ENVENTURE
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Health, Safety, Security, & Environment Manual

GL-HSE-MAN-0100
Revision 01 – August 21, 2020

Enventure Global Technology
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Purpose

This manual is a reference guide to the general health, safety, security, and environmental (HSSE) practices, programs, and policies of Enventure Global Technology, Inc. The guidelines and requirements contained herein apply to all Enventure personnel, services, operations, materials, and facilities.

Scope

The topics covered in this manual are general in nature and not all-inclusive in order to provide an overview of Enventure's HSSE management system. Enventure has numerous other management system documents that provide guidance and information on more granular topics. For more information regarding specific procedures, requirements, or other information related to the topics inside or outside the scope of this manual, please consult with the applicable Enventure management personnel.

Revision & Approval

Revision	Date	Change Made	Authorized By
00	Sept. 2007	Original release.	David Reyna
01	August 21, 2020	Revamping of topics covered	Brian Hayes

Contents

- Commitment to HSSE Excellence
- Ten Guiding Principles of HSSE Excellence
- Hazard Identification and Risk Assessment
- Incident Investigation and Reporting
- Personal Protective Equipment (PPE)
- Short Service Employee Program
- Stop Work Authority
- Global Manual Lifting Policy
- Extreme Temperature Program
- Driving Safety
- Cell Phone Policy

Health, Safety, Security, and Environmental Policy

Enventure Global Technology, Inc. (hereafter referred to as "Company" or "the Company") is committed to globally achieving health, safety, security, and environmental (HSSE) excellence in all business practices and operations. This commitment is built upon the foundation of the Company's *Code of Business Conduct* and is further expanded on in the *Ten Guiding Principles of HSSE.*

All Company personnel will comply with, or exceed, all applicable laws and codes of practice and will strive to ensure that our suppliers and contractors do the same.

Using a systematic approach to managing HSSE, the Company goal is to continuously improve HSSE performance and hold the ten guiding principles as core values. Therefore, it is the responsibility of every Company employee to reflect commitment to this goal in day-to-day business activities and operations. Company personnel will, therefore, endeavor to create an incident-free workplace for all employees, contractors, customers, and suppliers. Company employees must also keep in mind the potential long-range impact of all activities and operations, and work toward creating an atmosphere of sustainable development.

Company management is enthusiastically committed to the success of our HSSE programs and goals. To accomplish these objectives, the active participation of everyone is critical in embracing fostering, and promoting an environment of HSSE excellence.

Sincerely,



W. Alastair McClean
President & CEO

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ONLINE CLASS

Code of Conduct Awareness

Last Updated 12/10/2013 Duration 1 hour

Details

A company's Code of Conduct is a key part of its ethical framework. Outlining an organization's key ethical principles and providing guidance on the expected standards of behavior for employees, the Code serves as an important resource for employees as they navigate the sometimes challenging waters of the workplace. This course will introduce employees to the uses and benefits of their organization's Code of Conduct, and offer practical advice on how to apply the Code to ethical dilemmas they may encounter in the business environment. This course was developed with subject matter support provided by The Beale Firm, PLLC. Please note, however, that the course materials and content are for informational purposes only and do not constitute legal advice. Nothing herein, or in the course materials, shall be construed as professional advice as to any particular situation or constitute a legal opinion with respect to compliance with any federal, state, or local laws. Transmission of the information is not intended to create, and receipt does not constitute, an attorney-client relationship. Readers should not act upon this information without seeking professional counsel. The information contained herein is provided only as general information that may or may not reflect the most current legal developments. This information is not provided in the course of an attorney-client relationship and is not intended to constitute legal advice or to substitute for obtaining legal advice from an attorney licensed in your state.

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Code of Conduct Awareness

In Progress

Assigned training is due on 10/30/2021.

Launch

or

Assign

Title	Provider	Version	Language	Created Date	Modified Date	Actions
Benzene Awareness	SkillSoft	N/A	English (US)	12/28/2020	1/29/2021	
Bullying and Hazing on Campus	SkillSoft	N/A	English (US)	12/28/2020	1/29/2021	
Campus Security Obligations Under Federal Law	SkillSoft	N/A	English (US)	12/28/2020	1/29/2021	
Code of Conduct Awareness	SkillSoft	3.5	English (US)	5/28/2013	12/10/2013	
Commercial Insider Threat Awareness	SkillSoft	N/A	English (US)	12/28/2020	1/29/2021	
Domestic Violence Awareness for Federal Employees	SkillSoft	N/A	English (US)	12/28/2020	1/29/2021	
Electrical Safety 2.0 - Cal/OSHA	SkillSoft	N/A	English (US)	12/28/2020	1/29/2021	
Environmental Management Systems (EMS)	SkillSoft	N/A	English (US)	12/28/2020	1/29/2021	
Information Security Awareness	SkillSoft	N/A	English (US)	12/28/2020	1/29/2021	
Insider Threat Awareness	SkillSoft	N/A	English (US)	12/28/2020	1/29/2021	
Mold Awareness	SkillSoft	N/A	English (US)	12/28/2020	1/29/2021	
Privacy Awareness	SkillSoft	N/A	English (US)	12/28/2020	1/29/2021	
Safety Principles Impact: Safety Awareness	SkillSoft	N/A	English (US)	12/28/2020	1/29/2021	
Security Awareness for End Users	SkillSoft	N/A	English (US)	12/28/2020	1/29/2021	
Working Alone - Safety Awareness	SkillSoft	N/A	English (US)	12/28/2020	1/29/2021	