Object
The object of this manual is to:
➢ Describe our Health, Safety and Environment policy.
➢ Describe the management system put in place to implement the policy.

Field of application
This manual covers all activities taking place at the Besançon site with the exception of the product design process. OHSAS 18001 certification encompasses all sites in France.

The HSE manual is an informative document to be used by our staff and clients. It may also be distributed if requested by any interested party.

This manual is updated with every change to our Health, Safety and Environment policy, organization or the management system in place, at least once in every three years.

The current Health, Safety and Environment manual is distributed by the QHSE department. The current edition is accessible to all regions in real time from the Parkeon Intranet site, thus meeting the requirements of accessibility and confidentiality.

Copies in circulation are not updated unless requested in writing.

Abbreviations
QHSE: Quality, Health, Safety and Environment
HR: Human Resources
HSE: Health, Safety and Environment
Policy

Health
Safety
Environment

Strategy:
The long-term business of Parkeon depends on our ability to continuously improve our products and services while protecting our users, our people and the best environment in which they work and live.

It is a commitment which is in the best interest of our customers, our employees and our stockholders.

Parkeon is convinced of its choices. We want to avoid accidents and reduce the environmental impact of our activities and products. In order to achieve this, we must follow an eco-design process.

Management is the driving force in communication and HSE policy implementation.

Our commitments:

Environment in our production site

- Anticipate pollution produced by the manufacture of our products.
- Ensure all colleagues are careful of their use of natural resources use, specially concerning energy and water.
- Provide a legal support, respect the law and other requirements concerning Health - Safety and Environment,
- Provide our team, suppliers and clients the training and education to implicate their concern in Health - Safety and Environment policy.

Health and Safety in all our activities

- Anticipate difficulties and accidents by detecting dangerous situations. We must also emphasize “near accidents”.
- Protect our employees’ Health and Safety.

Through these actions, Parkeon increases its responsibility by contributing to the development and the success of its activities.

Continuous Improvement:
With the improving process in which service and each employee are implied, Parkeon is reaching its goals, regularly checked, concerning Health - Safety and Environment.

Bertrand Barthélémy
Président

Thierry Gonet
Paris and Chatillon Director

Jean-Pierre Todeschini
Besançon Director
Our mission and our customers

Parkeon proposes a only transverse offer regarding solutions of management of the car park and the solutions computer ticketings for public transports. Two complementary activities for a global expertise, allowing to propose in each of the complete and adapted solutions answering the current, constantly evolving urban stakes in mobility.

By the consideration of all these problems, by its capacity to propose individually an approach integrated of policies of transport and car park, and by its global expertise to rethink the politeness, Parkeon anticipates, optimizes and accompanies the urban travels. Whether it is in solutions for the management of the car park, in solutions computer ticketings for public transports or, more globally, in support.

The Quality policy of Parkeon covers the following areas:

- Addressing customer’s needs,
- Performance improvement,
- Value creation,
- Skills development,
- Responsiveness to customers,
- Employee responsibility and involvement.

Our customers

Our main customers are:

- City and local government authorities,
- Parking operators,
- Mass-Transit operators:
  - Rail / Light Rail,
  - Bus,
  - Underground systems...
Organisation

Bertrand Barthélémy
President

Jean-Pierre Todeschini
Besançon Site Director
Humain Ressources Director

Owen Griffith
Transport Director

Thierry Gonnet
Chef Financial Officer

Stéphane Roques
Parking Director
Location

By focusing on different markets, the objective of each region is to anticipate future needs and offer solutions that are suited to the current needs of their markets.

All industrial activities are carried out in Besançon, France (Pay & Display machines and ticket vending machines) or Poole, UK (bus fare collection units).

Parkeon is also present in Germany, Australia, Belgium, Spain, USA, Italy, the United Kingdom, so each region can react very quickly to the market and the customers’ needs.
Plan

Environmental matters and significant risks
An initial environmental assessment of all the activities concerned by the HSE management system was carried out on the basis of the procedure “valuation of risk and environmental analysis”. The environmental aspects and industrial risks relating to our activities that were identified in the assessment have been grouped in documents “risk analysis” and “analysis environmental”.
This assessment takes into consideration normal and irregular conditions of work, incidents, accidents and emergency situations. Every type of potential or actual impact or risk is identified and recorded.
Environmental impacts are organized into a hierarchy and ranked using the following criteria, namely Frequency, Seriousness, Control, and Environment Sensitivity, thus helping to identify the situations with a significant impact.
In the same way, an occupational hazard assessment of all work stations has been carried out. The hazards are ranked in a hierarchy using the criteria Frequency, Seriousness and Control.

Legal requirements
Procedure “identification of legal and other requirements “for the identification of applicable requirements and other requirements describes the modalities of listing and updating the applicable texts.
The legal requirements and other requirements to which the sites are subject are listed by the QHSE manager. The supervisor informs the departments concerned of any changes or new regulations that apply to them.

Aims and targets
The aims of the HSE policy are set by management based on proposals by the QHSE department, taking account of the following:
• the results of the latest EA and OHA and/or updates of the same,
• environmental aspects and impact and significant risks,
• legal and other requirements,
• financial and operational requirements,
• requests from parties concerned, be they internal or external to the company,
• HSE policy.

These aims are analyzed during the management review, and, if necessary, they are revised and/or improved, and the results assessed.

Action plans
The aims are materialized through action plans requiring the implementation defined in the document “HSE program”. The plan includes the action to take the schedule, the resources and the responsibilities associated with each aim.
The plan is assessed and revised if necessary with each management review. The plan can equally be revised if any shortcomings are detected after an internal audit or after any internal or external change (For example: at the start of a new activity).
Realise

Resources, roles, responsibilities and authority
The responsibility and authority of each staff member with regard to Health, Safety and the Environment are defined in their “job descriptions”. If the case arises, responsibilities can equally be defined in the procedures.

Skills, Training and Awareness
All staff working for the company or on its behalf (e.g. subcontractors) has the necessary skills to carry out their duties so as to minimize occupational hazards and the environmental impact of their activities.

The organization of staff training is defined in the HR “Training” procedure “Logigramme formation” under the responsibility of the Human Resources department in collaboration with the QHSE department.

All employees, temporary workers, interns and trainees are made aware of HSE issues, either in an induction session or by their line managers, or through awareness campaigns conducted under the responsibility of the QHSE department.

Any persons who come to the facility are informed by means of a visitors’ handbook “visitor’s guide”

Internal communication
The internal communication material used, notably with regard to environmental matters, health and safety risks and the HSE policy, is as follows:

- HSE notice boards,
- internal publications (HSE booklets, posters, notes, emails etc.),
- staff information meetings,
- the IT network,
- internal audits, etc.

Any member of staff can report a risk to health or safety or potential environmental impact through a Risk Identification Report (RIR).

External communication
Requests from interested parties are transmitted to the QHSE manager, who records them and files them in the document “request of exterior concerned parties”. The HSE manual is given upon request to outside interested parties in order to inform them of our HSE policy.

Parkeon has chosen to provide information regarding its environmental impact, occupational hazards and HSE performance through brochures published by the Communication Department and has chosen to provide additional information in case of specific demands.
Realise (Contd.)

Consultation
Consultation of staff takes place through meetings with the Committee for Hygiene, Safety and Working Conditions, according to the modalities defined by current legislation, and notably, regarding the HSE policy, through action plans and aims.

HSE management system documentation
The HSE documentation system is incorporated into the quality documentation system, which is organised as follows:
Realize (Contd.)

Control of documentation
Procedure “documentary procedure quality” for the control of documentation and records defines the modalities of presentation, identification, management and recording of all applicable documents.

Operational control
Activities and operations related to environmental aspects and significant risks are identified in the “Environmental Analysis” and “Single Document and Risk Evaluation” documents. The QHSE department must ensure that these activities give rise to working practices or instructions which contain ‘good practices’ to be observed.

Preparation for and response to emergency situations
To deal with the potential risk of environmental impact or health and safety accidents, organisational, staff and material resources are defined, notably in the form of emergency plan “urgency map”. The competence of the staff and the effectiveness of the measures in place are tested periodically. The planning and recording of these emergency situation tests are carried out using document “tests of urgency situation”.
Review

Internal audits
Internal audits are planned in order to check that our system is applied correctly, is effective, and conforms to standards.
The audit results are analysed in management reviews.
The organization of internal HSE audits is defined by procedure “internal audits”, with the aim of covering the whole system of HSE management in a three-year cycle.

Monitoring and measurement
Activities and installations that could have an effect on the environment or pose a significant risk are monitored according to monitoring programme: “program of monitoring”.
The performance of the management system is likewise subject to monitoring through the relevant indicators.
Control, measuring and test equipment is monitored as defined in procedure “control of the equipment of measures and tries”.

Assessment of compliance
Assessment of compliance is carried out following procedure “identification of legal and other requirements”, at least once every three years.

Nonconformity, corrective and preventive action
Procedure “treatment of the non-compliance, the actions of improvement, correctives and preventives” describes the system in place for dealing with nonconformity, improvement action, corrective and preventive action.
Any preventive or corrective action is recorded and tracked using form “corrective actions plan table form”.

Act

Management review
Once a year at least, the Management carries out a review of the Health, Safety and Environment management system in order to ensure that it remains adequate and effective.

Following the results of internal audits and with all the data gathered from the management review, the HSE policy, plan of action or aims may be modified accordingly.