

OCCUPATIONAL HEALTH AND SAFETY POLICY STATEMENT

ICTSI Onne Multipurpose Terminal (OMT) is committed to developing, providing, implementing, and improving strategies, management systems and processes to ensure that all our activities uphold the highest level of safety culture and performance, thereby creating a safe and healthy working environment that meet national and international standards.

Our commitment is to:

- Develop and embed a safety culture in all our activities that recognizes the importance and value of effective safety management and acknowledges at all times that safety is paramount.
- Ensure all employees are physically fit to perform the job they are hired for by conducting pre-employment medical checks and conducting yearly physical medical examination to proactively identify any health challenge.
- Clearly define, for all staff, their accountabilities and responsibilities for the development and delivery of safety performance.
- Prevent injury, ill-health and minimize the risks associated with operations to a point that is as low as reasonably practicable.
- Identify and manage all occupational hazards to the health and safety of our employees, customers, agents, and clients.
- Comply with, and wherever possible, exceed safety and health legislative and regulatory requirements and standards.
- Ensure that all staff are provided with adequate and appropriate safety information, induction, and trainings.
- Establish, measure and monitor our safety performance against realistic safety objectives and targets.
- Provide adequate protocols for emergency preparedness and response.
- Continually improve on our Health and safety performance.
- Take all reasonable steps/care to ensure and guaranty that the health and safety of our customers, agents, and clients are well protected while at OMT premises.

All employees, contractors, customers, agents, clients, government agents and visitors, are expected to take reasonable care for the safety of themselves and conduct their activities in a way that is completely in line with the company's occupational health and safety policy.

Safety is Everybody's Responsibility.

January 2025



Nicolò Scannavini

Managing Director

ENVIRONMENTAL POLICY STATEMENT

Onne Multipurpose Terminal (OMT) is committed to ensuring that its operations are carried out in a manner that protects and enhances the environment.

Our commitment is to:

- Comply with and wherever possible, exceed environmental legislative and regulatory requirements and standards.
- Establish, measure and monitor our environmental performance by setting objectives and targets.
- Continually improve on our environmental performance and all environmental management processes.
- Ensure that all staff are provided with adequate and appropriate environmental information, induction, and trainings.
- Enhance the positive and beneficial impacts of our operation in an environmentally friendly and sustainable manner by promoting best practices.
- Develop an environmental emergency response procedure and capabilities in the event of any environmental incident.
- Provide a process that shall ensure compliance with applicable national and international environmental regulations.
- Develop and implement an Environmental Management Plan (EMP) to deal with all terminal operations related to environmental issues.

All employees, contractors, customers, agents, clients, government agents, and visitors, are expected to take reasonable care of the environment in a manner that is environmentally friendly and sustainable and conduct their activities in a way that is completely in line with the company's environmental policy. No operation can remain efficient if it is not environmentally friendly and sustainable.



Nicolò Scannavini
Managing Director

January 2025

QUALITY POLICY STATEMENT

Onne Multipurpose Terminal (OMT) is committed to serving its customers, agents, and clients to providing a high degree of value and excellent service, thereby always ensuring the highest level of customer, agents and clients satisfaction.

Our commitment is to:

- Continually improve on our organisation quality performance and all quality management processes.
- Ensure that it meets and satisfies the need and requirement of the customer, agents and client.
- Comply with and wherever possible, exceed regulatory requirements and standards.
- Establish, measure and monitor our quality performance by setting objectives and targets.
- Ensure compliance with this policy and its objectives through implementation of the quality management system.
- Provide training, education, awareness resources and encouragement to all its employees to ensure they realise their full potentials in meeting the quality policy.
- Monitor processes that will lead to continual improvement, recognise and prevent non – conformance issues.

All employees, contractors, customers, agents, clients, government agents, and visitors, are expected to take reasonable care to add value and ensure they provide high quality service to customer/client and conduct their activities in a way that is completely in line with the company's quality policy.



Nicolò Scannavini
Managing Director

January 2025

DRUG & ALCOHOL POLICY STATEMENT

Onne Multipurpose Terminal (OMT) has a zero-tolerance policy and forbids the use, sale, distribution, and possession of drugs & alcohol on its premises and in its vehicles.

It is a serious offence for any employees to be under the influence of drug & alcohol or in possession or under the influence of non-prescription drug while working or residing on any property under the control of OMT.

Our commitment is to:

- Prohibition of the use, sale, distribution, and possession of alcohol & drug while working or residing on any property under the control of the company.
- Conduct random (and when the need arises) drug and alcohol test on staff.
- Screen and test staff when there is a reasonable cause to suspect a violation of this policy or incident occurrence to determine if a person is under the influence or possession of drug and alcohol.
- Conduct search on any staff, personal effects, vehicle if suspected to be in possession of alcohol & drug within the company premises.
- Enforce a disciplinary action amounting to dismissal of any staff who resists or fails to submit himself or herself, failure to provide a specimen within a reasonable time or cooperate with testing of drug and alcohol will be viewed the same as a positive test result.
- Enforce a disciplinary action amounting to dismissal any staff in possession, use, sale and distribution of alcohol & drug or if confirmed tested positive to alcohol & drug.
- Ensure information concerning drug & alcohol test results and information concerning violations of this policy will be treated as confidential information.

All employees, contractors, customers, agents, clients, and visitors are expected to take reasonable care to ensure a zero drug & alcohol tolerance level and maintain a safe, productive work environment by preventing accidents or other dangerous incidents that may result from drug or alcohol use.



Nicolò Scannavini
Managing Director

January 2025

NO SMOKING POLICY STATEMENT

Onne Multipurpose Terminal (OMT) conducts its activities in a manner that is committed to providing a safe, healthy, and more productive environment that protects its staff from the harmful effects associated with smoking.

Our commitment is to:

- Establish a smoke-free environment for non-smoking staff members, visitors, and clients.
- Regulate and designate a smoking area for smoking with all necessary and adequate safety measures.
- Protect non-smokers and in doing so enhance the air quality of the work environment.
- Ensure that no smoking is allowed in offices, building, vehicles, fuel storage area, storage area for flammables, work areas, meeting rooms, conference rooms, canteen, restrooms, and quayside and smoking is prohibited within the terminal.
- Guarantee the right of everyone to breathe air free from smoking.
- Ensuring 'No Smoking' signage is clearly and conspicuously on all doors, entrances and within the facilities and equipment.

All employees are advised to strictly follow this policy and in case of any violations, strict disciplinary actions will be taken against the violator.

All employees, contractors, customers, agents, clients, government agents, and visitors are expected to take reasonable care to ensure that the environment where we work is smoke-free.

A handwritten signature in black ink, appearing to read "Nicolò Scannavini".

Nicolò Scannavini

Managing Director

January 2025

STOP WORK AUTHORITY POLICY STATEMENT

Onne Multipurpose Terminal (OMT) conducts its activities in a manner that is committed to ensure life is not threatened or in danger, equipment is not likely to get damaged and environmental incidents do not occur. OMT empowers all staff with the Authority and Responsibility to **STOP ANY WORK** if, in your opinion, you feel:

- Your life, or someone's life is in danger.
- You or someone could be injured.
- OMT/third party/client equipment/property is or could be damaged.
- The environment may get harm by pollution.
- The operation does not comply with OMT procedure and policies due to an un-safe and/or an unsafe condition developing at the job site.

When an unsafe condition is identified the Stop Work Intervention need to be initiated, in a positive manner, notify all affected personnel about the stop work issue, correct the issue and resume work when safe to do so.

No work will resume until all stop work issues have been adequately addressed.

All Stop Work Interventions shall be documented and reported for lessons learned and corrective measures to be put into place.

It is the desired outcome of any Stop Work Intervention that the identified safety concern(s) have been addressed to the satisfaction of all involved persons prior to the resumption of work.

Under no circumstance will exercising this obligation/right result in any form of retribution or intimidation. No form of retribution or intimidation directed at any staff for exercising their right to issue a stop work authority will be tolerated.

'There is always time to do it rightly', 'Do it safely or not at all', and 'Safety is everybody's responsibility'.



Nicolò Scannavini

Managing Director

January 2025

PPE POLICY STATEMENT

Onne Multipurpose Terminal (OMT) conducts its activities in a manner that is committed to providing and maintaining a safe and healthy workplace, protecting all workers from hazard and risk using Personal Protective Equipment (PPE).

OMT management shall, where a workplace hazard cannot be eliminated or controlled at its source, provide appropriate PPE with the required level of protection is provided to workers exposed to that hazard.

Our commitment is to:

- Work with employees to select Personal Protective Equipment (PPE) that is safe and comfortable at all time as it is required.
- Eliminate or minimise hazards and risks to health and safety as far as is reasonably practicable. However, not all hazards can be abated entirely. PPE becomes the last line of defence.
- Conduct PPE Hazard Assessments that identify when, where and what PPE is required.
- Provide appropriate personal protective equipment and training to employees exposed to hazards requiring PPE.
- Post at designated areas requiring PPE with appropriate caution signs. These areas include foot, eye, face, head, hearing, and hand protection areas etc.
- Ensure that employees use PPE appropriately when required.
- Ensure PPE items are dedicated to one user only.
- Ensure that employees take adequate care of PPE entrusted in their care and possession.

All employees are advised to strictly follow this policy and in case of any violations, strict disciplinary actions will be taken against the violator.



Nicolò Scannavini
Managing Director

January 2025

WORKPLACE HARASSMENT POLICY STATEMENT

Onne Multipurpose Terminal (OMT) is committed to maintaining a workplace that is free of harassment, and prohibits any form of harassment of its staff related to gender, religion, age, colour, race, ethnic origin, and disability so our employees can feel safe and happy.

This workplace harassment policy applies to all employees, contractors, visitors, customers, and anyone else whom employees come into contact with at work.

Harassment is the act of disturbing, pestering, or troubling repeatedly, or an unwanted physical, verbal, or non-verbal conduct that has the purpose of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

Harassment / bullying may be verbal, non-verbal, physical, written or by other means of communication including electronic.

It is a violation of this Policy for any staff in our work environment to engage in any such unlawful discrimination or harassment against any team member or staff.

All employees are advised to strictly follow this policy and in case of any violations, strict disciplinary actions will be taken against the violator in accordance with the company's disciplinary policy.



Nicolò Scannavini

Managing Director

January 2025

SAFE DRIVING POLICY STATEMENT

Onne Multipurpose Terminal (OMT) is committed to reducing vehicle incidents and injuries by promoting a safe driving culture within the organisation. The company takes steps to ensure vehicles are as safe as possible and will not require employees to drive under conditions that are unsafe or likely to create an unsafe environment, physical distress, or fatigue.

Driving rules:

- All drivers are expected to operate within the company speed limit.
- Firearms are strictly prohibited in all vehicles operating on behalf of the company.
- All road traffic accidents must be reported.
- No carriage of person in the load carriage compartment of truck, pick up, and no rider on equipment.
- It is forbidden for any staff to be under the influence of drug or alcohol while driving and drugs and alcohol are strictly prohibited in any company vehicle.
- Driver and all passengers must ensure the use of seat belt while driving.
- Number of persons carried at a particular time must not exceed the required number or seatbelt?
- Use of mobile phone is prohibited while driving except the vehicle is stationary.
- Driver must have a valid Nigerian National Driver's Licence.
- Driver must have a valid OMT Defensive Driving training Certificate (DDC).

All employees are advised to strictly follow this policy and in case of any violations, strict disciplinary actions will be taken against the violator.

The company takes very seriously its duty of care to ensure that all drivers using company vehicles or driving any vehicle on company business in any circumstance do so in a manner that minimises the risk, both to the employee and the company.



Nicolò Scannavini
Managing Director

January 2023