

# Sustainable Growth for Green Indonesia



In accordance with OHSMS principles, the company implements various programs related to employee safety and health as follows: [GRI 403-1]

## Employee Health Management Program

The company has taken several steps to improve the quality of employee health, including by providing various health facilities whose quality and practice permits are guaranteed. The company also collaborates with third parties for various health services that cannot be provided internally. Various health facilities and services that can be accessed by employees include: [GRI 403-1, 403-3, 403-6]

- a. Periodic medical check-up facilities and treatment services with the aim of identifying and treating certain diseases that are currently endemic;
- b. Services to improve the quality of employees' health, including guaranteed reimbursement for inpatient hospital costs, outpatient costs, childbirth costs, dental care costs, replacement glasses, hearing aid costs, laboratory examinations and other medical costs;
- c. Polyclinic and doctor facilities that can be visited by employees and their families any time;
- d. Educational seminars on anti-drugs, AIDS, and other topics related to health in the work environment; and [GRI 403-5]
- e. BPJS Kesehatan insurance services for employees and their families.

## Employee Safety Management Program [GRI 403-5]

- a. All operational offices are equipped with work safety devices, such as light fire extinguishers (APAR), smoke detectors, diesel pumps and emergency stairs to ensure the safety of the office and the employees. The provision of these devices is guided by the standards set by the government through Regulation of Minister of Public Works No. 26/PRT/M/2008 on Technical Requirements for Fire Protection Systems in Buildings and the Environment;
- b. The company periodically carries out routine inspections, maintenance, and replacement of all work safety devices. This program aims to monitor and control the level of appropriateness of work safety devices in the company's offices;
- c. All operators of work safety equipment (for example: lifting and transport aircraft) have certificates issued by the Jakarta Provincial Manpower and Transmigration Service;
- d. The company installs fire situation plans and fire safety procedures for all rooms and floors of the building. This facility does not only function as a means of warning employees in an emergency, but also a means of educating employees regarding handling fires;
- e. Organizing training and simulations of emergency situations due to disasters and fires at the offices; and
- f. Employees are certified by the training "Development and Certification of General Occupational Safety and Health Experts" organized by BPJS Kesehatan (the Healthcare and Social Security Agency).

## Occupational Health and Safety Management System (OHSMS) Standard Operating Procedure (SOP)

Definition of OHSMS, according to Regulation of Minister of Health Republic of Indonesia Minister of Health Regulation No. 48 of 2016 on Office Occupational Safety and Health Standards is "part of the overall office building management system in controlling risks related to work activities in order to create a safe, efficient and productive workplace". The implementation of OHSMS aims to enhance the effectiveness of occupational safety and health protection through a series of work procedures that are more planned, measurable, structured, and integrated, with the aim of preventing accidents or illnesses caused by work.

The company implements OHSMS and special OHS policies that cover all employees (100%) and employees who carry out activities within the company's operational areas, in accordance with the Human Capital Management Division Work Unit database. In line with this, the preparation and installation of standard operating procedures (SOP) is an effort made by the company to ensure the health and safety of employees and interested parties in the company's operational areas, including providing training on healthy and safe work methods. [GRI 403-1, 403-7, 403-8]

In 2020, the company implemented General OHS Expert (GOHSE) certification for several employees. Employees who have received GOHSE certification have the main task of ensuring the implementation of OHSMS and office OHS standards in the company. Their duties also include identifying hazards by applying the principle of hierarchy of control, carrying out risk assessments, and carrying out investigations if incidents occur in the company's operational areas so that they will not happen again. The GOHSE certification is a program from the Ministry of Manpower to prepare OHS experts within the company. Some of the occupational safety and health certification materials that have been implemented include: [GRI 403-2, 403-4, 403-5]

- a. Facilities and infrastructure supporting building operations, for example lifts, generators, air conditioning and lighting;
- b. Regular medical check-ups for employees;
- c. Work support equipment that should not have an effect on health; and
- d. Periodic employee rotation so that they are not psychologically disturbed.

Several other policies that have been implemented relating to OHS include:

- a. Prohibition of the abuse of narcotics, psychotropic substances and addictive substances;
- b. Prevention of the spread of infectious diseases; and
- c. Management of partners/third parties related to OHS.

The company always makes every effort to create a safe and comfortable work environment for all employees, one of which by consistently complying with all the prevailing regulations and standards. The company always encourages every employee to actively participate in creating a safe and comfortable work environment, which is implemented by providing them with consultation facilities, reporting risks and hazards in the work environment, and communicating relevant information regarding the implementation of OHSMS and OHS standards. The company's consistent implementation of OHSMS has brought positive results as reflected in zero work accident incidents and zero cases of employees suffering from work-related illnesses. [GRI 403-2, 403-4, 403-9, 403-10]

## HARMONIOUS INDUSTRIAL RELATIONS

The company upholds the rights and freedom of employees to associate and assemble, in accordance with the policies of the Indonesian government which has ratified 19 Conventions of the International Labor Organization (ILO). Based on the regulations derived from the ratification results, the company provides space for employees to negotiate and participate in seeking remediation, with the hope of fostering and maintaining harmonious relations between the company and employees.

The company also complies with Article 28E Paragraph (3) of the 1945 Constitution of the Republic of Indonesia that states that freedom of association, assembly and expression is part of human rights; Law Number 21 of 2000 on Trade Unions that states that in realizing freedom of association, employees have the right to form and develop trade unions; and International Labor Organization (ILO) Convention Number 87 of 1948 on Freedom of Association and Protection of the Right to Organize. [GRI 3-3]

The company's form of compliance with all these regulations is implemented by the establishment of a labor union on June 24, 1999 called BTN Labor Union and has been registered with the Jakarta Capital Region Department of Manpower with Number Kep-2241/W.26/K.2/1000. The company also ensures that the role of existing labor unions operates in accordance with the government's mandate outlined in the Republic of Indonesia Minister of Manpower Regulation No. 28 of 2014 concerning Procedures for the Formulation and Approval of Company Regulations as well as the Formulation and Registration of Collective Labor Agreements. The company grants freedom of association to all employees that include: [GRI 407-1]

- a. Freedom to become a member of the BTN Workers Union;
- b. Freedom to express aspirations through the Bank Labor Union; and
- c. Freedom to gather in BTN Labor Union activities.