



# GROUP COMMON RULES

## THE MESSAGE FROM THE COORDINATION COMMITTEE

Soletanche Freyssinet operates globally on technically difficult projects with equally challenging sites and environmental conditions. A rigorous health and safety approach is fundamental to the wellbeing and protection of our employees.

Management is ultimately responsible for fostering a safety culture within the Group and for ensuring a safe working environment at all times.

These Health and Safety common rules define the non-negotiable requirements for Business Unit managers in terms of visible health and safety leadership and commitment, as well as implementation of essential health and safety practices in our sites, offices and installations.

We must work together to achieve our ultimate goal of being a generative company, able to create safety excellence along with our employees through transparency, commitment, accountability, and mutual trust.



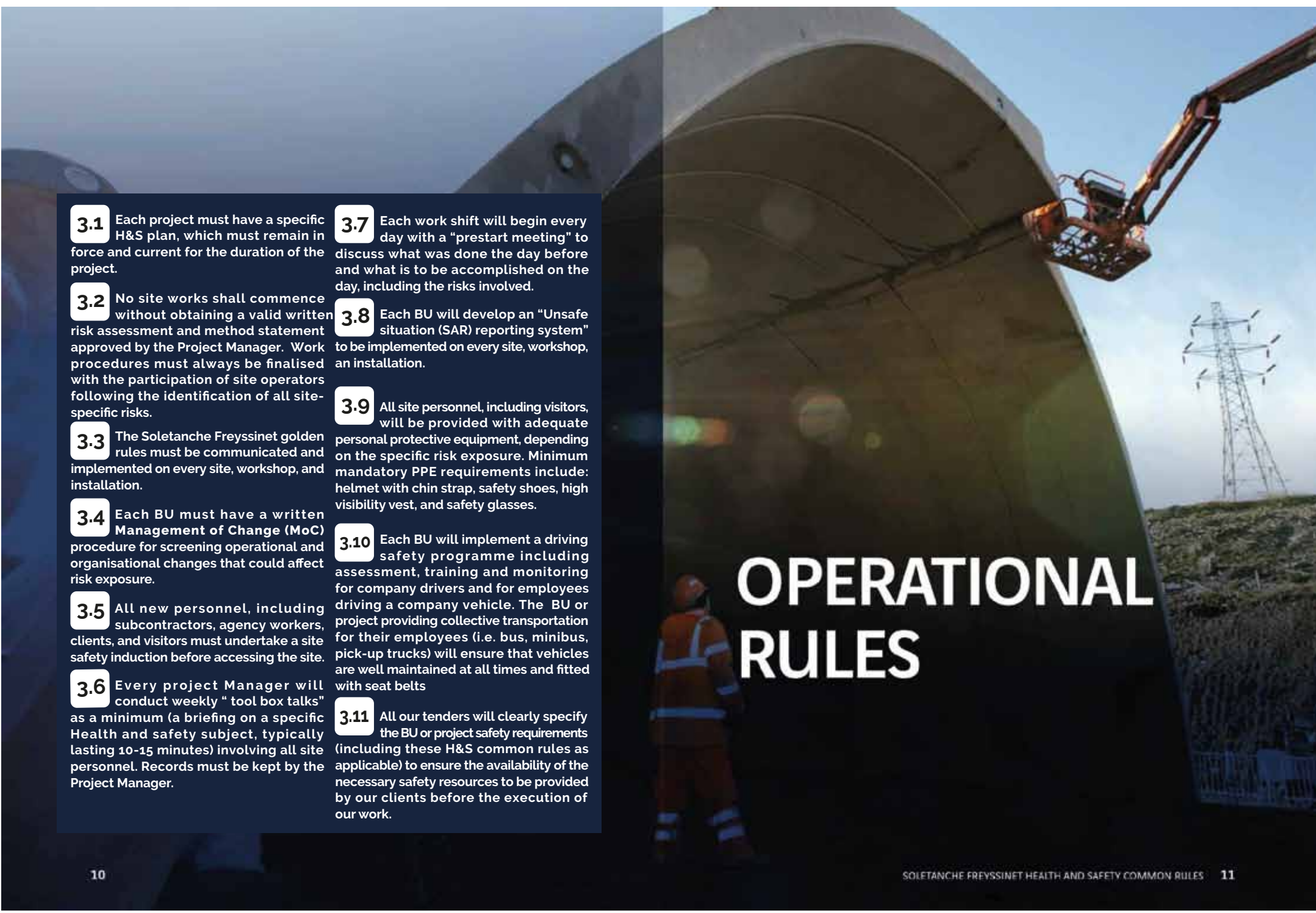

### MANAGEMENT COMMITMENT

- 1.1** The Soletanche Freyssinet Group requires a level of excellence in terms of safety behaviours and practices. This document defines the minimum Health and safety standards to be applied within the Soletanche Freyssinet Group. Specific local legislation shall be followed wherever it is more stringent.
- 1.2** The following set of rules applies to all companies and Business Units within the Soletanche Freyssinet Group. Each Business Unit Manager has the responsibility to make sure that his or her own H&S management system includes them. Any waiver to anyone of the following H&S common rules shall be specifically requested and approved by the Soletanche Freyssinet chairman and chief executive.
- 1.3** The implementation of these rules is in compliance with the VINCI construction safety culture undertaking launched by VINCI Construction in 2012.
- 1.4** Each BU must have a BU H&S manager, selected for his or her leadership and competence, and shall produce an organisational chart, indicating a nominated H&S manager reporting directly to the BU manager
- 1.5** H&S must be the first topic of discussion at every monthly management meeting.
- 1.6** Each BU must have an H&S management system in place to demonstrate how H&S is managed within that BU.
- 1.7** Each BU must allow provisions for H&S funding to ensure all aspects of H&S are taken into account and adequately resources. All BU shall provide a copy of the company internal rules to each employee.
- 1.8** Each BU must produce targets and objectives for H&S based on the minimum targets set by Soletanche Freyssinet.
- 1.9** Each BU shall set up an award programme to help cultivate the H&S culture throughout the company.
- 1.10** Each BU Manager must communicate these rules to his or her management teams and allocate adequate resources to ensure they are implemented and compliant. All managers must be issued a copy of the rules.
- 1.11** BU managers' compliance with these common rules will be reviewed each year and the results will be discussed with the CEO of each company as part of the BU manager annual performance review.
- 1.12** The management will set the example through its leadership and commitment towards H&S.
- 1.13** The management will ensure H&S is respected in all aspects of its work; it is the duty of each manager to ensure the both positive and negative behaviours are suitably addressed.
  - Transparency about accidents and dangerous situations, generated by positive feedback
  - Management by example, in terms of personal behaviour
  - Reward mechanisms for management shall include a safety performance assessment
  - All management will undertake the VINCI Construction "Managing Safety" seminar



### TRAINING

- 2.1** Each BU will define and maintain an H&S training matrix of its personnel. The H&S training requirements for agency workers will be the same as those for employees, based on the specific risks associated with each task.
- 2.2** Each BU shall ensure all new employees undertake a full "Health and Safety induction" on commencement of employment.
- 2.3** The induction training of each employee will include the following requirements which must be signed off upon completion:
  - Each Employee is responsible for his or her own safety and that of others, who may be affected by their acts or omissions.
  - Each employee shall undertake to never walk by a perceived unsafe practice or situation. He or she will raise the issue with their immediate line manager.
  - Each employee has the right to stop work in a situation he or she considers unsafe and raise the issue with their immediate line manager.
  - Each BU will instigate a safe driving behaviour programme adapted to the specific driving conditions of the country.



### OPERATIONAL RULES

- 3.1** Each project must have a specific H&S plan, which must remain in force and current for the duration of the project.
- 3.2** No site works shall commence without obtaining a valid written risk assessment and method statement approved by the Project Manager. Work procedures must always be finalised with the participation of site operators following the identification of all site-specific risks.
- 3.3** The Soletanche Freyssinet golden rules must be communicated and implemented on every site, workshop, and installation.
- 3.4** Each BU must have a written Management of Change (MoC) procedure for screening operational and organisational changes that could affect risk exposure.
- 3.5** All new personnel, including subcontractors, agency workers, clients, and visitors must undertake a site safety induction before accessing the site.
- 3.6** Every project Manager will conduct weekly "tool box talks" as a minimum (a briefing on a specific Health and safety subject, typically lasting 10-15 minutes) involving all site personnel. Records must be kept by the Project Manager.
- 3.7** Each work shift will begin every day with a "prestart meeting" to discuss what was done the day before and what is to be accomplished on the day, including the risks involved.
- 3.8** Each BU will develop an "Unsafe situation (SAR) reporting system" to be implemented on every site, workshop, or installation.
- 3.9** All site personnel, including visitors, will be provided with adequate personal protective equipment, depending on the specific risk exposure. Minimum mandatory PPE requirements include: helmet with chin strap, safety shoes, high visibility vest, and safety glasses.
- 3.10** Each BU will implement a driving safety programme including assessment, training and monitoring for company drivers and for employees driving a company vehicle. The BU or project providing collective transportation for their employees (i.e. bus, minibus, pick-up trucks) will ensure that vehicles are well maintained at all times and fitted with seat belts
- 3.11** All our tenders will clearly specify the BU or project safety requirements (including these H&S common rules as applicable) to ensure the availability of the necessary safety resources to be provided by our clients before the execution of our work.



### H&S COMMON RULES AUDIT

- 4.1** Each BU will implement an internal audit programme on these rules on, at least, an annual basis
- 4.2** A written action plan will be produced as a result of the audit findings.

### SUBCONTRACTOR MANAGEMENT

- 5.1** BU managers must ensure that subcontractors are evaluated in terms of H&S performance before being appointed.
- 5.2** All sub-contracts must include these H&S common rules as a minimum requirement. Additional BU and site safety requirements must be clearly included in all sub-contracts.
- 5.3** All Projects Managers must conduct a monthly H&S coordination meeting to review the subcontractor's compliance to the sub-contracts.



### EMPLOYEE HEALTH

- 6.1** Each BU will develop an employee health programme to ensure fitness at work and encourage a healthy lifestyle in each working environment. The following elements will be included as a minimum in the health program:
  - Providing facilities or supportive programs for active living, healthy eating, smoking and alcohol-free environments etc.
  - Assessment of stress at work
  - Violence prevention policy (includes harassment and bullying)
  - Availability of counselling when required (e.g. professional counsellor)
  - Provide ergonomic workstations (e.g. computer screens set at the right height, a proper ergonomic mount, etc.)
- 6.2** Smoking is forbidden in all offices and work places except in designated areas.
- 6.3** In addition to the development of a general health program, the provision and efficient operation of site welfare facilities must be ensured at all times, including as a minimum: shaded rest areas, toilets, water dispensers, and adequate facilities according to the specific environmental conditions (e.g. hot/cold climate, remote locations, etc.)



### REPORTING AND CORRECTIVE ACTIONS

- 7.1** An incident and unsafe situations reporting system must be developed and implemented. All Personnel will be encouraged to report injuries, near-misses and unsafe situations
- 7.2** The group H&S web-based tool must be used to report and record accidents, incidents, unsafe situations, and required H&S statistics.
- 7.3** Incidents reports and statistics must be uploaded into the H&S web-based tool no later than the 15th of the following month
- 7.4** BU managers must participate in accident and incident investigations. Fatal accidents, major accidents, or high-potential near-misses shall be analysed using the root cause analysis methodology and debriefed systematically with the CEO of the company concerned. A record of corrective actions and their close out will be maintained within the BU H&S management system.