

## Corporate Policy # CP-00003 – Responsibility for Employee Health and Safety

Effective Date: Apr-27-2007

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Lenovo is committed to creating and maintaining a workplace that provides for employee health and safety.

Corporate strategies, policies and guidelines must support this commitment to employee health and safety. The requirements listed below apply to all of Lenovo's worldwide operations. Every Lenovo organization must support this policy and each manager and employee, as well as any contractor performing work on the behalf of Lenovo, shall bear a personal responsibility for the Corporate objectives.

- Provide a safe and healthful workplace for our employees.
- Provide products and equipment that are safe for use by our employees.
- Meet applicable legal requirements and voluntary practices to which we subscribe that are aimed at protecting our employees. Set and adhere to stringent requirements of our own.
- Incorporate employee health and safety requirements in business strategies, plans, reviews and product offerings.
- Implement and strive to continually improve processes and controls for preventing work-related accidents, injuries and illnesses.
- Foster employee involvement and provide appropriate health and safety education to enhance the ability of employees to work safely and productively.
- Perform self-assessments of our efforts to ensure employee health and safety and to report results periodically to senior executive management.
- Investigate and address employee health and safety incidents.
- Organize drills to get preparedness for emergency cases.
- Provide appropriate resources to fulfill these objectives.

Full support for employee health and safety through education, prevention and controls is vital to our innovation, productivity, and continual improvement. Every employee and contractor of Lenovo must follow this policy and report any safety and health concern to Lenovo management, who must take prompt corrective action.

Approved by the Lenovo Executive Committee