

Work Health and Safety (WHS) Policy

Purpose and commitment

Our work is made by people, and this policy exists to keep those people safe and well. Epcotec provides safe and healthy workplaces for everyone who works with us, and protects the health, safety and wellbeing of our people wherever work happens.

We are a remote-first software studio with 57 specialists across Australia and Canada. Our "workplace" is wherever our people work: a home office, a co-working space, one of our offices, a client's site, a vehicle or public transport when travelling for work, and any applied R&D facility we use. Health and safety responsibilities follow our people, not just our premises. Caring for the people who carry the work is part of how Epcotec understands Care, one of our six Values, and a safe and healthy environment in every sense is the foundation on which our best work is built.

Scope and application

Health and safety is both an individual and a shared responsibility.

This policy applies to all Epcotec people, whether they are employees, independent contractors or their representatives, interns, volunteers, directors, suppliers, subcontractors or other agents ("workers").

Our legal obligations

Epcotec meets its work health and safety obligations in each jurisdiction in which it operates.

In **Australia**, Epcotec Pty Ltd is a Person Conducting a Business or Undertaking (PCBU) under the model Work Health and Safety (WHS) laws, as adopted in each state and territory, and meets its obligations under the workers' compensation scheme of the relevant state or territory.

In **Canada**, Epcotec Ltd meets the occupational health and safety obligations that apply under the applicable federal, provincial or territorial legislation, including the Canada Labour Code where it applies.

Where work is carried out at a client-controlled site or a shared facility, we consult, co-operate and co-ordinate with the other duty holders, as both Australian and Canadian laws require.

Our responsibilities

Epcotec is responsible for, so far as is reasonably practicable:

- providing and maintaining a work environment that is safe and without risks to health, including psychological health;
- identifying hazards, assessing risks, and eliminating or controlling them;
- providing information, instruction, training and supervision to our people;
- providing suitable equipment and safe systems of work;
- consulting with our people (and, where they exist, health and safety representatives) on matters that may affect their health and safety;
- recording how we meet these obligations, and measuring, monitoring and reviewing our health and safety performance; and
- driving continuous improvement, and striving for zero injuries and incidents.

Worker responsibilities

Every worker is required to:

- follow Epcotec policies, procedures, instructions and safe work practices;
- take reasonable care for their own health and safety and that of others;
- not attend or remain at work if they are not fit to do so, including when unwell, fatigued, or under the influence of alcohol or drugs (see our [Drug and Alcohol Policy](#));
- report any incident, injury, illness, near miss, unsafe equipment or hazard promptly to their manager or the People & Compliance lead;
- only use equipment they are competent, qualified and authorised to use, and seek guidance before use if unsure;
- use any personal protective equipment (PPE) provided or required, as instructed (see the [Personal Protective Equipment \(PPE\) Policy](#));
- keep their workspace clean, tidy and free of avoidable hazards;
- comply with security systems and protocols; and
- notify Epcotec of anything that may affect our ability to meet our work health and safety obligations.

Workers are encouraged to stop work and speak up if they believe there is a serious risk to health or safety. No one is disadvantaged for raising a genuine safety concern in good faith.

Psychosocial safety

We treat psychological health and safety with the same seriousness as physical safety. We identify and manage psychosocial hazards associated with work, including:

- unreasonable workload, hours or deadlines;
- fatigue and long or poorly structured working hours;
- remote and isolated work, and reduced social connection;
- poor role clarity or poorly managed change;
- workplace behaviours, including bullying, harassment, discrimination and sexual harassment (see our [EEO, Discrimination, Bullying and Harassment Policy](#));
- exposure to distressing or traumatic content in the course of work; and
- poor environmental conditions.

Remote work can reduce day-to-day visibility of how people are travelling. We encourage regular, genuine check-ins, clear expectations about hours and availability, and honest conversations about workload. If work is affecting your mental health, speak to your manager or the People & Compliance lead; support is available through our Employee Assistance Program.

Remote and home-office ergonomics and workstation setup

Most Epcotec people work from a home office. Everyone who works remotely is responsible for, and supported in, maintaining a workstation that is safe and comfortable:

- a stable, appropriately sized chair that supports the lower back, with feet flat on the floor or on a footrest;
- a display positioned at roughly arm's length, with the top of the screen at or slightly below eye level;
- a keyboard and mouse at a height that keeps wrists straight and shoulders relaxed;

- adequate, glare-free lighting and a comfortable temperature;
- regular movement, such as a short break from the screen at least every hour and posture changes across the day; and
- a workspace free of trip hazards, with cables routed and managed safely.

Epcotec provides guidance and reasonable equipment support for home-office setup. If your workstation causes discomfort, or you need an adjustment or equipment, raise it with your manager. We support safe working arrangements for remote and home-based work, including guidance on workstation setup and safe work practices.

Electrical and equipment safety

Our work is primarily digital, but the same duty of care applies to the equipment we use:

- only use electrical equipment that is in good condition and appropriate for the task; never use damaged cords, plugs or devices, and report them for repair or replacement;
- keep electrical equipment away from liquids, and avoid overloading power boards or outlets;
- testing and tagging of electrical equipment is undertaken where and when required by the applicable Australian or Canadian jurisdiction, particularly for equipment used at client sites or in applied R&D facilities;
- applied R&D work involving lasers, optics, plasma, discharge physics or other laboratory equipment is carried out only by people who are competent, qualified and authorised, following documented safe-work procedures and any required licences or certifications; and
- follow all instructions for the correct use of plant, machinery, chemicals or equipment, and seek instruction before use if unsure.

Incident and hazard reporting

We need to know when things go wrong, or nearly go wrong, so we can fix them.

Report any incident, injury, illness, near miss, unsafe equipment or hazard immediately to your manager or the People & Compliance lead. Reports are treated seriously, investigated promptly, and used to correct the underlying cause rather than to apportion blame.

Where an incident is notifiable under the Australian model WHS laws or the applicable Canadian occupational health and safety legislation (for example, a death, a serious injury or illness, or a dangerous incident), Epcotec reports it to the relevant regulator within the required time and preserves the scene as required.

Return to work

We support people to return to work safely and promptly after an injury or illness.

- Early reporting and early support improve recovery. Tell your manager as soon as you are injured or unwell.
- Where a workers' compensation or similar claim applies, we work with the worker, the treating practitioner and, where relevant, the insurer or workplace compensation authority in Australia or Canada to develop a suitable-duties plan.
- Reasonable adjustments and a graduated return to duties are supported, consistent with medical advice and the applicable legislation.

Consultation and continuous improvement

We consult with our people on health and safety matters that affect them, through team discussions, one-to-one check-ins and direct raising of concerns. We review this policy and our safety performance regularly, and treat every incident and near miss as an opportunity to improve.

Emergencies

In an emergency, workers must follow the emergency procedures notified by Epcotec, the person in charge of the premises or facility, or emergency services personnel. If you work remotely, keep your own emergency plan current: know your exits and how to contact local emergency services.

Related documents

- [EEO, Discrimination, Bullying and Harassment Policy](#)
- [Drug and Alcohol Policy](#)
- [Personal Protective Equipment \(PPE\) Policy](#)
- [Motor Vehicle \(Vehicle Use for Work\) Policy](#)
- [Code of Conduct](#)

Approved: Eugene Pivnev, Founder & Managing Director, Epcotec

Version 1.2, 2 October 2026