

GE-M01 Health, Safety and Security Directives Manual

Applicability: All SI employees

Dept. Responsible: Health, Safety and Security

Contact: Carlos Barajas

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Effective Date: 31/12/2014

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Manual

The main objective of this manual is to compile the Health, Safety, and Security Directives for Saving Lives (the “Directives”) that every employee, contractor, and visitor who performs activities for Semptra Infrastructure and any of its Subsidiaries must be aware of and comply with.

Likewise, this document also informs the staff of the existence of disciplinary measures in the event of any breach of these Directives.

The conduct guidelines set out in this Manual apply to all Semptra Infrastructure staff (regardless of contract type) and its Subsidiaries in the performance of their duties.

If, due to the nature of the activities to be performed, it is required that they be carried out by third parties and/or strategic partners (contractors, subcontractors, and vendors; hereinafter “third parties”) they are also required to govern their activities in accordance with the Directives and documents referred to; it will be the responsibility of those who have a direct relationship with these third parties to ensure they understand the scope and expectations of Semptra Infrastructure, and to follow up with the implementation of this document.

3.1 Safety, Health, and Security Directives for Saving Lives

The Directives that govern the performance of the activities of the personnel of Semptra Infrastructure are intended to safeguard and guarantee their health, safety, and security and that of any co-worker who performs activities for Semptra Infrastructure.

The Directives complement the legal requirements and obligations and the internal documents listed in the References section, and their full compliance is expected.

Directives:



I must comply with established written guidelines, including those associated with PPE, training, permit to work and hazards analyses

To perform any task, there must be:

- a written work procedure,
 - the required training and certifications,
 - hazards analyses and controls implementation (JSA/AST),
- adequate supervision functions presence
 - when applicable, a valid work permit.

These documents must be communicated to the affected staff and made available (e.g., physical, digital) to users in each of the areas where operation or maintenance activities are performed, and in general, where activities are carried out through strategic partners or third parties.

Know and understand the contents of **GE-M02** Health and Safety Management System Manual and **GE-M02-P03** Process Safety Guidelines.

Safety Controls

PPE (Personal Protection Equipment)

The type of PPE to be used must be in accordance with the nature of the activity being performed or the area to be visited and the PPE matrices. It must be worn until the activity is concluded and the area where it is required has been left. If the required PPE is unavailable or in poor condition, the task must be **suspended without exception**.

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All PPE, whether basic or additional, must be provided or distributed by the supervisor or immediate superior at no cost to the employee, who will be responsible for its proper use and care, as well as for requesting a replacement when it has met the replacement criteria.

- In Mexico, Personal Protection Equipment is provided at no cost to employees and must be provided by their immediate employer without exception.
- In the United States, for Personal Protection Equipment, a limit of \$250 USD is set for safety work boots. In all cases, policies can be established to ensure the rational use of the organization's resources.

PPE criteria:

- Personnel requiring medical prescription eyeglasses must have a frame that complies at least with ANSI/ISEA Z87.1 for them to be considered safety glasses. **Wearing traditional safety glasses over traditional safety glasses is only allowed for visitors and new staff for a period of fewer than 30 days.**
- In process areas with presence of hydrocarbons or facilities electrically classified as Class I/DIV I or Class I/DIV II, FRC (Flame Resistant Clothing, or equivalent) clothing (shirt, pants or overalls) must be worn.
- In areas with exposure to electric arcs, clothing with the level of protection according to the corresponding analysis must be worn.
- Long-sleeved shirts must be worn on sites where tasks are performed.
- In projects under construction, 100% cotton clothing may be worn until before the commencement of the commissioning stages.
- In areas of vehicular transit, projects, and construction areas, a high-visibility vest that complies at least with ANSI 2 standards must be worn. Traditional vests made by local suppliers do not typically meet this requirement.
- Every task requires safety footwear according to the nature of the activity.

Demarcation of the work area

Areas with ongoing work or subject to permits must be demarcated, barricaded, and/or cordoned off to prevent the entry of personnel not involved in the activity. Each barrier or barricade must be identified with the expected duration, the person responsible for it, and reason, unless there is a log that describes it.

The daily work permits must confirm the integrity of these demarcations.

Work Procedures

These are written documents that guide and detail how the work must be performed by the worker or third party. **Tasks can only be assigned and executed if there is a written procedure in place.**

The applicable procedures for the activity must be understood, and safety controls should be followed as outlined in the procedure. Procedures must be followed even if an activity is considered routine.

For more information about procedures see GE-M02 Health and Safety Management System Manual.

Work Permits

These are written documents/formats (e.g., physical, digital) through which the person responsible for the activity requests authorization from the area custodian/owner to carry out a task. Through the permit, activities considered high risk (e.g., excavations, work in confined spaces, work at height, hot work, lifting, electrical work) are informed and controlled. The person responsible for the task (supervisor or worker) identifies the preparations and conditions required to obtain the corresponding authorization from the personnel designated by the Business Unit (BU) to sign and approve permits.

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NOTE: A work permit is a written authorization (hard copy or digital) requested by the party who will perform a work activity from the custodian of a facility, process area, system or construction area to perform a task. The work permit is a written authorization that allows coordination, risk identification, and implementation of risk mitigation actions before, during, and after the execution of a task.

Work permits must be filled out and approved on the day and place in which the activity is to be performed and must be available on-site while it is being performed. Activities can only begin after receiving authorization through the permit's signature or approval. **Signing authorizations and renewal of work permits remotely or without validating the pre-start conditions 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,
- the shift ends,
- the specific task for which it was issued is completed,
- the area is abandoned (e.g., lunch time),
- the conditions set out in the permit change (e.g., lighting, weather events).

Permits can only be renewed if the format allows it and is stipulated in the business unit internal procedure. The conditions for renewal are the same as for issuing it in the first instance; the renewal signature confirms that conditions are maintained and that personnel have been informed of the hazards and controls.

If there is any doubt regarding the need to require a work permit, the Health and Safety personnel must be consulted.

For more information about work permits see **GE-M02** Health and Safety Management System Manual.

Task Hazard Analysis

It is a methodology based on the relationship between the worker, the task, the tools and the work environment to identify potential hazards at each step of the job and the required controls (see **GE-M02-E16-A03** Hazard Control Hierarchy) and recommendations. Known by its various abbreviations such as JSA, JHA, ATS, ASL or AST.

Although it is recommended, task hazard analysis is not a hazard identification for a particular role, position, shift, or work area. A hazard analysis is conducted **for each task** to be performed. A procedure or work instruction typically includes information related to various tasks/activities.

Each location must have an inventory of possible tasks and a list of the corresponding Job Safety Analyses (JSAs) completed in advance. In any case, the task analysis (e.g., JSA) must be done prior to its execution.

Additionally, immediately before performing each task, the analysis must be updated with relevant information on the current conditions and communicated in full to the affected personnel, so they are aware of the hazards and controls associated with the task.

Training and Certifications

Workers can be considered qualified when the required skills and training is validated.

Prior to performing a task, the direct supervisor, and in case of tasks to be performed with the participation of third parties, the contractor's coordinator, has the **obligation** to validate the credentials and competencies of the personnel involved. In the event of any discrepancy with what is required, the staff must be properly trained for their function prior to performing any task. Every employee has the

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right to refuse to perform a task for which he or she lacks the required credentials or training (see **GE-M01-A01** Say no to unsafe work).

Responsibility for compliance is shared by the area responsible for recruiting personnel and the immediate supervisor, who must only assign tasks for which an individual is competent and trained. The supervisor must establish the minimum requirements through a job profile, competency analysis, and a training plan, which must be verified and validated for each instance.

All employees or strategic partners must attend **a yearly** orientation session (i.e. Induction) on safety, health and security for each facility at which they work.



I must notify work related incidents and intervene when unsafe acts and conditions are identified

Any person involved in the development of activities protected by these Directives has the obligation to report in Good Faith any situation that has arisen, may arise, or could arise (unsafe acts and conditions) leading to an **incident**.

If you see something, say something.

Reporting findings (unsafe acts and conditions) and incidents contribute to the same purpose: continuous improvement to be a safer and secure company and build a learning and participatory safety culture.

Upon awareness, information associated with the incident or finding must be shared with the immediate supervisor **and** with the Health and Safety personnel, or, if applicable, with the Semptra Infrastructure Security personnel, or through the dedicated electronic platforms. This notification must be **immediate** and no later than 24 hours. While 24 hours is established as the maximum acceptable timeframe for notification, the expectation is to do it as soon as possible (i.e., at the end of the incident itself or the resulting emergency response); **delays in communication are unacceptable**.

Incident notifications should avoid adjectives that minimize the severity of the occurrence (e.g., small leakage, minor spill, slight blow, minor injury, minor damage), as this can divert or reduce the organization's attention to an incident with significant potential.

Safety is everyone's responsibility, as well as intervening within the scope of our function when identifying unsafe acts and conditions, by applying the **I See, I Fix** methodology.



I must observe safe practices when driving a vehicle for work related activities

Safety rules must be complied when operating any vehicle for work purposes, including the applicable legal requirements.

The rules and good practices for vehicle use during work-related tasks apply:

- being on commission,
- inside the facilities,
- in the right of way,
- in a personal, leased, or company vehicle.

The occupants and drivers must abide by what is mentioned in the **GE-M02-E12-P01** Safe Driving Guidelines and ensure that their vehicles comply with the **GE-M02-E12-P02** Minimum safety criteria for vehicles.

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I must stay out of the line of fire of moving objects, suspended loads, and potential energy releases

Each task must identify the line of fire from moving objects, suspended loads, and possible energy releases to position yourself outside of such line.

The safety barriers and demarcations, cordoning, barricades, signs, and exclusion areas must be respected.

You must act to hold and secure loose objects and report the risk of falling objects.

Work areas identified with the presence of equipment and heavy machinery must restrict access to non-essential personnel on foot to reduce the interaction between people and moving equipment ("no boots on ground"). Only authorized personnel may enter these areas.

Traffic control

Work can only be performed in vehicular traffic areas when actions to segregate vehicles, heavy equipment and people, along with appropriate signage, according to traffic control plans in place.

Machinery in movement

Platforms or low beds, vehicles, and other heavy machinery must be considered moving machinery even when stationary. **Every operator must be assisted by a flagger to ensure that their visibility of the area is complete.** Elements that could initiate movement due to gravity should be blocked (e.g., wheels) or placed at floor level (e.g., crane arms, backhoe loader bucket or forklift blades).



I must obtain authorization before overriding or disabling (bypass) safety controls

Disabling a safety device is strictly prohibited. If for operational needs disabling a safeguard is required, authorization must be obtained before neglecting, bypassing safety devices, crossing or ignoring safety barriers, or deviating from a procedure. These authorizations may include processes such as Management

of Change (MOC), Hazard Analysis, and an exception request.

For more information see **GE-M02-P03** Process Safety Guidelines.



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

All types of energy, including electrical, mechanical, hydraulic, pneumatic, chemical, thermal, gravitational forces, or other sources can be hazardous if not controlled. Personnel engaged in activities involving handling of energy must apply Lock, Tag and Try (L.T.T), including activities in construction, operations and improvement projects.

Lockouts may be required to last several shifts or days.

For tasks with electrical energy and prior to the task, the Voltage-Free Golden Rules must be implemented, see GE-M01-A02 Golden Rules - Electrical Safety.

The following activities require joint authorization in writing or by electronic means from the relevant Health and Safety Manager and business unit Sub-Director (or higher), 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**

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- **Working on “live” lines (energized or pressurized) derived of an unforeseen situation or emergency.**



To access confined spaces, I must have the training, an attendant present, and monitoring and emergency response protocols

Confined spaces are any area that meets the following three characteristics:

- Wide enough for the whole body to fit,
- Not designed for continuous occupancy,
- Has limited or restricted means of entry and exit.

All confined spaces must be identified and have a physical barrier mechanism to restrict entry. The presence of hazardous atmospheres must be specifically indicated (e.g., argon or nitrogen).

To work in confined spaces, the following requirements must be met:

- personnel trained to enter confined spaces.,
- a prior review by medical personnel on site (e.g., physician, paramedic) indicating that the person is fit for entry,
- an entry permit,
- an attendant that monitors the work from a safe point, in addition to recording entries and exits
- 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., via radio),
- monitoring of gases (O₂) and explosiveness (LEL) before entering and during work. The measurements and the requirement for these must be included in the confined spaces work permit. The sensors must be calibrated by a specialist before being used and annually; their calibration should be noted on the permit,
- Occasionally, forced ventilation systems (fans) may be necessary.



To work at heights, I must have the appropriate fall protection measures in place

Fall protection must be provided to workers, whether employees or contractor personnel to conduct any task at heights (equal to or greater than 1.2m; 4 feet) per the type of activity. Before and during each work activity at height, there must be a protocol for the task, as well as for the possible need for 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 orifices a worker can accidentally walk (using a railing and skirting).
- Provide a railing and skirting on each open face of a platform or scaffold. Regardless of the height, if a worker can fall into or on machines or equipment, there must be railings.
- Other means of fall protection needed in certain jobs include a safety harness and lifeline, double lifeline, anchor points, safety nets, ladder railings, and handrails.

Likewise, the equipment against falls must be inspected before use, there must be work programs and a mechanism for securing tools and materials to prevent objects from falling from different levels.



To perform lifts, I must plan, obtain authorization, and control the area

There must be a person qualified to operate the hoisting mechanism, and a work permit and, the area must be delimited and cordoned off or access to it must be restricted (e.g., warehouse).

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Additionally, for critical lifts, there must be:

- Continuous supervision
- A qualified person to authorize the task
- A hoisting plan that includes kinematics
- A trained rigger with sufficient radio (or signal) communication with the operator and staff inside and outside the impact area. Instructions received through these same means must be confirmed.

The company responsible for hoisting and the other companies involved, including SI, must ensure that their qualified person is present to confirm that conditions are adequate before initiating movement and to provide continuous supervision. Without this step, the task will be paused indefinitely.

For work through contractors, the contractor's coordinator or the SI worker responsible for the activity must also be present.

Only authorized personnel with the corresponding work permit to perform the hoisting operation may enter the fall area (but never directly under the load).

Under no circumstances may simultaneous hoisting be performed within the same impact radius.



I must use only equipment when its protective guards are securely installed, without any modifications

All the workers must be vigilant and ensure that under no circumstance's equipment is used without guards, with altered or disabled guards, or with guards of inappropriate size that provide limited protection. As a precaution, hair should be tied back, and wearing jewelry such as watches, necklaces, and rings should be avoided.



I must adhere to practices that foster occupational health and well-being

Occupational health and well-being practices, including but not limited to fatigue prevention, ergonomics, pre-existing medical conditions, the use of alcohol and drugs, and public health contingencies, must be followed.

Personnel in Mexico must be affiliated with the Mexican Social Security Institute (IMSS) or its equivalent for foreign employees, and with the fees corresponding to their salary paid and current.

Sempre Infrastructure forbids personnel under 18 years in its facilities and projects.

In the case of contractor personnel, the contractor's employer must notify any incidents and occupational diseases and work jointly with SI to prevent them from occurring in the future.

If you may require or have been referred to attention by the Mexican Social Security Institute (IMSS), you are obligated to share the associated documentation (e.g., ST-7, ST-2).

Fatigue Prevention

The employee work shifts must comply with the following:

- Pregnant and breastfeeding women must adhere strictly to their established work schedule and not work overtime (either on-site or home-office).
- No tasks are to be scheduled on days intended for rest (e.g., holidays).

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- In Mexico:
 - Up to a maximum of **60** hours per week may be worked,
 - Up to a maximum of 12 hours a day may be worked,
 - Each 7-day period shall contain at least one (1) full day of rest.
- In the United States:
 - Up to a maximum of 10 hours per day for a period of up to 13 consecutive days may be worked.
 - Each 13-day period shall contain at least one (1) full day of rest.

Likewise, drivers and occupants of a vehicle must follow the proper rest rules detailed in procedure **GE-M02-E12-P01** Safe Driving Guidelines.

Work in Adverse Weather

When working in high temperatures, you must remain hydrated (ice, water, electrolytes) and take proper breaks. See **GE-M02-E23-A01** Work in High Temperature and **GE-M02-E23-A02** Heat Index Values Table.

When working in low temperatures, wear thermal and waterproof clothing, keep dry and active, drink hot liquids, and take proper breaks. See **GE-M02-E23-A04** Wind Chill Index Values Chart.

Manual Loads

The applicable regulatory manual load requirements must be followed.

In Mexico, the recommendations for handling manual loads must not exceed the maximum permissible without additional tools (e.g., NOM-036-1-STPS-2018), see the following table for reference:

<i>Maximum mass (kg)</i>	Gender	Age
<i>* (not exceeding 15)</i>	Female	Older than 45*
20		Between 18 and 45
0		Pregnant (and during the first 12 weeks after childbirth)
<i>* 25</i>	Male	Older than 45*
25		Between 18 and 45

() The maximum mass that workers over 45 years of age may lift and/or lower, must be determined after the evaluation of physical fitness by a doctor. If their physical condition allows it and the doctor endorses it, they may carry up to the limit indicated in the table above.*

Communication of Medical Conditions and Medication Intake

You must give timely notice to your immediate superior to avoid performing work-related tasks when taking prescription drugs that could affect your performance (e.g., anti-flu drugs that cause drowsiness, psychiatric medication). Health and Safety, through the medical team, will determine which activities can be performed without restrictions.

Please report any pregnancies to the Health and Safety Department, as well as the People and Culture Department, as soon as possible to ensure that the assigned tasks do not adversely impact your health or that of the baby (e.g., when in gestation and lactation):

- exposure to chemical vapors in any quantity should be avoided
- the limit for handling manual loads is equal to 0 kg.

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In addition, communicate to the Health and Safety Department, as well as the People and Culture Department, any medical condition that prevents the performance of certain activities. Example:

- Epilepsy (there may be restrictions on performing work at height)
- Diabetes, kidney disease, and cardiovascular problems (there may be restrictions on driving vehicles and/or machinery)

Use and Consumption of Alcoholic Beverages and Controlled Substances

It is strictly prohibited to work and drive vehicles under the influence of alcoholic beverages, drugs, prohibited substances, or dangerous substances, even if they are substances prescribed by a doctor.

The prohibition prevents anyone from entering or attempting to enter SI facilities, using company vehicles, or acting on behalf of SI while under the influence.

All personnel who identify themselves with a problem related to medication, drugs, and/or alcohol will be supported on a first and only occasion with specialized staff in management of addictions through the Health and Safety Department, as well as the People and Culture Department, without any repercussion to their condition as employee.

For more information see [SI - Use and/or Consumption of Alcohol and Controlled Substance Policy](#)

Public Health Contingencies

Unrestricted adherence to the protocols defined by Semptra Infraestructura and by the authorities in the event of public health contingencies.



I must adopt a preventive attitude to ensure my security and company asset protection

You must maintain a preventive attitude in situations that may jeopardize your physical integrity and property to minimize the possibility of being a victim of crime.

Preventive actions include:

- o Keeping a low profile,
- o Being aware of your surroundings and avoiding routines,
- o Answering only calls from known numbers,
- o Travel safe. Give preference to site taxis and transportation platforms (e.g., Uber, Didi),
- o Use and respect the corporate image,
- o Notifying promptly business travel and transfers.

Semptra Infraestructura employees must comply with the GE-19-P15 Security Guidelines procedure.

HEALTH, SAFETY AND SECURITY DIRECTIVES TO SAVE LIVES



I must comply with established written guidelines, including those associated with PPE, training, permit to work and hazards analysis



I must notify work related incidents and intervene when unsafe acts and conditions are identified



I must observe safe practices when driving a vehicle for work related activities



I must stay out of the line of fire of moving objects, suspended loads, and potential energy releases



I must obtain authorization before overriding or disabling bypass safety controls



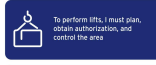
I must intervene only equipment that has been properly de-energized, locked out, and verified the absence of energy (LTT)



To rescue confined spaces, I must have the training, an attendant present, and protocols for monitoring and emergency response



To work at heights, I must have the appropriate fall protection measures in place



To perform lifts, I must plan, obtain authorization, and control the area



I must use only equipment when its protective guards are securely installed, without any modifications



I must adhere to practices that foster occupational health and well-being



I must adopt a preventive attitude to ensure my security and company asset protection

3.2 Other Semptra Infrastructure Health, Safety, and Security Rules:

3.2.1. You have the right and obligation to say no to unsafe work

- All employees subject to the scope of this manual have the right and obligation to stop activities if they believe in *Good Faith* that any employee or themselves will be exposed to imminent danger by continuing with the task as it was defined.
- If your line of command does not share your opinion, please contact your business unit Health, Safety, and Security representative or through the Ethics Line.
- The obligation to stop work should be used in situations like those listed below:
 - Activities that do not comply with the Health and Safety Directives outlined in this document (e.g., operating equipment without guards, performing a task without prior training, without PPE, excess passengers in a vehicle, working with fatigue, personnel in the line of fire).
 - Hazardous environmental conditions, such as strong wind and rain, or high temperatures.
 - Perform activities different from what is described in the procedure.
 - Ditches without adequate protections.
- If you are discriminated against, repressed, or sanctioned for exercising your right in Good Faith, whether you were right or not, contact the Semptra Infrastructure Health, Safety and Security Department or the Ethics Committee immediately.

3.2.2. Only intrinsically safe devices can be used in process areas or facilities electrically classified as Class I/DIV I or Class I/DIV II (e.g., radios, telephones, tablets).

3.2.3. Emergency response brigades represent an authority in the organizational structure and therefore their instructions and protocols are mandatory for the personnel at the facilities (i.e. in a real emergency or preparatory activities such as drills)

3.2.4. The transportation of injured or wounded personnel must be in emergency vehicles and/or by personnel specialized for this purpose (e.g., doctors, paramedics, nurses).

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

- The optimal evacuation route for the day of the activity and the location of the closest meeting point must be reviewed at the beginning of every shift.
- If blockages are detected, they must be reported to Health and Safety and removed immediately.

3.2.6. Except for designated areas, smoking or vaping is not permitted in the premises, the interior of vehicles, or company rights of way, or while performing work-related activities.

- Smoking generates ignition sources in the workplace. Smoke, vapor, or derivatives from smoking affect the health of others. Smoking generates waste or trash that affects the company's image.
- The ban extends to all areas where the company works or workers on its behalf are present; including outdoor areas inside projects (to prevent forest fires) and inside vehicles.
- Any use of tobacco, nicotine, or similar products (except patches), cigars, cigarettes, or electronic devices that generate smoke or vapors of any kind is considered smoking.

3.2.7. Work and the accumulation of materials must be done at more than one meter from the edge of a ditch.

3.2.8. Any violent, threatening, or inappropriate action (e.g., harassment, bullying, threats, psychological abuse) toward any employee or visitor is forbidden.

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3.2.9. In tasks where there is an international workforce where more than one language is spoken, the Person In Charge (PIC) must ensure that there is sufficient staff to ensure an accurate communication at all times.

3.2.10. Only employees authorized by the Security Department in writing, may turn off or alter security equipment (e.g., cameras, GPS in vehicles, alarms, fences).

3.2.11. Any work of tightening of flanged joints shall:

- Have a specific procedure that describes the tightening method with hydraulic, pneumatic, and manual equipment, which must consider what is indicated in the equipment manufacturer's user manual.
- Have the comparative tables of the equipment manufacturer to be used for the activity, relating pressure, diameter, and as may apply, the pump pressure value.

3.3 Exceptions

Any deviation from the provisions herein shall be handled as an exception under the GE-M01-P01 Authorization Protocol for Health, Safety, and Security Exceptions

Examples:

- Performing activities without a written and authorized procedure,
- Removing locks and tags when the owner is not present.
- When it is determined that an electrically safe working condition cannot be achieved,
- Transferring injured persons in vehicles not designed for that purpose,
- Performing work under heavy machinery (e.g., platforms, low beds)

The exception is usually required in specific and exceptional conditions (e.g., adverse weather forecast with change of working day; shift extension due to long-term hydrostatic tests).

3.4 Disciplinary measures for breach

The Semptra Infrastructure Disciplinary Committee has the power to apply corrective measures to the worker, employee, or contractor, and to request them from the applicable People and Culture Department when a breach of the provisions of this Manual has been committed, either by the performance of any action or by omitting the conduct described in section 3.

Such breaches will be evaluated by the Disciplinary Committee.

The Disciplinary Committee will consist of representatives from the corporate, the business unit, and the workers. Except for indications of upper management or People and Culture, this typically consists of:

- Health and Safety Manager, Security Manager or superior
- Business Unit Director/Manager
- People and Culture representative at the Business Unit
- Representative of the Safety and Health Committee of the Business Unit

When assessing the behavior of SI personnel or third parties subject to complying with this Manual, the Disciplinary Committee shall consider the following criteria:

- Any sanction must be contemporary to the offense charged; not intending to apply sanctions for events distant in time or retroactively. Contemporary does not mean immediate, but it considers circumstances such as the investigation of the facts before applying sanctions, or the time at which Semptra Infrastructure becomes aware of them.
- The infringement to be evaluated must not result from an act of retaliation or an ill-intentioned measure by the person reporting it to the person reported. The report must be made in Good Faith and to improve the Occupational Health and Safety culture.

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- When necessary and possible, the investigation of the facts shall consider the participation of the party affected.
- If a sanction is applicable, a copy in writing will be added to the employee's file.

Disciplinary measures that may be applied by the Disciplinary Committee include:

- Written warning
- Termination of the employment relationship

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

- Omitting the notification of an incident (accident or incident) via the channels and within the timeframes specified in this document.
- Deliberate deviations and breaches (e.g., with prior knowledge and/or malicious intent)
- Signing and/or authorizing a work permit remotely, without the person authorizing having validated the conditions at the work area prior to commencing the tasks.
- Not wearing a seat belt while traveling in a vehicle or transportation unit.
- Using a mobile device in hand while operating a vehicle.
- Not wearing the PPE required for the activity or the area where it is located.
- Not using fall protection equipment or not having a lifeline secured during the activity.
- Not having a lifeline or attendant for an employee working in confined spaces.
- Disabling, altering, or removing protection guards on rotating equipment for subsequent use (e.g., saws, polishers) or using the equipment without them.
- Not following the fatigue prevention recommendations while driving included in **GE-M02-E12-P01** Safe Driving Guidelines
- Transporting personnel in the pick-up cargo bed (driver and passenger are jointly responsible)
- Working under the influence of controlled substances and/or alcohol

The Senior Vice President and Chief Safety Officer

- May participate as deemed appropriate,
- Must participate when the disciplinary offense was committed as part of the duties of a deputy director or superior,
- Must participate when the case requires a casting vote,
- Must determine whether the case should be referred to the Semptra Infrastructure Ethics Committee.



Related documents

- [GE-19 Security Policy](#)
- GE-19-P15 Security Guidelines
- [GE-20 Safety Policy](#)
- [GE-21 Health Policy](#)
- GE-M01-P01 Authorization Protocol for Health, Safety and Security Exceptions
- GE-M01-A01 Say no to unsafe work
- GE-M01-A02 Golden Rules - Electrical Safety
- GE-M01-A03 Health, Safety, and Security Directives to Save Lives- Horizontal
- GE-M01-A04 Health, Safety, and Security Directives to Save Lives – Vertical
- GE-M01-P03 Process Safety Guidelines
- GE-M02 Elements of the Health and Safety Management System Manual (SGSS)
- GE-M02-A05 General Health and Safety Guidelines for Transportation Companies
- GE-M02-A06 General Health and Safety Guidelines for Strategic Partners
- GE-M02-E12-P01 Safe Driving Guidelines
- GE-M02-E12-P02 Minimum Safety Criteria for Vehicles

GE-M01 Health, Safety and Security Directives Manual

Applicability: All SI employees

Dept. Responsible: Health, Safety and Security

Contact: Carlos Barajas

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- GE-M02-E16-A03 Hazard Control Hierarchy
- GE-M02-E17-F01 Incident Communication and Classification Guide
- GE-M02-E23-A01 Works at High Temperatures
- [Vehicle Procedure – Semptra Infrastructure](#)
- [Semptra Infrastructure's Code of Conduct](#)



Definitions

- **BU:** Business Unit
- **Disciplinary Committee:** The team made up of the persons responsible for evaluating and putting in context any breaches of this Manual and the Directives contained herein.
- **Exception:** Any situation that departs from the general rule or condition. Measures other than those established.
- **Exception Request:** An authorization in accordance with GE-M01-P01 Authorization Protocol for Health, Safety and Security Exceptions.
- **Finding:** Unsafe acts, unsafe conditions, and safe observations.
- **Good Faith:** Well-intentioned, reasonable opinion. Without malicious intent.
- **Home-Office:** Working from home or in a place other than an office.
- **JSA:** The Job Safety Analysis consists of assessing hazards and defining the controls to mitigate them.
- **LTT:** Refers to blocking, labeling, and verification of the absence of hazardous power sources: The term means **LOCK/TAG/TRY**. Usually refers to 6 basic steps: Planning, Turning off, Isolation, Lock and tag, Control of stored energy, and Verification.
- **Non-Routine Activity:** There is no written procedure, or the activity is performed less than twice in a calendar year.
- **Unsafe Act:** Actions carried out by the employee that involve an omission or breach of a working method or a measure determined as safe.
- **Unsafe Condition:** Conditions derived from the neglect of the measures established as safe, that can lead to an incident.
- **PPE:** Personal Protection Equipment of various types, consisting of gloves, respiratory protection, safety shoes, protective clothing for handling chemicals, eyeglasses, and/or eye protection, helmets, and any other equipment that, according to the nature of the activities to be performed, is necessary for the safe performance of such activity.
- **Qualified Person:** A trained collaborator with demonstrable skills to carry out a specific task.
- **Reported Person:** The person(s) to whom the report of the fault or breach of policies, directives, or guidelines established in this Manual is attributed to.
- **Reporting Person:** For the purposes of this document, the person that reports a fault or a breach of the policies, directives, or guidelines established in this Manual.
- **Skilled Person:** A collaborator trained to identify hazards associated with a type of task and with the authority to take corrective actions to eliminate such hazards.
- **Incident:** An accident or event occurred due to or during work activities. See GE-M02-E17-F01 Incident Communication and Classification Guide.
- **Supervision:** Person in Charge (PIC), which is the highest hierarchical function in the work group. Supervision must be continuous or intermittent according to the complexity and nature of the task. Continuous means that the task can only be always performed with the physical presence of the supervisor. Intermittent supervision requires the presence of the supervisor during the start and end of the activity, but without the supervisor leaving the facility during the performance of the tasks. If the supervisor must leave the facility, the responsibility may be transferred to another PIC who meets the definition of supervision; otherwise, the task must be suspended.

GE-M01 Health, Safety and Security Directives Manual

Applicability: All SI employees

Dept. Responsible: Health, Safety and Security

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- **Task:** Any activity or work to be performed that involves a certain level of risk or danger. Examples: Inspection, maintenance, operation, and construction activities. Activities of an administrative nature are not included.

The above terms can be used in singular or plural form, as well as in feminine or masculine form, depending on the context of this procedure.

Information Filing Guide

For guidance on the appropriate filing period of information related to this procedure, see the Information Management Policy – Corporate Policy available on [SempraNet](#).



Help is a Click Away

You may raise questions or concerns about compliance or ethics issues through one the anonymous [Ethics & Compliance Helpline Reporting Options](#).



Review History



Review Number	Review Date	Section(s) Affected	Changes Included	Authorization
00	05/02/2016		New Document	Remigio Agraz
01	02/06/2016		Document adjustment due to changes in the organizational structure	Remigio Agraz
02	19/12/2016		Annual update	Remigio Agraz
02	25/01/2018	No Changes	Annual Review	Remigio Agraz
03	28/02/2020	Modification of the principle of vehicular. Referenced to GE-M02-E12-P01 Safe Driving Guidelines Includes the right to say no to danger. Sempra's policies were referenced	Annual update	Remigio Agraz
04	03/04/2020	Section 3.2.10 is updated and annex Work in High Temperature GE-M02-E23-A01 is added.	Information on high temperature work is added	Remigio Agraz
05	16/04/2020	Section 3.1 updated	The principle of blocking, labeling and testing was clarified	Remigio Agraz
06	22/02/2021	3.2.13, 3.2.14, 3.2.15 and 5	The concept of hiring children under 18 years of age, affiliation to the Mexican Social Security Institute (IMSS) and health protocols were included in "Other IEnova Safety Rules"	Remigio Agraz
07	21/12/2021	General 3.1	Logo update and Sempra Infrastructure was incorporated. A ban on connecting to conferences and video calls in moving vehicles was included in the Vehicle Principle.	Remigio Agraz
08	07/03/2022	1 3.1 3.2.4	The scope was updated. An example was included in the principle of accidents and incidents. The word "weekly" was deleted from 3.2.4	Remigio Agraz
09	16/03/2022	3.2.4	Section 3.2.4 on working days was updated	Remigio Agraz
10	25/06/2024	The word "principle by directive" was updated. "IEnova" is eliminated. Security was incorporated. General restructuring of the document.	General update of the document	Remigio Agraz
11	01/08/2024	3	Regional interpretations are included	Remigio Agraz
12	22/08/2024	Definitions Help is a Click Away	Duplicated definitions removed Template update	Remigio Agraz
13	05/09/2024	3 Definitions	Duplicated texts removed and grammar improvement. "BU" definition included.	Remigio Agraz