



## **SAFETY POLICY**

At IT Services Desk Africa, It is our policy to conduct all of the company's activities with utmost regard for the Health and Safety of our employees and customers. Will also see to it that the work sites and premises are properly safeguarded in line with the Company's Safety Guidelines, while also complying with the relevant health and safety regulations.

ITSA is committed to establish and maintaining highest possible Safety standards because we value and deeply care for our people. We also believe that a safe working environment makes for productivity and efficiency as well.

As part of our policy, ITSA sensitizes its personnel on proper health/safety measures. As part our employee onboarding procedure, new employees attend safety courses. Also our customers and visitors are made to comply with our safety procedures on site.

In addition to ITSA company guidelines, we encourage our employees to take responsibility and initiative for their safety in order prevent avoidable injury to self and to co-workers.

ITSA personnel are required to strictly adhere to ITSA's safety guidelines and comply with with the procedures for reporting incidents, threat to safety, unsafe acts and working practices, workplace injuries, workplace hazards and near misses to enable the company better handle all safety related issues more efficiently and effectively.

ITSA's customers, visitors and vendors shall conduct their activities in a way that is completely in line with the Company's guidelines.

Our goal is to work together in improving our awareness of our own Safety as well as the Safety of all persons involved in our operations.

A handwritten signature in blue ink, appearing to read 'Joshua Babatope', positioned above a horizontal line.

Joshua Babatope  
**Risk Compliance and Safety/Director**

April 19th, 2022



## OCCUPATIONAL HEALTH POLICY

All ITSA employees undergo a medical fitness test as part of ITSA's recruitment procedure and every employee shall maintain the medically fitness status during their period of employment.

Only certified and competent First-Aider and nurse will man the first aid box and administer first aid in any operational areas. Records of medications administered or injuries **MUST** be kept at site and base office.

Compliance with this policy is **Mandatory,**

A handwritten signature in black ink, appearing to read 'Ikechukwu'.

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Ikechukwu Onwumere  
**Managing Director/CEO**

April 2022

## SEAT BELT POLICY

At ITSA, we believe that the importance of the seat belt cannot be overemphasized as it enhances the chances of survival and mitigates the risk of injuries in vehicle accidents. At the heart of our seat belt policy is our mantra: “if you believe the trip is not short to necessitate a wearing a seat belt, you should rather walk”

Consequently, every employee is mandated as a matter of policy, especially on company's business to always fasten his/her seat belt.



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Ikechukwu Onwumere  
**Managing Director/CEO**

April 2022



## **ALCOHOL AND DRUG POLICY**

Alcohol and drugs consumption and/or possession prohibited is prohibited in any ITSA premises and while on ITSA business. Any employee found to be in possession of or under the influence of alcohol or any non-prescription drug such as cocaine, marijuana, heroin, hashish, or other illegal or controlled substance while working on ITSA business or within ITSA premises site including property and equipment under the control of ITSA shall be liable of a serious offence with grave consequences including but not limited to summary dismissal.

Pre-employment and random testing, unannounced searches and screening shall be conducted to ensure compliance.

This policy applies to all ITSA operations and any given time. Severe penalty awaits any violations of this policy.

A handwritten signature in black ink, appearing to read 'Ikechukwu'.

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Ikechukwu Onwumere  
**Managing Director/CEO**

April 2022

## **ENVIRONMENTAL PROTECTION POLICY**

All ITSA operations shall be planned and executed with utmost consideration for the protection and preservation of the environment. ITSA's operations are to be carried out in a manner to reduce to the barest minimum any adverse effect on the environment.

Wastages (stationaries, power, other equipment) shall be avoided at all cost. Wastes generated from ITSA operations shall be collected, handled and disposed in an environmentally friendly way. Printing should be done only when absolutely necessary to prevent cut down paper waster. Recycling of used paper for in-house operations are high encouraged.

ITSA shall comply with all regulation/legislation on the environment as issued by the government of the Federal Republic of Nigeria and its appropriate agencies such as Federal Environmental Protection Agency. (FEPA), State Environmental Protection Agency (SEPA), Local Government Authority and Ministry of Health from time to time.



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Ikechukwu Onwumere  
**Managing Director/CEO**

April 2022

## **ACCESS CONTROL POLICY**

ITSA shall procure that;

- All staff are issued with and made to wear identity cards at all time.
- Movement registers shall be maintained for staff and for visitors with time, missions, destination and materials columns provided.
- Logbook for movement of equipment in and out of facilities shall be ensured at all times.
- Cases of security defaults and/or lapses shall be thoroughly investigated and appropriate action taken.



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Ikechukwu Onwumere  
**Managing Director/CEO**

April 2022

## **SMOKING POLICY**

The smoking of cigarettes, pipes or cigars is prohibited in all ITSA premises.

This ban also includes public areas.



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Ikechukwu Onwumere  
**Managing Director/CEO**

April 2022