

Health and Safety Policy

Scope

This Policy and the associated Health and Safety Management System (HSMS) apply to all of our workplaces and to people who carry out work at the direction of Kaplan.

Purpose

Kaplan Australia and New Zealand ("Kaplan") believes the physical and psychological health, safety and wellbeing of our employees, students, contractors and visitors is essential to our long term success. We are committed to fulfilling corporate and legal health and safety responsibilities by implementing and maintaining policies, procedures and practices to provide a healthy and safe place of work.

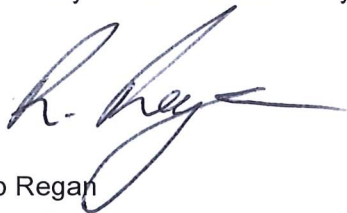
Policy Principles

Our commitment to the effective implementation of this Policy and its HSMS will help us to achieve an environment that is healthy and safe for all our employees, students, contractors and visitors.

Kaplan will meet its commitment to health and safety by:

- Acknowledging our legislative requirements and ensuring compliance as the minimum acceptable standard.
- Our officers proactively implementing their health and safety due diligence requirements.
- Holding our people responsible and accountable for the health, safety and wellbeing of people under their leadership.
- Implementing documented health and safety risk management processes for the control of hazards that are consistent with our risk profile.
- Developing relevant and measurable objectives and targets to ensure continuous improvement aimed at the elimination/minimisation of work related risk, injury and illness.
- Providing information, training, instruction and supervision to our people to ensure they have the skills and competencies required to safely undertake their roles.
- Providing relevant health and safety information to our people and visitors in a form and manner which is clear and easily understood.
- Providing consultative arrangements to ensure constructive input into the decision making processes for work health and safety.
- Ensure all hazards and incidents are reported, investigated and corrective actions implemented, as far as reasonably practicable.
- Maintaining a fair and equitable claims management process and rehabilitation of injured parties.
- Ensuring all applicable contractual arrangements for the supply of goods and services include provisions for compliance with Health and Safety requirements.
- Regularly reviewing the performance of and continuously improving the HSMS.
- Monitoring, measuring and reporting performance on a regular basis.
- Ensuring adequate resources and expertise are provided for the implementation of this Policy and the underlying management systems.

This Policy will be reviewed every three years.

A handwritten signature in black ink, appearing to read "Rob Regan".

Rob Regan

Managing Director – Kaplan International Australia & New Zealand

6 February 2020