Honeywell

Health, Safety, Environment, Product Stewardship and Sustainability (HSEPS) Management Systems Manual

1   Context of the Organization

Honeywell International Inc. invents and manufactures technologies to address some of the world's toughest challenges initiated by revolutionary macro-trends in science, technology, and society. A Fortune 100 company, Honeywell creates solutions to improve the quality of life of people around the globe by generating clean energy, using it more efficiently, and increasing our safety and security. Honeywell enables people around the world to connect, communicate, and collaborate. Honeywell equips customers to be more productive. Honeywell has an unrelenting commitment to quality and delivering results in everything we make and do. The needs and expectations of our customers, employees, neighbors, regulators, and other internal and external interested parties are taken into consideration as discussed in the Honeywell Sustainable Opportunity Policy endorsed by the Honeywell CEO. Specifically, "By integrating health, safety, and environmental considerations into all aspects of our business, we protect our employees, our communities, and the environment, achieve sustainable growth and accelerated productivity, drive compliance with all applicable regulations, and develop technologies that expand the sustainable capacity of our world".

Honeywell is based in Charlotte, NC, and is made of up four Strategic Business Groups (SBGs):

Aerospace Technologies (Aero)
- Honeywell Aerospace technology, products, and services are found on virtually every commercial, defense, and space aircraft. Aerospace develops innovative solutions for more efficient airplanes, more direct on-time flights, safer flying and runway traffic, along with aircraft engines, cockpit and cabin electronics, wireless connectivity services, logistics, and more.

Building Automation (BA)
- Honeywell Building Automation's products, software, and technologies are in over 10 million buildings worldwide helping customers control their comfort, security, and energy use, with technologies ranging from environmental and building controls to security and fire alarm systems and smart grid solutions.

Industrial Automation (IA)
- Honeywell Industrial Automation enables process industry operations, creates world-class sensor technologies, automates supply chains, makes warehouses smarter, and improves worker safety. This combination will build on our core strengths in controls and automation technologies which in turn allows us to deliver better commercial outcomes for our customers.

Energy and Sustainability Solutions (ESS)

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As a global technology leader, Honeywell Energy & Sustainability Solutions (ESS) develops advanced materials and process technologies that enable energy evolution, provide solutions that reduce emissions, and deliver innovative sustainable materials to our customers across industries.

The Honeywell Health, Safety, Environmental, Product Stewardship, and Sustainability (HSEPS) Management System aligns with ISO 14001:2015, Responsible Care® 14001:2023, ISO 45001:2018 and Honeywell requirements. The HSEPS Management System is an integral part of the overall Honeywell operating model and defines how HSEPS is integrated with the manufacturing, service, and business organization processes.

The Honeywell HSEPS Management System is designed to:

a) Provide the SBGs and global Honeywell facilities with a systematic framework for minimizing HSEPS risks and associated liabilities;
b) Implement processes that monitor, identify, and control risks associated with the design, production, and delivery of products and services including intended use through disposition;
c) Provide a framework for continual improvement of the management system and the fulfillment of conformity to applicable company, statutory, regulatory, and stakeholder requirements; and
d) Promote the integration of the HSEPS Management System with business planning and performance processes throughout the organization.

In addition to defining processes for managing health, safety, environmental, product stewardship, and sustainability, the HSEPS Management System includes the standardization of processes related to security (physical and cyber), stakeholder outreach, distribution, and transportation.

1) Applicability / Scope of the HSEPS Management System

a) The HSEPS Management System applies to all Honeywell organizations, subsidiaries, and joint ventures (JV) worldwide where Honeywell has operational control, including all laboratories, offices, facilities, cafeterias, dormitories, processes, services, and products. Activities include, but are not limited to product and project design and development, changes to products and processes, manufacturing, field work (including Honeywell employees working at customer locations), supply, distribution (including transportation), and use of raw materials, products, and waste. All personnel having access to the workplace, including all Honeywell employees and contractors, are covered by the HSEPS Management System requirements.

b) Joint venture operations not under the operational control of Honeywell are encouraged to implement a management system consistent with the principles of the Honeywell HSEPS Management System.

c) Entities and contractual arrangements not covered by the above applicability criteria will be evaluated on a case-by-case basis to define applicability to the HSEPS Management System.

d) All Honeywell organizations globally will comply with all compliance obligations to which they subscribe. This includes requirements established by Honeywell (HSEPS Management System and Corporate and SBG policies, standards, and procedures). The most stringent of these requirements apply should a conflict arise unless expressly prohibited by regulation.

e) Each Honeywell facility and organization, as well as Honeywell and SBG Headquarters, shall maintain a profile for the organization. Each organization shall consider external and internal issues; compliance obligations; its units, functions, and physical boundaries; its activities, products, and services; and persons with authority and ability to exercise control and influence.

f) Newly acquired operations and businesses shall conduct a baseline evaluation and develop an implementation plan for conformance to the HSEPS Management System. All implementation plans will include a timeline for implementation and must be approved by the Corporate HSE Vice President.

g) Newly formed operations and businesses shall incorporate the HSEPS Management System from inception (e.g. during formation, development, and ongoing activity).

h) In cases where Honeywell employees from one SBG are co-located with another Honeywell SBG(s) location, personnel are either mapped to the location HSEPS Management System or an applicable Field Work HSEPS Management System.

2) HSEPS Management System Structure and Content

The HSEPS Management System is structured:

- The Structure and Content (Level 0 Document): A single document that identifies the HSEPS Management System structure, applicability, elements of the HSEPS Management System, and definitions for terms used within the management system.

- Elements of the HSEPS Management System (Level 1 Document): Specific requirements for each element of the HSEPS Management System as it applies to different applicable organization levels (Corporate, Strategic Business Group (SBG), Facility, Field Work). These documents guide the successful implementation of the management system elements and examples of objective evidence.

- HSEPS Management System Operational Controls / Standards (Level 2 Document): Standards that define specific requirements to address aspects, impacts, and compliance obligations common to Honeywell's global operations.

- HSEPS Management System Supporting Documents (Level 3 Document): Supporting documents that assist in deploying the HSEPS Management System (i.e. procedures, guidance documents, charts, descriptions, tools, templates).

3) Honeywell HSEPS Management System Elements

a) **LEADERSHIP**

i) **Policy and Leadership Commitment**

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(1)   Honeywell establishes, implements, and maintains the Sustainable Opportunity Policy which defines commitments to the Health, Safety, Environmental, Product Stewardship and Sustainability (HSEPS) Management System.

(2)   All levels of leadership demonstrate their commitment to the HSEPS Management System by implementing and promoting the Sustainable Opportunity Policy.

(3)   Top Management supports other relevant management roles to demonstrate their leadership and conformance to the Sustainable Opportunity Policy.

(4)   The HSEPS Management System provides the framework for the implementation of the Sustainable Opportunity Policy requirements across all Honeywell organizations.

(5)   The Sustainable Opportunity Policy is available and communicated to all persons doing work under Honeywell's control, including contractors, with the intent that they are aware of their individual responsibilities, actions/inactions, and consequences to others.

(6)   The Sustainable Opportunity Policy is available to relevant interested parties, suppliers, customers, and the public via the Honeywell external website.

ii) Organizational Roles, Responsibilities, Accountabilities and Authorities

(1)   Top management ensures that the responsibilities, accountabilities, and authorities for relevant roles are assigned and communicated within the organization to facilitate effective HSEPS management.

(2)   Top management demonstrates commitment by ensuring the availability of resources to implement and maintain the HSEPS Management System.

(3)   Top management assigns the responsibility and authority to:

    a)   Ensuring that the HSEPS Management System conforms to applicable International Standards in Section 1 of this document.

    b)   Reporting on the performance of the HESPS Management System to top management.

b) Planning

i) Aspects and Impacts

(1)   Honeywell establishes an approach to identify HSEPS aspects and the associated impacts of its activities, products, and services including the product life cycle perspective which the organization can control and influence.

(2)   Honeywell assesses risk (including opportunities) associated with aspects for:

    a)   Health
    b)   Safety
    c)   Environmental
    d)   Security (Responsible Care)
    e)   Product Stewardship
    f)   Product Safety
    g)   Transportation

h) Process Safety Management

i) [Sustainability](#)

(3)   The assessment considers:

    a) New and existing [products](#)

    b) Changes to existing [products](#), services, the [organization,](#) and operations

    c) Normal conditions

    d) Abnormal and [emergency](#) conditions

    e) Threats and opportunities

(4)   Honeywell documents and ranks [risk](#) associated with [aspects](#) to determine those that have a significant [impact](#) on health, safety, environment, security, product stewardship, transportation, [sustainability,](#) and process safety using established processes and criteria.

(5)   The [risk](#) assessment process includes opportunities for the participation of those doing work under Honeywell's control.

(6)   Emerging HSEPS issues and changes are evaluated to identify significant HSEPS [aspects](#) and [impacts](#). (Section 4.2.3)

ii) Compliance Obligations (Legal and Other Requirements)

(1)   Honeywell establishes, implements, and maintains a process to:

    a) Determine mandatory requirements issued by governmental entities or other relevant authorities (i.e. legal obligations)

    b) Determine relevant requirements of parties through the [aspects](#) and [impacts](#) assessment (Section 4.2.1) and determine which of those become other requirements.

    c) Determine how [compliance obligations](#) comprised of legal and other requirements apply to Honeywell and how they will be met.

    d) Communicate relevant information on [compliance obligations](#) to persons working under the control of the [organization](#) and other relevant [interested parties](#).

iii) Emerging Issues

(1)   Honeywell maintains a process to monitor emerging external and internal issues that may affect the ability to fulfill Honeywell's Sustainable Opportunity Policy.

(2)   External issues that are determined to have applicability to Honeywell will be addressed through the Management of Change (Section 4.2.4) management system process.

(3)   Organizational issues, both internal and external to the HSEPS function, will be assessed for applicability and addressed through the Management of Change (Section 4.2.4) management system process.

iv) Management of Change (MOC)

(1)   Honeywell plans for and manages HSEPS change, whether the change is [temporary](#) or permanent, to ensure that the change does not create an adverse effect or deterioration in performance and that the benefit is realized.

(2)   The responsibilities and authorities for managing and approving change are managed by the MOC process.

(3)   Associated aspects and impacts are identified through the MOC process and assessed by the risk assessment process (Section 4.2.1).

(4)   Results of the risk assessment are reviewed to determine if a risk has been affected (increased or decreased), or if a new risk or impact has been introduced (beneficial or consequential) so appropriate action can be taken.

(5)   The MOC process is linked to the other management system elements such as Compliance Obligations (Section 4.2.2) and Emerging Issues (Section 4.2.3) to manage the change appropriately and maintain compliance.

(6)   Changes are communicated to interested parties and affected persons working under the control of Honeywell.

v) HSEPS Objectives

(1)   Honeywell establishes and maintains documented HSEPS objectives at all levels of the organization to drive continuous improvement and performance.

(2)   HSEPS objectives meet the following criteria:

a)   Consistent with the Sustainable Opportunity Policy
b)   Take into account applicable Compliance Obligations
c)   Take into account Significant Aspects
d)   Take into account Threats and Opportunities (Risk Assessment output)
e)   Measurable (if practical)
f)   Monitored
g)   Communicated and documented
h)   Updated as appropriate
i)   Include time-frame for achievement

(3)   Honeywell considers best practices, technological options, and financial, operational, and business requirements when establishing HSEPS objectives.

(4)   Persons doing work under the control of Honeywell have opportunities to participate in setting HSEPS objectives.

vi) HSEPS Management Plans

(1)   Each level of the organization develops and documents management plans to achieve HSEPS Objectives.

(2)   HSEPS Management Plans include:

a)   What will be done
b)   What resources will be required
c)   Who will be responsible
d)   Completion targets
e)   Monitoring and Measurement
f)   How the results will be evaluated (including indicators)
g)   Integration into the business processes

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(3)   Management Plans will be maintained and updated at defined intervals.

c) Support

    i) Competence, Training, and Awareness

(1)   Honeywell has a process to determine and evaluate the necessary competence of person(s) doing work under the control of the organization who affect HSEPS performance and the ability of the organization to fulfill compliance obligations.

(2)   Persons will be assessed against necessary competency and will be deemed competent based on appropriate education, training, qualification, and/or experience.

(3)   The assessment considers assigned responsibilities, abilities, language skills, literacy, and employee feedback.

(4)   The assessment process ensures that necessary training or other actions are taken to achieve the appropriate level of competence associated with relevant HSEPS aspects, impacts, control measures, and compliance obligations.

(5)   Training content will be developed and delivered by a competent person or through a competent process (i.e. a learning management system).

(6)   Periodically the effectiveness of training and the overall training process will be evaluated.

(7)   At a minimum all persons doing work under the control of Honeywell are made aware of:

    a) Sustainable Opportunity Policy
    b) Significant HSEPS Aspects/Impacts associated with their work
    c) Their contribution to the effectiveness of the HSEPS Management System
    d) Benefits of improved HSEPS performance
    e) Implications of not conforming to the HSEPS requirements
    f) Applicable compliance obligations associated with their work
    g) Lessons learned from relevant incidents

(8)   Evidence of competency is documented and retained.

    ii) Communication & Participation

(1)   Honeywell determines the need for internal and external communications relevant to the HSEPS Management System considering aspects and compliance obligations.

(2)   Each level of the organization develops a written communication plan applicable to the operations.

(3)   When developing the communications plan, the organization considers:

    a) What information to disseminate
    b) What to communicate
    c) When to communicate
    d) How to communicate
    e) Whom to communicate
    f) Internal communications among various levels/functions of the organization
    g) Contractor and visitor communications
    h) External communications / Interested Parties

    i)   Public availability of product safety, sustainability, and product stewardship information

    j)   Communication of changes

    k)   Management of relevant communications from and to interested parties

    l)   Plan effectiveness evaluation with Honeywell's communication objectives and needs of interested parties

    m)   Diversity aspects (e.g. language, culture, literacy)

(4)   The communication plan includes HSEPS objectives (Section 4.2.5) and performance to the objectives.

iii) Participation

(1)   Honeywell maintains a process to ensure effective participation and consultation in the HSEPS Management System by persons doing work under its direct control (and as appropriate, representatives) at all organizational levels and functions by:

    a)   Providing the mechanism, time, and resources necessary to participate in HSEPS Management System activities such as Leadership, Planning, Operations, Performance Evaluation, and Improvement.

    b)   Providing timely access to information relevant to the HSEPS Management System.

    c)   Identifying and removing obstacles or barriers to participation wherever possible.

    d)   Creating systems and expectations for timely reporting of work-related aspects, risks, threats, opportunities, incidents, and nonconformities.

(2)   Honeywell consults with relevant interested parties about matters pertinent to the HSEPS Management System and participates in mutual engagement programs and sharing activities as appropriate. This includes making relevant product safety and product stewardship information publicly available.

iv) Document and Records Management

(1)   Honeywell maintains documents and records to demonstrate the effective operation of the HSEPS Management System.

(2)   Honeywell maintains a cross-reference table indicating the interaction and how the elements of the HSEPS Management System meet the requirements of the certifications identified in Section 1 of this document.

(3)   Each level of the organization is required to follow a process to demonstrate control of documents and records.

(4)   HSEPS Management System documents and records will be controlled to ensure they are:

    a)   Available and suitable for use (where and when needed)

    b)   Adequately protected (e.g. from loss of confidentiality, improper use, or loss of integrity)

    c)   Compliant with Honeywell's Records and Information Management requirements

(5)   The document and record control process includes:

    a)   Distribution

    b)   Access (persons doing work under the control of Honeywell)

    c)   Retrieval and use (e.g. version control)

    d)   Retention and disposition

    e)   Identification and description

f) Review and approval

(6) The document and record control process prevents the unintended use and distribution of obsolete documents. The process identifies obsolete documents that must be retained for regulatory or other purposes.

(7) Documents and information of external origin determined to be necessary by Honeywell for planning and the operation of the HSEPS Management System will be identified and controlled as appropriate.

d) Operations

i) Operational Planning and Control

(1) Honeywell plans, implements, controls, and maintains the processes needed to meet HSEPS Management System requirements and implement actions associated with applicable aspects and impacts (Section 4.2.1) and compliance obligations (Section 4.2.2) by:

  a) Establishing operating criteria for processes.
  b) Implementing control of the processes under the operating criteria.
  c) Maintaining documentation of the controls necessary to have confidence that the processes have been carried out as planned.
  d) Managing situations where the absence of documented information could lead to deviations from the Sustainable Opportunity Policy and the HSEPS Objectives.
  e) Assessing planned changes, reviewing of consequences of unintended changes, and taking actions to mitigate any adverse effects.
  f) Evaluating outsourced processes to ensure they are controlled or influenced as appropriate.
  g) Evaluating and controlling aspects and impacts arising from contractor activities and operations.
  h) Establishing requirements and controls for procurement (e.g. products, hazardous materials or substances, raw materials, equipment, contractor, or services) to ensure Honeywell requirements are addressed in the design and development processes and for product or service life cycle.
  i) Establishing processes to verify the effective implementation of controls.

(2) A process is maintained to reduce risk and protect the environment, conserve resources, protect worker health, and create a safe and secure work environment based on the following hierarchy:

  a) Elimination of hazards
  b) Substitution with less hazardous material, process, operation, or equipment
  c) Implementation of engineering controls
  d) Use of administrative controls including supervision and training, safety signs, markings, and warning devices
  e) Use of personal protective equipment

(3) Honeywell maintains:

  a) Systems to facilitate the flow of hazard and safe handling information
  b) Appropriate guidance and training along the value chain to support risk evaluation and risk management of its products (including end-of-life treatment and final disposition).

c) Receipt of information from suppliers on equipment, goods, and services purchased or used.

(4) Honeywell maintains a process to review and assess the following entities according to performance criteria established by the organization regarding Responsible Care, health, safety, security, sustainability, and environmental performance:

a) Customers
b) Suppliers
c) Outsourced processes
d) Contract Manufacturers
e) Carriers/Distributors/Third Party Logistic providers
f) Contractors

ii) Emergency Preparedness and Response

(1) Honeywell establishes, implements, and maintains a process where HSEPS aspects and impacts (Section 4.2.1) associated with emergencies are evaluated to anticipate, prevent, and minimize risks from potential emergencies.

(2) The process includes:

a) Identifying and planning for potential emergencies.
b) Preparation of a response to emergencies.
c) Responding to such emergencies.
d) Periodically testing and exercising response when practical.
e) Evaluating and revising emergency preparedness planning as necessary (in particular, after testing and the occurrence of emergencies).
f) Provide training for emergency prevention, preparedness, and response.
g) Communicating with employees, contractors, visitors, relevant emergency response services, government authorities, and the local community as appropriate.
h) Participating commensurate with risk in the deployment, implementation, and maintenance of community emergency preparedness and planning and recovery needs.
i) Evaluating an appropriate process of responding to raw materials, product, process, and waste material transportation incidents.
j) Ensuring periodic review and alignment with business continuity plans.

(3) In all stages of the emergency preparedness process Honeywell shall take account of the needs and capabilities of relevant interested parties and ensure their involvement, as appropriate.

iii) Behavior and Culture

(1) Honeywell maintains a behavior and a culture process to ensure that the person(s) doing work under the control of the organization work, act and leads according to HSEPS Management System requirements. The process shall incorporate the behaviors and cultural aspects of:

a) Leadership and commitment
b) Management behaviors
c) Responsibility and ownership
d) Engagement in improvements

      e)   Communications, education, and resources

      f)   Continuous improvement

e) Performance Evaluation

i) Monitoring, Measurement, Analysis, and Evaluation

(1)   Honeywell plans, implements, and maintains a process to evaluate conformity with its compliance obligations (Section 4.2.2).

(2)   The process includes the frequency and methods used to evaluate compliance, the requirement to take action if needed, and the requirement to communicate nonconformities as required.

(3)   The process includes self-assessments at planned intervals to provide information on:

    a)   If the HSEPS Management System conforms to its requirements.

    b)   If the HSEPS Management System conforms to the certification requirements identified in Section 1 of this document.

    c)   If the HSEPS Management System is effectively implemented and maintained.

(4)   Honeywell maintains knowledge and understanding of compliance obligation status and retains documented information as evidence of the compliance evaluation results.

ii) Internal Audit

(1)   Honeywell in consultation with workers (and, as applicable, their representatives) plans, establishes, implements, and maintains a governance process that includes the frequency, methods, responsibilities, planning requirements, and reporting of audit results.

(2)   The governance process takes into consideration the HSEPS processes, performance evaluation outcomes, significant aspects and impacts, compliance obligations, risks/threats and opportunities, and the results of previous audits (including self-assessments).

(3)   Honeywell defines the audit type criteria and scope of each audit.

(4)   Competent auditors conduct audits to ensure objectivity and impartiality of the audit process.

(5)   Audit results are reported to relevant leadership, relevant persons doing work under Honeywell's control, and relevant interested parties. Documented information is retained as evidence of the implementation of the audit program and the audit results.

iii) Management Review

(1)   Leadership at each level of the organization and scope of responsibility to the HSEPS Management System reviews their organization's HSEPS Management System at planned intervals to ensure its continuing suitability, adequacy, and effectiveness.

(2)   Reviews from lower levels of the organization are incorporated as the reviews progress higher through the organization.

(3)   The management reviews include the following:

    a)   Status of actions from previous management reviews

    b)   Extent to which HSEPS objectives have been achieved

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    c) Changes in external and internal issues that are relevant to the HSEPS Management System

    d) Needs and expectations of interested parties

    e) Fulfillment of compliance obligations

    f) Significant aspects and impacts

    g) Threats/Risks and opportunities

    h) HSEPS Performance including status and trends in incidents; nonconformities; investigation outcomes; complaints and corrective actions; monitoring, measurement, analysis, and evaluation; communication and participation, and self-assessment and internal audit results.

f) Improvement

i) Incident, Nonconformity and Corrective Action

(1) Honeywell maintains a process to act on time to the incidents or nonconformities, and as applicable takes action to control or correct the incident or nonconformity and address the consequences.

(2) The process includes evaluating the need for corrective and preventative action(s) with the participation of relevant persons working under the control of Honeywell to eliminate root causes of the incident or nonconformity so that the incident or nonconformity does not recur or occur elsewhere.

(3) Incidents and nonconformities are investigated determining the cause(s) of the incident or nonconformity, and determining if similar incidents and nonconformities or causes exist, or could potentially occur.

(4) As needed, corrective actions are implemented and the Management of Change process (Section 4.2.4) is utilized as appropriate.

(5) Corrective actions are reviewed to ensure that they are effective in addressing the incident or nonconformity.

(6) HSEPS Management System and MS Elements, such as aspects and impacts, are reviewed and actions or changes are made as necessary.

(7) Honeywell maintains documented information as evidence of the nature of the incidents or nonconformities and any subsequent action(s)/corrective action(s), and the results of those corrective action(s).

ii) Continual Improvement

(1) Honeywell continually improves the suitability, adequacy, and effectiveness of the HSEPS Management System to prevent the occurrence of potential incidents and nonconformities and to promote improvements in HSEPS performance.

(2) Honeywell establishes, implements, and maintains a continual improvement process that takes into account the outputs of the activities described in the following:

    a) Policy and Leadership Commitment

    b) Aspects and Impacts

    c) Objectives

d) Communications and Participation
e) Monitoring, Measurement, Analysis and Evaluation
f) Management Review

(3)   Honeywell retains documented information as evidence of the results of continual improvement.

2   <u>Definitions</u>

Aspects	Element of an organization's activities, products, and/or services that interact with the environment and/or humans. Aspects can present a threat (hazard or risk) or can present an opportunity. The HSEPS Management System includes hazard(s) as an aspect.
Competence	Ability to apply knowledge and skills to achieve intended results. Competence can be demonstrated on the basis of appropriate education, training, qualification and/or experience.
Compliance Obligations	Requirements that an organization has to or chooses to comply with. Includes: Mandatory requirements, legal and regulations; and other requirements, organizational and industry standards, contractual relationships, principles of good governance and community and ethical standards.
Contingent Subcontract Worker	Means an individual employed by an employment agency or other service firm who is performing work for Honeywell under the direction and control of Honeywell.
Contract Manufacturers	Sometimes called Toll Manufacturers (Tollers), these are companies employed to manufacture all or a portion of a company's products and/or process a finished product in some way. For example, a Toller may provide full production assistance to address a short-term capacity issue or it may provide bagging service for a finished product manufactured in bulk.
Contractor	An independent company, partnership or sole proprietor that provides services (performing work tasks) to Honeywell through a contract, sub-contract, purchase order or other directive that meets Honeywell, country and local requirements. Honeywell does not provide day-to-day supervision over the means, methods and performance of the work performed by a Contractor, but does monitor for compliance to contract requirements and applicable law. When Contractor is identified in this procedure, it also includes Subcontractors.
Control (Risk)	Physical (engineering) or administrative method in place or needed to mitigate risks/hazards/threats to a more acceptable level.
Controlled Documents	Documented information identifying requirements of the HSEPS Management System. (Example: HSEPS MS Level 0, Level 1, Level 2, Level 3 Documents, and regulatory permits.)

Controlled Records	Internal and external documented information that provides evidence of conformity to the requirements of the HSEPS Management System.
Emergency	Situation requiring immediate action.
Emerging Issue	Internal or external threat or opportunity that may have implications to the HSEPS Management System. These threats or opportunities are not restricted to Health, Safety, Environmental, Product Stewardship or Sustainability, but could be other threats or opportunities that impact HSEPS such as financial market changes, political changes, personnel changes, etc.
Exposure	The frequency and duration of contact with a hazard.
Field Worker	Any Honeywell employee or contingent subcontract worker working under Honeywell supervision on a third party site (e.g., providing sales quotations or proposals; designing, installing or servicing solutions and equipment on behalf of a customer).
Hazard	Source of, or situation that could result in harm in terms of human injury, ill health, damage to environment, property, or the workplace or a combination of these including business interruption or company reputation.
HSEPS	Health, Safety, Environmental, Product Stewardship and Sustainability
Impact	The potential outcome, whether adverse or beneficial.
Interested Parties	Person or organization that can affect, be affected by, or perceive itself to be affected by a decision or activity of the HSEPS Management System. (includes stakeholder)
Joint Venture (Minority Owned)	Manufacturing operations (JVs) where Honeywell does not have operational control. Project/Services, distribution, Sales related minority JVs are exempted from this requirement.
Learning Needs Assessment	A planning process that defines what training is needed and who needs training based on applicable HSEPS aspects, legal and other requirements and the risk assessment.
Leader (Leadership)	A person who guides or directs a group in the organization. This person may or may not be part of Top Management.
Nonconformity	Non-fulfillment of a requirement.
Non-Routine Activities	Variable part of job of process. (No standard process or procedure).

Organization	The entity for which the HSEPS management system applies. Examples: Strategic Business Group (SBG), Strategic Business Unit (SBU); Strategic Business Enterprise (SBE), facility, field work, functions, etc.
Permanent	Lasting or intended to last or remain unchanged indefinitely.
Product	Chemical substance, preparation and mixture, material, machinery, equipment or parts, process license, items and services that are sold and/or distributed in commerce or otherwise provided by Honeywell or under the Honeywell brand
Product Life Cycle	The entire cycle of a product from its conception through design and manufacture; sale and delivery; maintenance and support; and disposal or reuse.
Resources	Available means (example: money, people, authority, etc.)
Responsible Person	Person having the power to control or manage
Risk	Combination of the likelihood and consequence(s) of a specified hazardous (adverse) event occurring or a positive (beneficial) event not occurring.
Risk Ranking	A qualitative or quantitative method of defining risk.
Routine Activities	Normal part of a job or process. (Standard or procedure)
Sustainability	Voluntary efforts to minimize the HSEPS footprint of operations and to promote and develop opportunities to protect the health and safety of workers and interested parties and the environment by reducing harmful pollutants, increasing energy efficiency, reducing waste, and reducing water usage in stressed areas.
Significant Aspect	Subset of Aspects that are identified through the risk assessment/risk ranking process as having high potential for HSEPS Management System impact with a risk ranking of high or extreme after controls.
Temporary	Lasting for a limited period of time.
Third Party Site	Any site where HON has (or is preparing) a contractual obligation to deliver a scope of work.
Top Management	Person or group of people who directs and controls an organization at the highest level. Top management has the power to delegate authority and provide resources within the organization.

3   References

3.1 *American Chemistry Council (ACC) Responsible Care Codes of Management Practice including but not limited to process safety, product safety, security, etc.*

3.2 *ISO 14001:2015*

3.3 ISO 45001:2018

3.4 *ACC Responsible Care 14001 Technical Specification (RC14001:2015)*

3.5 Corporate HSEPS Management System Level 1 Documents

3.5.1 1-101-X Policy and Leadership Commitment

3.5.2 1-102-X Organization Roles, Responsibilities, Accountabilities and Authorities

3.5.3 1-103-X Aspects and Impacts

3.5.4 1-104-X Compliance Obligations

3.5.5 1-105-X Emerging Issues

3.5.6 1-106-X Management of Change

3.5.7 1-107-X HSEPS Objectives

3.5.8 1-108-X HSEPS Management Plans

3.5.9 1-109-X Competence, Training and Awareness

3.5.10 1-110-X Communication and Participation

3.5.11 1-111-X Documents and Records Management

3.5.12 1-112-X Operational Planning and Control

3.5.13 1-113-X Emergency Preparedness and Response

3.5.14 1-114-X Behavior and Culture

3.5.15 1-115-X Monitoring, Measurement, Analysis and Evaluation

3.5.16 1-116-X Internal Audit

3.5.17 1-117-X Management Review

3.5.18 1-118-X Incident, Nonconformity and Corrective Action