

KINAXIS GLOBAL HEALTH & SAFETY POLICY

Purpose

Kinaxis Inc. and its affiliates (referred to collectively as “**Kinaxis**” or the “**Company**”) are committed to providing a safe and healthy working environment for all employees. This Health and Safety (HS) policy establishes Kinaxis’ commitment to preventing injuries and maintaining a healthy workplace.

Scope

This policy applies to all Kinaxis employees and covers all our office locations, co-workspaces and teleworking.

Our Responsibilities

- **Management:** As an employer, Kinaxis is responsible for worker health and safety, as well as providing adequate resources to establish health and safety programs and procedures. We will comply with all employer duties under the employment/labour standards law that apply in the jurisdictions in which we operate and take every reasonable precaution to ensure the safety of our employees. Supervisors (People Managers) have a duty to implement and enforce this policy by ensuring that employees and contractors work in compliance with established safe work procedures, that employees are trained and informed about health and safety in the workplace.
- **Employees:** All employees are responsible for working in compliance with the law, this HS policy and all safe work procedures established by Kinaxis. Employees are required to report any unsafe behaviours and hazardous conditions; report any injury/illnesses immediately; participate in all required safety trainings; and follow all safe work procedures and practices.

Our Commitment

- Protect the health, safety, and well-being of all employees.
- Ensure compliance with all applicable local and international laws and regulations regarding health and safety.
- Foster a culture of continuous improvement in Health & Safety performance.

Kinaxis aims to:

Workplace Safety at Kinaxis Offices:

- Provide a safe and healthy work environment.
- Conduct workplace inspections to identify and address hazards.
- Implement emergency systems, plans and procedures.

Ergonomics and Employee Well-Being:

- Provide information on proper ergonomic workstation setup to prevent injuries.
- Encourage employees to take the requisite work breaks and promote a healthy work-life balance.
- Provide access to wellness programs focused on mental and physical health.

Telework Safety:

- Encourage remote work employees to maintain a safe and healthy work environment.
- Provide guidelines for remote employees on proper workstation setup, work breaks, and mental health and well-being.

Incident Reporting and Investigation:

- Ensure employees immediately report all accidents, injuries, and unsafe conditions. [Report an Incident or Injury - Kinaxis ServiceNow Portal](#)
- Conduct investigations of any incidents and take corrective and preventive action.

Training and Communication

Kinaxis aims to:

- Provide awareness training to all employees focusing on health and safety legislation and procedures.

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- Keep employees informed about health and safety policies, initiatives, and updates through internal communication channels.
- Encourage open communication where employees can report concerns or suggest improvements related to health and safety.

Compliance and Continuous Improvement

Kinaxis aims to:

- Ensure compliance with all applicable health and safety laws, regulations, and standards relevant to our industry.
- Assess the effectiveness of the health and safety programs and identify opportunities for improvement.

Policy Review

At Kinaxis, commitment to health and safety is required from all levels of the organization. It is integral to our operations that health and safety is considered in every activity and management of change process.

This Health & Safety policy will be periodically reviewed and updated as required to reflect changes in laws and regulations and ensure its continued effectiveness and relevance to Kinaxis operations.

Management Approved.

DOCUMENT VERSION CONTROL

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