

Health, Safety, Security, Environment (HSE) policy

Intent, ambition and objectives

Health, safety, security and environment are an integrated part of KIPAYS's daily activities and our responsibility is to protect the health and safety of our employees and to contribute to the sustainable development of the communities in which we operate.

Based on the Code of Conduct and in line with the HSE Policy, we are committed to set health, safety, security and environment as core elements of KIPAY's identity and business success. The company will be recognized for its outstanding performance which demonstrates a strong sense of responsibility for people and the environment.

This HSE policy, sets KIPAY's mandatory health, safety, security and environment requirements.

Scope

The scope of KIPAY's HSE Policy covers all operational aspects and activities that have the potential to affect HSE either positively or negatively.

The terminology 'Health, Safety, Security, Environment' (HSE) is being used throughout these standard to highlight the following four key components:

- 1) Health – Promoting and improving the health of the Company's workforce, contractors and communities, in which we operate.
- 2) Safety – Providing a workplace where people are able to work without being injured and operating our installations without harm to neighbouring communities.
- 3) Security – Protecting our people, physical and intellectual assets and ensuring business continuity.
- 4) Environment – Promoting the efficient use of resources, reducing and preventing pollution and harm globally and locally and enhancing biodiversity protection.

Responsibility

Managers at all levels of the organization shall comply with internal and external requirements and ensure that sufficient resources and competence are allocated to control risks in their area of responsibility. They shall strive to establish a sustainable HSE culture through visible leadership, proactive commitment to HSE and involvement of employees.

Everybody has a responsibility for HSE

Everybody shall understand his or her responsibility and commitment to health, safety, security and environment and contribute to KIPAY's obligations and goals. Following rules, reporting incidents and deviations, but also improvement possibilities, as well as stopping unsafe behaviour is a duty of every single KIPAY employee and contractor. Employees have the right to refuse to work in any situation that represents an acute and significant threat to their health.

HSE staff

HSE responsible staff have the duty to support the organization and advise and train employees how to live up to and achieve KIPAY's ambitions and how to fulfil their obligations in the best possible way. In addition, HSE fulfils a compliance role by conducting regular HSE compliance audits at selected sites in order to provide facts on this topic to the management board. HSE staffs on other levels fulfil a similar role within their respective organizational units.

Planning, goal and targets

Predicted future needs and long-term targets in the area of HSE are to be defined. Long-term targets are to be reviewed at least every fifth year.

HSE shall be an integrated part of the annual company planning based on identified significant HSE issues, risks and opportunities, and appropriately reflecting KIPAY's long-term ambitions and targets as expressed in the overall HSE strategy. Aligned with KIPAY's overall HSE plan and strategy, all relevant organizational levels shall define a prioritized list of HSE challenges, key performance indicators and targets as well as translate them into appropriate action plans.

Hazard identification and risk management

The general steps of hazard identification and risk management, supported by appropriate methods and executed and supported by sufficiently competent employees, shall be:

- (1) the correct identification of hazards and
- (2) the assessment of associated risks, followed by
- (3) the identification and implementation of appropriate controls, according to the hierarchy of controls and aiming at inherently safe design, and finally
- (4) the regular check of the effectiveness of the controls.

Implementation

HSE is an integral part of all activities. These HSE requirements are minimum requirements. The organization shall strive for extensive involvement of relevant employees in order to fully benefit from the existing competence and experience. Depending on the risk level and complexity of the situation and tasks, an appropriate competence level is required. Relevant training shall be provided prior to commencement of the employment.

Documents and records

All activities linked to HSE Procedures shall be documented to an appropriate extent to demonstrate compliance and ensure that decisions are transparent and traceable. Procedures shall be approved, documented, maintained and updated, accurate, legible and identifiable. Documents shall be securely stored and readily accessible at all locations required for effective application.

Monitoring, audit and review

HSE performance shall regularly be measured, monitored, recorded, analysed and reported through the organization, including the Management and others as appropriate. HSE staff shall conduct HSE compliance audits with regard to the HSE procedures, according to an annually updated plan and defined, risk-based criteria. Management shall annually perform a review of the suitability, adequacy and effectiveness of their HSE system and procedures. Internal and external audit results, incident reports, performance reports and relevant views from stakeholders shall be included in the review.