

**SIGMARIS GROUP**

For Sigmaris Group employees  
**Staff Manual**

**HSE**



Sigmaris Group is concerned about your health, safety and working environment. This staff manual includes information on our guidelines, what you may expect of us and what we expect of you.



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01 **HSE Policy  
Goals  
& Strategy**

## 1.1 HSE Policy

The aim of our company is to provide a significant input on the development of industrial economy sectors by improving the image and quality of products and services of Lithuanian origin corresponding to high international standards.

Our vision is to become recognized as the most reliable Lithuanian supplier of complex, engineering – technical and production services and products for companies executing international projects in energy, shipbuilding and repair, industrial and civil construction industries.

The quality, environment protection, occupational safety and health policy of Sigmaris Group covers the management of all the interrelated processes in order to ensure the quality of provided services by continuously improving the quality results and reducing the company's effect on the environment and the risks, relating to occupational safety.

This policy is implemented:

By preparing, implementing and continuously improving the quality, environment protection, occupational safety and health management system in accordance with the requirements, provided in ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018;

By supplying resources and continuously improving the efficiency of the quality, environment protection, occupational safety and health management system;

By regularly reviewing, analyzing and updating the policy and goals in order for them to remain relevant and suitable;

By providing to the customer a quality service, compliant with the raised requirements, satisfying the stakeholding parties' needs and expectations;

By observing the legal and other requirements of the Republic of Lithuania and the European Union;



By improving the provided services, implementing innovations, sparingly and rationally using the materials and energy resources

By managing and reducing the negative effects of the company's activities on the environment and by preventing contamination;

By identifying the potential threats, evaluating the managing professional risks, performing prevention of accidents, emergencies and occupational diseases and by ensuring appropriate and safe working conditions;

By managing subcontractors' and suppliers' activities, by selecting and controlling them responsibly;

By systematically developing the qualification of all levels' employees and encouraging each employee to participate in the development of the quality, environment protection, occupational safety and health management system, developing their understanding and responsibility for the quality, environment protection, occupational safety and health according to their duties and competence.

## 1.2 HSE Goals

- To carry out prevention of injuries and accidents. No injuries, accidents or near fires – in line with our zero vision.
- No sick-leave due to the working environment.
- Zero drug smuggling and alcohol abuse cases
- Ensure that all employees receive sufficient information about HSE, risks and hazards to avoid injuries and losses.
- Carry out risk assessment at work place on regular basis.
- Ensure proper disposal of waste
- To carry out HSE trainings for Company's employees on regular basis.

## 1.3 HSE Strategy

Sigmaris Group overarching strategy for the implementation of its health, safety and environment work is to have good routines, instructions and procedures.

- Good routines, information and procedures that ensure a safe workplace and working conditions.
- Thorough training for resource people and general training for all employees.
- Give safety representatives sufficient authority to promote specific measures within the area of HSE.
- Allocate enough resources to implement necessary measures.



## 2.1 Your responsibilities

As a contracted employee you are subject to Sigmaris Group safety instructions, company rules and other regulations. Sigmaris Group shall ensure that you are posted out to a safe workplace. Should you have any questions concerning HSE, please contact the safety representative in Sigmaris Group.

You must adjust to and comply with the Sigmaris Group and its customers safety instructions, company rules and other regulations that apply at the client's and/or for the assignment. This means that you must:

- Actively contribute to and support the HSE goals, action plans and measures.
- Comply with and abide by the routines, procedures and instructions that apply for the relevant duties.
- Be aware of and report any situations that are of significance with respect to HSE.

## 2.2 Sigmaris Group responsibilities

Sigmaris Group is responsible for supervising and monitoring you in your day-to-day work.

You should receive information about and training in the safety instructions, company rules and other regulations relating to HSE so that you are not exposed to risks or excessive strain. Sigmaris Group also includes you in its health and safety service and tells you who your safety representative is.

Sigmaris Group must ensure that you are contracted out to a safe workplace and bear day-to-day responsibility for this.



02  
Responsibility  
Organisation  
& Training

## 2.3 Assignments involving an increased risk of injury

Sigmaris Group conducts HSE surveys of all clients and assignments.

Sometimes a client and/or assignment is defined as high risk. High risk assignments are defined as: „Assignments involving an increased risk of injury.

These could be assignments within, for example:

- Building & Construction
- Shipbuilding / ship repair
- Warehouse & Logistics
- Transport
- Production
- Hotel, Restaurant & Canteen
- Oil & Energy
- Cleaning
- As well as any assignments where there are workplace related factors that increase risk

## 2.4 Protective equipment and work clothes

Some assignments require the wearing of special protective equipment and/or work clothes. Sometimes the Customer will provide these, while other times Sigmaris Group will. As your employer, Sigmaris Group undertakes to ensure that you have the mandatory protective equipment and other equipment necessary to keep you safe. When Sigmaris Group provides you with work clothes and/or protective equipment, you must sign a special work clothes record.

## 2.5 HSE related courses

Some assignments require a specific HSE course. As a rule, you should be included in the Sigmaris Group HSE training courses as well as in the HSE trainings required by Customers. The HSE training courses will be conducted in Lithuanian or English languages.

## 2.6 Safety representatives

A safety representative is the employees' representative in the work of ensuring a satisfactory working environment. The main duties of a safety representative are to control, monitor and participate in the implementation of safety and environmental work. As an employee you are covered by the Sigmaris Group health and safety service.

You can contact Sigmaris Group safety representatives

*Ms. Kristina Petkeviciute* tel: +370 62030330

*Mrs. Dovile Kupsyte - Ciukse* tel: +370 61120665

or Company's authorized onsite HSE representative

## 2.7 Issues related to alcohol, drugs and addictive gambling in the workplace

Sigmaris Group has zero tolerance with respect to the use of intoxicants. You must not be under the influence of alcohol or other intoxicants or anaesthetic substances during work hours, or be absent due to the use of intoxicants. Breaches of this rule will have consequences for your employment relationship.

On certain assignments, the Customer may demand that you consent to alcohol and/or drug testing when this is required by the law or regulations, concerns a position which involves particularly high risk, or when the client deems it necessary to protect life or health. Any requirement for alcohol and/or drug testing is normally clarified prior to signing assignment contracts, but it may also become a requirement in existing assignments.

## 2.8 Company health service

The company health service assists the employer and employees with monitoring the working environment and suggests improvements. It consults our company health service for advice on ergonomics, the physical working environment. The company health services is also utilised in the event of serious incidents, acute life crises, or changes in work situations.

## 2.9 State Labour Inspectorate

The job of the State Labour Inspectorate ([https://www.vdi.lt/Forms/Tema.aspx?Tema\\_ID=50](https://www.vdi.lt/Forms/Tema.aspx?Tema_ID=50)) is to advise companies on working environment issues, but it also has the authority to issue instructions in the event of a failure to comply with laws and regulations. Sigmaris Group follows State Labour Inspectorate requirements to ensure good working conditions for all our employees.





### 3.1 Definition of occupational injury

An occupational injury is an injury that is due to a sudden or unexpected external event (accident) that occurs during working hours, in the workplace and during the performance of the work.

Definition of serious occupational injury

- Head injuries/concussions involving a loss of consciousness and/or other serious consequences.
- Skeletal injuries (except simple fractures or broken fingers or toes).
- Internal injuries (injuries to internal organs such as the lungs, kidneys, spleen, etc.)
- Loss of a body part (amputation of a body part or parts thereof).
- Poisoning (with the risk of permanent injury).
- Loss of consciousness due to the working environment factors, e.g. lack of oxygen.
- Burn, frost or corrosion injuries (all full skin injuries (3rd degree) and/or partial skin injuries (2nd degree) to the face, hands, feet or the anogenital region, as well as all partial skin injuries that cover more than 5% of the body's surface.
- General hypothermia.
- Injuries that require hospital treatment, except for simpler outpatient treatment

## 3.2 Definition of serious occupational injury (advisory)

An illness can be accepted as an occupational illness if it is a consequence of a harmful impact from the working environment and is one of the illnesses listed in the regulations on occupational illnesses and infectious diseases equated with occupational illnesses. Strain injuries are not accepted as occupational illnesses.

Examples of occupational illnesses include:

- Poisoning, chemical impacts
- Allergies, skin/lungs
- Radiation injuries
- Impaired hearing
- Some lung diseases caused by dust
- Vibration injuries
- Decompression sickness
- Infections

## 3.3 Definition of occupational illness

An illness can be accepted as an occupational illness if it is a consequence of a harmful impact from the working environment and is one of the illnesses listed in the regulations on occupational illnesses and infectious diseases equated with occupational illnesses. Strain injuries are not accepted as occupational illnesses

Examples of occupational illnesses include:

- Poisoning, chemical impacts
- Allergies, skin/lungs
- Radiation injuries
- Impaired hearing
- Some lung diseases caused by dust
- Vibration injuries
- Decompression sickness
- Infections

## 3.4 Procedure for serious occupational injury or death

Find out what has happened and the scope of the incident Contact the following:

*Ambulance Tel. 112      Police Tel. 112      Fire and rescue department Tel.:112*

*Immediate superior at Sigmaris Group or Customer      State Labour Inspectorate Tel. +370 5 213 9772.*

Note: During the performance of works on Customer's site, you'll be provided with the local contingency plan and emergency contact numbers.

## 3.5 Reporting occupational injuries and illnesses

A specific occupational injury form must always be filled out in the event of an occupational injury or occupational illness. This ensures that Sigmaris Group (employer) registers your occupational injury/illness and that the expenses you are entitled to have or the insurance company cover are paid. It is important that both the manager responsible for your assignment and you sign the form so that we are sure both parties agree on the course of the events that resulted in the incident.

Insurance payments are contingent on the injury being reported and accepted as an occupational injury/illness.

Remember:

- Always submit a report to the manager responsible for your assignment if you are injured at work or experience a near accident.
- The injury case must be recorded at Sigmaris Group.
- Inform Sigmaris Group HR department if there is a risk of the injury resulting in incapacity to work, disability or long-term sick leave.

The manager responsible for your assignment must:

- Send the injury report to the insurance company in cases where serious injuries are involved, injuries that may result in incapacity to work or disability, or injuries that will result in major treatment costs in the national health service.

Your doctor must:

- Issue a written report if it is suspected that your affliction is related to your work situation.

## 3.6 Expenses in connection with an occupational injury and/or occupational illness

Expenses in connection with occupational injury and /or occupational illness are reimbursed as per law on social insurance of occupational accidents and occupational diseases of the Republic of Lithuania (23 December 1999 No VIII-1509 Last amended on 01 January 2020)

<https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.93115/asr>



# 04 Serious Incidents



## 4.1 Introduction

A serious incident could involve unpremeditated (HSE) or premeditated (criminal) circumstances, for example

- Occupational accident
- Sudden death
- Fire
- Serious breach of Sigmaris Group code of conduct (disloyal employees)

## 4.2 Procedure for serious occupational injuries, deaths or other serious incidents

Find out what has happened and the scope of the incident Contact the following:

*Ambulance Tel. 112    Police Tel. 112    Fire and rescue department Tel.:112*

*Immediate superior at Sigmaris Group or Customer*

*State Labour Inspectorate Tel. +370 5 213 9772.*

Note: During the performance of works on Customer's site, you'll be provided with the local contingency plan and emergency contact numbers.

## 4.3 Crisis management - advice and guidance

Employees may sometimes experience serious stress, both at work and in their private lives. In order to ensure good personnel care, we have guidelines for how we can take care of each other in the event of such incidents. Sigmaris Group HR managers and HSE specialists are open and react correctly when stressful situations arise. Being prepared for a crisis is about building the capacity of employees to tackle serious disasters by equipping them with the knowledge on how to make serious but important decisions that will safely steer the organization through the stressful situations.





## 5.1 Introduction

Our goal is to run our business in line with strict requirements concerning environmentally aware conduct. We take responsibility for how we impact people and the environment. Polluting consumption and environmentally friendly measures are reported annually via Management Review.

## 5.2 Purchasing

We stipulate environmental requirements for all our purchases and will prioritize environmentally certified

Suppliers or suppliers in the process of obtaining environmental certification. In purchasing processes, we will

- Check the relevant suppliers' environmental profile and whether or not they are environmentally certified
- Avoid using products listed in the list of toxic and injurious materials approved by the Ministry of Health of the Republic of Lithuania and the Department of Environmental Protection.

Sigmaris Group suppliers must:

- Document their environmental status and confirm their willingness to further develop their environmental plan.

## 5.3 Environmental work in practice

The company's business strategy is oriented towards the most modern and advanced technologies, the highest level of workmanship that meets the requirements of international standards, and environmental protection.

The Company has established that its activities are related with the identified significant EP aspects and can result in deviations from the environment protection policy, goals or tasks. In order for the activities to be properly controlled and managed, the Company has implemented several IMS procedures and instructions, which each employee can find on company's server:

### **IVS -12, Environmental Protection”**

EP aspects Evaluation Protocol

Company's code of conduct

Pollution prevention and environmental impact reduction:

- We sort and manage waste and record its formation;
- While sorting waste, we separate secondary materials;
- The most dangerous waste is collected separately, collecting containers are marked with certain established labels.
- We handover the generated waste to registered waste management companies only (according to the agreements regarding the waste usage and disposal), in pursuance of established temporary waste storage terms.
- We familiarize Sigmaris Group employees and subcontractors with legal requirements of waste management.
- We carry regular waste management control in the workshop (project site)

Prevention of emergency situations:

- We ensure that the workshops /sites to be provided with required fire-fighting equipment and assure its usability.
- We provide theoretical emergency trainings to Company's employees as per emergency plan.
- We follow LT & EU laws and regulations on use and storage of chemical substances.
- The Company's employees are familiarized with the chemical materials being used during the technological process. Familiarization with material safety data sheet is recorded and signed by each Sigmaris Group employee who is in contact with mentioned materials.



# “ Internal Control 06

## 6.1 Introduction

Internal control is quality assurance. The purpose of an internal control system is to ensure that problems are discovered and dealt with in time. Sigmaris Group complies with the requirements that are stipulated for HSE in Lithuanian and European laws and regulations.

## 6.2 Risk Assessments

Risk is defined as the possibility of something adverse occurring and the consequences this may have. This is not just about major accidents, but also, for instance, problems working together, strain injuries, illness, risk of pollution, etc. Hazards and problems in the workplace must be surveyed and, on the basis of this, risks assessed, the appropriate plans drawn up, and measures implemented to reduce risks. Sigmaris Group surveys HSE at all of its clients prior to assignments.

## 6.3 Your Responsibilities

You must adjust to and comply with Sigmaris Group safety instructions, rules and other regulations that apply at the Customer's and/or for the assignment.

This means that you must:

- Actively contribute to and support the HSE goals, action plans and measures.
- Comply with and abide by the routines, procedures and instructions that apply for the relevant duties.
- Be aware of and report any situations to the client that are of significance with respect to HSE.

## 6.6 Whistleblowing

Whistleblowing is positive for both the company and for society because it enables improper situations to be rectified and misconduct can be corrected. Situations that should be reported include breaches of the law, internal rules or ethical standards. You also have a duty to report improper situations.

Employees who are willing to whistle blow are an essential resource for Sigmaris Group. It is also the individual's duty to notify us of unacceptable circumstances.

As a starting point Sigmaris Group safety representatives may be notified. If you do not get any response or feedback, you are encouraged to inform Sigmaris Group Top Management.

Employees may notify the State Labour Inspectorate of circumstances one thinks is contrary to the law. The State Labour Inspectorate is obliged to keep the whistleblower's name anonymous.

## 6.4 Customer's Responsibilities

As a contracted employee from Sigmaris Group you should be included in the client's risk assessment and internal control system. The client is responsible for coordination and for ensuring a fully satisfactory working environment

## 6.5 Sigmaris Group Responsibilities

If the Customer cannot confirm that you are covered by their internal control system, you will be covered by Sigmaris Group HSE and internal control system. Sigmaris Group will conduct a specific risk assessment of the workplace to which you are contracted out.





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# Relevant HSE acts, Regulations, Requirements

## 7.1 Introduction

This section HSE handbook provides an overview and descriptions of the applicable requirements, based on the laws and regulations that apply for HSE work in Lithuanian companies and which are relevant for our activities.

## 7.2 Lithuanian Labour Code

The hard copy is available at Sigmaris Group HR department and can be provided upon employee's request. The official updated version of Lithuanian Labour Code can be found at register of legal acts of the Republic of Lithuania.

<https://www.e-tar.lt/portal/lt/legalAct/TAR.95C79D036AA4/asr>

## 7.3 Law on safety and health at work

<https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/3c128c0120eb11e58a4198cd62929b7a?jfwid=fhhu5mpna>

## 7.4 Law on social insurance of occupational accidents and occupational diseases of the Republic of Lithuania

<https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.93115/asr>

## 7.5 Law on environmental protection

<https://www.e-tar.lt/portal/lt/legalAct/TAR.E2780B68DE62/asr>

## 7.6 Law on Waste Management

<https://www.e-tar.lt/portal/lt/legalAct/TAR.8D38517814F1/asr>