

## INTEGRATED MANAGEMENT POLICY

TotalEnergies Brasil Distribuidora operates on the Brazilian market for Fuels, Lubricants, and specialties, based on its main commitment to the production and marketing of competitive products that satisfy the needs of our customers and shareholders, maintaining a safe, hygienic workplace, operating in a responsible manner towards the environment, taking into account the principles and expectations contained in One Maestro.

Our principles are:

- 1 Protecting the integrity of all employees, carrying out work that prevents injury and occupational disease.
- 2 Working continuously and preventively to qualify employees, improve facilities and partnerships with Suppliers and Customers aiming at better products, services, working conditions and industrial hygiene to avoid material, property and personal damage, fire, environmental pollution.
- 3 Managing centers according to the applicable rules of the PATCOM program, aiming at increasing efficiency, quality and guaranteeing safety, health, and prevention of the environment in the road transportation activities of our products.
- 4 Satisfying and meeting the requirements of our customers and shareholders.
- 5 Complying with the laws, rules, and regulations relevant to the company's products, processes, and activities.
- 6 Sharing with our employees the responsibility for Hygiene, Safety, Quality of services, products, and environmental protection.
- 7 Continuously improving the effectiveness of the Integrated Management System.
- 8 Working continuously on the implementation of the Total Group's programs.
- 9 Working to meet One Maestro's expectations and principles in our activities.
- 10 Working towards improving our operational profitability.

## 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 location and the absence of energy and fluids before any intervention.
- Confined Spaces**  
I obtain authorization 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 Barado: +55 11 93052-4420

Wilson Volpe: +55 11 97387-1520

#### Stop Card System

Rua Felfredo Remick, 302, Tower B, 3rd floor

Vila Olimpia Corporate, São Paulo / SP

Front desk (Mon - 5pm weekdays) - Phone: +55 11 3054-6100

#### Pindamonhangaba Office

Av. Tobias Salgado, 45, Pindamonhangaba / SP

Front desk (Mon - 5pm weekdays) - Phone: +55 12 3644-6000

#### Araxós Office

Rua Zita Montandon, 130, Araxós / MG

Front desk (Mon - 5pm weekdays) - Phone: +55 34 3669-4219

#### Uberlândia Office

Rua do Prata, 1383 - Chácara Romanza - 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 6666-0002 (all calls)

0800 6884 767 (domestic calls only)

Call Police 190

Call in case of fire: 193



## Welcome to Pindamonhangaba plant

Health, safety and environmental guidelines for your visit to TotalEnergies.



## LOCATION



## SAFETY AND EMERGENCY INFORMATION

### MANDATORY PERSONAL PROTECTION EQUIPMENT

To access as production areas, the use of the PPE below is mandatory:

- ✓ Safety helmet with jugular;
- ✓ Safety glasses;
- ✓ Safety footwear;
- ✓ Reflective vest;

### ALARMS AND EMERGENCY INFORMATION

✓ EMERGENCY (fire, leak, explosion) - continuous ringing;

✓ EVASION TO MEETING POINTS - continuous ringing.

### WHAT TO DO IF YOU HEAR THE ALARMS

- ✓ Stop any activity you are doing;
- ✓ Turn off the machines if it is safe to do so;
- ✓ Evacuate building immediately;
- ✓ Move on to the emergency meeting point;
- ✓ Follow the directions of the Emergency Team;
- ✓ At the end of the emergency, all the alarms will be turned off.

### EMERGENCY RESPONSE TEAM

✓ Wear the red helmet.

### DURING THE VISIT

✓ Visitors must always be accompanied by a Total employee.

## EVACUATION RULES

- ✓ Do not panic;
- ✓ Immediately stop your activities;
- ✓ Turn off the equipment;
- ✓ Follow the instructions of the Emergency Team;
- ✓ At the end of the emergency the alarm will be turned off.



## SMOKING AREA

Smoking is not allowed on TotalEnergies premises. If you are a smoker, you must inform an employee of TotalEnergies Brasil, in order to be guided to the smoking area.

## MOBILE DEVICE

The use of cell phones and cameras in the operating area is forbidden. The use is restricted to the interior of administrative buildings.

## SPEED LIMIT

Inside the plant, the speed limit is 10 km/h.

## ENVIRONMENT

Collaborate with the environment, throw the garbage in the correct bin.



## 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@totalbrasil.com.br](mailto:hse@totalbrasil.com.br)

## STOP CARD



The Stop Card is in effect within TotalEnergies Brasil. You are entitled to use it to stop work in 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.

## QUIZ

1. When you hear the emergency alarm you should stop all the activity safely, keep calm and follow the instructions of the emergency response team.

☐ False ☐ Correct

2. The use of cell phone is prohibited in the industrial area. The use is restricted to the interior of the administrative building (located outside the industrial area).

☐ False ☐ Correct

3. Smoking is allowed in any area within the company

☐ False ☐ Correct

4. The correct colors of the paper and plastic collectors are blue and yellow respectively

☐ False ☐ Correct

5. Golden Rule nº 2 (Traffic) is related to the circulation risks

☐ False ☐ Correct

I declare that related to the safety instructions through integration for visitors, I commit to follow the rules and regulations during my stay in the unit.

Name: \_\_\_\_\_

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

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

