

## **HSE Policy Statement**

At ZINALINE Wood Manufacturing Factory (ZL), we believe that the health and safety of our employees, contractors, visitors, customers, and the protection of the environment are fundamental to the success and sustainability of our business.

We are committed to conducting all our wood manufacturing operations in a safe, responsible, and environmentally conscious manner. Commitment

ZINALINE Wood Manufacturing Factory is committed to achieving Zero Harm, protecting the environment, and fostering a workplace where safety is a core value integrated into every activity. Every accident is preventable, and every employee has the authority and responsibility to stop any work they believe is unsafe.

This policy shall be communicated to all employees, contractors, and visitors, reviewed periodically, and updated whenever necessary to ensure its continued suitability and effectiveness.

Approved by: Nabil El Hawat

Managing Director

ZINALINE Wood Manufacturing Factory

Effective Date: 1 July 2025

Review Date: Every 6 months



**Date:** 17/07/2026

**Attention:** Mr. Nabil Hawat, Manager Zinaline

**Reference:** HXC-ZL-AL-260717

**Subject:** **Implementation of the Health, Safety, and Environment (HSE) Framework**

Dear Mr. Hawat,

As part of our ongoing commitment to elevating Zinaline's operational standards, this letter outlines the core framework for our Health, Safety, and Environment (HSE) implementation. Establishing a secure, compliant, and sustainable manufacturing environment is critical to safeguarding your personnel and ensuring continuous, high-quality production on the factory floor.

To achieve this, we are actively developing, standardizing, and deploying a comprehensive suite of HSE documentation tailored specifically to the realities of your woodworking operations. The deliverables for this critical phase are structured into three primary categories:

1. HSE Management Documents

- HSE Manual
- HSE Objectives & KPIs
- Annual HSE Plan
- HSE Organization Chart
- Roles & Responsibilities Matrix
- HSE Communication Plan
- Document Control Procedure

2. Risk Assessment Documents

- Hazard Identification & Risk Assessment (HIRA)
- Job Safety Analysis (JSA)
- Risk Register
- Change Management Procedure (MOC)

**REF N°:** HXC-ZL-AL-260717

Piliou 8, G. Matheou Tower, Office 301 | 6037 Larnaca, Cyprus

**M:** +41 79 246 57 97 / +961 3 667 277 | **E:** [info@hex-consultancy.com](mailto:info@hex-consultancy.com)

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### 3. Operational Procedures

- Safe Work Procedure for All Machines
- Preventive Maintenance Procedure
- Electrical Safety Procedure
- Hot Work Procedure

These protocols are designed to integrate seamlessly with the broader organizational restructuring and quality management systems currently underway. By embedding these rigorous assessments and procedures into daily practice, we ensure that hazard prevention and operational safety become ingrained habits across all departments at Zinaline.

This documentation will aid Zinaline comply with international best practices and prepares the factory for certification to ISO 45001 and ISO 14001.

Sincerely,

On behalf of HEX Consultancy,  
**Eng. Jad el Achkar**  
CEO, Founder



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