

Health, Safety and Environment for Contractors (Third Parties)

Issued
July 2000
Reviewed
November 2015



Number:	References: OHSAS 18001, ISO 9001, Ordinance 3124/78 and Ordinance 33/83.
PC.ST.00.006.01	Purpose: Establish HSE criteria, obligations, responsibilities and duties, so that companies (third parties) engaged to perform the services at the Headquarters, Industrial and Sales Units comply with all the conditions and requirements of this procedure, thus providing material and personal accidents prevention, and damage to the environment.

Scope:

Related Corporate Procedure:	Human Resources	Supply Chain	Information Technology	Finances	Audit	HSE X	Legal	Quality	Others (Specify)
Internal Site Procedure:	Sandals	Sport articles	Retail	Factory 17	Factory 22	Factory 26	Factory 33	Factory 55	Others (Specify)
Sector Work Instruction:									

Scope / Coverage:

All Alpargatas S/A Industrial Units. In Brazil.

Amendments:

What has changed:	Date:
The Procedures SSMAC 009 Code PC.ST.06.002-00, has been replaced by this Procedure.	October 2015

Approved by:

Name:	Position:	Id:
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Owners / Recipients:

Headquarters, Industrial Units and Commercial Units (Meggashop, Havaianas and Osklen stores) in Brazil. The Industrial Unit in Argentina for information.

Generated Records:

Forms of: HSE.FP009 - Procedure Receipt Protocol; HSE.FP010 - List of Initial Documentation; HSE.FP011 - Prequalification Questionnaires; HSE.FP012 - Qualification Questionnaire; HSE.FP013 - Contractors Performance Assessment.

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1. INTRODUCTION

This procedure is replacing SSMAC 009 Code PC.ST.06.002-00 - Work Safety, Occupational Health and Environment. According to the Safety, Health and Environment Policy, Alpargatas' work philosophy is to provide a safe and healthy workplace for its employees and, consequently, for contracted service providers who perform or will perform work on its premises.

Regarding this approach, it is important to highlight that:

This Procedure presents the main systemic requirements for administration, control and performance assessment in HSE – Health, Safety and Environment of EPS - Service Provider Company. It also establishes the guidelines to guide the bidding and contracting process of these companies in the steps of the contractual relationship with Alpargatas:

- Pre-Qualification - self-audit of service providers;
- Qualification - HSE management program presented by EPS's for the assessment of the HSE sector at the Industrial Unit and in the other Units by the manager responsible for engaging;
- Compliance with the Agreement - in EPS's day-to-day, according to contractual clauses;
- Performance Assessment - monitoring of EPS EHS performance, by the contract manager at the unit;
- Expiration of Agreement - final assessment of EPS's performance in fulfilling the agreement and registration in a database according to its performance.

It also aims to discipline work contracts of any nature and complexity:

- Short-term - less than or equal to 01 month;
- Medium-term - greater than 01 month up to 06 months;
- Long-term - more than 06 months.

It will be part of the requirements demanded by Alpargatas in its outsourcing processes, either through formal purchase orders or through contracts between the parties.

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2. STANDARDS AND DOCUMENTS REGULATING THIS PROCESS

- ✓ **Regulatory Standards - NR, of Ordinance No. 3214, of June 8, 1978,** issued by the Ministry of Labor and Employment - MTE;
- ✓ **Ordinance no. 33, of October 27, 1983,** issued by the Secretary of Safety and Occupational Medicine;
- ✓ **OHSAS 18001/2007** - Occupational Health and Safety Assessment Services, whose best translation is Occupational Health and Safety Assessment Services;
- ✓ **Rules and Procedures of Regional Bodies** that regulate environmental matters in the locations where the Company's Units are installed;
- ✓ **HSE policy** - Alpargatas' policy on HSE issues.

3. DEFINITIONS AND CONCEPTS

Employee/Employee of the contractor: any person with a commitment to provide services in the areas of work of Alpargatas, including directors, managers and self-employed professionals who provide services of a non-occasional nature to the employer, under his dependence and for remuneration;

Employer: Individual or collective company, which, assuming the risks of economic activity, admits, remunerates and directs the provision of services. Professionals, charities, recreational associations or other non-profit institutions, who admit workers as employees, are equated with the employer;

Company: A company or group of companies, sites, or workplaces used by the employer to achieve its objectives;

Unit: Each of the company's units, operating in different places, such as factory, office, store, distribution center, etc.;

EPS: Service Provider Company is the employer formally engaged by Alpargatas, either through a purchase order and/or through an agreement, divided into 3 classes:

- Class I - is EPS whose agreement has a maximum term, less than 01 month;

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- Class II - EPS whose agreement is effective for more than 01 months, up to 06 months;
- Class III - is EPS whose agreement is effective for more than 06 months.

Bidding: the EPS selection process through establishing a technical-administrative specification containing the requirements required for qualification and contracting;

Acquisition: the process carried out by the Purchasing area of Alpargatas to contract a specific service and includes the phases of selection, quotation, negotiation and contracting, based on a previously defined scope.

Approval for Contracting: when the bidders fulfill the bidding requirements, thus meeting the conditions required by the Prequalification "HSE.FP011 - Prequalification Questionnaire" and Qualification "HSE.FP012 - Qualification Questionnaire" steps in addition to the economic ones (price and payment terms) and organizational (deadlines, human resources, material resources, technological resources, etc.);

Performance: the stage of performing the service (activity or task) that are divided into four stages - qualification, training and setting of the employees of the contractor or subcontractor and the performance.

Compliance with the Agreement: when EPS fulfills, on a day-to-day basis, all contractual requirements in addition to showing attitudes of continuous improvement to any deviations detected during the contractual term;

Qualification Self-audit: the formal audit process "SSMA.FP012 - Qualification Questionnaire", which includes items of attitude and behavior performed by the manager responsible for engaging EPS, accompanied by an SSMA representative where applicable, whose qualitative result is expressed in% of Performance;

Periodic Performance Assessment in HSE: the formal audit process "HSE.FP013 - Contractor Performance Assessment", carried out by the manager responsible for engaging EPS, accompanied by an HSE representative where there is, during the term of the agreement, including behavior audit items, whose qualitative result is expressed by the% of Performance;

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Expiration of the Agreement: the final phase of contractual management, through non-compliance with the HSE Policy and at the end of the agreement, where the Manager responsible for engagement assesses the performance of EPS based on all aspects of HSE considered at the time of contracting.

4. THE CONTRACTUAL STEPS

This process consists of three distinct steps, pre-qualification, EPS qualification and HSE integration.

4.1 PRE-QUALIFICATION

For EPS's of class I with reduced staff such as: locksmith, glazier, driver, motorized messenger, among others, the Pre-Qualification process will be summarized in an activity classified as Social Responsibility developed as follows:

- Selection of SMALL BUSINESS organized by people who live in the communities surrounding our units;
- Knowledge and behavior in line with Alpargatas' HSE Policy, rules and procedures;
- Qualification and Qualification of professionals to the activities performed and Aptitude in the medical examination for the function they will perform;
- Certification, valid for 12 months, to provide services in our Units.

Once certified, the companies will be able to perform services at Alpargatas, even on an emergency basis, as they will be prepared to perform their professional activities in our Units.

- For the other EPS's (classes II and III), the unit, through the Manager responsible for engaging, accompanied by an SSMA representative where there was, must visit the EPS's candidates for Qualification, observing the activities developed and, based on a protocol specific, HSE procedures will be assessed:

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- a) Organization, Storage and Cleaning (OAL);
- b) Personal Protective Equipment (PPE);
- c) Compliance with Alpargatas' Rules, Procedures and Good Practices;
- d) Facilities, Equipment and Tools used in the tasks;
- e) Safe Attitude and Behavior of hired employees.

4.2 QUALIFICATION

Formal process "HSE.FP012 - Qualification Questionnaire" for the assessment of a service provider company, already contracted/subcontracted by an Alpargatas Unit, in relation to the aspects of HSE, including legal items (Regulatory Standards) and safety audits at the company being qualified.

This is the step in which EPS must present its HSE Management Program - Safety, Health and Environment, which will necessarily include the ICMAC methodology:

- Identification of Physical, Chemical, Biological, Mechanical and Ergonomic Risks, consistent with the activities described in the preventive programs required by law;
- Register and Communication of Risks and Control Measures of activities, in order to involve and compromise the entire "Organizational Line" and especially the EPS Leadership;
- Qualitative and Quantitative Measurement of Risks to Physical, Psychic Integrity and the well-being of EPS employees;
- Qualitative and Quantitative Risk Assessment, previously mentioned, in order to be able to guide, with precision, consistency and coherence, the Risk Maps to be displayed in EPS activities and in the places where it is operating, in addition to subsidizing its own Internal Accident Prevention Commission - CIPA.
- Effective control of Deviations, Potential and Actual Losses (PAM - Personal, Environmental and Material), through establishing an Action Plan containing simple, objective measures aimed at improving the EPS HSE Culture and by preventive and proactive actions focused on attitude and behavior of its employees.

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The Program must express EPS Leadership's commitment to its philosophy and principles, as well as the compliance with Alpargatas' HSE Policy Procedures to reinforce the technical and administrative information that will compose EPS's required programs and reports, when applicable:

- **PPRA** - Environmental Prevention and Risk Program considering the legal requirements, the activities to be carried out, the characteristics of the places where the activities will be carried out, and the HSE Management System in force at Alpargatas;
- **PCMAT** - Program of Conditions and Working Environment in the Construction Industry - for Civil Construction EPS, considering the legal requirements, the activities to be carried out, the characteristics of the places where the activities will be carried out, and the HSE Management System in force at Alpargatas;
- **LTCAT** - Technical Report on Working Conditions, containing the basic information to the activity developed by EPS and specific, considering the specificities of the activities covered by the contract, which may be obtained from the assessments already carried out by Alpargatas, if applicable.

Note: this information will subsidize the PPP - Profisiographic Social Security Profile, which must be consistent with the exposure to environmental agents and the respective control measures;

- **OS's** - Service Orders, in accordance with NR-01, containing the basic information for the activity developed, for each function of the employees who will work on the contract/provision of the contracted service.
- **PCA and PPR** - Hearing Conservation and Respiratory Protection Programs for its employees who are exposed to noise levels, above the Tolerance Limit or within the action level that corresponds to 50% of LT, according to ordinance 3.214 NR-15 and Service Order 608 of 08/05/98 from the INSS/DSS and the environmental agents in the form of fog, smoke, fog, aerodispersoids and particulates;
- **PCMSO** - Medical Control and Occupational Health Program consistent with the PPRA and other developed legal programs;
- **PPCI** - Collective and Individual Protection Program: EPS must develop a program that contemplates the provision and supervision of the correct use of material resources and

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sufficient technological resources to provide protection, preferably collective, complemented by the individual, considering all phases of these technologies:

- ✓ Risk studies to identify needs in terms of EPC and PPE;
- ✓ EPC and PPE administration measures including:
 - Definition of equipment characteristics;
 - Control of the acquisition and distribution of equipment;
 - Control of the implementation of the program;
 - Equipment maintenance and conservation;
 - How to dispose of equipment (without conditions of use).

Formal statement, in which EPS must express its Commitment and Responsibility to fully implement and comply with the HSE Management Program, submitted to the assessment/approval of the Manager responsible for engaging and an HSE representative where there was one.

4.3 COMPLIANCE WITH THE AGREEMENT

When the contractor meets, on a day-to-day basis, all contractual requirements, in addition to showing attitudes of continuous improvement in the face of deviations detected during the contractual term.

4.4 PERFORMANCE ASSESSMENT

This process is based on the assessment of the service provided by the contractor, including the quality of the service and the results of EHS. The assessment of the contractor "HSE.FP013 - Contractor Performance Assessment" must be carried out by the Manager responsible for the engagement and a representative of the HSE where the service has been carried out.

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4.5 EXPIRATION/TERMINATION OF THE AGREEMENT

In the final step of contractual management, at the conclusion of the provision of services or in the early termination, an assessment of EPS performance will be carried out based on all aspects of HSE considered in the contracting and which will define or not the maintenance of the company's registration, enabling it for future contracts.

5. BASIC CONTRACTING GUIDELINES

Advance visits to the place where the activities will take place must take place by the competitors;

5.1 PRECAUTIONS: before submitting the final technical-commercial proposal, the company interested in the competition must visit the site/service and acknowledge "HSE.FP.009 - Procedure Receipt Protocol", with those responsible for contracting and the HSE sector where applicable, the guidelines on: conditions under which it should be maintained.

5.2 INTEGRATION: after signing the contract and before the start of works/services, the contractor's employees must go through an HSE integration process, to learn about the risks present in Alpargatas' work environment in order to establish preventive measures specific to the activities to be carried out within the scope of the contract linked to the nature of the task, especially those involving risks to safety, health and the environment.

5.3 RESPONSIBILITIES: the contract manager is responsible for inspecting the compliance with this procedure, as well as for the person responsible for the area where it will be carried out, both of which are responsible for supervising the progress of the work and intervening when necessary. It is also the responsibility of the HSE sector and/or any employee of the unit, when verifying the violation of any safety, health and environment standard, in carrying out work (either by a contracted company or by its professionals). When identifying any irregularity or misconduct, the interlocutor must address, question and even prevent, if applicable, the continuity of activities where the worker employed in is taking actions that contradict the HSE rules, communicating the fact to his Supervision to his Manager and the HSE team.

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5.4 TEMPORARY SUSPENSION OF WORK ON THE REASON OF RISK TO THE SAFETY OF PEOPLE OR THE ENVIRONMENT: the contractor may suspend any activity, which is being carried out by the contractor, in which serious and imminent risk can be evidenced, threatening the safety of employees or facilities and equipment or even putting the environment at risk. This shutdown will occur without any burden falling on the contracting party.

5.5 SERVICE STOPPAGE: In the case of RGI - Serious and Imminent Risk, activities will be stopped until the risk is eliminated or is under control (without burden to the contractor);

5.6 SAFETY INSPECTIONS: in addition to the routine monitoring and inspection of the progress of the work, the area requesting the activities and/or the Project, the area where it will be carried out and the HSE area will carry out periodic inspections at the work site to verify compliance with the determinations established in this procedure. For this purpose, the recommendations contained in the procedure "SSMAC 002 - Committees, Meetings, Inspections and HSE Audits" may be followed, which must be implemented by the Headquarters and Industrial Units.

In this step, the failures to comply with the provisions contained in this procedure must be checked, where the contracting area will interfere with the contractor to correct the non-conformities pointed out as a result of the inspections carried out, the non-compliance with the procedures and safety rules. The contractor must abide by the decisions and recommendations of the HSE Inspections and Audits, correcting them in a timely manner so that it does not interfere with the completion of services and/or the Project.

5.7 MANDATORY DOCUMENTATION: the Company contracted to provide services, scope of the contract/Purchase Order, at Alpargatas Units must present forty-eight (48) hours in advance of their entry at the Unit to start the services with an "HSE" list .FP010 - List of Initial documentation "including: name; ID card number; professional license number with registration and date of admission to the contractor; role he will perform on the Unit's premises, and a copy of the ASO - Occupational Health Certificate, in addition to the PPE delivery record form and the employee's record sheet. If, during the term of the contract or specific service provision (object of a Purchase Order), a new employee enters or changes to the contractor, this step must be followed again, so that he starts his work.

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6. CONTRACTOR'S OBLIGATIONS

Technical responsibility for the work/service;

To be technically responsible for the direction and execution of the services for which it was hired, using the appropriate technique and, providing all the supervision, technical and administrative direction and the necessary manpower, entrusting the services to qualified and qualified professionals.

Supply of materials and equipment agreed in the contract;

Supply all materials, equipment, machinery, vehicles and tools, unless specified in the contract indicating the contrary, necessary for the performance of services, including fuels, lubricants, among others.

Respect and ensure that your team respects the legislation on work safety, occupational health and the environment and its regulations, as well as the Unit's internal rules and procedures, specific on the subject.

Form a SESMT and/or CIPA team, when necessary and applicable, in accordance with the Regulatory Standards in force or anticipated negotiation.

Individual, mandatory identification of employees through a badge, containing the company's logo, employee name, function and color photo. Without this badge, employee access to the Unit will not be allowed;

Training vouchers for special activities (Confined Space, Work at Height and Electricity) in compliance with MTE regulatory standards.

Adequate signage and isolation of workplaces;

Perform and maintain under your responsibility the signaling services, identification of areas and products, protections, among others, in the area where you will perform the services for which you were hired, according to the requirements of the Unit and approval by the HSE team;

Respond in a timely manner to the requests and recommendations of the contracting unit;

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Facilitate inspection by the Unit, meeting the recommendations and requirements presented to it as soon as possible.

Require your employees to use the necessary PPE (according to risk x function x activity x risk);

Provide, in perfect condition and make them use all the Personal Protective Equipment - PPE's that are necessary, according to the rules and procedures established by the Unit and appropriate to the risks existing in the workplace.

Keep work areas constantly clean, unimpeded and suitable for the installation and movement of personnel, machines and equipment, without obstructing fire-fighting equipment, corridors, circulation areas and material storage, among others.

Be responsible for the segregation and destination of the waste generated during the work;

Be responsible for food, accommodation, medical assistance, conduct of its employees, except as otherwise indicated (mentioned in the service provision contract);

Have under your responsibility the service of expenses resulting from accommodation (if necessary), food, transportation, medical assistance and first aid, which are due to your employees, unless otherwise specified in the Service Agreement.

Immediately replace employees who violate the HSE rules or are considered a risk to the Safety of the team, defined by the contracting unit;

Replace, at your own expense, any employee whose permanence in the services is considered undesirable due to non-compliance with the rules of work safety, occupational health and the environment.

Communicate to the HSE, any changes made to the staff, tools and equipment and support machines;

Submit to the prior approval of the technical area responsible for the work to be carried out and to the Unit's HSE, any changes in its work team, in the machines, equipment and tools that may occur during the performance of the same.

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---------------------------------------	---

Request authorization and approval from the contracting unit, when outsourcing complementary services to activities within the scope of the contract;

Have the Unit's express authorization to transfer or transfer, in whole or in part, the contracted services to other companies, and this type of operation is strictly prohibited without prior authorization from the Unit.

To be responsible for the custody, conservation/application and conduct, until the end of services, for all materials, equipment and employees, respectively.

Control all actions related to the storage, handling and transportation of chemicals used in the work area in order to comply with the rules and procedures that govern the subject at the Unit.

In addition to this procedure, the contractor must comply with all of the items below:

a) HSE rules and regulations:

Comply and observe in their actions all the legislation in force, which deals with the HSE theme, during the performance of the contracted services.

Comply with and observe in their actions all Unit's internal rules and procedures that govern these matters and which are applicable during the performance of the determined works.

b) Personal Protective Equipment - PPE

Provide PPE - Personal Protective Equipment to all its employees, free of charge, according to the nature and risks presented by the service to be performed.

Ensure the mandatory use and correctness, as well as their conservation and hygiene during the execution of the contracted work and, present and complete the registration forms for delivery of the same for each employee.

Ensure that the PPE supplied is suitable for the risk agents present in the work environment and the numbers of the respective Certificates of Approval (CA) are stamped, which may be refused by the Unit, if they do not comply with the legal provisions in force that regulate this matter.

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---------------------------------------	---

During the performance of the work, if the contractor does not present and provide the necessary PPE, the Unit will be able to supply them, exceptionally, having to discount the values of these equipment in the payment bill for the services provided.

In exceptional situations, not provided for in the contract, for certain types of work and, at the Unit's sole discretion, it may provide special personal protective equipment, such as: seat belts, self-contained respirators, among others.

The loan of such equipment can only occur with the authorization of the Unit's HSE SESMT. In case of damage or loss of this equipment, the contractor undertakes to indemnify the Unit, based on updated prices, for replacement.

The HSE Sector of the contracting unit will be responsible for providing specific training to users of special PPE, however the inspection regarding the correct use is the responsibility of the contractor.

c) Machines, Equipment and Tools

Portable machines and equipment used by EPS must meet safety requirements regarding protection in moving or rotating parts, operating points, power transmission systems, electrical cables, connectors, cutting discs, grounding systems, among other points that may compromise safety and preservation of the environment.

The areas of machines and equipment where the services will be performed must be isolated and properly signposted.

In the event that the contracted company needs to install a construction site, all facilities must meet the current safety requirements, as to their dimensions, water points, electricity and sanitary facilities, in addition to changing rooms, will be defined by the Unit, and any changes are prohibited, without prior consent.

The parts of the equipment, under tension, must be completely enclosed. The electrical circuits must be protected against mechanical impacts. When there is a need to launch electrical wiring directly on the floor, it must be adequately protected to prevent damage to it. It is prohibited to connect more than one power tool to the same power outlet.

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The hoses that supply equipment working with the use of compressed air, must have adequate resistance to the pressure used and be kept in good conditions of conservation. These hoses must be provided with appropriate terminals or couplings, which prevent accidental release.

The tools used by the contractor's employees must be in good use and safety.

Motorized vehicles and transportation equipment may only be driven or operated by duly qualified and accredited employees. These employees must carry their own identification to be qualified to do so, on the badge.

d) Storage, Transport and Handling of Chemicals

The chemical products that may be used by the contractor must be listed before the beginning of each job and this list must be presented to the HSE with the appropriate identification sheets for each product, containing the risks and preventive measures, ensuring for the employee health and the preservation of the environment in the event of an accident.

All chemical products must be stored and transported in appropriate containers, labeled, labeled and clearly marked, regarding their risks to health, fire and the environment.

The contractor's No Smoking Policy must be respected by EPS in all facilities of the unit, as well as the prohibition of work in areas where there is storage and handling of chemical products.

e) Communication, Investigation and Analysis of Accidents and Incidents

All Incidents/accidents with a high potential to cause damage, including those with material loss and fire principles, which may occur, should be reported immediately to the contractor and investigated through the unit's HSE.

f) Protection and Fire-Fighting

The performance of hot, welding and cutting services may only be carried out in the work places with the previous Risk Work Permit - PTR, according to SSMAC 015 -

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---------------------------------------	---

Work Permit -PT in Industrial Units with the authorization of an HSE representative and other Units by the Sector Manager.

It is prohibited to open fire to incinerate trash or useless objects in any area of the Unit.

Fire equipment may not be used for purposes other than fighting fire principles, nor be removed from its storage points for use elsewhere.

The contractor must be made aware, through the HSE sector and/or the person responsible for contracting the Unit, of the entire system to be followed in an emergency, including fire, before starting any type of work at the contractor's facilities.

G) Risk Works

The execution of Works in Installations of Electrical Systems, in height, Excavation, Hoisting, Painting, Hot, must only be carried out, with the written authorization of an HSE representative in the Industrial Units and in the others by the person responsible for the contracting, using the Standard Risk Work Permission forms - PTR and for work in a Confined Space with Entry and Work Permit - PET, according to SSMAC 015 - Work Permit -PT.

h) Waste

The contractor must adopt measures to control all waste resulting from its activities, being directly responsible for the generation, handling and final disposal, according to the plan previously approved by the contractor.

It is the contractor's responsibility to recover the areas affected by activities not in accordance with the contractor's instructions or legal provisions applicable to the environment, bearing the obligations arising directly or indirectly from the assessments of government agencies.

The final disposal of waste outside the unit must undergo a prior release, the contractor being responsible for showing the legal documentation from the environmental inspection agency required for disposal and transportation.

<p>Number: PC.ST.00.006.01</p>	<p>References: OHSAS 18001, ISO 9001, Ordinance 3124/78 and Ordinance 33/83.</p> <p>Purpose: Establish HSE criteria, obligations, responsibilities and duties, so that companies (third parties) engaged to perform the services at the Headquarters, Industrial and Sales Units comply with all the conditions and requirements of this procedure, thus providing material and personal accidents prevention, and damage to the environment.</p>
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I) Insurances

For the purpose of this procedure, the contractors must maintain the insurance described below, during the period of performance of the contracted works. The amounts and coverage must be technically adequate and recommendable for each contracted service.

Occupational Accident Insurance: according to the form required by current legislation.

Civil Liability Insurance: with coverage that guarantees claims for personal and material damages caused to third parties, according to the form required by current legislation.

Personal injury insurance: caused by land-based motor vehicles (DPVAT), according to the form required by the legislation in force.

J) Tax implications - Contingencies related to HSE

For the purpose of this procedure, the basic obligations of the contractors are:

To be responsible for the infractions that cause it and bear the burden of all federal, state and municipal fines resulting from absences during the performance of the contracted work.

Pay all applicable taxes, including charges arising from current labor and social security laws.

To be responsible for all additional expenses that are or will be due, to its employees, under the current legislation.

To be responsible for all legal claims or not, arising from absences practiced in the execution of the contracted work and, assuming the defense of the unit, in case these actions are directed to it.

Assume and recognize that no employment relationship will be established between the unit and the employees used by the contractor in carrying out the contracted work.

Have and present, when applicable, according to Federal Law No. 6496, of 12/07/1977, before the beginning of the contracted services, a copy of ART - Technical Responsibility Annotation, proving the payment of the fee with the CREA - Regional Council of Engineering and Agronomy.

<p>Number: PC.ST.00.006.01</p>	<p>References: OHSAS 18001, ISO 9001, Ordinance 3124/78 and Ordinance 33/83.</p> <p>Purpose: Establish HSE criteria, obligations, responsibilities and duties, so that companies (third parties) engaged to perform the services at the Headquarters, Industrial and Sales Units comply with all the conditions and requirements of this procedure, thus providing material and personal accidents prevention, and damage to the environment.</p>
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This document must contain the name and registration number at CREA of the technician responsible for the contracted services.

I) Property Security

Replace, or pay the equivalent to, any asset belonging to the Unit whose loss, total or partial, is caused by its employees, through thefts, thefts, imprudence, negligence or malpractice, among others, also committing itself to remedy any another situation to the detriment of the Unit's assets.

Promote the removal of its machines, equipment and temporary installations, after the end of the services for which it was hired. If, after the agreed deadline for the removal of these materials, the Unit is authorized to promote such removal, charging the respective expenses to the contractor, without any responsibility for losses, damages, theft or loss.

Maintain the confidentiality of the data and information received for the performance of the contracted work, including drawings, diagrams, specification, among others that may be necessary and prepared by the contractor for the performance of the services.

Make sure your employee wears the badge in a visible place when entering, circulating and leaving the Unit. When necessary, for departures outside normal hours, employees must carry an authorization signed by the person responsible for the contractor.

Register with the Unit's ordinance, through a written list, all the tools or equipment that will be used to perform the services.

7. OBLIGATIONS OF ALPARGATAS (PRINCIPAL UNIT)

Provide projects and technical specifications, necessary to understand and perform the services;

Provide the elements that are necessary to understand the services that will be performed by the contractor, according to the scope defined in the technical specifications;

Assist the contractor in interpreting services and clarifying doubts;

Health, Safety and Environment for Contractors (Third Parties)

Issued July 2000
Reviewed November 2015



Number: PC.ST.00.006.01	<p>References: OHSAS 18001, ISO 9001, Ordinance 3124/78 and Ordinance 33/83.</p> <p>Purpose: Establish HSE criteria, obligations, responsibilities and duties, so that companies (third parties) engaged to perform the services at the Headquarters, Industrial and Sales Units comply with all the conditions and requirements of this procedure, thus providing material and personal accidents prevention, and damage to the environment.</p>
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Collaborate with the contractor, when requested, in the study and interpretation of the services being performed.

Clearly clarify any doubts that are raised by the contractor for the correct performance of the services.

Release areas to perform services;

Provide free and unimpeded area for the execution of services.

Inform the contractor, in writing, of all non-conformities found and which professionals are accredited to provide the contracted services.

8. ADDITIONAL HSE CONSIDERATIONS

Respect and comply with all Regulatory Standards and internal procedures, applicable to the activities developed to complete the contracted scope;

The first assistance to the accident victim must be carried out by the specialized team of Alpargatas, who will carry out a preliminary assessment, recommending the referral of the victim for external analysis by specialists;

Do not use fire extinguishers or hydrants for any purpose other than fire-fighting;

All employees must be trained in Alpargatas' procedures, golden rules and HSE Policy, before starting any service / activity;

The contractor must keep all insurances updated and paid (Accident at Work, Civil Liability and DPVAT).