

Health & Safety Behaviors Guideline No: 50.02

1.0 INTRODUCTION

Health & Safety is the first of six core values that define the principles by which Tronox employees are expected to live every day:

Health & Safety: We work safely – all the time

We believe passionately that everyone at Tronox should experience a safe and healthy workplace. We proactively identify and manage risk, conduct ourselves responsibly, exercise good judgment and take responsibility for our actions.

We have established Health and Safety Policy No: 50.01 to describe how we comply with that value. The aspired behaviors below provide additional definition and clarity on our expectations of employees at every level of the company.

2.0 ASPIRED BEHAVIORS FOR FRONTLINE EMPLOYEES

Frontline employees demonstrate personal leadership by:

- Adhering to healthy and safe working standards, policies and procedures at all times
- Using safety equipment (including PPE) in the correct way whenever required
- Maintaining high standards of housekeeping and workplace hygiene
- Intervening in a respectful and consistent way when they perceive something or someone that is unsafe or unhealthy, no matter who is involved (including contractors and managers)
- Engaging with contractors and others in their work area to ensure they fully understand hazard exposures
- Listening to and accepting feedback from others
- Taking healthy and safe behaviors home

Frontline employees demonstrate good workmanship by:

- Reporting all incidents, near misses, dangerous situations and unsafe or unhealthy conditions immediately. They will describe this in a way that someone who wasn't there can understand
- Actively participating in incident investigations, committees, observations, inspections, risk assessments, education programs, etc.
- Getting actively involved in developing/reviewing healthy and safe work instructions and / or procedures
- Assisting in identifying barriers to healthy and safe work as well as implementing safety and health improvements
- Addressing relevant safety and health items (such as changes in exposure, high risk activity in progress) during (shift-) handover or during pre-start meetings
- Taking time to identify hazards, assess risks, seek input from others when necessary and take the required precautions before and during a job

Electronically Controlled Document – For The Latest Version Check The Intranet		
Doc No: 50.02	Doc Level: Global	Page 1 of 5
Last Modified: 1-July-2016	Owner: Safety Health & Environment Council	Effective: 1-July-2016

3.0 ASPIRED BEHAVIORS FOR FIRST-LINE SUPERVISORS

First-line supervisors lead by example and promote open communication and feedback by:

- Continuously communicating and promoting the company's values, objectives, practices and programs, inside and outside their team
- Coaching and providing constructive feedback on healthy and safe work behaviors
- Listening to and accepting feedback from others
- Intervening in a respectful and consistent way when they perceive something/someone that is unsafe or unhealthy, no matter who is involved (including contractors and managers)
- Encouraging and soliciting honest discussion on workplace safety and health
- Actively informing superiors about health & safety issues and engaging them in creating solutions
- Taking healthy and safe behaviors home

First-line supervisors manage a caring and results oriented work environment by:

- Planning, organizing, prioritizing and communicating work clearly so that it can be done safely and in a healthy way – within the framework of standards, policies and procedures
- Supporting employees with timely follow-up to workplace safety and health concerns, including remedial actions of incident investigations, handovers, etc.
- Encouraging employees and contractors to report safety and health issues immediately. They establish immediate controls and initiate investigations prior to the end of shift / handover and escalate as appropriate / required
- At a minimum, completing a daily workplace inspection of own work areas engaging area employees as well as contractors in maintaining high standards, to include housekeeping
- Ensuring PPE is available and used correctly, role modeling its use
- Leading safety and health discussions during handover and prestart meetings
- Approving outcomes of and ensuring consistency of risk assessments where appropriate

First-line supervisors coach their team members to stimulate their engagement and personal development by:

- Regularly engaging team members in reviewing and developing healthy and safe work procedures, which includes identifying barriers and working with others to address them (while following change management requirements)
- Reviewing / discussing risk assessments with team members as well as contractors, focusing on sharing and applying best practices (knowledge, experience)
- Facilitating team member participation in incident investigations, committees, observations, inspections, risk assessments, education programs, etc.
- Developing and coaching the competence of team members by preparing individual development plans and allow time for on- and off-the-job training

Electronically Controlled Document – For The Latest Version Check The Intranet		
Doc No: 50.02	Doc Level: Global	Page 2 of 5
Last Modified: 1-July-2016	Owner: Safety Health & Environment Council	Effective: 1-July-2016

4.0 ASPIRED BEHAVIORS FOR GENERAL, PLANT & MIDDLE MANAGERS

General, plant & middle managers lead by example and promote open communication and feedback by:

- Continuously communicating and promoting the company's values, objectives, practices and programs, internally and externally
- Coaching and providing constructive feedback on healthy and safe work behaviors
- Listening to and accepting feedback from others
- Intervening in a respectful and consistent way when they perceive something/someone that is unsafe or unhealthy, no matter who is involved (including contractors, peers or senior managers)
- Being visible in the field and encouraging and soliciting honest discussion on workplace safety and health with all site personnel, both employees and contractors
- Rewarding and encouraging healthy and safe behaviors, as well as celebrating health & safety accomplishments
- Actively informing superiors about health & safety issues and engaging them in creating solutions
- Asking about health & safety first, then schedules or production, etc.
- Making health & safety a part of all meetings
- Taking healthy and safe behaviors home

General, plant & middle managers manage a caring and results oriented work environment by:

- Providing direction for the safe and sustainable execution of the operational plan
- Ensuring necessary investments and resources are available and incorporated into the annual budget to run the operations in a healthy and safe manner
- Ensuring operational standards, policies and procedures are in place and are aligned with global requirements – to include a high standard for housekeeping
- Ensuring that health & safety enabling and organizational sustaining systems are in place and working effectively
- Ensuring compliance with all regulatory and legal requirements (such as OSHA, DMR, BRZO, etc.) as a minimum
- Ensuring remedial actions of incident investigations, audits, inspections etc. are completed and are clearly communicated
- Encouraging employees and contractors to report safety and health issues immediately. They establish immediate controls and initiate investigations and escalate as appropriate / required
- Ensuring safety equipment (including PPE) is available and used correctly. Role modeling its use.
- Being actively engaged in identifying SIF's and ensuring investigations are resourced

Electronically Controlled Document – For The Latest Version Check The Intranet		
Doc No: 50.02	Doc Level: Global	Page 3 of 5
Last Modified: 1-July-2016	Owner: Safety Health & Environment Council	Effective: 1-July-2016

General, plant & middle managers coach employees to stimulate their engagement and personal development by:

- Providing resources and enabling others to address barriers to healthy and safe work
- Approving outcomes of and ensuring consistency of risk assessments where appropriate – challenging status-quo and focusing on sharing and applying best practices (knowledge, experience)
- Enabling and encouraging participation/ involvement in incident investigations, committees, observations, inspections, risk assessments, education programs, etc.
- Developing and coaching the competence of team members by preparing individual development plans and allow time for on- and off-the-job training

5.0 ASPIRED BEHAVIORS FOR DIVISIONAL AND CORPORATE LEADERS

Divisional and corporate leaders lead by example and promote open communication and feedback by:

- Providing strategic direction – based on the company’s values – and establishing aspirations and goals to foster a strong health & safety culture. They continuously communicate and promote these, internally and externally
- Engaging with employees and contractors on health & safety and modeling safe & healthy behaviors when visiting sites. Complying with all site safety requirements.
- Talking to key contractors on Tronox health & safety values and expectations
- Listening to and accepting feedback from others
- Providing timely feedback on health & safety learnings from and actions from major incidents
- Acknowledging and supporting positive health & safety initiatives, as well as celebrating health & safety accomplishments
- Actively questioning the health & safety implications of every decision
- Asking local leaders what keeps them awake at night, what they are doing to address these concerns, and how leadership can help
- Showing genuine care and concern about all employee’s and contractors’ welfare
- Driving health & safety mitigation just as much as production
- Making health & safety a part of all meetings
- Taking healthy and safe behaviors home

Divisional and corporate leaders manage a caring and results oriented work environment by:

- Setting global standards, policies and guidelines
- Setting clear and measurable goals and objectives to increase the effectiveness of health & safety programs
- Promoting, setting and using meaningful measurements of health & safety progress
- Providing resources to support safe & healthy operations, and achieve the health & safety goals and objectives in line with our corporate values
- Incorporating health & safety into long term financial and strategic plans

Electronically Controlled Document – For The Latest Version Check The Intranet		
Doc No: 50.02	Doc Level: Global	Page 4 of 5
Last Modified: 1-July-2016	Owner: Safety Health & Environment Council	Effective: 1-July-2016

- Providing oversight on injury trends and the prevention of serious injuries and fatalities
- Reviewing the investigation of incidents with (a high potential for) high severity and ensuring that remedial actions and initiatives follow the principles of the hierarchy of controls

Divisional and corporate leaders coach employees to stimulate their engagement and personal development by:

- Exhibiting awareness of global safety standards, evolutions and competitor safety best practices and challenging others to develop accordingly
- Promoting collaboration between business units to identify, share and implement best practices – challenging status-quo
- Developing and coaching the competence of team members by preparing individual development plans and allow time for on- and off-the-job training. ◆

Electronically Controlled Document – For The Latest Version Check The Intranet		
Doc No: 50.02	Doc Level: Global	Page 5 of 5
Last Modified: 1-July-2016	Owner: Safety Health & Environment Council	Effective: 1-July-2016