



Fly EPT Portugal is committed to ensure the safest operation possible and to satisfy the expectations of our customers and the authorities – our philosophy is to create and maintain an organisation which is healthy, proactive, safe, and successfully focused on business continuity. Therefore, it is imperative that all employees have uninhibited access to report accidents, incidents, and occurrences.

Every employee is expected to show commitment to communicate to the Head of Training, or the representative of the organisation, any occurrence that may affect the integrity of safety, including flight, maintenance, and ground safety. This communication shall be free of reprisal.

Fly EPT Portugal will not initiate disciplinary action against any employee who discloses an occurrence involving safety, in accordance with the organisation’s just culture in regards to safety.

Occurrences with elements of gross negligence, intentional violations or criminal act are exempt from the above statement and will not be tolerated.

Organisation safety should be the concern of all employees at any level in the organisation; however, the ultimate responsibility rests with the representative of the DTO.

Procedures for collecting, recording, and disseminating information are in place to protect the identity of any person who provides safety information.

The reporting systems, including the above-mentioned just culture, are:

- *Mandatory occurrence reporting systems (www.aviationreporting.eu);*
- *Voluntary safety reports.*

The sole purpose of safety reporting and internal investigations is to improve safety and not to apportion blame to individuals.

Fly EPT Portugal urges all employees to use standardized procedures in order to attain the highest level of safety in relation to our common goals. Hazards are identified, risks assessed (by severity and probability) and the adequacy of the mitigation measures observed by means of a hazard risk register (hazard list, risk severity / probability matrix, mitigation list).

Distribution of safety documents to sources outside of Fly EPT Portugal by any employee will be considered a violation of the confidentiality statement, which is accepted by the employee in his / her individual employment agreement.

We strive to achieve:

- *An accident-free environment;*
- *Effective and safe procedures and continuous improvement; and*
- *Full compliance with the statutory national and international regulations that apply to us.*

These objectives are for the benefit of the organisation, its employees, and its customers. To this end we have a shared responsibility to achieve these aims.

Safety is everyone’s responsibility.

The representative of the DTO:

Gareth Jones

Name _____

A handwritten signature in black ink, appearing to be 'Gareth Jones', written over a horizontal line.

Signature _____