



Health, Safety and Environmental (HSE) Policy

Type	Enterprise Policy	Document #	E-ELT-039-PO
Owner	Corporate HSSE	Revision #	1
Contact	Director - Corporate HSSE	Revision Date	04/05/2022

CONTENTS

- 1 Purpose 2
- 2 Scope..... 2
- 3 Definitions 2
- 4 Policy Statement 2
- 5 Exceptions 3
- 6 Responsibilities 4
- 7 Governance 4
- 8 Related Documentation..... 4

1 PURPOSE

The purpose of this Policy is to establish Motiva's expectations and commitment to achieving health, safety, and environmental (HSE) excellence throughout Motiva. This Policy outlines management of regulatory requirements, systems for improvement, and additional methods of measurement and reporting performance.

2 SCOPE

This Policy applies to all employees and contractors of Motiva and Motiva subsidiary company(s), as well as all secondees.

3 DEFINITIONS

Sustainable Development

Development that meets the needs of the present without compromising the ability of future generations to meet their own needs

4 POLICY STATEMENT

It is Motiva's policy to operate in a safe and responsible manner that protects the safety and health of our employees, our contractors, our customers, and the communities where we operate. This policy represents our core values and are fundamental to our culture and essential to success in all we do.

Motiva Enterprises LLC:

- Has a systematic approach to management designed to ensure compliance with the law and to achieve continuous performance improvement through implementation of the Motiva Operational Excellence Management System (OEMS).
- Sets targets for improvement and measures, appraises, and reports on health, safety, and environmental performance.
- Requires contractors to manage HSE in line with this Policy.
- Requires joint ventures under its operational control to apply this Policy and uses its influence to promote it in its other ventures.
- Includes HSE performance in the appraisal of all staff and rewards accordingly.

Employees will know, understand, and comply with Motiva's Life Saving Rules which are aimed at preventing serious injuries.

Motiva is committed to:

- Pursuing the goal of no harm to people.
- Protecting the environment by managing natural resources, products, and other resources in an efficient, safe, and environmentally sound manner to minimize impacts on the communities and the environment.
- Preparing and equipping our facilities to respond to emergency situations.
- Communicating openly and honestly in all HSE matters with our employees, community members, HSE regulators, and governmental agencies to promote a full understanding of our HSE commitments.
- Playing a leading role in promoting best practice in our industries.
- Managing HSE matters as any other critical business activity.
- Promoting a culture in which all employees are engaged in and accountable for HSE performance in order to build awareness of HSE issues and provide a safe and healthy work environment for our employees, contractors, visitors, customers, and the community.
- Identifying and implementing measures that are economically and operationally feasible to reduce Motiva's environmental footprint. These measures could include, but are not limited to air emissions, energy use, water use, waste generation, and effluents.

Motiva aims to have a HSE performance we can be proud of, to earn the confidence of customers, owners and society at large, to be a good neighbor, and to contribute to sustainable development.

5 EXCEPTIONS

Any exceptions to this Policy must be reviewed by the Policy owner, reported to the Policy Committee, and approved by the Executive Leadership Team (ELT). The terms of any applicable law, rule, regulation, or governing document that conflict with the requirements set forth in this Policy shall supersede this Policy. The Policy owner must still approve an exception request if such conflict exists and must communicate to the Motiva Policy Committee quarterly. The request for an exception based on such a conflict must set forth in detail the reasons for the conflict and must be supported by a statement from the Legal Department describing Motiva's obligations under the local law, regulation, or other conflicting requirement and provide a citation or copy of such conflicting provision.

6 RESPONSIBILITIES

Managers/Supervisors

All managers/supervisors are responsible for ensuring employees under their supervision are adequately informed about this Policy and that it is properly implemented.

Employees

All employees are responsible for understanding and complying with this Policy.

7 GOVERNANCE

Any employee found to have knowingly violated this Policy may be subject to disciplinary action, up to and including termination of employment.

The Director - Corporate HSE/Director of Corporate HSE is responsible for yearly review, maintenance, and revision of this document.

8 RELATED DOCUMENTATION

[Code of Conduct](#)

[Operational Excellence Management System \(OEMS\)](#)

[Motiva Life Saving Rules](#)