

1. SCOPE

This Procedure describes the organizational issues of the Company that concern quality, environment, health & safety and social accountability. The Procedure complements Procedure P.110 as far as quality matters are concerned.

2. IMPLEMENTATION AND RESPONSIBILITIES

This Procedure is applied to the whole quality, environmental, health and safety and social accountability structure of the Company.

Those responsible for its application are:

- Quality Board (QB)
- Environmental Board (EB)
- Health & Safety Central Committee (H&SCC)
- Health & Safety Sub Committee (H&SBC)
- Social Accountability Board (SAB)
- General Manager (GM)
- Plant Manager (PM)
- Health and Safety Manager (H&SM)
- Environmental Manager (EM)
- Social Accountability Manager (SAM)
- Administrative and External Relations Manager (AERM)
- Human Resources Manager (HRM)
- Finance Manager (FM)
- Sales & Business Development Manager (S&BDM)
- Commercial & Supply Chain Manager (C&SchM)
- Quality Control Manager (QCM)
- Production Manager (PrM)
- Maintenance Manager (MM)
- Mechanical Maintenance Manager (MMM)
- Electrical Maintenance Manager (EMM)
- Civil Maintenance & New Project Manager (CMNPM)
- Heads of Sectors

3. DESCRIPTION

3.1 Quality Management

Quality matters in the Company are coordinated and / or performed under the responsibility of the QCM.

3.1.1 Quality Board

The Company's Management is involved in the Quality System through the Quality Board. The responsibilities of the Quality Board are in general the following:

Issued by: QCM EM H&SM SAM	Reviewed by: QCM EM H&SM SAM	Approved by: GM
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- Establishing the Company's Quality Policy
- Adopting the Quality System's documents
- Conducting the internal quality audits
- Conducting reviews of the Quality System
- Establishing quality targets

The members of the Quality Board are:

- Quality Control Manager – Chairman of the Board
- General Manager
- Plant Manager
- Environmental Manager
- H&S Manager
- Managers of all Departments

The QCM, who participates in the Quality Board, is responsible for supporting activities of the QB and for implementing the decisions that are taken during the meetings (P.940 "IMS Meetings"). In an absence of QCM, appointed personnel from him/her will manage the relevant duties.

3.1.2 ISO 9001 Supporting Team

An ISO 9001 Supporting Team has been established as well, in order to support the Quality Control Manager for the Quality System's development and implementation. The members of the Team are proposed by the Quality Control Manager and appointed by the Plant Manager.

3.2 **Environmental Management**

3.3

The Plant's Management provides resources essential for implementation, control and improvement of the Environmental Management System. Resources include human resources and specialized skills, organizational infrastructure, technology and financial resources.

The Plant has appointed a Management Representative (EM) who is responsible for:

- ensuring that Environmental Management System requirements are established, implemented and maintained in accordance with the EN ISO 14001:2004 Standard,
- reporting on the performance of the Environmental Management System to the Plant's Management for review and as a basis for the improvement of the System, and
- Liaising with external parties and associates on matters related to the System.

The EM inspects, every six months or in exceptional situations (change of productive equipment, products / services, etc.), the Plant facilities in order to identify potential new impacts. The audits are performed in accordance with the Procedure P.930 "Internal Audits" and concern:

- process analysis,
- the respective aspects,
- the way of treating the impacts.
- the findings / changes of the issues
- the proposed corrective and preventive actions
- the responsible personnel and the relevant deadlines

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On an annual basis, the EM examines the Plant's environmental records, as these are described in the documentation procedures of the Environmental Management System (EMS), aiming to identify potential new environmental aspects and impacts.

The Plant has also appointed the Environment Board, which is responsible to identify the environmental aspects, to determine the emergency situations and the need for preparation of emergency plans, to review on annual basis the Environmental Management System etc. The Environmental Board which consists of the following:

- Environmental Manager – Chairman of the Board
- General Manager
- Plant Manager
- Quality Control Manager
- H&S Manager
- Production Manager
- Managers and Heads involved in plant and quarries operations as defined by the Plant Manager and the General Manager

3.4 Health and Safety Management

3.4.1 Health & Safety Central Committee

ANTEA H&S Central Committee provides strategic and tactical guidance for the Safety and Health improvement initiatives at ANTEA PLANT.

ANTEA H&S Central Committee shall establish effective business processes to promote the full implementation of the Titan's Group Health & Safety Policy.

The Central Committee's Members must demonstrate visible leadership, personal commitment, active support, actions' accountability and timely follow-through for all safety programs.

The Members of the Central Committee are:

- Health and Safety Manger – Chairman of the Committee
- Human Resources Manager
- Social Accountability Manager
- Sales & Business Development Manager
- Commercial & Supply Chain Manager
- Plant Manager
- Environmental Manager
- Quality Control Manager
- Production Manager
- Maintenance Manager
- Mechanical Maintenance Manager
- Electrical Maintenance Manager
- Civil Maintenance & New Project Manager

3.4.2 Health & Safety Central Committee Scope, Objectives and Functions

Its principal objective is to put in place and *maintain* a “**zero safety incident culture**” for all employees at ANTEA PLANT.

The H&S Central Committee has those main functions

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Its principal objective is to put in place and *maintain* a “**zero safety incident culture**” for all employees at ANTEA PLANT.

The H&S Central Committee has those main functions:

- To facilitate co-operation between the employer and the employees, developing, carrying out and monitoring measures designed to ensure the health, safety and welfare at work of the employees;
- To assist in the resolution of issues relating to occupational health, safety or welfare that arise at the workplace;
- To assist in the development, review and distribution of occupational health, safety and welfare practices, procedures and policies to employees within the workplace;
- To consult with the employer on any proposed changes to occupational health, safety or welfare practices, procedures or policies;
- To keep under review developments in the field of rehabilitation of employees who suffer work-related injuries;
- To assist in the return to work of employees who have suffered work-related injuries;

The H&S Central Committee establish sub-committees as described at F-1.P.120 “Health & Safety Sub-Committees” provide advice or to assist it in the performance of its functions. Additional temporary subcommittees (working groups) may be added as and when necessary on any relatively required topic. The H&S Central Committee may delegate any of its functions to a subcommittee established.

It monitors performance and provides a forum for resolving behavior and/or other issues.

It sets annual targets (*e.g. for lagging and leading indicator levels*).

It assists in the formulation and distribution (bilingual) of policies, practices and procedures

3.5 Social Accountability Management

The Plant’s Management provides resources essential for implementation, control and improvement of the Social Accountability Management System. Resources include human resources and specialized skills, organizational infrastructure, technology and financial resources.

The Plant has appointed a Management Representative (SAM) who is responsible for:

- ensuring that the Social Accountability Management System requirements are established, implemented and maintained in accordance with the SA 8000:2014 International Standard,
- reporting on the performance of the Social Accountability Management System to the Plant’s Management for review and as a basis for the improvement of the System, and
- Liaising with external parties and associates on matters related to the System.

The SAM inspects, annually or in exceptional situations (change of productive equipment, products / services, etc.), the Plant facilities in order to identify potential new impacts. The audits are performed in accordance with the Procedure P.930 “Internal Audits” and concern:

- process analysis,
- the respective labor and social accountability issues,
- the way of treating the issues,
- the findings / changes related to the issues,

- the proposed corrective and preventive actions,
- the responsible personnel and the relevant deadlines.

On an annual basis, the SAM examines the Plant's social accountability records, as these are described in the documentation procedures of the Social Accountability Management System (SAMS), aiming to identify potential new issues related to the system.

The Plant has also appointed the Social Accountability Board, which is responsible to identify the social accountability issues, to determine the required preventive or corrective actions, to review on annual basis the Social Accountability Management System etc. The Social Accountability Board consists of the following:

- Social Accountability Manager – Chairman of the Board
- General Manager
- Plant Manager
- Quality Control Manager
- Environmental Manager
- H&S Manager
- Human Resources Manager
- Commercial & Supply Chain Manager
- Workers Representative
- Managers and Heads involved in plant and quarries operations as defined by the Plant Manager and the General Manager

4. RELEVANT FORMS AND SOFTWARE

F-1.P.120 Health & Safety Sub-Committee

5. RECORDS

Code	Filled by	Kept by	Retention Time	Copied to
F-1.P.120	QCM (E) EM (E) H&SM (E) SAM (E)	QCM (H,E) EM (H,E) H&SM (H,E) SAM (H,E)	3 years	QB (E) EB (E) H&SCC(E) SAB (E)

6. REFERENCES

P.930 Internal Audit
P.940 IMS Meetings

7. DOCUMENT HISTORY

Version Nr.	Date	Changes made
1	18.05.2011	
2	01.06.2012	Introduction of Social Accountability Issues
3	01.10.2012	In general all points
4	01.01.2013	Point 2
5	29.01.2015	Changes according to the Organizational Chart