



PORTALS

## Portals Paper

# Integrated Health, Safety, Environment, Quality and Security Management Policy

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The Board of Portals Paper is committed to:

- Preventing accidents and ill health in all aspects of the Organisation's operations
- Build Health Safety, Environment, Quality and Security (HSEQ&S) into all aspects of the Company's operations
- Continuously improving our processes and practices relating to HSEQ&S
- Identifying, controlling, reducing or eliminating HSEQ&S risks associated with our activities where reasonably practicable to protect our employees and customers
- Complying with all applicable regulatory, legislative requirements and other business requirements relating to our employees, customers and services
- Consultation and participation of our employees and employee representatives in matters relating to HSEQ&S
- The company HSEQ&S management system processes shall identify and measure significant impacts and risks of our paper making and finishing operations, including energy consumption, effluent discharges, water, chemical usage and any waste generation
- Training all our employees on important HSEQ&S matters
- Ensuring that HSEQ&S concerns are considered when developing and changing business activities, processes and products
- Ensuring that our sites have an appropriate and robust HSEQ&S management system which maintain certification to ISO 9001, 14001, 45001 and CWA 15374
- Setting objectives and targets for HSEQ&S issues
- Conducting annual managerial reviews of our performance and reviewing our policies
- Ensuring adequate resources are available to fulfil this policy

We aim to achieve these objectives through, risk assessment and by implementing appropriate controls at our facilities.

We require as an integral part of our processes that our business is operated and managed in a manner that protects our Employees, our Customers and the Environment.

We aim to continuously reduce the business's impacts, protect our customers, prevent pollution and ensure a high level of protection for the Health and Safety of our employees, contractors, customers and the public. In addition, we will work with our main suppliers and contractors to ensure their HSEQ&S processes are robust.

HSEQ&S responsibilities are clearly defined throughout the organisation. Managerial and supervisory roles are responsible for implementing all HSEQ&S arrangements for the areas and activities under their control. The effective implementation of this policy requires the cooperation and active involvement of employees at all levels and in all areas.

Employees are required to:

- Cooperate with the Organisation to ensure compliance with applicable statutory requirements by working in accordance with the HSEQ&S management system and procedures
- Work safely to ensure their health and safety and that of any other persons who could be affected by their acts and omissions
- Report any areas where the existing HSEQ&S arrangements fail to reduce risks to an acceptable level
- Work to ensure that environmentally sensitive aspects such as energy consumption, effluent discharge, water and hazardous chemicals usage, and waste materials generation are minimised in order to reduce our Environmental impact.
- Understand how HSEQ&S is built into all process, measure their results and continually improve.
- Our methodology is simple: we Plan, we Do, we Check, we Act.
- Our objective is to deliver customer satisfaction on time, every time.

The Chief Executive supported by the Executive Leadership Team and the Site Leadership teams are responsible for implementing and reviewing this policy and overseeing the improvement of the Organisation's HSEQ&S performance.

This policy will be displayed on notice boards at each business location, on the Organisation's intranet and internet sites and is also publicly available to all interested parties.

**Ross Holliday**  
Chief Executive Officer  
24<sup>th</sup> February 2021