Health, Safety and Mental Wellbeing Policy

Scope

CMC Partnership Consultancy Ltd ('CMC') supports businesses to achieve their transformation aims through the provision of change management consultancy services.

CMC policies provide a framework for corporate governance. Policies, corporate statements and procedures are reviewed on a regular basis to ensure they meet the needs of the business, including all regulatory, audit and contractual compliance requirements. Changes to policy will be communicated and further training provided if required.

Roles and responsibilities

- Company directors are responsible for creating an organisational culture which supports delivery of the company's policy objectives.
- Business and line managers provide policy awareness through induction and ongoing training.
- All employees and users of company IT services have a responsibility to adhere to company policy.
- Parties working on behalf of CMC – sub-contractors, third party suppliers and business partners – will be contractually required to comply with specific policies and procedures: Anti-Bribery & Corruption, Environmental, Health & Safety, and Equality policies, CMC's Modern Slavery Statement. Anti-Bullying, Harassment & Acceptable Use and the Information Security Management, Digital & Social Media policies may also apply, depending upon the level of engagement. These documents will be made available on CMC's website, or shared directly with third parties as defined in their contractual agreements.

Non-adherence to CMC policies, associated procedures and formal guidance may result in disciplinary action, including dismissal or contract termination. It may also invoke criminal and/or civil penalties.

This policy set is provided to staff as part of the company's induction process and is shared annually as a refresher to all permanent employees. Recipients are required to sign for receipt and understanding and encouraged to request further information and/or training at any time via their line manager.

This policy set was reviewed and approved by the CMC Operations Board.

Date: 22.09.2026

Signed by: Jeanette Lane, Director



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Health, Safety and Mental Wellbeing Policy

CMC places primary importance on the prevention of injury, physical health and mental wellbeing. It is our objective to provide and maintain a safe, healthy and sustainable working environment for CMC staff and authorised third party visitors who conduct business at company-controlled premises.

We seek to continually improve our mental wellbeing and health and safety management system as part of our governance processes, ensuring we comply with all relevant legislation, the contractual requirements of our customers and other requirements we subscribe to.

To meet our health, safety and wellbeing commitments we will work towards:

- providing and maintaining a safe place of work, to include buildings, machinery and other equipment, services and systems of work
- ensuring the safe use, handling, storage and transport of articles and substances
- ensuring that appropriate safety information, instruction and supervision are provided
- providing adequate staff training to ensure employees are competent to carry out their duties
- ensuring that appropriate measures are taken to safeguard the health and safety of other parties visiting company-controlled premises
- implementing risk assessments, identifying hazards and putting procedures in place to eliminate, or where this is not reasonably practicable, controlling hazards to provide a safe and healthy business working environment
- preventing accidents and cases of work-related ill health
- ensuring staff are aware of health and safety issues whilst working at non CMC controlled locations, including lone working arrangements, supporting them to take responsibility for assessing their personal risk and providing management assistance when required
- ensuring staff are not subjected to stress, providing a supportive organisational structure and whistle blowing policies so issues and concerns can be reported and acted positively upon
- consulting with CMC workers on matters affecting their health, safety and mental wellbeing, encouraging staff to be involved within health and safety assessments, internal audits and the activities of CMC's wellbeing group
- reviewing incidents and revising this policy at regular intervals to deliver continuous improvement
- regularly refreshing CMC's mental health at work commitment and wellbeing action plan templates

Roles and responsibilities

- All staff and visitors to CMC premises have a duty of care to themselves and to others they work with to ensure a safe working environment is maintained at all times.
- Individuals are requested to inform their line manager of incidents, potential incidents, other issues, concerns or suggestions to support continual improvement and to help avoid accidents.
- Line managers are required to demonstrate a duty of care towards those they are responsible for, holding regular reviews including consideration of

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employee wellbeing, and calling upon additional resources e.g. wellness action plans and support from the wellbeing group and mental health first aiders if agreed upon and required.

Please refer to the **Health and Safety Accident Reporting Procedure** for more guidance.

Health and Safety Accident Reporting Procedure

Objective

This procedure has been designed to ensure there is a standard process in place across the organisation for reporting accidents and other health and safety (H&S) incidents.

Scope

This procedure applies to all personnel; employees, contractors or visitors who suffer an accident within CMC controlled premises, and to employees working remotely and/or on customer premises.

Roles and responsibilities

All staff are required to:

- Report accidents as soon as they can - preferably immediately – using the Accident Report Form, or by verbally contacting their line manager, or other senior CMC manager who will complete the Accident Report Form on the individuals behalf
- Follow both customer and CMC accident reporting processes if the accident occurs on customer site and provide updates to their line manager if they are unable to work as a result of the accident

HR is responsible for:

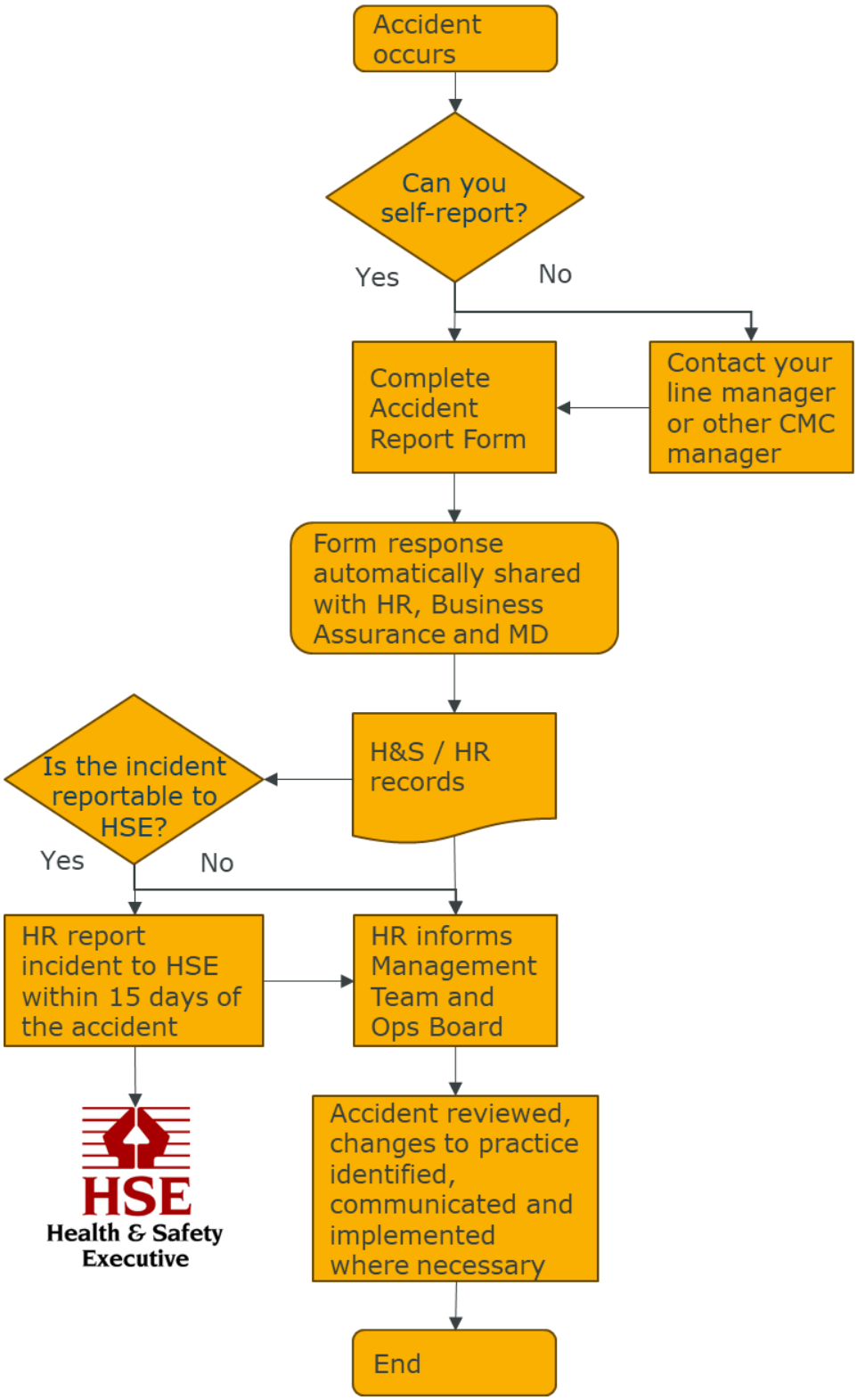
- Reporting incidents to the operational management team and to the board
- Reporting incidents to the HSE within 15 days of the accident taking place, when an employee is incapacitated due to injury for more than seven consecutive days (not counting the day of the accident but including weekends and rest days)

Business Assurance Manager is responsible for:

- Providing staff induction training for new starters which includes accident reporting
- Site and operational H&S risk assessments (minimum 12 monthly interval)
- Including H&S within 9001 and 14001 management review activities to support delivery of continuous improvement and to deliver refresher and updated training and awareness

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Flowchart of accident reporting process



For accidents occurring on customer site, please also follow customer site guidance.

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