



## **STOP WORK POLICY**

### **Policy**

Employees and contract employees are empowered and are obligated to stop work when:

- There is likelihood of injury to personnel or damage to the environment
- A task or control for a hazard is not clearly established and understood
- Anytime an unsafe condition or act may result in an incident

Employees are to report all stop work events to their supervisors and support stop work intervention efforts of others

### **Purpose**

This policy establishes the authority of personnel to stop work when their own personal safety and the safety of others or the environment is, or is likely to be, endangered by actions, site conditions, or omissions.

### **General Requirements**

Employees, contractors, and persons directly impacted by ANNAI's activities (e.g. customers, visitors) are expected and authorized to stop work, or decline to perform an assigned task, whenever an imminent danger to self, people, property, or threat to the environment is identified.

Sites shall implement a Stop Work program that meets the requirements of this policy, taking into consideration the size and complexity of its operations.

Local management shall promote and support Stop Work Authority by ensuring no retaliation on employees or contractors exercising this authority. In particular:

- Retribution for interventions or retaliation of any sort against a person raising a concern or stopping work shall not be permitted.
- Positive behaviours should be reinforced through recognition programs.

In case opinions differ regarding the validity of a Stop Work intervention or the decision to resume work, and the conflict is not resolved at the site or region, the matter shall be elevated to ANNAI HSE Leader.



### **Stop Work Elements**

Communicate and train on Stop Work Authority Requirements

Provide each employee with the ANNAI Stop Work Card, which has been signed by ANNAI HSE leader. Routinely communicate to employees, and contractors the requirement to invoke Stop Work Authority. Incorporate Stop Work Authority as part of required HSE training for current employees, contractors, and new hire / transferred employees and implement at the prescribed frequency.

### **Document, Review, and Resolve Stop Work Events**

Enter details for Stop Work events in the ANNAI HSE incident reporting system. Stop Work events are to be reviewed by management for participation, quality, trending and resolution. Communicate learnings based on the severity and the extent of the Stop Work event to employees and contractors, as appropriate.

### **Implement Applicable Regulatory Requirements**

Implement applicable regulatory requirements, which are in addition to the requirements contained in this Policy.

For Annai Constructions

Sd/- Managing Partner