



## **Zero Tolerance Policy - 2021**

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## Zero Tolerance Rules

From Tuesday 9<sup>th</sup> of February 2021, the following are the Zero Tolerance Rules within Keltech

1. Smoking during non-break times
2. Drinks on factory floor in open cups
3. Not wearing ear protection
4. Not wearing eye protection
5. Incorrect guard on grinders
6. Not wearing area or task specific PPE
7. Dangerous or reckless use of tools and equipment
8. Cycling inside the factory
9. Engaging in horseplay
10. Incorrect use of pallet trucks
11. Incorrect use of cranes
12. Incorrect disposal of PPE
13. Incorrect manual handling technique / application
14. Unauthorised use of mobile phones in production areas
15. Spitting on Keltech Property
16. Standing on unsafe heights
17. Leaving canteen without cleaning
18. Gloves must be worn when handling materials.
19. 2m distance to be always maintained between personnel unless either a face shield or face mask is being worn by at least one person.
20. Face shields to be worn as per manufacturer's instructions and as communicated in toolbox talk 37b.

## Zero Tolerance Process

The Zero Tolerance Policy was introduced in February 2020. It identified 10 areas where, in the interest of employee safety, the disciplinary process will be used. There were 76 accidents in Keltech in 2019. In 2020 there were 15. The Zero Tolerance policy played a major role in this improvement. Section 5 of the policy allows amendments to be made to the policy.

The Policy has now been reviewed and has been expanded upon. The aim of this expansion is to drive Keltech towards a more safety conscious culture and reduce the number of accidents further.

The original actions which were considered a breach of the policy were:

1. Smoking in an undesignated smoking area
2. Smoking during non-break times
3. Drinks on factory floor in open cups
4. Not wearing ear protection
5. Not wearing eye protection
6. Incorrect guard on grinders
7. Not wearing area or task specific PPE
8. Dangerous or reckless use of tools and equipment
9. Cycling inside the factory
10. Engaging in horseplay

Following the development of the Covid-19 pandemic, the following rules were added to the policy:

1. Gloves must be worn when handling materials.
2. 2m distance to be always maintained between personnel unless either a face shield or face mask is being worn by at least one person.
3. Face shields to be worn as per manufacturer's instructions and as communicated in toolbox talk 37b.

Following the latest review of the policy, the following changes are being made:

- A. Smoking in an undesignated smoking area has been removed.
- B. The requirement for a photograph when reporting has been removed
- C. The following have been added to the policy:
  - i. Incorrect use of pallet trucks
  - ii. Incorrect use of cranes
  - iii. Incorrect disposal of PPE
  - iv. Incorrect manual handling technique / application
  - v. Unauthorised use of mobile phones in production areas
  - vi. Spitting on Keltech Property
  - vii. Standing on unsafe heights
  - viii. Leaving canteen without cleaning

The procedure for reporting breaches of the policy shall be as follows:

- A. You shall be informed that you have been found to be in breach of the zero-tolerance policy.
- B. You shall be asked to sign the report
- C. You shall be told that you are being issued a formal verbal warning and that if you breach the zero-tolerance policy within 6 months further disciplinary action shall be taken
- D. Continued breaches of the policy may result in investigations which may result in written warnings as per Keltech disciplinary procedures

Each one of the above have been identified as a risk to the safety of all those who work with Keltech. The purpose of the Zero Tolerance Policy remains unchanged. It is a tool to drive culture change within Keltech and to drive down the risk of injury to you and everyone who enters Keltech.

## Covid 19 Additions

Section 5 of the Zero Tolerance Policy allows changes to be made to it if it is deemed necessary. In order to reduce the risk of infection within Keltech, management has deemed it necessary to add the following rules to the policy.

- Gloves must always be worn (the gloves you normally use when carrying out your duties are enough. Those who do not wear gloves during their normal work must wear medical examination gloves while on the factory floor)
- 2m distance to be always maintained between personnel unless either a face shield or face mask is being worn by at least one person
- Face shields to be worn as per manufacturer's instructions and as communicated in toolbox talk 37b

This means breaches shall result in the following:

- You shall be informed that you have been found to be in breach of the zero-tolerance policy.
- You shall be told that you are being issued a formal verbal warning and that if you breach the zero-tolerance policy within 6 months further disciplinary action shall be taken.
- Continued breaches of the policy may result in investigations which may result in written warnings as per Keltech disciplinary procedures.
- These measures are being taken to protect your health, the health of your co-workers, Keltech as a company, the health of your families, and the health of our society.