

SAFETY AT WORK: 12 GOLDEN RULES

-  **High-Risk Situations**
I avoid high-risk situations.
-  **Traffic**
I follow the safety rules when I drive, ride a bike or walk.
-  **Body Mechanics & Tools**
I handle tools safely.
-  **Personal Protective Equipment (PPE)**
I wear the required PPE.
-  **Work Permits**
I work with a valid permit.
-  **Lifting Operations**
I follow the lifting plan.
-  **Powered Systems**
I check the isolation and the absence of energy and fluids before any intervention.
-  **Confined Spaces**
I obtain authorisation before entering a confined space.
-  **Excavation Work**
I secure excavation areas.
-  **Work at Height**
I protect myself against a fall when working at height > 1.5m.
-  **Hot Work**
I avoid hot work whenever possible.
-  **Line of Fire**
I keep myself and others out of the line of fire.



EMERGENCY CONTACTS

TotalEnergies Brasil

HSE and Security

Oliver Brasil: +55 11 93059-4420
Wilson Volpe: +55 11 97387-1520

São Paulo Office

Rua Polígrafo Parnau, 302, Tower B, 2nd floor
Vila Olímpica Corporate, São Paulo / SP
Front desk (8am - 18pm weekdays) - Phone: +55 11 3054-8160

Pindamonhangaba Office

Av. Tobias Salgado, 45, Pindamonhangaba / SP
Front desk (8am - 5pm weekdays) - Phone: +55 12 3644-4600

Araxá Office

Rua Ziza Montandon, 130, Araxá / MG
Front desk (8am - 5pm weekdays) - Phone: +55 34 3669-4219

Uberlândia Office

Rua do Prata, 1383 - Chácara Bonanza - Uberlândia - MG
Front Desk (7.30am - 18pm weekdays) - 24 hour concierge

EMERGENCIES - WHAT TO DO?

English speaking notify that you are TotalEnergies. You will get Security Support whenever and anytime while in Brazil.

PERSONAL SECURITY ISSUE

Hot Line (24/7)
+55 21 99680-1002 (all calls)
0800 8684 767 (domestic calls only)
Call Police: 190
Call in case of fire: 193

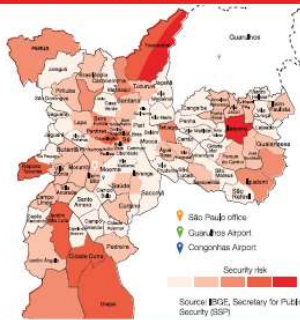


Welcome to Brazil

Safety and Security Guide



MAP OF SÃO PAULO CITY



SECURITY

In São Paulo, because of misleading secure feeling, we recommend you to apply the following security measures:

- Always carry a certified copy of an ID Document.
- Be discreet and alert at all times.
- Avoid the risk areas (mentioned on the map).
- Avoid carrying, when possible, valuable personal items.
- Always carry little money with you.
- Do not use your cell phone while in public (streets, beaches, etc.).
- At restaurants, make sure no valuables are in your pockets if you are going to set your jacket on the back of your chair.
- Ladies, take care of your purse and don't place it on the floor or on the back of your chair.
- If you feel you are being followed, head towards a safe area or a policeman.
- Avoid displacements at night especially in areas that you are not familiar with and prefer to be in group.
- Always plan your displacements to verify best transportation, time and routes to attend the demand.
- In case of attack, stay calm, be humble (even if the perpetrator is a teenager), do not run, do not make sudden movements. Hand over all your belongings and valuables. Nothing is more valuable than your life.



WATER AND FOOD CONSUMPTION

In São Paulo, it's recommended not to drink tap water. Drink bottled mineral water. Make sure fruits or vegetables are washed before consumption. Restaurants and shop foods are considered safe.

TRANSPORTATION

- A driver will be scheduled through the Executive Assistant to pick you up at the airport and drive you to the Hotel.
- If not, you can get a taxi from Guaracop desk, inside the airport.
- For professional purposes, only use the taxis and/or the transport company registered by TotalEnergies Brasil. For personal displacements, take a White taxi, prefer the ones that are at a "taxi station".
- Avoid requesting for a taxi on the streets, prefer taxi from hotels.
- The subway service is available from 4:40am to midnight.
- The use of public buses is prohibited.

DRIVING

- Strictly adhere to rules of the Company (safety belt, no text or talk on the phone while driving, ...).
- Alcohol level authorized in Brazil is zero while driving.
- Driving habits and road conditions are slightly different from Europe. We recommend not to drive for a short stay.
- Do not leave visible bags or value items on a car seat, use the luggage-compartment.
- Keep the doors locked and the windows closed.
- You should always stop at red lights. In quiet traffic, reduce speed as you approach red lights to allow you to turn green and avoid the need for stopping.
- Beware when using applications like Waze. Fastest routes pointed are not always the safest.
- In heavy traffic, try to stay on the right side and behind another vehicle, keeping a safe distance from the vehicle in front of you.

EVACUATION RULES

In the office:

- Upon hearing alarm, proceed to emergency exits and wait for building authorization to start going down. Stay calm and follow the brigade's instructions.
- Use the stairs, firmly holding on to the handrails and in a single line (Never use the elevator).
- Let people from other floors enter the staircase.
- Go to the designated muster point.

In the hotel:

- Be aware of the emergency exits.
- In case of fire, within your room where you cannot combat it immediately, the occupiers should exit quickly.
- Do not waste time trying to save objects.
- Use the stairs, firmly holding on to the handrails and in a single line (Never use the elevator).

ANOMALIES REPORT SYSTEM



Anomalies cards are available in TotalEnergies Brasil offices. If it is not visible, please ask to TotalEnergies Brasil HSE member. You can also send your observation by email to:

hse@totaltr@totalenergies.com.br

STOP CARD



The Stop Card is in effect within TotalEnergies Brasil. You are entitled to use it to stop work or an operation that you believe unsafe. A Stop Card action entails stopping the work, finding out more about the situation and discussing it, and agreeing on corrective measures so that work can resume.