

Introduction

Andrisoft is dedicated to ensuring the health, safety, and well-being of all our employees. As a company that operates exclusively over the Internet, we recognize that our working environment is unique and requires specific measures to address potential health and safety issues.

Policy Statement

Our goal is to provide a safe and healthy working environment for all employees, whether they work from home or other remote locations. We are committed to:

- Preventing accidents and work-related illnesses.
- Complying with all relevant health and safety legislation.
- Promoting a positive health and safety culture throughout the company.

Responsibilities

Management Responsibilities:

- Ensure compliance with health and safety legislation.
- Provide appropriate health and safety training and resources.
- Regularly review and update health and safety policies and procedures.
- Encourage open communication regarding health and safety concerns.

Employee Responsibilities:

- Follow health and safety policies and procedures.
- Take reasonable care of their own health and safety and that of others.
- Report any health and safety concerns to management promptly.
- Participate in health and safety training as required.

Health and Safety Measures

Workstation Ergonomics:

- Ensure that all employees have access to ergonomic workstations, including appropriate chairs, desks, and computer equipment.
- Provide guidelines on setting up workstations to prevent musculoskeletal disorders.
- Offer virtual assessments and recommendations for home office setups.

Mental Health and Well-being:

- Promote a healthy work-life balance through flexible working hours and policies.
- Provide access to mental health resources, including counseling services and stress management programs.
- Encourage regular breaks and the use of annual leave.

Fire Safety and Emergency Procedures:

- Ensure employees are aware of emergency procedures in their home environments.
- Provide guidelines on fire safety, including the use of smoke detectors and fire extinguishers.
- Encourage employees to have an emergency plan in place.

Electrical Safety:

- Advise employees on the safe use of electrical equipment.
- Provide guidelines on regular equipment checks to prevent electrical hazards.
- Encourage the use of surge protectors and proper cable management.

First Aid:

- Ensure employees have access to basic first aid supplies in their home offices.
- Provide information on basic first aid procedures and emergency contact numbers.
- Encourage employees to take first aid training if possible.

Cybersecurity:

- Implement robust cybersecurity measures to protect employees and company data.
- Provide training on safe internet practices and recognizing phishing attempts.
- Ensure the use of secure connections (VPNs) for accessing company resources.

Reporting and Monitoring

- Establish a clear process for employees to report health and safety concerns or incidents.
- Regularly monitor and review health and safety practices to ensure their effectiveness.
- Conduct periodic surveys to gather employee feedback on health and safety matters.

Continuous Improvement

Andrisoft is committed to the continuous improvement of our health and safety policies and practices. We will regularly review and update this policy to ensure it remains relevant and effective in providing a safe working environment for all employees.

Cristian Andries

CTO

Andrisoft SRL

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For any further information or to report health and safety concerns, please contact sales@andrisoft.com.