

EMPLOYEE ENVIRONMENT OCCUPATIONAL HEALTH AND SAFETY ANAGEMENT MANUAL

ROE VISUAL CO., LTD.



FOREWORD

Message from the General Manager:

We prioritize the health and safety of our employees and the protection of the environment, considering these as core values essential for our corporate development. This manual serves as a guiding document for our company's Environment, Occupational Health, and Safety (EHS) management, and it outlines the code of conduct that all employees must strictly follow.

Our goal is to create a green, healthy, safe, and sustainable working environment for everyone. This commitment safeguards our employees' well-being and fosters a harmonious relationship between our enterprise, society, and the environment.

We encourage all employees to thoroughly study this manual and actively incorporate its principles into their daily work to collectively promote safety and health.

EMPLOYEE ENVIRONMENT, OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT MANUAL

■ SCOPE OF APPLICATION

Applies to all employees (including full-time employees, temporary workers, interns, contractors, and visitors) and covers all activity such as office work, production, warehousing, and transportation.

■ CORE PRINCIPLES

Life First

Personal safety always takes precedence over production tasks. The health and well-being of employees are fundamental to the company's growth. Whenever safety and production conflict, employee safety must be the primary consideration.

Prevention First

To ensure a safe work environment, we will take proactive measures to eliminate hazards through effective risk assessments, robust training, and diligent inspections. Risk assessments will identify potential dangers early on, allowing us to anticipate and address them. Our comprehensive training programs will empower employees to respond with confidence to any risks they encounter. Furthermore, regular inspections will enable us to swiftly detect and eliminate hazards, preventing accidents before they occur.

Full Participation

All employees share essential responsibilities regarding Environmental, Health, and Safety (EHS) practices and have the right to decline any tasks that may pose a hazard. EHS management extends beyond the purview of specific departments or individuals; it necessitates the active engagement of the entire workforce. When confronted with tasks that could endanger their own safety or the safety of others, employees are empowered to express their concerns and refuse such tasks.

Legal Compliance

It is essential to rigorously adhere to both national and local Environmental, Health, and Safety (EHS) laws and regulations. Company operations must be conducted within the established legal framework to ensure that all activities comply with environmental, health, and safety standards, thereby minimizing any potential legal risks.



■ RESPONSIBILITIES AND RIGHTS

Senior Management Responsibilities

- (1) Formulate company safety policies and annual goals; approve safety management systems and operating procedures.
- (2) Ensure budget allocation for safety expenditures.
- (3) Establish an independent safety supervision department and allocate professional personnel.
- (4) Manage major issues; chair quarterly safety analysis meetings and oversee major hazard remediation.
- (5) Approve emergency response plans and lead major accident handling.

Middle Management Responsibilities

- (1) Translate annual goals into departmental Key Performance Indicators (KPIs), such as achieving a hazard rectification rate of 95% or higher.
- (2) Implement risk control by developing departmental risk registers, including quantitative, assessments of risk levels.
- (3) Supervise training efforts by regularly organizing comprehensive safety education and training for all staff, ensuring 100% participation.
- (4) Facilitate resource coordination to ensure necessary safety measures, such as implementing “dual-person, dual-lock” management for the storage of hazardous chemicals.

Employee Responsibilities

- (1) Properly use personal protective equipment (PPE); e.g., wear protective earplugs correctly in noisy environments to ensure effectiveness.
- (2) Comply with company EHS policies and operating procedures; strictly follow safety protocols for assigned tasks without unauthorized modifications.
- (3) Report safety hazards, accidents, or environmental pollution incidents promptly; notify supervisors or the Safety Management Department immediately upon discovery.
- (4) Participate in EHS training and emergency drills; actively engage in training to master relevant knowledge and skills, and familiarize with emergency procedures and evacuation routes.

Employee Rights

- (1) Employees have the right to refuse to follow instructions that clearly endanger lives. The company encourages staff to exercise this right without fear of retaliation, and will investigate the source of such instructions.
- (2) Employees should request a safe working environment and the necessary protective equipment. The company's dedicated Environmental Health and Safety (EHS) team will assess and address these requests within three working days.
- (3) Violations can be reported anonymously via email (ehs@roevisual.com) or by phone (+86 15989566778). The company ensures confidentiality for all reports and offers rewards for verified submissions, with strict measures in place for handling violations.



■ WORKPLACE SAFETY MANAGEMENT

General Safety Standards

- (1) Equipment operation: Untrained personnel are prohibited from operating equipment; special equipment requires certification (e.g., forklifts).
- (2) Electrical safety: Unauthorized wiring is prohibited; non-essential power sources must be turned off after work.
- (3) Chemical management: Read MSDS before use; incompatible chemicals must not be stored together. Follow emergency procedures for spills.
- (4) Workplace safety:
 - a. When not in use, keep the drawers closed and avoid opening multiple drawers of the filing cabinet simultaneously.
 - b. Do not tilt or rock on any chair, especially avoiding frequent movement of spring-loaded seats.
 - c. Pay attention to your walking direction and refrain from walking while looking at your phone.
 - d. Do not stand on tables or chairs to perform high-altitude tasks.
 - e. Do not insert any objects (e.g., pencils, fingers) into typewriters or photocopiers while they are in operation.
 - f. Always power off machines (e.g., computers, photocopiers) before attempting repairs or adjustments.
 - g. Avoid maintaining prolonged sitting postures or eye strain.

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High-Risk Task Management

- (1) Hot work: Prior to commencing any hot work activities, it is essential to secure the necessary permits. Ensure that the surrounding area is free from flammable materials and that fire extinguishers are readily accessible. Conduct thorough inspections of both the work area and equipment before initiating the tasks.
- (2) High-altitude work: It is imperative to utilize safety harnesses and establish appropriate warning barriers when engaging in high-altitude work. Additionally, mandatory health assessments and equipment safety inspections must be conducted prior to the commencement of work.
- (3) Limited space work: It is imperative to monitor oxygen levels and ensure that no one works alone. Test for toxic gases (such as hydrogen sulfide) and confirm that safe levels are present before entry.



Emergency Response

- (1) Fire: Use the nearest extinguisher (remember "Pull, Aim, Squeeze, Sweep"); evacuate via designated routes. Alert others, assess fire type, and use appropriate extinguishers. If uncontrollable, evacuate low with wet cloths over mouth and nose.
- (2) Electric shock: Immediately cut off the power supply. Use insulated objects to separate the victim from the electrical source, then perform CPR or artificial respiration as needed.
- (3) Chemical spills: Wear personal protective equipment (PPE) and activate spill kits. Cordon off contaminated areas. Use absorbents and sealants according to the specific chemical properties.
- (4) Injuries: Report any injuries to supervisors immediately and provide first aid (refer to the "First Aid Flowchart" in the Appendix). Clearly describe the situation and follow life-saving steps (e.g., controlling bleeding, bandaging, CPR).

WORKPLACE SAFETY MANAGEMENT

Occupational Disease Prevention

- (1) Company will do annual assessments of workplace hazard factors to ensure a safe environment.
- (2) Conduct comprehensive health evaluations before, during, and after employment for individuals in high-risk positions.
- (3) In areas with potential chemical exposure: Ensure the use of gloves and goggles; facilitate regular blood and urine screenings. It is imperative to clean and inspect personal protective equipment (PPE) for any signs of damage.
- (4) For roles involving exposure to dust: Employ respirators and schedule regular lung function tests. Replace filters at least every three days, or more frequently as necessary.
- (5) In environments with high noise levels: Utilize earplugs and arrange for annual hearing assessments. Ensure earplugs are cleaned or replaced monthly to maintain efficacy.

Mental Health

- (1) Prohibit workplace violence, bullying, and excessive overtime.
- (2) Regularly post mental health articles on bulletin boards to raise awareness.

ENVIRONMENTAL PROTECTION

1. Annual testing of factory waste gas, water and solids.
2. Waste gas treatment: Two methods—activated carbon or activated carbon + spray towers. Regular pre-/post-treatment testing ensures evacuation in standard.
3. Waste classification: General and hazardous waste, both handled via signed contracts.
4. Report and repair any water pipe or equipment leakage immediately upon discovery.
5. Promote paperless office practices and double-sided printing.
6. Air conditioning temperature settings: Summer $\geq 26^{\circ}\text{C}$, Winter $\leq 20^{\circ}\text{C}$.



■ TRAINING AND ASSESSMENT

New Employees

Complete three-level safety education and training (including an exam) within one week of joining. After training, in addition to the exam, practical operation assessments and job application evaluations will be conducted to verify the new employee's mastery of EHS knowledge and skills.

Current Employees

Undergo at least 8 hours of retraining annually (including new regulations, accident case studies, practical skills). After each retraining session, training effectiveness will be evaluated through multi-dimensional methods such as self-assessment, supervisor evaluation, and peer review to optimize future training content and methods.

Specialized Training

High-risk positions require additional specialized operation training. After completion, employees will take industry-recognized certification exams to obtain relevant qualifications. Periodic skill reassessments will be conducted for certificate holders to ensure continued operational competency.

■ INCIDENT REPORTING AND HANDLING

Reporting Process

- (1) Immediately stop operations and secure the scene.
- (2) Report to the direct supervisor or Safety Management Department via phone, email (ehs@roevisual.com), or the company's internal OA system.
- (3) Submit the Incident Report Form within 24 hours.

Investigation and Rectification

- (1) Form an investigation team to complete root cause analysis within 72 hours.
- (2) The team must include EHS professionals, department heads involved, technical experts, and employee representatives to ensure comprehensive, objective, and fair investigation.
- (3) After corrective measures are formulated, train relevant personnel for effective implementation. Disseminate incident details and warnings company-wide via internal bulletins, emails, and training sessions.



■ APPENDIX

Organization

General Commander: Zhu Chen

Deputy General Commander: Xie XiuKun

On-Site Coordinator: Wang Fusheng

Hazard Rescue Team

Team Leader: Shi Jianquan

Members: Chen Shiquan, Tao Chunrong, Liang Yingqian

Responsibilities

- > Organize fire prevention and rescue operations
 - > Control hazardous sources
 - > Set up rescue areas and rescue personnel on-site
 - > Ensure equipment for cooling, breaking, and containment is in place
 - > Assist in completing personnel evacuation
 - > Assist the fire brigade with rescue operations
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Security & Alert Team

Team Leader: Zhang Jing

Members: Zhao Peng, Liu Longjun, Liu yang

Responsibilities

- > Set up a safety alert line at the incident scene and maintain traffic order
 - > Guard the scene and prohibit unauthorized personnel from entering
 - > Arrange for staff to evacuate, clear and count personnel
 - > Maintain safety order at the scene
 - > Ensure the company's overall safety
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Communication & Liaison Team

Team Leader: He Yao

Members: Yu Meng, Zhang Mingyue, Luo Qizhong

Responsibilities

- > Maintain communication with emergency contacts, and notify relevant departments
 - > Inform the management of the accident and follow up on handling progress
 - > Assist in communicating with government departments and the public
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Logistics Support Team

Team Leader: Zhang Yumei

Members: Tang Baoju, Wang Shuaijun, Hu Qiong

Responsibilities

- > Develop emergency supply plans, allocate materials, and ensure supply of resources required for emergency response
- > Be responsible for emergency power supply and other logistics support
- > Be in charge of water, electricity, and communication support and management

Medical Rescue Team

Team Leader: Huang Lihua

Members: Li Kunlin, Ao Zeting, Zeng Sisheng

Responsibilities

- > Provide first aid to injured personnel and transfer them to simple medical areas
- > Support emergency care and help transfer the injured to hospitals
- > Be responsible for liaising with 120 Emergency Center and assisting their personnel with rescue operations

ROE-QR-HRD-039-A0 "Work Injury Accident Report Form"



