



A2N Health and Safety Policy

- Revision Date: November 2024
- Approved By: Frank Rondinone, President

Cyber Secured!

More than just a mantra - it is a call to action - and a promise from A2N that we will keep your data, your networks, and your business secured.

Our relationships are built on trust and strengthened through honesty, integrity and the overwhelming value delivered by our team of experts.

Do you want to experience 100% peace of mind? Allow A2N to play a key role in your company's networking and cybersecurity programs.



POLICY STATEMENT

Access 2 Networks Inc. (A2N) Health and Safety Policy

Purpose

Our company is committed to ensuring a safe, healthy, and secure work environment for all employees, contractors, visitors, and stakeholders. As a cybersecurity company, we recognize the importance of both physical and mental well-being in achieving excellence in our operations. This policy outlines our commitment to health and safety, compliance with applicable laws, and fostering a proactive culture of safety.

Scope

This policy applies to all employees, contractors, and visitors at all company locations, as well as during work-related activities conducted offsite.

POLICY STATEMENT

We are Committed to:

Complying with all applicable occupational health and safety legislation, including provincial and federal regulations under the Canada Labour Code, and other relevant laws.

Identifying and mitigating workplace hazards to ensure the safety of employees and others affected by our operations.

Providing resources and training to employees to promote awareness of health and safety practices.

Continuously improving our health and safety management system through regular review and updates.

Responsibilities

Management

- Demonstrate leadership and commitment to health and safety by allocating resources and ensuring compliance with this policy.
- Conduct regular risk assessments to identify potential hazards and implement appropriate controls.
- Ensure all employees have access to proper safety equipment, training, and information required for their roles.



- Investigate incidents promptly and take corrective actions to prevent recurrence.

Supervisors

- Promote a safe working environment by ensuring employees follow health and safety protocols.
- Report and address unsafe conditions or practices immediately.
- Facilitate health and safety training for employees.

Employees and Contractors

- Follow all health and safety guidelines, procedures, and training provided by the company.
- Report any unsafe conditions, practices, or incidents to management promptly.
- Use personal protective equipment (PPE) as required.
- Participate in health and safety training and initiatives.

Visitors

- Adhere to all safety protocols while on company premises.
- Report any observed hazards to company staff immediately.

Hazard Identification and Risk Management

The company is committed to identifying, assessing, and mitigating workplace hazards. This includes:

- Regular workplace inspections.
- Maintenance of office environments to ensure safety (e.g., ergonomic workstations, fire safety measures).
- Assessment of risks related to remote work, including proper equipment setup and mental health considerations.
- Implementation of cybersecurity measures to protect the safety of employees working with sensitive information.

Emergency Preparedness

We will maintain and regularly test emergency response plans, including:

- Evacuation procedures in case of fire, natural disaster, or other emergencies.
- First aid training and resources available on-site.
- Cybersecurity incident response protocols to protect both digital and physical assets.

Workplace Mental Health

Recognizing that mental health is integral to overall well-being, we are committed to:

- Providing resources to support employees' mental health, such as access to Employee Assistance Programs (EAPs).
- Promoting work-life balance to reduce stress and prevent burnout.
- Encouraging open dialogue and destigmatizing mental health issues in the workplace.

Training and Communication

We will provide regular health and safety training to all employees and contractors. Topics may include:

- Emergency response procedures.
- Ergonomic workstation setup.



- Cybersecurity protocols and their impact on safety.
- Stress management and mental health resources.
- Health and safety updates and resources will be communicated through meetings, training sessions, and internal communications platforms.

Incident Reporting and Investigation

All incidents, near misses, and unsafe conditions must be reported immediately. The company will:

- Investigate all reports promptly to identify root causes.
- Document incidents and implement corrective actions to prevent future occurrences.
- Review findings to improve safety practices continuously.

Training and Awareness

Employees will receive regular training on Health and Safety policies and practices to ensure understanding and compliance. The President or a designate will provide additional resources and guidance as needed.

Policy Review

This policy will be reviewed annually to ensure its effectiveness and compliance with applicable laws and regulations. Updates will be made as necessary.

Contact Information

For any questions or concerns regarding this policy, please contact Frank Rondinone at 416-566-4478 or frondinone@a2n.net.

Acknowledgment

I acknowledge that I have read and understood the A2N Workplace Violence and Workplace Harassment Policy. I agree to abide by this policy and understand that violations may result in disciplinary action.

Employee Name:

Signature: Date: