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Corporate Code of Conduct, EH&S and Sustainable Development Commitment i

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**Glossary of Terms & Index**  

**FORMS APPENDIX Binder** *(holds all the forms referred to in this manual)*  

A. Incident Reporting & Investigation Forms  
B. Hazard Assessment & Control Forms  
C. Training & Orientation Forms  
D. Emergency Checklists (Forms)  
E. Miscellaneous Forms
1. Each subsection of this Manual follows, in most cases, a general design template called P3R2 that represent the following components:

- **Purpose**  
  The reason for having the rules & regulations.

- **Policy**  
  The organizational rules and regulations of the company.

- **Procedure**  
  How we comply with the rules & regulations.

- **Responsibilities**  
  The specific actions which must be taken by the **people** impacted.

- **Resources**  
  The items needed for use or reference that will assist meeting compliance with the regulations, policies and procedures.

  *For example:*

<table>
<thead>
<tr>
<th>Company Forms</th>
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<th>Equipment</th>
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<tr>
<td>Source Documents</td>
<td>References</td>
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2. All words and/or phrases shown in **Bold Italic**s throughout this Manual are *defined* and cross-referenced in the **Glossary & Index** at the rear of the manual.

3. This manual is Controlled Document and any changes are to be included and recorded on the Revisions Record.

4. Each section may contain a **Resources** subsection that will include references to all applicable Forms, Tables, Regulatory References and any other reference or tool that maybe required or will impact that subsection.

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This EHSMS Policies & Procedures Manual is the primary foundational document that supports the company wide EHSMS program.

*This manual and other supplementary systems that pertain to the Environment, Health & Safety Management System have been designed and developed by Mr. Alan McDonald, CRSP, of Pulse-8 Safety Consultants Inc. of Calgary, Alberta, Canada. Final revisions and issuance by CHD personal.*