

Revision E – January 2020

TETRIS HEALTH, SAFETY AND ENVIRONMENTAL POLICY STATEMENT

Introduction

1. Tétris was launched in 2003 and has become the market reference for office space fit-out services in Design & Build mode. Tétris, which historically focused on corporate office projects, has also become a key partner for investors, major retail brands, and international hotel industry players, which we support for all our interior design projects. We predominantly operate as a business in London and the South East of the United Kingdom.

2. Our scope of works includes:

- Design and Build.
- Fit-out consultancy.
- Workspace management.
- Space planning.
- Interior design.
- 3D modelling.
- Fit-out works.
- Furniture solutions.
- Move management.
- Small works.
- Green offices.

Policy

3. To ensure the principles of Health, Safety and Environmental management are clearly understood throughout Tétris, we are committed to:

- Providing safe and healthy working conditions for the prevention of work related injury, ill health and disease to our employees on our projects, so far as is reasonably practicable, and to protect the environment, including prevention of pollution, and safeguard the environment for habitats, stakeholders and property that may be affected by our activities to mitigate our impact.
- Fulfilling our obligations to meet all relevant legislative requirements, compliance obligations, voluntary programmes and collective agreements pertaining to health, safety and the environment to which we subscribe.
- Striving to continuously improve our Health, Safety and Environment management policies and arrangements to protect individuals and the environment from risks whilst engaged in work related activities and to enhance environmental performance.
- Undertaking management reviews of this Policy and the associated Health, Safety and Environmental Management System on a regular basis acting as necessary to ensure its effectiveness and compliance with changes to our operations, structure, legislation, best practice and procedures.
- Ensuring that employees and their representatives are consulted and encouraged to participate actively in all elements of Health, Safety and Environmental management.

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PP-HSE-001: Health, Safety and Environmental Policy Statement



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- Providing the necessary information, instruction, training and supervision to employees and others, including temporary employees to ensure their competence with respect to health, safety and the environment.
- Devoting the necessary resources in the form of finance, equipment, personnel and time to ensure the health and safety of employees and to protect the environment in which we work. Additional expert help may be sought from external sources, where the necessary skills are not available within our organisation.
- Eliminating hazards where practicable and to reduce risks in relation to health, safety and the environment.
- Liaising and working with all necessary persons to ensure that adequate arrangements are in place for ensuring the health and safety of visitors.
- Considering any aspects and impacts which may help to eliminate pollution and waste and to be as efficient as possible in the use of materials and resources.

4. Compliance with applicable legal, regulatory and customer requirements including our processes, is a mandatory obligation for all Tétris team members.

The Scope of the Health, Safety and Environmental Management System

5. To achieve our commitments, we have developed a Health, Safety and Environmental Management System (HSEMS) that covers the scope of our projects on site. This HSEMS is not designed to fully cover office-based activities at 30 Warwick Street as the JLL Global Health, Safety and Environmental Policies cover these elements of the business.

6. We are also committed to working towards satisfying other applicable requirements within our business operations such as those of ISO 14001, ISO 45001, Alcumus Safe Contractor and CHAS.

Stéphanie Bonduelle

Managing Director
Tétris Projects Ltd

30th January 2020

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Organisation

7. We recognise that Health, Safety and Environmental management in the workplace is the responsibility of everyone and is not just a function of senior management or specific individuals. Employees have specific responsibilities to take reasonable care of themselves and others that could be affected by their activities and to cooperate to achieve the standards required. Tétris has a Health, Safety and Environmental organisation consisting of the following from within its personnel:

Managing Director	Head of Commercial
Head of Delivery and Operations	Managing Surveyor
QHSE Manager	Pre-Construction Manager
Head of Legal	Contracts Manager
Head of Design	Finance Manager

8. Collectively we act as the Health, Safety and Environmental Committee for our organisation and meet on a regular basis to discuss relevant topics in accordance with the agenda.

9. General and Specific responsibilities of each role/position are set out within individual policy documents.

Planning Arrangements

10. Health, Safety and Environmental policies have been developed to be easily accessible, managed and understood for the business and other interested parties.

11. These policies and procedures, along with relevant guidance are contained within our Health, Safety and Environmental Management System. There is a Register of Policy and Procedures and a Register of Forms. These two documents list the documents and shows their revision status. The QHSE Manager maintains and updates this suite of documents as required, with a full review on a yearly basis.

12. We will take all reasonable steps to implement, monitor and maintain safe plant, substances, equipment, working environments and working practices within the organisation.

Monitoring, Audit and Review

13. Our processes for Monitoring, Audit and Review of the HSEMS are covered within document PP-HSE-002.

