

Health and Safety Policy

Global

Contents

- Introduction 3
- Health and Safety Policy Statement 3
- Leading Health, Safety and Key Responsibilities 4
- Communication and Consultation 4
- Identification of Health and Safety Risks 5
- Training and Competency 5
- Safe Working Practices and Enforcement 6
- Monitoring and Review 6
- Delivery, Approval and Review of This Policy 7
- Appendix 1: Amendments to Policy to Comply with Country-Specific Requirements. 7
- Appendix 2: Translated Copies of This Policy (Where This is Required Under Local Legal Requirements or Recommended by Local Counsel. 8

Introduction

This policy applies to Veritas Technologies LLC, including subsidiaries or group companies (“Veritas”). This policy applies to Veritas workers (which include employees (permanent and temporary), volunteers, contractors, agency workers and interns), whether they are working on Veritas premises, or remotely, in the countries/regions where Veritas operates (“Global Regions”). References in this document to “local legal requirements” means the law(s) applicable in each Global Region or Veritas country of operation.

Health and Safety Policy Statement

A safe and healthy business environment is important to the long-term sustainable growth of Veritas. We are committed to protecting the health, safety, and welfare of all our workers and anyone else who comes into contact with our operations around the world, including our clients, learners, customers, and other partners.

To support Veritas in meeting its obligations, we expect all group companies, local Veritas operations and lines of business to continuously review, monitor, and improve our health and safety performance by complying with local legal requirements, implementing this global policy, reducing risk, and working towards health and safety good practice in all operations. We will succeed by:

- a. **Leading our health and safety policy from the highest level** within our organization and promoting good working behaviors at the highest level;
- b. **Openly communicating and consulting** with our workers (including worker representatives where applicable and those having specific roles and responsibilities in managing health and safety), clients and partners about our health and safety policy and procedures;
- c. **Identifying health and safety risks** relevant to our organization, assessing those risks and seeking to put in place precautions to reduce those risks to the lowest practicable level;
- d. **Providing and maintaining a safe and healthy working environment**, including health and safety arrangements and suitable equipment in the workplace, suitable welfare facilities and arrangements in relation to hazardous substances and articles;
- e. **Ensuring that all vehicles and work equipment provided for work** are fit for purpose and properly maintained;
- f. **Providing adequate training, information and supervision** to our workers to enable them to work safely whether in the office or remotely;
- g. **Putting in place safe working practices and enforcing** them including verifying and monitoring the competency of partners we work with and providing them all necessary safety information and applicable policies and procedure information;
- h. **Monitoring health and safety practices** and keep our policies, procedures and practices under review to ensure they are kept fit for purpose.

We recognize and accept our responsibility as a business to provide, so far as reasonably practicable or, if different, to the standard required under local legal requirements, a safe and healthy workplace and working environments for all workers and other people who may be directly affected by our activities (including volunteers and our clients) and we are committed and determined to meet these obligations going forward. As far as reasonably practicable, we will ensure the health, safety and welfare of all our workers as well as that of persons not in our employment who may be directly affected by our activities, including volunteers, clients and partners who are affected by the way in which we run our organization.

We will seek to take the responsibilities set out under local legal requirements which apply in our Global Regions as minimum standards for our organization and adhere to them as well as best practice information relevant to Veritas.

Leading Health, Safety and Key Responsibilities

1. Overall responsibility for health and safety within the organization sits with the Senior Director for Business Operations, who is our global lead for health and safety. Within each of our Global Regions (and in the US) we have in place a health and safety lead, representative, manager or advisor who will have responsibilities for health and safety matters in the relevant region as required under local legal requirements and report to our global lead.
2. The Health & Safety Program Manager will ensure this policy is implemented and operated within the business.
3. Competent health and safety advice will be provided to the business by an external Health and Safety partner unless otherwise required under local legal requirements.
4. Day to day responsibility for health and safety will be managed by the H&S Program Manager in relation to safety of Veritas premises (including fire safety) and equipment. This will be overseen by the Senior Director for Business Operations.
5. It will be the responsibility of the Senior Director for Business Operations to ensure that those with day-to-day responsibilities are aware of those responsibilities, are equipped to carry out these roles and that they do so appropriately.
6. The H&S Program Manager will be assisted in her role by workers appointed as health and safety representatives, leads or managers in each Global Region or country, internal committees and groups or external consultants or external bodies in each country of operation to the extent required under local legal requirements, whose role will be to advise, report to and support her and those with day to day responsibilities to follow this policy and the business' health and safety procedures. In addition, a number of staff within the organization will be appointed as fire marshals and first aiders or in roles linked to fire safety and first aid as required by local legal requirements.
7. All workers within the organization have responsibility to follow health and safety policies and procedures within the organization and to look after their own safety and that of others in the workplace. These responsibilities are reflected in job descriptions and contracts of employment with the business.

Communication and Consultation

1. We are committed to co-operate within the organization to promote and develop health and safety within the organization.
2. We will make this policy available to new starters with their joining instructions within two weeks of them joining Veritas. It will be covered as part of their induction training and will be included in the relevant employee or worker handbook of Veritas or the relevant Veritas entity. The policy will be available to all workers via the intranet.
3. We will regularly communicate to and consult with workers and health and safety representatives as required under local legal requirements, including by communicating information regarding the management of health and safety in the organization, by publishing information on our intranet site and, in some Global Regions, via committees of workers whose remits include discussing and communicating with workers regarding health and safety issues.
4. Where provided for under local legal requirements, workers are entitled to make representations to, and consult, Veritas on matters relating to their safety, health and welfare at work.

Identification of Health and Safety Risks

1. We will seek to identify all reasonably foreseeable hazards or risks to health and safety to any person who may be affected by the undertaking of our business and will seek to remove those risks or reduce them to the lowest reasonably practicable level (or to the level required by local legal requirements). We will do this by identifying and implementing suitable measures to control the risks, with external support, including from an external Health and Safety partner, where necessary or required under local legal requirements.
2. Hazard or risk identification will take place through risk assessments and gap analyses being conducted by an external Health and Safety partner with support from those at Veritas responsible for this under local legal requirements including any health and safety leads, representatives or committees for countries or Global Regions and external support where required under local legal requirements. Day to day risks are also identified and reported on an ad hoc basis by security, the agent(s) responsible for facilities management at premises occupied by Veritas or workers.
3. Veritas will record the exercise described at sections 5.1 and 5.2 in written risk assessments or other documentary form as required by local legal requirements. These can be prepared by an external Health and Safety partner, any of those with responsibilities in section 3 above or those delegated by them, and/or those responsible under local legal requirements and will be kept on the Veritas intranet for the period required under local legal requirements and the content of these assessments and the control measures identified as necessary will be communicated to those affected and to external bodies as required by local legal requirements.
4. Risk assessments will be reviewed annually or sooner where the risk assessment and/or local legal requirements state this to be necessary and in the event of changes of legislation, new guidance, or knowledge including information which comes to light through the reporting or investigation of accidents, incidents or near misses.
5. Where modifications are required to risk assessments following review in accordance with local legal requirements, consideration will be given to the need to create or update safe systems of work in place and any revisions made will be communicated to all affected parties.

Training and Competency

1. We will ensure the competency of those appointed to health and safety roles and committees (as required by local legal requirements) through their selection for that role and by information, training and supervision provided.
2. Where necessary, we will employ external professional support to advise on specialist issues.
3. Suitable information, training and induction will be provided to workers in line with local legal requirements to enable them to understand their responsibilities as to health and safety and fire safety.

Safe Working Practices and Enforcement

1. The identification and assessment of health and safety risks within our organization informs our decisions on the preparation of policies, procedures and/or guidance for our organization to follow to ensure that such risks are reduced to the lowest reasonably practicable level.
2. Workers and visitors are expected to follow any health and safety procedures, information or training provided and the relevant management team or committee will have the responsibility to ensure that all workers are aware of the relevant procedures at the time of joining the organization and on an on-going basis, or as required by local legal requirements.
3. Suitable welfare facilities, including toilets and washing facilities, will be provided by Veritas at its offices and premises and a system will be in place for routine inspections and checking and testing of equipment and facilities, with prompt action being taken for any deficiencies.
4. The enforcement of safe working practices within the organization (whether written or other) as well as this policy itself is the responsibility of health and safety leads in each country, Global Region, the H&S Program Manager and ultimately, the Senior Director for Business Operations, as well as those with relevant responsibilities under local legal requirements.
5. Failure to follow or to enforce safe working practices may form a disciplinary offence in accordance with the HR Policy and local legal requirements and may constitute a failure to comply with local legal requirements resulting in penalties under local legal requirements.

Monitoring and Review

1. It is the responsibility of Veritas' security teams and agents responsible for facilities management (for workers working in the office), for Veritas' country and regional health and safety leads (to the extent this is practical), for workers' direct line managers and an external Health and Safety partner (for staff working remotely) and for anyone else with relevant responsibilities under local legal requirements to carry out day to day monitoring of its workers and its partners to ensure they are complying with the organization's health and safety policy.
2. Separate focused monitoring and audit may be carried out by Veritas from time to time or at the frequency provided for by local legal requirements with assistance from others to whom it delegates.
3. We require the internal reporting of all accidents by workers and clients and the completion of an accident book entry. Any accident must be reported to a member of the Global Health and Safety Team or to anyone else required to be notified under local legal requirements, within 24 hours or any shorter period required under local legal requirements.
4. We will report accidents, incidents, injuries, occupational diseases and near misses to government authorities and external bodies as required under local legal requirements.
5. We will investigate incidents, accidents and near misses fully and report our findings to Senior Management to ensure that lessons are learned from these reports and steps are taken, where possible, to prevent future occurrences in accordance with local legal requirements.
6. We will keep records of incidents, accidents and near misses (including any reports made under section 8.4) and make those records available in accordance with local legal requirements.
7. We will review our written health and safety policy and accompanying policies, practices and procedures on an annual basis or at the frequency required by local legal requirements, including a review of health and safety activities and trends, implementation of new processes or equipment, changes in work location, or changes in the law. We will highlight any revisions to workers, partners and affected parties.

Delivery, Approval and Review of this Policy

1. This policy has been approved by the senior management of Veritas Technologies LLC and Veritas will adopt the policy and obtain additional necessary approvals as required by local legal requirements. A review of this policy will be undertaken on an annual basis (or at the frequency required by local legal requirements or additionally as considered necessary by the business / those responsible for health and safety management.) and any revisions must be approved by Senior Management and will then be communicated to workers through the Veritas intranet.

Appendix 1: Amendments to policy to comply with country-specific requirements Appendix 1: Amendments

Region	Section	Amendment to this policy
Armenia	All sections	A copy of the policy in Armenian is included at Appendix 2.
Armenia	Section 4.2	To be amended as follows: "We will make the employee or worker handbook and all policies, including this one, available to new starters with their joining instructions ahead of them joining Veritas. It will also be covered as part of their induction training and will be included in the worker handbook of Veritas or the relevant Veritas entity. The policy will be available to all workers via the intranet.
Belgium	All sections	Copies of the policy in the local languages of Belgium are included at Appendix 2.
Belgium	All sections	Addition of the following wording to the policy: If this policy conflicts with the Belgian working regulations or applicable legal health and safety legislation in effect from time to time, the requirements of these will prevail.
Belgium	Section 5.3	Amend first sentence to read: "Written risk assessments are prepared by an external Health and Safety partner and approved by an internal prevention service in partnership with an external prevention provider active in Belgium."
Brazil	All sections	A copy of the policy in Portuguese is included at Appendix 2.
Bulgaria	All sections	We will provide workers with a Bulgarian translation of this policy (as enclosed at Appendix 2 to this policy).
Chile	Section 4.2	Addition to this section: "We will require employees based in Chile to sign a receipt to evidence that they have received a copy of this policy. We will also provide employees based in Chile with a Spanish translation of this policy as at Appendix 2."
Colombia	Section 2(e)	Addition to this section: "including the design, implementation and registration of a Strategic Road Safety Plan, in accordance with Colombian legal requirements".
France	Section 3.3	Addition to this section: "In France, we will designate a "safety referent" who should be one or more employees competent to deal with the activities of protection and prevention of occupational risks in the company, unless there is no competent employee in the business, in which case an external Health and Safety partner will fulfil the role of "safety referent" in France."

Appendix 2: Translated copies of this policy (where this is required under local legal requirements or recommended by local counsel.

Region	Section	Amendment to this policy
Japan	Section 3.6	Addition to this section: "In Japan, the H&S Program Manager will also be assisted in her role by an occupational health physician, in accordance with local legal requirements."
Mexico	Section 4.2	We will provide workers with the Spanish translation of this policy (as enclosed at Appendix 2).
Poland	Section 4.2	Amend to read: "We will make this policy available to new starters with their joining instructions on the first day of their employment with Veritas. It will be covered as part of their induction training and will be included in the relevant employee handbook of Veritas or the relevant Veritas entity. The policy will be available to all members of staff employees, volunteers, independent contractors and interns via the intranet."
Qatar	Section 4.2	We will provide a written policy published in Arabic and the commonly spoken language at the establishment, if different. Please refer to Appendix 2.
Republic of Ireland	Section 5	In addition to the requirements at Section 5, in the Republic of Ireland we will have a Safety Statement in place as required under the Health, Safety & Welfare at Work Acts, a copy of which will be kept on the Veritas intranet for the period required by local legal requirements and will be communicated and made available to those affected and to external bodies as required by local legal requirements.
Saudi Arabia	Section 4.2	We will provide a written policy translated into Arabic and the commonly spoken language at the establishment, if different. Please refer to Appendix 2.
Singapore	Section 5.1	Amend the first sentence to read: " 5.1 We will seek to identify all hazards or risks to health and safety to any person who may be affected by the undertaking of our business and will seek to remove those risks or reduce them to the lowest reasonably practicable level (or to the level required by local legal requirements)."
Spain	All sections	A copy of the policy in Spanish is included at Appendix 2.
Turkey	All sections	A copy of the policy in Turkish is included at Appendix 2.
United Arab Emirates	Section 4.2	We will provide a written policy translated into Arabic and the commonly spoken language at the establishment, if different. Please refer to Appendix 2.

About Veritas

Veritas Technologies is the leader in secure multi-cloud data management. Over 80,000 customers—including 91% of the Fortune 100—rely on Veritas to help ensure the protection, recoverability and compliance of their data. Veritas has a reputation for reliability at scale, which delivers the resilience its customers need against the disruptions threatened by cyberattacks, like ransomware. No other vendor is able to match the ability of Veritas to execute, with support for 800+ data sources, 100+ operating systems and 1,400+ storage targets through a single, unified approach. Powered by Cloud Scale Technology, Veritas is delivering today on its strategy for Autonomous Data Management that reduces operational overhead while delivering greater value. Learn more at www.veritas.com. Follow us on X at [@veritastechllc](https://twitter.com/veritastechllc).



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