



HEALTH & SAFETY POLICY (CORONAVIRUS-EMERGENCY)

IOT (Malaysia) is committed to providing, so far as is reasonably practicable, for the health, safety and welfare of all staff. This commitment extends to ensuring that our operations and activities do not place at risk of harm, injury, illness or damage, which includes awareness & due diligence around the global health emergency of the **Coronavirus; COVID-19**.

We recognize our moral and legal responsibility to provide a safe and healthy work environment in our workplaces and staff's well-being are being monitored. The Malaysian Government, Ministry of Health & World Health Organization websites are our resource library for the Coronavirus COVID-19 health alerts which will be reviewed daily.

To achieve this, we will, so far as is reasonably practicable:

- 1) Provide our staff preventative measures to apply regarding good hygiene practices within the workplace:
 - wash hands regularly with hand sanitizer (soap & water if hand sanitizer is not available)
 - avoid shaking hands & physical contact
 - maintain social distancing (stay at least 1.5-meter distance)
 - avoid touching eyes, nose and mouth
 - respiratory hygiene
- 2) Provide all our workers the list of common symptoms of the coronavirus so they can be diligent with their health & safety and seek medical advice as required:
 - Sore throat
 - Cough
 - Fever
 - Runny nose
 - Respiratory problems, trouble with breathing
- 3) Record of Self-monitoring of temperature & symptoms - "Coronavirus daily work register".
- 4) Management of PPE given deemed necessary by maintaining its safe use and disposal.
- 5) Request our vendors (Inspection company and Machine Shop) advise us when any of their staff need to "self-isolate" for 14 days so we can alert staff at Bases.
- 6) Stipulate to our workers who have come in contact with any persons that have contracted the virus; to seek medical attention immediately and prepare to self-isolate.
- 7) Provide such information, instruction to all our workers, vendors and visitors persons as is necessary to ensure their continued health and safety.
- 8) Provide support and assistance to all our workers and involve them in consultation on safety issues about the coronavirus and how this may impact their daily lives.

Employees are responsible for their own safety and following Safety Systems as outlined in Company procedures in all aspects of their work.

It is our responsibility to exercise due diligence & control the risk of the coronavirus outbreak, administering best hygiene practices and when working at Yard, Warehouse or the Office.

Andy Elliott
Regional Manager – Middle East / Asia Pacific
25 April 2020