



OHS POLICY

The Solar Fund (Fiji) Limited

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1. Introduction

The Solar Fund (Fiji) Limited (hereinafter referred to as "the Company") is established as a company limited by guarantee with no shares, which was incorporated under the Fiji Company Act on 7 August 2024.

The Company's purpose is to provide renewable power solutions to remote and rural Fijian communities and schools, focusing on the maintenance and repair of installed solar panels, including those on the outer islands of Rabi, Kioa, and Fiji maritime islands. Its mission is twofold: reducing carbon emissions and enhancing educational opportunities in targeted remote and rural communities.

This Policy is adapted from Its Time Foundation policies for The Solar Fund (Fiji) Limited.

We are committed to establishing and maintaining a safe and healthy work environment for all employees, contractors, and visitors and aim to prevent work-related injuries and illnesses, while complying with relevant health and safety laws, and promote the overall well-being of our workforce.

2. Purpose

The purpose of the Occupational Health and Safety (OHS) Policy is to enforce:

- **Commitment to Safety:** We are dedicated to maintaining a safe and healthy workplace.
- **Risk Management:** Identify, assess, and control workplace hazards.
- **Legal Compliance:** Adhere to all relevant OHS laws and regulations.
- **Employee Involvement:** Engage employees in health and safety practices.
- **Training and Education:** Provide regular safety training and education.
- **Continuous Improvement:** Regularly review and enhance OHS practices.
- **Reporting and Investigation:** Timely report and investigate incidents.
- **Health and Well-being:** Promote the well-being of our workforce.

3. General Principles

The following principles govern this Policy:

- We are committed to maintaining a safe and healthy workplace for all employees, contractors, and visitors.
- Adhere to all relevant occupational health and safety laws, regulations, and standards.
- Regularly review and improve health and safety policies, procedures, and performance.
- Ensure timely reporting and thorough investigation of all incidents and near misses to prevent recurrence.
- Promote the overall health, well-being, and fitness of our workforce.

4. Responsibilities

- **Management:** Ensure the implementation of this policy, safety measures, provide necessary resources, and promote a culture of safety. Oversee the implementation of safety measures and conduct regular safety inspections.

- **Employees, contractors and visitors:** Follow all safety procedures, report hazards, and participate in safety training including being aware of safety measures and reporting incidents. All third-party contractors and service providers are expected to supply (prior to project execution) and comply to acceptable OHS policies.

5. Risk Management

- We are committed to identifying and mitigating hazards through regular risk assessments. These assessments help us understand potential risks and implement appropriate measures to ensure a safe working environment.
- To minimize risks, we put in place effective control measures tailored to address identified hazards. These measures are designed to prevent accidents and injuries, ensuring the safety and well-being of all employees.
- We continually monitor and review the effectiveness of our risk management practices. By evaluating and updating our controls, we ensure that our workplace remains safe and compliant with all relevant health and safety standards.

6. Training and Education

Comprehensive Safety Training

We are committed to providing comprehensive safety training to all new employees during their induction. This training covers essential safety procedures, policies, and practices, ensuring new hires are well-prepared to work safely from day one.

In addition to induction training, we conduct regular safety training sessions to refresh employees' knowledge and keep them updated on any changes in safety protocols and regulations. This continuous education helps maintain a high level of safety awareness and readiness among all employees.

Awareness of Emergency Procedures

We ensure that all employees are well-informed about emergency procedures specific to our workplace and places where projects are undertaken. This includes evacuation plans, emergency contact numbers, and the locations of safety equipment.

Employees are also trained on safety protocols, such as the proper use of personal protective equipment (PPE), safe handling of materials, and specific task-related safety measures. This knowledge equips them to respond effectively in emergency situations and maintain a safe working environment.

7. Incident Reporting and Investigation

Prompt Reporting

All incidents, near misses, and hazards must be reported immediately to ensure timely and effective responses. Prompt reporting allows us to address any issues swiftly, preventing further risks and maintaining a safe work environment.

Investigation and Root Cause Analysis

Every reported incident will be thoroughly investigated to determine its root causes. By understanding the underlying factors, we can implement corrective measures to prevent similar incidents in the future and enhance our overall safety practices.

Record Maintenance

Detailed records of all reported incidents, near misses, and hazards will be maintained. This includes documentation of the nature of the incident, investigation findings, and corrective actions taken. Regular review of these records helps us monitor trends and identify areas for continuous improvement in our safety protocols.

8. Continuous Improvement

Regular Review of OHS Performance

We are committed to regularly reviewing our Occupational Health and Safety (OHS) performance to identify areas for improvement. This ongoing assessment helps us ensure that our safety practices are effective and up-to-date.

Policy and Procedure Updates

Based on feedback from employees, incidents, and changing regulations, we will update our OHS policies and procedures as necessary. This ensures that our safety protocols remain current and aligned with best practices and legal requirements.

Open Communication and Feedback

We encourage open communication and feedback on safety issues from all employees. Creating an environment where employees feel comfortable reporting concerns and suggesting improvements is crucial for maintaining a safe workplace. This collaborative approach helps us continually enhance our safety culture and performance.

9. Health and Well-being

Promote Initiatives for Physical and Mental Health

We are dedicated to promoting initiatives that support the physical and mental health of our employees. This includes wellness programs, mental health resources, fitness activities, and other initiatives designed to enhance overall well-being.

Support for Work-Life Balance

We provide resources and support to help employees maintain a healthy work-life balance. By offering flexible work arrangements, employee assistance programs, and promoting a supportive work culture, we aim to ensure that our employees can balance their professional and personal lives effectively.

10. Review and Alteration of Policy

- This Policy may be reviewed annually as needed.
- This Policy can be amended or rescinded by a resolution passed by the Directors.

- Any proposed amendment will set out the purpose of the proposed amendment will be sent to the Company Secretary 30 days before the meeting at which it is to be considered, to enable proposed amendments and alterations being included into the Board Meeting Agenda.

11. Document History and Version Control

Version Number	Date Issued / Reviewed	Effective Date	Amendments Description / Review Details
Draft 2	29 November 2024	TBC after Board approves	<ul style="list-style-type: none"> • Draft 1 initial documentation adapted from Its Time Foundation policy and following discussions with Founder of Its Time Foundation. • Draft 2 document updated by Insight Business Advisory Pte Ltd for The Solar Fund (Fiji) Limited Board review and adoption at its December 2024 Board meeting.
V1.0	24 December 2024	24 December 2024	Version 1.0 baselined following The Solar Fund (Fiji) Limited's board approval at their Board meeting held on 9 December 2024. Document V1.0 submitted on 24 December 2024 to Tamara Smith, Board Secretary and Rob Edwards, Founder and Director of The Solar Fund (Fiji) Limited for filing and document control going forward.