

Injury Management and Workers Compensation

Effective Date: 01/06/2024

Revision No.: 01

Purpose

This policy will use to ensure the safety, timely care, and support for injured employees, while facilitating their return to work and complying with legal regulations.

Scope

This policy applies to all aspects of Injury Management, Return to Work, and Workers' Compensation, including the prevention, reporting, and management of workplace injuries, facilitating employees' safe return to work, and ensuring compliance with legal and regulatory requirements.

POLICY GUIDELINES

Newinds Corp., a Vietnam-based company providing custom fabricated metal solutions and value-added services, is committed to the health and safety of its employees. We offer a full range of services, from prototype to customized production, specializing in structural steel, metal parts, steel sheds, buildings, metal sheets, stainless steel fabrication, and related value-added services. We not only cater to large industrial and commercial projects, but also handle smaller, custom orders. Our skilled team delivers customized metal solutions complying with AS/NZS, USA, and EU standards.

This policy outlines Newinds Corp.'s commitment to effective injury management, return to work, and workers' compensation processes. Our objective is to foster a safe and healthy work environment and facilitate the timely and safe return to work of employees who experience work-related injuries or illnesses.

Policy Objectives

- Ensure prompt notification of all incidents and injuries within applicable jurisdictional and regulatory timeframes.
- Implement effective early intervention strategies to provide timely treatment and rehabilitation, minimizing lost time.
- Manage the return to work process through collaboration with all stakeholders.
- Reduce case durations and claims impact through proactive and fair claims management.
- Prioritize the safety of returning workers and their colleagues.

Responsibilities

Newinds Corp. expects all employees to cooperate with this Injury Management and Return to Work program and actively participate in preventing and managing workplace injuries.

Newinds Corp.'s Commitments

- **Prevention:** Prevent injuries and illnesses by implementing safe work systems and continuously improving all aspects of workplace safety for all employees, subcontractors, and their employees.
- **Access:** Provide access to this Injury Management and Return to Work program for all employees who sustain a work-related injury or illness.

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- **Compliance:** Comply with all applicable jurisdictional workers' compensation and rehabilitation legislation, guidelines, and our obligations as an insured employer.
- **Care:** Ensure prompt provision of medical care and treatment.
- **Return to Work:** Commence the return to work process as soon as medically practicable.
- **Culture:** Foster a workplace climate that supports work-based injury management and encourages injured/ill employees to return to work safely and as soon as medically permissible.
- **Consultation:** Utilize a consultative process with all involved parties to facilitate the program.
- **Suitable Duties:** Actively identify and locate suitable duties within Newinds Corp. for injured employees. If internal options are unavailable, engage appropriate external providers to assist the employee in returning to a meaningful role.
- **Privacy:** Maintain the privacy and confidentiality of injury management and workers' compensation claims information.
- **Dispute Resolution:** Implement an effective dispute resolution process.
- **Training:** Provide induction and ongoing training to employees, fostering a positive and supportive culture and ensuring awareness of the program, roles, and responsibilities.
- **Review:** Conduct regular internal and external reviews of the workers' compensation function's performance.

Implementation and Communication

A copy of this Injury Management Policy will be prominently displayed. Management and supervisory staff are responsible for ensuring its understanding, implementation, and maintenance at all company levels. This policy will be reviewed and updated periodically to ensure its effectiveness and compliance with current legislation.

NEWINDS CORPORATION