

HEALTH, SAFETY, AND WELLNESS POLICY

JANUARY 2026

POLICY NUMBER: TMG-SEC-025

APPROVAL AUTHORITY: BOARD OF DIRECTORS



THE MAZI GROUP

1. PURPOSE

This Health, Safety, and Wellness Policy establishes The Mazi Group's commitment to providing a safe and healthy work environment for all employees. We believe that employee well-being is essential to our success and are dedicated to preventing workplace injuries, promoting health, and supporting the overall wellness of our team across all brands: Mazi Beauty, Glam Switch, On The Go Mists, and Upvendo.

2. SCOPE

This policy applies to:

- All employees, contractors, and visitors
- All company facilities and work locations
- Remote work environments
- Company-sponsored travel and events
- All brands and business units

3. HEALTH AND SAFETY COMMITMENT

The Mazi Group is committed to:

- Providing a safe and healthy workplace
- Complying with all health and safety laws and regulations
- Preventing workplace injuries and illnesses
- Continuously improving safety performance
- Engaging employees in safety efforts

4. GENERAL SAFETY REQUIREMENTS

4.1 Employee Responsibilities

- Follow all safety rules and procedures
- Use required personal protective equipment (PPE)
- Report hazards, incidents, and near-misses
- Participate in safety training
- Do not engage in unsafe behavior

- Keep work areas clean and organized

4.2 Manager Responsibilities

- Ensure team follows safety procedures
- Provide necessary safety training
- Address hazards promptly
- Investigate incidents
- Lead by example

5. HAZARD IDENTIFICATION AND CONTROL

5.1 Hazard Reporting

- Report hazards to supervisor or safety team
- Use hazard reporting system
- Do not wait for incidents to report hazards
- No retaliation for safety reports

5.2 Hazard Control Hierarchy

1. Elimination: Remove the hazard
2. Substitution: Replace with less hazardous alternative
3. Engineering controls: Isolate people from hazard
4. Administrative controls: Change work practices
5. PPE: Protect the worker

6. INCIDENT REPORTING AND INVESTIGATION

6.1 Reporting Requirements

- Report all injuries, illnesses, and incidents immediately
- Report near-misses
- Complete incident report forms
- Seek medical attention as needed

6.2 Investigation

- All incidents are investigated
- Focus on root cause, not blame
- Implement corrective actions
- Share lessons learned

7. EMERGENCY PREPAREDNESS

7.1 Emergency Plans

- Emergency action plans for each facility
- Evacuation routes and assembly points
- Emergency contact information
- Regular drills and exercises

7.2 Emergency Response

- Know emergency procedures for your location
- Know location of exits, fire extinguishers, first aid
- Follow instructions during emergencies
- Account for all personnel after evacuation

7.3 First Aid

- First aid kits available in all facilities
- Trained first aid responders
- AEDs available in larger facilities

8. SPECIFIC SAFETY PROGRAMS

8.1 Office Safety

- Ergonomic workstation setup
- Proper lifting techniques
- Slip, trip, and fall prevention
- Electrical safety

8.2 Laboratory/Manufacturing Safety

- Chemical safety and handling
- Personal protective equipment
- Machine guarding
- Hazardous materials management
- Safety data sheets (SDS) available

8.3 Warehouse/Distribution Safety

- Forklift and equipment safety
- Material handling
- Loading dock safety
- Pedestrian safety

8.4 Remote Work Safety

- Ergonomic home office setup
- Electrical safety at home
- Report work-related injuries at home
- Take regular breaks

9. DRUG-FREE WORKPLACE

- Alcohol and illegal drugs prohibited at work
- Do not work under the influence
- Prescription medications that impair work must be disclosed
- Drug testing may be conducted per applicable law
- Employee assistance program available

10. WORKPLACE VIOLENCE PREVENTION

- Zero tolerance for violence or threats
- Report threatening behavior immediately
- Weapons prohibited on company property
- Domestic violence support available

- Security measures in place

11. WELLNESS PROGRAMS

11.1 Physical Wellness

- Fitness reimbursement or gym access
- Health screenings
- Flu shots
- Ergonomic assessments
- Healthy food options

11.2 Mental Health

- Employee Assistance Program (EAP)
- Mental health resources
- Stress management programs
- Work-life balance support
- Manager training on mental health

11.3 Financial Wellness

- Financial education resources
- Retirement planning support
- Employee discounts

12. INFECTIOUS DISEASE PREVENTION

- Follow public health guidance
- Stay home when sick
- Hand hygiene and respiratory etiquette
- Cleaning and disinfection protocols
- Vaccination support
- Pandemic response plans

13. TRAINING

- Safety orientation for new employees
- Job-specific safety training
- Annual safety refresher training
- Specialized training (forklift, hazmat, etc.)
- Training records maintained

14. SAFETY INSPECTIONS

- Regular workplace inspections
- Correct identified hazards
- Document inspections and actions
- Employee participation in inspections

15. WORKERS' COMPENSATION

- Workers' compensation coverage provided
- Report injuries promptly
- Follow return-to-work procedures
- No retaliation for filing claims

16. ROLES AND RESPONSIBILITIES

16.1 Executive Leadership

- Provide resources for safety programs
- Set safety expectations
- Review safety performance

16.2 Safety Team

- Develop and implement safety programs
- Conduct training and inspections
- Investigate incidents
- Monitor compliance

16.3 Human Resources

- Administer wellness programs
- Manage workers' compensation
- Support return-to-work

17. COMPLIANCE

- Comply with OSHA and applicable safety regulations
- Maintain required records and postings
- Cooperate with regulatory inspections
- Report serious incidents as required

18. RELATED POLICIES

This policy should be read in conjunction with:

- TMG-SEC-015: Business Continuity and Disaster Recovery Plan
- TMG-SEC-021: Code of Conduct and Business Ethics
- TMG-SEC-024: Employee Handbook and Workplace Policies
- TMG-SEC-044: Crisis Management and Communication Plan

19. POLICY REVIEW

This policy shall be:

- Reviewed annually by Safety and HR
- Updated for regulatory changes
- Approved by executive leadership
- Communicated to all employees

20. DEFINITIONS

- **Hazard:** A condition or practice with potential to cause harm.
- **Incident:** An unplanned event resulting in injury, illness, or damage.
- **Near-Miss:** An event that could have resulted in injury but did not.
- **PPE:** Personal Protective Equipment.

- **SDS:** Safety Data Sheet - document with chemical hazard information.

For safety questions or to report hazards:

Human Resources Department

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