

It is the policy of ABCA Systems Ltd. to ensure the health, safety and welfare of all employees, so far as is reasonably practicable. We recognise the need to provide a safe working environment and that this includes the provision of toilets and hand basins (with soap and hand towels), drinking water, as well as somewhere to rest and eat meals.

To ensure that suitable and sufficient washing and sanitary conveniences are maintained, the points listed below should be followed by all employees:

- Use washrooms and toilets only for their intended purpose;
- Clean up after yourself and ensure that all facilities are left in clean and tidy order;
- Report any damage, blockage, leakage or other defect to a responsible person without delay.