

Document No.: GR-EHS-PO-010	<b>“Safety &amp; Environmental Management Policy”</b>	<b>forteq<sup>+</sup></b> swiss precision global dedication
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Prepared / Revised / Date <i>[Signature]</i> 25. May 2020 Michael Rocholl, DGQ	Reviewed / Date <i>3. June 2020</i> <i>[Signature]</i> Andreas Moser, CFO	Approved / Date <i>3. June 2020</i> <i>[Signature]</i> Rune Bakke, CEO
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## 1 PURPOSE/ OBJECTIVE

In the forteq Group Management Policy we have clearly defined

### Safety First

as our highest priority. This policy describes the minimum requirements that all legal entities of the forteq Group shall fulfil in regards to safety and environmental. Our aim is to protect our employees and to define rules how to reduce potential risks which could harm the health of our employees, e.g. forteq Group employees, temporary workers, and contractors. In addition, we protect our visitors which can be customers, suppliers, external third party auditors, forteq employees from other legal entities, etc.

This policy does not replace the valid local legislation and regulation. If the local regulatory requirements are higher than defined in the present document, then the legal entity shall fulfil the local legal requirements. If the present document describes higher requirements, then these requirements shall be implemented.

## 2 APPLICABLE DOCUMENTS

GR-MM-PO-010                      Group Risk Management Policy  
 GR-EHS-TP-010                  EHS incident reporting template  
 Local safety requirements  
 Local legislation and regulation in regards to safety and environmental

## 3 SCOPE AND RESPONSIBILITIES

This policy is valid for all sites of the forteq Group. The Managing Directors of the legal entities are responsible to ensure, that these requirements are implemented within their area of responsibility.

The transition period to implement these requirements will be 6 months after release date of this document. Smaller Legal Entities (less than 50 employees) can apply for a deviation approval for specific requirements. This needs to be signed by the Director Global Quality.

The Director Global Quality is responsible to evaluate the implementation status of these requirements on a regular basis. Deviations need to be highlighted, and the Managing Directors are responsible to eliminate deviations without any delay.

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## 4 TERMS AND DEFINITIONS

**Epidemic/ Pandemic:** An epidemic is a widespread outbreak of a disease in a large number of individuals over a particular period of time either in a given area or among a specific group of people. A pandemic is an epidemic of disease, or other health condition, that occurs over a widespread area (multiple countries or continents) and usually affects a sizeable part of the population.

**GHS:** Globally Harmonized System of classification and labeling of chemicals.

**Harm:** Harm occurs when people are injured physically or their health is compromised or when property, financial situation, image or the environment is damaged.

**Leader:** Everyone, who has the responsibility to lead a team or at minimum one employee.

**Managing Director:** Highest ranking officer of the site (e.g. General Manger in NA, usually Managing Director in the manufacturing sites).

**MSDS:** Material Safety Data Sheet, contains information about the substances, the risks, the harms, the necessary PPE, recommended activities in case of spills or accidents and the waste disposal. The supplier of the substances is responsible to issue and to deliver this MSDS to the ordered entities.

**Near miss:** A near miss is an unplanned event which did not result in injury, illness, or damage – but had the potential to do so.

**Shall:** "Shall" means that the definition is an absolute requirement.

**Shall not:** “Shall not” means that the definition is an absolute prohibition.

**Should:** Should means that the definition is a recommendation.

**PPE:** Personal protection equipment, like safety glasses, safety shoes, high visible vest or belt, fall protection harness, helmet, gloves, but not limited to.

**Waste, controlled:** Any waste from the place of work.

**Waste, hazardous:** Waste that is potentially hazardous or dangerous, which may require extra precautions during handling, storage treatment, transportation or disposal, e.g. hydraulic oil, cleaning solvents and sprays, water treatment chemicals, fluorescent tubes and/ or light bulbs, computers and monitors etc.

## 5 SAFETY REQUIREMENTS

### 5.1 Management

Occupational safety is a general responsibility of the Managing Director and all Leaders.

All employees and people working on forteq premises are responsible to follow the defined instructions.

Each legal entity shall nominate a “Safety Representative”, who has, beside his normal tasks, the special function to support the Managing Director in regards to safety measures. This function shall have at minimum a direct reporting line (dotted line) to the Managing Director.

If the “Safety Representative” is not member of the Management team, he/ she shall be invited at minimum once a month to the Management Meeting to report about the actual safety status, occurred accidents and “near misses”, detected risks and necessary countermeasures.

The “Safety Representative” needs to be sufficiently trained in regards to safety aspects and safety risks, which can occur within the legal entity. He shall act as consultant and coach to all employees in regards to safe behavior and safe acting.

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All employees should be informed monthly about the actual safety situation at the legal entity. This can be performed during team meetings and / or status information (green cross, as shown in the attachment 1) on the production KPI Board.

## 5.2 External visitors

External visitors are not familiar with the forteq premises. In addition, they are not aware of potential risks which are well known to forteq employees. Each visitor shall receive a safety flyer, shown the layout of the premises, the location of the emergency meeting point, the used pictograms for PPE, and additional local instructions as defined by the MD based on potential risks. Responsible to inform the visitors about the safety flyer is the visited forteq contact person. The visitor should sign the acknowledgement of the safety instructions, documented on the registration form.

To inform visitors about the local situation and specific risks at the premises each meeting with external visitors (e.g. customers, suppliers, forteq employees from other legal entities) shall start with a short presentation in regards to safety (two slides sufficient). This includes as a minimum:

- Layout of the facility indicating the emergency meeting point (ppt-slide)
- Information about emergency exits, especially in the area of the meeting (ppt-slide)
- Information about planned alarm tests or evacuation drills, if any is planned during the time of the visit
- Information about specific risks and behavior in case a shop tour is planned (at least orally)
- Necessary Personal Protection Equipment (PPE) to be used in case a shop tour is planned
- Additional local information if the MD defines that as appropriate (up to the MD)

## 5.3 External visitors visiting the shop floor

External visitors visiting the shop floor have to abide by the same PPE requirements as employees. For a better identification as visitors they should wear a highly visible orange vest, a belt or another highly visible clothing. All forteq employees shall have special attention to visitors as they are not aware about the risks on the forteq premises. According to the site specific legal requirements additional PPE shall be provided to visitors, e.g. safety glasses, safety overshoes / safety shoe caps.

## 5.4 Safety on the shop floor

### 5.4.1 Minimum PPE for forteq employees

The production sites of the forteq Group are industrial sites with industrial processes, where several occupational safety risks are existing. To minimize the negative impact of critical situations all legal entities shall define the minimum PPE which all employees shall use. Basis for this definition are the valid legislative requirements, the present instruction, and the output of the risk analysis. All employees working in the production or warehouse departments should wear at minimum safety shoes. Within specific areas, e.g. tool shop, maintenance or machining Departments safety glasses are mandatory.

Office people walking through or working partly in the production or warehouse department, shall also wear the defined PPE.

In addition, appropriate clothes (e.g. no long clothes, no long sleeves, long hair to be covered, no open toed or sandal type shoes, etc.) are necessary to ensure a zero occupational accident policy.

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#### 5.4.2 Safety walks

The Managing Director shall together with the members of the Management team perform a quarterly safety walk to demonstrate his commitment with safety activities and to discuss critical issues with the employees.

The Operational Manager (Production Manager/ Logistics Manager/ Quality Manager (Member of the Management team)) shall perform safety walks with his Supervisor at minimum on a monthly basis to demonstrate his commitment with the safety and environmental activities and to discuss critical issues with the employees.

These safety walks shall cover the whole facility and premises including internal and external storage areas (waste disposal storage, oil and chemical storage area, etc.). These safety walks and findings shall be documented. Checklists for the safety walks might be helpful.

The Operational Department Leaders / Supervisors shall perform a weekly safety walk within their Department to discuss safety and environmental issues with their team.

The safety representative should participate at the safety walks to support the MD and Production Manager, but the Leaders are responsible for safe work places and for the safety of their teams.

Safety shall be part of the daily shop floor meeting in the production departments. A green cross (attachment 1) shall be used to visualize the safety incidents over the year on each Department information board.

#### 5.5 Risk analysis

A risk assessment shall be performed for each work place. The risk assessment can be performed based on the 5 x 5 risk matrix, shown in the Global Risk Management Group Policy, GR-MM-PO-010. Alternatively, another suitable risk matrix can be used. The employees shall participate in that risk assessment. Potential risks shall be documented. Countermeasures shall be defined in the following priority:

- |                                 |  |
|---------------------------------|--|
| <b>Technical solution:</b>      | Elimination of the root cause for the potential risk |
| <b>Organizational solution:</b> | Substitute specific equipment or work steps          |
| <b>Protection:</b>              | Define necessary personal protection equipment (PPE) |

The necessary PPE shall be displayed in the area of the specific work place if they are not required for the whole site.

Work place risk assessments should be repeated every three years, and shall also be repeated after significant changes of the work place to consider potential new risks.

#### 5.6 Epidemic/ pandemic

Each legal entity shall have an emergency plan which describes necessary activities in case of a potential epidemic/ pandemic. This emergency plan shall define the pandemic emergency team as well as all necessary measures to protect the employees against potential harms. In addition, all necessary measures shall be defined to protect the forteq Group against economic impacts and ensure deliveries to customers according to agreed and confirmed orders.



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## 5.7 Safety during traveling

### 5.7.1 General recommendations

Travelers shall plan enough time for travelling. They shall consider high traffic jams as well as specific weather conditions for the travel planning. Travelers shall be aware about local requirements/ rules and behave according to local regulations.

Travel restrictions and recommendations, recommended by the local Federal Departments (for example EDA (FDFA (Federal Department of Foreign Affairs) for Switzerland) shall be considered. Travelling in spite of existing travel restrictions shall be approved in writing by the CEO before travels are booked. All Legal Entities shall review potential travel restrictions and recommendations with their local Federal Departments on a regular basis or before travels are planned.

If travelers are planning to visit a production site (forteq Group site, customer production site, supplier production site) they shall clarify beforehand, which PPE e.g. safety shoes, safety glasses, helmet or hard cap is required at the visited site.

Overseas trips will have a special impact and risks to travelers (different time zones, different climatic environment). Travelers shall consider that for their planning. Special health recommendations (e.g. prophylaxis against Malaria, Hepatitis A/B, bird flu, yellow fever, etc.....) for the visited countries shall be respected by the travelers. In case of specific questions, local medical centers shall be consulted.

### 5.7.2 Travelers using a car

If travelers are using a car, they should be fit to drive and take regular breaks during the trip. If travelers are planning to drive several hours after (or before) working, they shall ensure, that the working and driving hours will not violate the local working time regulations. Having a valid driver license is mandatory.

All travelers using a car are responsible to control the car before they start, i.e. but not limited to tires, lights, condition, and breaks. Especially in wintertime they should ensure, that the used vehicle has winter tires and is equipped with the necessary and requested winter equipment.

In case of car accidents during business travels the police shall be involved and the direct Manager shall be informed.

### 5.7.3 Travelers using a plane

Though using a plane is very safe, to minimize severe loss of key functions, it is strongly recommended that several members of the Management teams (Legal Entity and Group Management) are not using the same flight.

### 5.7.4 Special instruction for forteq (Quality) Auditors

Supplier Auditors are visiting and auditing different supplier sites and processes, but are not aware about potential risks of the visited supplier's site. Therefore, Supplier Auditors shall wear at minimum safety glasses and appropriate footwear during audits at supplier's sites and shall follow the regulations of the visited supplier.

## 6 TRAININGS

### 6.1 Safety training for employees

All new employees (including temporary workers, students, etc.) shall be trained in basic health and safety aspects before they start to work at forteq premises. This should be organized by the local HR Department.

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In addition, all new workers shall be trained in specific safety issues and risks in connection to their future work. This training should be organized and performed by the specific Department Manager and / or Supervisor with support from the Safety Representative.

Regular safety awareness (refresher) trainings with basic and specific safety aspects shall be performed on a regular basis, at minimum yearly. The legal entities shall define the responsibilities to organize and perform these refresher trainings.

All above mentioned trainings shall be documented to be able to proof that trainings have been conducted and that our employees are aware about the basic and specific safety aspects and risks.

All Supervisors shall ensure that only trained employees are performing the defined activities.

## 6.2 Safety training for the Management team and Leaders

Managing Directors shall participate a special external safety training to be aware of the legal responsibilities as an entrepreneur. Leaders (Management team and Supervisors) shall understand their specific legal responsibilities in regards to occupational safety. Therefore, specific training for the Leaders / Management shall be performed on a regular basis, e.g. every 3 to 5 years. This training should cover operational occupational safety as well as the actual legal situation in regards to the roles and responsibilities for occupational safety. The training should be performed by an external company. The responsibility to organize the regular training shall be defined within the legal entity and can be the Safety Representative, the EHS- Manager or the HR Department.

## 6.3 Emergency and evacuation exercises

Evacuation exercises shall be performed at minimum once a year for the whole building / site. A program shall ensure that all shifts are covered with an evacuation exercise.

Evaluation of the exercises needs to be documented. Lessons learned should be discussed during the following Management meeting of the legal entity. (Depending on the local situation handicapped people might be informed beforehand to assure no collateral incident will happen).

Alarm horn tests shall be performed at minimum every 12 months to ensure the alarm system is working and audible over the whole site including outside storage areas.

Firefighting training shall be performed on a regular basis, at minimum every two years. Local fire-brigade can participate / support.

All legal entities shall assign a group of educated first aid personnel and an internal firefighting team. The members of the first aid teams and the firefighting teams shall be displayed with photo and phone number at the information boards and first aid box. During all shifts a member of the first aid team as well as a member of the firefighting team shall be available.

## 7 HIGH RISK ACTIVITIES

Special training shall be performed at minimum for the following high risk activities:

- Fork lift driving: min. every 5 years external training and certification / driver permits.
- Lifting operations using a crane: min. every 2 years internal training, conducted by a certified internal trainer.
- Work at height: At minimum annual specific training to use fall protection harness is necessary if “work at height” is performed at the legal entities. The definition of “work at height” is based on local regulations and needs to be documented.

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- For hot work the use of proper PPE applies (needs specific approval for the specific activity) according to local regulations of the legal entity.

## 7.1 Machine safety

All machines (e.g. but not limited to machines, robot cells, assembling machines) shall be equipped with safety devices. Disabling of any machine safety devices is not acceptable. This is a violation of legislative regulations. If safety devices of a machine are manipulated / disabled, the machine and the activities shall be stopped immediately. The machine shall be locked until the safety devices are brought into the normal condition, confirmed by documented tests, performed by or under supervision of the Safety Representative.

The function of the main safety devices (e.g. emergency switches / light curtain / laser sensors) on these equipment shall be tested on a regular basis (at minimum monthly) to ensure they are working. This tests can be performed by trained operators and shall be documented (e.g. daily machine checklist / report).

Additional safety devices shall be tested at minimum every 6 to 12 months during the preventive maintenance activities. This test shall be performed by the maintenance team.

In case of machine maintenance LOTO (Lock Out Tag Out) shall be applied. The equipment under maintenance shall be clearly marked as “under maintenance” or a similar clear visible marking. LOTO shall be applied for each kind of energy e.g. electrical energy, hydraulic pressure, pneumatic pressure, high energy springs, if any. Follow the rule “ONE MAN, ONE LOCK, ONE KEY”.

## 7.2 Vehicle movement

Vehicles (counterbalance forklifts, pedestrian operated pallet trucks, etc.) shall be inspected on a regular basis and before using. This inspection shall be recorded. The drivers are responsible to control the function of the vehicle before and during use.

The counterbalance forklifts shall be equipped with safety belts. These safety belts shall be used. In addition, they shall be equipped with a signal horn and a special flash light / spot light for reverse driving.

When parked the key shall be removed to prevent unauthorized use of the forklift.

Areas with potential high traffic, e.g. storage areas, shall be marked clearly. Employees working in that areas, shall wear highly visible vests. Also the counterbalance forklift drivers shall wear highly visible vests. Details shall be defined by the legal entity based on the risk assessment.

All employees shall keep a safe distance from vehicles when they pass. Both pedestrian and forklift drivers shall take care for each other and shall have eye contact. Generally, at least 1 m clearance should be maintained around all moving vehicles on the shop floor.

Rolling gates between different halls are usually planned for vehicle movement. Beside the traffic there is as well the risk with fast closing gates. Pedestrians shall not walk through fast rolling gates if the site is equipped with doors for pedestrians to avoid any accident risk between pedestrians and vehicles.

Vehicle pathways shall be clearly marked and separated from pedestrian pathways. At minimum a clear visible separation of both pathways is necessary.

Such pathways (vehicle and pedestrian) shall not be used as additional storage area - neither short term nor long term.

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### 7.3 Lifting operations

Lifting operations shall only be performed by trained employees. The crane operator shall ensure, that all additional employees keep a safety distance. Cranes shall be inspected by a third party on a yearly basis. Lifting devices like hooks, belts, chains, etc. shall be inspected at minimum yearly by qualified people and in general visually before using them. If any damage is visible, the lifting equipment shall not be used until it is repaired.

No work shall be performed on or under a suspended load.

### 7.4 Electrical safety

Electricity is an invisible danger. Due to that all electrical work, installation, etc. shall only be performed by authorized and qualified persons. A “qualified person” is a person, who has the necessary education, certification and skills to perform **any kind** of electrical work. LOTO (Lock Out Tag Out) shall be applied wherever work on electrical energy is performed.

### 7.5 Movable electrical equipment / tools

Movable electrical equipment e.g. but not limited to hand grinders, hand drilling machines shall undergo a regular electrical safety inspection according to VDE- or other local instructions. These tools shall be clearly marked with a sticker or other identification possibilities to indicate that they were successfully inspected.

### 7.6 Emergency exits

Signs for emergency exits shall be visible from each main pedestrian pathway of the office, production and storage areas. Signs shall be self-illuminated and / or connected to the emergency power and / or independent power sources (e.g. battery).

Emergency exits shall not be blocked by any goods, machines, equipment, racks, etc. Emergency exits and the opener functions shall be tested on a regular frequency.

### 7.7 Fire extinguishers

Fire extinguishers shall not be blocked by any goods, shall be freely accessible and be tested / checked in compliance with the local regulatory requirements. Fire extinguisher locations shall be clearly marked enabling them to be identified very quickly.

### 7.8 Defibrillator (AED Automated external defibrillator)

All forteq premises shall be equipped with a defibrillator. The storage place of this defibrillator shall be marked on the layout-plan and visitor flyer. Defibrillator shall be placed all over the site so that actions can be started within 5 minutes after a cardiac arrest.

### 7.9 Deviation/ violation of defined rules

Whenever a violation of the above mentioned rules and other safety instructions are detected by any employee, the specific work shall be stopped immediately. Affected employees shall be moved out of any unsafe area. The unsafe condition / unsafe behavior shall be investigated together with the Leaders.



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Violation of the above mentioned rules and other safety instructions may be subject of personal consequences e.g. warning letter or as an escalation contract termination depending on seriousness and local regulations.

## 8 REACTION/ COMMUNICATION IN CASE OF AN INCIDENT

Alarm plans shall be displayed at production, storage and office areas. Emergency phone numbers shall be displayed as well. The phone number of the internal emergency / first aids shall be displayed at minimum at the internal first aid boxes.

After the first aid of the victim is performed, the scene should be cleared from other employees, who are not contributing to the incident. Photos of the scene should be taken by the Department Leader or the Safety Representative (if they are onsite) to document the situation, which lead to the incident.

The Department Leader shall inform his Manager and the Safety Representative immediately about the incident. In addition, the Group Management (Director Global Quality) shall be informed within short time in case of an absence of the victim for more than one day.

In case of other incidents, e.g. fire, the Group Management needs to be informed immediately.

If as a result of the incident an employee needs to go to the hospital or will be off work for more than one day, the incident shall be documented with the EHS- incident investigation report template (GR-EHS-TP-010). Direct and indirect root causes should be evaluated and corrective actions shall be initiated.

The Managing Director is responsible to inform the Group Management and to send the EHS-incident report to the Director Global Quality, who will ensure that lessons learned are shared between the Legal Entities.

In case of a fatality the CEO shall be informed immediately.

Depending on the severity and local legal regulations in specific cases the police may need to be involved. The communication to the police shall be supported by the Managing Director.

## 9 ENVIRONMENTAL ASPECTS

### 9.1 Chemical substances

For all chemical substances the actual material safety data sheet (MSDS) shall be obtained. For all materials, stored or used at the legal entity, the actual MSDS shall be available at the places where the substances are stored **and** used. The necessary PPE defined by the MSDS and the work place risk assessment shall be available and used by the employees.

Water pollutant fluid substances / hazardous materials / waste shall be stored on specific secondary containment to avoid possible pollution of water in case of a leakage. No direct rainwater sewer or connection to rivers shall be existing in the vicinity of the storage area of chemicals. Spill kits appropriate for the type and volume of the stored substances shall be available at the storage area.

Flammable substances shall be stored in special designated areas according to the local regulations. The combination of different substances shall be considered, based on the safety data sheets. The stored volume shall not exceed the limits defined in local regulations and / or the safety data sheet.

All containers containing hazardous substances and chemicals shall be clearly marked with pictograms according the GHS (Global Harmonized Standard).

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## 9.2 Energy consumption

The indirect CO<sub>2</sub> emissions of the forteq Group are directly connected to the energy consumption of the Legal Entities. The legal entities should consider the energy consumption during the purchasing of new infrastructure e.g. machines, handling systems, post molding equipment, but as well for lighting and air condition, and should prioritize future equipment also under the energy consumption aspect.

The energy consumption (CO<sub>2</sub> footprint of the legal entities) shall be monitored and controlled. Programs to reduce the relative energy consumption shall be in place at each legal entity. To measure the impact of implemented energy reduction activities the CO<sub>2</sub> footprint of the legal entities shall be measure as (CO<sub>2</sub> emission from energy consumption per 1 Mill CHF net. Mfg. Sales).

## 9.3 Waste Management

All legal entities shall have a documented waste management system. This shall include the definition and collection of controlled and hazardous waste as well as activities to avoid or to reduce waste.

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## 10 SUMMARY OF ACTIVITIES, ROLES AND RESPONSIBILITIES

Activities/ Training	Managing Director	Safety Representative	Management team	Supervisor	All employees	New employees	HR	Employees with specific roles	Int./ ext. training
5.1) General responsibility for work safety	A	S	A	A	R	R			
5.1) Responsible to follow the defined safety rules	A	R	R	R	R	R	R	R	
5.4) Safety walks (quarterly)	R	S	P						
5.4) Safety walks ( monthly)		S	R	P					
5.4) Safety walks (weekly)		S		R					
5.5) Periodic risk assessment work station ( 3 years)		R		P	P				
5.5) Work station risk assessment after changes		R		P	P				
5.6) Epidemic/ pandemic emergency plan	A	R	R						
6.1) Documented basic safety training		S		R	P	P	R	P	Int.
6.1) Documented yearly refresher training		S		R	P	P	R	P	Int.
6.1) Documented work specific safety training		S		R	P	P	R	P	Int.
6.2) EHS specific training for Managing Director	P	S					R		Ext.
6.2) EHS training for Leaders (every 3 to 5 years)	P	P	P	P			R		Ext.
6.2) Specific EHS training for Managing Directors	P								Ext.
6.3) Yearly Emergency and evacuation exercise	P	R	P	P	P	P	P	P	Int.
6.3) Firefighting training		S					R	P	Ext.
7) Training for high risk activities (fork lift/ lifting operations)		S					R	P	Ext/Int.
7.9 ) Actions in case of violation existing safety rules	R	R	R	R	R	R	R	R	
7.9) Initiate consequences of violation		S	R	R			S		
8) Activities in case of an incident	R	S	R	R	P				
8) Incident communication to group (EHS incident investigation template)	R	S	P						

A= accountable

R= responsible

S= support

P= participate

## 11 DOCUMENT HISTORY

Rev.	Approval date	Change description
01	01. May 2020	New release to define minimum requirements on group level

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**Attachment 1:**

Department	<b>Safety green cross</b>			<b>forteq+</b> <small>swiss precision global dedication</small>																																																																																																																																																																																																																																																																																																																																																																																																													
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Document No.: GR-EHS-PO-010	<b>“Safety &amp; Environmental Management Policy”</b>	<b>forteq<sup>+</sup></b> swiss precision global dedication
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**Attention: The latest officially registered electronical edition is considered as the original valid document. Edition to be checked.**

## Attachment 2: Readiness review

### Readiness review of the Legal Entities

Requirements	fXX	Expected costs (kCHF)*
5,1) Safety is the responsibility of the Managing Director		
5.1) Safety Representative nominated with direct reporting line to MD, documented on the Org Chart		
5.1) Safety Representative participate monthly at Management team meetings		
5.1) Safety Representative sufficient and periodically trained according local requirements		
5.1) Monthly information about safety situation to all employees / cascade from Management meeting through to the shop floor meetings.		
5.1) Green cross in place at each production department at KPI board		
5.2) Safety flyers for visitors showing layout and emergency meeting point in place		
5.2) Visitors sign off the flyer / list to acknowledge the safety instructions		
5.2) One to two safety slides integrated into company presentation		
5.3) PPE for visitors available (safety shoes / toe cap / high visible belt / vest) plus regional specific PPE		
5.4.1) Minimum PPE for employees defined according this policy		
5.4.2) Quarterly safety walk by MD in place (whole site)		
5.4.2) Monthly safety walk by Management team in place		
5.4.2) Weekly safety walk by Supervisors in place		
5.4.2) All safety walks documented, deviations documented and CAPA initiated		
5.5) Periodic (3 years) work place risk assessment performed		
5.5) Risk assessment updated after changes		
5.5) Risk assessment available at the work stations		
5.5) Specific PPE displayed at the work station		
5.6) Epidemic / pandemic emergency plan existing		
5.7.1) Regional Federal Department of Foreign Affairs (or equivalent) is known to review potential travel restrictions and recommendations		
5.7.1) Special health recommendations are known / available		
5.7.4) Supplier Quality Auditors wear PPE during supplier audits		
6.1) Basic safety training for all employees implemented (documented)		
6.1) Work station specific safety training in place (documented)		
6.1) Safety awareness (refresher) training (annually) in place (documented)		
6.2) Safety training for Managing Director / Management team / Leaders in place (documented)		
6.3) Annual Emergency / evacuation exercises for all employees in place (documented)		
6.3) Annual test of alarm horn (documented)		
6.3) Firefighting training every two years is in place (documented)		
6.3) Assigned first aid team, available on all shifts and shown on the information boards / first aid box		
7) High risk activities		
7) Specific periodical training for specific operations (fork lift driver / lifting operations / electrical work)		
7) Hot work like welding, special instructing and approval		
7.1) Machine safety, safety devices not disabled, regular control of safety devices implemented		
7.2) Vehicle movement, pathway clearly marked, no storage inside pathways		

\* Expected cost (kCHF) for implementation and / or for yearly trainings

Scores to be used to evaluate the readiness of the legal entity

0 = no implemented definition or action

1 = requirements are defined within the legal entity

2 = actions are partly performed and monitored by the legal entity

3 = actions are implemented

4 = requirements are fulfilled, positive results are visible



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Requirements	fXX	Expected costs (kCHF)*
7.3) Lifting operations, trained employees, no work under suspended load		
7.4) Electrical safety, electrical work only performed by nominated		
7.5) Moveable electrical tools, regular inspected and marked		
7.6) Emergency exits clearly marked and not blocked		
7.7) Fire extinguishers under required control		
7.8) AED (Automated external defibrillator) available at the site so that actions can start within 5 minutes		
7.9) Escalation process in place in case of deviation / violation of defined safety rules (oral warning / warning letter / contract termination)		
8) Reaction/ communication in case of accidents (occupational / environmental)		
8) EHS incident investigation report is understood and in use, direct and indirect root causes are evaluated, CAPA initiated and implemented		
9.1) Chemical substances: Latest MSDS available at the place of use AND storage		
9.1) PPE- requirements followed and implemented within the organization		
9.1) Clean and marked storage area for water pollutant or flammable substances		
9.1) No direct connection to the “rainwater sewer”, standing or flowing waters		
9.1) Appropriate spill kits available		
9.1) Marking of containers / drums / barrels according GHS		
9.2) CO <sub>2</sub> emissions are monitored, based on energy consumption		
9.2) Program to reduce energy consumption is in place		
9.3) Waste management implemented. The legal entity is aware about the controlled and hazardous waste		
9.3) Waste reduction program planned		
9.3) Total readiness (average of all scores)		

\*) Expected cost (kCHF) for implementation and / or for annual trainings

Scores to be used to evaluate the readiness of the legal entity

0 = no implemented definition or action                      1 = requirements are defined within the legal entity  
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Signature: Managing Director	Date of Readiness evaluation:
Onsite review by Director Global Quality	
Signature: Director Global Quality	Date of onsite review: