



RioTinto

HSEC Regional Orientation Training

GX043

Rio Tinto Aluminium,
Sites in Saguenay-Lac-Saint-Jean

April 2023

Objective

The objective of this orientation training is to inform you of the programs in place to properly manage all the Health, Safety, Environment and Community hazards, risks, obligations, and regulations specific to Rio Tinto's regional plants.

Contents

- Site overview
- HSE process
- HSE management system
- Change management
- “Stop and Ask for Help” Program
- Rules and Critical elements
- Incident reporting
- Management of critical risks by plant
- Health management
- Environmental management
- Emergency management
- Community management

Presentation of the sites

Please note that the HSEC-GX043 Regional Orientation Training provides access to the following sites:

Saguenay–Lac-Saint-Jean Smelters



AP60



PLS and Dubuc



P155 (Laterrière and Grande-Baie)



AP40 (Alma)

Jonquière Complex



Arvida



IPSF



Vaudreuil



**Electric Power
(Énergie
Électrique)**

IMPORTANT: Additional orientation training sessions may be required for the following sites:

- Fluoride
- Bauxite residue disposal site (SDRB)

Alma Works (AP40): Site map

- 1

Main office
- 2

Casting Centre
- 3

High voltage
- 4

Electrolysis



- 5

Unloading of raw materials
- 6

Anode baking furnaces
- 7

Paste plant
- 8

Pot Repair Centre

Startup in 2000

Vaudreuil: Site map

- 1 SDRB
- 2 Fluoride
- 3 West Hydrate
- 4 UPCH/CEV
- 5 UTB
(Spent potlining treatment)
- 6 BHB
(Bauxite wet grinding)
- 7 CC
- 8 Bauxite warehouse
- 9 East Hydrate
- 10 East gate



Startup in 1936

IPSF

Description of the sites

**Port facilities
(Port-Alfred)**



Startup in 1918

**Railway service
(Roberval-Saguenay)**

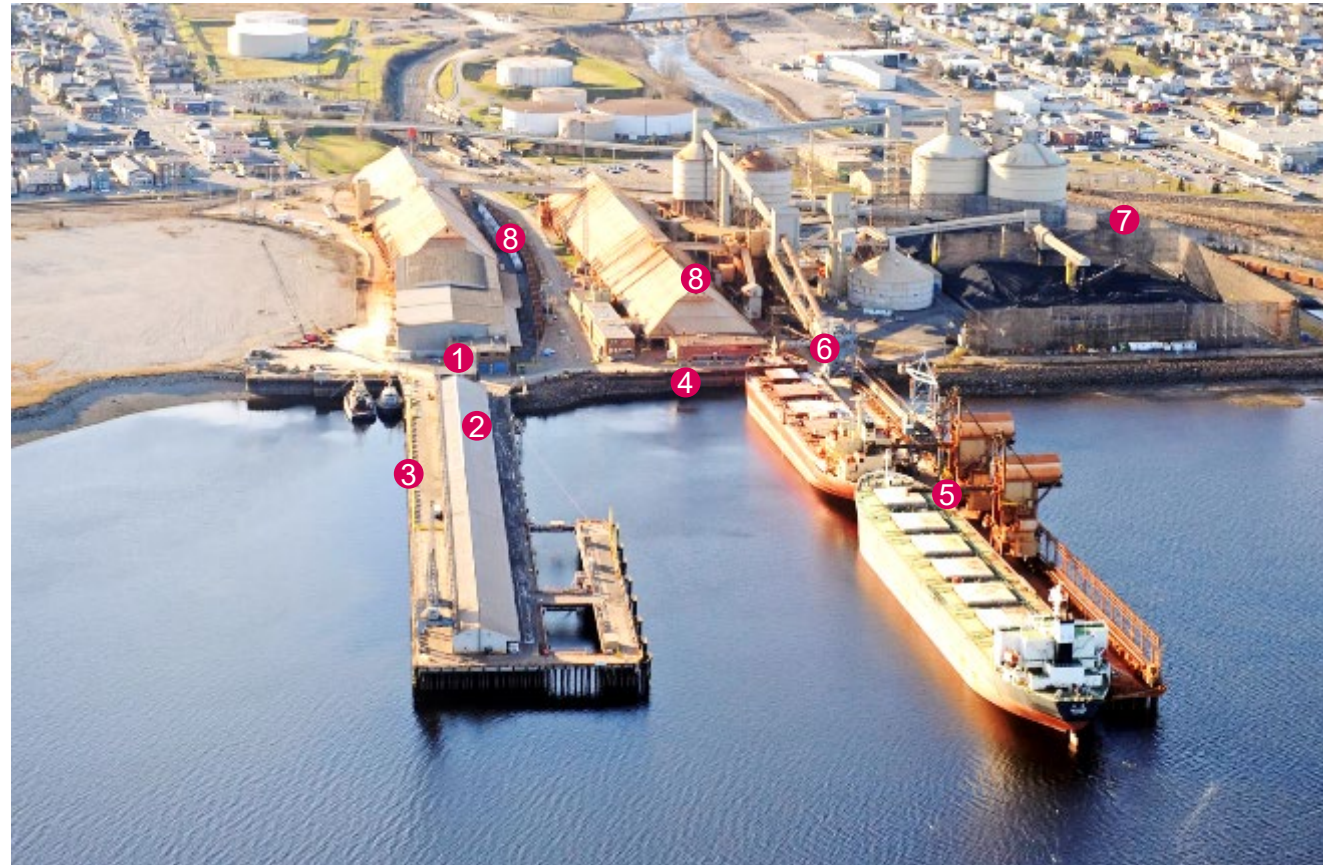


Startup in 1911

Port facilities

Mapping of the different sectors and buildings

- 1 Garage
- 2 POET
- 3 Tugs
- 4 Administrative building
- 5 Dockers (DUNCAN)
- 6 Reloading
- 7 Building 24
- 8 Storage



Roberval-Saguenay Railway



COMPAGNIE
DU CHEMIN DE FER
ROBERVAL-SAGUENAY

Mapping of the different sectors and buildings

- 1 Administrative building
- 2 Lunch room
- 3 Track maintenance
- 4 Warehouse
- 5 Locomotive shop
- 6 Car shop
- 7 Gas station



Roberval-Saguenay has 14 locomotives and 142 km of railway connecting the plants in the region.

Electric Power



Grande-Baie/Laterrière – P155

Grande-Baie site



Startup in 1980
384 pots in operation

Laterrière site



Startup in 1989
432 pots in operation

Grande-Baie sectors

- 1 Main office
- 2 High voltage
- 3 Alumina and fluoride unloading station
- 4 Anode centre
- 5 Electrolysis
- 6 Casting centre
- 7 Crucible cleaning and repair



- 8 Energy centre
- 9 Potlining centre (CRC)

Laterrière sectors

1

Main office

2

High voltage

3

Anode and butt
unloading station

4

Alumina and fluoride
unloading station

5

Electrolysis

6

Casting centre

7

Crucible cleaning
and repair



Sectors of the Arvida site

1

Main office

2

High voltage

3

**Operational and
maintenance
services (SOPE)**

4

**Anode Plant (CPA) et
Coke calcination
furnace (FCC)**

5

**Electrolysis West
Centre (CEO)**

6

**Workshop and
Warehouse Services
(SOPE)**

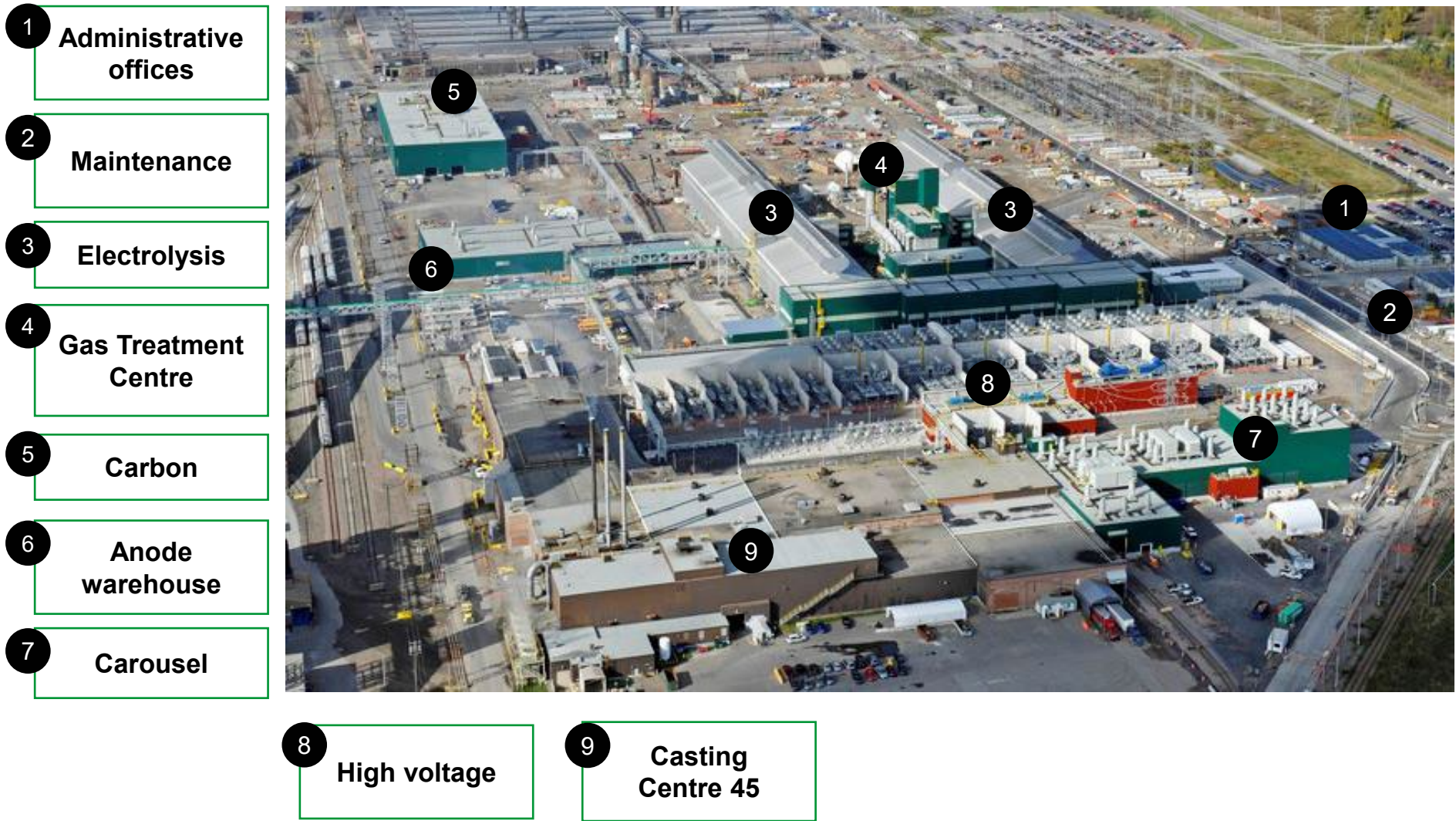
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Garage 230



Startup in 1926

Arvida Works (AP60) and Casting Centre 45



Arvida Works (AP60)

Electrolysis

- **AP60** means that the electrolysis centre uses **A**luminium **P**echiney technology and has a capacity of **600,000** amps.
- It consists of 38 pots, each with 24 anodes, that produce nearly 60,000 tons per year.

Pots

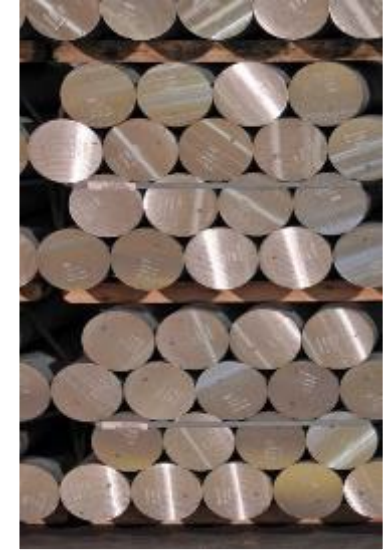


Anodes



Casting Centre 45

- Built in 1980 using AMIM casting technology.
- The casting centre was updated in 2017 to Hycast technology.
- The billets are primarily intended for the construction and automotive markets.
- Annual capacity: 150,000 metric tons.



PLS and Dubuc

- 1 Main office
- 2 Laboratory
- 3 Machine shop
- 4 Powders sector
- 5 PLS furnace
- 6 Mould shop
- 7 Dubuc casting
- 8 PLS casting



Dubuc Casting Centre
specialty products (1980)

- 9 Sawmill
- 10 Water treatment
- 11 Shipping
- 12 Warehouse

Dubuc

Specialty Products

Boralcan™

Nuclear Industry

Billets and Extruded Products



Duralcan™

Transportation and Architectural Industries



Al-Li

Aircraft industry



Casting Centre - PLS

- **Products:** casting alloys (small ingots)
- **Annual production capacity:**
 - more than 55,000 mt



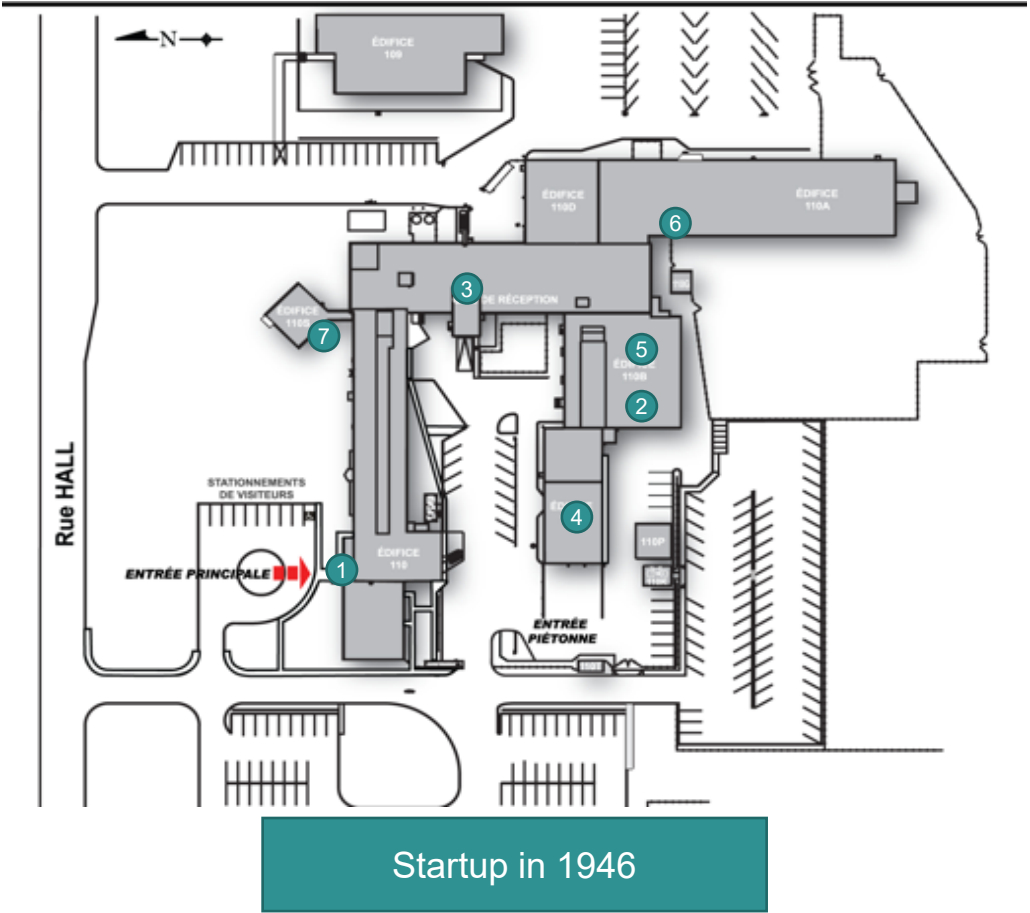
**PLS Casting Centre
(2016)**

Small ingots



Arvida Research and Development Centre

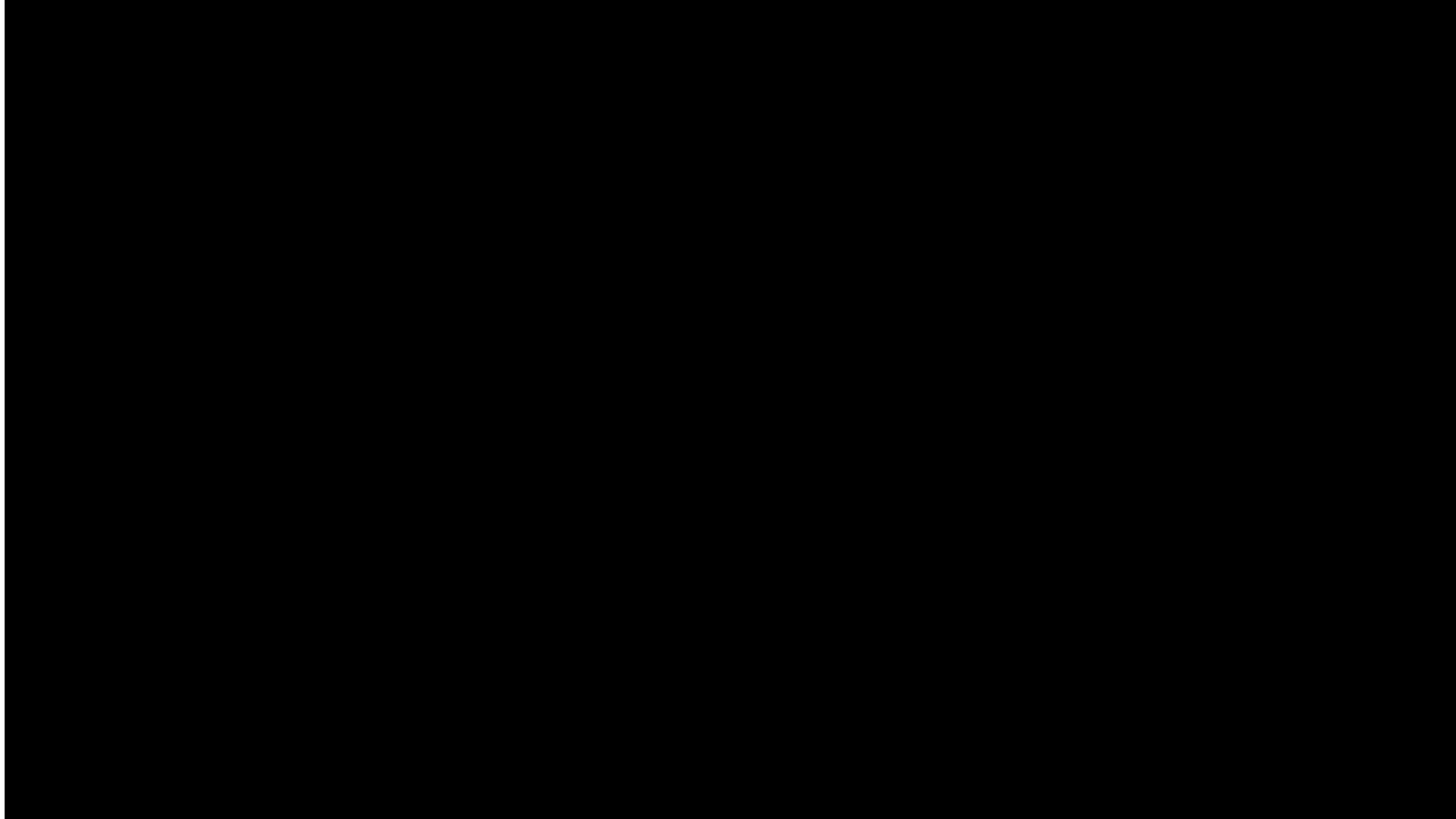
- 1 Main entrance
- 2 Main Casting Centre
- 3 Maintenance service and unloading dock
- 4 Bayer warehouse
- 5 Small Casting Centre
- 6 Apex warehouse
- 7 La Bulle – Rest area



Business sectors at the ARDC

Fields of expertise	Services
Casting	<ul style="list-style-type: none"> • Developing value-added (VAP) aluminium alloys with adequate quality to ensure the performance of our products for our external customers. • Supporting sales, marketing, and our external customers in the use of our products. • Developing technological solutions to increase productivity and profitability in casting centres.
Asset management	<ul style="list-style-type: none"> • Maintaining the buildings, preserving our assets, and supporting engineering projects, technical research, and HSE. • Responsible for receiving and shipping goods and implementing emergency response plans.
Bauxite and alumina	<ul style="list-style-type: none"> • Developing future solutions in the fields of bauxite and alumina, solid-liquid separation, and digital tools to increase refinery productivity and commercial opportunities.
Environment	<ul style="list-style-type: none"> • Providing tailored solutions to each plant to reduce their environmental impact at the lowest possible cost, thus enabling them to reach their full production potential. • Experts in measuring and analysing environmental data, and in developing solutions in partnership with plants, universities, and local suppliers.
Analytical technologies	<ul style="list-style-type: none"> • Experts in material characterization and measurement. The team develops the necessary analysis methods for aluminium manufacturing processes and, through its quality assurance network, supports plant laboratories in delivering accurate data. • The team also produces certified reference materials for aluminium alloys and non-metallic materials (bath, alumina, coke, etc.).
Electrolysis	<ul style="list-style-type: none"> • Recognized leader in the development of the aluminium manufacturing process. Works to increase the productivity and efficiency of the process.
Carbon	<ul style="list-style-type: none"> • Experts in creating value in the Carbon production chain by developing new technological solutions that will allow plants to reach their full potential, including providing support when a specific problem arises. • Fields of expertise: calcination of petroleum coke, manufacturing and baking industrial and laboratory anodes, and anode rodding. Traditional and alternative raw materials.

Value chain



HSEC Policy

Our commitment to health, safety, environment and communities is fundamental to how we do business at Rio Tinto. It applies wherever and whenever we operate, from exploration, to closure.

Safety
Caring for human life and wellbeing above everything else

Teamwork
Collaborating for success

Respect
Fostering inclusion and embracing diversity

Integrity
Having the courage and commitment to do the right thing

Excellence
Being the best we can be for superior performance

» We make the safety and wellbeing of our employees, contractors and communities our number one goal.

Health, Safety, Environment and Communities

January 2018

RioTinto

Health, Safety, Environment and Communities



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Delivering world class health, safety, environment and communities performance is essential to our business success. Meeting our commitments in these areas contributes to sustainable development and underpins our continued access to resources, capital and engaged people. Our focus on continuous improvement ensures regular renewal and relevance of our policies, procedures and activities.

We make the safety and wellbeing of our employees, contractors and communities our number one goal. Always. Where everyone goes home safe and healthy every day.

Equally critical, is maintaining stakeholder confidence through accountable and effective management of our risks and our impacts. Safely looking after the environment is an essential part of our care for future generations.

We approach each social, environmental or economic challenge as an opportunity to create safer, more valuable and more responsible ways to run our business. Wherever possible we prevent, or otherwise minimise, mitigate and remediate

the effects of our business' operations. We assess the impact of our activities and products in advance, and we work with local communities and agencies to manage and monitor these impacts.

Our approach starts with compliance with relevant laws and regulations. We have the courage and commitment to doing what is right, not what is easiest. We maintain our focus on ethics, transparency and building mutual trust. We support and encourage further action by helping to identify, develop and implement world class practices through the application of our Group wide standards.

We make the safety and wellbeing of our employees, contractors and communities our number one goal.

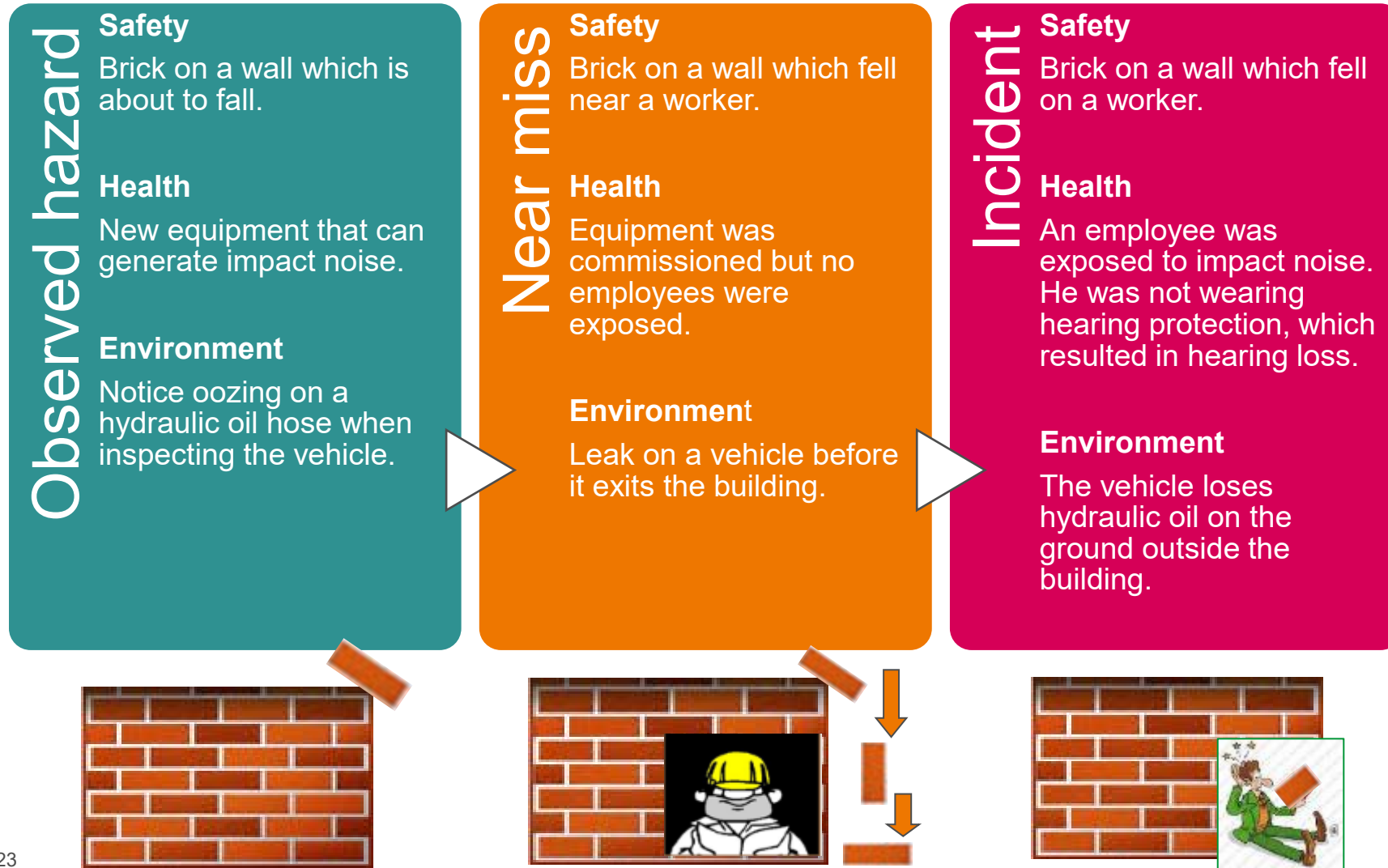
RioTinto

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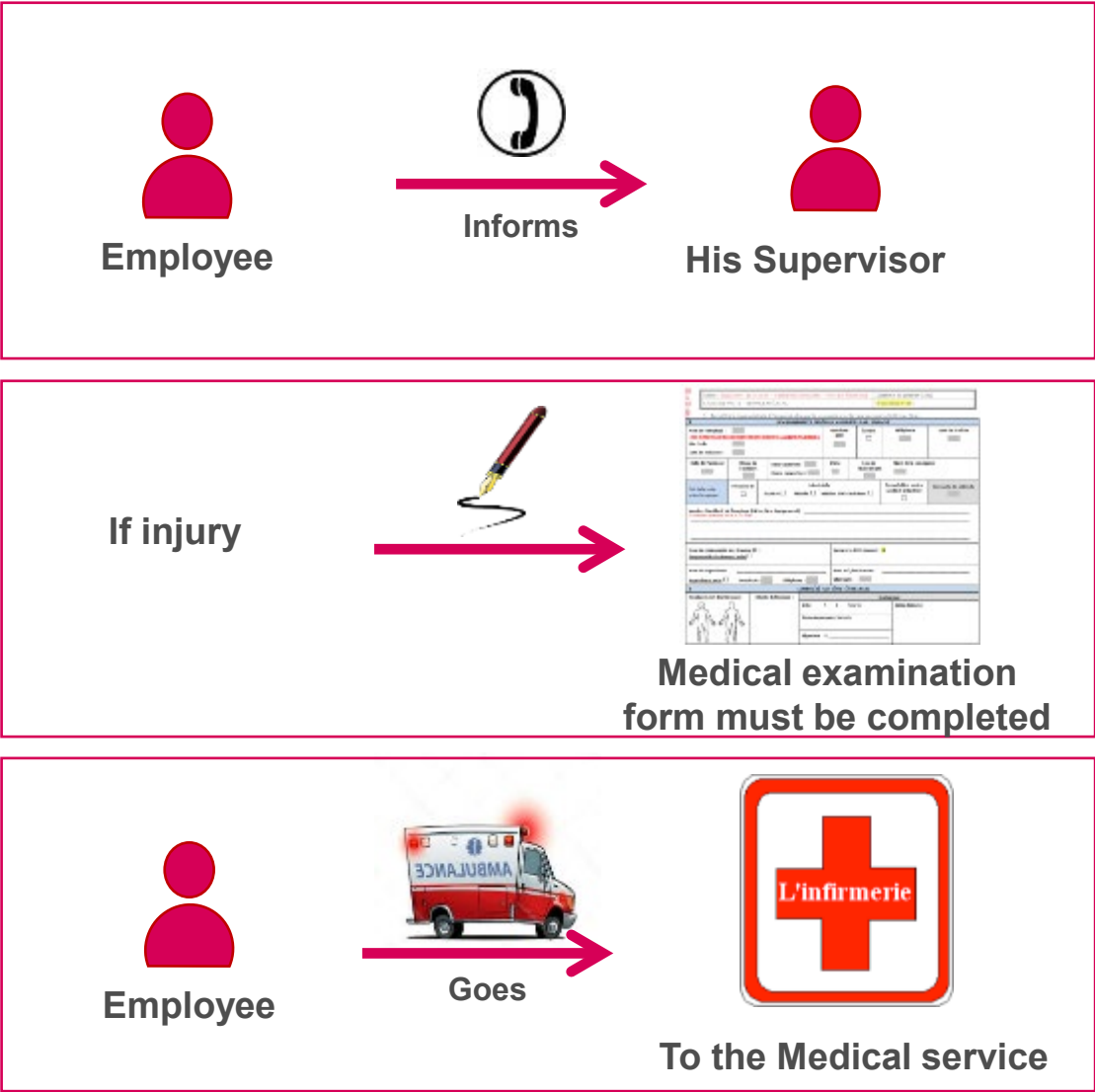
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Event reporting

Important definitions

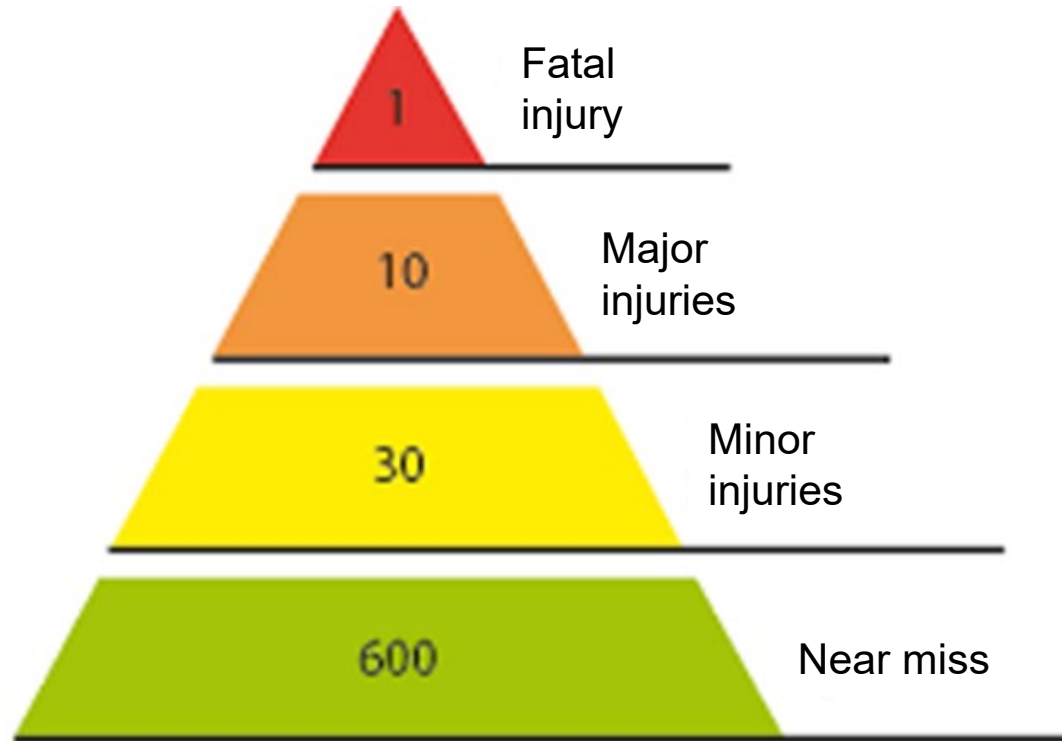


Mandatory reporting of health or safety incidents in the same shift



Bird's triangle

The Risk Pyramid is used at Rio Tinto to symbolically represent the statistical distribution of risky situations and accidents.



The higher the number of incidents, the higher the probability of having an accident.

The risk must be eliminated at its source.

Change management

Objective

- Manage HSEQ risks associated with changes to business processes.

What is a change?

- Any change made to a system, equipment, or process that causes it to operate differently, and that could potentially have an impact on HSEQ.

What does it apply to?

Examples :

- operating procedures (SOPs);
- maintenance procedures (Routing);
- personnel changes;
- requirements for training or skills;
- individual roles and responsibilities;
- legal requirements;
- products.

Change management

Your involvement as an employee

- Identify what defines a change (referring to the definition).
- Initiate the change management process with your supervisor.
- Participate in the change management process as needed.

Stop and ask for help





- This program aims to reinforce positive employee behaviour in **stopping** work when critical controls are not in place and **asking for help** to perform work safely.
- Employees participate in the identification and implementation of a (temporary/immediate) solution.
- The idea is to give a token to each person who has done a **“Stop and ask for help”**.
- With their token, employees will be able to contribute to supporting a community organization.
- With a value of \$5, the token will be placed in one of the 5 boxes identified with an organization in the region.
- At the end of the year, a monetary donation will be given to each of the 5 organizations. The amount will be determined by the number of tokens in each box.



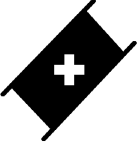






Rules and Critical Elements











General Rules

No.	Theme		Regulations
1.	Security: Access to sites 	   	<p>The minimum age to access the plant is 16 years old.</p> <p>Each person must present their pass on the access management system readers at each entrance and exit (all vehicle passengers and/or pedestrian turnstiles).</p> <p>It is mandatory to have a valid pass on hand and show it upon request.</p> <p>It is forbidden to lend your pass to anyone.</p>
2.	Pacemaker 		Due to magnetic fields, people with electronic medical implants (pacemaker, insulin pump, etc.) cannot access the plant without the authorization of the plant physician.
3.	Pregnant women 		<p>Pregnant women cannot access the plant without medical authorization.</p> <p>Medical authorization is required to assign an employee to a position.</p>










General Rules

No.	Theme		Regulations
4.	Incident 		Immediately notify (in the same shift) his or her supervisor of any incident or unsafe practice that resulted in or could have resulted in injury, equipment failure, loss of property, or damage to the environment, the community and all hazardous conditions. In case of injury, immediately go to the Medical centre or contact the first responders.
5.	Behavior 		It is forbidden to play, squabble or adopt any behaviour that could harm your health, safety, the safety of others or the environment.
6.	Jewellery 	 	With the exception of administrative offices, wearing visible metal jewellery and piercings is prohibited. With the exception of administrative offices, only non-metal watches are authorized (when exposed to metal or an arc flash hazard) and with a non-continuous wristband equipped with pins. MedicAlert-type bracelets are allowed. For Roberval-Saguenay employees, wearing a watch is mandatory in accordance with the REF (Rail Operating Rules).











General Rules

No.	Theme		Regulations
7.	Alcoholic beverages and drugs 		It is prohibited to possess, consume, or be under the influence of liquor or any type of drug, such as marijuana, on working hours.
8.	Tobacco and vaping 		In accordance with the Tobacco Act, it is forbidden to smoke or vape inside company vehicles, buildings and outdoors within a radius of 9 meters of: <ul style="list-style-type: none"> • every door and every window that opens; • air intakes communicating with a closed area.
9.	Thermal stress 		All employees are required to comply with the general rule of alternating work in hot and cool environment prescribed for the task.
10.	Lighters and pencils 		All types of lighters and metal felt-tip pens are prohibited (this rule does not apply to EEQ and IPSF/Vaudreuil).







General Rules

No.	Theme		Regulations
11.	Pressurized gas 		A risk analysis or a safe work method must be performed before using pressurized gas (e.g. butane, propane, gas for measuring equipment calibration) (not applicable at EEQ).
12.	Aerosol and liquid containers  		Given the significant risk of explosion when molten metal comes into contact with liquid, please refer to the specific regulations of each plant.
13.	Disposal of residues 		Dispose of residues or contaminated materials in dumpsters or locations identified for this purpose (e.g. metal, wood, oily rags, etc.).
14.	Free access 		Keep staircases, traffic lanes, access to electrical boxes, emergency showers, main valves, emergency exits, and fire fighting equipment free of obstructions.


General Rules

No.	Theme		Regulations
15.			When walking around, people should always use pedestrian doors and pedestrian areas when available, both inside and outside.
			Priority is for motorized vehicles at all times, including in pedestrian areas.
16.	 		It is strictly prohibited for any person to ride a motorcycle, use a personal bicycle, or go jogging inside the plant gates.
17.	 		Every employee or contractor must have the necessary qualifications and/or permits to operate all types of mobile equipment.
			The operator of any mobile vehicle must comply with the traffic rules and speed limits allowed in km/h specific to the site.


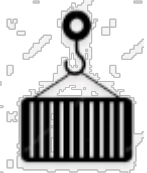





General Rules

No.	Theme		Regulations
17.	Mobile equipment (cont'd) 		Mobile vehicles and equipment must be (except for personal vehicles): <ul style="list-style-type: none"> • identified in the name of the company; • registered and covered by commercial insurance; • equipped with a back-up audible signal; • equipped with a spill kit for contractor vehicles; • equipped with a Class ABC 5-lb fire extinguisher according to risk analysis and inspected monthly.
			Secure the loads to ensure stability.
			Make a mandatory stop and honk at the entrance and exit of any building.
			It is forbidden to cross a motorized door while it is moving.
			Never drive when the field of view is obstructed unless a signalman is present. In the case of a forklift truck, drive in reverse.









General Rules

No.	Theme		Regulations
17.	Mobile equipment (cont'd) <div>  </div>	○	<p>The engine of any light (mule, car, van, etc.) or heavy (loader, forklift, tanker truck, anode carrier, etc.) vehicle must be turned off before getting out of the vehicle.</p> <p>For light vehicles, whose engine must remain running:</p> <ul style="list-style-type: none"> the transmission should be in the 'Park' position; the handbrake must be applied; wheel chocks should be used if the light vehicle is on a slope. <p>For heavy vehicles, whose engine must remain running:</p> <ul style="list-style-type: none"> the transmission is in the 'Park' position; the parking brake is applied, and; wheel chocks are installed.
		○	Body parts must be inside the cab at all times while the vehicle is moving.
		○	It is mandatory to park backwards or park so that you can leave driving forward from all parking areas inside and outside the gates and buildings.

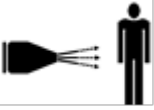







General Rules

No.	Theme		Regulations
18.	Towing		No vehicle shall tow equipment or any other vehicle unless it has been designed for that purpose.
19.	Suspended load 		It is prohibited to move a load over a person or to pass underneath a suspended load within its falling radius.
			It is prohibited to leave a suspended load unattended unless there is a supervisor present or a clearly delineated 360° area identified.
			It is prohibited to guide a suspended load with the hands. Use guiding tools (e.g. poles, cables, handles, etc.). A risk analysis with a waiver form is mandatory if it is impossible to use a guiding tool.
20.	GHS (WHMIS) 		The use or purchase of a new hazardous product must have been approved by the HSE function.


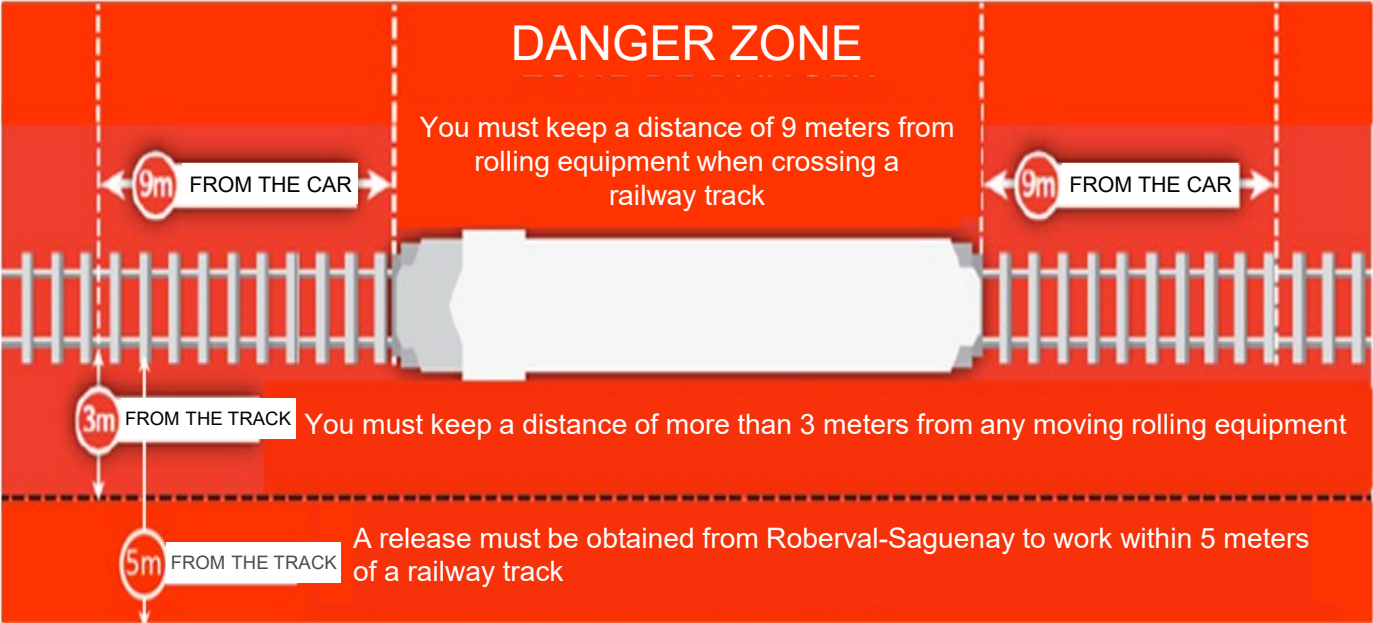
General Rules

No.	Theme		Regulations
21.	Manual handling 		When handling loads greater than 50 pounds (22 kg), use lifting equipment or seek the assistance of one or more persons.
22.	Work on icy ground 		Wearing cleats is mandatory when working or moving around on icy or snowy surfaces. Anyone who regularly needs to walk outside of buildings must have ready-to-use cleats on them or on their safety shoes.
23.	Ladders and step ladders 		Ladders and step ladders used must be electrically neutral and equipped with anti-slip feet. Vaudreuil: made of wood and/or fibre and do not contain any aluminium components, except for the Analytical centre.
24.	Use of tools, equipment and machinery 		It is forbidden to use tools, equipment, and machinery that have been modified without performing an HSE risk analysis.









General Rules

No.	Theme		Regulations
25.	Compressed air 		It is forbidden to clean clothes or body parts with compressed air.
			Only use compressed air at less than 30 psi to clean equipment in an authorized location (following a risk analysis). In addition, workers must wear a visor, gloves, hearing protection and/or respiratory protection.
26.	Railway 		At all times, use railway crossings and designated walkways to move near railway tracks.
			It is forbidden to pass between rail cars or on rail car couplings.
			It is prohibited to store equipment or park a vehicle within 5 meters of the railway track.
			It is forbidden to walk or stand on rolling equipment in motion (<i>no riding</i>), including locotracors and locomotives.





General Rules

No.	Theme		Regulations
26.	Railway (cont'd) 	<div>○</div> <div>○</div>	<p>It is mandatory to keep a distance of more than 3 meters from any moving equipment.</p> <p>For all work within 5 meters of a railway track, a work release and protection must have been previously obtained from Roberval-Saguenay.</p> <p>Here is a diagram of the distances to be respected:</p> 






General Rules

No.	Theme		Regulations
27.	Hot work 		A hot work permit is mandatory for all work or use of tools/equipment involving an open flame or producing sparks and/or heat radiation. This applies to all activities except for work carried out in workshops and garages with designated areas for hot work and potrooms.
28.	Knives 		Only knives with automatic retractable blades (the blade automatically moves into the safe position when it is no longer in cutting contact) and those with a hidden blade are permitted. Please refer to the document 'Selection of Safe Knives' for more information.
29.	Electronic devices 		It is forbidden to use any type of portable electronic device (e.g., smartphone, tablet, etc.) not required for work in operation areas.
			It is prohibited to use your cellphone (talk, text, or read) when walking in the following situations: <ul style="list-style-type: none"> • in the operation areas including pedestrian crossings. • in the stairs. Note: The Bluetooth function is authorized but must be used in a safe manner.
			It is forbidden to use a cell phone (talk, text, or read) including the Bluetooth function when driving a vehicle in the operation areas. A risk analysis must be performed before authorizing the use of the Bluetooth function in operation areas and vehicles.



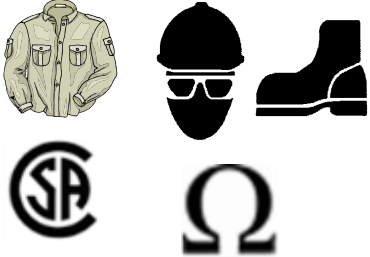





General Rules

No.	Theme		Regulations
30.	Power lines 		For all work near power lines ≥ 750 volts, a written communication / agreement must be made with a resource from Electric Power or the Jonquière Distribution Department of the Jonquière Complex.
31.	Excavation 		A permit is required for all excavation work.








General Rules

No.	Theme		Regulations
32.	Delineation of areas 	   	<p>It is forbidden to move marking material of an area or enter a marked-off area without prior permission from the individuals working in that area.</p> <p>It is forbidden to share the same marking material with another team without prior authorization from the owner of the area.</p> <p>The marking material of the area must cover 360 degrees. All access to the work site must be controlled. The marking material of the area should consist of tape, stands, concrete barriers, etc. Note: a cone without tape indicates a hazard but is not considered as marking material.</p> <p>An identification label (hazard, owner of the area, phone number) must be clearly placed by the owner of the area when all workers leave or when it is not possible for the worker(s) to control all access to the area.</p>








General Rules

No.	Theme		Regulations
33.	Cutting locks 		Only managers or their designated representative can give permission to cut a personal lock.
34.	Personal protective equipment and clothing 	 	Properly wear the personal protective equipment and clothing with reflective strips required in each plant. See plant specific regulations for details. Obtain Health and Safety Committee (CSS) approval before introducing or modifying a PPE.
35.	Electrical safety Arc flash 	 	Wear protective clothing against electrical arcs according to the identified risk level (ref.: table of mandatory PPE according to risk categories). Electrical rooms must be locked at all times and only authorized persons can access them.






General Rules

No.	Theme		Regulations
36.	Visor 		When carrying out work that may cause splashing, a long visor with a bib must be worn (e.g. grinder, grinding machine, sample taking, use of compressed air, chain saw, concrete saw, pressure wash, etc.).
37.	Gloves		Wearing gloves is mandatory for all work and for moving around in operation areas, including pedestrian crossings.
			Wearing gloves is forbidden for all work on rotating lathes and drill presses.
38.	Hearing protection		Hearing protection should be worn in identified areas and for tasks that involve risks. (E.g. power wrench, hammering, saw, etc.).
39.	Respiratory protection 		A respiratory protection must be worn in identified areas. When wearing a half-mask or full mask, the beard must be freshly shaved (within a maximum of 24 hours).




General Rules

No.	Theme		Regulations
40.	Life jacket 		Wearing a life jacket approved by Transport Canada or installing any other means of control is mandatory when working on water or within 2 meters of the water's edge.
41.	Work at height 	 	<p>A work-at-height permit is mandatory for all tasks involving a risk of suspension in a harness. Note: Not required for work on a lifting platform, a boom lift, or a compliant scaffolding (green tag). Anti-trauma straps must be present on the harness at all times.</p> <p>All boom lifts must be equipped with a device for protection against accidental activation of the control levers.</p>
42.	Exemption 		Any exemption from these regulations must be approved by the department manager and supported by a risk analysis.

Critical Elements



No.	Theme		Description of the critical elements	Clarifications on labels
1.	Control of hazardous energy		Affix your personal lock as prescribed in the procedure.	Application of the principle “one lock = one life”.
2.	Control of hazardous energy		Use the ESIF when required.	If there is an ESIF, it must be used and complied with. If the plant has requested to develop an ESIF when it does not exist, it must be produced by applying the principle “No ESIF = No work”.
3.	Mobile equipment		Make a stop when it is prescribed.	The prescription is based on plant regulations that specify when a stop is required. A stop is defined as a complete immobilization of the vehicle.
4.	Mobile equipment		Wear your seatbelt as required.	This requirement applies as soon as movement of the equipment is noticed. Wearing a seatbelt is required in vehicles equipped with them.
5.	Work at height		Wear a fall prevention device when working to a height of over 1.8 meters.	Safety harness, guardrails, etc.

Critical Elements



No.	Theme	Description of the critical elements	Clarifications on labels
6.	Work at height 	Wear a harness to work in an aerial basket or a scissor lift.	The term "work" includes any movement.
7.	Machinery protection 	Operate any equipment with protective guards and other safety devices in place, except when provided for in a procedure.	All protective guards must be put back in place by the employees after the work is completed.
8.	Confined space 	Get a permit before working in a confined space.	This requirement applies to all parties involved, including supervisors and individuals who need to enter the confined space.

Critical Elements

IPSF Specific Rules

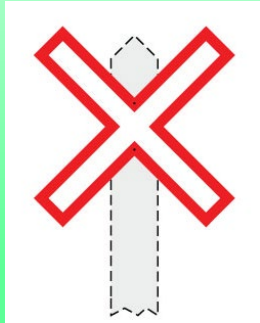
No.	Theme		Rules
1.	Caustic unloading 		Wearing the caustic-specific PPE prescribed in the SOP for caustic arm decoupling is mandatory.

Vaudreuil Specific Rules

No.	Theme		Rules
1.	Hazardous energy control 		Carry out the inspection of lockout points, with the exception of lockout inspections made as part of a major shutdown of big equipment according to Clause 6.18 of the Vaudreuil Isolation Procedure (VAU-PRO-C1-01).

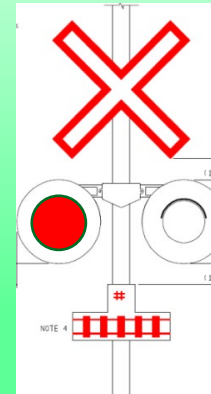
Rules for pedestrians and vehicles at railway grade crossings

GRADE CROSSING WITH ST. ANDREW'S CROSS PANELLED GUARD-RAIL WITHOUT STOP






As a pedestrian or driver, when you see this sign, you must look from right to left, and then again to the right to ensure that the track is clear, and then proceed.

GRADE CROSSING WITH SIGNALLING








As a pedestrian or driver, when you see this sign with the lights flashing, you must stop. When the lights are no longer flashing, you must look from right to left, and again to the right to make sure the track is clear, and then proceed.








Alma Specific Rules

No.	Theme		Rules
1.	Liquid containers  		<p>Metal liquid containers such as cans and tins are prohibited except in the cafeteria and lunchroom of the CRC (Pot Repair Centre).</p> <p>Plastic and cardboard containers are only allowed in the cafeteria and team rooms. They should be carried in a closed bag before entering these areas.</p> <p>Plastic water bottles provided by the company are authorized for Roberval-Saguenay employees, crucible carriers, and Paste Plant and GTC workers due to the absence of water.</p>



Arvida-AP60 Specific Rules

Nº	Theme		Rules
1.	Aerosol and liquid containers 	<div>  </div> <div>  </div> <div>  </div> <div>  </div>	<p>It is forbidden to bring containers such as the following into the operation areas:</p> <ul style="list-style-type: none"> aerosol containers; canned beverages. <p>They are allowed in lunchrooms, team rooms, conference rooms, and office areas only if you do not have to cross through operation areas (e.g. from the outside).</p> <p><i>Liquid containers (plastic, Styrofoam, and cardboard) are only allowed in pedestrian walkways when going to office areas.</i></p> <p>* <i>The following containers are only allowed in lunchrooms, team rooms, conference rooms, and office areas. They must be carried in a closed bag before entering these areas:</i></p> <ul style="list-style-type: none"> <i>Electronic cigarette (vaper);</i> <i>Pressurized pump (Ventolin).</i>









IPSF Specific Rules

No.	Theme		Rules
1.	Ship hold 		Without exception, it is strictly forbidden to enter a ship's hold when the lid is closed or partially closed.
2.	On the docks 		All visitors/suppliers/delivery employees/contractors must obtain permission from the foreman or his delegate before going on a dock.
			The reversing maneuvers of Class 3 trucks and smaller, boom trucks, and trucks with trailers must be assisted.
			It is forbidden to move around or park a vehicle in the backlash area of moorings (8 feet behind the nets). This area includes moving nets, clearing stairs, and moving cranes.
			It is mandatory to wear fall protection equipment when working within 2 meters of the dock edge.



IPSF Specific Rules

No.	Theme		Rules
3.	Diphoterine 		<p>Every worker, contractor, and visitor working in operation areas exposed to chemical aggressors must wear at all times in the case provided for this purpose:</p> <ul style="list-style-type: none">• a 100 ml spray of Diphoterine for the skin;• a 50 ml container of Diphoterine (LIS) for the eyes. <p>Chemical and/or thermal burns: in case of skin contact, apply the chemical burn treatment protocol.</p>







Vaudreuil Specific Rules

No.	Theme		Rules
1.	Aerosol and liquid containers 		It is forbidden to have containers such as aerosols in the operation areas. Liquid containers (plastic, Styrofoam, and cardboard) are only authorized with lids in pedestrian walkways when going to office areas.
2.	Process material 		It is forbidden to walk or work in an area where there is an accumulation of process materials (caustic). If in doubt, make every effort to control the risk.
3.	Face protection 		Wearing full face protection (air purifying system, powered equipment, or full-face mask) is mandatory in the following areas: <ul style="list-style-type: none"> Hydrate West and East.
4.	Face and respiratory protection 		Wearing full-face and respiratory protection (air purifying system, powered equipment or full-face mask) is mandatory in the following areas: <ul style="list-style-type: none"> Bauxite wet grinding; Fluoride plant; UTB (Spent Potlining Treatment).




Vaudreuil Specific Rules

No.	Theme		Rules
5.	Visor 	○	<p>Wearing safety glasses and a visor is mandatory at all times in the following areas:</p> <ul style="list-style-type: none"> • Vaudreuil Energy Centre; • Bauxite wet grinding: bauxite unloading and dry sector; • UPCH (Hydrate Chemical Products): HSB (Super-White) and H10 hydrate loading; • Calcination Centre: alumina loading. <p>(ref. : Appendix 2 for eye and face protection in Vaudreuil Works).</p>
6.	Diphoterine 	○	<p>Every worker, contractor, and visitor working in operation areas exposed to chemical aggressors must wear at all times in the case provided for this purpose:</p> <ul style="list-style-type: none"> • a 100 ml spray of Diphoterine for the skin; • a 50 ml container of Diphoterine (LIS) for the eyes. <p>Chemical and/or thermal burns: in case of skin contact, apply the chemical burn treatment protocol.</p>










Vaudreuil Specific Rules

No.	Theme		Rules
7.	Duct opening 		Wearing a neoprene suit or an acid resistant suit (long or short coat and pants) is mandatory: <ul style="list-style-type: none"> • When opening a first seal*; • When opening subsequent seals with risk of splashing; • When opening a temperature sensor on equipment that contains liquid and which has not been locked out. * Definition of a first seal: 1 st intervention on a circuit after a drainage operation. Examples: opening a line, a scale basket, a pump, a blanking plate, etc.
8.	Aluminium tanks 		Aluminium propane tanks are prohibited at the Vaudreuil plant.
9.	Contact lenses 		It is forbidden to wear contact lenses except in the administrative buildings. Does not apply to IPSF employees except welders.



P155 Specific Rules (Laterrière and UGB)

No.	Theme		Rules
1.	Aerosol and liquid containers 	 	<p>It is forbidden at any time to have containers such as:</p> <ul style="list-style-type: none">• aerosol containers;• canned beverages, in production areas, lunchrooms and team rooms. <p>Liquid containers (plastic, Styrofoam, and cardboard), electronic cigarettes (vapers) and pressure pumps (Ventolin) are only permitted in lunchrooms, team rooms, conference rooms and offices. They must be carried in a closed bag before entering these areas.</p>



Electric Power Specific Rules

Nº	Theme		Rules
1.	Safety shoes 		Safety shoes are permitted for cleaners (CCP hostel), cooks (CCP hostel) and in the control rooms of power stations.
2.	Electrical safety Arc flash 	     	<p>For Electric Power employees, with the exception of pedestrian crossings and administrative offices, wearing approved arc flash clothing is mandatory.</p> <p>When underwear is worn, it must be made of natural fibers (e.g. cotton, wool).</p> <p>The shells must be dielectric (covered sleeve).</p> <p>Starting or stopping an engine with a push-button or a selector on the starter door is considered a risky situation, as is opening or closing a circuit breaker. These actions are therefore prohibited whenever an Extreme Danger label is present.</p> <p>Regardless of the category displayed, you must comply with it by wearing the appropriate PPE, even if it is only for starting or stopping equipment.</p> <p>It is forbidden to take measurements in an electrical substation with a metal measuring tape.</p> <p>It is mandatory to comply with the approach distances.</p>

Electric Power Specific Rules

Nº	Theme		Rules
3.	Cleats 	○	Wearing shoes with cleats or cleated soles is mandatory in the following two situations: <ul style="list-style-type: none"> • On an icy or slippery surface; • When a fall-on-ice red code is triggered by management, and this: <ul style="list-style-type: none"> • for all types of work performed outdoors; • when moving around for work purposes; • for all employees, contractors, and suppliers; • in all Electric Power sectors.
4.	Driving on the Chemin des Passes 	○	Before driving on the Chemin des Passes, it is mandatory to follow the training “S303G Driving on Forest Roads” because special rules are applicable: <ul style="list-style-type: none"> • Speed • Radio • Overtaking • Vehicle

Electric Power Specific Rules

No.	Theme		Rules
5.	Refuelling		It is forbidden to: <ul style="list-style-type: none">• smoke or use portable electronic equipment while refuelling;• refuel in an unventilated area;• refuel small motor vehicles in a truck box (must be on the ground);• use plastic fuel tanks over 10 litres.
6.	Metal fish tape		It is forbidden to pass cables using a metal fish tape.

CAUTION!! Movement of employees or work near a power line



Moving around in high voltage substations (4 kV and more) is prohibited at all times without the authorization of Electric Power and/or Jonquière Distribution (Jonquière Complex).



















Work requiring approaching or working within **a radius of:**

- **3 m of electrical installation of 4 kV, 161 kV and less (live);**
- **5 m of electrical installation of 161 kV or more (live);**

















must have been previously analysed and authorized with the appropriate means of control by a manager of the Jonquière Distribution Department (Jonquière Complex) or Electric Power.



































Critical risks by site: Jonquière Complex

Consolidated table of CRM critical risks - Jonquiere Complex																		Updated: April 2018	
Sectors																			
	Contact with molten material	Vehicle impact on person	Lifting operations	Fall from height	Entanglement and crushing	Contact with electricity	Confined spaces	Vehicle collision or rollover	Falling objects	Uncontrolled release of energy	Drowning	Rail impact on person	Rail collision	Air transport	Exposure to hazardous substances	Slope failure	Dust and fumes	Exposure to extreme temperatures	
Arvida																			
CEO	X	X	X	X	X	X	X	X	X	X		X	X		X		X	X	
CPA	X	X	X	X	X	X	X	X	X	X		X	X		X		X	X	
SOPE	X	X	X	X	X	X	X	X	X	X	X	X	X		X		X	X	
IPSF																			
Installation portuaire		X	X	X	X	X	X	X	X	X	X	X	X		X	X		X	
service ferroviaire		X	X	X	X	X	X	X	X	X		X	X		X			X	
Vaudreuil																			
Hydrates		X	X	X	X	X	X	X	X	X		X	X		X	X	X	X	
UTB		X	X	X	X	X	X	X	X	X		X	X		X		X	X	
Fluorure		X	X	X	X	X	X	X	X	X		X	X		X		X	X	
CEV		X	X	X	X	X	X	X	X	X								X	
CC		X	X	X	X	X	X	X	X	X	X	X	X		X		X		
SDRB		X	X	X	X	X	X	X	X	X	X			X		X		X	
AP60																			
Salle de cuve	X	X	X	X	X	X		X	X	X					X		X	X	
Entretien AP60	X	X	X	X	X	X	X	X	X	X		X	X		X		X	X	
Centre de coulée 45	X	X	X	X	X	X	X	X	X	X		X	X		X		X	X	
Dubuc	X	X	X	X	X	X	X	X	X	X		X	X		X		X	X	
PLS	X	X	X	X	X	X	X	X	X	X		X	X		X		X	X	

Critical risks by site: Electric Power – Alma – Lat/GB

Consolidated table of CRM critical risks – Alma Works																
Sectors	Critical risks															
																
Centre des anodes	X	X	X	X	X	X	X	X	X	X					X	X
Centre électrolyse	X	X	X	X		X		X	X						X	X
SOP / CRC	X	X	X	X	X	X	X	X	X			X	X		X	
Centre de coulée	X	X	X	X	X	X	X	X	X	X	X	X	X			X
Entretien		X	X	X	X	X	X	X	X	X					X	X

Consolidated table of CRM critical risks – P155 UGB																
																
Électrolyse	X	X	X	X	X	X		X	X	X				X	X	X
Anodes	X	X	X	X	X	X	X	X	X	X		X		X	X	
Coulée	X	X	X	X	X	X	X	X	X	X	X	X		X		
Entretien centralisé	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
SOP		X	X	X	X	X	X	X	X	X	X	X	X	X	X	

Consolidated table of CRM critical risks – Electric Power																
																
Énergie Électrique		X	X	X	X	X	X	X	X	X			X	X		

Health management



Contaminants in our facilities

Aluminium smelters

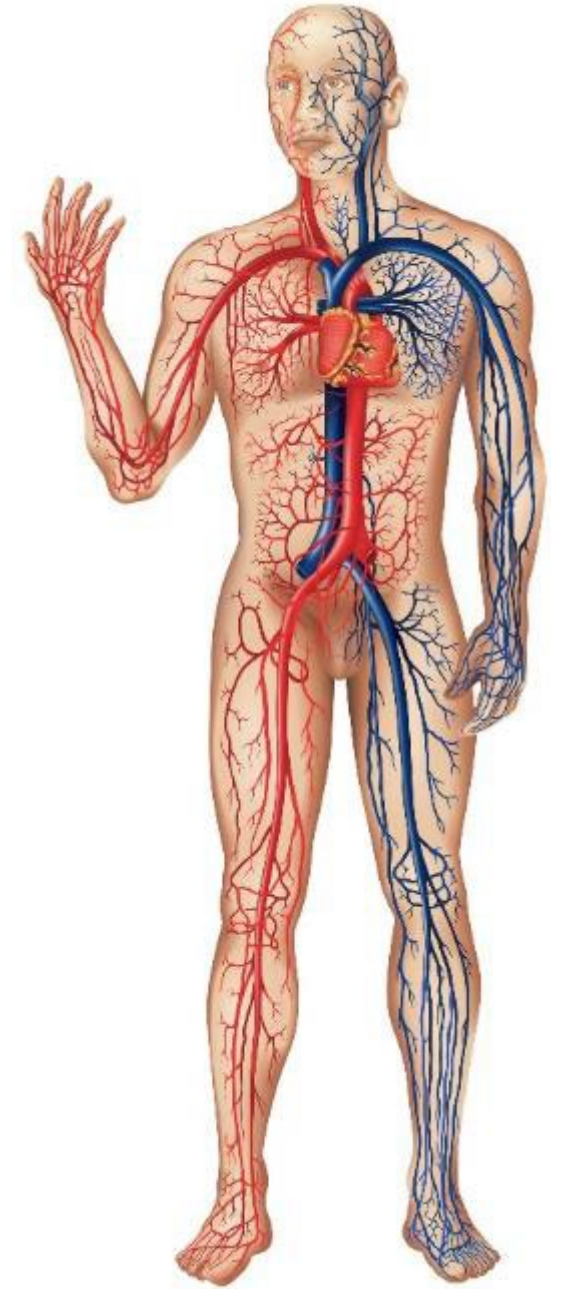
- Acid gases
- Carbon monoxide (CO)
- Pitch (tar)
- Dust
- Silica
- Fluoride products
- Beryllium
- Noise
- Heat

Raw materials

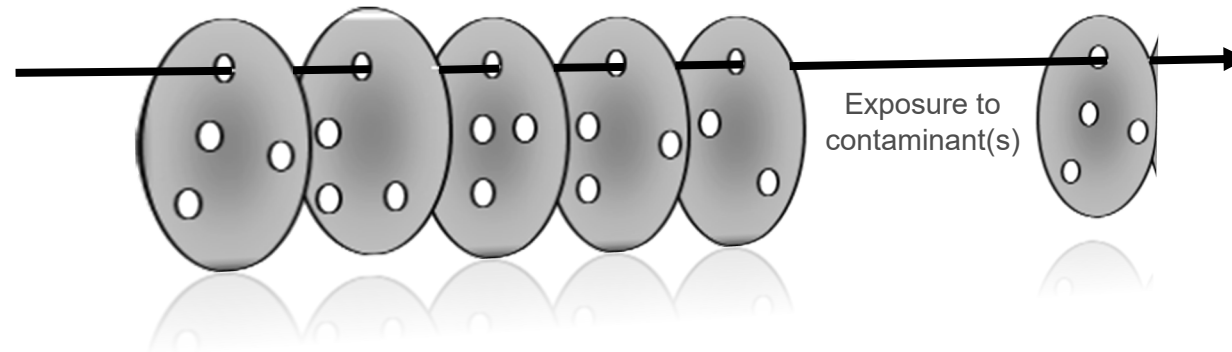
- Acid gases
- Ammonia
- Strong acids and bases
- Dust
- Fluoride products
- Beryllium
- Noise
- Heat

Possible health effects in our facilities

- Poisoning
- Irritations and burns: eyes/nose/throat/skin
- Respiratory diseases
- Heat sickness
- Deafness
- Cancer



Protections against risks



Mechanical

- Filtered and pressurized cabins
- Capture at the source
- Gas detectors
- Ventilation

Human

- Maintenance
- Work-rest schedule
- Barrier cream (paste plant)
- Cleanliness and good order
- Hearing protection
- Adequate respiratory protection (except for CO and NO₂)

* Note that in Hygiene, PPE appears on the Prevention side of the Bowtie.

Environmental management



Environmental aspects

1. Report any environmental incident without delay (legal duty).

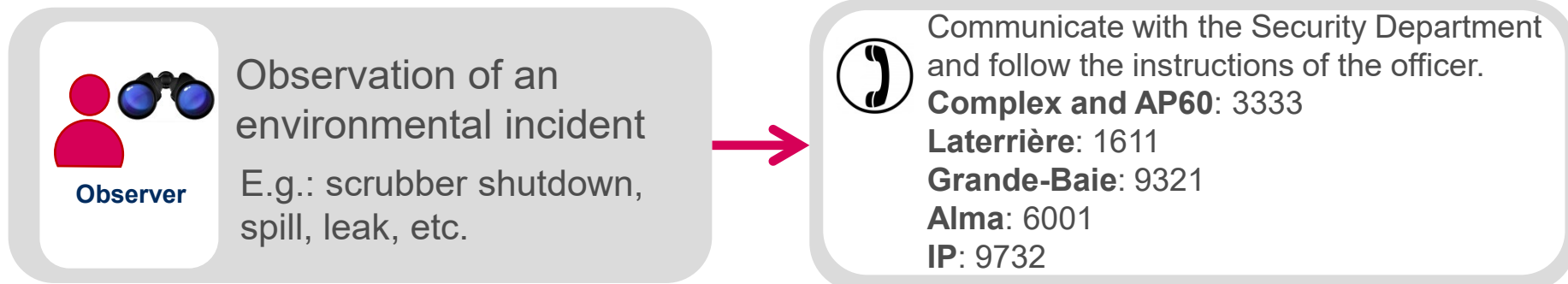
The Ministry of the Environment can sue companies, but it can also sue an individual.



*On November 7, 2022, a former executive in Quebec was ordered by the MELCCFP to **personally** pay \$**82,640** following violations of the Environment Quality Act, namely by:*

- Failing to comply with contaminant discharge standards;
- Participating in the release or allowing the release of a contaminant into the environment beyond the quantity or concentration provided for by the EQA;
- Failing to comply with the contaminant discharge standards set out in section 31.15 of the EQA, i.e. exceeding the toxicity standard.

Transparency and proactive handling of regulatory deviations are very important.



Environmental aspects (cont'd)



1. Report any environmental incident without delay (legal duty).



Observation of an environmental incident
E.g.: scrubber shutdown, spill, leak, etc.



Communicate with the Security Department and follow the instructions of the officer.

Complex and AP60: 3333

Laterrière: 1611

Grande-Baie: 9321

Alma: 6001

IP: 9732

2. Sort residual materials in dumpsters provided for this purpose.



3. Have spill response kits.



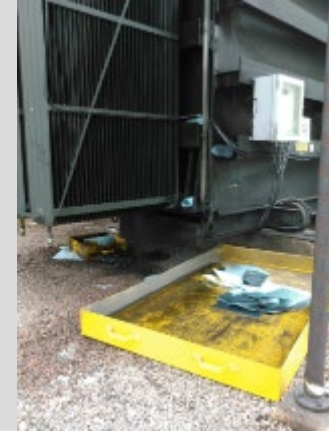
Environmental aspects (cont'd)



4. Protect manholes, sumps and drains before work.



6. Install containment ponds under tanks in case of leakage.



5. Characterize the soil conditions during excavation work.



7. If necessary, contact the environmental advisor of the site.

Emergency management

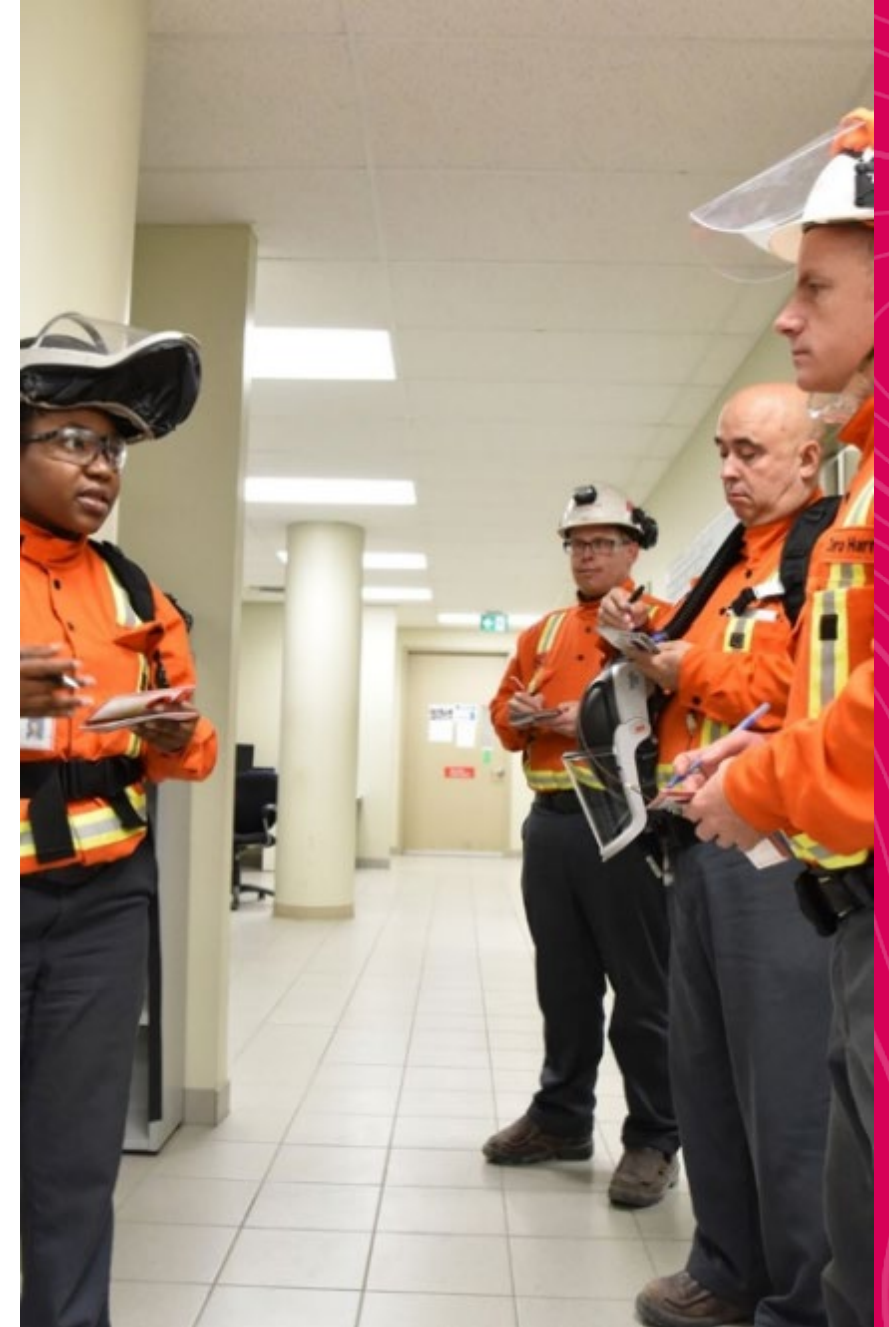


Definitions

- An **emergency** is a situation caused by an event that affects the physical or psychological integrity of one or more persons, or causes damage to property and requires prompt intervention

Emergency Response Plan

- An Emergency Response Plan (ERP) is a document that includes:
 - the identification of emergency situations according to the risks present on the site or outside the site;
 - the planning of interventions according to the case: who does what, when and how.



In case of emergency



Jonquière Complex, ARDC, PLS / Dubuc and Roberval-Saguenay

- External/cell.: 418 699-7711
- Internal tel. (landline): 7711

Port facilities

- External/cell.: 418 548-9632
- Internal tel. (landline): 7222

Alma

- External/cell.: 418 480-6222
- Landline: 6222

Grande-Baie

- External/cell.: 418 697-9911
- Landline: 9911

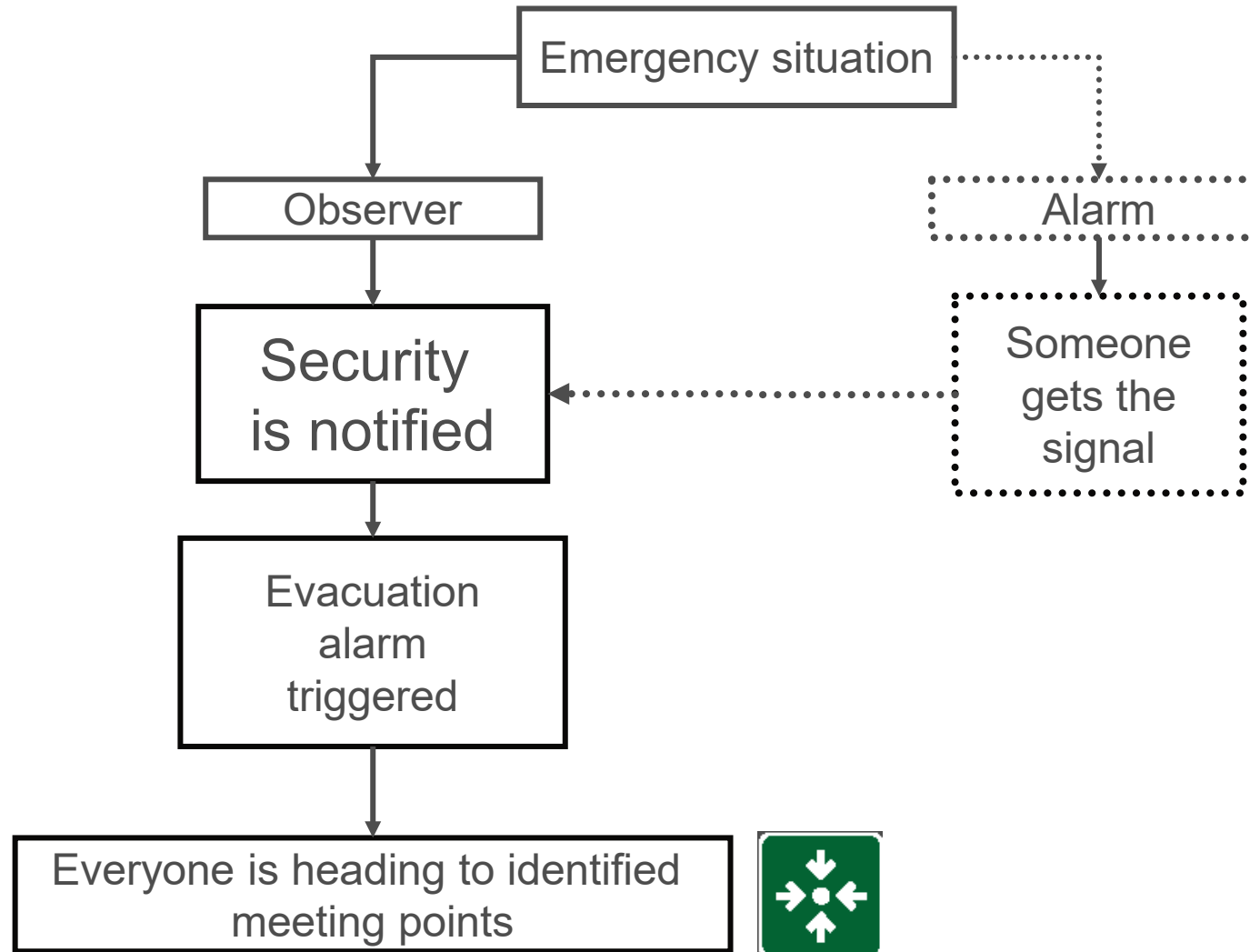
Laterrière

- External/cell.: 418 678-1777
- Landline: 1777

Electric Power – Power plant and offsite

- External/cell.: 418 662-1840
- Landline: 711

Reporting an emergency



What to do in case of emergency

Principles to remember during evacuation

- Consider any alarm as real.
- Stop any machine, tools, or gas cylinders that cannot be left unattended.
- Keep calm. Close the doors behind you.
- Go to the meeting point by walking and without delay.
- Use the nearest exit to avoid the dangerous area.
- If it is impossible to reach the meeting point safely or if you are alone, evacuate the dangerous area, try to join another group, and make your presence known to your immediate supervisor.



Do not...

- Unnecessarily expose yourself to hazards or risks.
- Use an elevator.
- Go get clothes or personal belongings.

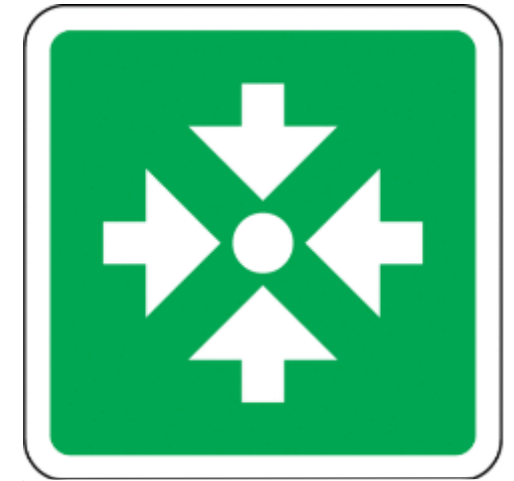
What to do in case of emergency (cont'd)

Principles to remember during evacuation

- Each site has identified the location of its meeting points with this pictogram.

At the meeting point:

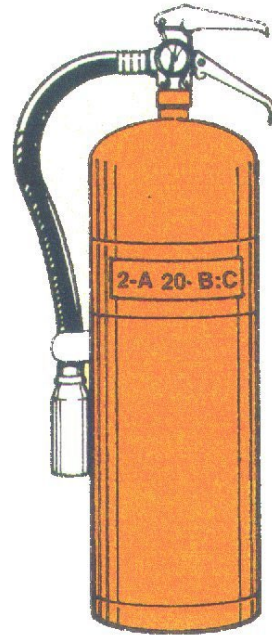
- make your presence known to your supervisor;
- follow the instructions of your supervisor or manager;
- do not interfere with the rescue operations;
- do not leave the meeting point without permission and wait for the authorization of the firefighter before returning to the premises or workstations.



Locate the meeting points when visiting the area.

Proper use of a fire extinguisher

Identification of fire extinguishers



The letter

Refers to the class of fire for which the fire extinguisher is most effective



Ordinary fuels

Green triangle



Flammable liquids

Red square



Electrical materials

Blue circle



Combustible metals

Yellow star

The number

Used only with class A or B fire extinguishers, indicates the relative effectiveness of the fire extinguisher.

A fire extinguisher rated 2-A should normally have a fire-extinguishing power twice as high as a 1-A fire extinguisher.

A fire extinguisher rated 20-B should normally have a fire-extinguishing power twenty times higher than a 1-B fire extinguisher.

Fire extinguishers are identified with distinct letters, numbers, shapes, and colours depending on the fire classes for which they can be used and their relative effectiveness.

Extinguish a fire with a portable fire extinguisher

1

Use the extinguisher of the appropriate class

- Hold the extinguisher by the handle.
- Walk fast, do not run.

2

Approach the fire

- Make sure you have the wind at your back.
- Squat slightly.
- Move sideways.
- Stop at about 3 meters (10 feet) from the flame.

3

Engage the propulsion mechanism

- Pull the pin.
- Take out the spear and release the hose.
- Direct the jet.

4

Put out the fire

- Position at about 4 meters (10 feet) from the flame (wind at the back).
- Direct the jet at the base of the flames.
- Perform a back-and-forth motion (sweeping).

5

Step back and monitor the site

- Do not turn your back to the fire (back draft of flames).



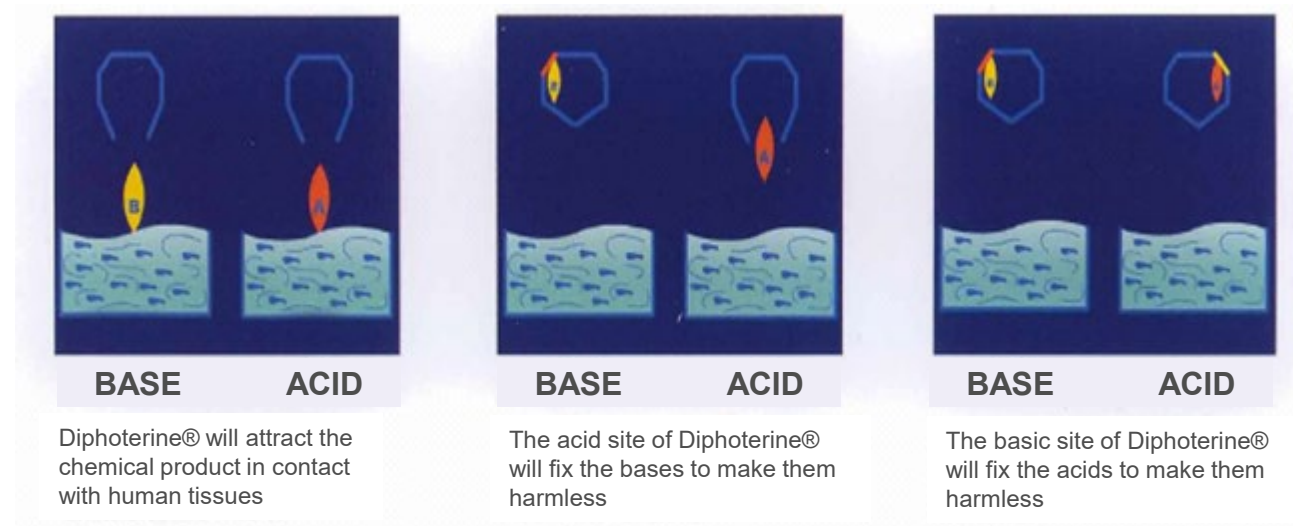
Notify the fire department as soon as a fire extinguisher has been used to ensure that the fire has been extinguished.

Diphoterine



Diphoterine

- Is a chemical aggressor **neutralizer** (basic or acidic) unlike water which is a **dilution** method.
- Attracts the chemical aggressor in contact with human tissues, which increases its effectiveness compared to water.
- **By neutralizing the chemical aggressor (basic or acid), it stops the evolution of the burn, thus preventing penetration.**



- Contains an absorbent that reacts immediately with the chemical to prevent skin burns. Diphoterine prevents the appearance of the chemical burn or reduces its severity.

Diphoterine application protocol



¹ The product should be applied in intermittent sprays (spray paint) with intervals of 20 to 30 seconds between sprays. It is important to keep the site of the lesion always moist. Product that falls to the ground does not help with the treatment.

The contents of a 100 ml bottle empties in 1 minute 20 seconds continuously.

What Diphoterine is not...

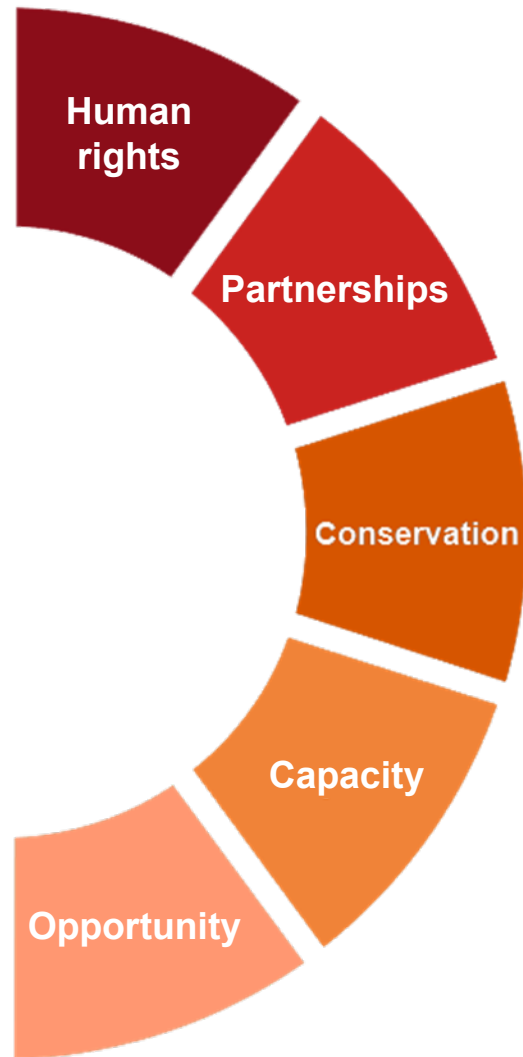


- It is not an "armor"; it does not replace the mandatory wearing of PPE, nor the obligation to follow established safe work procedures.
- It has no documented side effects with repeated use (see MSDS).
- It is not dangerous if consumed: it can be sprinkled inside the mouth, ears, and nose.
- It is not a burn treatment that can be used days after the incident has occurred. Although Diphoterine is effective even a few hours after the incident, it is designed to be used **immediately** to obtain the optimal effectiveness of the product and reduce the severity of the injuries.
- It is no excuse to hide incidents. **Report them!**

Communities and social performance



Our goals: Respect and Connect



Human rights

Respect human rights and promote diversity, equity, and inclusion

Commitment + Partnerships

Be caring, authentic, and transparent to build trusting relationships and partnerships

Culture + Heritage + Environment

Contribute to positive results in the conservation of culture, heritage, and the environment

Capacity + Connections

Strengthen the capacity of organizations and communities to develop their resilience

Economic opportunity + just transition

Catalyse improved economic outcomes and support a just transition to a low-carbon economy

Human rights

Human rights (or rights of the person) are the inalienable rights of all human beings, without distinction of any kind, including race, sex, nationality, ethnic origin, language, religion or any other status.

All companies have a responsibility to prevent their operations from causing, contributing to, or being linked to adverse impacts on the rights of individuals or communities.

Examples : right to a healthy environment, to drinking water, to preserve one's cultural heritage, etc.



Complaints

A complaint or grievance arises when an individual or group perceives an injustice or harm that has been done to them, in relation to business operations.

A complaint management mechanism has been set up to ensure follow-up and settlement of the dispute as soon as possible.

Any person, whether they are an employee, a subcontractor, or a citizen, can file a complaint or a grievance with the assurance that there will be **no retaliation** against them or their company. It is also possible to make a report **anonymously**.

How to file a complaint?

Saguenay-Lac-Saint-Jean

Votreriotoslsj.com

418 699-3666

communautesriorinto@riotinto.com

1954, rue Davis, Arvida

RioTinto

Présentation d'accueil regional | 2023

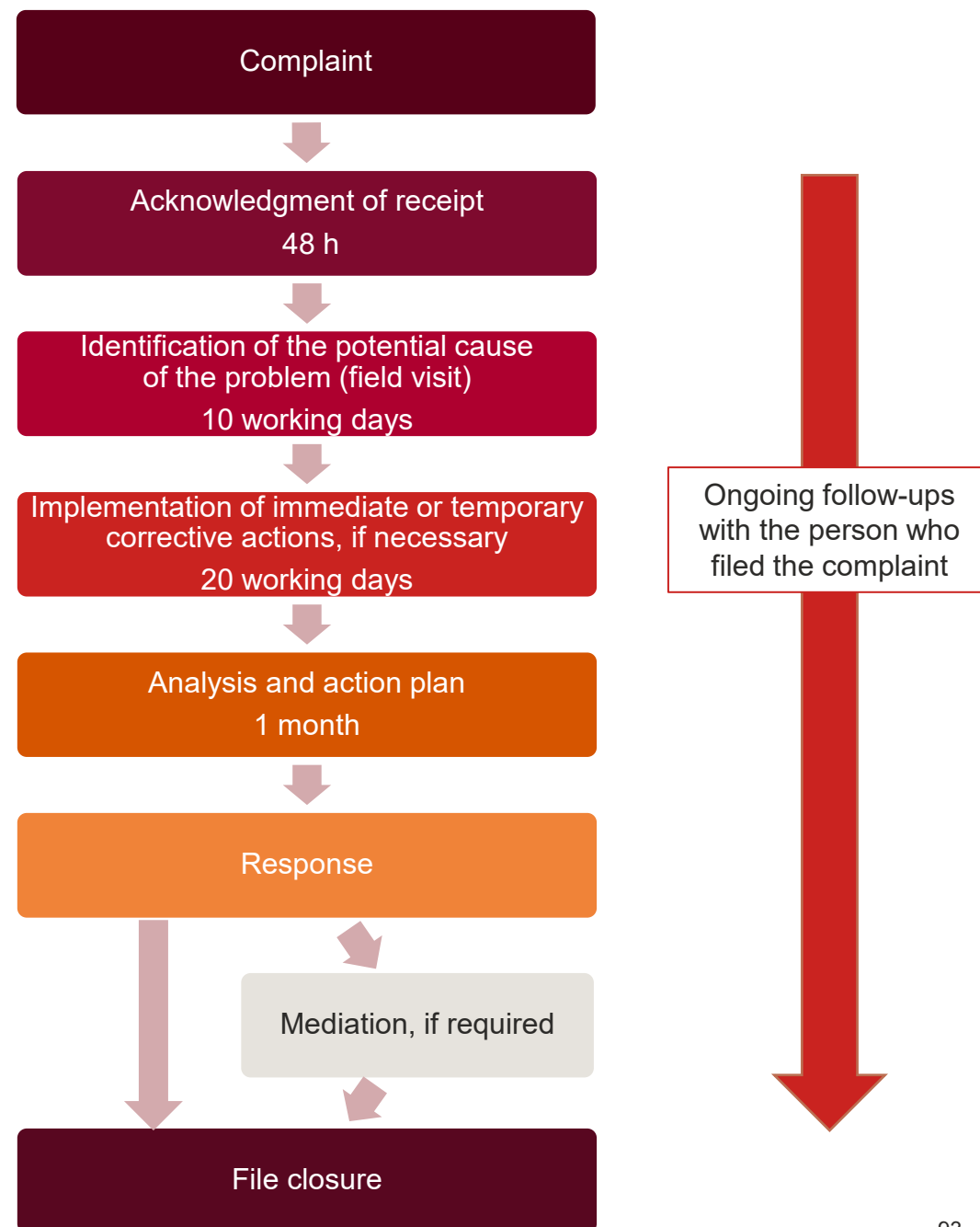
Electric Power and Lake Saint-Jean Shoreline Stabilization Program

energie.riotinto.com

418 668-0151

communications.ee@riotinto.com

100, rue Saint-Joseph, Alma, bur. 104



Ethics and Compliance

Approach and Partnership

Our values



We act with **care** by prioritising the physical and emotional safety and wellbeing of those around us. We respect others, build trusting relationships and consider the impact of our actions. We look for ways to contribute to a better future for our people, communities and the planet.



We act with **courage** by showing integrity, speaking up when something is not right and taking decisive action when needed. We are not afraid to try new things. We respond positively in difficult situations and demonstrate commitment to achieving shared goals.



We act with **curiosity** by inviting diverse ideas and collaborating to achieve more together than can be done alone. We are continuously learning, creatively looking for better and safer ways of doing things. We draw inspiration from others and the world around us.

Our new values are simple, human, and inclusive – all aspects that are important to us.
They encompass and broaden our former values to include qualities that are essential to our future.

Supplier code of conduct

As a supplier, you play an essential role in keeping our commitments.

We rely heavily on each other and on communities, governments, customers, investors, and other stakeholders. Our success can only be achieved through the collaboration and trust that we build together.

The Supplier code of conduct, based on globally recognized standards, together with Rio Tinto's document entitled The Way We Work, sets out our expectations of you, your affiliates, and contractors.

As a result, we choose to work only with suppliers who meet our requirements in this area.

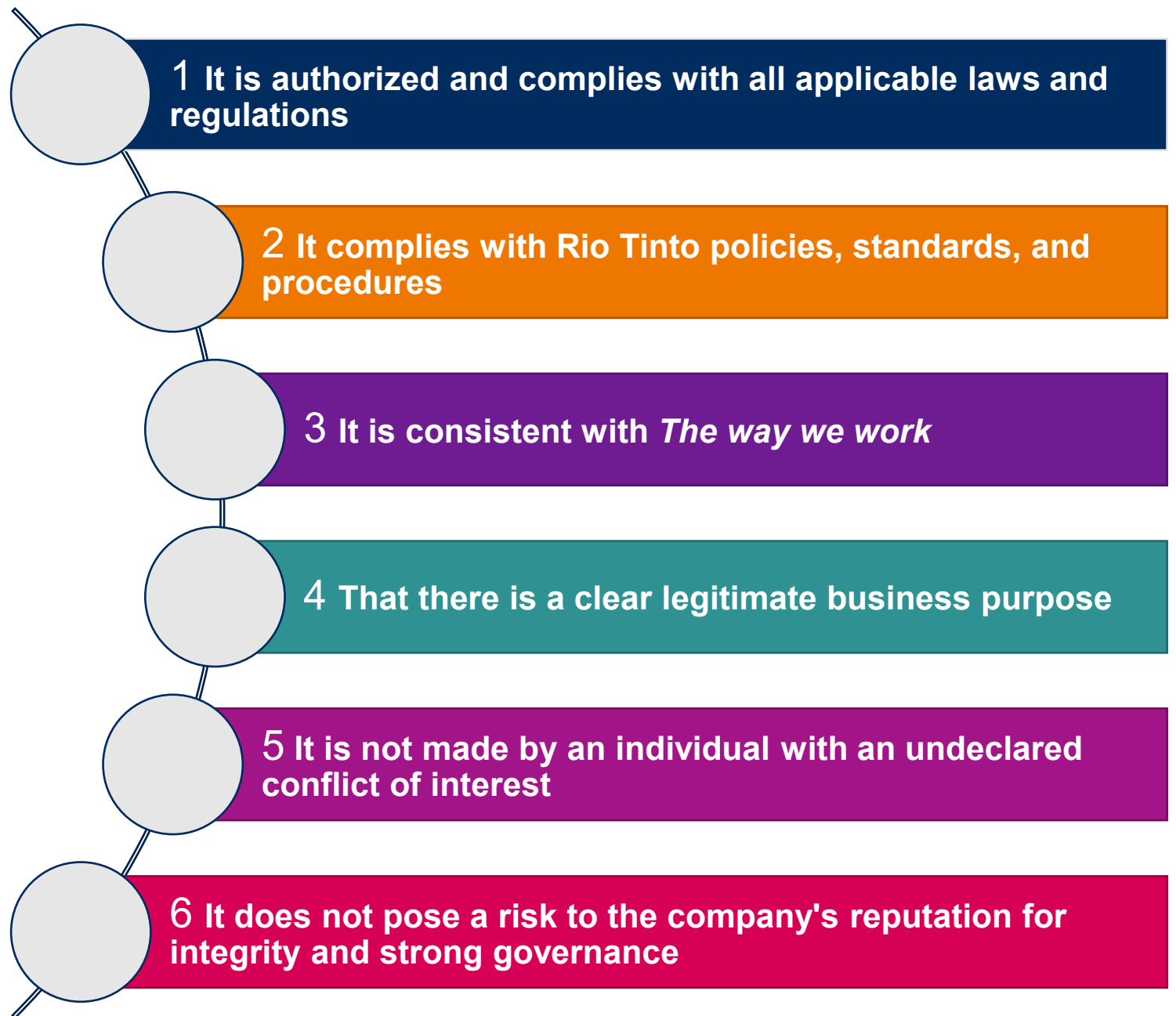
It is through collaboration that we will be able, together, to pursue this approach in business.



Business Integrity

Fundamental principles

When making day-to-day business decisions, use the fundamental principles of business integrity as a barometer. Ask yourself if the decision you are about to make meets these principles :



Bribery and Corruption

May involve :

Anything of value such as money and its equivalent; gifts; entertainment and other hospitality; travel and accommodation; favors; sponsorships and donations.

Any person such as suppliers, officials, individuals, or companies.

Any method: can take place directly or indirectly using a third party.



Bribery and Corruption

Expectations:

It is forbidden to offer or accept a bribe in any circumstances, i.e. for your own benefit or for your family, friends, associates, or acquaintances.

This includes facilitation payments related to permits, applications, etc.

Offering or asking for a bribe can be construed as an offense.



Conflicts of interest

Situation where your personal interests or those of a third party may appear to conflict with or conflict with the interests of Rio Tinto, or your responsibilities as a partner.

These situations are expected wherever Rio Tinto operates.

Many situations can lead to a conflict of interest.

The key is **transparency** and **reporting** of all conflicts, even potential ones.

Family members or close friends
at Rio Tinto

Offering personal gifts and/or hospitality
to a Rio Tinto employee or contractor

Perform work for or supply goods and
services to Rio Tinto employees or
contractors

Be in a position to make business decisions
that benefit family or friends at the expense of
Rio Tinto

Report within your company and report to Rio Tinto

myVoice

Our reporting program

We have embraced a culture of transparency and encourage employees, contractors, suppliers, and other stakeholders to openly discuss issues that concern them.

Trough their contact at Rio Tinto or the myVoice program, we strongly encourage suppliers to report any action or situation that does not comply with the Supplier code of conduct or “The Way We Work”.



Voice your concerns

Rio Tinto is proud to introduce myVoice, our new confidential reporting programme.

We all play a role in creating an environment that reflects our values – where people can feel safe, included and respected. If that is not happening, use your voice.

Want to learn more? Go to Element or RT Connect.


To report a concern, go to www.riotintomyvoice.com or scan the QR code below with your mobile device.



myVoice

Confidential. Safe. Respectful. Fair.

Partnership approach



We are in the same boat.

Our behaviour affects your business and your reputation.

Your behaviour affects our business and our reputation.

It is a partnership based on trust and mutual responsibility.

We respect the law and ethics. Therefore, we share this business philosophy with our partners.

Reading acknowledgment for contractors

GX043-RG HSEC Regional Orientation Training and Ethics and Compliance

I hereby acknowledge having read the training document: **HSEC Regional Orientation Training**. I am aware of the risks associated with accessing the various sites and the HSEC rules, I understand all the requirements, policies, and regulations with which I must comply, and I commit to respecting them at all times.

I acknowledge having read the **Ethics and Compliance** training document attached. I am aware of the rules surrounding Ethics and Compliance, I understand all the requirements, policies, and regulations with which I must comply, and I commit to respecting them at all times.

Employee's NAME (in block letters)	COMPANY name (in block letters)	DATE OF BIRTH	SIGNATURE	DATE OF SIGNATURE

I, as a representative of the company, hereby confirm that the employee who signed above has read and understood the **HSEC Regional Orientation Training and Ethics and Compliance** document to comply with the rules, policies, and regulations described therein.

NAME (in block letters)	COMPANY name (in block letters)	Position within the company	SIGNATURE	DATE OF SIGNATURE

Contractor: send to Cognibox: documents@cognibox.com