PRESIDENT'S RECOMMENDATION

It is the policy of the Bank to safeguard, so far as is reasonably practicable the Bank’s health, safety and security of Bank personnel, and all those who may be affected by Bank operations.

The attached new Health, Safety and Security Policy combining the previously separate Health and Safety Policy and the Security Policy, together with a comprehensive set of Codes of Practice, Standing Operating Procedures (SOPs) and Guidelines, is intended to mitigate the risk of accidents, injuries, dangerous occurrences and security threats.

The introduction of this new Policy is an important step in safeguarding the health, safety, and security of all Bank personnel. It is anticipated that a safer, healthier and more secure working environment will be maintained through the procedures laid down in this document.

I recommend that the Board approve the new Policy.

Suma Chakrabarti
Health, Safety and Security Policy

1. Applicability

1.1 The Policy applies to the following individuals working at or otherwise present at the Bank's Headquarters in London and any of the Bank’s Resident Offices (together referred to as “Bank Premises”) and those who are not present on Bank Premises but are working on behalf of the Bank elsewhere.

All Board Officials¹, all Bank Personnel, all CTCs (defined as consultants, temporary agency staff and contractors), and also visitors.

1.2 This Policy does not affect or in any way abrogate the principles set forth in or the applicability of: (i) the Code of Conduct for EBRD Personnel, (ii) the Code of Conduct for Officials of the Board of Directors of the EBRD; and/or (iii) the Conduct and Disciplinary Rules and Procedures (“CDRP”) in force from time to time.

2. Objectives

So far as is reasonably practicable, the Bank will endeavour to:

2.1 Reduce the potential for risk to the health, safety and security of Board Officials, Bank Personnel, CTCs and visitors to Bank Premises;

2.2 Promote the health, safety and security of Board Officials, Bank Personnel, CTCs and visitors whilst working for the Bank;

2.3 Support efforts of Board Officials, Bank Personnel, CTCs and visitors in their duty to prevent risk and to actively promote health, safety and security for themselves and others and to protect the Bank’s assets and property from loss, theft and damage to the extent provided for in this Policy;

2.4 Ensure that the working environment is healthy, safe and secure for Board Officials, Bank Personnel, CTCs and visitors;

2.5 Ensure that responsibilities for health, safety and security are effectively assigned and fulfilled at all levels within the Bank;

2.6 Ensure that decisions that affect health, safety and security risks are taken competently and transparently;

2.7 Ensure that adequate resources are provided to safeguard the health, safety and security of Board Officials, Bank Personnel, CTCs and visitors;

¹ As such term is defined in the Code of Conduct for Officials of the Board of Directors of the EBRD.
2.8 Ensure that appropriate information, instructions, training and supervision is provided in order to enable all Board Officials, Bank Personnel, CTCs and visitors to work safely and carry out their duties and responsibilities under the policy;

2.9 Ensure that health, safety and security performance and progress is regularly measured and monitored and that audits of health, safety and security matters are carried out at appropriate intervals;

2.10 Ensure that Board Officials, Bank Personnel, CTCs and visitors are aware of their accountability in the context of health, safety and security and that they are appropriately involved in health, safety and security related decisions and management; and

2.11 Ensure that health, safety and security issues are actively pursued and communicated to all concerned.

This Policy takes account of relevant EU and UK standards relating to health and safety.

3. Risk assessment

3.1 The Bank uses a risk assessment approach to analyse potential health, safety and security related hazards and threats facing Board Officials, Bank Personnel, CTCs and visitors, and to consider appropriate mitigating measures.

3.2 In order to achieve the aims of the Policy, the Bank will:

- Carry out regular risk assessments to identify potential hazards and threats, to assess the level of risk thereof and to implement procedures and policies to reduce those risks; and

- Maintain a risk management programme to formally assess hazards, identify risks and threats, eliminate or minimise risks and threats, regularly review the residual hazards and risks, and maintain an effective health, safety and security management system to oversee the risk management programme.

4. Codes of practice, guidelines and standard operating procedures

4.1 Codes of practice and guidelines

The Bank has a set of procedures, including Codes of Practice (COP) and Guidelines which must be followed and adhered to by all Board Officials, Bank Personnel, CTCs and visitors. All such procedures are available to Board Officials, Bank Personnel, CTCs and visitors via the Bank’s intranet or in hard copy, if required.
4.2  **Standing operating procedures (SOPs)**

The Bank has documented Standing Operating Procedures (SOPs) which set out the day-to-day security procedures which must be followed and adhered to by all Board Officials, Bank Personnel, CTCs and visitors. All SOPs are available to Board Officials, Bank Personnel, CTCs and visitors via the Bank’s intranet or in hard copy, if required.

5.  **Responsibilities under the policy**

5.1  **The President**

The President has overall accountability for issues relating to health, safety and security matters in the Bank.

5.2  **Bank Management**

All Bank managers are responsible for ensuring that the Policy and as necessary all Codes of Practice, Guidelines and Standard Operating Procedures are implemented by those within their authority. For the purposes of this Policy, the term “manager” refers to any Bank Personnel to whom other Bank Personnel or CTCs report. The particular responsibilities are to:

- Set an example of good health, safety and security practice at work to other Bank Personnel and CTCs within their authority;

- Ensure that other Bank Personnel and CTCs within their authority act in a like fashion and take appropriate action to achieve this; and

- Ensure that Bank Personnel and CTCs within their authority are informed and fully aware of the Policy.

5.3  **Director of the Administrative Services Department**

The Director of the Administrative Services Department is responsible for reviewing and maintaining the Policy and associated procedures and ensuring that appropriate resources are allocated and maintained in the context of the Policy.

5.4  **Head of the Health, Safety, Security and Travel Division**

The Head of Health, Safety, Security and Travel division has day-to-day responsibility for health, safety and security in the Bank. In particular, the responsibilities encompass:

- Developing an overall safety and security management system for the Bank;
• Carrying out regular risk assessments and maintaining risk management programmes in the context of the Policy; and

• Providing necessary training courses and awareness to all Bank Personnel and CTCs.

5.5 **Board Officials, Bank Personnel, CTCs and visitors**

Board Officials, Bank Personnel, CTCs and visitors are responsible for complying with all of the Bank’s health, safety and security instructions in order to help to achieve a healthy, safe and secure workplace, and to take care of themselves and others.

Board Officials, Bank Personnel, CTCs and visitors are therefore required to:

• Take reasonable care to ensure the health, safety and security of themselves and others;

• Take all reasonable steps within their power to ensure that the property and assets of the Bank are protected from loss, theft or damage;

• Comply with all health, safety and security procedures issued by the Bank, including, without limitation, Codes of Practice, Guidelines and SOPs;

• Report any potentially work-related accidents, hazards, illnesses or security incidents to the Health, Safety, Security and Travel Division, Administrative Services Department; and

• Cooperate in the investigation of any accident, hazard, illness or security incident that has led, or which the Bank considers might have led, to injury.

6. **Document control**

The Head, Health, Safety, Security and Travel Division is responsible for this document and for recommending changes where appropriate.