

	MANUAL DO SISTEMA DE GESTÃO MANAGEMENT SYSTEM MANUAL	Código / Code: MSG
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**TÍTULO / TITLE: MANUAL DO SISTEMA DE GESTÃO
MANAGEMENT SYSTEM MANUAL**

1. MANAGEMENT SYSTEM POLICY

The STG ADM/RBOD, proclaims as Management System (MS) Policy the following:

The Setilgest, SA (STG) Administration/Representative of Board of Directors (ADM/RBOD), while organization responsible, ensures that the MS Manual describes its Policy, the Organizational Structure and the processes and procedures, making reference to the applicable Operative Procedures (PO) in the Organization, considered relevant to fulfill the Management System (MS) requirements.

The MS implementation according to NP EN ISO 9001 and SCC-PETRO standards, supported by this manual, requires constant action by those responsible and relevant interested parties in order to seek to better and more efficiently satisfy the requirements expressed in the standards, the statutory and legal and complementary requirements applicable, which are understood as the MS basis, resulting in constant improvement and better satisfaction of its clients, interested parties and external suppliers.

STG ADM/RBOD can thus ensure that the MS is a accepted and understood by all its employees.

STG ADM/RBOD understands that this Policy is appropriate to the type of activity developed in this Organization.

As MS priority objectives, STG ADM/RBOD considers:

- ✓ Comply with the reference standards requirements (NP EN ISO 9001 and SCC-PETRO), maintaining and continuously improving;
- ✓ Ensure compliance with legal, statutory and regulatory requirements, as well as other requirements related to the products/services provided by the organization;
- ✓ Meet the interested parties requirements, exercising the activity within a sustainable development balance framework, aiming at obtaining higher and higher performance levels;
- ✓ Ensure the activities transparency through communication and dialogue with all interested parties, making sure that the Policy is communicated and understood by all in order to guarantee its implementation;
- ✓ The constant increase in clients satisfaction, not only for the quality and safety of the provided product/service, but also for the efficiency and quality of the provided services and the scrupulous respect for the agreed contractual deadlines.
- ✓ The external suppliers full satisfaction, based on the financial obligations fulfillment assumed before them;
- ✓ The Organization image systematic improvement considering its competitive position vis-à-vis the national and international market;
- ✓ The internal organization improvement, with the consequent efficiency levels increase;
- ✓ Ensure health and safety prevention of its employees, subcontractors and other interested parties, as well as their property, in carrying out their activities, aiming at the absence of accidents, near accidents, dangerous situations and environmental damage, through improvement continuous of work conditions;
- ✓ Plan and consider in all Organization activities and decisions, the technical and organizational principles of continuous improvement and prevention to ensure the construction processes and techniques adequacy, the appropriate use of equipment and materials and adopt the necessary risk prevention measures and risk assessment, in order to minimize/eliminate human, material and environmental damage in the event of an accident and reflect all these

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decisions in the health and safety plans prepared for each specific project in accordance with the regulations in force;

- ✓ Minimize the environmental impacts/damage of the activity, promote the rational use of natural resources, and prevent pollution through effective waste management, its reduction, reuse and recycling, taking into account the purchase of environmentally and economically sustainable products/services, meeting the applicable regulations;
- ✓ Ensure that before the start of any work/activity, that the employees are aware of the risks through of the last-minute risks analysis (LRMA's), the methods and imposed conditions to be applied, which tools/equipment to use and the appropriate use of collective and individual protection equipment, with the objective of policy compliance.
- ✓ Make known to all interested parties about the existing procedures regarding the effects of alcohol and drugs detection, either internally or by contractual client obligation;
- ✓ Promote training/awareness and behaviors for Safety and Environment, organization and emergencies management and equipment erection to all interested parties, with the objective of their responsibility, to control and minimize or eliminate the activity risks and be prepared to answer to emergency situations, ensuring the safety of everyone, heritage and minimizing environmental impacts.

At least, the Policy is evaluated annually as part of the ADM/RBOD MS Top Management review or whenever ADM/RBOD deems necessary.

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