



# Royal Mail Group

# Health and Safety

# Policy

Ensuring that Health and Safety remain core business values with a commitment to achieving and maintaining an incident-free working environment where everyone is safe and healthy.

## Overview and Policy Statement

Royal Mail Group views the safety and health of its people as of paramount importance.

This policy demonstrates Royal Mail Group's commitment to the management of safety and health risks, removing or reducing the likelihood of harm to its employees or people affected by its undertakings, to an acceptable level.

Under the Board sponsorship of the Chief Executive Officer, this policy has been fully adopted, and is re-communicated to all employees after each revision.

Royal Mail Group will ensure that Health and Safety remain core business values. Through a safe place, safe person philosophy it is committed to achieving and maintaining an incident-free working environment where everyone is safe and healthy.

All activities and work will be carried out in a safe manner and in accordance with the arrangements and legislative framework applicable to the relevant Business Unit, Function, Joint Venture or Subsidiary.

## Our Responsibilities

Royal Mail Group expects all of its employees to fulfil their responsibilities in maintaining a safe and healthy working environment.

### Our people must:

- Promote and comply with the Health and Safety Policy and lead by personal example.
- Be responsible for their own personal safety and health, and for the safety and health of those they work with or might impact through their work activities.
- Work responsibly to safety and health standards, whilst complying with applicable laws, regulations, and industry good practice.
- Identify hazards, and assess and manage risks so that we perform our work safely.
- Challenge any unsafe acts and conditions, and any practices which could give rise to unsafe or unhealthy situations.
- Report every incident which causes an injury so that root causes can be identified and countermeasures implemented.
- Share good practice and safety alert information, and support continual improvement.
- Managers must ensure all their team members understand this policy, complete all mandatory training and know how to report any concerns.

## Arrangements

This policy is maintained through:

- Safety and health being the responsibility of line management, delivered with the support of our people and of our safety and health specialists.
- The implementation of an effective Safety, Health and Environment Management System to achieve legal compliance and effective management of risk.
- The use of appropriate tools, techniques and safety programmes to engage our people in safety improvement.
- The monitoring and review of safety and health performance, and the regular audit of the implementation of our safety and health standards.
- The provision of the necessary resources, information, instruction, training and communication to ensure the appropriate levels of awareness and competence for safe operations.
- Consultation with our employees and their representatives.

## Further guidance and documents

Managers can obtain specific safety advice by contacting their Safety, Health and Environment Advisor or specialist.

Employees in Royal Mail UK Parcels, International and Letters (UKPIL) can access the Safety, Health and Environment Management System on the [Group Safety, Health and Environment Management System Knowledge Database](#). This policy is covered specifically in the following which is signed off by the Global Director Compliance and Sustainability:

[Safety, Health and Environment \(SHE\) Instruction 1.1 Safety, Health and Environment Policies and Roles and Responsibilities](#).

## Reporting Concerns

**If you see something, say something.**

Everyone should be able to raise concerns without fear of retaliation.

You can talk to your line manager or you can Speak Up by calling the confidential helpline on **0800 090 3154** or using the on-line web-based service at <https://royalmail.gan-compliance.com/p/speakup>.

We will take action.

## Scope of Policy

This Policy applies within Royal Mail Group. The associated Safety, Health and Environment Management System is applicable within Royal Mail UK Parcels, International and Letters (UKPIL).

It is expected that Joint Ventures and Subsidiaries including General Logistics Systems B.V. group of companies ("the GLS Group") will support the policy intent through their own safety and health arrangements.



**Simon Thompson**  
**Chief Executive Officer of Royal Mail**  
**April 2021**

## Breach of this Policy

Anyone found in breach of this policy may be subject to disciplinary action up to and including dismissal.

## Getting help with this Policy

For advice on this document or applicable standards, contact Group Compliance and Ethics on:

- **020 7449 8302** or e-mail them at
- [group.compliance@royalmail.com](mailto:group.compliance@royalmail.com)

## Policy Governance

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and Sustainability

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Please note this document is classified: Royal Mail Group – PUBLIC