

Health & Safety Policy

EY Foundation (EYF)

September 2024

Contents

1. Administrative Provisions	1
2. Executive Summary	1
3. Applications	2
4. Responsibility	2
5. Health and Safety Policy Requirements.....	4
6. Consequences	5
7. Complaints and Whistleblowing Procedures.....	5
Appendix A Definitions.....	6
Appendix B List of Policies, Procedures, Forms, and Resources	Error! Bookmark not defined.

1. Administrative Provisions

Distribution:	All personnel who work for or on behalf of the EY Foundation
Effective date:	September 2022
Supersedes:	HSP 001 – Health and safety policy v1.0
Date last reviewed:	September 2023
Issuing Function:	UK Risk Management
Version:	V2
Description of change:	Annual review, reformatting and terminology changes
Approved by:	EYF Board of Trustees
Date approved:	03/09/2024

2. Executive Summary

This policy on Health & Safety (H&S) supports our EY Global Code of Conduct, which notes in Section 3, Professional Integrity, that *'we comply with laws, regulations and standards that apply to us in our professional conduct and we uphold the EY reputation'*.

2.1 Health and Safety Statement

EY Foundation (EYF) is an independent charity supporting young people from low-income backgrounds to get paid work experience, employability skills training and career guidance. Our ambition is to support all young people on Free School Meals to have an earnings potential that is equitable to other young people in the UK.

EYF takes seriously its obligations to protect people's health, safety, and well-being and to look after the broader communities in which we operate.

People are the foundation of our business, and we take practical, effective steps to keep everyone safe.

We aim to be a best practice organisation in the field of health and safety, being fully compliant with legislation, guidance, and standards. We aim to integrate health and safety into all our business activities with a focus on continual improvement.

To achieve this aim, our approach includes:

- ▶ Complying with all relevant UK health and safety legislation, standards and best practice.
- ▶ Integration of health and safety considerations into critical decisions;
- ▶ Provision of the necessary health and safety information, instruction, and training to our people.
- ▶ Encouraging our service partners and other third-party organisations with whom we work to continuously improve their health and safety performance.
- ▶ Setting annual objectives and targets for improving health and safety, and measuring our performance at least annually; and
- ▶ Auditing our health and safety management system annually, providing the results to leadership.

We monitor and regularly review this policy statement to ensure that it reflects the requirements of all applicable laws, industry standards, best practices and EY's Vision to Build a Better Working World.

2.2 Policy Summary

EYF is committed to the health, safety and welfare of UK personnel and those affected by our activities. To comply with the requirements of Regulation 2(3) of the Health and Safety at Work Act 1974, this policy sets out requirements, including the need to:

- ▶ Follow all H&S policies and procedures.
- ▶ Work safely, following all instructions, information and training provided.
- ▶ Not intentionally misuse or interfere with anything the firm has provided for health and safety reasons.
- ▶ Promptly report any hazards, defects or shortcomings in the existing safety requirements to either a line manager, a Workplace Coordinator, RHSMs or RM.
- ▶ Comply with all health and safety requirements at all times when working, whether in the office, at home or offsite.
- ▶ Undertake all mandatory health & safety training.
- ▶ Ensure the health and safety of those over whom you have management or supervisory control (e.g. their direct reports) and all EYF Personnel who work for them on a specific engagement or role, whether working at an EY office, client site, at home or any other location; and
Fulfil your health and safety responsibilities where you have been appointed to undertake a specific safety critical role, such as a fire warden.

All mandatory requirements outlined in this policy must be complied with.

Applicable legislation for the purposes of this policy includes:

- ▶ Health and Safety at Work Act 1974.
- ▶ Regulatory Reform Fire Safety Order 2005.
- ▶ Management of Health and Safety Regulations 1999; and
- ▶ All other relevant health and safety legislation.

3. Applications

The EYF is a Charitable Company in the United Kingdom with the registration number 08935629. It is a member firm of Ernst & Young Global Limited (EYG).

All references to the "Member" in this policy refer to EYG.

This policy applies to the EYF, covering all associated staff, trustees, volunteers, employers, businesses, and fundraising and outreach operations.

The appendices provide additional information to assist in the implementation of this policy.

4. Responsibility

All EYF Personnel are personally accountable for adhering to the requirements of this policy.

UK Risk Management is the owner of this policy and responsible for all oversight, monitoring and training requirements of this policy, and advice on how to comply.

Specific H&S roles and responsibilities, as required by legislation, are noted below.

4.1 Trustees

Charity trustees are the people who share ultimate responsibility for governing a charity and directing how it is managed and run. This includes accountability for health and safety and ensuring the EYF meets its statutory health and safety duties.

Trustees will be responsible for:

- ▶ Complying with the charity's governing documents relating to health, safety, and the law.
- ▶ Providing adequate resources for managing health and safety.
- ▶ Acting with reasonable care.
- ▶ Ensuring the charity is accountable for health and safety performance.

4.2 Chief Executive Officer (CEO)

The Chief Executive Officer is responsible for ensuring that EYF complies with the requirements of:

- ▶ All relevant UK health and safety legislation.
- ▶ This policy and
- ▶ All H&S procedures arising from this policy.

The Chief Executive is also responsible for:

- ▶ Ensuring that this policy is reviewed annually and/or in light of any failure in health and safety management or changes in legislation or good practice.
- ▶ Making the necessary resources available to comply with the above requirements including appointing enough competent people to implement this policy effectively

4.3 Senior Management Team

The Senior Management Team (SMT) are responsible for ensuring:

- ▶ The health and safety of their direct reports and all EY employees who work for the EYF on a specific project, including when working at EY locations or third-party locations.
- ▶ Health and safety is managed in both the EYF's internal and external operations,
- ▶ Following all procedures in place to ensure health, safety and welfare, and;
- ▶ Ensuring employees follow all health and safety instructions provided by the EYF or the host employer, EY UK LLP.

4.4 EY Foundation Personnel

All EYF Personnel are responsible for taking reasonable care for their health and safety and that of others who may be affected by them. All EYF Personnel must:

- ▶ Work safely, following all instructions, information and training provided.
- ▶ Not intentionally misuse or interfere with anything the firm has provided for health and safety reasons.
- ▶ Report any hazards, defects or shortcomings in the existing safety arrangements to their line manager, Workplace Coordinator, RHSMs or the Business Resilience Team without delay.
- ▶ Comply with health and safety requirements at all times when they are working, whether on EY premises, at home or offsite, and must not undertake any task for which authorisation and/or training has not been given; and
- ▶ Undertake all mandatory health and safety training.

4.5 Outsourced Competent H&S Advisors

The outsourced H&S provider is responsible for providing advice, guidance and support to the CEO, SMT and staff in the wider EYF. Advice may cover:

- ▶ all relevant health and safety legislation, including fire safety legislation
- ▶ this policy
- ▶ all procedures in the EYF's health and safety management system.

The Competent H&S Advisor will provide an overview of how health and safety is managed in the EYF each year to the CEO.

5. Health and Safety Policy Requirements

5.1 Communication and Consultation

All EYF Personnel must consult on health and safety matters, including reporting any hazards, defects or shortcomings with the existing safety arrangements to EY UK or their line manager so that any safety issues can be investigated and resolved.

5.1.1 Communication

EYF is committed to an open dialogue on health and safety with all personnel. Information will be communicated in a way most appropriate to the subject matter and audience, including:

- ▶ The Business Resilience Team Employee SharePoint site.
- ▶ The Workplace Coordinator SharePoint portal.
- ▶ The Health and Safety Management System.
- ▶ Health and safety training.
- ▶ Posters, signs and digital media displays.
- ▶ Face-to-face discussions (e.g. when undertaking risk assessments); and
- ▶ Emails, newsletters, and legal updates.

5.1.2 Consultation

EYF supports the principle of staff consultation and invites EYF Personnel to comment on and input in all health and safety issues that affect their work, and the locations where it is being undertaken.

Consultation will occur either directly with EYF Personnel or collectively through forums such as EY Voice.

The approach to consultation includes:

- ▶ Providing information to EYF Personnel.
- ▶ Listening to the views of EYF Personnel and obtaining feedback on health and safety issues.
- ▶ Discussing planned changes that may affect EYF Personnel's health and safety (for example, as part of office refurbishments); and
- ▶ Discussing the outcomes from investigations of accidents, incidents, ill health or near misses, and preventative and corrective action taken as a result with partners, employees and others affected.

5.2 Health and Safety Objectives

EYF sets health and safety objectives to continually improve health and safety performance and the health and safety management system.

5.3 Health and Safety Requirements

The EYF must establish a Health and Safety Statement and a policy to ensure compliance with all relevant UK health and safety legislation, standards and good practice.

EYF must develop procedures and standards to support the policy.

All EYF Personnel must fulfil their health and safety responsibilities:

- ▶ Follow all policies and procedures.
- ▶ Work safely, following all instructions, information and training provided;
- ▶ Not intentionally misuse or interfere with anything the firm has provided for health and safety reasons;
- ▶ Promptly report any hazards, defects or shortcomings in the existing safety requirements to either their line manager, Workplace Coordinator, RSHMs or RM.
- ▶ Comply with all health and safety requirements at all times when working, whether on EY premises, at home or offsite;
- ▶ Undertake all mandatory health & safety training;
- ▶ Anyone with line management or supervisory responsibilities must ensure the health and safety of their direct reports and all EYF Personnel who work for them on a specific engagement or role, whether working at an EY office, client site, at home or any other location; and
- ▶ All individuals with specific health and safety responsibilities (eg the Duty Holder, Deputy Duty Holder, Office Managing Partners etc) must ensure that they understand and properly fulfil their duties.

6. Consequences

The potential consequences of failure to follow the requirements of this policy include, but are not limited to:

- ▶ Harm to the wellbeing of EYF Personnel.
- ▶ Disciplinary action.
- ▶ Financial and criminal sanctions against both the EYF and individuals with the organisation.
- ▶ Reputational damage; and
- ▶ Civil claims made against EYF.

7. Complaints and Whistleblowing Procedures

EYF are committed to providing the highest quality of service possible to stakeholders, partners and beneficiaries. EYF welcomes all feedback about health and safety performance, including where performance has fallen below the high standards set by this policy.

Should you wish to provide feedback, follow the procedures below:

- For external complaints – [Complaints Policy and Procedures](#)
- For internal complaints including, employees, contractors, secondees, volunteers and young people while employed on EYF Programmes - [Whistleblowing Policy](#)

Appendix A Definitions

Term	Definition
Duty Holder	The Duty Holder is the legal entity (i.e. the persona ficta) or natural person responsible under the law for ensuring, so far as is reasonably practicable, the health, safety and welfare at work of employees and persons not in their employment, who may be affected by their activities.
Hazard	Anything that can cause harm to people.
Risk	The likelihood that a person may be harmed or suffer adverse health effects if exposed to a hazard.

