



Our Safety and Health Policy

Introduction

Morgan & Morgan is committed to its country, community, and workers by carrying out its activities in such a way that allows its associates to perform their functions, within a reasonable framework, in an environment of safety, health, and well-being, as well as providing the necessary prevention and mitigation measures for all those who may be affected by our activities.

This plan includes information on the company, its employees, workspaces, and activities as per Resolution 45,588 of the Board of the Social Security Fund, which regulates occupational risk management as well as safety and hygiene in the workplace in the Republic of Panama. The plan includes:

- Health and safety policy: Employer-employee commitment.
- Monitoring of work environment, safety and hygiene conditions, and work-inherent risks
- Worker health monitoring and first aid
- Health and safety information, training, and promotion at work, with a focus on worksite and environment safety
- Safe work procedures and personal protective equipment in accordance with the task at hand

Reach

This Health and Safety Plan is mandatory for all Morgan & Morgan employees, contractors, visitors, and clients.

General Information

MMG Tower is Morgan & Morgan's headquarters. The company also has facilities in the cities of Penonomé and David.

MMG Tower is one of the first ecological buildings in Panama, part of a select group worldwide. One of our Corporate Social Responsibility (CSR) pillars is taking care of the environment. Therefore, our new tower has been designed to reduce energy consumption and adapt to Panama's climate. Furthermore, it has been granted LEED certification by the United States Green Building Council.



HEALTH AND SAFETY POLICY/EMPLOYER-EMPLOYEE COMMITMENT

By means of this document, Morgan & Morgan undertakes to comply with all current and applicable legal requirements regarding the prevention and management of occupational risks, as well as ethical and professional standards that guarantee the occupational health, safety, and hygiene of our associates, clients, and third parties, as well as the protection of our assets.

OBJECTIVES

The principles our safety, health, and hygiene policy are:

1. Compliance with the relevant legal requirements in matters of occupational safety, health, and hygiene and with other protocols followed by the company.
2. Provide adequate control of the risks of Occupational Safety, Health, and Hygiene stemming from our work activities.
3. Establish a safety committee to serve as an advisory body between the company and its workers, which will receive and address all our associates' queries on matters related to their safety, health, and hygiene in the workplace.
4. Provide and maintain safe facilities and adequate equipment to carry out tasks.
5. Guarantee safety in the use, handling, and storage of dangerous substances.
6. Provide information, training, and supervision to employees.
7. Ensure that all associates are able to carry out the tasks assigned to them.
8. Provide adequate training to employees to carry out their tasks.
9. Prevent accidents and diseases in the workplace.
10. Review this safety policy at regular intervals or when necessary.



POLICY

Morgan & Morgan is committed to providing a safe and healthy work environment for all its associates, contractors, clients, and visitors. We are dedicated to the continuous improvement of our health and safety programs with a focus reducing risk and work-related illnesses and accidents. We are committed to:

- Guarantee occupational health and safety as an integral part of our operations.
- Provide and maintain a safe and healthy work environment for all our associates, contractors, and visitors.
- Develop a Risk Management process consistent with the nature and risk level of the work.
- Meet or exceed the applicable legal requirements regarding occupational safety, health, and hygiene.
- Promote the participation of associates, contractors, and visitors in the areas of occupational health and safety that affect them.

Company management has assigned the responsibility of guaranteeing compliance with this policy in all areas to the committee. Each manager, supervisor, or unit head is expected to carry out the implementation of this policy within their area of responsibility.

The implementation of this policy is a responsibility shared by all Morgan & Morgan employees regardless of their position within the company.

Each employee, contractor, and visitor is responsible for ensuring that their activities are carried out safely, in accordance with the training provided in the induction and specific training programs.

RESPONSIBILITY OF SUPERVISORS/UNIT HEADS/MANAGERS

The primary responsibility for the development of safety policies rests with company management. However, supervisors must ensure the planning and implementation of these policies reaches workers via frequent and close contact with them.

A supervisor's main safety duties include:

- Teach workers the dangers entailed in each task and how to avoid them. This personal safety training is part of "Risk at Work Analysis", which will be developed based on each task's risk level.
- Make clear to each worker that violations of safety rules in force will not be tolerated.
- Ensure that safety equipment is supplied for each task.
- Take prompt corrective action whenever an unsafe act or condition is discovered.
- Others

Applies to Morgan & Morgan, MMG Bank and all affiliated companies.



WORKER RESPONSABILITY

Workers are expected to read the safety protocols and take an active role in their own protection, that of their co-workers, and the Company's. They should be encouraged to be on the lookout for and report dangerous workplace conditions, practices, and behaviors to their superiors and to make suggestions for their correction.

The Plan includes:

The Health and Safety Committee

Risk Identification

Preventive and Corrective Measures

Training and Prevention: Best Practices in the Office

Training and Action: Emergency Situations

Emergency and Evacuation plan



Health and Safety Committee

The Safety Committee is made up of worker and company representatives. Its responsibilities include the promotion and monitoring of occupational health and safety systems within the company.

The Committee is empowered to address and resolve any situation in relation to the established procedure and is responsible for implementing, programming, directing, and executing the emergency response plan.

The function of this Committee is to evaluate, prevent, and solve health and safety issues at work. The committee must coordinate the actions to be taken at any given time to guarantee the safety of the people and assets in our facilities.

Risk Identification

People constitute the basis of the worker-work environment relationship and, as a consequence, the work environment must be adequately conditioned to the needs of the individual. Work equipment must be designed so that its use does not entail physical or mental fatigue for the worker.

Risk assessment must be constantly updated so that documents allow for quick, easy, and efficient risk identification and evaluation and, where appropriate, determining the most appropriate preventive measures.

The methodology used in this study is aimed at identifying hazards in company operations, then determining the preventive measures necessary to eliminate or reduce them.

We define hazard as a source of potential injury or health impairment.

We define occupational safety and health (OSH) as the combination of the probability of hazardous work-related events or exposures taking place and the severity of injury and health impairment that said events or exposures may cause.

Description of activities

Morgan & Morgan employs a methodology aimed at identifying operating risks and determining preventive measures to eliminate or reduce them. Through the safety committee and immediate supervisors, we continuously and proactively identify hazards related to company activities, defined as administrative services, in areas specialization.

Physical and Mechanical – Ergonomic – Chemical – Transport – Psychosocial – Biological

Identified risks and general preventive measures

Applies to Morgan & Morgan, MMG Bank and all affiliated companies.



Morgan & Morgan has a procedure for the evaluation of Occupational Risks, which is the fundamental tool for the prevention worker health and safety hazards. This procedure must be carried out by the associates and evaluated by their immediate superiors and, ultimately, must be based on the risk level set by the Safety Committee.

The objective is to identify the hazards of working conditions in order to:

- Immediately eliminate risk factors that can be easily suppressed
- Assess risks that cannot be eliminated immediately.
- Plan the adoption of corrective measures.



Hazard identification

The hazard identification methodology is described below:

To carry out hazard identification, one must answer the following questions:

Is there a source of harm? - Who (or what) can be harmed? - How can harm occur?

To assist in the identification process, hazards can be categorized in different ways. For example, by type: mechanical, electrical, radiation, substances, fire, explosion, etc.

In addition, a list of questions can be developed, such as:

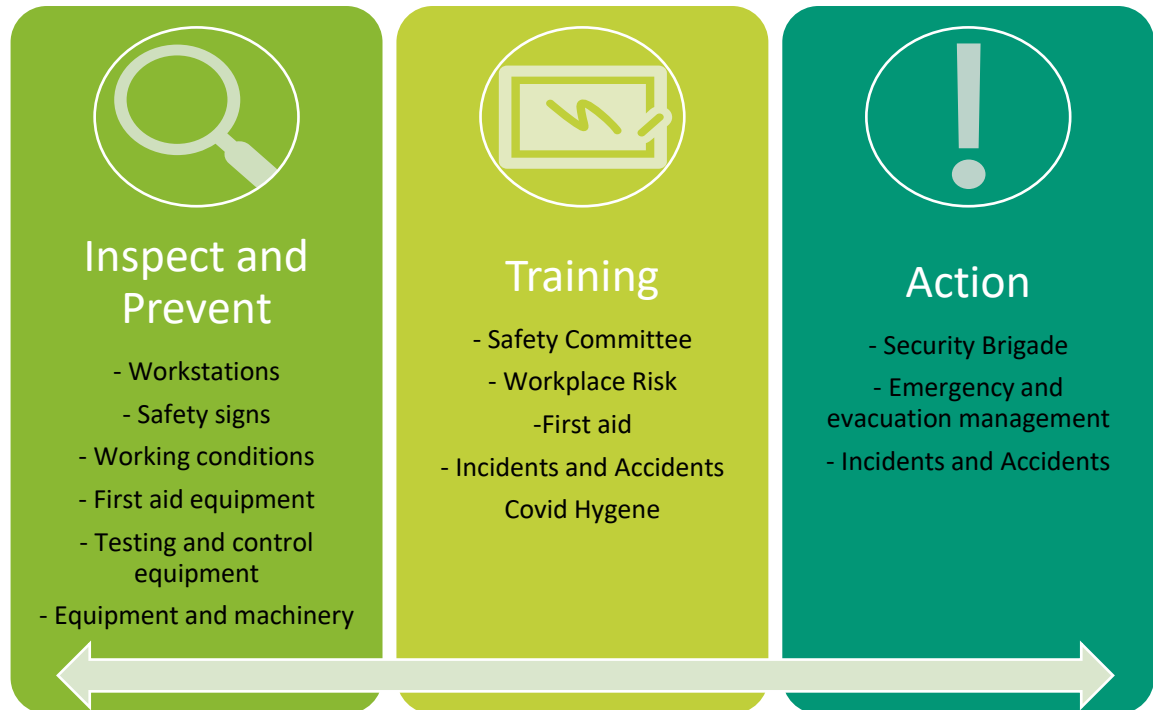
For each hazard identified, its risk must be evaluated, determining both potential severity (consequences) and probability. There is a hierarchy of risk control options, meaning some options are better/more preferable than others. The hierarchy of risk control is:

- Elimination
- Substitution
- Engineering
- Administrative
- Collective protective equipment
- Personal protective equipment



Preventive and Corrective Measures

Morgan & Morgan has implemented the necessary preventive and corrective measures to guarantee the safety and comfort of its workers.



Inspect & Prevent

Working conditions must be kept within permitted levels and unnecessary accidents must be avoided. For this purpose, the following is inspected:

- Work areas
- Safety signs
- Housekeeping practices
- Fumigation of facilities
- Air conditioning systems maintenance
- Electrical equipment maintenance
- First aid equipment
- Fire detection and control equipment



Accident investigation, reporting, and statistics

All work accidents, whether within the workplace or on the commute to work, as well as diseases identified as occupational, will be duly reported as per Decree 68 on occupational risks in Panama. Simultaneously, the company will conduct an investigation into the circumstances of the case, in order to prevent recurrences.

The investigation of an accident will be carried out by the Organizational Development Department, which will be responsible for completing the accident investigation form.

Training and Prevention: Best Practices in the Workplace

An essential aspect of the workplace safety program is to maintain best practices with regards to office safety. These help us mitigate ergonomic risks and prevent accidents.

1. Workstations

A work environment with insufficient space favors static or forced postures. In static workstations, **workers should be able to move with ease, facilitating mobility and posture changes**



2. Work Environment

Optimal workplace conditions promote worker health and comfort





Training and Action: Emergency situations

Training must guarantee that all associates are able take appropriate action when an incident occurs:

- The Safety Committee: trained to react and resolve any situation that arises in relation to the established protocol. In addition, this committee is responsible for implementing, directing, and executing the emergency response plan.
- Brigadiers: they are the first to respond to an incident or accident on their work floor, so they must be trained in First Aid and Safety Plans.
- General staff: they must be familiar with risk mitigation measures related to their work/tasks and the measures that the company will take to ensure their safety, depending on the situation that arises.

Monitoring Workers' Health

Health monitoring includes several health professionals, not just doctors. It refers to medical procedures and testing for workers in order to detect, in a timely fashion, any harm derived from work or the existence of hazards in the workplace.

In addition to the legal requirements, the purpose of monitoring the health status of Morgan & Morgan associates is to:

- Check if current occupational risks impact their health.
- Ensure they are able to carry out their work-related tasks.
- Find out if their personal characteristics can become a risk factor for themselves and others.

The Morgan & Morgan health monitoring program is based on the identifying health hazards, assessing risks, and applying controls in order to minimize the risk of worker exposure.

For these purposes, the following records will be kept:

- • Registrar of Disabilities and work-related accidents (rate)
- • Procedure for handling first-aid kits
- • Medical Attention Program, Emergency Medical Service, and first aid, including kits



First aid: definition, objectives, and general advice

First aid can be defined as the set of actions and techniques for the immediate attention of an injured person, until professional medical assistance arrives, to stop harm from worsening. The evolution of the injury suffered will depend on this action.

The objectives are:

- Keep the injured person alive.
- Avoid new injuries or complications.
- Get the injured person professional medical help as soon as possible.
- Ease the pain.
- Avoid secondary injuries/infections

The First Aid Kit: essential elements and handling

The first aid kit is the basic resource for the provision of care, since it contains the essential elements to tend to an injured person, which in many cases can be decisive in avoiding complications and saving lives.

Emergency Plan in Case of Virus Spread

In case a virus or other contagious disease spreads inside the company, Morgan & Morgan will follow the protocols provided by the Ministry of Health and other government entities.

Specifically, for COVID-19, a Special Reopening Protocol was developed to guarantee the highest standards of prevention and protection for our associates and clients.

Emergency and evacuation plan

The Emergency and Evacuation Plan establishes the means to address incidents that may pose a risk to the lives of Morgan & Morgan associates, visitors, and clients.

Morgan & Morgan has established an emergency response brigade, which will handle any emergency, internal or external.

Its staff is trained to address and resolve any situation that arises in relation to the established protocol. In addition, this committee is responsible for implementing, directing, and executing the emergency response plan.