

MITMOH COMPANY POLICY

SAFETY POLICY STATEMENT

It is our policy:

- That every necessary step shall be taken to safeguard all personnel who work for including third parties.
- That positive attitude to safety shall be rewarded and negative ones frowned upon.
- To carry out its business activities that is devoid of fatalities, serious injuries or damage to properties.
- The company has a policy to carry out its activities in such a manner that no injury to persons or damage to properties arise during its operation.
- The company shall continue to reward positive attitude to safety and frown at or dismiss erring workers who show negative attitude toward safety.
- The company shall provide appropriate personal protective equipment (PPE) for all employees and ensure such personal protective equipment are used accordingly.
- All staff and third party contractors have been empowered to stop all unsafe work whenever conditions are found to be unsafe
- The ecosystem must be protected especially where we work to avoid damage/destruction to our environment.
- The importance of zero incident/accident shall be emphasized through the strict usage of the permit to work system.
- Create safety awareness and consciousness among employees through safety training.

MANAGING DIRECTOR

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HEALTH POLICY

It is essential that early recognition of health hazard is established. Monitored and controlled in the environment of our operation. The company also places a great emphasis on promotion of total health concept and protection of workers.

- Prior to the commencement of the project all workers shall be certified medically fit by the company's Doctor.
- We shall provide adequately stocked First Aid Box on site and shall be manned by a qualified First Aider/ Nurse
- There shall be availability of adequate filtered portable water on site.
- Medevac (Medical Evacuation) facilities (standby vehicle or boat and stretcher) on site in the event of emergency.
- The company shall also maintain other retainer clinics wherever we have projects in land locations.

MANAGING DIRECTOR

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ENVIRONMENTAL POLICY

The environmental policy of the company revolves around the achievement of improved living conditions. The company is committed to ensuring clean and healthy environment especially in the course of work, where environmental sanitation programme is seriously implemented.

Physical factor in the environment that influence health at work such, as lighting, ventilation, humidity, and extreme temperature will be altered to suit working conditions.

Effort will be concentrated towards minimization of dusts, noise, fumes and related waste during the course of work. It is expected of every employee to possess healthy and environmentally accepted conditions both at work and home.

Wastes generated during our operations, shall be segregated and properly disposed to various designated dumpsite or area.

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DRUGS AND ALCOHOL POLICY

MITMOH INTEGRATED SERVICES LIMITED conducts its business with high level of sensitivity to drugs pending and its abuse.

The abuses of drugs and alcohol impair performance at work, and can be a serious threat to safety, environment, health and productivity. The company wishes to ensure that all employees recognizes this threat and aims at countering its effect by minimizing the risks involved. In order to achieve this, the following policy will apply.

- Employees who are dependent upon alcohol; or drugs are encouraged to seek medical advice, and to follow appropriate treatment promptly. High level of dependence leads to termination of employment party involved.
- It is strictly prohibited for any employee to be at work whilst impaired by, or not fit for work as a result of drugs or alcohol consumption.
- The illicit use, possession, distribution, or sales of illegal drugs on company business or work location is strictly prohibited.

In pursuing this policy, the company will continue to respect the rights of individuals, and will minimize intrusion into their private lives. It must be realized that the company as a good employer; has established “In-house rules” to keep law and order within the enterprises for the safety or persons, properties and the environment.

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SECURITY POLICY STATEMENT

The security measure of the company ensures that all facilities where employees and third parties work and reside have sound security plan.

- The company upholds security information dissemination to all our employees both in office and logistic base stations.
- Improve security awareness of both company's employees and third party association with our operations.
- The company's employee will be provided with identity cards and workers will be briefed regularly on current security risk.

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FRAUD/MALPRACTICE POLICY

MITMOH INTEGRATED SERVICES LIMITED is a company of integrity with competent personnel's aimed at delivering satisfactory services to its clients in all areas within the scope of its operation.

It is our watchword that “**services well rendered is self advertisement**” on this note the management and staffs of **MITMOH INTEGRATED SERVICES LIMITED** does not in any way influence nor give bribe to clients in order to get contracts but believes rendering satisfactory & efficient services as a set standard to give clients assurance of awarding the company more contracts within its scope of services rendered.

It's a known fact that riches does not come by wishes but hard work bravely done, thus **MITMOH INTEGRATED SERVICES LIMITED** work with its suppliers to ensure that bribery and corruption within the supply chain is eliminated.

MITMOH INTEGRATED SERVICES LIMITED shall reward positive attitude and sanction negative altitude to bribery & corruption within its supply chain.

Therefore,

- All staff and subcontractors are here by empowered to stop all any form of bribe & corruption within its supply chain.
- Personnel (staff/subcontractor) who flout the bribery & corruption rule will be warned, suspended or dismissed for repeated violation.
- The company encourages all staff to maintain integrity while discharging their responsibilities

When standard fall too low nation perish, that is why **MITMOH INTEGRATED SERVICES LIMITED** does not in any form issue bribe in all aspect of its transaction.

MANAGING DIRECTOR

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JOURNEY MANAGEMENT POLICY

- The transportation of personnel, equipment and materials shall be by Air, Road or Water. The journeys can be in company vehicles or that of her client. It is the desire of this company that all employees conduct themselves in a safe manner when on board any means of transportation.
- Every journey shall be planned in such a manner that all elements, which could lead to accidents, incident or near miss, are carefully analyzed and the associated hazards are prevented.
- All motor vehicles to be used shall be driven only by licensed motor drivers. Such drivers shall be responsible for the legal and safe operation of motor vehicles and must observe and practice defensive driving principles.
- Improve security awareness of her employees and third party involved in our operations.
- Company properties and employee will be given maximum security.
- Her employees will be provided with identity cards and will be briefed regularly on current security risk.

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SMOKING POLICY

- Smoking is not only injurious to health but it is also has a potential hazard in terms of health, safety and environment and shall not be permitted on site.
- Smoking in public places exposes non-smokers to health related hazards, and it is the duty of our company to protect all employees from unnecessary exposure to hazards
- The smoking of cigarettes, cigars or pipes is prohibited in conference/meeting rooms, corridors, public areas and offices.
- Smoking is injurious to health and shall not be permitted on site.
- Smoking shall not be permitted where fire hazards exists.
- This policy is applicable to our company work locations/sites.
- Lightening of matches in company and client premises is prohibited.

MANAGING DIRECTOR

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SPEED LIMIT POLICY

TO ALL DRIVERS INVOLVED WITH PROJECT ACTIVITIES.

All drivers on the project shall strictly adhere to the following speed limits:

Max. Speed allowed on public Highways	<i>100km/hmax.</i>
Max. Speed allowed on project	<i>80km/h</i>
Max. Speed allowed on project Location Roads	<i>30-40km/h</i>

Max. Speed allowed on site *20km/h*

During adverse weather conditions such as during periods of heavy rain, speed shall be reduced accordingly.

Offenders may be required to attend a further defensive driving course or may be **dismissed** from the project.

Remember: you could lose your life trying to get there 5 minutes earlier.

MANAGING DIRECTOR