



**Close the Loop**  
TAKE BACK + RECOVER + REUSE

## Document Management System

## Global CtL OH&S Policy

### Policy Statement

Close the Loop (CtL) specialises in the post-consumer recovery and recycling of imaging consumables. CtL maintains a zero waste to landfill policy with a focus on providing the best quality output streams and working towards achieving a sustainable circular economy while maintaining best practice for responsible environmental management and the health and safety of employees and stakeholders.

CtL recognises its moral and legal responsibility and commits to providing and promoting a safe and healthy work environment for employees, contractors, customers, and visitors. This commitment extends to ensuring that the Company's operations do not place the local community at risk of injury, illness, or property damage in line with the Social Accountability SA 8000 and ISO 45001 standards.

### Objectives

CtL commits to:

- Ensuring that the framework and commitment for setting and reviewing OH&S objectives and targets are realised.
- Demonstrate via external verification, compliance with external industry standards applicable to each operating region. Standards include ISO 9001, ISO 14001, ISO 45001 and R2 (US and Australia only).
- Maintain a management system consistent with the requirements of the International Standard for OH&S Management Systems (ISO 45001) with a key focus on continual improvement.
- Provide safe plant and healthy working conditions.
- Provide a framework for setting OH&S objectives to ensure safe systems of work.
- Ensure compliance with legislative, other requirements and current industry standards.
- Provide information, instruction, training and supervision to employees, contractors, and visitors to ensure their safety.
- Provide support and assistance to employees.
- Continuously improve OH&S management and performance through consultation and self-assessment via a Health and Safety Committee.
- Commit to identify and eliminate hazards and reduce OH&S risks.
- Commit to engage employees in consulting and participation in managing OH&S risks opportunities in the workplace.

### Responsibilities

Top Management is accountable for implementing this policy in their area of responsibility.

Management is responsible for:

- Provision and maintenance of a safe and healthy work environment;
- Involvement in the development, promotion and implementation of health, safety, policies, and procedures;
- Ensuring employees are trained and competent in the safe performance of their assigned tasks;
- The provision of resources to fulfil this policy;
- Ongoing commitment to focus on injury prevention.



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Employees are responsible for:

- Following all health and safety policies and procedures;
- Reporting all known or observed hazards to their immediate supervisor or manager;
- Reporting immediately any work-related accident, injury, or illness to Management.

### Application of the Policy

This Policy is applicable to all CtL sites, operations and functions including where employees are required to work off site.

In the interests of maintaining safety, contractors, their employees, visitors, and customers are required to observe and comply with all health and safety standards and procedures. This includes any safety signage, warnings and/or instructions given by any Company employee whilst on our premises.

Marc Lichtenstein  
Joint CEO

Tom Ogonek  
Joint CEO