



# Workplace Health, Safety, Security and Access

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## INTRODUCTION

Protecting the health and safety of our employees, maintaining the security of our facilities, and standardizing access to those facilities is a firm top priority. Booz Allen maintains and expects a safe and productive workplace for employees, onsite vendors, business partners, clients, and authorized visitors. This allows for a work environment where people feel safe and can perform at their best.

The purpose of this policy is to set forth requirements for appropriate conduct in the workplace and Booz Allen's policy for maintaining safe, healthy and secure workspaces. This includes restrictions on weapons in the workplace, as well as access controls for our workplaces and facilities.

## SUMMARY OF POLICY

Booz Allen's Workplace Health Safety Security and Access policy covers all of the following content in detail:

- Related policies at the firm that employees should read in connection with this policy
- Scope of who the policy applies to
- Outlines the firm's commitment to workplace safety and confirms that the firm does not tolerate acts of abuse or violence
- Sets forth the prohibitions on weapons in firm facilities
- Requires compliance with all occupational health and safety plans and provides escalation points for immediate concerns
- Outlines the firm's Workers' Compensation Insurance Program for a work-related illness or injury, the process to report a claim, the importance of reporting an illness or injury, and additional eligibility information for lost time benefits and medical coverage
- Establishes responsibilities for employees who have access to firm facilities, including rules for physical keys and badge access protocols
- Explains the rules for required visitor screening and escorting
- Provides notice that people accessing facilities are subject to inspection of certain personal belongings they are carrying into the facility
- Confirms actions that will be taken when violations of the policy have been identified, employee's duty to report violations of the policy, and the firm's zero tolerance for retaliation against employees who raise a good faith legal or ethical concern
- Provides points of contact and additional resources