

## 1 GENERAL

### 1.1 Definition and scope

This security charter is a commitment by the General Management and staff of the STUDI Group to comply with the rules of safety at work, by adhering to a corporate culture established in the STUDI Group for the preservation of its human capital and the improvement of working conditions.

The safety charter is addressed to the STUDI Group staff working on site at headquarters, as well as any staff that may be employed outside of headquarters within the framework of the projects assigned to them.

The purpose of this charter is to recall the main rules aimed at the prevention of occupational risks. Its basic objectives are to ensure the health and safety of all personnel involved in any work situation.

### 1.2 Implementation

This charter is applicable immediately after signature by General Management of the STUDI Group. A campaign will be carried out by General Management to raise awareness of the application by all staff.

### 1.3 Revision

The revision of the charter covers the following :

- A partial modification :  
- significant changes that may have an impact on the health and safety field (changes in the process or model of work, the emergence or introduction of new risks);  
- recommendations arising from incidents or various audits;  
- a change in the organization.
- An annual update, to ensure compliance with the requirements of the STUDI Group Safety Management System.
- A full review of this charter every three years. The next revision is scheduled for 2019.

## 2 HYGIENE AND SAFETY OF WORKERS: Mutual commitments

### 2.1 Obligation of STUDI Group subsidiaries

Each Group company, which is the employer, is required to take the necessary and appropriate measures for the protection of employees and the prevention of occupational hazards. It shall in particular :

- ensure the protection of the health of workers in the workplace;
- ensure adequate conditions and work environment;
- protect workers from the risks inherent with the equipment and products used;
- provide adequate collective and individual preventive measures and instruct workers on their use.

### 2.2 Obligations of each staff member

All personnel shall ensure that they comply with the occupational health and safety requirements and undertake not to commit any act or omission which may impede the application of these requirements. It is required to :

- carry out the instructions concerning the protection of his/her health and safety as well as of the other employees working in the company;
- use the means of prevention available and ensure their conservation;
- immediately notify your direct supervisor of any observed deficiencies likely to create a hazard to health and safety at work;
- undergo the medical examinations prescribed;
- participate in the training cycles and the informational and awareness activities related to health and safety at work that each company of the STUDI Group organizes.

## 3 RULES OF GOOD PRACTICE

### 3.1 Overall Attitude

In any circumstance:

- be attentive and courteous towards third parties in general and the client's representatives in particular;
- do not forget that you are the STUDI Group;
- respect the ban on smoking.

### 3.2 For road risk prevention on an assignment

Before leaving :

- whenever possible, utilize motorways;
- estimate the travel time taking into account: necessary rest time, road conditions, presence of works, weather conditions;
- depart early enough to arrive at the expected time, taking into account the estimated travel time;
- in the case of projects abroad, employ a local driver;
- use a vehicle in good, clean working order;
- check the vehicle papers before departure;
- place luggage or equipment in the trunk.

During the journey :

- scrupulously comply with the highway code;
- adapt your speed to the condition of the road;
- do not use your mobile phone while driving (stop by the roadside in case of emergency only);
- be vigilant to other road users;
- schedule stops at service stations (at least once every 2 hours).

Once arrived :

- choose a regular parking area that does not disturb others;
- do not leave visible objects in the vehicle;
- adapt a discreet attitude when opening the trunk if it contains luggage or other objects.

### 3.3 for the prevention of site hazards

Before leaving :

- wear clothing appropriate to the nature of the work site and the weather conditions;
- check your Personal Protective Equipment (PPE): (see list below).

In the yard :

- if access to the site is regulated, please present yourself to the caretaker or the official before entering;
- take note of and respect the internal safety instructions of the site;
- any incident, accident or anomaly detected, must be reported without delay to the site security officer;
- respect the conditions of use of the PPE;
- comply with the requirements of the site health and safety plan (if any);
- do not use loose, unsuitable or defective ladders;
- do not use scaffolding that does not rest on solid foundations, is not braced by an X, without railings and the like;
- do not venture into confined or unsafe areas of the work site without respecting the appropriate safety rules.

### 3.4 For the prevention of risks abroad (countries of operations of the Group)

Before leaving:

- make sure you are well informed about the country of destination (ask for the country papers available, ask QSE Manager of the country);
- ensure that compulsory vaccinations (yellow fever) and others are done and that the vaccination record is up-to-date;
- have a briefing session with the safety manager and learn by heart the good practices (food, travel, etc.);
- if necessary because of health problems, conduct medical visits before leaving;
- take with you the necessary medicines for the duration of your stay.

During your stay in the country concerned :

- avoid bathing in stagnant waters (risk of parasite infection);
- avoid walking barefoot on sand and wet soil;
- avoid consuming raw vegetables;
- avoid eating bushmeat;
- avoid drinking tap water;
- observe road safety; adapt a defensive driving approach.

### 3.5 Incident Reporting

The STUDI Group requires that any incident related to workplace safety be reported.

### 3.6 List of situations requiring the use of Personal Protective Equipment

PPE	Work Situations
Hard Hat	Any place where there is a risk of falling objects from a higher level
Harness	Any place where there is a risk of falling from a height
Safety Shoes	Risk of perforation of the soles by sharp objects
Life vest	Any work near the water presenting risks of drowning
Noise-canceling headphones or ear plugs	Exposure to noise levels above 80 dBA
Safety glasses	Any work involving the risk of projection in the eyes
Fluorescent vest	All work on the edge of roads or moving vehicles

