

## **SAFETY REPORTING POLICY**

Safe flight operations are Air Tanzania's most important commitment. To ensure this commitment, Air Tanzania has an Open Reporting System, which ensures and encourages all personnel to report safety, security, and occupational health concerns in all operational areas. This system is supported and reinforced through SMS campaigns, structured training sessions, and periodic circulars. In alignment with the organisation's non-punitive voluntary reporting programme, the following Corporate Safety Reporting Policy has been established to govern and guide reporting practices.

- 1) We ask that each employee accept the responsibility to communicate any information that may affect the integrity of flight safety and/or the safety of its customers and/or employees. Employees must be assured that this communication will never result in reprisal; thus, allowing a timely, uninhibited flow of information to occur.
- 2) All employees are advised that Air Tanzania will not initiate disciplinary action against an employee who discloses an incident, occurrence, or hazard involving aviation safety and/or occupational health and safety. This policy does not apply to actions of wilful intent nor to criminal, intentional, or regulatory infractions.
- 3) Air Tanzania has developed safety reports to be used by all employees for reporting information concerning aviation safety and occupational health and safety. These reports are designed to protect the identity of the employee who provides information. The hard-copy safety report forms are readily available in each work area, and safety reports can be registered online, on Air Tanzania's web-based SMS tool (Centrik), by logging on at <https://air-tanzania.centrik.net/Login>, where reports can also be registered anonymously.
- 4) Employees will be educated on safety hazards, incidents, and occurrences, and on how to complete safety reports, during their Safety Induction Training (Aviation Safety Awareness training).

We urge all employees to use this non-punitive Voluntary Reporting Programme to help Air Tanzania continue its leadership in providing our customers and employees with the highest level of safety and occupational.

**Eng. Peter Ulanga**  
**Accountable Manager**

**Signature:** \_\_\_\_\_

**Date:** 12/11/2025