

Health, Safety and Security

Part 1/2

We are committed to creating a safe, supportive and respectful workplace that protects the occupational health, safety, security and dignity of our employees. We foster a workplace atmosphere that prioritises psychological safety and promotes a learner mindset. We strive towards achieving zero harm to people, showing respect to our neighbours and actively contributing to communities we serve. We identify and mitigate hazards; continuously improving health, safety, and security performance through employee engagements. We play a leading role in promoting best practices in our industry.

Why is it important?

Unsafe practices can lead to serious physical or emotional injuries, environmental harm, or even loss of life. Managers play a key role in implementations, but each employee contributes to a safe workplace. Through individual action and shared responsibility, we protect people, property and the environment, act as a responsible and respectful neighbour, and earn the trust and confidence of our customers and consumers.

What must I do?

- Avoid and report any behaviour that could be offensive, intimidating, malicious, violent, insulting or bullying of any kind. We have a zero-tolerance policy on sexual harassment and discrimination.
- Promote a culture where employees are treated with dignity, and concerns can be raised and addressed promptly and fairly and without retaliation.
- Behave in a safe and health-conscious manner, following all laws, regulations, policies, standards, procedures, instructions and training relevant to my role.
- Never carry weapons on site.
- Perform work only when trained, competent, medically fit, sufficiently rested, functionally capable and alert enough to do so.
- Know emergency procedures in my location, during visits to other sites or when travelling.
- Report all incidents, near-misses, unsafe conditions, injuries, illness or unhealthy conditions to local TMICC management, without delay. Never assume someone else will.
- Support team leaders to ensure all employees, contractors and visitors understand and follow health and safety procedures and instructions.
- Understand the **Life Critical Standards** and follow them.
- Avoid working under the influence of any substance that may negatively impact the health and safety of myself or others.
- Do not carry on with any work that becomes unsafe or unhealthy.
- Speak Up if I have concerns about my ability to meet these minimum requirements or if the environment is unsafe or unhealthy.



Health, Safety and Security

Part 2/2

What must I do as a Manager or Team Leader?

- Establish and maintain a suitable health and safety management system for my site and team, including the appointment of committees, managers, competent experts, and a system for gathering concerns and input from employees, contractors and visitors.
- Set Occupational Health Safety-Security (OHS-S) objectives, review performance achievements and share evaluation outcomes.
- Foster a proactive OHS-S culture by promoting ownership at all levels and encouraging active participation through engagement, consultation, and training.
- Follow a structured methodology to ensure legal compliance and drive ongoing performance enhancement.
- Ensure contractors are responsible for implementing OHS-S measures consistent with this policy.
- Integrate OHS-S performance into employee evaluations, ensuring that safety responsibilities are recognised and rewarded accordingly.
- Maintain constructive, transparent communication with neighbouring stakeholders and affected communities.

- Guarantee that all managers and employees are fully aware of and accountable for fulfilling their roles in accordance with the company's policy.
- Implement strong process safety systems, conduct regular risk assessments and maintain safety-critical equipment to prevent major accidents.
- Drive a comprehensive Health and Wellbeing programme to support the health and wellness of employees.
- Implement measures to ensure the safety and wellbeing of all employees during work-related travel by providing clear travel guidelines.
- Implement targeted programs to enhance road safety performance, supported by effective measures to ensure sustained improvement.
- Ensure all work is based on freely agreed and documented terms that employees understand, and which are available throughout their employment.
- **Provide** a pay slip for each pay period, clearly indicating the components of compensation.
- Verify that no one has paid recruitment fees or related costs to gain employment, either directly or indirectly, and arrange repayment of any fees that are found to be paid.

What do I need to know?

Domestic violence and abuse can take many forms. It may appear as a single act or as a repeated pattern of behaviours, including physical harm, verbal abuse, sexual violence, emotional manipulation, psychological control and financial exploitation.

TMICC offers a range of support, such as special paid leave, access to counselling / support services, temporary or permanent change of working times, location, and pattern, etc.

For more information, please contact your HRBP.

Where do I go for more information?

Health, Safety and Security Manager, Site's Health, Safety and Security management system, Global Health, Safety and Security Standards (for Life Critical Standards).