# POLICY ON OCCUPATIONAL SAFETY, HEALTH AND WELL-BEING

## INSTITUTO DE CRÉDITO OFICIAL (ICO)



## SUMMARY

I. Introduction

II. Purpose

III. Scope

IV. Commitments

V. Communication

VI. Entry into force

## INTRODUCTION

The World Health Organisation **(WHO)** defines a healthy company as one in which **management and employees work together** to develop **continuous improvement processes** with the aim of **protecting and promoting health, safety and well-being in the work place**.

In this sense, a healthy organisation is one that, while understanding the importance of health for the proper functioning of its activity, makes **systematic, planned and proactive efforts** to improve the organisation and design of workplaces, operational processes and the strategy to ensure good work-life balance and health and safety at work. In this way, **employee well-being is considered a strategic element** of strength, **essential to achieve company objectives.**

The Official Credit Institute (ICO) is aware that **people are its main asset** and is committed to ensuring the safety, health and well-being of its professionals.

This policy therefore sets out ICO's general principles in this area. It draws on the best practices set out in international guidelines, including those of the WHO, the EU's Strategic Framework on Health and Safety at Work 2021–2027, the Spanish Strategy on Health and Safety at Work 2023–2027 and the Sustainable Development Goals, specifically SDG 3, which relates to health and well-being. Its aim is to safeguard the health, safety and well-being of ICO staff, promote healthy lifestyles and create long-term value, both for employees and their families and for society as a whole.

This policy develops ICO's **principles of corporate action** in the area of human resources and **complements the framework established in its Sustainability Policy, aligning** ICO's concern for the health and well-being of its employees **with the EU Strategic Framework on Health and Safety at Work 2021-2027 and its three main axes**:

- Anticipate and manage the shift to new jobs and occupations resulting from the ecological, digital and demographic transitions.
- Improve the prevention of occupational accidents and work-related illnesses.
- Increase preparedness for possible future health crises.

It is also the responsibility of everyone, the workforce, the employees and the management, to contribute towards building and maintaining an environment of good health, safety and well-being.

Accordingly, this policy establishes the following **general objectives**:

- **Achieve a working environment of good health and well-being** that allows all employees to carry out their work in the best **physical, psychological and social**

**conditions**, promoting, to this end, the **participation of its employees and the representation of workers** through the channels provided for this purpose.

- **Achieve an optimal level of occupational safety** beyond mere compliance with occupational risk prevention regulations.

## PURPOSE

This Policy establishes the **guidelines and commitments** to be followed for the control and management of the safety, health and well-being of the workforce of the entities of ICO Group in the development of their activities, products and services.

## SCOPE

The guidelines and commitments established in this policy are applicable to all professionals of the three entities that make up ICO Group (Official Credit Institute, Axis and ICO Foundation, hereinafter jointly referred to as the Entity) within their areas of expertise and responsibility, as well as to individuals holding a scholarship with these organisations. This policy also applies to companies and self-employed workers who carry out activities at ICO Group facilities.

## COMMITMENTS

The Entity, in its alignment with Sustainable Development Goal 3 for the 2030 Agenda, aims to be recognised as a *healthy workplace** in accordance with the World Health Organisation's criteria, for which it defines the following commitments relating to performance in this area:

- **Appropriateness and reference framework:** The Organisation undertakes to ensure that this policy is suited to its purpose, size and operating context, reflects the nature of its specific occupational health and safety risks and opportunities, and establishes a framework for setting objectives in this area.
- **Prevention:** The Organisation is committed to providing safe and healthy working conditions that prevent work-related injuries and occupational ill health.
- **Leadership**: The Entity's Management approves this Occupational Health, Safety and Well-being Policy and is committed to guiding and promoting the implementation of and compliance with the commitments established herein. It undertakes to define objectives to improve the health and safety of employees in the workplace, and to promote the occupational risk prevention measures defined by the External Risk Prevention Service.

"A healthy workplace is a place where everyone works together to achieve an agreed vision for the health and well-being of workers and the surrounding community. It provides all members of the workforce with physical, psychological, social and organizational conditions that protect and promote health and safety. It enables managers and workers to increase control over their own health and to improve it, and to become more energetic, positive and contented," (from the WHO document **Healthy Workplace Framework and Model.)**

It also undertakes to approve the allocation of the financial and non-financial resources necessary to achieve the objectives defined to improve the prevention of occupational risks.

- **Responsibility:** The Entity undertakes to ensure that the entire organisation – Management, middle management and technical and administrative staff – complies with and applies the requirements established in this Policy, and to encourage their active participation in ensuring compliance with these requirements.
- **Consultation and participation:** The Entity undertakes to ensure that workers and their representatives are consulted and actively involved in occupational health and safety matters through the mechanisms established under occupational risk prevention legislation, such as the Health and Safety Committee.
- **Legal requirements and other requirements**: The Organisation undertakes to comply strictly with the applicable legislative and regulatory requirements, as well as any other health and safety requirements to which it voluntarily adheres. To this end, it will identify the relevant requirements and assess compliance with them.
- **Context:** The Entity undertakes to carry out an analysis of the internal and external circumstances that influence the health and safety of all its employees in the workplace.
- **Risks and opportunities**: The Entity undertakes to identify and assess risks and opportunities relating to the safety, health and well-being of its human capital in the performance of their duties. It also undertakes to eliminate hazards and reduce risks to health and safety, and to identify measures to address the risks and opportunities that have the greatest impact on the health, safety and well-being of its staff.
- **Training and awareness**: The Entity undertakes to provide the necessary resources and training to all its employees, and to foster their awareness and responsibility with regard to occupational risks. It also undertakes to take all necessary measures to prevent occupational accidents and work-related illnesses, managing and minimising risks.
- **Suppliers and supply chain**: The Entity undertakes to apply the same safety and risk prevention measures to the employees of the companies working at its work centres as it applies internally to its own professionals. The Entity undertakes to require that the companies that provide services in ICO's facilities comply with the legal obligations in terms of occupational risk prevention, both at the time of contracting and during the execution of the contract, and to monitor such compliance.
- **Monitoring:** The Entity undertakes to define a set of indicators for evaluating the management, control and improvement in this area, as well as to monitor the objectives approved by Management.
- **Follow-up and Evaluation:** The Entity is committed to establishing the internal processes and procedures necessary to monitor, analyse and evaluate management in

this area. The Entity shall pay special attention to incidents and accidents that affect the safety and health of workers, especially in the case of particularly sensitive persons, and that occur while travelling during working hours.

- **Review and continuous improvement**: The Entity's management undertakes to review periodically the adequacy of this policy, compliance with the commitments defined herein, and the degree to which the defined objectives are met. It also undertakes to continuously improve its Integrated Management System with a view to enhancing occupational health and safety, and to adopt the measures necessary to ensure effective management.

## COMMUNICATION

The Entity shall publish the Occupational Safety, Health and Well-being Policy on the intranet and on the corporate website (www.ico.es), and shall ensure that all persons falling within its scope are made aware of it. Similarly, the Entity will make it available to all companies and self-employed individuals carrying out activities on the premises of ICO Group entities, using the means considered most appropriate in each case.

## ENTRY INTO FORCE

The Occupational Safety, Health and Well-being Policy shall enter into force on the date of its approval by the Management (Operations Committee).




**PASEO DEL PRADO 4 – 28014**

**www.ico.es**