



Occupational Health & Safety Policy

Asociación de la Comunidad Rusohablante, Asociación Civil

Preamble

Asociación de la Comunidad Rusohablante, Asociación Civil ("ACR" or "the Association") carries out cultural, educational, community, and institutional activities in offices, in remote work, at the premises of counterparties, and at public events. This work involves hazards, including those related to electrical equipment, display screen work, manual handling, travel, and work at the premises of third parties and in public areas. The Association declares that **no schedule, cost, or institutional objective ever justifies putting a person's life or health at risk**, and that every worker has the right, and the duty, to stop work that cannot be performed safely.

This Policy is adopted in accordance with Argentine occupational health and safety legislation, including **Ley No. 19.587 (Higiene y Seguridad en el Trabajo)** and its regulatory **Decreto 351/79, Ley No. 24.557 (Riesgos del Trabajo)** and the workers' compensation insurance (ART) regime, applicable resolutions of the Superintendencia de Riesgos del Trabajo (SRT), including those applicable to office and administrative activities, and relevant technical standards for the safety of electrical installations and equipment in the workplace. The Association further aligns its management approach with the principles of **ISO 45001**.

I. Scope and Responsibilities

This Policy applies to all Association personnel and to contractors and subcontractors working under the Association's direction, at all workplaces, including offices, remote workplaces, vehicles used for the Association's activities, the premises of counterparties, and event venues. The **President** bears ultimate responsibility for health and safety, allocates the necessary resources, and ensures that the Association maintains ART coverage for all personnel and access to qualified health and safety advice as required by law. **Activity supervisors** are responsible for implementing safe systems of work, verifying competence and equipment before an activity begins, and suspending work where conditions are unsafe. **Every worker** is responsible for following procedures, using protective equipment, and reporting hazards, near misses, and incidents immediately.

II. Core Safety Rules

- **Electrical safety.** Any work on the electrical installations of the premises shall be performed by qualified and authorized personnel only. Electrical equipment, cables, and extension leads shall be in good condition, used within their rating, and withdrawn from use and reported when damaged; personnel shall not carry out repairs on electrical installations or equipment.



- **Work at height.** Ladders and step stools used to reach shelving or storage shall be stable, appropriate to the task, and used with care. Access to elevated storage shall be organized so that fall hazards are eliminated wherever possible.
- **Personal protective equipment (PPE).** The Association provides, free of charge, PPE appropriate to the risk where an activity so requires, and requires its use. PPE shall be maintained and replaced as needed.
- **Tools, equipment, and vehicles.** Office equipment, computers, and instruments shall be suitable, maintained, and inspected. Vehicles used for the Association's activities shall be roadworthy, insured, and driven only by licensed personnel observing traffic law.
- **Workplace order and public protection.** Workplaces and event areas shall be kept orderly; cables, materials, and circulation routes shall be secured; and the safety of the personnel of counterparties and of the public shall be ensured at all times.
- **Fitness for work.** Work under the influence of alcohol or drugs is prohibited. Fatigue and health conditions that affect safe performance must be reported.

III. Risk Assessment and Planning

Before commencing work, foreseeable hazards shall be identified and controls defined, applying the hierarchy of controls: elimination, substitution, engineering controls, administrative controls, and PPE. For non-routine or higher-risk tasks, including field work, travel to unfamiliar locations, and large public events, a documented work plan shall be prepared. Legally required programs and notifications shall be prepared and filed where applicable.

IV. Training and Competence

All personnel shall receive induction training and periodic refresher training proportionate to their tasks, including ergonomics and display screen work, electrical risk, first aid, fire response, and evacuation. Training shall be documented. Only personnel with verified competence shall be assigned to specialized tasks.

V. Incidents, Emergencies, and Health Surveillance

All injuries, incidents, dangerous occurrences, and near misses shall be reported immediately to the supervisor and recorded. Incidents shall be investigated to identify root causes, and corrective actions shall be implemented and verified. Work-related injuries and illnesses shall be notified to the ART and authorities as required by law, and injured workers shall receive the care and benefits provided under Ley No. 24.557. Emergency procedures, first-aid resources, and fire-fighting equipment shall be available and known at every workplace. Pre-employment and periodic medical examinations shall be performed as required by applicable regulations.



VI. Contractors and Continuous Improvement

Contractors and subcontractors must demonstrate equivalent safety standards, valid ART or accident coverage for their personnel, and compliance with this Policy as a condition of engagement, as reflected in the Contractors and Suppliers Policy. The Association monitors safety performance, reviews this Policy at least annually, and pursues continuous improvement of its preventive systems. Concerns regarding safety may be raised, without fear of retaliation, through supervisors or **info@ruspeaking.world**.

Signed by:

Dzianis Limarau

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