

## **Corporate Policy # CP-00011 – Product Safety and Ergonomics**

Effective Date: Nov-11-2009

Revised Date: Mar-31-2021

Last Reviewed: Oct-2021

Lenovo is committed to provide products for sale to our Customers and use by our employees that are safe for their intended use.

Lenovo is committed to ensuring that its products are safe throughout their life cycle, including manufacturing, transportation, installation, use, service, and disposal. Corporate strategies, policies and guidelines must support this commitment to product safety. Each manager and employee bears a personal responsibility for the following objectives:

- Meet all applicable legal requirements and voluntary safety and ergonomics practices to which we subscribe wherever we sell products;
- Design and evaluate products to promote proper ergonomics and usability for our diverse range of customers and use cases;
- Select suppliers that demonstrate a similar commitment to safety;
- Provide Customers with adequate information to enable them to use our products safely;
- Foster employee involvement and provide appropriate resources to develop and implement successful product safety initiatives
- Continuously improve these product safety initiatives;
- Investigate product safety incidents and take prompt remedial actions to protect our Customers and employees;
- Report on safety initiatives and incidents to senior executive management on a regular basis.

Approved by the Lenovo Executive Committee