

People & Social Responsibility

PSR/HSE/MS Division

Destinataires / To : Sylvain Duperrier, Didier Humbert, Brigitte Paule, Stéphane Mauvernay, Anne Sablé, Stéphane Déméautis	Expéditeur / From : Hans-Christian Gützkow
Copy : Caroline Royer, David Grasset, Peter Theunissen, Corine Chucho, Aurélie Sala	Date : 20/01/2021
Subject: Deployment of company rule CR-GR-HSE-100 rev01	

Dear all,

The Company Rule CR-GR-HSE-100 *HSE Reporting* has been published on REFLEX on the 22nd of December 2020 and entered immediately into force. This rule defines the minimum requirements for recording, displaying and reporting HSE events and safety and environment indicators, as well as their scope of application.

Group Guide and manual GM-GR-HSE-100 *Annual reporting on environmental performance and displaying indicators* describes the methodology and recommendations applicable to the annual report on Group environmental performance, in keeping with CR-GR-HSE-100 HSE Reporting. It also includes recommendations for the local display of the indicator for Scope 1+2 greenhouse gas emissions.

A summary listing the main requirements is available on the first page of the Company Rule. To help you deploy this rule on the field, we offer in addition:

- A support file intended to list the requirements of this rule and enabling their compliance follow-up.
- A synthetic gap analysis (additions, modifications and deletions) between the old and the new rule, specific for M&S;

This new Company Rule brings 6 new requirements for environmental reporting:

- Annual environmental performance reporting;
- Justification of significant deviations from the previous year;
- Revision of previous years' reporting;
- Other reporting (LTP, budget, monthly monitoring);
- Local display of the Scope 1 and 2 GHG emissions indicator;
- Verification and retention of documents.

And modifies certain requirements related to safety reporting.

To be included in a future revision of the rule:

- Societal reporting (objective 2021)
- Hygiene reporting

☛ **I remind you that each affiliate must:**

- **Identify the gaps between its referential and the new requirements,**
- **Implement the associated action plans to correct the differences,**
- **Comply with the rule on the target date.**

Hans-Christian Gützkow

List of published company rules

Reference	Title	Date of publication	Effective date
CR-GR-HSE-001	One-MAESTRO HSE Expectations	09/03/2018	09/09/2018
CR-GR-HSE-100	HSE & Reporting indicators	24/09/2018	24/12/2018
CR-GR-HSE-100 rev01	HSE & Reporting indicators	22/12/2020	22/12/2020
CR-GR-HSE-114	Evaluation and monitoring of HSE risks on OBO assets	28/01/2019	28/07/2019
CR-GR-HSE-301	Technological Risk Assessment	02/07/2020	02/07/2020
CR-GR-HSE-302	HSE Requirements for Management of Change	22/07/2019	22/01/2020
CR-GR-HSE-402	Permit to Work Process	30/09/2019	30/03/2020
CR-GR-HSE-404	Road vehicle driving safety	22/10/2018	22/10/2019*
CR-GR-HSE-405	Industrial hygiene	28/01/2019	28/01/2020
CR-GR-HSE-406	Personal Protective Equipment	11/03/2020	11/09/2020
CR-GR-HSE-411	HSE Requirements for Environmental Management and Protection in Operations	26/10/2020	26/04/2021
CR-GR-HSE-412	Stakeholder and Local Impact Management	26/11/2018	26/02/2019
CR-GR-HSE-414	HSE requirements for operating pipelines	28/01/2019	28/01/2020*
CR-GR-HSE-415	Safety of aviation activities	14/06/2019	14/09/2019*
CR-GR-HSE-416	Management of Floating Units Approval Request and Transshipment Operations	17/02/2020	17/05/2020*
CR-GR-HSE-417	Flammable and Combustible Liquids Storage Safety	30/09/2019	30/03/2020*
CR-GR-HSE-418	HSE Requirements for Site Traffic	02/10/2020	02/07/2021
CR-GR-HSE-419	HSE Requirements for Excavation works	24/06/2019	24/09/2019
CR-GR-HSE-421	Management of Pollution Risks at Activity Cessation	01/10/2019	01/01/2020
CR-GR-HSE-422	Safety of Maritime and Inland Waterway Terminals	30/09/2020	31/12/2020
CR-GR-HSE-424	Working with high pressure water jets	22/10/2018	22/01/2019
CR-GR-HSE-425	HSE requirements for work at height	10/07/2019	01/01/2020
CR-GR-HSE-430	Rail transport safety	22/10/2018	22/04/2019*
CR-GR-HSE-431	HSE Requirements for Loading and Unloading Road and Rail Vehicles	02/10/2020	02/04/2021
CR-GR-HSE-501	HSE Requirements for Contractors	24/05/2018	24/11/2018
CR-GR-HSE-701	Emergency and Crisis Management	30/09/2019	30/12/2019
CR-GR-HSE-705	Contingency Planning for Accidental Surface Water Pollution	30/09/2019	30/12/2019
CR-GR-HSE-801	HSE event management and feedback	24/09/2018	24/12/2018
CR-GR-HSE-902	HSE self-assessments and HSE audits	24/09/2018	24/12/2018*

* Some requirements of this company rule will be effective after the effective date.

 Company rules already in force