

### REFUSAL TO WORK ON ENVIRONMENTAL, HEALTH AND SAFETY GROUNDS

In all our health, safety and environmental policies, employees are empowered to act safely with the final sanction being:-

**"If it cannot be done safely do not do it until it can be done safely"**

1. To support this statement we must have a process in place that supports both employees and management to reach an agreed safe system of work.
2. If a situation arises where an employee feels they are being asked to work unsafely or create an unnecessary risk to the business the following will apply in a fair and just culture.
3. The employee will contact his direct line manager/supervisor and state what they are being asked to do and why it is unreasonable for them to do it.
4. The manager will document the call (the employee may keep a record if they so wish) and will enter into discussion on possible alternative methods of doing the work that meets the spirit of the policy.
5. If both sides agree to a safe system of work, this is implemented and the matter ends there.
6. If either side fails to agree, the full facts of the matter are placed before a Senior Manager for Carrier Rental Systems (UK) Ltd and Toshiba Carrier UK Ltd. They will implement a safe system of work for both parties.
7. If this is not agreed by all concerned within Carrier Rental Systems (UK) Ltd and Toshiba Carrier UK Ltd the Managing Director and or a Member of the Senior Management Team will implement a solution for both parties.
8. The Environmental Health and Safety Manager may be contacted for support at any stage of the process.
9. In the unlikely event of an irreconcilable failure to agree by both parties, the company grievance procedure will be used to bring the matter to a conclusion.

This policy statement will be reviewed annually and made available to any interested parties upon request.

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**TOSHIBA**

