

UNDERGUIDE

Health and Safety Policy & Code of Conduct

1. Introduction

UNDERGUIDE is dedicated to ensuring a safe and healthy working environment for all employees, contractors, partners, and clients. As a **MICE (Meetings, Incentives, Conferences, and Events) company operating in Hungary and Central Europe**, we work in diverse environments, including offices, event venues, outdoor locations, and partner facilities.

This policy is developed in compliance with **Act XCIII of 1993 on Occupational Safety and Health (Munkavédelmi törvény)** and other applicable Hungarian and EU health and safety regulations.

2. Scope

This policy applies to:

- **All UNDERGUIDE employees and freelancers**
- **Contractors and temporary staff working on behalf of UNDERGUIDE**
- **Clients, event attendees, and partners at event venues**
- **Suppliers and third-party service providers**

Given that UNDERGUIDE operates **from an office in Budapest**, safety considerations will include office-specific risks, remote work conditions, and event site safety.

3. Code of Conduct: Employee Health & Safety

UNDERGUIDE expects all employees, freelancers, and contractors to follow this **Code of Conduct** to ensure their safety and the safety of others.

3.1. General Safety Conduct

- All employees and contractors must:
 - Follow all health and safety regulations set by the company and event venues.
 - Report **hazards, unsafe conditions, or accidents** immediately to management.
 - Use protective equipment (if required) when working at event locations.

- Comply with **fire safety and emergency procedures** in the office and at events.
- Participate in mandatory **safety training and briefings** before events.
- Maintain a **clean and organized workspace** in the office and at event sites.
- **Prohibited behaviors:**
 - Ignoring safety protocols or taking unnecessary risks at event venues.
 - Consuming alcohol or drugs **before or during work** if it affects performance or safety.
 - Engaging in reckless behavior that endangers **yourself or others**.
 - Failing to report **accidents or near-miss incidents**.

3.2. Office & Remote Work Safety

As UNDERGUIDE operates **from a rented flat in Budapest**, employees and remote workers must:

- Ensure their workspace is **ergonomic and free from hazards**.
- Follow electrical and fire safety rules in the office.
- Take **regular breaks** to prevent fatigue.
- Maintain a safe and **respectful working environment** for all team members.

3.3. Event & Venue Safety Conduct

Before and during events, all employees and contractors must:

- **Attend safety briefings** on venue-specific risks and emergency plans.
- Follow instructions from **venue security, emergency responders, and event managers**.
- Stay aware of **emergency exits, first aid locations, and crowd control procedures**.
- Ensure that **event setups (stage, lighting, equipment)** are properly installed.
- Report any **unsafe behavior from attendees, contractors, or clients**.

Prohibited at Events:

- Working in unsafe conditions without reporting them.
- Ignoring **emergency evacuation procedures**.
- Using **unauthorized equipment** or tampering with safety devices.

3.4. Travel & Site Visits

Employees traveling for work must:

- Follow local safety regulations in Hungary and Central Europe.
 - Use **safe and reputable transportation** for work-related travel.
 - Ensure they have **emergency contact information** when working at remote locations.
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4. Risk Management

4.1. Office & Remote Work Safety

- Employees should ensure **proper seating, screen positioning, and posture** to avoid health issues.
- Fire extinguishers and first aid kits will be **available at the office**.
- Electrical and **fire safety checks** will be conducted periodically.

4.2. Event & Venue Safety

Before hosting or managing an event, UNDERGUIDE will:

- Conduct **venue inspections** in Hungary and Central Europe to assess risks.
- Ensure compliance with **fire safety, crowd control, and emergency evacuation plans**.
- Verify that suppliers follow proper **equipment setup and handling procedures**.
- Provide **event staff with safety briefings** before each event.

4.3. Travel & Site Visit Safety

- Employees traveling for work must follow local **safety regulations**.
 - Emergency contact procedures must be in place for **staff working in different locations**.
 - Safe and reputable transportation providers must be used.
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5. Emergency Preparedness

5.1. Office (Flat type office in Budapest)

- Fire safety measures and evacuation plans will be **clearly communicated**.
- A **first aid kit** will be available at the office.
- Emergency contacts will be posted **in a visible location**.

5.2. Event-Specific Emergency Plans

- Pre-event risk assessments will be conducted for each venue in **Hungary and Central Europe**.
 - Coordination with **venue security and medical teams** will be established.
 - Event teams will be trained on **crowd management strategies**.
 - Staff roles in **emergency situations** will be clearly defined.
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6. Health Protection & Well-being

- Ensuring adequate **breaks and rest periods** for event staff.
 - Encouraging **mental health awareness** in the high-pressure event industry.
 - Providing **first aid support** at events with large attendee numbers.
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7. Training & Awareness

- Mandatory **safety training** for all employees and contractors.
 - Venue-specific **safety briefings before each event**.
 - First aid and emergency response **training for key personnel**.
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8. Incident Reporting & Investigation

- All accidents, injuries, or near-miss incidents **must be reported** immediately.
 - Proper documentation and follow-up on **workplace and event incidents**.
 - Implementation of **corrective measures** to prevent future issues.
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9. Compliance & Continuous Improvement

- Regular policy **updates** to align with legal requirements.
 - Employee feedback will be encouraged to **improve safety procedures**.
 - Ongoing collaboration with **partners and venues** to enhance event safety.
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10. Policy Review and Approval

This policy will be reviewed **annually** or when significant changes occur in company operations or legal requirements.