

1. Purpose

This policy defines the minimum-security requirements that must be implemented by the Company. It aims to ensure that security standard is set up to protect our employees and assets.

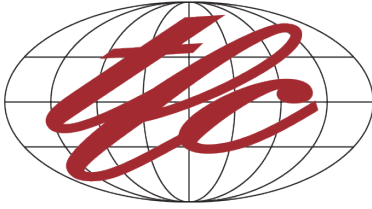
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3. Definitions

The definitions below apply to this document:

Term	Definition
Risk Management	Process that identifies risks and categorize them. Risks are answered with appropriate mitigation, prevention or elimination actions.



4. Key Elements and Responsibilities

Chief Executive Officer:

- Oversees the implementation of this policy within the organization.
- Approves the Security policy and programs.
- Decides and approves actions for critical cases.
- Leads the crisis management team.

Group QHSE Manager:

- Leads the design and implementation of the security policy.
Specifically:
 - Designs the processes to effectively manage the security programs.
 - Implements the security policy in the organization.
 - Assesses the corporate security risks of the company.
 - Defines the programs and requirements.
 - Assists the CEO on critical cases.
 - Establishes a crisis team whenever necessary.
 - Liaises with the local QHSE contacts to evaluate the evolution of the risks.
 - Assesses the process effectiveness,
 - Approves and signs this policy.

Chief Finance and Human Resources Officer:

- Assists the CEO in informing the organization on security alert.

Regional/Local Country Manager:

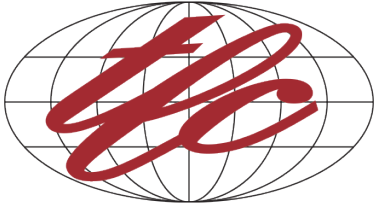
- Implements this corporate policy in his/her organization.

The programs below must be implemented:

4.1 Alert System

An alert system must be implemented as to quickly inform employees on the potential risks they are exposed to. This program must include:

- The definition of risk levels, the nature of the risk and the actions to be taken in case the risk level is attained.
- The role and responsibilities must be defined in advance as to have the organization ready while risk occurs.
- A process to manage the alert information system must be implemented.



4.2 Fire Prevention

A system to prevent from fire exposure must be implemented as to effectively manage incidents of fire nature:

- A plan of the site indicating critical areas and available fire prevention tools must be established and communicated throughout the company.
- The role and responsibilities must be defined prior engaging any fire prevention action.
- Regular controls of equipment must take place.
- Fire prevention training program must be planned and executed accordingly.
- A process must be designed as to engage the appropriate team(s) upon fire severity level.

4.3 Access Control

An effective access control system must be implemented as to ensure that only authorized person enters in our site. In addition, this system must be capable to precisely know the exact number of persons located in the site.

4.4 Emergency Situation

An emergency procedure must be established to permit an efficient coordination of actions that needs to be immediately undertaken. This procedure must include a specific communication plan and defined approval steps to execute the action plan.

4.5 Specific Security Training

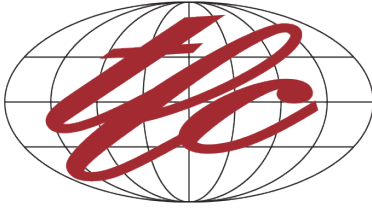
Specific security training program(s) must be established for employees exposed to security risks.

5. Reference Documents

QHSE Quality Manual.

6. Related Documents

PRO-QH-SE-10-400-EN	Alert System Procedure.
PRO-QH-SE-10-401-EN	Fire Prevention Procedure.
PRO-QH-SE-10-403-EN	Access Control Procedure.
PRO-QH-SE-10-403-EN	Emergency Situation.
PRO-QH-HS-10-505-EN	Specific Security Training Procedure.
STP-QH-SE-10-401-EN	Kidnapping.
STP-QH-SE-10-402-EN	Prevention Protocol.



STP-QH-SE-10-403-EN Reflexes in case of Crisis.
STP-QH-SE-10-404-EN Retrenchment & Evacuation.

7. Related Quality System Records

FOR-QH-SE-10-401-EN Completed Action Plan.
FOR-QH-SE-10-402-EN Completed fire extinguishers certification planning.
FOR-QH-SE-10-403-EN Completed fire extinguishers training plan.
FOR-QH-SE-10-400-EN Completed access control form.
Fire extinguishers certificates.

8. Appendices

None.

9. Revision History

Version N°	Author	Effective Date (dd/mm/yy)	Description of Change (including reason for change)
V1.0	Erwan YVINOUE	01/12/21	Creation
V2.0	Erwan YVINOUE	31/05/23	Removing references to versioning

10. Approval

This document has been approved by its owner, checked by the reviewers and the QHSE Group Manager on 31 May 2023 (dd mmm yyyy).

Reviewed by the QHSE Group Manager:

Approved by the Chief Executive Officer: