# TATE 🔀 LYLE

# GROUP HEALTH AND SAFETY POLICY

# **Group Policy-GP04**

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Approving body:	CR Committee
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# TATE 🔀 LYLE

# Group Health and Safety Policy

## 1. Summary

We have no higher priority than safety. If we cannot do something safely, we do not do it at all. The Group Health and Safety Policy provides an overview of Tate & Lyle's stance on safety with key principles and expected behaviours. We are committed to providing a safe and healthy working environment for all employees, and to preventing all work-related injuries and illnesses.

# 2. Purpose and scope

The purpose of the Group Health and Safety Policy is to describe our beliefs on safety and what actions we take to fulfil our commitment to safety. This Policy shall apply to all employees, contractors and visitors at all Tate & Lyle entities, subsidiaries and joint ventures in which Tate & Lyle has direct management control.

This Safety Policy sets out the minimum requirements for health and safety topics and corporate compliance programs.

# 3. Definitions

### Executive Safety Steering Committee (ESSC)

The ESSC exhibits leadership and follows up the Group's health and safety performance. The committee authorises and provides the necessary resources for safety improvements and other safety efforts. The ESSC is chaired by the Chief Executive Officer of Tate & Lyle Plc and participants are Vice President, Global Safety, Business Unit Presidents, Vice Presidents of Operations and Manufacturing, and Human resources.

#### Network Health & Safety Committees (NHSC)

The NHSCs help develop and implement safety Standards and programs for Tate & Lyle employees. The Committees perform safety/regulatory audits at plants and reviews critically safety statistics ensuring that "best practises" within the safety area are shared across the Group. The participants in the NHSCs are the Vice President Global safety, the Director Safety Americas, Site Safety Managers/Coordinators and select Plant Representatives.

#### Plant Safety Committees (PSC)

In order to improve safety at plant level, the PSCs meet regularly to review accidents, audit reports and any safety related issues at the plant. They get involved and support various safety initiatives like training and safety awareness activities. The participants are Plant Managers, Supervisors and select Employees.

#### Recordable Incident Rate (RIR)

RIR is a performance indicator showing the weighted number of health related incidents in relation to hours worked.

#### Lost Work Case Rate (LWCR)

LWCR is a performance indicator showing the weighted number of Lost Work Cases in relation to hours worked.

#### Safety Index (SI)

The SI is an index showing the weighted number of all health related incidents combined with the severity rate of the incidents.

## 4. Implementation

We at Tate & Lyle have no higher priority than safety. Therefore we will not make, handle, use, transport, or dispose of any product unless we can do it safely. We believe that all injuries can be prevented and that all work environment exposures can be controlled.

Safety is a mind-set and it is everyone's responsibility, whatever function or position an employee has within the company. Safe behaviour and respect for safety rules is a condition of employment. There is no job or task that is so important that it is acceptable to do it in an unsafe manner. We apply the same safety rules for contractors and visitors as for our own employees. As regards entities in which Tate & Lyle does not have direct management control, like joint ventures, we will work with the joint venture and the joint venture partner(s) to ensure that the key objectives of this Policy and related Standards are met through the locally directed safety management system.

Safety performance is continuously measured and analysed by means of defined performance indicators on the one hand and safety audits on the other hand. The key safety performance indicators are Restricted Incident Rate (RIR), Lost Work Case Rate (LWCR) and the Safety Index (SI). Safety audits, facility risk assessments and detailed incident investigations are important in order to improve and to identify, and control health and safety risks. Based on these audits and assessments corrective and improvement actions are taken promptly wherever needed. Audits will also ensure compliance with local, state and federal regulations, and with this Policy and regulations, wherever we operate. If local laws and regulations should not meet our own health and safety standards, we will implement higher standards to ensure compliance with our Policy and Standards.

All employees and contractors will be trained in safe work practises and behaviours. Training will also ensure that this Policy and related Safety Standards and Protocols are known, understood and lived. Safety achievements will be recognized and rewarded.

Please see attachment A for a summary statement of this Policy.

# 5. Related documents and appendices

At the Safety Team site, the Global Safety Manual can be found.

# 6. Administering the Policy

Safety is everyone's responsibility. It is a mind-set and cannot be administered, managed, or enforced by one person or a department. It takes management drive and commitment, individual focus to maintain high levels of personal safety awareness, proactive involvement and prompt follow-up on agreed actions. To support and ensure the implementation of proper safety Standards and related processes and to follow-up and improve the safety performance, the following organisation is implemented:

## Global Safety department

The Global Safety department supports Tate & Lyle facilities and follows up that

- Safety Objectives are being implemented
- Employees are trained in safe work practices and behaviours
- Clear safety Standards and work instructions are available known, understood and enforced
- Unsafe conditions and unsafe acts are addressed promptly
- Safety milestones and achievements are promptly recognized

## Executive Safety Steering Committee

The Executive Safety Steering Committee

- Recognizes that accident prevention is part of the operational protocols
- Exhibits leadership and holds staff accountable for health and safety
- Participates in safety activities and reviews safety performance and accident
- statistics on a regular basis
- Authorizes necessary expenditures in health and safety
- Provides the necessary safety resources and technical expertise to assist plant operations

#### Network Safety Committees

The Network Safety Committees

- Establish safety Standards
- Perform safety/regulatory cross-audits at plants
- Share "best practices" from around the plants
- Develop new programs for Tate & Lyle employees
  - o behavioural safety
  - $\circ$  incentive and promotional ideas
- Review safety performance and accident statistics
- Investigate and review specific recordable and lost time injuries to extract learnings and to define corrective actions to prevent similar incidents in the future
- Serve as experts for regulatory compliance and safety management areas
- Award facilities for superior performance

#### Plant Safety Committees

The Plant Safety Committees

- Meet regularly to review safety performance, any accidents, audit reports and any safety related issues at the plant to extract learnings and to define corrective actions to prevent similar incidents in the future
- Get involved in various safety initiatives, process hazard analysis, pre-start-up inspections and behavioural programs
- Help plan safety training, annual events, and other safety awareness activities

# 7. Monitoring and compliance

## 7.1 How compliance with the Policy is monitored

Tate & Lyle monitors compliance with this policy by various means including, internal and third-party auditing, employee engagement surveys, and daily enforcement. We use consulting firms to conduct third-party audits to get an unbiased assessment. Internally, we conduct Global Compliance Audits, Executive Audits, local physical and behavioural audits, and employee engagement surveys annually. Any identified unsafe conditions and unsafe acts are addressed promptly.

## 7.2 Consequences of non-compliance

Safety involves accountability. As previously mentioned, working safely is a condition of employment. Failure to comply with this Policy and related Standards can result in disciplinary action, up to, and including termination of employment from Tate & Lyle and contractors can be removed and banned from our facilities.

Appendix A (Health and Safety Policy Statement)

Appendix A

# TATE 🔀 LYLE

# **Health and Safety Policy**

# We Have No Higher Priority Than Safety

We will not make, handle, use, transport or dispose of any product unless we can do it safely.

We are committed to providing a safe and healthy working environment for all employees and contractors and to preventing all work-related injuries and illnesses.

Safety is everyone's responsibility, whatever his or her function or position.

We believe that:

- All injuries can be prevented.
- Safe behaviour and respect for safety rules is a condition of employment.
- All work environment exposures can be controlled.
- No job is so important that it is acceptable to do it in an unsafe manner.
- We will audit and measure performance continuously in order to improve.
- Facility and behavioural audits and detailed incident investigations are key to identifying and controlling safety and health risks.
- Good safety is good business.

Therefore:

- Employees and contractors will be trained in safe work practices and behaviours.
- Clear safety procedure, work instructions and standards will be available, known, understood and enforced for everyone on our sites.
- Unsafe conditions and unsafe acts will be addressed promptly.
- We will recognize and reward safety achievements.

Javed Ahmed Chief Executive

Sumulaa

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