

# Health and Safety Policy

## PURPOSE

Digimarc is committed to providing a healthy and safe work environment for all employees.

This policy establishes the objectives and commitment of Digimarc with respect to health and safety. Set forth herein are the responsibilities of Digimarc with respect to health and safety, as well as your responsibilities as an employee, contractor, consultant, and intern. You are expected to familiarize yourself with this policy, including any changes to the policy which may take place from time to time.

## RESPONSIBILITIES

### *CEO*

The CEO is responsible for health and safety within Digimarc and commits to allocating resources to health and safety initiatives. The CEO will also support management and employees in carrying out health and safety initiatives.

### *Management*

Management is responsible for acting in a safe manner and consistent with this policy and supporting their staff to do the same. Management will consider employee suggestions for achieving a safer, healthier workplace. Management will encourage their staff to report hazards and raise health and safety concerns. Management will also keep informed about workplace safety and health hazards and will regularly review Digimarc's Injury and Illness Prevention Program (IIPP).

### *Employees*

All employees, including managers and supervisors, are responsible for acting in a safe manner while working so as not to pose a risk to themselves or others. Employees are expected to be familiar with Digimarc's IIPP and their obligations under this policy. Should there be concern over any health and safety aspects of your employment, you are expected to immediately bring your concern to the attention of your line manager, HR, or IIPP Administrator.

### *Safety Committee*

The safety committee includes 4 employer and employee representatives who are responsible for recommending safety and health improvements in the workplace. The committee includes 2 employer selected members and 2 volunteers.

### *Safety Committee Summary Procedure*

1. Annually, the committee members will elect a member to serve as Chair by majority vote. The Chair will serve a one-year term. The committee will also select an IIPP Administrator, which may be the same person as the Chair.
2. Committee members will receive training in the principles of accident and incident investigations for use in evaluating those events, as well as training in hazard identification.
3. The committee will meet quarterly during standard work hours.



4. At each meeting, the Chair will assign a minute-taker to record meeting minutes. Meeting minutes from the prior meeting will be submitted for approval at each quarterly meeting. The minutes will include:
  - a. Names of attendees;
  - b. Meeting date;
  - c. All safety and health issues discussed, including tools, equipment, work environment, and identified work practice hazards;
  - d. Recommendations for any necessary corrective action and a reasonable date by which management needs to take such action;
  - e. Name of person responsible for following up on any recommended corrective actions; and
  - f. All reports, evaluations, and recommendations made by the committee.

The meeting minutes will be made available to employees in the HR Section of the company intranet site. The safety committee is responsible for establishing procedures governing workplace safety and health inspections as described in the IIPP. The IIPP administrator has the authority and responsibility for implementing the provisions of the IIPP. Additional details regarding the Safety Committee may be found in the IIPP.

## **TRAINING**

Digimarc will provide employees with training and on-the-job instruction to learn about job-specific hazards to support them in performing their job responsibilities in a safe manner. On-the-job instruction will be provided through training videos or job shadowing, where appropriate; working under the direct supervision of a competent employee; observation and evaluation of the employee's skill, ability, and experience in performing tasks; and review of documentation relevant to the work to be performed. Additional information related to Digimarc's commitment to providing employees with training to enable them to perform their jobs in a safe manner may be found in the IIPP.

## **EQUIPMENT**

Employees are expected to use equipment for the purpose for which it is intended, and no other purpose. If any equipment is damaged or not fit for use, the employee is required to promptly inform their line manager. Employees are prohibited from making alterations to equipment which could compromise health and safety. Equipment that requires training prior to use, should not be used by anyone who has not received the appropriate training.

## **ERGONOMICS**

Ergonomics focuses on the interactions between people and all elements of their working environment. The systems in which people work include devices, tools, technologies, environments, and/or organizational structures within which people interact to accomplish their objectives. Employees who are concerned about the design of their working environment or job task should contact their line manager for support. It is essential to reach out to your line manager if you notice signs of discomfort or increased soreness that you think may be related to your job tasks.

Employees may request a workstation assessment as a proactive measure. Such assessments will be performed by the Safety Committee.



## **HAZARD ASSESSMENTS/CORRECTION**

Periodic inspections to identify and evaluate workplace hazards will be performed by members of the Safety Committee in accordance with the schedule set forth in Digimarc's IIPP. Identified hazards will be documented and corrected in a timely manner in accordance with the IIPP.

## **ACCIDENTS**

Despite every effort to prevent accidents, they may still occur. Accidents and injuries will be handled in accordance with Digimarc's Accident and Investigation Reporting Policy and the IIPP.

## **EMERGENCY MANAGEMENT**

Digimarc's emergency management within the corporate office includes providing functional smoke alarms and sprinklers, fire extinguishers, an evacuation plan posted on each floor and online, fire escapes and safety exits that are clearly marked, and fully stocked first aid kits on each floor. Digimarc's written plan for emergency situations may be found in the IIPP.

## **WORKPLACE VIOLENCE PREVENTION**

Digimarc looks to provide a safe workplace for all employees. Employees are prohibited from making threats or engaging in violent activities. Dangerous situations and employee behavior which could be a sign of a potentially dangerous situation should immediately be reported. Information regarding prohibited behaviors and reporting obligations may be found in Digimarc's Workplace Violence Prevention Policy.

## **DISCIPLINARY CONSEQUENCES**

Failure to follow Digimarc's Health and Safety policy or engaging in conduct that places yourself or others at risk may lead to disciplinary action or termination.

## **CONCERNS**

If you have questions regarding this policy or your health and safety obligations, please bring it to the attention of your line manager, HR, or IIPP Administrator.

