

### *Overview*

This policy sets out Freudenberg Filtration Technologies (Aust) Pty Ltd's commitment to:

- the implementation of the Freudenberg Group's Guiding Principles and their guidelines for the **Health, Safety and Environment** protection (HSE).
- compliance with national, state and local legal requirements.
- providing a safe, healthy working environment and experience for its employees, contractors and visitors.
- continuous improvement of the prevention of pollution, and implementation of the approved **Environment Management System** to meet the requirements of international standard ISO14001.

It sets out the guidelines and procedures to be followed to ensure compliance with Freudenberg Group's HSE standards and requirements.

### *Scope*

This policy applies to all FFT (Aust)'s employees, contractors and visitors.

### *General*

FFT (Aust) values occupational HSE. In order to create a healthy, safe and protected environment workplaces to all employees, contractors and visitors, FFT (Aust) will provide employees with appropriate guidance and training in identification, assessment and control of hazards in workplaces to achieve the best practice in safety performance.

Resources in line with the importance attached to occupational health and safety will be made available to comply with all Freudenberg HSE standards, standard ISO14001, relevant Act. and regulations, and to ensure that the workplaces are safe with minimized risks to health, safety and environment.

FFT (Aust) expects all employees to cooperate with established HSE protocols, take responsibility for their own actions, do not put themselves or others or environment at risk, take seriously to the identified HSE issues and implemented safety measures controlling the risk of harm.

### *Management Responsibility*

The promotion and maintenance of occupational health, safety and environment protection is primarily the responsibility of management. Management, at all levels, is required to contribute to the health and safety of all persons and prevention of pollution in the workplace. To this end, it is the responsibility of management to develop, implement, keep under review and in consultation with related employees, the organisation's HSE Programs.

Management team supports our core principles by proves financial and human resources, provides leadership for all of our employees and contractors. They consider the HSE in all aspects of activities, products and services.

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***Specific Responsibilities***

**a) Senior management**

Each manager is required to ensure that this policy and HSE Programs are developed and effectively implemented in their areas of control, and to support head supervisors and hold them accountable for their specific responsibilities.

**b) Management & supervisors**

Each first-line supervisor is responsible, and will be held accountable, for taking all practical measures to ensure that:

- HSE Program compliance in the area of their control and employees are supervised and trained to meet their requirements under the program;
- Employees are consulted in issues which affect their health, safety and environment protection concern and any concerns they may have are referred to management.

**c) Employees**

All employees are required to co-operate with the HSE Policy and HSE Programs to ensure themselves and other's health and safety in the workplace, and to contribute prevention of pollution to environment protection. It is a requirement of that all employees, contractors, suppliers, service providers and visitors comply with these policies and procedures at all times.

**d) Contractors, Suppliers and Visitors**

All contractors, suppliers and visitors are engaged to perform work on site or locations are required, as part of their agreement, to comply with this policy and the procedures of HSE management at all time, and to observe directions on health and safety from designated officers of the organisation. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

***HSE Program***

In order to implement the general provisions of this policy, a program of activities and procedures will be set up, continually updated and effectively carried out. The program will relate to all aspects of occupational health and safety including:

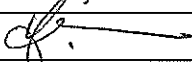
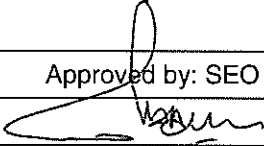
- emergency procedures and drills;
- HSE trainings;
- risk assessment and precautions;
- risk control and prevention training;
- job safety analysis and hazard reporting;
- "We all help" and open eyes initiative;
- regular inspection of operational machines, equipments and tools;
- safe work or operate instructions and procedures;


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- personal safety protections;
- Lock out and Tag out procedures;
- provision of HSE equipment, services and facilities;
- regular workplace inspections and evaluations;
- implementation of reporting and recording of incidents, accidents, injuries and illnesses;
- improvement of risk awareness and safety culture;
- encouragement of participation through consultation and integrating HSE responsibilities into the day-to-day activities of all employees, as well as the contractors whom we can control;
- avoidance and reduction of using environmentally harmful materials through reviews and substitution;
- reduction of environmental footprint by reducing our consumption of raw materials, energy, water and other goods;
- reduction of the wastes from production and administration activities;
- encouragement of suppliers to consider our environmental standards;
- workplace weekly HSE auditing;
- HSE internal auditing and external audits.

It is a requirement that all employees, contractors, suppliers, service providers and visitors comply to these policies and procedures at all times.

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**STATEMENT**

***I \_\_\_\_\_ (Given name) \_\_\_\_\_ (Surname) have read and clearly understand the above HSE Policy; I understand my responsibilities as an employee while I am working at the FFT (Aust.) Pty Ltd.***

***I agree to co-operate with HSE policy and to participate in HSE programs, obey the regulations of OH&S Act. and all HSE requirements of FFT (Aust.).***

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

Date: \_\_\_\_\_