



## MEMO

**DATE :** March 5, 2018

**TO :** All US Staff

**FROM :** Greg Kelly, CEO

A handwritten signature in blue ink, appearing to read 'Greg Kelly', with a long horizontal line extending to the right.

**SUBJECT: Health, Safety, and Environmental Policy**

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Our employees are our most valued asset. Through a partnership of management and staff, we strive to provide and maintain a safe and healthy workplace in which no one is harmed, and the environment is protected. Our Zero Harm Vision is for Health, Safety and Environmental (HSE) responsibilities to be embraced as best practice throughout the region. Accordingly, the company is committed to:

- Continuously striving to eliminate the realistic likelihood of incidents from our business while minimizing impact to the environment.
- Taking all reasonable action to meet or exceed the applicable occupational health, safety, and environmental requirements, and continually monitoring and improving operations, procedures, technologies and programs that are conducive to maintaining a safe and healthy working environment.
- Having executive management that will lead the HSE improvement process and provide visible leadership and resources to implement our Zero Harm Vision and Roadmap.
- Providing employees with the knowledge and skills necessary to perform their jobs safely and asking them to make a commitment to 'Making Safety Personal' leading to a Zero Harm culture.
- Working with clients to promote safety, health, and environmental impact considerations in planning, design, and project management, whenever possible while promoting the Zero Harm culture.
- Establishing health and safety performance measures as key indicators for organizational excellence, and incorporating safety as a core process throughout the company.
- Each market sector will be responsible for establishing its own detailed implementation process to meet policy requirements.

In order to meet these commitments, all employees are expected to act proactively with regard to safety, health, and environmental issues. Employees are also asked to report any accidents, incidents, unsafe acts, near misses or observations where health, safety or environmental performance could be improved. This requires the combined efforts of concerned management, responsible and knowledgeable supervisors and conscientious, well-trained employee.