

Type: Global Policy	Category: Corporate Policy
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Occupational Health and Safety Policy

1. Purpose

Lenovo is committed to creating and maintaining a workplace that provides for employee health and safety. As such, Lenovo employees are required to follow the safety and health regulations and practices relevant to their roles. Lenovo's corporate strategies, policies and guidelines must support this commitment to employee health and safety. The requirements listed below apply to all of Lenovo's worldwide operations.

2. Scope

This policy applies to all Lenovo employees (including full-time, part-time, temporary, and supplemental), consultants, and contractors. "Lenovo" includes the Lenovo Group Limited and its subsidiaries. Throughout this policy, the term "we" means anyone who must follow this policy.

3. Policy

Every Lenovo organization must support this Policy and each manager and employee, as well as any contractor performing work on the behalf of Lenovo, shall bear a personal responsibility for the following objectives.

- Provide a safe and healthful workplace for our employees.
- Provide products and equipment that are health and safe for use by our employees.
- Meet applicable legal requirements and other requirements that are aimed at protecting our employees. Set and adhere to stringent requirements of our own.
- Incorporate employee health and safety requirements in business strategies, plans, reviews and product offerings.
- Endeavor to eliminate hazards and reduce health and safety risks. Implement and strive to continually improve processes and controls for preventing work-related accidents, injuries and illnesses.
- Foster employee consultation and participation, provide appropriate health and safety education to enhance the ability of employees to work safely and productively.
- Perform self-assessments of our efforts to ensure employee health and safety and to report results periodically to senior executive management.
- Investigate and address employee health and safety incidents.
- Provide appropriate resources to fulfill these objectives.

Full support for employee health and safety through education, prevention and controls is vital to our innovation, productivity, and continual improvement. Every employee and contractor of Lenovo must follow this Policy and report any safety and health concern to Lenovo management, who are then required to take prompt corrective action.

4. Related Policies and Procedures

- Lenovo Code of Conduct
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