



LINTELLIGENCE AUTREMENT  
SMART INNOVATION

## ENVIRONMENT, HEALTH & SAFETY (EH&S) POLICY

Update 2018-04-25

### 1.0 PURPOSE

Exo-s is vitally interested in the environment, health and safety of its employees. Protection of employees from injury or occupational disease is a major continuing objective. Exo-s makes every effort to provide a safe, healthy work environment. All supervisors and workers are dedicated to the continuing objective of reducing risk of injury. Exo-s is ultimately responsible for worker health and safety, and take every reasonable precaution possible for the protection of our employees.

Exo-s commits to promote **an environmentally concerned culture and** a safe and healthy workplace for all employees, contractors, customers and visitors. In pursuit of our commitment, Exo-s develop, implement and enforce such policies and procedures that promote and provide a healthier, safer work environment. Exo-s understands the importance of safety to the well-being and productivity of its people, and strives to safeguard the workplace from injury and malfeasance through dereliction of duty towards safety **and protecting the environment.**

### 2.0 SCOPE

All full time, temporary and contract Exo-s employees. The contractors and their workforce are also targeted by those principles.

### 3.0 GENERAL PROVISIONS

#### ***Our Commitment to... ENVIRONMENT***

**As a good corporate citizen, Exo-s commits to protect the environment, health, balance and quality of life of its employees and the community.**

**Exo-s will comply with legal and customer requirements in addition to, as a team, preventing pollution through continuous improvement and promoting environmental education.**

**Exo-s is also committed to help the environment and minimizing its impact by cutting pollution and waste whenever possible through the recycling of its raw material and the analysis of its environmental aspects.**

Based on the strategic direction of the company, Exo-s is committed to:

- **Protect the environment by preventing pollution**

- Respect and comply with laws and obligations in every country where we are established
- Optimize our management system and its performances **through continuous improvement**

### ***Our Commitment to... HEALTH AND SAFETY***

EXO-S endorses the benefits of supplying a healthy and secure work environment to all its employees and visitors in such a way as to respect their health and quality of life.

In accordance with the company's values, we are determined to offer a safe and healthy environment through preventative actions and continuous improvement.

Exo-s observes all relevant statutes, regulations and codes of practice and takes appropriate steps within its authority for the:

- Provision and maintenance of plant and equipment that is safe and without risks to health.
- Arrangements for ensuring safety and absence of risks to health in relation to the use, handling, storage and transportation of articles and substances.
- Provision of sufficient information, instruction, training and supervision as is necessary, to ensure the health and safety of its employees at work.
- Maintenance of a safe place of work and provision and maintenance of a safe means of access to it and egress from it.
- Provision and maintenance of adequate welfare facilities.

To realize these objectives the company makes available adequate resources to promote and maintain best practice in Health and Safety Management. Exo-s endeavors to prevent any incident that may result in injury, ill-health or damage to property **or the environment**.

## **3.1 ROLE AND RESPONSIBILITIES**

### **3.1.1 Board members and Directors**

- These company officials are responsible to supply an effective strategy that can manage the occupational health and safety concerns **and environmental aspects** of Exo-s **through proper risk analysis**.
- They must ensure that resources are allocated and governed properly to achieve the health and safety requirements of employees, and that their policies comply with Exo-s' legal obligations.
- **They must include the consideration of environmental issues in all business strategies and initiatives.**
- Foster a workplace culture of safety **and protecting the environment** with appropriate leadership.
- Review the policies efficacy on an annual basis, and revise where necessary.

### **3.1.2 Managers**

Exo-s firmly believes that Health and Safety is an aspect of management equal in importance to any other management function. The company expects all Managers and Supervisors to consider Health and Safety as part of their normal duties and responsibilities, in order to prevent injury and ill-health.

All Managers are accountable for maintaining Exo-s's Health and Safety standards at their workplace. Their performance with regard to Health and Safety will be monitored and will be taken into account as part of their overall performance appraisal. Details of their duties and responsibilities are contained in the Health and Safety Management System and or in their Individual Operating plan (IOP). **An annual management review and regular scheduled meetings are held at each work location to regularly review any environmental concerns and aspects.**

### 3.1.3 All employees

Exo-s requires all its employees to co-operate with the management of the company in order to achieve legal compliance and meet our own **Environmental**, Health and Safety standards.

Employees are reminded not to take risks which could affect their own or other persons' Health and Safety. Any breaches of the Company E, H&S Policy/Rules will result in disciplinary action.

All employees are expected to ensure:

- Completion of required **environmental and** occupational health and safety training (according to the job).
- Performance of their duties in a manner conducive to a safe workplace, following all safety practices and procedures.
- Reporting of any incident, injury or hazard as outlined in procedures.
- Report any acts of violence or harassment in the workplace.
- Promoting a hazard-free workplace.
- **Promoting environmental awareness**
- Learning the posted Emergency Plan detailing their facilities procedures pertaining to: Fire, Weather, or Medical Emergency.

**We are all responsible for health, safety and preservation of the environment at Exo-s!**

## 3.2 JOB SAFETY ANALYSIS

As part of our overall Health and Safety arrangements, suitable and sufficient assessment of the risks to Health and Safety will be undertaken for all tasks performed by this organization.



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The purpose of such assessments is to identify the appropriate preventative and protective measures necessary, to comply with any relevant statutory, provision and to ensure the Health and Safety of our employees and other persons affected by Exo-s's activities.

### 3.3 EMPLOYEES INVOLVEMENT

No E, H & S Policy is likely to be successful unless it actively involves all our employees. Safety improvement meetings are held at each work location and their role is outlined in the Health and Safety Management system.

In accordance with legal requirements, **Environmental and** Safety Representatives are appointed at each main location and participate in the work of monitoring and improving safety in the workplace.

### 3.4 TRAINING

Exo-s recognizes the need for Health and Safety training to ensure that our employees are competent to perform their work without risks to themselves or others. Such training **is** provided at induction and periodically during the course of employment (as required).

### 3.5 REPORTING AND INVESTIGATION OF ACCIDENTS OR ENVIRONMENTAL ISSUES

Supervisors are responsible for investigating and reporting the circumstances surrounding and causes of all incidents concerning personal injury, property damage, near-misses or non-conformance. Where necessary, they will be assisted by HR and/or Manager and will provide assistance to independent accident investigators.

An appropriate report form must be completed for all accidents. Copies of all reports should be sent to the HR service.

### 3.6 COMMUNICATION

Exo-s encourages open communication on E, H & S issues. It is essential to providing an injury-free and productive work environment.

Employees that voice or identify a health and safety concern will not be subject to retaliation.

Health and safety comments will be reviewed by Human Resources. The Human Resources team will initiate an investigation on each reported and/or potential hazard.

- Employees are encouraged to inform their supervisor or Human resources of any matter they perceive to be an actual or potential workplace hazard **or environmental issue**.



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- Communication can be written or oral, and may be anonymous, if so desired.

### 3.7 POLICY PUBLICATION

Copies of this policy are available to all employees and displayed at all main locations. It is brought to the attention of all contractors, customers and visitors and be made available to any other interested party.

### 3.8 REVIEW OF POLICY

Exo-s's EH&S policy will be continually reviewed and improved in light of any legislative changes and/or needs of the organization. Where necessary, new **Environmental**, Health and Safety objectives will be set and circulated to all main locations. All relevant **Environmental**, Health and Safety stakeholders will be advised of any changes.



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### ACKNOWLEDGEMENT AND AGREEMENT

(This acknowledgment is also applicable for contractors, visitors or customers visiting our sites)

I acknowledge that I have read and understand the Environment, health and safety Policy of Exo-s. I agree to adhere to this policy and will ensure that employees working under my direction (if applicable) also adhere to this Policy.

Name (Print letters): \_\_\_\_\_

Signature: \_\_\_\_\_

Date (MM/DD/YYYY): \_\_\_\_\_

  
Daphné St-Louis, HR Vice President