Employee Health & Safety Policy

1. Purpose and Scope

Purpose

Our compass is anchored around doing the right thing always and acting as accountable owners. NMS is committed to the health, safety and welfare at work of its employees; minimizing the risk of work related injuries and ill-health, complying with applicable health & safety legal requirements, the continual improvement of its health & safety management system, and establishing a framework for setting occupational health & safety objectives. The purpose of this Employee Health & Safety Policy is to ensure that we adopt a consistent approach to managing workplace health & safety risks in NMS.

All employees should read this policy in conjunction with the relevant global health & safety standards, which clarifies what is expected and the relevant processes and procedures to be followed. This Policy is applicable to all NMS employees, all visitors to NMS premises and all contractors globally, across all business units and levels.

Scope

We consider the health, safety and welfare at work of our employees to be an essential part of being a responsible and productive company that manages business risks and delivers long-term shareholder value. Specifically, NMS is committed to:

- Providing and maintaining a safe place of work, with safe means of entry and exit
- Providing and maintaining safe plant, safe equipment, and safe systems of work
- Providing and maintaining a safe and healthy working environment, by identifying and mitigating or eliminating workplace hazards and reducing occupational health & safety risks
- The control of the health & safety risks arising from work activities
- Providing and maintaining arrangements for the safe use, handling, storage and transport of articles and substances
- Providing and maintaining the necessary information, instruction, training, and supervision to protect safety and health at work
- Providing and maintaining the necessary information how to safely handle chemicals by providing the General rules for handling chemicals
- Providing and maintaining the necessary information how to safely operate and handle machines and devices in the working environment

2. POLICY STATEMENT

NMS's overall health & safety objective is to minimize the risk of work-related injuries and occupational ill-health at all locations under Company management control. Specifically, it is the Company's objective that the following 'minimum control arrangements' are in place at all NMS locations:

a) Employee access to and basic understanding of this Policy
b) Documented responsibilities for H&S at work
c) Up-to-date H&S risk assessments and fire risk assessments
d) The provision of necessary H&S information, instruction and training
e) The provision and use of necessary personal protective equipment (PPE)

f) Arrangements for emergency response / evacuation, first aid and occupational health
g) Documented procedures / safe systems of work, where necessary to establish and maintain a safe and healthy working environment
h) H&S control arrangements for contractors and visitors
i) Communication and consultation with employees (and their representatives) on H&S issues
j) Monitoring, investigation and reporting of any incidents, accidents or occupational ill health
k) Corrective and preventative actions where any incidents, accidents or occupational ill health occur

NMS is committed to complying with all laws and regulations which govern our operations in every country in which we operate. This Policy provides guidance on our individual responsibility to comply with appropriate laws around the world.

Any violation of this policy may result in disciplinary action, up to and including dismissal in appropriate circumstances. It is therefore extremely important that you familiarize yourself with this Policy and strictly adhere to it.

3. Personal Protective Equipment

The purpose of the Personal Protective Equipment Policies is to protect the employees of Employ My Ability from exposure to work place hazards and the risk of injury through the use of personal protective equipment (PPE). PPE is not a substitute for more effective control methods and its use will be considered only when other means of protection against hazards are not adequate or feasible. It will be used in conjunction with other controls unless no other means of hazard control exist.

Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required to ensure the safety and health of our employees and that such use will lessen the likelihood of occupational injury and/or illness.

This section addresses general PPE requirements, including eye and face, head, foot and leg, hand and arm, body (torso) protection, and protection from drowning.

Employ My Ability Personal Protective Equipment Policies includes:

- Responsibilities of supervisors and employees
- Hazard assessment and PPE selection
- Employee training
- Cleaning and Maintenance of PPE

4. Procedures

A. Hazard Assessment for PPE

Managers, in conjunction with Supervisors, will conduct a walk-through visual survey of each work area to identify sources of work hazards. Appropriate PPE will be highlighted and a Risk Assessment will detail the relevant PPE necessary.

Managers will conduct, review, and update the hazard assessment for PPE whenever

- a job changes
- new equipment or process is installed
- there has been an accident
- whenever a supervisor or employee requests it
- or at least every year

B. Selection of PPE

Once the hazards of a workplace have been identified, Managers will determine if the hazards can first be eliminated or reduced by methods other than PPE, i.e., methods that do not rely on employee behavior, such as engineering controls (refer to Appendix B – Controlling Hazards). Adequate protection against the highest level of each of the hazards will be recommended for purchase.

All personal protective clothing and equipment will be of safe design and construction for the work to be performed and will be maintained in a sanitary and reliable condition.
Affected employees whose jobs require the use of PPE will be informed of the PPE selection and will be provided PPE by Employ My Ability at no charge. Careful consideration will be given to the comfort and proper fit of PPE in order to ensure that the right size is selected and that it will be used.

C. Training

Any employee required to wear PPE will receive training in the proper use and care of PPE before being allowed to perform work requiring the use of PPE. Periodic retraining will be offered to PPE users as needed. The training will include, but not necessarily be limited to, the following subjects:

- When PPE is necessary to be worn
- What PPE is necessary
- How to properly wear PPE
- The limitations of the PPE
- The proper care, maintenance, useful life, and disposal of the PPE

After the training, the employees will demonstrate that they understand how to use PPE properly, or they will be retrained.

Retraining

The need for retraining will be indicated when

- an employee's work habits or knowledge indicates a lack of the necessary understanding, motivation, and skills required to use the PPE (i.e., uses PPE improperly)
- new equipment is installed
- changes in the work place make previous training out-of-date
- changes in the types of PPE to be used make previous training out-of-date

D. Cleaning and Maintenance of PPE

It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. Employees must inspect, clean, and maintain their PPE according to the manufacturers' instructions before and after each use. Supervisors are responsible for ensuring that users properly maintain their PPE in good condition.
If employees provide their own PPE, make sure that it is adequate for the work place hazards, and that it is maintained in a clean and reliable condition.

Defective or damaged PPE will not be used and will be immediately discarded and replaced.

> ***NOTE:*** *Defective equipment can be worse than no PPE at all. Employees would avoid a hazardous situation if they knew they were not protected; but they would get closer to the hazard if they erroneously believed they were protected, and therefore would be at greater risk.*

It is also important to ensure that contaminated PPE which cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazards.

E. Handling of chemicals

Safely managing the chemicals in your workplace is good for business and it is good for everyone! It will improve your employees' safety and health. It will potentially introduce cost savings, through more effective work practices such as correct storage, handling, use and disposal procedures. Potential harm to the environment will also be reduced.
For detailed guide, please refer to Appendix 1: **„Your steps to chemical safety"**

It is necessary to:

- Create a complete list of the chemicals in your workplace.
- Know where they are located, how much you have, how you are using them and who is
- potentially exposed to them.
- Know about the risks they pose.
- Check whether the necessary controls are in place.
- Identify corrective actions to be taken where controls are lacking

Generalk rules for Handling of chemical

- Do not return chemicals to their original packaging. An incompatible mixture may accidentally be formed.
- Keep chemical containers closed. Dust and vapour may escape from an open container, while gases and suspended material may penetrate this, causing the nature of the chemical to change. This will also avoid unnecessary exposure.
- Never use a wrong or an unmarked reagent. If you are unsure about the compound, do not use it. Instead, have it disposed of (see Disposal of Hazardous Waste).
- Never put spatulas, stirrers or other objects into a storage container for chemicals. Remove the contents by pouring and rolling the contents of the glass into a beaker, glass container or other suitable equipment. Spatulas may be used with caution in laboratory reagent containers. Remember the labelling (see the Safety Rules for working in lab).
- Once removed from the bottle or glass, cork stoppers must be placed on a clean surface (e.g. a watch glass or other suitable equipment) with the opening facing down. This is to avoid contamination of the compound and unnecessary exposure.
- Chemical bottles must not be carried by the neck of the bottle, nor next to your body. Suitable carrying arrangements should be employed, e.g. buckets or trolleys.
- When pouring from bottles, the label should always face upward to prevent any spillage from destroying the label.
- Never put any chemicals in the bottle other than the one indicated on the label.
- Special precautions should be taken when handling concentrated acids. Dilution of acids should be performed by pouring the acid into water and stirring continuously.

5. Machine Safety

This Safe Operating Procedure (SOP) is intended to provide general safety guidance for power-driven (including manually operated) stationary machines and equipment used to shape and/or form metal, wood, or other materials by cutting, impact, pressure, electrical or other processing techniques. These types of machines present a number of potential hazards, which must be recognized and controlled to minimize the risk of operator injury. Hand and portable powered tools are beyond the scope of this SOP.

Hazard Overview

Potential hazards of operating machines and equipment are numerous. Some of the most obvious recognized hazards are from machine motion. Hazardous motion is characteristic of the point-of-operation of the machine, but can also be found in other areas such as behind, to the side, or above a machine.

- Rotating motion of collars, couplings, cams, clutches, flywheels, shaft-ends, set screws, spindles, etc., can be dangerous by gripping clothing or forcing arms/hands or other body parts into dangerous positions. Rotating parts can also create nip points when two adjacent moving parts are in close proximity (e.g., two cogs, two rolling bars, chain and sprocket, etc.); or a rotating part is in close proximity to a fixed point.
- Reciprocating machine motions are also hazardous. A worker may be injured by back-and forth or up-and-down motion when struck by or caught between moving and stationary parts (e.g., saw blades, knives, etc.).
- Transverse machine motion (movement in a straight, continuous line) is another recognized hazard because a worker may be struck or caught in a pinch or shear point by moving parts.

In addition to machine motion, examples of other machine hazards may include:

- Chemical hazards resulting from the product being handled (e.g., toxic fumes emitted from metals, wood dusts, etc.) or the machine itself (e.g., contact with or inhalation of cutting oil mists or cleaning compounds, etc.).
- Ergonomic factors, such as stresses put on the body from awkward positions, repetitive motions, excessive reaching, vibration, heaving lifting of materials or products, etc.
- Fire due to dust accumulations, electrical sparks or arcs, hot surfaces, open flames, etc.
- Tissue damage caused by contact with extremely cold or hot parts of the machine or material being manipulated.
- Excessive noise, which can cause hearing loss or interfere with the ability to communicate during machine operation.
- Eye or skin damage caused by contact with UV light, particularly with machines using laser technology.
- Eye damage caused by foreign objects emitted from the machine (e.g., dust particles, shavings, sparks, etc.)
- Potential for injury resulting from dropping or ejection of a work piece from the machine during operation.

Safe operation of machinery and equipment necessitates that all foreseeable hazards are controlled. Effective control is achieved through a risk assessment process.

Risk Assessment Overview

The ANSI B11.0 standard states, *"The outcome of completing the risk assessment process should be:*

- *A clear understanding of risk(s) including the potential severity of harm and the probability of the occurrence of harm;*
- *Machinery with risks reduced to an acceptable level;*
- *Risk reduction measures appropriate to the circumstances;*
- *Documentation of the risk assessment."*

The ANSI B11.0 risk assessment process consists of several steps. For the purposes of this SOP, the following steps are emphasized: 1. Identify the tasks and hazards

2. Assess the initial risk
3. Reduce the risk to a feasible and acceptable level
4. Validate the solutions

Identification of Tasks and Hazards

As previously described, a number of different machine hazards are possible, ranging from those inherent to the machine itself to hazards created by the operator or environment in which the machine is located. Take into consideration different tasks, operator competencies, operating modes, and failure scenarios. It is important to identify potential receptors, as well; who or what may be harmed? It may be helpful to review experiences related to past near-miss incidents, literature from trade organizations, and other information sources to ensure thorough evaluation of hazard.

Tasks to be considered may include:

- Machine installation and assembly
- Start-up and change-over
- Various modes of operation
- Various feedstock materials, considering both dimensions and material of construction
- Maintenance, cleaning, and repairs • Shutdown
- Troubleshooting, clearing jams, etc.

Hazards to be considered may include:

- Mechanical
- Energy sources (e.g., electrical, pneumatic, hydraulic, etc.)
- Unexpected start-up or shut-down, or automatic repeat cycles
- Exposures to harmful substances or environments (e.g., chemical exposures, hot/cold surfaces, sharp edges, vibration, noise, dusts and fumes, etc.)
- Unstable loads, stocks, finished products, etc.
- Other

Hazard evaluation is a dynamic process that needs to be repeated in response to any number of factors that could influence the hazards, e.g., changes in equipment use or design, operator experience, workspace configuration or design, etc.

Assessment of Initial Risk

Once the hazards and potential receptors are identified, it is important to assess the degree of relative risk in terms of the severity of harm and the probability of occurrence. Once this has been determined, appropriate risk reduction strategies can be selected to minimize the severity of harm or likelihood of an adverse event. To the extent feasible, the goal is to implement controls that come as close to achieving a "remote" likelihood of occurrence and "minor" consequences.

Some things to consider include how quickly the hazard presents and operator reaction time, the duration and frequency of exposure to the hazard, reliability of controls and safety devices, experience of the operator, machine history, number of persons exposed to the hazard, etc.

Risk Reduction

There are a number of possible risk reduction strategies, some being more preferred than others when there is more than one option. Following are machine hazard risk reduction strategies, presented in descending order of preference. When possible, the most preferred option should be selected and implemented (in other words, PPE, training, and awareness devices are not suitable as substitutes for guarding when guarding is feasible).

- Elimination or substitution through inherently safer design. Examples include: automated material handling, substitution of less hazardous chemicals/fluids, reduced mechanical force/energy, elimination of pinch points by increasing clearances, etc.
- Guards or safeguarding devices. Examples include: barriers, interlocks, presence sensing devices, two-handed controls, etc.
- Awareness devices. Examples include: lights, beacons, strobes, computer warnings, signs, labels, beepers, horns, sirens, fences/barrier tape, etc.
- Training and safe work practices/procedures. Examples include: written operating, maintenance, and repair procedures, employee training, employee demonstration of competency, on-going evaluation of employee operating performance, etc.
- Personal Protective Equipment (PPE). Examples include: safety glasses, face shields, ear plugs, protective footwear, helmets, respirators, etc.

When selecting risk reduction measures, keep in mind incentives that may exist or be created for the operator to defeat or circumvent a risk reduction measure. This may occur if the risk reduction measure slows down production, interferes with the ability to complete the task, it is difficult or cumbersome to use or implement, etc.

Validation

The effectiveness of selected risk reduction measures should be validated. This may include initial and periodic testing of interlocks or other safeguarding or awareness devices, initial and periodic observation of operators' techniques, regular medical surveillance in the case of noise or respiratory hazards, prompt review of injuries and near-misses, etc. If experience determines that a risk reduction measure is marginally or ineffective, other risk reduction measures should be considered.

General Safe Operating Rules

Regardless of the particular risk reduction measures selected for a particular machine, there are some general safe operating rules that must be observed.

- Restrict access to shops and individual pieces of equipment/machines to authorized operators.
- Avoid working alone in the area so that someone is available to provide or summon assistance in the event of an emergency.
- Read and adhere to the manufacturer's operating instructions and warnings. Receive training in proper operation and demonstrate competency to an experienced and authorized operator for each type of task to be conducted before operating independently.
- Know the emergency stop/shut-down procedures for the specific machine operated.
- Inspect machines/equipment prior to each operating shift to ensure that:
    - Points of operation and surrounding areas are clean of debris and other hazards. ○ Shields and guards are in place and controls and interlocks or other safety devices are accessible and operating properly (pay attention to the point of operation, as well as the area behind, to the side, and above the machine).
    - Machine components are in good working condition (do not use damaged equipment).
    - Labels and warnings are present and legible.
- Inspect ancillary hazard control devices for proper operation, such as dust collectors used with wood working equipment, etc.
- Do not operate equipment that is damaged or that has missing/defective guards or shields and promptly tag such equipment as "Out-of-Service" and notify the appropriate authority.
- Follow the manufacturer's recommendations for routine cleaning and preventative maintenance. Do not use compressed air for cleaning of debris.
- Do not attempt to override or defeat safety features. Guards and shields must be in place during normal operation. Observe appropriate Lockout/Tagout procedures when guards, shields, or other safety devices are removed or deactivated for maintenance or repair. See EHS SOPs related to Lockout/Tagout for Machines and Equipment. Complete Lockout/Tagout training, available as a web-based module on the EHS web page, supplemented with machine-specific training from your supervisor (or delegate).
- Operate machinery within its designed limits.
- Do not operate a machine outside of the scope of your abilities, even if it is within the machine's operating limits.
- Understand the hazards of each type of operation to be conducted, and adhere to all risk mitigation measures that have been prescribed for the machine or task.
- Do not wear loose clothing or jewelry while operating machines.
- Confine long hair, including restraint of ponytails and beards.
- Wear appropriate work attire and prescribed Personal Protective Equipment, including, at a minimum, safety glasses and closed-toed and slip-resistant shoes.
- Avoid distractions and actions that could interfere with good communication (e.g., headphones, loud music, etc.).
- Do not engage in horseplay.
- Restrict persons not involved directly in the operation from the immediate area.

- Ensure adequate space for the machine and operator to avoid cramped conditions or creation of atmospheric or other hazards (e.g., fire, exposure to excessive heat, radiation, etc.) during operation.
- Equip shops with plumbed emergency eyewash and flush on a weekly basis.
- Communicate with others that may be working or occupying space near-by to avoid human-induced hazards (e.g., alert or instruct each other on travel patterns, etc.).
- Ensure unimpeded access to all operating controls, emergency shut-down devices, and electrical panels/shut-offs servicing the equipment.
- Ensure adequate lighting to safely operate the equipment.
- If a machine is designed to be anchored to the floor, then it must be securely attached.
- Do not eat or drink in shop areas or while operating equipment. Wash hands and exposed skin thoroughly after completing work and before leaving the work area.
- Observe good housekeeping. Keep floors and equipment/machines clean. Store stock materials in a neat and secured manner. Do not accumulate excess combustibles. Keep aisles and exits clean.
- Report near-misses or close-calls (an incident where no property was damaged and no personal injury sustained, but where, given a slight shift in time or position, damage and/or injury or illness easily could have occurred) to your supervisor and EHS. The EHS reporting mechanism is available on the EHS homepage and is titled "Near-Miss/Close-Call Incident Reporting System."

6. RESPONSIBILITIES

Employee (and Contractor / Visitor) Responsibilities

It is the duty of every employee whilst at work, and of any contractors / visitors at Company facilities:

- To take reasonable care for the health & safety of themselves and others who may be affected by their acts or omissions
- To cooperate with colleagues, line management and the Company on health & safety matters
- To not intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety, or welfare
- To report any health & safety concerns to their line manager and / or the site H&S Coordinator / Manager

Line Management Responsibilities

Effectively establishing and maintaining day-to-day health & safety at work is a line management responsibility. At each location where the Company has management control, responsibility for health & safety follows the line management structure; from the site's senior manager to the site senior management team, through middle managers / supervisors / team leaders, to individual employees.

It is the responsibility of local Management teams to:

- Implement and display this policy document in the area(s) under their responsibility / control
- Ensure, so far as is reasonably practicable, that the 'minimum control arrangements' (items a) to k) in section 2 above) are in place, understood and implemented in the area(s) under their responsibility / control
- Make adequate resources available for the management of health & safety at work

Site-level Responsibility

At all locations where Company employees work or to which they report (e.g. factories, warehouses, research & development centres, offices and any associated field or home-based employees), the management of health and safety at work is the ultimate responsibility of the senior manager at that location. Day-to-day responsibility for the management of health & safety should be delegated through the line management structure, as outlined above.

Health & Safety Manager / Coordinator

All locations where the Company has management control shall have an identified Health & Safety Coordinator and/or Manager, whose job function includes the coordination of health & safety control arrangements at that location. However, this position does not remove or substitute for others direct and delegated health & safety responsibilities as outlined above.

Safety Person – Operational Lead

The Operational Lead is responsible for the development, implementation, and administration of Employ My Ability's PPE policies. This involves

1. Conducting workplace hazard assessments to determine the presence of hazards which necessitate the use of PPE.
2. Selecting and purchasing PPE.
3. Reviewing, updating, and conducting PPE hazard assessments whenever
    - a job changes
    - new equipment is used
    - there has been an accident
    - a supervisor or employee requests it
    - or at least every year
4. Maintaining records on hazard assessments.
5. Maintaining records on PPE assignments and training.
6. Providing training, guidance, and assistance to supervisors and employees on the proper use, care, and cleaning of approved PPE.
7. Periodically re-evaluating the suitability of previously selected PPE.
8. Reviewing, updating, and evaluating the overall effectiveness of PPE use, training, and policies.

Managers / supervisors

Managers / Supervisors/ Designated Responsible Person have the primary responsibility for implementing and enforcing PPE use and policies in their work area. This involves

9. Providing appropriate PPE and making it available to employees.
10. Ensuring that employees are trained on the proper use, care, and cleaning of PPE.
11. Ensuring that PPE training certification (ELearning) and evaluation forms are signed and given to Operations and is on held on training file.
12. Ensuring that employees properly use and maintain their PPE, and follow Employ My Ability's PPE policies and rules.
13. Notifying Employ My Ability's management and the Safety Person when new hazards are introduced or when processes are added or changed.
14. Ensuring that defective or damaged PPE is immediately disposed of and replaced.

Employees

The PPE user is responsible for following the requirements of the PPE policies. This involves

15. Properly wearing PPE as required.
16. Attending required training sessions.
17. Properly caring for, cleaning, maintaining, and inspecting PPE as required.
18. Following Employ My Ability's PPE policies and rules.
19. Informing the supervisor of the need to repair or replace PPE.

Employees who repeatedly disregard and do not follow PPE policies and rules risk the formal disciplinary procedure being instigated.

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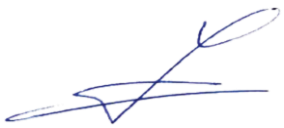

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Dr. Ing. Igor Lengyel
Company President

APPENDIX 1