



Health, Safety, Environment, Product Stewardship and Sustainability (HSEPS) Management Systems Manual

1 Context of the Organization

Honeywell International Inc. invents and manufactures technologies to address some of the world's toughest challenges initiated by revolutionary macro-trends in science, technology and society. A Fortune 100 company, Honeywell creates solutions to improve the quality of life of people around the globe by generating clean energy, using it more efficiently, and increasing our safety and security. Honeywell enables people around the world to connect, communicate, and collaborate. Honeywell equips customers to be more productive. Honeywell has an unrelenting commitment to quality and delivering results in everything we make and do. The needs and expectations of our customers, employees, neighbors, regulators and other internal and external interested parties are taken into consideration as discussed in the Honeywell Sustainable Opportunity Policy endorsed by the Honeywell CEO. Specially, "By integrating health, safety and environmental considerations into all aspects of our business, we protect our employees, our communities and the environment, achieve sustainable growth and accelerated productivity, drive compliance with all applicable regulations and develop technologies that expand the sustainable capacity of our world".

Honeywell is based in Charlotte, NC and is made of up four Strategic Business Groups (SBGs):

Aerospace (Aero)

- Honeywell Aerospace technology, products and services are found on virtually every commercial, defense and space aircraft. Aerospace develops innovative solutions for more efficient airplanes, more direct on-time flights, safer flying and runway traffic, along with aircraft engines, cockpit and cabin electronics, wireless connectivity services, logistics and more.

Honeywell Building Technologies (HBT)

- Honeywell Building Technologies' products, software, and technologies are in over 10 million buildings worldwide helping customers control their comfort, security, and energy use, with technologies ranging from environmental and building controls to security and fire alarm systems and smart grid solutions.

Safety and Productivity Solutions

- Honeywell Safety and Productivity Solutions provides personal protective and monitoring equipment to enhance workplace safety, scanning and mobile computers, warehouse automation and printing and media solutions that improve enterprise and workflow performance, increase worker productivity, and enrich operational intelligence with data-driven insights.



Performance Materials and Technologies (PMT)

- Honeywell Performance Materials and Technologies develop advanced materials, process technologies, automation solutions, and industrial software that are revolutionizing industries around the world. Our products help lower global warming potential and reduce emissions while enabling our customers to produce cleaner fuels, improve operational efficiency, and increase throughput capacity.

The Honeywell Health, Safety, Environmental, Product Stewardship, and [Sustainability](#) (HSEPS) Management System incorporates all applicable ISO 14001:2015, Responsible Care® 14001:2015, ISO 45001:2018 and Honeywell requirements. The HSEPS Management System is an integral part of the overall Honeywell Operating Model (including the Honeywell Operating System (HOS)) and defines how HSEPS is integrated with the manufacturing, service and business organization processes.

The Honeywell HSEPS Management System is designed to:

- a) Provide the SBGs and global Honeywell facilities with a systematic framework for minimizing HSEPS [risks](#) and associated liabilities;
- b) Implement processes that monitor, identify, and [control risks](#) associated with the design, production, and delivery of [products](#) and services including intended use through disposition;
- c) Provide a framework for continual improvement of the management system and the fulfillment of conformity to applicable statutory, regulatory and stakeholder requirements; and
- d) Promote the integration of HSEPS Management System with business planning and performance processes throughout the [organization](#).

In addition to defining processes for managing health, safety, environmental, product stewardship and [sustainability](#), the HSEPS Management System includes the standardization of processes related to security (physical and cyber), stakeholder outreach, distribution, and transportation.

2 Applicability / Scope of the HSEPS Management System

- 2.1 The HSEPS Management System is applicable to all Honeywell [organizations](#), subsidiaries and [joint ventures](#) (JV) worldwide where Honeywell has operational control, including all laboratories, offices, facilities, cafeterias, dormitories, processes, services and [products](#). Activities include, but are not limited to [product](#) and project design and development, changes to [products](#) and processes, manufacturing, field work (including Honeywell employees working at customer locations), supply, distribution (including transportation), and use of raw materials, [products](#) and waste. All personnel having access to the workplace, including all Honeywell employees and [contractors](#) are covered by the HSEPS Management System requirements.
- 2.2 [Joint venture](#) operations not under the operational control of Honeywell are encouraged to implement a management system consistent with the principles of the Honeywell HSEPS Management System.
- 2.3 Entities and contractual arrangements not covered by the above applicability criteria will be evaluated on a case-by-case basis to define applicability to the HSEPS Management System.



- 2.4 All Honeywell **organizations** globally will comply with all **compliance obligations** to which they subscribe. This includes requirements established by Honeywell (HSEPS Management System and Corporate and SBG policies, standards and procedures). The most stringent of these requirements apply should a conflict arise, unless expressly prohibited by regulation.
- 2.5 Each Honeywell facility as well as Honeywell and SBG Headquarters shall establish a written scope for their organization. Each organization shall consider external and internal issues; compliance obligations; its units, functions and physical boundaries; its activities, products and services; and its authority and ability to exercise control and influence.
- 2.6 Newly acquired operations and businesses shall conduct a baseline evaluation and develop an implementation plan for conformance to the HSEPS Management System. All implementation plans will include a timeline for implementation and must be approved by the Corporate HSEPS Vice President.
- 2.7 Newly formed operations and businesses shall incorporate the HSEPS Management System from inception (e.g. during formation, development and ongoing activity).
- 2.8 In cases where Honeywell employees from one SBG are co-located with another Honeywell SBG(s) location, personnel are either mapped to the location HSEPS Management System or an applicable Field Work HSEPS Management System.

3 HSEPS Management System Structure and Content

The HSEPS Management System is structured:

- **The Structure and Content (Level 0 Document)**: A single document that identifies the HSEPS Management System structure, applicability, elements of the HSEPS Management System and definitions for terms used within the management system.
- **Elements of the HSEPS Management System (Level 1 Document)**: Specific requirements for each element of the HSEPS Management System as it applies to different applicable **organization** levels (Corporate, Strategic Business Group (SBG), Facility, Field Work). These documents provide guidance for successful implementation of the management system elements and examples of objective evidence.
- **HSEPS Management System Operational Controls / Standards (Level 2 Document)**: Standards which define specific requirements to address **aspects, impacts, and compliance obligations** common to Honeywell's global operations.
- **HSEPS Management System Supporting Documents (Level 3 Document)**: Supporting documents that assist in deploying the HSEPS Management System (i.e. procedures, guidance documents, charts, descriptions, tools, templates).

4 Honeywell HSEPS Management System Elements

4.1 LEADERSHIP

4.1.1 Policy and Leadership Commitment

- 4.1.1.1 Honeywell establishes, implements and maintains the Sustainable Opportunity Policy which defines commitments to the Health, Safety, Environmental, Product Stewardship and

Sustainability (HSEPS) Management System.

- 4.1.1.2 All levels of **leadership** demonstrate their commitment to the HSEPS Management System by implementing and promoting the Sustainable Opportunity Policy.
- 4.1.1.3 **Top Management** supports other relevant management roles to demonstrate their leadership and conformance to the Sustainable Opportunity Policy.
- 4.1.1.4 The HSEPS Management System provides the framework for the implementation of the Sustainable Opportunity Policy requirements across all Honeywell **organizations**.
- 4.1.1.5 The Sustainable Opportunity Policy is available and communicated to all persons doing work under Honeywell's control, including **contractors**, with the intent that they are aware of their individual responsibilities, actions/inactions and consequences to others.
- 4.1.1.6 The Sustainable Opportunity Policy is available to relevant **interested parties**, including suppliers, customers and the public via the Honeywell external website.

4.1.2 Organizational Roles, Responsibilities, Accountabilities and Authorities

- 4.1.2.1 **Top management** ensures that the responsibilities, accountabilities and authorities for relevant roles are assigned and communicated within the **organization** to facilitate effective HSEPS management.
- 4.1.2.2 **Top management** demonstrates commitment by ensuring the availability of **resources** to implement and maintain the HSEPS Management System.
- 4.1.2.3 **Top management** assigns the responsibility and authority for:
 - a) Ensuring that the HSEPS Management System conforms to applicable International Standards outlined in Section 1 of this document.
 - b) Reporting on the performance of the HSEPS Management System to **top management**.

4.2 Planning

4.2.1 Aspects and Impacts

- 4.2.1.1 Honeywell establishes an approach to identify HSEPS **aspects** and the associated **impacts** of its activities, **products** and services including **product life cycle** perspective of which the **organization** can control and influence.
- 4.2.1.2 Honeywell assesses **risk** (including opportunities) associated with **aspects** for:
 - a) Health
 - b) Safety
 - c) Environmental
 - d) Security (Responsible Care)
 - e) Product Stewardship
 - f) Product Safety
 - g) Transportation
 - h) Process Safety Management
 - i) **Sustainability**

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4.2.1.3 The assessment considers:

- a) New and existing **products**
- b) Changes to existing **products**, services, the **organization** and operations
- c) Normal conditions
- d) Abnormal and **emergency** conditions
- e) Threats and opportunities

4.2.1.4 Honeywell documents and ranks **risk** associated with **aspects** to determine those that have significant **impact** on health, safety, environment, security, product stewardship, transportation, **sustainability** and process safety using established processes and criteria.

4.2.1.5 The **risk** assessment process includes opportunities for the participation of those doing work under Honeywell's control.

4.2.1.6 Emerging HSEPS issues and changes are evaluated to identify significant HSEPS **aspects** and **impacts**. (Section 4.2.3)

4.2.2 Compliance Obligations (Legal and Other Requirements)

4.2.2.1 Honeywell establishes, implements and maintains a process to:

- a) Determine mandatory requirements issued by governmental entities or other relevant authorities (i.e. legal obligations)
- b) Determine relevant requirements of **interested parties'** through the **aspects** and **impacts** assessment (Section 4.2.1) and determine which of those become other requirements.
- c) Determine how **compliance obligations** comprised of legal and other requirements apply to Honeywell and how they will be met.
- d) Communicate relevant information on **compliance obligations** to persons working under the control of the **organization** and other relevant **interested parties**.

4.2.3 Emerging Issues

4.2.3.1 Honeywell maintains a process to monitor emerging external and internal issues that may affect the ability to fulfill Honeywell's Sustainable Opportunity Policy.

4.2.3.2 External issues that are determined to have applicability to Honeywell will be addressed through the Management of Change (Section 4.2.4) management system process.

4.2.3.3 Organizational issues, both internal and external to the HSEPS function, will be assessed for applicability and addressed through the Management of Change (Section 4.2.4) management system process.

4.2.4 Management of Change (MOC)

- 4.2.4.1 Honeywell plans for and manages HSEPS change, whether the change is **temporary** or permanent, to ensure that the change does not create an adverse effect or deterioration in performance and that benefit is realized.
- 4.2.4.2 The responsibilities and authorities for managing and approving change are managed by the MOC process.
- 4.2.4.3 Associated **aspects** and **impacts** are identified through the MOC process and assessed by the risk assessment process (Section 4.2.1).
- 4.2.4.4 Results of the risk assessment are reviewed to determine if a **risk** has been affected (increased or decreased), or if a new **risk** or **impact** has been introduced (beneficial or consequential) so appropriate action can be taken.
- 4.2.4.5 The MOC process is linked to the other management system elements such as **Compliance Obligations** (Section 4.2.2) and **Emerging Issues** (Section 4.2.3) to manage the change appropriately and maintain compliance.
- 4.2.4.6 Changes are communicated to **interested parties** and to affected persons working under the control of Honeywell.

4.2.5 HSEPS Objectives

- 4.2.5.1 Honeywell establishes and maintains documented HSEPS objectives at all levels of the **organization** to drive continuous improvement and performance.
- 4.2.5.2 HSEPS objectives meet the following criteria:
 - a) Consistent with the Sustainable Opportunity Policy
 - b) Take into account applicable **Compliance Obligations**
 - c) Take into account **Significant Aspects**
 - d) Take into account Threats and Opportunities (Risk Assessment output)
 - e) Measurable (if practical)
 - f) Monitored
 - g) Communicated and documented
 - h) Updated as appropriate
 - i) Include time-frame for achievement
- 4.2.5.3 Honeywell considers best practices, technological options, financial, operational and business requirements when establishing HSEPS objectives.
- 4.2.5.4 Persons doing work under the control of Honeywell have opportunities to participate in setting HSEPS objectives.

4.2.6 HSEPS Management Plans

- 4.2.6.1 Each level of the **organization** develops and documents management plans to achieve HSEPS Objectives.
- 4.2.6.2 HSEPS Management Plans include:
 - a) What will be done

- b) What **resources** will be required
- c) Who will be responsible
- d) Completion targets
- e) Monitoring and Measurement
- f) How the results will be evaluated (including indicators)
- g) Integration into the business processes

4.2.6.3 Management Plans will be maintained and updated on defined intervals.

4.3 Support

4.3.1 Competence, Training and Awareness

- 4.3.1.1 Honeywell has a process to determine and evaluate the necessary **competence** of person(s) doing work under the control of the **organization** who affect HSEPS performance and the ability of the **organization** to fulfill compliance obligations.
- 4.3.1.2 Persons will be assessed against necessary competency and will be deemed **competent** on the basis of appropriate education, training, qualification and/or experience.
- 4.3.1.3 The assessment considers assigned responsibilities, abilities, language skills, literacy and employee feedback.
- 4.3.1.4 The assessment process ensures that necessary training or other actions are taken to achieve the appropriate level of **competence** associated with relevant HSEPS **aspects**, **impacts**, **control** measures and **compliance obligations**.
- 4.3.1.5 Training content will be developed and delivered by a competent person or through a competent process (i.e. a learning management system).
- 4.3.1.6 Periodically the effectiveness of training and the overall training process will be evaluated.
- 4.3.1.7 At a minimum all persons doing work under the control of Honeywell are made aware of:
 - a) Sustainable Opportunity Policy
 - b) Significant HSEPS **Aspects/Impacts** associated with their work
 - c) Their contribution to the effectiveness of the HSEPS Management System
 - d) Benefits of improved HSEPS performance
 - e) Implications of not conforming to the HSEPS requirements
 - f) Applicable **compliance obligations** associated with their work
 - g) Lessons learned from relevant incidents
- 4.3.1.8 Evidence of competency is documented and retained.

4.3.2 Communication & Participation

- 4.3.2.1 Honeywell determines the need for internal and external communications relevant to the HSEPS Management System considering **aspects** and **compliance obligations**.
- 4.3.2.2 Each level of the **organization** develops a written communication plan applicable to the operations.

4.3.2.3 When developing the communications plan, the **organization** considers:

- a) What information to disseminate
- b) What to communicate
- c) When to communicate
- d) How to communicate
- e) Whom to communicate
- f) Internal communications among various levels/functions of **organization**
- g) **Contractor** and visitor communications
- h) External communications / **Interested Parties**
- i) Public availability of **product** safety, **sustainability** and product stewardship information
- j) Communication of changes
- k) Management of relevant communications from and to **interested parties**
- l) Plan effectiveness evaluation in relation to Honeywell's communication objectives and needs of **interested parties**
- m) Diversity aspects (e.g. language, culture, literacy)

4.3.2.4 The communication plan includes HSEPS objectives (Section 4.2.5) and performance to the objectives.

4.3.3 Participation

4.3.3.1 Honeywell maintains a process to ensure effective participation and consultation in the HSEPS Management System by persons doing work under its direct control (and as appropriate, representatives) at all organizational levels and functions by:

- a) Providing the mechanism, time and resources necessary to participate in HSEPS Management System activities such as: **Leadership**, Planning, Operations, Performance Evaluation and Improvement.
- b) Providing timely access to information relevant to the HSEPS Management System.
- c) Identifying and removing obstacles or barriers to participation wherever possible.
- d) Creating systems and expectations for timely reporting of work related **aspects, risks, threats, opportunities, incidents, and nonconformities**.

4.3.3.2 Honeywell consults with relevant **interested parties** about matters pertinent to the HSEPS Management System and participates in mutual engagement programs and sharing activities as appropriate. This includes making relevant **product** safety and **product** stewardship information publicly available.

4.3.4 Document and Records Management

4.3.4.1 Honeywell maintains documents and records to demonstrate the effective operation of the HSEPS Management System.

4.3.4.2 Honeywell maintains a cross-reference table indicating the interaction and how the elements of the HSEPS Management System meet the requirements of the certifications identified in Section 1 of this document.

- 4.3.4.3 Each level of the **organization** is required to follow a process to demonstrate control of **documents** and **records**.
- 4.3.4.4 HSEPS Management System **documents** and **records** will be controlled to ensure they are:
- Available and suitable for use (where and when needed)
 - Adequately protected (e.g. from loss of confidentiality, improper use, or loss of integrity)
 - Compliant with Honeywell's Records and Information Management requirements
- 4.3.4.5 The **document** and **record** control process includes:
- Distribution
 - Access (persons doing work under the control of Honeywell)
 - Retrieval and use (e.g. version control)
 - Retention and disposition
 - Identification and description
 - Review and approval
- 4.3.4.6 The **document** and **record** control process prevents the unintended use and distribution of obsolete documents. The process identifies obsolete documents that must be retained for regulatory or other purposes.
- 4.3.4.7 Documents and information of external origin determined to be necessary by Honeywell for planning and the operation of the HSEPS Management System will be identified and controlled as appropriate.

4.4 Operations

4.4.1 Operational Planning and Control

- 4.4.1.1 Honeywell plans, implements, **controls** and maintains the processes needed to meet HSEPS Management System requirements and implement actions associated with applicable **aspects** and **impacts** (Section 4.2.1) and **compliance obligations** (Section 4.2.2) by:
- Establishing operating criteria for processes.
 - Implementing control of the processes in accordance with the operating criteria.
 - Maintaining documentation of the **controls** necessary to have confidence that the processes have been carried out as planned.
 - Managing situations where the absence of documented information could lead to deviations from the Sustainable Opportunity Policy and the HSEPS Objectives.
 - Assessing planned changes, review of consequences of unintended changes and taking actions to mitigate any adverse effects.
 - Evaluating outsourced processes to ensure they are controlled or influenced as appropriate.
 - Evaluating and controlling **aspects** and impacts arising from **contractor** activities and operations.
 - Establishing requirements and **controls** for procurement (e.g. **products**, hazardous materials or substances, raw materials, equipment, **contractor** or services) in order to ensure Honeywell requirements are addressed in the design and development processes and for **product** or service life cycle.
 - Establishing processes to verify the effective implementation of controls.

4.4.1.2 A process is maintained to reduce **risk** and protect the environment, conserve **resources**, protect worker health and create a safe and secure work environment based on the following hierarchy:

- a) Elimination of **hazards**
- b) Substitution with less hazardous material, process, operation or equipment
- c) Implementation of engineering **controls**
- d) Use of administrative **controls** including supervision and training, safety sign, markings and warning devices
- e) Use of personal protective equipment

4.4.1.3 Honeywell maintains:

- a) Systems to facilitate the flow of hazard and safe handling information
- b) Appropriate guidance and training along the value chain to support risk evaluation and risk management of its products (including end-of-life treatment and final disposition).
- c) Receipt of information from suppliers on equipment, goods and services purchased or used.

4.4.1.4 Honeywell maintains a process to review and assess the following entities to performance criteria established by the **organization** regarding Responsible Care, health, safety, security, **sustainability** and environmental performance:

- a) Customers
- b) Suppliers
- c) Outsourced processes
- d) Contract Manufacturers
- e) Carriers/Distributors/Third Party Logistic providers
- f) **Contractors**

4.4.2 Emergency Preparedness and Response

4.4.2.1 Honeywell establishes, implements and maintains a process where HSEPS **aspects** and **impacts** (Section 4.2.1) associated with **emergency** situations are evaluated to anticipate, prevent and minimize **risks** from potential emergencies.

4.4.2.2 The process includes:

- a) Identifying and planning for potential **emergency** situations.
- b) Preparation of a response to **emergency** situations.
- c) Responding to such **emergency** situations.
- d) Periodically testing and exercising response when practical.
- e) Evaluating and revising **emergency** preparedness planning as necessary (in particular, after testing and the occurrence of **emergency** situations).
- f) Provide training for **emergency** prevention, preparedness and response.
- g) Communicating with employees, **contractors**, visitors, relevant **emergency** response services, government authorities and local community as appropriate.
- h) Participating commensurate with **risk** in the deployment, implementation and maintenance of community **emergency** preparedness and planning and recovery needs.

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- i) Evaluating an appropriate process of responding to raw materials, **product**, process, and waste material transportation incidents.
- j) Ensuring periodic review and alignment with business continuity plans.

4.4.2.3 In all stages of the **emergency** preparedness process Honeywell shall take account of the needs and capabilities of relevant **interested parties** and ensure their involvement, as appropriate.

4.4.3 Behavior and Culture

4.4.3.1 Honeywell maintains a behavior and a culture process to ensure that person(s) doing work under the control of the **organization** work, act and lead in accordance with HSEPS Management System requirements. The process shall incorporate the behaviors and culture aspects of:

- a) **Leadership** and commitment
- b) Management behaviors
- c) Responsibility and ownership
- d) Engagement in improvements
- e) Communications, education and resources
- f) Continuous improvement

4.5 Performance Evaluation

4.5.1 Monitoring, Measurement, Analysis, and Evaluation

4.5.1.1 Honeywell plans, implements and maintains a process to evaluate conformity with its **compliance obligations** (Section 4.2.2).

4.5.1.2 The process includes the frequency and methods used to evaluate compliance, the requirement to take action if needed, and the requirement to communicate **nonconformities** as required.

4.5.1.3 The process includes self-assessments at planned intervals to provide information on:

- a) If the HSEPS Management System conforms to its own requirements.
- b) If the HSEPS Management System conforms to the certification requirements identified in Section 1 of this document.
- c) If the HSEPS Management System is effectively implemented and maintained.

4.5.1.4 Honeywell maintains knowledge and understanding of **compliance obligation** status and retains documented information as evidence of the compliance evaluation results.

4.5.2 Internal Audit

4.5.2.1 Honeywell in consultation with workers (and, as applicable, their representatives) plans, establishes, implements and maintains a governance process that includes the frequency, methods, responsibilities, planning requirements and reporting of audit results.

4.5.2.2 The governance process takes into consideration the HSEPS processes, performance evaluation outcomes, **significant aspects** and impacts, **compliance obligations**, **risks**/threats and opportunities and the results of previous audits (including self-assessments).

- 4.5.2.3 Honeywell defines the audit type and criteria and scope of each audit.
- 4.5.2.4 **Competent** auditors conduct audits to ensure objectivity and the impartiality of the audit process.
- 4.5.2.5 Audit results are reported to relevant **leadership**, relevant persons doing work under Honeywell's control and relevant **interested parties**. Documented information is retained as evidence of the implementation of the audit program and the audit results.

4.5.3 Management Review

- 4.5.3.1 **Leadership** at each level of the **organization** and scope of responsibility to the HSEPS Management System reviews their **organization** HSEPS Management System at planned intervals to ensure its continuing suitability, adequacy and effectiveness.
- 4.5.3.2 Reviews from lower levels of the **organization** are incorporated as the reviews progress higher through the **organization**.
- 4.5.3.3 The management reviews include the following:
 - a) Status of actions from previous management reviews
 - b) Extent to which HSEPS objectives have been achieved
 - c) Changes in external and internal issues that are relevant to the HSEPS Management System
 - d) Needs and expectations of **interested parties**
 - e) Fulfillment of **compliance obligations**
 - f) **Significant aspects** and **impacts**
 - g) Threats/**Risks** and opportunities
 - h) HSEPS Performance including status and trends in incidents; **nonconformities**; investigation outcomes; complaints and corrective actions; monitoring, measurement, analysis and evaluation; communication and participation, and self-assessment and internal audit results.

4.6 Improvement

4.6.1 Incident, Nonconformity and Corrective Action

- 4.6.1.1 Honeywell maintains a process to act in a timely manner to the incidents or **nonconformities**, and as applicable takes action to control or correct the incident or **nonconformity** and address the consequences.
- 4.6.1.2 The process includes evaluating the need for correction action(s) with participation of relevant persons working under the control of Honeywell to eliminate root causes of the incident or **nonconformity** in order that the incident or **nonconformity** does not recur or occur elsewhere.
- 4.6.1.3 The incident or **nonconformity** is investigated determining the cause(s) of the incident or **nonconformity**, and determining if similar incidents and **nonconformities** or causes exist, or could potentially occur.
- 4.6.1.4 As needed, corrective actions are implemented and the Management of Change process (Section 4.2.4) is utilized as appropriate.

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- 4.6.1.5 Corrective actions are reviewed to ensure that they are effective to address the incident or [nonconformity](#).
- 4.6.1.6 HSEPS Management System and MS Elements, such as [aspects](#) and impacts, are reviewed and actions or changes made as necessary.
- 4.6.1.7 Honeywell maintains documented information as evidence of the nature of the incidents or [nonconformities](#) and any subsequent action(s)/corrective action(s) and the results of those corrective action(s).

4.6.2 Continual Improvement

- 4.6.2.1 Honeywell continually improves the suitability, adequacy and effectiveness of the HSEPS Management System to prevent occurrence of potential incidents and [nonconformities](#) and to promote improvements in HSEPS performance.
- 4.6.2.2 Honeywell establishes, implements and maintains a continual improvement process which take into account the outputs of the activities described in the following:
 - a) Policy and [Leadership](#) Commitment
 - b) [Aspects](#) and [Impacts](#)
 - c) Objectives
 - d) Communications and Participation
 - e) Monitoring, Measurement, Analysis and Evaluation
 - f) Management Review
- 4.6.2.3 Honeywell retains documented information as evidence of the results of continual improvement.

5 Definitions

Aspects	Element of an organization's activities, products , and/or services that interact with the environment and/or humans. Aspects can present a threat (hazard or risk) or can present an opportunity. The HSEPS Management System includes hazard(s) as an aspect.
Competence	Ability to apply knowledge and skills to achieve intended results. Competence can be demonstrated on the basis of appropriate education, training, qualification and/or experience.
Compliance Obligations	Requirements that an organization has to or chooses to comply with. Includes: Mandatory requirements, legal and regulations; and other requirements, organizational and industry standards, contractual relationships, principles of good governance and community and ethical standards.
Contingent Subcontract Worker	Means an individual employed by an employment agency or other service firm who is performing work for Honeywell under the direction and control of Honeywell.

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Contract Manufacturers	Sometimes called Toll Manufacturers (Tollers), these are companies employed to manufacture all or a portion of a company's products and/or process a finished product in some way. For example, a Toller may provide full production assistance to address a short-term capacity issue or it may provide bagging service for a finished product manufactured in bulk.
Contractor	An independent company, partnership or sole proprietor that provides services (performing work tasks) to Honeywell through a contract, sub-contract, purchase order or other directive that meets Honeywell, country and local requirements. Honeywell does not provide day-to-day supervision over the means, methods and performance of the work performed by a Contractor, but does monitor for compliance to contract requirements and applicable law. When Contractor is identified in this procedure, it also includes Subcontractors.
Control (Risk)	Physical (engineering) or administrative method in place or needed to mitigate risks/hazards /threats to a more acceptable level.
Controlled Documents	Documented information identifying requirements of the HSEPS Management System. (Example: HSEPS MS Level 0, Level 1, Level 2, Level 3 Documents, and regulatory permits.)
Controlled Records	Internal and external documented information that provides evidence of conformity to the requirements of the HSEPS Management System.
Emergency	Situation requiring immediate action.
Emerging Issue	Internal or external threat or opportunity that may have implications to the HSEPS Management System. These threats or opportunities are not restricted to Health, Safety, Environmental, Product Stewardship or Sustainability , but could be other threats or opportunities that impact HSEPS such as financial market changes, political changes, personnel changes, etc.
Exposure	The frequency and duration of contact with a hazard .
Field Worker	Any Honeywell employee or contingent subcontract worker working under Honeywell supervision on a third party site (e.g., providing sales quotations or proposals; designing, installing or servicing solutions and equipment on behalf of a customer).
Hazard	Source of, or situation that could result in harm in terms of human injury, ill health, damage to environment, property, or the workplace or a combination of these including business interruption or company reputation.
HSEPS	Health, Safety, Environmental, Product Stewardship and Sustainability

Impact	The potential outcome, whether adverse or beneficial.
Interested Parties	Person or organization that can affect, be affected by, or perceive itself to be affected by a decision or activity of the HSEPS Management System. (includes stakeholder)
Joint Venture (Minority Owned)	Manufacturing operations (JVs) where Honeywell does not have operational control. Project/Services, distribution, Sales related minority JVs are exempted from this requirement.
Learning Needs Assessment	A planning process that defines what training is needed and who needs training based on applicable HSEPS aspects, legal and other requirements and the risk assessment.
Leader (Leadership)	A person who guides or directs a group in the organization. This person may or may not be part of Top Management.
Nonconformity	Non-fulfillment of a requirement.
Non-Routine Activities	Variable part of job or process. (No standard process or procedure).
Organization	The entity for which the HSEPS management system applies. Examples: Strategic Business Group (SBG), Strategic Business Unit (SBU); Strategic Business Enterprise (SBE), facility, field work, functions, etc.
Permanent	Lasting or intended to last or remain unchanged indefinitely.
Product	Chemical substance, preparation and mixture, material, machinery, equipment or parts, process license, items and services that are sold and/or distributed in commerce or otherwise provided by Honeywell or under the Honeywell brand
Product Life Cycle	The entire cycle of a product from its conception through design and manufacture; sale and delivery; maintenance and support; and disposal or reuse.
Resources	Available means (example: money, people, authority, etc.)
Responsible Person	Person having the power to control or manage
Risk	Combination of the likelihood and consequence(s) of a specified hazardous (adverse) event occurring or a positive (beneficial) event not occurring.
Risk Ranking	A qualitative or quantitative method of defining risk.
Routine Activities	Normal part of a job or process. (Standard or procedure)

Sustainability	Voluntary efforts to minimize the HSEPS footprint of operations and to promote and develop opportunities to protect the health and safety of workers and interested parties and the environment by reducing harmful pollutants, increasing energy efficiency, reducing waste, and reducing water usage in stressed areas.
Significant Aspect	Subset of Aspects that are identified through the risk assessment/risk ranking process as having high potential for HSEPS Management System impact with a risk ranking of high or extreme after controls.
Temporary	Lasting for a limited period of time.
Third Party Site	Any site where HON has (or is preparing) a contractual obligation to deliver a scope of work.
Top Management	Person or group of people who directs and controls an organization at the highest level. Top management has the power to delegate authority and provide resources within the organization .

6 References

- 6.1 *American Chemistry Council (ACC) Responsible Care Codes of Management Practice including but not limited to process safety, product safety, security, etc.*
- 6.2 *ISO 14001:2015*
- 6.3 *ISO 45001:2018*
- 6.4 *ACC Responsible Care 14001 Technical Specification (RC14001:2015)*
- 6.5 Corporate HSEPS Management System Level 1 Documents
 - 6.5.1 1-101-X Policy and Leadership Commitment
 - 6.5.2 1-102-X Organization Roles, Responsibilities, Accountabilities and Authorities
 - 6.5.3 1-103-X Aspects and Impacts
 - 6.5.4 1-104-X Compliance Obligations
 - 6.5.5 1-105-X Emerging Issues
 - 6.5.6 1-106-X Management of Change
 - 6.5.7 1-107-X HSEPS Objectives
 - 6.5.8 1-108-X HSEPS Management Plans
 - 6.5.9 1-109-X Competence, Training and Awareness
 - 6.5.10 1-110-X Communication and Participation
 - 6.5.11 1-111-X Documents and Records Management
 - 6.5.12 1-112-X Operational Planning and Control



- 6.5.13 1-113-X Emergency Preparedness and Response
- 6.5.14 1-114-X Behavior and Culture
- 6.5.15 1-115-X Monitoring, Measurement, Analysis and Evaluation
- 6.5.16 1-116-X Internal Audit
- 6.5.17 1-117-X Management Review
- 6.5.18 1-118-X Incident, Nonconformity and Corrective Action