

# ALCOHOL, DRUGS AND SMOKING POLICY

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Greenline Logistics Ltd. is committed to protecting the safety, health and wellbeing of its employees and all people who come in contact with its workplace and services. The use of drugs, tobacco and alcohol can create risky situations and thus run contrary to the requirements of safety and professionalism. The company will ensure that all employees recognize this threat, and aim at minimizing the risks involved.

## To This End, Greenline Logistics Ltd. Shall:

- Ensure that no person (employee or sub-contractor) shall smoke, drink, distribute and /or trade in tobacco, drugs and alcohol within the workshop or site herein considered as a public place. Designated areas for smoking shall be used if necessary.
- Ensure that employees who have alcohol, tobacco or drug dependence will be encouraged to seek medical advice.
- Advice that all employees of the company will at all times exercise diligence in monitoring their colleagues and others who are in the premises and sites and noting any evidence of alcohol, tobacco or drug abuse.
- Ensure that subcontractors are in compliance with company no alcohol, drug and smoking requirements.

## The Company Has Therefore Put These Conditions By Which No Person Shall:

- Report for duty whilst under the influence of alcohol, tobacco or drugs.
- Report for duty whilst in an unfit state due to previous consumption of alcohol, tobacco or drugs.
- Be in possession of alcohol or non-prescribed drugs during working hours.
- Consume alcohol or non-prescribed drugs during working hours.

***Failure to maintain the standards set by this policy will be considered as gross misconduct. Persons found not complying will be suspended from performing services for the company. Upon suspicion any employee and or subcontractor's personnel (herein defined as own employee) found to be under the influence of alcohol and/or drugs will be appropriately dealt with.***

**SORAYA ANGLOW**  
Managing Director

**JONATHAN O. LAMPTEY**  
QHSE Manager

11th March, 2021

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# COVID-19 POLICY STATEMENT

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With the COVID-19 virus now being categorized as a pandemic, our highest priority is the quality health and well-being of our employees as well as our cherished customers' and partners 'employees. We know we share this ultimate priority with all of you.

Greenline Logistics Limited has established a dedicated response team, led by the QHSE Manager. The team has defined its scope and meets as and when to review data, plan actions and implement responses to the changing scenarios of COVID-19. The team works under guidelines from the Ghana Health services, local health authorities and the World Health Organization (WHO). Greenline Logistics Limited has taken these precautionary measures with the following commitments:

- Monitor the temperature of individuals upon arrival on site and ask questions of their route of travel during the offsite period.
- Provide a place for isolation when any suspected case is identified for temporary quarantining.
- Provide onsite training and awareness programme to all personnel on COVID-19.
- Provide enough hand washing soaps, veronica buckets and hand sanitizers at various sections of the workplace.
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly.
- All pregnant women shall continual to stay at home and follow all the COVID-19 protocols until further notice with full-pay salary.
- Fumigation exercise against Corona virus at the various Greenline Logistics sites to be carried out to protect employees against the virus.
- Employees who have underlying health conditions or belong to high-risk groups are advised to work from home if need be.
- Employees are encouraged to meet online using Zoom or Microsoft Teams etc. to collaborate with colleagues and customers.
- Provide appropriate Personal Protective Equipment (PPE) for all employees on site and ensure social distancing is maintained at all times whiles working.

***Managements shall continue to review this policy periodically to ensure it is fit for purpose.***

**SORAYA ANGLAW**  
Managing Director

**JONATHAN O. LAMPTEY**  
QHSE Manager

11th March, 2021

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# INTEGRATED MANAGEMENT SYSTEM(IMS) POLICY STATEMENT

Greenline Logistics Limited is an international clearing and freight forwarding company that is committed to providing total logistics solutions to meet or exceed our customer expectations. To further demonstrate our commitment, we operate an Integrated Management System (IMS) that meets the requirements of ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 International Standards.

## Our key priorities include the following:

### Customer Focus

Adopt a client – centered approach that guarantees customer satisfaction and confidence in our services.

### Technology and Innovation

Deliver superior, innovative, adaptive, reliable and safe solutions to enhance improved performance and profitability.

### Compliance Obligations

Strive to meet all legal, statutory and regulatory requirements applicable to the scope of our services.

### Pollution Prevention

Ensure efficient use of resources, minimize waste generation and promote preventive maintenance culture for our operational equipment.

### Employee Focus

Ensure our employees are competent and enthusiastic about the work they do; striving always for excellence and possessing the right desire for advancement.

### Employees' Engagement

Encourage participation and consultation of employees in our decision-making processes to promote harmonious working relations.

### Health and Safety

Eliminating injuries, accidents and preventing diseases, to ensure the provision of a safe working environment and maintenance of safe working practices

***We shall continually improve the performance of our Integrated Management System through periodic evaluations of our objectives, targets and programs to ensure this Policy remains relevant to the scope of our business.***

**SORAYA ANGLOW**  
Managing Director

**JONATHAN O. LAMPTEY**  
QHSE Manager

11th March, 2021

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# QUALITY POLICY

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Greenline Logistics' organizational goal is to be identified as the premier freight forwarding company in Ghana and across west African sub-region providing customers and overseas partners with a reliable and cost-effective logistics management system services all under one roof. It is our core mandate to provide the highest quality services to our customers through total quality management, which states that we shall:

- Consistently provide services that exceed our customers' needs and requirements.
- Thoroughly understand the requirements and needs of all our customers.
- Look for new process improvements in all our operations.
- Provide a safe, rewarding and supportive work environment.
- To provide skill enhancement to employees, generation of the necessary infrastructure and resources needs to support all operational processes.
- Committed to continually improve the effectiveness of the quality management system.
- Committed to comply with all local and international legal and statutory obligations.

To perform each function, we endeavor to continually and proactively manage and improve our processes by maintaining a Quality Management system that complies with the requirements of ISO 9001:2008, as well as other local standards related to our industry.

## Quality objectives

### We want to:

- Respect customers agreements
- Focus on customer need
- Record and register deviations
- Deal with customer inquiries prompt and professionally
- Advice our customers on all transportational and warehouse issues
- Deal with deviations and claims fast and effectively.

## Quality targets

### 98% of all freights must be:

- Delivered at the time agreed upon
- Delivered without deficiency
- Delivered undamaged
- Invoiced on time
- Correctly invoiced

**SORAYA ANGLOW**  
Managing Director

**JONATHAN O. LAMPTEY**  
QHSE Manager

11th March, 2021

11th March, 2021

# HEALTH, SAFETY AND ENVIRONMENT POLICY

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Greenline Logistics Ltd is committed to make health and safety of their employees, partners, visitors as well as protecting the environment their number one priority. Greenline Logistics Co. Ltd shall achieve this objective by:

- i. Eliminating injuries, accidents and preventing diseases
- ii. Providing a safe working environment
- iii. Maintaining safe working practices

All employees have duty of care to the employer and in the performance of that duty. All employees shall agree to the following:

- I. Wear safety equipment provided
- II. Follow safe work practices
- III. Abide by safe regulations and instructions
- IV. Work in a safe manner, this minimizes the risk of injury to themselves and colleagues
- V. Attend safety meetings
- VI. Work in a responsible manner to minimize the damage of company property.
- VII. Notify management of any unsafe working practice or any person committing any unsafe act.

It is our goal to abide by ***national and international regulations*** applicable to our work operations.

It is our strong belief that our ***commitment to continuous improvement*** to our safety practices will ensure that all occupational obligations are fulfilled.

**SORAYA ANGLAW**  
Managing Director

**JONATHAN O. LAMPTEY**  
QHSE Manager

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