

Manual of Safety and Health Principles to Save your Life



1 Objective and Scope

The main objective of this manual is to compile the Safety and Health Principles (the “Principles”) under which any person who carries out activities for Infraestructura Energética Nova, S.A.P.I. de C.V., and any of its Subsidiaries (“IEnova”), must act.

It also informs about the existence of disciplinary measures in the case of any breach of such Principles.

The guidelines of conduct established in this Manual apply to all personnel (whether they have an indefinite, temporary and / or outsourcing contract) of Semptra Infraestructura, IEnova and its Subsidiaries.

If by the nature of the activities to be carried out, it is required that they be carried out by third parties and / or strategic partners (contractors, outsourcing and suppliers; hereinafter “Third Parties”), they are also required to govern their activities in accordance with the Principles; It will be the responsibility of the people who have a direct relationship with them, to share the scope and expectations of IEnova/Semptra Infraestructura, and to monitor the application of this document.



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3 Manual

3.1 Principles of Safety and Health to save your life

The Principles that will govern the performance of activities by IEnova/Sempre Infraestructura staff are intended to safeguard and guarantee the health and safety of themselves and any Third Party that is carrying out activities for IEnova/Sempre Infraestructura. The Principles do not replace legal requirements or obligations, but rather complement them. The expectation is a complete fulfillment to both instances.

It is the responsibility of every worker to understand, know and fully comply with the Principles listed below during the performance of their activities.



The use of Protective Personal Equipment (PPE) is mandatory.

The PPE depends on the type of activity to be carried out or the area to visit. The PPE must be carried until the activity is completed and leave the area where it's required. The type of PPE to be used must be in accordance with the nature of the activity being carried out and the PPE matrices by activity / location.

When tasks, activity, or operating conditions change, additional PPE may be required. All PPE, basic or additional, must be provided or distributed by the supervisor, immediate boss or assigned person in charge - at no cost to the worker.

In case that PPE is not available and / nor in good condition, the task must be **suspended without exception**. The worker is responsible for the good use and care of the PPE, as well as for requesting the exchange, when the replacement criteria are met.

Note: Traditional prescription ("magnifying") lenses are **not** considered safety lenses, only lenses that have a safety frame that is at least comply with ANSI / ISEA Z87.1 **Wearing over-prescription safety glasses is not recommended.**



I may only perform tasks in accordance with an established written procedure and/or authorized work permit.

Procedures

The work procedures are written documents, which detail the way work must be carried out. These are applicable to employees or the Third Party that performs the required activity. The procedures must be available (in physical and / or electronic copy) in each of the areas where operation, maintenance activities and in general, where any activity is carried out.

It is important to note that the procedures are documents that guide the activities of the staff, therefore:

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- They are not replaceable by another document, including those that contain safety analyzes, operation and maintenance manuals or work permits, as these are not procedures.
- Should be used to train staff.
- Are the basis for evaluating staff skills and made prior to the assignment of tasks.
- Assign specific responsibilities whether the task is to be performed by one or more people.
- They must be updated periodically according to the changes that the operation requires.
- Do not include instructions for tasks or practices considered substandard (for example use of “improvised” tools; or activities in conflict with the Principles established or referenced here).

In general terms, **tasks for which there is no written procedure should not be assigned or performed.** The activities where it is considered that a written procedure is not required must request an exception to be validated by Safety and Health personnel, if there is any.

Work permits

Work permits are the documents by which IEnova/Sempre Infrastructure, by filling in a written form (e.g., in physical or electronic form), reports and controls activities considered potentially dangerous. Through these communication methods, the person responsible for the task to be performed (supervisor or worker) identifies the preparations and conditions required for the work to obtain the corresponding authorization.

The work permits duly filled out by the person in charge of the activity will be delivered to the people responsible for the area for the corresponding authorization. Each work center must maintain a list of personnel authorized to sign permits. Employees will not be able to start the proposed activity until they receive the signature / or authorizing the permit. Permits must be requested on the same date the activity is to start and be available in the field during the activity. The authorization must be reflected by signing in the permit or electronic authorization.

The intention of the above is to evaluate immediately prior to the activity to be carried out and confirm whether it is required to validate or reconsider the existing operating conditions for safety and / or health reasons; therefore, they **must be filled and authorized in the field. The signature and / or authorization of work permits remotely and / or without validating the conditions prior to the start of the tasks by the person authorizing it, is considered a serious offense.**

Work permits are automatically canceled if any of the following criteria is met:

- When 12 hours have elapsed after being issued
- When the shift ends
- When the specific task for which it was issued is completed
- When the area is abandoned (e.g., meal break)
- When the conditions established in the permit change (e.g., lighting, weather events, etc.).

Permits can only be renewed if the format allows it, and the internal procedure of the business unit so stipulates; in general terms they should be requested new ones when necessary. The conditions for renewal are the same as for issuing it in the first instance.

In case of doubts about the appliance of work permits, it is necessary to consult the Safety and Health personnel.

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Below are some activities that, by way of example and without limitation, will require the application for work permits:

- General work permit for contracting partners.
- Certificate or permit for excavation and entry into or around trenches and excavations.
- Certificate or permit for scaffolding installation and works on scaffolds.
- Work permit at heights or elevated surfaces, at least in heights over 1.8 meters.
- Permission to enter confined spaces.
- Hot work permit (e.g., flame cut, welding, spark, or exposure of energized circuits, use of electronic devices, introduction of sources of ignition to classified areas, burning works, grinding).
- Work on energized cables and equipment.
- Works on pressurized lines.
- Lifting loads or hoisting.
- Jobs that require lockout, tagout, and tryout (LTT).
- Electrical installation work.

At the conclusion of the activity or shift (whichever occurs first), permits must be closed for future reference. That is to say:

- for physical copy permits must be submitted for filing
- for electronic permits: check as completed the task in the system.

NOTE: The maximum useful period of a permit is 24 hours, regardless of a renewal; upon reaching this deadline, it is mandatory to request a new one.

For more information about work permits see [GE-M02 Safety and Health Management System \(SGSS\) Manual](#).



I must immediately report accidents, incidents and any unsafe acts and conditions in the work space.

Any person who is involved in the development of activities protected by these Principles has the obligation to report in Good Faith any situation that derives, has derived, or may lead to any **event**.

It is necessary to share this information when having knowledge with the immediate boss and the IEnova/Sempre Infrastructure Safety and Health personnel. This notification must be **immediate** and not exceed 24 hours. Although 24 hours are established for the maximum acceptable notification, the expectation is to do so as soon as possible (that is, at the end of the event as such or of the resulting emergency response); **delays in communication are unacceptable**.

IEnova/Sempre Infrastructure has similar operations in various geographical points; Similar events can occur in other business units, communicating them promptly allows corrective and preventive measures to be initiated in other company facilities.

Knowing about events and their causes reduces the possibility of repeating them. Information from events improves the company's programs. Changes in the magnitude, severity or classification of a previously reported event should be updated as it becomes known.

For IEnova/Sempre Infrastructure it is very important that its staff and Third Parties understand the safety standards required for the performance of activities, so that any

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activity that by action or omission of the worker or a Third Party involves the violation of a procedure, rule, regulation or established safe practice is considered an **unsafe act**.

Likewise, any foreseeable physical or environmental situation or characteristic that deviates from that which is acceptable, normal, or correct is considered as an **unsafe condition**.

Examples of unsafe condition:

- Blocked emergency exits.
- Machinery in poor condition.
- Gauges not calibrated.
- Dirt and clutter in the work area.
- Energized cables in poor condition (exposed, broken).
- Corridors, stairs, and doors are obstructed.
- Floors in poor condition.
- Stairs without handrails.
- Tools without protection guards.
- Machinery without adequate anchorage.
- Machinery without emergency stops; and
- Loose wires

Unsafe acts and conditions must also be reported in Good Faith, to fully comply with this principle.



I must comply with all applicable safety standards when operating any vehicle on behalf of the company.

The rules and good practices for the use of vehicles in tasks of their employment apply:

- al being on commission,
- inside the facilities
- on the right of way
- in private, rented or company car

It is prohibited to attend conferences o videocalls inside a vehicle in movement from any position.

Occupants and drivers must abide by what is mentioned in the procedure of **GE-M02-E12-P01 Guidelines for safe driving** and ensure that their vehicles comply with **GE-M02-E12-P02 Definition of minimum safety criteria for vehicles**.

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I may only intervene equipment that is properly de-energized, locked out and the absence of energy has been proven (L.T.T).

Energies, including electrical, mechanical, hydraulic, pneumatic, chemical, thermal, gravity, or other sources, can be dangerous if not controlled. Unexpected starting or discharge of stored energy can cause injury. For this reason, the personnel who are developing activities that involve energy treatment must abide by the following measures to assure the lock / tag / try (L.T.T.):

- a. El the personnel responsible for the machinery, equipment or work area will be the one who must place blocks, locks, tags, or other devices and prove the absence of energy that allows the operation to be carried out safely.
- b. If the necessary accessories are not available to ensure blocking, purging of stored energy and testing, **the task must be suspended or paused.**
- c.
- d. **Each person** involved in the task should verify the block, **place their own locks** at each required point, purge stored energy and test the absence of energy
- e. Locks and tags should only be removed by their owner; If the owner of the lock or tag is not in place and it is considered necessary to remove it, must follow an Exception procedure validated by Safety and Health.
- f. The lockout lock keys and blocking accessories must be unique (not duplicated) and non-transferable.

The following activities require joint authorizations from the area Safety and Health Manager and the area Director, in writing or by electronic means, BEFORE starting preparations for the task.

- **Cleaning lines with flammable products under pressure (e.g., natural gas instead of air or nitrogen)**
- **Clamp pipeline installation in lines under pressure**
- **Work on “live” lines (energized or pressurized) derived of an unforeseen situation or emergency.**

For work with electrical energy and prior to the task, the **Golden Rules** must be put into practice to ensure work is conducted without power (see **GE-M01-A02** Golden Rules - Electrical Safety), listed below:

1. Shut down

Shut-off all energy sources. Disconnect completely from live parts.

2. Lock & tag

- Secure against re-connection. Isolate Hazardous Energy Sources by placing switches, breakers, and valves in the proper position and applying locks/tags.
- Block/Jack/Pin raised components and other potential mechanical energy sources.

3. Try

- Test and verify the absence of energy.
- Verify that the installation is dead.
- Release Stored Energy.

4. Ground

- Carry out earthing and short-circuiting to dissipate any stored/residual energy.

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- Must remain in place for the duration of the job or task.
- Provide protection against adjacent live parts.

5. Delimit

- Install proper signage all around your work area.

When determined that a safe electric work condition and **Golden Rules** are not achievable, task must be processed as a safety exception, following the **GE-M01-P01** Authorization Protocol for Safety and Health Exceptions.



I must be knowledgeable of the hazard analysis of the tasks to be performed and adhere to its controls and recommendations

Task hazard analysis (known by its various abbreviations as JSA, JHA, ATS, ASL, or AST) is a methodology that focuses on identifying potential hazards at each step of the task to be performed. It is based on the relationship between the worker, the task, the tools, and the work environment. It also identifies required controls (see **GE-M02-E16-A03** Hierarchy of hazard control) and recommendations.

A hazard analysis must be available **for each activity**. A work procedure or instruction normally includes information related to various activities. Task hazard analysis is not a hazard identification for a role, position, or work area. A task is defined by a series of steps (usually, an activity comprises 8-12 steps). The analysis should be done at this level of detail.

Likewise, the analysis must be available in the work area while the task is being carried out. When the analysis has not been previously performed or is not available, it should be carried out **before** the task and be communicated to the affected personnel.

Reviewing the pre-task analysis provides an opportunity to identify hazards that were not previously identified. Even when the task or activity has not changed. The climatic and environmental (environment / work) conditions change, so the hazards can be different every day, every shift. The analysis must remain representative of the task to be performed.

If an event occurs, the task hazard analysis is also required to be reviewed by the analysis and investigation team to identify possible omissions and improvements to that and another similar task analysis.

The kick-off meeting is the proper time to review the hazard analysis of the task to be performed with the whole crew.



I may only use equipment that has its protective guards installed.

Moving parts have the potential to cause significant injury. Machinery guards are essential to protect workers from these preventable injuries. Any element or part of machinery, function or process that may cause injury must be safeguarded. When the operation of a machine or accidental contact has the potential to injure the worker or personnel in the area, the hazards must be eliminated or controlled.

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There are industry practices that define the type of operations and equipment that require guarding, and what types are available for each equipment or tool. Also, the manufacturer's manual is a good starting point to identify if the equipment has a guard in its design.

Some examples include:

- Circular bench saws
- Emery
- Polisher
- Kitchen instruments
- Paper guillotines in offices
- Etc.

Every worker must be vigilant and ensure that equipment with no guard, disabled guards, or guards of inadequate size that provide limited protection are used for any reason. As a precautionary measure it is requested to avoid wearing jewelry such as watches, necklaces, and rings. For the mentioned activities, it is required to use collected hair.



In order to access a designated confined space, I must have the proper training, an attendant present and monitoring and emergency response protocols.

A confined space is one that is not designed for people, yet they are areas large enough for workers to enter and perform certain tasks. A confined space is also one that has restricted or limited means for entry or exit.

Likewise, confined space is one that is not designed for continuous occupation (e.g., low levels of available oxygen).

Confined spaces include, but are not limited to tanks, vessels, silos, storage bins, hoppers, vaults, wells, tunnels, equipment housings, ducts, pipes, trenches, etc.

Confined spaces usually require monitoring of gases (O₂) and explosiveness (LEL) before entering and during work. Their measurements and the requirement for them, must be captured in the confined spaces work permit. The sensors must be calibrated before use and annually by a specialist; their calibration should also be noted on the permit. Only trained personnel in confined spaces can entry. Sometimes forced ventilation systems (fans) may be necessary.

It is also required to have an attendant that monitors the work from a safe point, in addition to recording entries and exits. There must be a system for the exit of employees in case of emergency (e.g., lifeline). Both the attendant and the workers inside a confined space must have communication (e.g., radio).

All confined space requires an entry permit. All personnel requiring entry into a confined space must undergo a prior review by on-site medical personnel (e.g., physician / paramedic) indicating the person is suitable for entry.



I must only perform tasks for which I am trained and/or qualified.

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All personnel must be properly trained for their role, or their credentials validated, before being allowed to work.

Responsibility for compliance with this principle is shared between the area responsible for staff recruitment and the immediate supervisor, who should not assign tasks for which an individual does not have competence and training. The supervisor should not assume but establish minimum requirements through a job profile, analysis of competencies and a training plan; same that must be verified and validated in each instance.

For their part, all workers have the right to refuse to carry out an activity for which they do not have the required credentials (see **GE-M01-A01** You have the right to say NO to workplace hazards.).

The training plan should include:

- job profile and skills required for each function,
- available and applicable procedures,
- operation basic knowledge of the plant, process, or operation
- response plans to existing emergency,
- safe work practices (e.g., confined spaces, excavations, hot work)
- etc.

Every collaborator, employee, or strategic partner must attend the orientation session (i.e., induction) in safety and health of each business unit for which they work, upon hiring and **annually**.



I must ensure that all appropriate fall protection measures are in place prior to working in elevated work spaces.

Falls are one of the most common causes of serious workplace injuries. At IEnova/Semptra Infrastructure, the most common activities for working at heights are:

- Lift baskets
- Scaffolding and elevated platforms
- Work on residential roofs
- Use of fixed stairs
- Escalators
- Etc.

workers in said tasks, be they employees or contracting partners, must be provided with protection against falls according to the type of activity. Before and during each work activity at heights, there must be a defined protocol for the task, as well as for the possible need to perform a rescue.

To prevent employees from being injured by falls, the company must have:

- Task-specific procedures and precautions
- Signage of the work area
- Guards or protection in all holes where a worker can accidentally walk (using a railing and skirting).
- Provide a handrail and skirting on each open face of a platform or scaffold.
- Regardless of height, if a worker can fall into or on machines or equipment, handrails must be provided to prevent workers from falling and injuring themselves.

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- Other means of fall protection that may be required on certain jobs include safety harness and lifeline, double lifeline, anchor points, safety nets, stair rails, and handrails.



I must not place myself under suspended loads or in the way of moving machinery.

Suspended loads

The supervisor must have a hoisting plan. The supervisor must witness hoisting work in one hundred percent (100%) of cases. The area must be delimited, marked and / or cordoned off to prevent the entry of personnel from outside the activity.

Only personnel authorized through the corresponding work permit to carry out the lifting operation can enter the drop zone (but never directly under the load).

The supervisor must demonstrate that said authorization corresponds to the fact that it is impossible for said function to carry out its responsibility from outside the fall zone; Examples of these responsibilities can be:

- 1) Physically guide the load by “winds” or rope mooring,
- 2) Closely monitor and give instructions regarding the movement of the load, or
- 3) Either separate the load from or attach it to another component or structure

Machinery in motion

Platforms or lowbed, vehicles and other heavy machinery, should be considered moving machinery, even when parked. **All operators must have a flagger to ensure that their visibility of the area is complete.** Elements that due to gravity can initiate movement must be blocked (e.g., wheels) or placed at ground level (e.g., crane arms, backhoe loader or forklift blades).

Under no circumstances any activity should be carried out under this equipment without an authorized Exception.



I must not work under the influence of controlled substances and/or alcohol.

It is strictly forbidden to work and / or drive under the influence of alcoholic beverages, unnerving drugs, prohibited substances or dangerous substances, even when they are substances that have been prescribed by a doctor.

The Worker must give timely notice to his immediate boss to prevent getting involved in work-related tasks when taking prescription medications that could affect performance (for example anti-flu that causes drowsiness, psychiatric medications). Safety and Health, through the medical team, will determine which activities can be carried out without restrictions.

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All personnel who self-identify with a problem related to the consumption of medications, drugs and / or alcohol will be supported on a first and only occasion with specialized addiction management personnel through the Safety and Health and / or Management of Talent and Culture department, without any repercussion to the collaborator condition.

3.2 Other IEnova/Sempre Infrastructure safety rules:

3.2.1 You have the right to say NO to workplace hazards.

- All workers subject to the scope of this manual have the right and the obligation to stop activities, if they consider in good faith that a worker or their person will be exposed to an imminent danger of continuing with the task as defined.
- If your command line does not share your opinion, please contact the Safety and Health representative of your business unit, or through the Ethics Line.
- The stop work authority should be used in situations such as those listed below:
 - Activities that do not comply with the Safety and Health Principles set forth in this document (e.g., operating equipment without guards, carrying out tasks without prior training, without PPE, excess of passengers in a vehicle, working with fatigue, etc.)
 - Dangerous environmental conditions, for example strong winds and rain, high temperatures
 - Development of activities different from the written procedure
 - Trenches without adequate protections.

If you are discriminated, repressed, or sanctioned for exercising your right in good faith, whether or not being right, immediately contact the Safety and Health department or the IEnova/Sempre Infrastructure Ethics Committee.

3.2.2 Emergency response brigades represent an authority in the organizational structure and therefore their instructions and protocols are mandatory for personnel on the facilities (that is to say, be in a real emergency or preparatory activities such as drills).

3.2.3 The transport of injured personnel must be in emergency vehicles and / or by specialized personnel for this purpose (e.g., doctors, paramedics, nurses, etc.) In cases of exception, it is necessary the inform and request previous approval from to personnel of Safety and Health, Management functions, Direction, or higher rank.

3.2.4 The working hours must follow these guidelines:

- They cannot exceed 60 hours per week.
- Each 7-day period must contain at least one (1) day set aside for full-rest.
- No work to be scheduled on days set aside for rest (e.g., holidays)
- Pregnant and lactating women must strictly adhere to their established work schedule and not work overtime (neither in site nor "home-office")

For any exception to these requirements, in-advanced (24-hour minimum) communication with Safety and Health department is required, as well as an Exception (see GE-M01-P01 Authorization Protocol for Safety and Health Exceptions) to be approved and to establish additional preventive measures.

3.2.5 At all times keep fire extinguishers, fire hydrants, emergency exits, stairs, evacuation routes, assembly points and electrical panels must be clear and free of obstacles.

- At the beginning of the shift, the optimal evacuation route, and the location of the closest meeting point, must be reviewed.
- In the case of detecting obstructions, they must be reported to Safety and Health and ensure that they are removed immediately.

3.2.6 Except from designated areas, smoking is not allowed in facilities, inside vehicles and / or company rights-of-way, or during work related to employment.

- Smoking generates sources of ignition in the workplace. Smoke, steam, or derivatives affect the health of Third Parties. The activity of smoking generates waste or trash that affects the image of the company.

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- The prohibition extends to all areas where the company labor; including outdoor areas inside projects (to prevent forest fires), and inside utility vehicles.
 - Smoking is use of tobacco, nicotine, or similar products (except patches), cigars, cigarettes, or electronic devices that generate smoke or vapors of any kind.
- 3.2.7 I must not work less than a meter from the edge of a trench or accumulate material less than a meter from the edge of the trench.
- 3.2.8 I must not work in areas of vehicular traffic unless the appropriate deviations and signs have been implemented.
- 3.2.9 I must follow the recommendations for handling manual loads, without exceeding the maximum allowable without additional tools, 20kg (men) or 10kg (women) per person, except for medical conditions that reduce this capacity.
- 3.2.10 When working at high temperatures, I must stay hydrated (ice, water, electrolytes) and take proper breaks. See **GE-M02-E23-A01** Working at high temperatures.
- 3.2.11 I must report pregnancies on my person to the Safety and Health and Management of Talent and Culture department, as soon as possible, to ensure that the tasks assigned do not negatively impact my health or the baby's; labor conditions that change when pregnant and on lactating, examples:
- Manual load limit for pregnant= 0kg.
 - Not be exposed to inhaling chemical vapors, even in negligible amounts.
- 3.2.12 Communicate medical conditions that restrain from doing certain activities. For example:
- Epilepsy (there might be restrictions on working at heights)
 - Diabetes (there might be restrictions on driving vehicles and / or machinery)
 - Cardiovascular problems (there might be restrictions on driving vehicles and / or machinery)
- 3.2.13 All collaborators must be subscribed to IMSS or equivalent for foreign collaborators.
- 3.2.14 Unrestrictive attachment to IEnova/Semptra Infrastructure sanitary protocols.

3.3 Disciplinary measures due to non-compliance

IEnova's/Semptra Infrastructure Disciplinary Committee has the power to apply corrective measures to the worker, employee or contractor and request them from the corresponding Talent and Culture Management area when they have breached the provisions of this Manual, either through the performance of any action or omission of the behaviors described in section 3.

Said breaches will be evaluated by the Discipline Committee.

The IEnova Discipline Committee will be composed from corporate representatives, the business unit, and the workers. Except for specific indications of upper management or Talent and Culture, it typically consists of:

- SI/IEnova Safety and Health Director
- Director/Manager of the Business Unit
- Management of Talent and Culture Manager of the Business Unit
- Representative of the Safety and Hygiene Commission of the business unit

When evaluating the behavior of IEnova/SI staff or Third Parties subject to compliance with this Manual, the IEnova Discipline Committee will consider the following criteria:

- All sanction must be contemporary with the imputed fault; not pretending to apply sanctions for events remote in time or retroactively. Contemporary does not mean immediacy, but rather considers circumstances such as the investigation of the facts before applying sanctions, or when IEnova becomes aware of them.

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- The infringement to evaluate should not originate in retaliation or malicious intent from the Reporter to the Reported Person; the report must be in good faith and to improve the culture of occupational Safety and Health.
- The investigation of the facts will consider the participation of the affected party, if necessary and possible.
- If the sanction proceeds, a copy of this will be added to the worker's file.

Disciplinary measures that can be applied by the Discipline Committee include:

- Written precautionary call
- End of employment relationship

The actions or omissions that are not subject to interpretation, and will be subject to the strictest application of this Manual are:

- Omit the notification of an event (accident or incident) by the communication channel and the time set in this document.
- Deviations and deliberate breaches (e.g., with prior knowledge and / or intent)
- The signing and / or authorization of a work permit remotely and / or without validating the conditions prior to the start of the tasks by the approver in site.
- Being an occupant of a vehicle or transport unit and not wearing the seat belt.
- Not using the PPE required by the activity or the area where you are.
- Not wearing fall protection equipment or not having a lifeline tied during the activity.
- Not having a lifeline or attendant for a worker working in a confined space.
- Disable or remove protective guards on rotating equipment for subsequent use (e.g., saws, polishers, etc.) or use the equipment without them.
- Not following the recommendations for driving fatigue prevention, included in **GE-M02-E12-P01** Guidelines for safe driving.
- Transport of personnel in the pick-up cargo bed (driver and passenger are jointly responsible).
- Work under controlled substances and / or alcohol influence.
- The use of mobile devices in hand when operating a vehicle.

The General Counsel and Chief Compliance Officer may participate when he considers it necessary or when the case requires a tie-breaking vote. Likewise, it may determine whether the case should be referred to the IEnova/Semptra Infrastructure Ethics Committee.

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4 Definitions and terminology

Term	Definition
Discipline Committee	Means the team made up of the people responsible for evaluating and putting into context the breaches of this Manual and the Principles contained therein.
PPE	Means Personal Protective Equipment (PPE) of various types, consisting of gloves, respiratory protection, safety shoes, protective clothing for handling chemicals, glasses and / or eye protection, helmets, and any other equipment that according to nature of the activities to be carried out is necessary for the safe execution of said activity.
Non-routine activity	There is no written procedure, or it is performed less than twice in a calendar year.
Good Faith	Well-meaning, reasonable opinion. Without intent.
Home Office	Work from home or another site different to an office.
LTT	Refers to the blocking, labeling and verification of the absence of dangerous energy; the term means Lock / Tag / Try (in Spanish, it's called BEP: Lock / Tag / Test. It normally refers to 6 basic steps: Planning, Shutdown, Isolation, Lockout and Tagout, Stored Power Control and Verification
Entity	That identifiable unit that carries out economic activities, constituted by the combinations of human, material, and financial resources (integrated set of economic activities and resources), led and managed by a single control center that makes decisions aimed at fulfilling the specific purposes for which was created.
Exception	That which deviates from the general rule or condition. Other measures than those established.
Reported Person	The person(s) to whom the report of lack or violation of policies, principles or guidelines established in this Manual and its Principles is attributed.
Reporter	For the purposes of this document, is who makes the company aware of a report of lack or violation of policies, principles or guidelines established in this Manual and its Principles.
Exception Request	Authorization in accordance with the GE-M01-P01 Authorization Protocol for Exceptions to Safety and Health
Subsidiary	Entity over which IEnova/Semptra Infraestructura is a shareholder and, in some way, can be said that has "control" over the Entity. IEnova/Semptra Infraestructura shall be understood to have control of an Entity if it has the capacity to execute any of the following acts: (i) impose, directly or indirectly, decisions in the general meetings of shareholders, partners or equivalent, or appoint or dismiss the majority of the directors, administrators or their equivalents of an Entity; (ii) maintain the ownership of rights that allow, directly or indirectly, to exercise the vote regarding more than fifty percent of the Entity's capital stock; or (iii) direct, directly or indirectly, the administration, strategy or main policies of an Entity, whether through ownership of securities, by contract or in any other way.
Event	Accident or incident occurred due to or during work activity. See GE-M02-E17-F01 Guide for the Communication and Classification of Events.

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5 References and formats

5.1 Internal references

- GE-20 Occupational Health and Wellness Policy
- GE-21 Occupational and Process Safety Policy
- GE-M01-P01 Authorization Protocol for Safety and Health Exceptions
- GE-M01-A01 You have the right to say NO to workplace hazards.
- GE-M01-A02 Golden Rules - Electrical Safety
- GE-M01-A03 Principles to Save Your Life - Horizontal
- GE-M01-A04 Principles to Save Your Life – Vertical
- GE-M02 Safety and Health Management System (SGSS) Manual
- GE-M02-E12-P01 Guidelines for safe driving
- GE-M02-E12-P02 Definition of minimum safety criteria for vehicles
- GE-M02-E17-F01 Guide for the Communication and Classification of Events
- GE-M02-E23-A01 Working at high temperatures
- GT-12 Vehicle Policy
- IEnova/Sempra Infrastructure Ethics Code

5.2 External references

- Federal Labor Law
- Federal Labor Law related to minor work
- Federal Regulation of Safety, Hygiene and Environmental
- Official Mexican Standards (e.g., NOM-017-STPS, NOM-004-STPS, NOM-029-STPS, NOM-009- STPS, NOM-031-STPS, NOM-002-STPS)

6 Responsible

Responsibility	Area
Comply to this document	All collaborators

7 Authorization

Name	Position
Rene Buentello Carbonell	Compliance Sr. Vice president and General Attorney
Remigio Agraz	Health and Safety Director

8 Contact (Doubts and clarifications)

Questions related to the implementation or compliance of this Manual must be discussed with the immediate supervisor, the designated contact as responsible for this policy will be the Safety and Health Director or may contact the Ethics Support Line at (800) 062 2107. The Ethics

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Support Line is available 24 hours, 7 days of the week. All calls to the Ethics Support Line can be treated confidentially.

Contact	Email	Phone number
Remigio Agraz	ragraz@ienova.com.mx	(66) 21 09 37 00



9 Change control

No.	Description	Date	Observations
00	New Document	05/02/2016	
01	Document adjustment due to changes in organizational structure	02/06/2016	
02	Annual review	12/19/2016	
02	Annual review	25/01/2018	No Changes
03	Annual review	28/02/2020	Adjustment to the vehicular principle, referencing GE- M02-E12-P01 Guidelines for safe driving. Included is the right to say no to danger. Update to references including Semptra's policies.
04	Includes information about working at high temperatures	03/04/2020	Update of the section 6.13.10 and includes annex 5. Working at high temperatures.
05	Clarification of the Lock Tag Try principle	16/04/2020	Actualization of section 6.5.
06	The minor (under 18 years old) work concept is included, subscription to IMSS and sanitary protocol in "3.2 Other IEnova safety rules"	22/02/2021	3.2.13, 3.2.14, 3.2.15 y 5.2
07	Logo update and incorporation of "Semptra Infraestructura" In the Vehicle principle includes a prohibition about conferences and videocalls inside a Vehicle in movement.	21/12/2021	General 3.1
08	Update of scope. New example of unsafe condition in the principle about accidents and incidents. Eliminates the word "weekly" from 3.2.4	7/03/2022	1 3.1 3.2.4
09	Update on section 3.2.4 about working hours.	16/03/2022	3.2.4