

HSEPS Communications

1. APPLICABILITY

- 1.1 This standard applies to all Honeywell organizations and majority owned subsidiaries worldwide.

2. OVERVIEW

- 2.1 An effective and formal process to ensure the proper flow and exchange of information is a key element to any well-managed organization. It is particularly critical to HSEPS execution due to the importance of communicating expectations, performance and risk throughout the organization. In addition, the organization's ability to effectively communicate and involve the workforce will help ensure successful HSEPS programs and culture.
- 2.2 Both internal and external communication channels must be effectively established. Internal communication is critical to success. A sound and consistent process to engage key external stakeholders will ensure the accuracy and effectiveness of external communication.

3. DEFINITIONS

- 3.1 Definitions for underlined text are found at the end of this document.

4. REQUIREMENTS

- 4.1 The organization shall develop and implement a documented procedure for managing the internal and external communications of HSEPS information and data. As a minimum, the procedure must contain the following elements:
 - 4.1.1 Description of the overall HSEPS communication strategy including internal and external communication
 - 4.1.2 Roles and responsibilities for organization leadership, HSEPS, Human Resources (HR), Communications and Legal functions
 - 4.1.3 A method for providing critical HSEPS information to the workforce and soliciting and processing HSEPS information from the workforce, including communication within an organization (e.g. single site) and across related organizations (e.g. multi-site business)
 - 4.1.4 A method to consult with and involve the workforce in HSEPS related matters in their work environment such as work related risks, new and existing controls, changes to controls or risk, and training plans
 - 4.1.4.1 Where communication programs are required by government regulations, the procedure and practice must be in compliance with these regulations
 - 4.1.5 A process for receiving, documenting and responding to HSEPS related communication from external sources including external information requests,

complaints (including product related complaints) and regulatory agency communications

- 4.1.6 A process for receiving, documenting and responding to HSEPS related communication from internal sources, including a method for employees to report HSEPS concerns, issues or potential non-compliance anonymously without fear of reprisal (Note: Using current processes such as the Honeywell ACCESS system will comply with this requirement)
 - 4.1.7 If the organization chooses to proactively provide HSEPS information to external parties including (but not limited to) customers, a method must be included in the procedure describing what information will be provided and how it will be approved and provided
 - 4.1.8 A specific plan for internal and external communication in the event of emergency situations including, but not limited to serious employee injury, environmental releases, and serious property loss (TIER I events)
- 4.2 Development of the procedure as well as final approval must include the organization's Communications Department.

5. RELATED DOCUMENTS

- 5.1 None defined now.

Definitions

Critical HSE Information	Information determined to be essential to the organization's workforce to ensure expected HSEPS performance is achieved and maintained. This information may include employee risks and associated controls, HSE metrics, progress on key objectives, lessons from incident investigations, customer concerns, responses to concerns communicated to leadership, etc.
Controls	Methods used to manage HSEPS risks for the organization. Controls can be engineering (machine guarding, physical barriers, workstation design), administrative (procedures, training, rules) or PPE (respirators, earplugs, gloves)
Organization	The entity for which the HSEPS management system applies. For purposes of complying with this HSEMS, Honeywell organizations may be defined at the most appropriate level such as Corporate, SBG (strategic business group), SBU (strategic business unit), SBE (strategic business enterprise) facility, service group, etc.
Procedure	A formal and documented combination of methods, steps, and actions, which are established by an organization in order to achieve specific results, behaviors, or activities