

TELNET SERVICES LTD

HEALTH AND SAFETY COMMITTEE MEETING CHARTER

Telnet is highly committed to ensuring a safe and healthy workplace for all its employees and has an established Health and Safety Committee.

The Committee aims to ensure continuous improvement and effective employee consultation, whilst achieving excellence in Health and Safety management.

The Committee consists of representatives from various parts of the Company, including:

- Board and Management Representative
- Peter Harding, Health and Safety Administrator
- TK Taito, Health and Safety Consultant
- Shaun Mills, Infrastructure/ IT
- An agent representing Queen Street
- Jemma Wills, Representative for Homeworkers
- Katherine Connor, Health and Safety Consultant, Connor Health and Safety Limited (if required)
- An agent representing Northwest
- Any other participants as invited

During meetings, the Committee will:

- Review feedback from employees on Health and Safety and problem-solve issues or concerns
- Discuss any hazards identified, the results of inspections, any incidents (if any)
- Discuss upcoming Health and Safety activities
- Review Health and Safety performance (this is reported to the Board)
- Agree new policies, procedures and/or system improvements
- Committee meetings will be minuted and these minutes will be available to staff. Actions will be recorded and tracked until closure.

The Committee will comply with its obligations under the Health and Safety at Work Act 2015.

The Committee will work in an efficient, organised and effective manner. The meetings are an open forum, where everyone can voice their concerns, raise hazards or issues in a positive environment.

This Charter was agreed by the Committee at the Committee Meeting on 16 September 2016.