



The Syngenta Crop Protection and Seeds HSE Policy and Standards



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Overview

The Syngenta Purpose and Values and Code of Conduct give a clear statement of our commitment to Health, Safety and the Environment (HSE).

As a leading global company committed to sustainable agriculture, we have a responsibility to protect the environment, and to ensure the health and safety of our employees, customers and the communities in which we operate.

Our HSE performance also plays a key part in developing and protecting our reputation with all of our stakeholders. This document outlines our HSE Policy and sets out the standards of HSE expected throughout Syngenta Crop Protection and Seeds, and outlines what needs to be done to achieve them.

After reading the HSE Policy and Standards you will understand what you should expect from Syngenta and what Syngenta expects from you, to help meet our stated HSE aims.

The HSE Policy and Standards are the basis for the effective management of HSE in Syngenta. More detailed information is provided in the HSE Codes of Practice and Requirements.

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HSE Responsibilities

Syngenta Group Leadership Team (GLT)	The GLT has the overall responsibility for ensuring HSE performance across the entire company.
Managers	Syngenta managers are responsible for implementing the HSE Policy and the HSE Standards.
Employees	All employees must take personal responsibility and co-operate in preventing harm to themselves, others and the environment.
HSE Function	The HSE function is responsible for advising on how the Syngenta HSE Policy and HSE Standards are to be met, regular reporting to the GLT and the development and direction of professional HSE experts

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The Syngenta Group HSE Policy

As a leader in Health Safety and Environment (HSE), the Syngenta Group will responsibly manage all its activities from product invention to use and disposal. Excellence in HSE performance is essential to ensure business sustainability and the trust of our stakeholders.

To this end Syngenta Group will:

- always prioritize employee and contractor safety in all of our activities, including providing a safe and healthy workplace
- meet or exceed regulations, legal requirements and international agreements
- ensure that our employees and contractors have the necessary skills to undertake their work safely and without harm to their health or the environment
- develop a culture in which our employees and contractors take personal responsibility for how they deliver HSE and feel empowered to stop unsafe work
- integrate HSE into our business processes, and proactively address risks in our operations

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The Syngenta Group HSE Policy

- learn from events and aim for zero HSE incidents
- adopt a sustainable approach to managing our environmental impact and to minimizing our use of natural resources
- be a responsible corporate member of society committed to continuous improvement in our HSE standards and performance
- openly communicate our HSE performance and enter into dialogue with all interested parties
- engage with all stakeholders to be a supportive member of the communities in which we operate.

This policy has been adopted by the Syngenta Group Leadership Team and applies to all employees and all activities. Compliance with the policy is mandatory.

Information and supporting documentation on HSE Standards, Codes of Practice and Solutions can be found on mySyngenta.

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The Syngenta Crop Protection and Seeds HSE Standards

These HSE Standards support the HSE Policy and apply throughout Syngenta Crop Protection and Seeds. They outline the key steps that all managers need to take to ensure that the HSE Policy is successfully implemented.

	Standard Number and Name
Plan	<ol style="list-style-type: none">1. Policy2. Objectives3. Provide Resources
Do	<ol style="list-style-type: none">4. Understand Risks5. Implement and Maintain Controls6. Training and Competence
Check	<ol style="list-style-type: none">7. Audit8. Report and Evaluate Performance9. Compliance and Assurance
Act	<ol style="list-style-type: none">10. Communication and Consultation11. Improvement Plans12. Leadership

PLAN

Standard 1:

Policy

An HSE Policy is required to set out the overall intentions and direction of HSE management in an organization.

An HSE policy aligned to the global Syngenta Group HSE policy and suitable for the operation must be developed that:

- **includes a commitment to meet or exceed applicable laws**
- **includes commitment to prevent ill health and injury, and to protect the environment**
- **is appropriate to the nature and scale of the operation**
- **is documented, implemented and periodically reviewed**
- **is communicated to all persons**
- **working within the organization**

NB: adoption of the Syngenta Group HSE policy with the additions relevant to the location will be acceptable.

The HSE policy must be adopted by the local Management Team and be applicable to all employees and all activities. Compliance with the policy is mandatory.

Roles and Responsibilities:

- **The GLT** is responsible for setting the global HSE Policy and has overall responsibility for ensuring HSE performance across the entire company.
- **Managers** are responsible for implementing the HSE Policy and the other HSE Standards.
- **Employees** must take personal responsibility for following the HSE Policy and cooperate in preventing harm to themselves others and the environment.
- **The HSE function** is responsible for advising on how the HSE Policy and the HSE Standards are to be met, regular reporting to the GLT and the development and direction of professional HSE experts.

Standard 2:

Objectives

HSE objectives help an organization to focus on key activities and continuously improve HSE performance to deliver the HSE Policy.

HSE objectives must be set to drive improvement in HSE performance. These objectives must be based on an assessment of risks, relevant legal requirements, identification of trends, and prioritized. Progress towards the delivery of the objectives must be reviewed regularly until complete.

Roles and Responsibilities:

- **The GLT** is accountable for setting corporate HSE objectives.
- **Managers** must set HSE objectives to improve the HSE performance in their area of accountability.
- **The HSE function** assists the GLT and managers to identify and prioritize appropriate objectives.

Standard 3:

Provide Resources

To implement the HSE Management System appropriate resources and effective management are needed.

Organizational structures and competent resources must be put in place to implement the HSE Management System.

Roles and Responsibilities:

- **The GLT** is accountable for governing the HSE management system and ensuring that the management structure and adequate resources are available.
- **Managers** must put in place resources with clearly defined roles and responsibilities within their organizations and ensure they are managed effectively.
- **The HSE function** supports managers in implementing the HSE Management System. HSE professionals who provide direction and support to managers are accountable for the standard of their professional competence and advice.

DO

Standard 4:

Understand Risks

Understanding HSE risks and their consequences is essential to identify the controls needed to protect people and the environment.

Activities and processes must be regularly assessed to identify hazards, understand potential HSE risks and identify the controls to deliver acceptable levels of risk. Any new activity or process, or change to existing operation must be risk assessed before it is undertaken.

Roles and Responsibilities:

- **Managers** must ensure that all risks are identified and understood.
- **The HSE function** ensures that the management of significant HSE risks is reflected in the HSE Requirements and associated processes.

Standard 5:

Implement and Maintain Controls

Controls to manage HSE risks and comply with Syngenta and legal requirements need to be implemented and maintained to protect people, the environment and the business.

Controls must be put in place to manage HSE risks to acceptable levels to:

- **Prevent ill health, promote good health and address any changes to the health status of employees.**
- **Prevent incidents and injuries, improve safety performance, and to manage the consequences of safety incidents.**
- **Prevent pollution, promote conservation and address impacts to the environment from past operations.**
- **Identify all reasonably foreseeable HSE emergencies and develop emergency plans for dealing with such emergencies.**

Systems must ensure that controls are routinely checked and maintained.

Roles and Responsibilities:

- **Managers** must ensure that all Syngenta and legal HSE requirements relevant to their operation are met and risks controlled.
- **The HSE function** defines and sets the Syngenta HSE Requirements.

Standard 6:

Training and Competence

Appropriate training is needed to ensure that all employees understand the HSE Management System and Requirements and are competent to protect themselves, others and the environment while working.

Training must be identified and delivered so that employees understand the hazards and risks of their workplaces and the activities they undertake, and have the competence to consistently follow the required procedures, both for normal operations and abnormal occurrences, enabling the HSE Requirements to be met.

Roles and Responsibilities:

- **Managers** must ensure that all employees are trained and have the necessary skills and competence to undertake their roles.
- **The HSE function** provides training materials on the HSE Management System and promotes competence development of HSE professionals.

CHECK

Standard 7:

Audit

HSE auditing enables verification of compliance with the HSE Management System and identification of improvements needed.

Audits must be undertaken at defined intervals to verify compliance with the HSE Management System. Audit results are communicated to the Syngenta leadership.

Roles and Responsibilities:

- **The GLT** is accountable for the existence of an HSE Management Audit program.
- **Managers** must ensure full engagement in any audit program and that audit findings are followed up, and improvement actions completed. Within their area of responsibility, managers must identify and communicate trends arising from the audit program.
- **The HSE function** is responsible for developing and undertaking the HSE Management Audit program and for reviewing the output to identify and communicate global trends.

Standard 8:

Report and Evaluate Performance

HSE performance data are needed to monitor trends, identify issues and identify improvement actions. Investigation and reporting of incidents, and learning from them is essential to reducing their recurrence and impact.

All Syngenta operations must provide HSE performance data. Systems must be in place to report, investigate, and learn from HSE incidents. All serious incidents must be reported immediately.

Roles and Responsibilities:

- **The GLT** is accountable for the management structure to review Syngenta HSE performance.
- **Managers** must review HSE performance data to identify trends or emerging issues. They must ensure that incidents are reported and investigated, corrective actions taken and lessons learned.
- **The HSE function** manages the Syngenta HSE performance reporting system and provides collated performance data to managers.

Standard 9:

Compliance and Assurance

Syngenta is committed to complying with its HSE Management System and meeting or exceeding legal requirements.

Assurance of internal and external compliance is a personal management accountability.

Annually operations are required to provide assurance on compliance with legal requirements and the HSE management system.

Roles and Responsibilities:

- **The GLT** is accountable for the assurance process.
- **Managers** are responsible for giving assurance.
- **The HSE function** is responsible for supporting the GLT and managers in the assurance process.

ACT

Standard 10:

Communication and Consultation

Sharing information is essential to ensure that all employees understand their contribution to meeting the HSE Policy and Management System. Engagement with stakeholders is needed to allow Syngenta to operate effectively, legally and responsibly within the communities in which we operate.

Systems must be established to enable effective communication with employees and other stakeholders.

Roles and Responsibilities:

- **The GLT** is accountable for communication of HSE performance within Syngenta and external stakeholders.
- **Managers** must communicate HSE performance within Syngenta, and externally in accordance with Syngenta and legal requirements.
- **The HSE function** support managers and the GLT by providing information on HSE performance and good practice.

Standard 11:

Improvement Plans

In order to meet the HSE Policy and continuously improve HSE performance it is essential that gaps are identified and actions put in place to address them.

Improvement actions must be developed based on review of HSE performance, compliance with the HSE Management System and legal requirements. Review of the associated improvement plans must be undertaken regularly, and steps taken when plans are not delivered to time.

Roles and Responsibilities:

- **Managers** must develop and manage the actions to deliver improved HSE performance in their area of accountability, and take steps when actions are not delivered on time.
- **The HSE function** supports managers in identifying actions needed to implement the HSE Management System and to improve HSE performance.

Standard 12:

Leadership

In order to drive HSE performance and the behaviors that are needed to meet the HSE policy it is essential that leaders actively promote the right culture.

Leaders must demonstrate commitment by creating the culture needed to implement the HSE Management System. Accountability for HSE performance, and for taking action on HSE performance issues lies with managers. It is a key indicator of a manager's performance. Decisive and appropriate action must be taken when operating standards are not met. HSE matters must be considered in all relevant business decisions.

Roles and Responsibilities:

- **The GLT** must demonstrate full commitment to meeting the HSE Policy and Standards.
- **Managers** must create the right culture by demonstrating personal leadership and acting as role models. It is their responsibility to provide the strong alignment required for the continuous improvement of HSE performance within their organizations.
- **The HSE function** reinforces what is required to maintain and develop Syngenta's HSE culture.

Summary Sheet

Title	The Syngenta Crop Protection and Seeds HSE Policy and Standards
Purpose	This document outlines the Syngenta HSE Policy and the highest-level Standards of HSE expected throughout Syngenta Crop Protection and Seeds
Scope	This Syngenta Crop Protection and Seeds HSE Policy and Standards applies to all Syngenta Business Functions globally.
Personal Scope	[x] General Policy / CoP
Geographic Scope	[x] Group Policy / CoP
Target audience	All Syngenta Employees and Third-Party contractors employed on all Syngenta Crop Protection and Seeds sites
Version no.	V4.0
Effective date of current version	07-2020
Effective date of original version	12-2016
Revision history	<p>Version 1 to 4:</p> <ul style="list-style-type: none"> • Syngenta HSE Policy and Standards moved to new Syngenta Policy Template • Minor text revision to maintain context • Removal of outdated hyperlinks • Adoption of the Syngenta HSE Policy and Standards as part of the refreshed HSE Management System • Section 3: Adoption of the Syngenta Group HSE Policy • The Syngenta Crop Protection and Seeds HSE Standards remain unchanged except for renaming the Syngenta Executive Team (SET) to Syngenta Group Leadership Team (GLT)
Approved by	Syngenta Group Leadership Team (GLT)
Issued by	Global Health Safety and Environment
Owner	Global Head of Health Safety and Environment
Further References	Syngenta Policy Site HSE Website

