



safety ⊕

Share significant actions
for Safety



TotalEnergies

Share significant actions for Safety

Safety+ is a digital platform (accessed from a computer, tablet or smartphone) developed by the HSE Division to promote positive safety management and set up a program to recognize significant safety initiatives.

WHAT ARE THE OBJECTIVES?

Give visibility to significant safety actions initiated in your entity.

Promote these actions across the Company's sites and subsidiaries.

Ensure that **systematic** and **regular** recognition initiatives are implemented at all levels of the Company.

Share safety best practices with all the Group's sites and subsidiaries.

WHO CAN CONTRIBUTE?

Any TotalEnergies employee with a **JXXXXX** ID

Any Partner company employee with a **LXXXXX** ID

WHAT IS A SIGNIFICANT ACTION?

A significant action for safety represents any idea, action, project, approach, initiative or situation that demonstrates a notable contribution to the improvement of safety.

Recognition in Safety+

Recognition is one of the keys to achieving the highest possible levels of safety performance.

POSSIBLE SIGNS OF RECOGNITION

Verbal and/or formal congratulations from the line manager, then by local management.

Showcasing by the usual local practices (poster, intranet, meeting, etc.).

Introduction of prize-winners to management and top management staff when they conduct Safety Tours on site.

Promotion of the significant action for safety at different levels of the Company via the online platform. *(To be adapted to local practices and regulations)*

CRITERIA FOR RECOGNITION AS SIGNIFICANT FOR SAFETY

- Its transferable nature.
- Its effective application.
- Its added value.



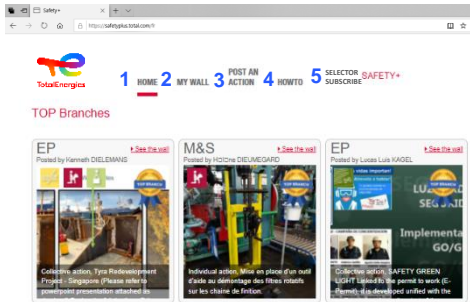
RECOGNITION ENCOURAGES THE IMPLEMENTATION OF GOOD SAFETY PRACTICES

It encourages everyone to get motivated about implementing good safety practices and thereby proactively contribute to improving the Company's performance.

How to browse

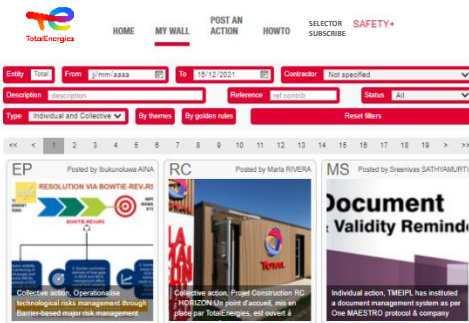
Find the following tabs:

- 1. Home page:** display of the latest significant actions (sites/subsidiaries, branches, Group) selected, practical information, news, and useful HSE links.
- 2. My wall:** to view all the contributions.
- 3. Post an action:** to contribute.
- 4. How to:** understand how Safety+ works.
- 5. Selector subscribe:** to request selector rights.



[Safety+ \(totalenergies.com\)](https://totalenergies.com)

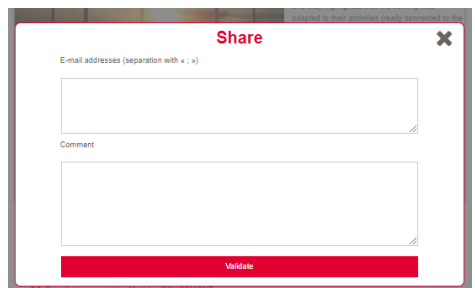
The Safety+ wall displays all posted contributions.



Filters allow you to refine your search to find a contribution. For example, find a contribution thanks to its status or by typing a keyword in the 'Description' filter.



You can also share a contribution and send a message by email directly from Safety+ by entering the email address of the recipient(s).



Post an action



Take an **instant photo** or **select one** from your files and upload it by clicking on the red box.



Share your safety experience

Comment your action

Individual action

Golden Rules, use of the Stop Card

Where ?

When ?

Contractor ?

Theme ?

Not specified

Unpublished comment

Add an attachment (Optional - summary of the action)

Qualify

- Previously selected picture.
- Describe your action and explain how it contributes to safety
- Specify whether it is an individual or collective action.
- Mention whether it is related to one or more Golden Rules and if you have used the Stop Card.
- Optional: you can give more **details about the action.**
 - The location
 - The date
 - Whether or not you are a contractor
 - The theme
 - A private commentary for selectors and moderators
 - An additional attachment



HOME MY WALL POST AN ACTION HOWTO SELECTOR SUBSCRIBE SAFETY+

CAPTURE > QUALIFY > SHARE



Please login with your IGG or your email:

My line manager has been informed of this action



Enter the name of your manager who was previously informed.

Confirm that you accept the terms and conditions for sharing your action.

Click on share to send your contribution.

You can contribute on your own behalf or on behalf of a TotalEnergies or a partner company employee (JXXXXX or LXXXXX ID).



You will receive an email confirming that your contribution has been sent. Your contribution will be posted on "My Wall" 24 hours later.

Select and modify an action

SELECT AN ACTION WITH SAFETY+

The local selector can select and modify the status of actions posted by the employees of his or her entity. A color and a rosette appear depending on the level of selection achieved (local, branch or Company).

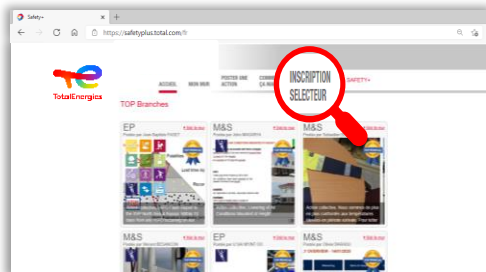
The selector can also select locally recognized actions for a branch award (branch distinction rosette with a white background).

ROLE OF THE SELECTOR

Each entity appoints the employee(s) who will act as selectors in Safety+. The selectors enter the decisions made by the local committee set up to identify the actions to be recognized at different levels.

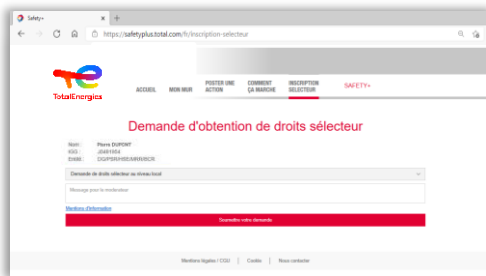
Selector rights must be requested in the "Selector subscribe" tab. A message is then sent to confirm you as a selector





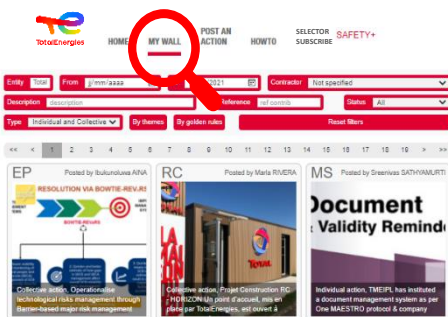
Safety+ (totalenergies.com)

1 To **obtain selector rights** at the local or branch level, click on “**Selector subscribe**” and complete the online form».



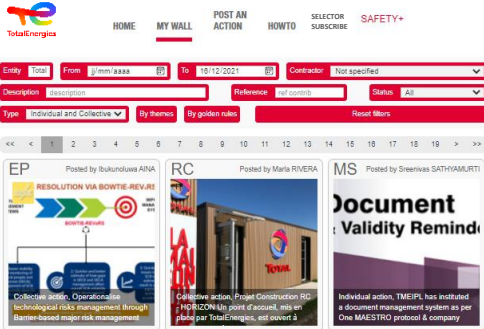
Safety+ (totalenergies.com)

2 After approval, you will receive the **rights and instructions** from the Safety+ Team Leader.



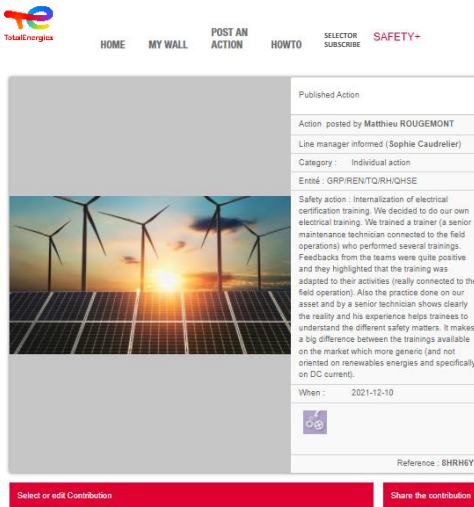
3 As a “**Selector**”, you can carry out the following actions on contributions posted on the wall:

- **Moderate/modify** submitted contributions.
- **Delete** a contribution.
- **Select** an action to change its status.



4

To open a contribution posted on the Safety+ wall. **Double click on the image.**



5

Click on the red "**Select or Modify Contribution**" button to activate the feature.

Select:

- Define a selection for a local or branch level (depending on your rights).

Modify:

- Modify the content of the text attached to the photo.
- Delete the contribution.

It is mandatory to explain the reason for the change (e.g., following the decision of the recognition committee, text modification, inappropriate contribution, etc.).



Any questions? Send an email to: hd.safetyplus-contact@totalenergies.com

Celebration & Safety+

A contribution can therefore be put forward by a selector and be rewarded with a certain level of recognition.

Decided by
site/affiliate/entity

Local prize



Employee or Stop Card
Service or team
Every month

Distinction



Individual / As a group
Regularly

Decided by
branches CODIR & EXCOM

Award



Individual / As a group
Each quarter



Individual / As a group
Each year

PARTNER COMPANIES

Contributions of partner companies are only recognized locally (local prize or distinction) depending on the choice of site or subsidiary.



DEFINITIONS

- **Prize**

Local action, selected and awarded.

- **Distinction**

Locally awarded action, branch-worthy.

- **TOP / WOW**

Branch (TOP) and Company (WOW) award.



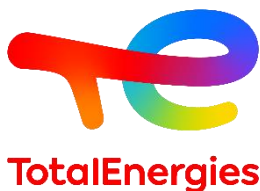
Discover Safety+ and contribute to the Company's Safety.

Go to: <https://safetyplus.totalenergies.com>

TotalEnergies is a broad energy company that produces and markets energies on a global scale: oil and biofuels, natural gas and green gases, renewables and electricity.

Our 105,000 employees are committed to energy that is ever more affordable, clean, reliable and accessible to as many people as possible.

Active in more than 130 countries, TotalEnergies puts sustainable development in all its dimensions at the heart of its projects and operations to contribute to the well-being of people.



Health Safety and Environment Division
TotalEnergies SE

2 place Jean Millier
92 400 Courbevoie - FRANCE
Tel. : +33 (0)1 47 44 45 46
Share Capital:
6 601 073 322,50 euros
542 051 180 RCS Nanterre



SAFETY+ BROCHURE
PUBLISHED IN FEBRUARY 2018
REISSUED IN MAY 2023

—
PHOTO CREDITS :
@TotalEnergies