

Honeywell HSEPS Management System	Effective Date: (Date auditable) July 11, 2022	Document Owner:	Jennifer Sanchez
Level 1 -- Policy and Leadership Commitment	Rev #: 2	Approved by:	Kent Hart
Document #: 1-101-X	Rev Date: July 11, 2022		
Contains Requirement(s) for following organizational levels: <input checked="" type="checkbox"/> Facility <input checked="" type="checkbox"/> Field Work <input checked="" type="checkbox"/> SBG <input checked="" type="checkbox"/> Corporate HSEPS			

1. HSEPS MS Requirements

Ref #	Applicability	Requirement
1		HSEPS Sustainable Opportunity Policy
1.1	<input checked="" type="checkbox"/> Corp <input type="checkbox"/> SBG <input type="checkbox"/> Fac <input type="checkbox"/> FW	The HSEPS Sustainable Opportunity Policy (Policy) is initiated, and the adoption and endorsement of the Policy is obtained from the Honeywell CEO. <i>Objective Evidence:</i> Current Policy with CEO endorsement.
1.2	<input type="checkbox"/> Corp <input checked="" type="checkbox"/> SBG <input checked="" type="checkbox"/> Fac <input checked="" type="checkbox"/> FW	The endorsement by senior <u>leadership</u> of the <u>organization</u> is obtained using the most current version of the Policy. <i>Objective Evidence:</i> Current Policy with proper endorsement(s); Management of Change process used to address changes to policy.
1.3	<input checked="" type="checkbox"/> Corp <input type="checkbox"/> SBG <input type="checkbox"/> Fac <input type="checkbox"/> FW	The Policy is maintained to ensure it is relevant and appropriate and a review is conducted, at a minimum, annually. <i>Objective Evidence:</i> Management of Change process and documentation of annual Corporate HSEPS review.
1.4	<input type="checkbox"/> Corp <input checked="" type="checkbox"/> SBG <input type="checkbox"/> Fac <input type="checkbox"/> FW	Communication is coordinated when the Policy is changed. <i>Objective Evidence:</i> Communication Plan; Management of Change process used to address changes to Policy.
1.5	<input type="checkbox"/> Corp <input type="checkbox"/> SBG <input checked="" type="checkbox"/> Fac <input checked="" type="checkbox"/> FW	The Policy is communicated annually to all employees working under the control of the organization with the intent that they are made aware of their individual HSEPS obligations (includes <u>contingent subcontract workers</u>). <i>Objective Evidence:</i> Method of communication and documentation indicating Policy was communicated. Examples include new employee orientation, tier accountability meetings, Town hall, HSE Training, email distribution, newsletters.
1.6	<input type="checkbox"/> Corp <input type="checkbox"/> SBG <input checked="" type="checkbox"/> Fac <input checked="" type="checkbox"/> FW	The Policy is posted. <i>Objective Evidence:</i> The current version of the Policy is posted at the communication point frequented by employees, contractors, and visitors (e.g., lobby, break room, etc.). For field work, the Policy is posted at the respective field work office. For facilities, the Policy is posted at the facility.
1.7	<input checked="" type="checkbox"/> Corp <input checked="" type="checkbox"/> SBG <input checked="" type="checkbox"/> Fac <input checked="" type="checkbox"/> FW	The Policy is made accessible and communicated to all <u>contractors</u> of the <u>organization</u> and <u>interested parties</u> as required. <i>Objective Evidence:</i> Documentation demonstrating <u>contractor(s)</u> receive and read the Policy and that the policy is distributed to <u>interested parties</u> as requested.
1.8	<input checked="" type="checkbox"/> Corp <input type="checkbox"/> SBG <input type="checkbox"/> Fac <input type="checkbox"/> FW	The Policy is maintained on the external website and Honeywell intranet. <i>Objective Evidence:</i> Current version of Policy accessible via HSEPS main intranet page and external website

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2. Revision History

Revision Number	Section Number	Revised by	Revision Date	Description of Change
1	All	J. Sanchez	---	Initial release
2	All	J. Sanchez	July 11, 2022	Update objective evidence to align with current practices and add clarity

3. References

- 3.1 Honeywell Records and Information Management
- 3.2 [Corporate HSEPS Management System Documents](#)
 - 3.2.1 HSEMS 1-106-X Management of Change
 - 3.2.2 HSEMS 1-110-X Communication and Participation
 - 3.2.3 [HSEPS Sustainable Opportunity Policy](#)