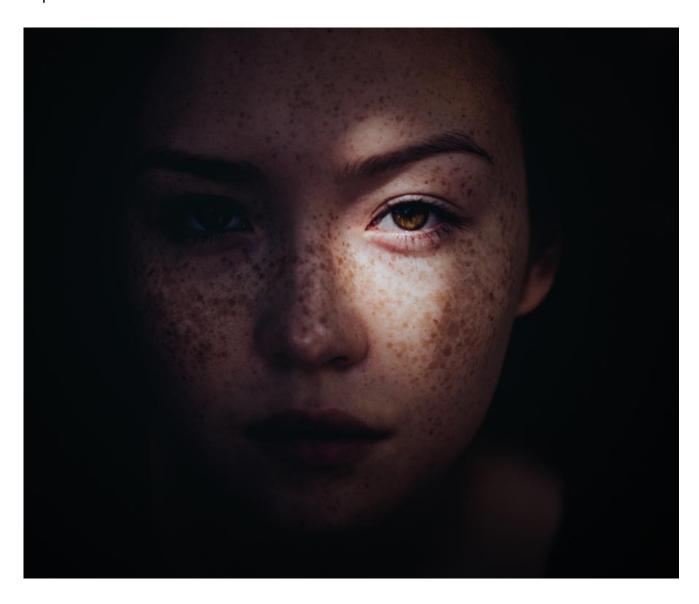# Group health and safety policy statement

Videndum plc

September 2025

Videndum Group health and safety policy statement

Videndum plc (the "Group") is committed to ensuring the safety, health and welfare of all of its employees and contractors, and others who may be affected by its activities.

This policy statement reflects the key elements of the Group health and safety policy (Appendix 1) and sets out the requirements for all the Group's sites and businesses (Appendix 2), which remain bound by both local and international law.

The Group operates businesses in multiple regions, and carries out activities in research and design, manufacturing, assembly, product servicing and related administration activities. Safety management systems are developed and implemented to encompass all the business units, with the common aim of safe management and operation.

Management at each site must take into consideration any local health and safety legislation and statutory obligations, but as a minimum standard the site is expected to fulfil the requirements of the Group Health and Safety Policy and Policy Statement along with any additional Divisional, Business Unit or site requirements. The allocation of specific health and safety responsibilities to individuals (or by reference to job roles) within the Group are described in the health and safety management systems at each site. The Group operates on the premise that health and safety and compliance with health and safety legislation is the responsibility of all employees and contractors.

To meet this requirement the Group policy statement is signed by the Responsible Senior Person (who is normally a member of the Divisional Leadership Team or the Business Unit CEO) and the Responsible Site Manager. Business objectives are defined, reviewed and communicated to businesses annually. Taking into account the Videndum health and safety policy, each site commits to the development and continual improvement of site-specific safety management systems in order to achieve business objectives.

The Group's general statement of policy is to, as far as is reasonably practicable:

- Implement control systems which identify and manage risks, including those arising from internal activities, contractors, visitors and related service providers. This includes the implementation of effective precautions and controls in order to prevent where possible, or otherwise mitigate, the risk to the health and safety of all persons, and to prevent health and safety hazards from materialising.
- Provide and maintain safe and healthy working conditions for all employees, contractors and visitors to sites, for the prevention of work-related injury and ill health.
- Implement measures that fulfil legal and other requirements, and are appropriate for the purpose, size and context of the organisation and to the specific nature of health and safety risks.
- Promote cooperation between all departments and personnel within the organisation.
- Define effective chains of communication, both internal and external to business operations.
- Provide suitable welfare facilities accessible by persons with specific individual needs.
- Provide plant and equipment that is safe and appropriately maintained.
- Ensure all employees and contractors are competent to carry out their tasks and to give them appropriate training.
- Provide employees with the equipment and information to work from home safely.
- Carry out all health and safety training during paid working hours, with any costs met by the business unit.

Videndum Group health and safety policy statement

- Monitor the effectiveness of safety management systems, utilising an effective system of reactive monitoring and proactive methods, including audits and reviews.
- Ensure that plans are developed and tested for the response to identified foreseeable emergencies.
- Lone working is to be avoided at our sites unless an exceptional circumstance, and in those cases appropriate safety measures are put in place to mitigate the risks.

All employees and contractors are expected to:

- Take reasonable care of themselves, colleagues and others who may be affected by their acts or omissions.
- Play an active role in creating a positive health, safety and welfare culture.
- Report promptly all accidents and near misses in the workplace (including working from home) and to facilitate root cause analysis of accidents and near misses.
- Work together, to maintain a safe and healthy work environment.
- Comply with all information, instruction and training received by the Group, Division or business unit.
- Meet legal duties put upon them through local or international law.

Review of this policy will be undertaken annually, or earlier should the operations of the Group significantly change.

Signed: _____   Date: _____
Responsible Site Manager

Print name: _____

Signed: _____   Date: _____
Responsible Senior Person

Print name: _____

Signed: _____   Date: _____
Employee

Print name: _____

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Appendix 1: Videndum Group health and safety policy (see page 5)

Appendix 2: list of sites/businesses and Responsible Senior Manager

Site name and location	Responsible Site Manager	Responsible Senior Person
Videndum Head Office, Richmond, UK	Chris Jorio	Stephen Harris
Videndum Media Solutions SpA, Feltre, Italy	Maurizio Barp	Nicola Dal Toso
Videndum Media Solutions HQ, Cassola, Italy	Romano Contin	Nicola Dal Toso
VMS UK, Ashby, UK	Neil Martin	Nicola Dal Toso
VMD Japan, Tokyo	Akihisa Inaba	Nicola Dal Toso
VMD China, Shanghai	Chi Li	Nicola Dal Toso
Lowepro Huizhou, China	Oliver Gao	Nicola Dal Toso
VMD Melbourne, Australia	Matthew Harper	Nicola Dal Toso
JOBY Shenzhen Office, China	Mel Fu	Nicola Dal Toso
Media Solutions employees located in France, Belgium and Netherlands (remote working)	Dave Cheesman	Nicola Dal Toso
Media Solutions employees located in Germany (remote working)	Joerg Schoenbeck	Nicola Dal Toso
Savage Universal Corporation, Arizona, USA	Scott Raymond	Nicola Dal Tosso
Audix, Oregon, USA	Chris Pagella	Marco Vidali
VPS Bad Kreuznach, Germany	Juergen Sommer	Nicola Dal Toso
VPS Beijing, China	Chi Li	Nicola Dal Toso
VPS Bury St. Edmunds, UK	James Arron	Nicola Dal Toso
VPS Cartago, Costa Rica	Augusto Samudio	Nicola Dal Toso
VPS Garching, Germany	Juergen Sommer	Nicola Dal Toso
VPS Osaka, Japan	Akihisa Inaba	Nicola Dal Toso
VPS Shelton, USA	Kelly Gabianelli	Nicola Dal Toso
VPS Singapore	Chi Li	Nicola Dal Toso
VPS Tokyo, Japan	Akihisa Inaba	Nicola Dal Toso
Autoscript, Twickenham, UK	Phil Beckett	Nicola Dal Toso
Camera Corps, Byfleet, UK	Phil Beckett	Nicola Dal Toso
Teradek, Irvine, USA	Manuel De La Serna	Marco Vidali
Teradek (CSLA showroom), Burbank, USA	Manuel De La Serna	Marco Vidali
SmallHD, Cary, USA	Tim Malooly	Marco Vidali
VCS India Liaison office	Mukul Kashyap	Marco Vidali

Videndum Group health and safety policy statement

Appendix 1

Videndum

Health and safety policy

Date of issue: 30 September 2025

Version 1.20

Table of Contents   **Page**

1. Scope
This policy defines Group-wide guidelines to help prevent accidents and work-related ill health and provides guidance for the adequate control of health and safety risks arising from work-related activities.

2. Introduction
It is an important duty of all business units in the conduct of their operations, to provide a safe and healthy working environment for all of their employees.

Each business unit needs to take the right precautions in order to reduce the risks of workplace dangers and provide a safe working environment. With regards to employees working from home, section 6 identifies the key measures which must be adopted.

An effective health and safety policy requires the full collaboration and cooperation of all employees.

3. Definitions
Accident is a work-related occurrence, which leads to injury or ill health and usually requires first aid or professional medical treatment and leads to either no absence, or absence from work.

Accident greater than three (3) working days
Non-fatal workplace injury, leading to absence from work of more than three (3) days. (Excluding the day of the accident but including everyday thereafter).

Accident less than or equal to three (3) working days
Non-fatal workplace injury, leading to absence from work of three (3) days or less. (This also includes zero day lost time accidents).

Near misses
Non-fatal workplace accident that does not result in an injury, but had the potential to do so. Only a fortunate break in the chain of event(s) prevented an injury. Examples of near misses are:

- A person nearly being hit by a forklift truck as it comes round a corner; driver driving too fast and not looking where he was going.
- Item falling from a shelf/machine and nearly hitting a person.
- A person slipping/tripping in the workplace having caught foot on loose carpet/tile etc.
- A person tripping over items left on the floor without injury.

Hazard
Anything that may cause harm.

Responsible Site Manager
Person with site level accountability for implementing, maintaining and monitoring the effective application of the Group health and safety policy and local applicable legislation, and driving continuous improvements. The Responsible Site Manager deliverable include but are not limited to: monitoring working conditions for employees, contractors and site visitors; delivering communication and training; maintaining health and safety risk assessments and preventing hazards; appointment of first aiders; and overseeing the investigation and reporting of accidents and near misses.

In normal circumstances, the Responsible Site Manager role is assigned to a Business Unit Director physically based onsite, or if that is not possible to a senior employee based onsite; he/she must have a level of seniority sufficient to discharge this fiduciary duty. The accountability extends to Business Unit's off-site activities, e.g. remote sales people or drivers.

Responsible Manufacturing/Logistics Persons
Person with site level responsibility for implementing, maintaining and monitoring the effective application of the Group health and safety policy and local applicable legislation to manufacturing and logistics operations, including machining, tooling, assembly, warehousing equipment utilization (i.e. forklifts, racks) and activities. The Responsible Operations Person works to support and complement Site Manager duties withing its scope of role and business, to ensure dedicated leadership, process governance as well as, proximity and competences in managing health and safety in that area.

The Responsible Manufacturing/Logistics role is assigned to an Operations Director or Manager physically based on sites with manufacturing or logistics warehouse operations, or both, or if that is not possible to a senior employee based onsite (ie, Warehouse manager); he/she must have a level of seniority and competences sufficient to discharge this fiduciary duty.

Risk
The chance, high or low, of a person being harmed by a hazard, and how serious the harm could be.

Senior Responsible Persons
The Senior Responsible Person is the person divisionally accountable for overseeing the activities of several site Responsible Site Managers under his/her command. This role requires a periodic (at least once yearly) validation of the site level procedures, such as: requesting output from the health and safety risk assessments, inspecting training logs, reviewed incident history and spot checks to ensure that the various aspects of the policy and local legislation are adhered to.

Workplace
Company premises (including company vehicles), third party sites (e.g. relating to installation or off site engineer work) and business travel during working hours. Note: see section 8 Driving at work.

4. Manage the risks

Each business unit must manage the health and safety risks in the workplace. To do this each business unit needs to make an assessment about what, in its workplace, might cause harm to people, the potential severity of that harm and what the risk of this taking place might be. This is known as a risk assessment. Once the risks have been identified, each business unit needs to decide how to control them and put the appropriate measures in place to mitigate these risks.

A risk assessment is about identifying sensible measures to control the risks in the workplace. It is not expected of the business unit to remove all risks, but to protect people by putting in place measures to control those risks.

Training and information
Everyone who works for the organisation needs to know how to work safely and without risks to health. Clear instructions, information and adequate training must be provided to all employees including sub-contractors and contractors.

Each business unit must ensure that everyone has information on:

- hazards and risks they may face in the workplace;
- measures in place to deal with those hazards and risks;
- how to follow any emergency procedures (including evacuation of premises);
- how to report near misses and accidents in the workplace; and
- their responsibilities to their colleagues in relation to Health and Safety.

Each business unit must make sure that training is relevant and effective.

Training should take place during working hours and any costs incurred are to be paid by the business unit. A record of all training given and undertaken by employees should be maintained.

Some employees may have particular training needs, for example:

- new recruits;
- people changing jobs or taking on extra responsibilities;
- health and safety representatives; and
- people doing work which has been identified as carrying a higher risk or potentially high severity of injury in the event of an accident (e.g. requiring use of permit to work systems, working alone, working in confined spaces, working on live electrical equipment, roof work etc).

It is important that each business unit assesses the skills required to carry out all the tasks safely and arrange for access to sound advice and help.

Each business unit should also ensure that managers, supervisors and team leaders understand their responsibilities and have the time and the resources to carry these out.

Everyone should know what they must do and how they will be held accountable.

5. Provide the right workplace facilities

Each business unit must protect the health and safety of everyone in the workplace, including people with disabilities, and provide welfare facilities for its employees.

Basic facilities should be considered as outlined in the non-exclusive list below.

Welfare facilities
- Toilets and hand basins, with soap and towels or a hand-dryer.
- Drinking water.
- A place to store clothing (and somewhere to change if special clothing is worn for work).
- Somewhere to rest and eat meals.

Health issues
To have a healthy working environment, make sure that there is:

- Good ventilation – a supply of fresh, clean air drawn from outside or a ventilation system.
- A reasonable working temperature (usually at least 16°C, or 13°C for strenuous work, unless other laws require lower temperatures).
- Lighting suitable for the work being carried out.
- Enough room space and suitable workstations and seating.
- A clean workplace with appropriate waste containers.

Safety issues
To keep the workplace safe each business unit must:

- Properly maintain its premises and work equipment.
- Keep emergency exit, fire extinguishers, floors and traffic routes free from obstruction.
- Have windows that can be opened and cleaned safely.
- Make sure that any transparent (e.g. glass) doors or walls are protected or made of safety material.
- Provide personal protective equipment (PPE) to employees who may be exposed to a health or safety risk while at work except where and to the extent that such risk has been adequately controlled by other means which are equally or more effective.

6. Employees working from home

Health and safety law applies to work activities at home in the same way as it does to all work activities at Group sites.

Employers have a duty to provide employees who are working from home with laptops, mouse and keyboards.

Regular advice is communicated in writing and verbally to employees in terms of specific work conditions at home encompassing:

- Workstation management and posture, including the requirement to set up laptops on a firm surface with a solid chair.
- Employees are reminded to take breaks away from the screen at regular intervals to reduce ergonomic concerns.

Line Managers should maintain regular contact with the employees to satisfy themselves of the employees' physical and mental wellbeing.

Injuries or any near misses for employees working from home should be reported in accordance with the health and safety reporting guidelines. Absences must be discussed and reported as normal to line management, and employees must be reminded that standard confidentiality and data protection measures apply.

7. Lone working

As a general principle, lone working in the office should be avoided because it has the potential to put the individual at greater risk, for example if he or she suddenly falls ill and requires urgent medical attention, or if they become injured. There may also be personal security concerns. If for some reason there is a circumstance necessitating it, then site management are to ensure this is included in the risk assessment to ensure safety and wellbeing of the lone worker.

The rules and protocol around lone working in the office should be agreed with Human Resources to cover, inter alia: access to the office outside of normal hours, who to alert, what to do in the event of a fire, how to deactivate the alarm, emergency contact details etc. The guidelines should consider the specific mitigation measures to be implemented in respect of lone working.

Lone working also encompasses situations where the employee is not working from a fixed office base, and significant risks should be assessed and incorporated into the overall health and safety risk assessment. Regular communication must be implemented for line managers to stay in touch with lone workers.

8. Driving at work

Health and safety law applies to work activities on the road in the same way as it does to all work activities at Group sites. Employers have a duty to manage the risks to drivers as part of health and safety arrangements. Health and safety law does not apply to people commuting to their normal place of work (i.e. between home and their usual office/factory site), however it does apply to those employees who drive for their occupation (i.e. van drivers delivering product to customers or sales reps), employees driving to a meeting with a client at a third party site, or an employee driving to another Group site that is not their normal place of work.

Any motor vehicle accident or near miss whether resulting in an injury or not and while on Company business, must be reported in accordance with the Group health and safety policy.

All employees who drive their own vehicles on Company business or drive a Company vehicle for their job must ensure that they take reasonable precautions when driving, including but not limited to:

- You must have a valid driving licence and a copy of that licence should be retained on your HR file.
- If driving your own vehicle on Company business, you must ensure that it is appropriately insured for business use and that it is taxed. The Company's motor insurance policy does not cover personal vehicles while used on Company business.
- You must ensure that the vehicle you are driving is road worthy, regularly serviced and has a valid MOT certificate if necessary.
- You must drive in accordance with driving regulations – observing speed limits and with due care and attention.
- You do not use a handheld mobile phone whilst driving.
- You do not smoke whilst in a Company vehicle.
- You do not drive while under the influence of alcohol or drugs.
- You do not drive if excessively tired – you have regard to the amount of hours you have been awake and that you are fit, alert and able to drive – especially if driving a vehicle in a foreign country after a long period of travel.
- You take sensible precautions when driving – having regard to factors such as adverse weather conditions, time of day, lighting and other road users.

If you are involved in a road traffic accident whilst on Company business, as far as possible you should ensure that: you give full details to the other parties involved; take their details, pictures of the accident and names of witnesses if possible; do not admit any liability for the accident; you comply with directions from road traffic Police; and that you report the matter in accordance with this policy.

9. Forklift trucks

The operation of forklift trucks is inherently risky, and strict guidelines and rules should be established to ensure that all drivers are appropriately trained and certified.

Site level guidelines and risk assessments must be documented and regularly updated, covering all aspects of operation and maintenance/inspection and compliance with any local legislation. In addition:

- All certificates and records should be logged centrally and held by HR.
- Refresher training should be provided to all drivers at least once per year.
- The speed of forklift trucks should be limited to no more than 10 Km per hours (6.2 MPH), or less if conditions dictate, and such restrictions to be preferably enforced through speed limiters.
- Warning signs and floor boundaries must be implemented; controls to avoid any encroachment on areas with pedestrians/workers.
- Procedure should be established for ensuring that keys are not left in the trucks after use.
- Forklifts should make use of flashing beacon lighting (or similar) and auditory controls.
- The ageing of the fleet should be reviewed and upgraded periodically to make use of the latest safety features.

10.   First aid

There must be first aid arrangements in each business unit workplace. Each business unit is responsible for making sure that its employees receive immediate attention if they become ill or are injured at work. Accidents and illness can happen at any time and first aid can save lives and prevent minor injuries from becoming major ones. The arrangements will depend on the particular circumstances in the workplace, and each business unit needs to assess what the first aid needs are.

At a minimum, each business unit must have:

- A suitably stocked first aid box, the location of which has been communicated to staff.
- An appointed person to take charge of first-aid arrangements; specific dispensations may apply locally when the company premises are mostly vacant due to remote working.
- Information for all employees giving details of first aid arrangements.

Each business unit should appoint a first-aider. This is someone who has been trained by an approved organisation and holds a qualification in first aid at work or emergency first aid at work.

11.   Reporting accidents

Each business unit must report and keep a record of injuries, accidents and cases of work-related diseases and near misses.

Keeping records will help each business unit to identify patterns of accidents and injuries and to put in place the controls to prevent these from happening again. Insurance companies may also require inspection of accident records if there is a work-related claim.

The process to be followed to report accidents is outlined below.

For all accident categories and near misses
- The number of accidents and near misses that have occurred must be reported on a monthly basis by Finance following internal communication from Operations as follows:
    - in DePM as part of the normal month end reporting process;
    - in the Divisional Monthly Reports, including figures and a short commentary; and
    - in the Group Monthly Reports to the Board.

Additional reporting for accidents greater than three (3) days

- Must be reported within 24 hours of occurrence (or on immediate knowledge that this has developed into a Lost Time Accident) to the relevant superior, Operations Director and BU Director. The Operations Director has to report it within 24 hours, to the Divisional or Business Unit CEO, Group CEO, Group Company Secretary and Group CFO, as well as to the local enforcing authority within the country as required by local law.
- Must be reported in the Divisional Weekly Report by Finance following prompt internal communication from Operations.
- A fully completed and signed 8D Accident Report Form (section 19) must be submitted by Divisional Operations, the designated H&S Competent Person for the site, to the Group CEO, Group Company Secretary, Group CFO and Group Finance Team as well as Divisional or Business Unit CEO, CFO and Finance within seven days of occurrence.
- These accidents are reported externally in the yearly Group Annual Report & Accounts.

Importance of timely and accurate reporting

- Accurate, reliable and timely reporting is vital to effective decision making
- It is particularly important that every step is taken to prevent accidents at all locations.
- Where accidents do happen, they need to be reported accurately and in a timely manner.
- Investigations and corrective and preventive steps need to immediately follow all accidents and near misses.
- Information must be retained operationally for divisional analysis, implementation of corrective steps and future prevention activities.

It is important that:

- Business units collaborate with each other to drive improvements in incident preventions and achieve consistent reporting of near misses.
- There is an adoption of KPIs that are consistent across business units and Divisions.
- The effectiveness of the Health and safety policy is linked to personal objectives (where applicable).
- Health and safety is always included in any acquisition's integration plan.

Communication between Ops and Finance

Is it extremely important to ensure that good communication links between Operations and Finance are in place and have been tested. This will ensure that accidents and near misses are accurately reported in time in DePM, and that the supporting files are consistent across the Group.

Effective internal procedures and controls must be put in place locally to deliver accurate and timely accident and near misses reporting. Corrective and preventive actions must follow all such accidents and incidents.

12.   Audit and review

The effectiveness of the health and safety process should be periodically reviewed, paying particular attention to:

- The degree of compliance with health and safety performance standards (including local legislations).

- Areas where standards are absent or inadequate.
- Injury, illness and incident data – analyses of immediate and underlying causes, trends and common features.

Monitoring provides the information to review activities and decide how to improve performance. Audits by internal employees or third parties complement monitoring activities by investigating if the health and safety policy, organisation and systems are actually achieving the right results.

It is important to combine the results from measuring performance with information from audits to improve the approach to health and safety management.

Emergency plans (such as fire evacuation) should be tested at least annually, or more frequently if required by law.

13. Divisional/Business Unit Operations Responsible Persons

1. Production Imaging: Nicola Dal Toso
2. Outside Broadcast Services: Phil Beckett
3. Creative Solutions: Marco Vidali

The Divisional/Business Unit Operations Responsible Persons are required to nominate a Responsible Senior Person for each Divisional Business Unit workplace. The Responsible Senior Person will be accountable for implementing all relevant aspects of the Group health and safety policy within his/her Business Unit workplace, and monitoring compliance with the policy.

The list of first aiders should also be maintained at Divisional level.

14. Documentation – revision history

Date	Version	Revised By	Reason for revision
11 October 2011	1	Simone Schiavo	First draft
7 December 2012	2	Rachael Nelson	Annual board approval
7 August 2013	3	Simone Schiavo	Personnel changes
9 December 2013	4	Rachael Matzopoulos	Annual board approval
10 December 2014	5	Rachael Matzopoulos and Chris Jorio	Annual board approval
9 December 2015	6	Chris Jorio	Annual board approval
13 December 2016	7	Chris Jorio and Rachael Matzopoulos	Annual board approval
3 May 2017	8	Jon Bolton	"Driving at work" section added
30 June 2017	9	Chris Jorio	Personnel changes
2 November 2017	10	Chris Jorio	Personnel changes and annual board approval
14 February 2018	11	Chris Jorio	Personnel changes

Date	Version	Revised By	Reason for revision
3 December 2018	12	Chris Jorio	Personnel changes and annual board approval
17 December 2019	13	Chris Jorio	Personnel changes and annual board approval
14 May 2020	14	Chris Jorio	COVID-19 and home working
10 December 2020	15	Chris Jorio	Annual board approval and lone working.
4 May 2021	16	Chris Jorio	Personnel changes and definition of site accountabilities
4 May 2022	17	Chris Jorio	Personnel changes
19 August 2022	18	Chris Jorio	Rebranding
12 December 2023	19	Chris Jorio	Personnel changes Enhancement to guidelines on forklift trucks.
30 September 2025	20	Chris Jorio	Personnel changes and adjustments to driving for work rules

15.   Templates
The templates listed below can be found on the following pages.

- **Group health and safety policy actions**: to support the reconciliation between local arrangements and local legal requirements with the key statement of the Group health and safety policy. *This does not replace documentation already in place.*
- **Risk Assessment**: to support the risk assessment exercise to be completed by each business unit. *This does not replace documentation already in place.*