



OCCUPATIONAL HEALTH AND SAFETY (OH&S) PROGRAM OVERVIEW

The Occupational Health and Safety (OH&S) program for the PTC workplace and all PTC personnel is designed to maintain compliance with applicable local, state, federal and international regulation, statutes and laws. It supports PTC's ongoing efforts to provide a healthy and safe work environment for our workforce. The following program overview describes PTC's Safety Management System (SMS). The SMS includes current and planned processes and programs addressing the following key areas:

- OH&S Objectives
- Reporting Health and Safety Concerns
- Health and Safety Training
- Risk Identification and Mitigation
- Crisis Management and Emergency Response

OH&S Objectives

- Provide a healthy and safe work environment for our workforce, including PTC On-Site Personnel, and PTC On-Site Visitors, and endeavor to prevent injuries and cases of work-related ill health.
- Enable a positive health and safety culture in which all PTC On-Site Personnel feel comfortable speaking up about non-conformances, undesirable, unhealthy or unsafe situations, or other OH&S related issues.
- Provide all PTC On-Site Personnel with relevant information, operational controls and applicable training on OH&S requirements to enable them to conduct their work activities in a healthy and safe manner.
- Proactively monitor and improve OH&S performance through the development and management of safety management systems, processes, and programs in line with PTC business objectives.
- Establish proper OH&S program reporting, related to governmental regulatory requirements, voluntary disclosures, and customer and investor requests.
- Meet or exceed applicable occupational health and safety regulations, and other requirements in relation to OH&S.

Reporting Health and Safety Concerns

- All PTC On-Site Employees must report all health and safety concerns, including all work-related hazards, injuries, and potential to cause injury, within a



reasonable timeframe to their manager, supervisor, Human Resources, or Global Security.

- Enable PTC On-Site Contractors and Visitors to report to their onsite host all health and safety concerns, including all work-related hazards, injuries, and potential to cause injury. The host shall contact Human Resources or Global Security.
- Upon submission of a safety incident and report, the People Team and Global Security will review the case and take appropriate action. The People Team and Global Security shall handle incidents involving personal or private information appropriately, with confidentiality maintained and personal information only shared on a need-to-know basis.
- Employees are encouraged to report any concerns covered by this policy and will not be retaliated against for any reports filed in good faith.

Health and Safety Training

- PTC employees are provided knowledge and skills through training to enable them to perform their work safely and avoid creating hazards that could place themselves or others at risk. Training provides awareness and understanding of workplace hazards and how to identify, report, and prevent such hazards.
- Employees will receive annual general 'Safety in the Workplace' training that provides baseline training in OH&S and company safety compliance.
- Supplemental training will be provided based on the type of work employees perform and the workplace hazards that may be encountered.

Risk Identification and Mitigation

- The PTC People Team and Global Security shall be responsible for the efficient and expeditious handling of all potential and existing incidents and injuries by implementing the following:
 - Conducting full investigations of potential and existing incidents and injuries to determine the underlying hazards, their causes, and health and safety process deficiencies.
 - Fully documenting all potential and existing incidents and injuries.
 - Conducting periodic inspections, assessments, and observations of the workplace to identify new or recurring hazards or potential hazards.
 - Where feasible, fix hazards promptly as they are found. Where this is not feasible, people will be protected through interim measures until hazards are eliminated or controlled.
 - Conducting employee ergonomic assessments to help to identify risks and offer solutions to mitigate common office-based workplace injuries.
 - Conducting an analysis on all OH&S related metrics and data (i.e. potential and existing incidents, injuries, and identified hazards) and determining risk



exposure (frequency/severity/likelihood) of incidents that could result from hazards identified.

- Meeting quarterly with the PTC Global Safety Committee to discuss ongoing OH&S trends, hazards, and potential emerging risks to the organization.
- In partnership with PTC Legal, ensuring proper OH&S program reporting, related to governmental regulatory requirements, voluntary disclosures, and customer and investor requests.

Crisis Management & Emergency Response

- The PTC Crisis Management Plan has been developed to enable PTC to swiftly and efficiently address a crisis or potential crisis that could affect PTC stakeholders and/or damage PTC's reputation and value.
- All PTC Facilities are required to create and maintain an Emergency Action Plan (EAP), detailing emergency contact numbers, assembly, shelter in place locations, PTC volunteer emergency responders. All PTC EAP's provide facility level guidance pertaining to workplace emergencies, including bomb threats, medical emergencies, severe weather, natural disasters, power failure, workplace violence, and fire prevention and response.
- All PTC Facilities are responsible to properly document annual facility fire or evacuation drills with property management teams as appropriate.
- All life safety emergencies must be escalated and communicated to Global Security.
- All PTC Facilities and local management teams shall verify that all life safety supplies and apparatus (i.e., First Aid Kits, AED's) are properly maintained, serviced, and stocked as needed.
- Training in First Aid, CPR and the use of Automated External Defibrillators (AED's) will be available for all site-based emergency responders.

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