment to ensuring the highest standards of workplace safety and outlines the responsibilities of management, employees, and contractors.

Scope

This OHS Policy applies to all prospective and current employees of DMW as well as volunteers, contractors, and consultants.

Policy Statement

It is our policy to provide a safe and healthy workplace for all employees, contractors, visitors, and anyone within our operations. We are committed to preventing accidents, injuries, and illnesses through the continuous identification and mitigation of potential hazards, as well as the promotion of a culture of safety.

Compliance

- Compliance with relevant health and safety regulations and standards applicable to the real estate and construction industry

Preventive Measures

- Conduct of periodic risk assessments and job hazard analysis
- Establishment of relevant preventive measures
- Feedback from employees and contractors are actively sought and acted upon to mitigate potential risks

Emergency Management

- Functionality checks on emergency devices and equipment including fire alarms, sprinklers, fire extinguishers, and other relevant equipment
- Scheduled fire drills and evacuation drills
- Maintenance of clear evacuation plans across sites
- Fully stocked first aid kits
- Emergency response coordination

Health Programs

- Targeted health programs aiming to:
 - Ensure a drug-free workplace in compliance with RA 9165
 - Prevent and control Human Immunodeficiency Syndrome (HIV/AIDS) in compliance with RA 11166
 - Prevent and control Tuberculosis in compliance to EO 187-03
 - Prevent and control Hepatitis B in compliance to DOLE Advisory No. 05 Series of 2010

Regular Review and Continuous Improvement

- Regular review and update of safety policies and procedures to reflect the evolving nature of operations, available technology, and best practices.

Roles and Responsibilities

- **Management, HR, and Occupational Health and Safety Committee**
 - Communicate health and safety policies, expectations, and information to employees, contractors, and visitors
 - Provide OHS training and education
 - Gather feedback from employees, contractors, and visitors about safety concerns, suggestions, and improvements
 - Conduct periodic risk assessments and job hazard analysis
 - Ensure compliance with relevant health and safety regulations and standards applicable to the real estate and construction industry
 - Establish preventive measures
 - Emergency response coordination
 - Regular review and update of safety policies and procedures
- **Employees and Contractors**
 - Compliance with OHS policy
 - Participation in safety training, drills, and awareness programs
 - Report hazards, unsafe conditions, and incidents to supervisors or designated safety personnel