

**Decision of the CEO of the Khalifa Fund for Enterprise
Development**

No. 01 of 2022

**Regarding the formation of the Environment, Health, and
Safety Team at the Fund**

In line with the requirements of local and international regulations, including but not limited to, the general framework of the Abu Dhabi Occupational Safety and Health System of the Abu Dhabi Public Health Center through the guidance manual with version number (3.1) for the year 2017, the Environmental Management System ISO 14001:2015, and the Health and Safety Management System ISO 45001:2018, and out of the Fund's management's commitment to implementing the requirements of the aforementioned systems, it has been decided to form the Environment, Health, and Safety Team at the Fund and divide it into three teams as follows:

Article (1) Formation of the Teams:

First: The Main (Supervisory) Team is formed with the membership of:

1- Chief Executive Officer	Chairman
2- Executive Director of Support Services Sector	Member
3- Director of Communication & Partnerships Sector	Member
4- Director of Strategic Affairs Department	Member
5- Director of Human Capital & Administration Department	Member
	Member

6- Head of Quality & Corporate
Excellence Section

7- Head of General Services Unit Member

Second: The Support (Executive) Team is formed with the membership of:

Members	Sector/ Department/ Section Affiliation
Hanan Al Marzooqi	Manager - Environment, Health and Safety Management System - Quality & Corporate Excellence Section
Iman Mohammed	Coordinator - Environment, Health and Safety Management System - Quality & Corporate Excellence Section
Hamad Al Ahmadi	Human Capital & Administration Section
Mohammed Al Marzooqi	General Services Unit

Third: The Ambassadors Team is formed from:

Members	Sector/ Department/ Section Affiliation
Fatima Khoury	Strategic Affairs Department Entrepreneurship Development Department
Mazoon Al Hamli	
Mohammed Al Issa	
Abdul Rahim Mohammed	
Dani Al Khalidi	Credit Department
Afrah Al Quraishi	
Pratibha Kumar	Information Technology Section

Members	Sector/ Department/ Section Affiliation
Khalifa Al Hammadi	Capacity Building Department
Hanan Khoury	
Thaer Al Sadek	Procurement Section
Fatima Ahli	Finance Section
Ayman Nasser	
Heba Mohammed	
Ilaf Adam	Communication & Partnerships Sector
Iman Al Hamli	
Fatima Al Marzooqi	Legal Affairs Unit
Fatima Al Dhaheri	Internal Audit Department

Article (2) Role of the Teams

First: The Main (Supervisory) Team:

1. Review the Fund's Occupational Environment, Health, and Safety Policy.
2. Establish the necessary instructions and conditions to achieve safe working methods for every process that poses a risk to employees and set the necessary precautionary measures for its completion.
3. Lead the Occupational Environment, Health, and Safety Team and establish prevention instructions.
4. Develop training programs for those carrying out emergency operations tasks, which include, for example, first aid and evacuation operations related to environment, health, and safety systems and their proper implementation methods.
5. Raise awareness among employees about the necessity of following occupational health and safety conditions in performing work and using personal protective equipment adequately and correctly when necessary.

6. Study the conditions of new business and the extent of risks that may result from them and take preventive measures before starting their implementation.
7. Study the root causes of office accidents in order to reduce and prevent them in the future.
8. Study the occupational environment, health, and safety reports resulting from periodic inspections and accident statistics and study their causes.
9. Set the necessary budget to achieve the requirements of the environment, health, and safety systems annually and allocate a budget for emergencies if possible.
10. Manage the periodic meetings of the Environment, Health, and Safety Team or when a serious accident occurs in the Fund.
11. Lead evacuation operations in cooperation with the members of the Support Environment, Health, and Safety Team in particular and the Ambassadors in general.
12. Involve any specialist or seek advice from specialists under the leadership of the Supervisory Team and the organization of the Executive Team to implement the environment, health, and safety systems, to mitigate the situation as long as the goal is to save lives, the environment, and the Fund's property.

Second: The Support (Executive) Team:

1. Participate in implementing and providing continuous support and assistance for the requirements and instructions related to occupational environment, health, and safety and ensuring their observance.
2. Organize periodic meetings of the Environment, Health, and Safety Team or when any accident related to occupational health and safety systems occurs in the Fund in cooperation with the Main Team and ensure the participation of the Ambassadors Team.
3. Inform the Main Team through agreed-upon communication channels in cases of emergencies or office accidents and the resulting developments.
4. Contribute to organizing evacuation operations or handling cases of office accidents.

5. Inform the Head of the Quality & Corporate Excellence Section (or any responsible person from the same section) about the start of the evacuation process.
6. Work on dividing the Ambassadors Team into smaller teams led by an employee from the Quality & Corporate Excellence Section.
7. Advance readiness of the list of names of employees, suppliers, outsourced staff, and visitors by the Human Capital & Administration Department staff.
8. Ensure the evacuation of all employees, suppliers, outsourced staff, and visitors (to ensure the total evacuation of the offices) based on the directives of the General Services Unit to the security personnel.
9. Maintain the effectiveness and efficiency of the correct procedures for evacuation operations within the target time.

Third: The Ambassadors Team:

1. Adhere to the guidelines and instructions of the general framework of the occupational environment, health, and safety system, and the general direction, application, evaluation, review, and the resulting outcomes.
2. Be keen to spread habits and practices related to a healthy and safe occupational environment wherever and whenever possible at the workplace, under the leadership of the Main Team and in cooperation with the Support Team.
3. Recognize, maintain, and educate surrounding employees about emergency and evacuation methods and procedures in particular, and safe procedures for performing job tasks and roles in general, to maintain their health and safety at the workplace.
4. Use, maintain, and service the necessary personal protective equipment, and raise awareness among others about its importance.
5. Do not start any work unless the Ambassador is trained and aware of the risks that may arise in the workplace and the methods of prevention from these risks.
6. Educate surrounding employees about the importance of periodic medical examinations to maintain physical and health fitness, be free from occupational diseases, and monitor the status of chronic diseases.

7. Report confirmed or imminent accidents at the workplace and preserve the surrounding environment.
8. Perform first aid tasks and evacuate the area around the medical case until the ambulance/civil defense arrives.
9. Actively contribute to all procedures, meetings, activities, initiatives, and events of the Environment, Health, and Safety Team.

Article (3) General Provisions

1. Periodic meetings shall be held twice a year, every 6 months, and whenever necessary or possible by invitation from the Main Team or the System Manager, with the attendance of the Environment, Health, and Safety Team (Main, Support, and Ambassadors) to discuss the requirements, inputs, operational processes of the system, and its results. Recommendations are submitted through the System Manager to the Main, Support, and Ambassadors teams.
2. Any topic or issue related to environment, health, and safety may be raised by the members of the Environment, Health, and Safety Team.
3. The System Manager for Environment, Health, and Safety Management must be informed of the topic or issue one week before the scheduled meeting to allow for discussion and to obtain approvals or required actions, if possible, for presentation during the meeting.
4. Constructive opinions shall be provided by the members regarding the inputs and approved resources for the successful implementation of environment, health, and safety initiatives and activities.
5. The time allocated for presenting the inputs, outputs, and desired results of the topic/issue raised is 10 minutes out of the 45 minutes allocated for the meeting.
6. The Support (Executive) Team shall be responsible for its work before the Main Environment, Health, and Safety Management Team.
7. The Environment, Health, and Safety Management System Manager shall be appointed as the head of the Support Team, supervising the performance of the Support Team and the Ambassadors Team, submitting periodic reports on the system, and overseeing the testing and inspection of activities supporting the Environment, Health, and Safety Management System.

8. The CEO shall conduct an annual evaluation of the Support Team to determine its effectiveness in carrying out its tasks.
9. The Support Team shall adhere to all requirements of the Environment, Health, and Safety Management systems prepared by the Abu Dhabi Public Health Center and the international standards ISO 14001:2015 and 45001:2018, and the directives of the Main Team.
10. The laws and legislation issued by the Abu Dhabi Public Health Center and the policies of the Environment, Health, and Safety Management Systems 14001:2015 and 45001:2018 are considered the reference and basis for the team's work, aiming to enhance the Fund's readiness in environment, health, and safety emergencies.
11. The System Manager (Head of the Support Team) shall coordinate with the Abu Dhabi Public Health Center and relevant authorities if necessary.
12. The Support Team is committed to raising awareness among all Fund employees to familiarize them with Environment, Health, and Safety management and its objectives to take the necessary measures and procedures in case of any emergency.
13. Conduct one internal practical drill related to the Environment, Health, and Safety plan each year, provided it does not disrupt the routine work at the Fund, simulating some or all of the approved scenarios for the Environment, Health, and Safety Management System.
14. Participate in joint drills between government entities and drills organized by the Abu Dhabi Public Health Center if required.
15. The Support Team is committed to submitting periodic reports to the Main Environment, Health, and Safety Team, explaining the progress of the team's and the Ambassadors Team's work, and the proposed procedures, plans, and standards regarding Environment, Health, and Safety management.

Article (4)

This decision shall be effective from the date of its issuance and shall be circulated to the concerned persons and departments in the Fund and the competent authorities when requested, to take all necessary measures to implement the provisions of this decision.

Alia Abdullah Al Mazrouei

Chief Executive Officer

Issued on: June 14, 2022