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# PURPOSE

This standard establishes the Environmental, Safety and Health (ESH) roles, responsibilities and authorities for all organizational levels of personnel working at Texas Instruments Incorporated (TI), and provides additional detail in support of TI SP&P 04-04-01.

# SCOPE

The provisions of this standard apply to all TI employees, suppliers, vendors, and visitors at TI sites worldwide.

# reference documents

## SP&P 04-04-01 Environmental, Safety, Health

## ISO14001:2015 International Standard on Environmental Management System

## ISO45001:2018 International Standard on Occupational Health and Safety Management System

## TI ESH Standards

# Definitions

[TI ESH Standards Glossary of Definitions](https://sps01.itg.ti.com/sites/wwf/esh/standards/default.aspx)

# Requirements

## Responsibilities of Every Employee

### Every employee must take personal responsibility and accountability for ESH. The following is a general list of ESH responsibilities, although additional responsibilities may be required based on the employee’s job function. All employees shall:

#### Perform their work in a manner which complies with applicable ESH regulations, internal policies and standards, and work area or assignment procedures;

#### Protect the health and safety of themselves and their co-workers;

#### Prevent pollution of the environment and conserve natural resources;

#### Correct or report any workplace unsafe acts or conditions, near misses or incidents that occur. Reports should be made to their supervisors and ESH designees so that appropriate action can be taken. Assist in the determination of the root cause and assure correction when appropriate;

#### Report a non-work-related injury or illness to their Medical or Human Resources representative if they have reason to believe it represents a risk to the health or safety of themselves or others in the workplace;

#### Suspend any operation or deactivate any equipment in the event of imminent risk to life or health, or the environment. Suspended operations will not resume until the risk has been controlled;

#### With their supervisor, identify regulatory and TI-required training applicable to their job functions and complete and apply such training;

#### Hold contractors and suppliers accountable for the same level of ESH compliance as is expected of TI employees, for example by correcting or reporting any activities that do not conform to ESH expectations;

#### Understand emergency procedures and be prepared to act should any emergencies occur;

#### In addition to the above, employees working at manufacturing sites must:

##### Understand the ESH requirements of ISO14001 and ISO45001 Standards including awareness of the ESH Policy and their role in support of the ESH Policy and the ESH Management System;

##### Be aware of and assist in the control of significant environmental aspects and safety risks in their areas;

##### Understand and follow the Safety Cardinal Rules;

##### Contribute towards reaching ESH-related objectives and plans including efforts of continual ESH improvement.

## Responsibilities of All Managers and Supervisors

### Each manager and supervisor has responsibility and accountability for ensuring their areas of responsibility are maintained in a manner that is safe and healthful for employees, protects the environment and complies with all regulatory, ESH Standard and other applicable requirements.

### Managers and Supervisors must also ensure:

#### ESH training needs are determined and made available to their employees, that employees obtain required ESH training and are competent to perform their work safely;

#### Employees are aware of their ESH responsibilities (as listed above) and that employees follow those requirements in the workplace;

#### Emergency plans and procedures are in place for their work areas, be knowledgeable of their responsibilities during an emergency and ensure their employees and areas are prepared for an emergency;

#### An incident report is timely completed for each potentially work-related illness or injury in the Safety Incident Tracking System (SITS) regardless of severity, and participate in the incident investigation and root cause analysis process;

#### Follow-up and corrections are made as needed for any reported unsafe condition, near miss or unsafe behavior;

#### Management is supported as needed in the achievement of their ESH responsibilities (as listed below).

## Responsibilities - Top Leadership

### Top Leadership including site, building, manufacturing and business unit managers and their direct reports have responsibility and accountability for providing a safe and healthful workplace, protection of the environment, and administering effective ESH programs. These managers will ensure that all personnel make ESH a high priority. These managers are expected to implement programs or activities to ensure the following are addressed:

#### Demonstrate strong ESH leadership through the communication of a clear work-site policy on compliance with legal and other requirements, safe and healthful work and working conditions, environmental stewardship and pollution prevention;

#### Identify and understand applicable ESH regulations and ensure compliance;

#### Create a climate that supports employee involvement in the ESH program. Assure that environmental, safety and health instructions and regulations are followed and work-related injuries or illness are reported and if appropriate, that disciplinary action (potentially including termination) is taken;

#### Ensure that all ESH incidents and near misses are investigated, that root causes are identified and corrective measures are implemented to prevent recurrence;

#### Assign, document and communicate ESH responsibilities throughout the various organization functions, as appropriate;

#### Hold all personnel accountable through the performance review and compensation process. Hold contractors and suppliers accountable for the same level of ESH performance as is expected of TI employees;

#### Assure that employees complete assigned ESH training;

#### Ensure the potential ESH impact of TI’s activities is assessed and processes are implemented to address identified impacts and risks;

#### Ensure periodic reviews are completed assessing performance against established ESH goals;

#### As appropriate, support activities related to working constructively with governments, the scientific community, industry and public interest groups to develop sound laws, regulations and guidelines for continuous improvement in environment, safety, and health while promoting useful products and global competitiveness.

### Managers of Manufacturing Sites – in addition to the responsibilities listed in the section above for site/building managers, managers of manufacturing sites also have the following responsibilities:

#### Establish and lead centralized ESH committees which enact and oversee the ESH policies, procedures, and programs for the site/building;

#### Establish and track progress toward ESH-related objectives and plans which will contribute to ESH continual improvement;

#### Ensure the organization establishes and implements a process(es) for consultation and participation of workers

#### Assign financial and professional resources based on the outcome of a methodical risk assessment;

#### Maintain an ESH self-audit program, personally conduct periodic ESH reviews and evaluations, and ensure that other managers at the site conduct ESH reviews and evaluations;

#### Ensure periodic reviews are completed assessing relevance of organizational policy and objectives;

#### Ensure all other requirements for ESH Management Systems are being met.

## Responsibilities of Site/Building ESH Support

### Each site/building shall have designated resources for Environmental, Safety and Industrial Hygiene support. The number of available resources within each discipline will be determined based on regulatory review and the site risk assessment. These resources will be responsible for:

#### Advising and consulting with management and ESH committee (where required) in all activities, including goal-setting and performance measurement;

#### Ensuring the development and documentation of programs to comply with regulatory and other requirements, minimize potential safety and health exposures and promote pollution prevention;

#### With the participation of top leadership, ensuring that:

##### Critical review of regulatory and other requirements takes place and appropriate personnel are advised of the outcome;

##### The potential impact of TI’s activities on the environment, and safety and health of TI’s employees, is assessed in advance and as ongoing aspects of our operating processes;

##### Risk control processes are implemented;

##### Assignments of financial and professional resources based on the outcome of this methodical risk assessment occur.

#### Ensuring management is kept informed on the level of compliance.

## Responsibilities of Worldwide Environmental, Safety & Health (WW ESH)

### The WW ESH organization is responsible for providing leadership, guidance and direction of TI's ESH programs worldwide and for evaluating the consistent application of TI ESH requirements for all TI operations. Accordingly, the organization will:

#### Provide leadership in ESH strategic development and support Senior Management in the establishment of goals;

#### Provide technical resources to support the site ESH personnel as necessary;

#### Report periodically to TI management on TI's overall performance to ESH objectives and targets and the compliance with regulations, policies, programs and standards;

#### Manage the development, review and approval of all TI ESH standards and management systems manual;

#### Manage and implement TI's ESH Audit Program to help ensure compliance with appropriate regulations and internal policies, programs and standards;

#### Work with the appropriate business units to develop and communicate consistent TI positions on matters of ESH policy;

#### Report to the public and other stakeholders on TI's ESH performance as appropriate;

#### Support the development of ESH training for all employees and coordinate local input on such training as needed.

# STANDARD Approval

This standard has been approved by Zane Broadhead, TI Vice President.

# Revision history

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| --- | --- | --- | --- | --- |
| **Rev#** | **Date** | **Nature of Revision** | **Author/Editor** | **Approver** |
| A | 8/10/2017 | New Standard | M Gilmore | ELC |
| B | 7/31/2019 | Periodic Review; incorporated key elements of the ISO45001:2018 language and input from worldwide review | M. Gilmore / D. Moore | ELC |
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