كيو أوتو
Q-AUTO

**HEALTH, SAFETY & ENVIRONMENTAL (HSE) POLICY**
**Document No:** QA-HSE-POL-001
**Revision:** Rev00
**Effective Date:** Jan 2026
**Approved by:** Q Auto Management

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## 1. POLICY STATEMENT

Q Auto LLC is committed to ensuring the highest standards of **Health, Safety, and Environmental (HSE) performance** across all its operations including:

- Vehicle sales showrooms
- Workshops and service centers
- Bodyshop and paint facilities
- Electric vehicle (EV) service and charging stations
- Fleet and limousine operations
- Warehouses and logistics facilities
- Office workplaces
- Staff accommodations
- Contractor and third-party activities

The company recognizes that protecting the health and safety of employees, contractors, visitors, and the environment is a fundamental responsibility of management.

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## 2. COMPANY COMMITMENT

Q Auto LLC commits to:

- Prevent workplace injuries, illnesses, and environmental pollution
- Maintain a **Zero Lost Time Injury (Zero LTI) target**
- Comply with applicable **Qatar health, safety, and environmental laws**
- Identify hazards and reduce risks through systematic risk assessment
- Provide safe equipment, tools, and working conditions
- Ensure workers receive proper HSE training and competency development
- Implement safe systems of work including Permit-to-Work procedures
- Monitor and continuously improve HSE performance through audits and inspections
- Ensure safe handling and disposal of hazardous waste
- Promote environmental sustainability and responsible resource use
- Encourage active worker participation in HSE programs

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## 3. HSE OBJECTIVES

The organization aims to achieve the following measurable objectives:

- Zero fatalities
- Zero Lost Time Injuries

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- Reduction of workplace incidents year-on-year
- 100% HSE training compliance
- 100% permit-to-work compliance
- 100% hazardous waste disposal compliance
- Continuous improvement in HSE performance indicators

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## 4. RESPONSIBILITIES

**Top Management**

Top management shall:

- Provide leadership and commitment to HSE
- Allocate adequate resources for HSE implementation
- Review HSE performance regularly

**HSE Manager**

The HSE Manager shall:

- Develop and implement the HSE Management System
- Conduct risk assessments and inspections
- Monitor HSE performance and reporting
- Ensure compliance with legal requirements
- Provide HSE training and awareness programs

**Department Managers**

Department managers shall:

- Ensure safe working conditions in their departments
- Implement HSE procedures and policies
- Support HSE training and inspections

**Employees**

Employees shall:

- Follow all HSE procedures and safety rules
- Use personal protective equipment (PPE) correctly
- Report hazards, incidents, and unsafe conditions

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## 5. SCOPE OF APPLICATION

This HSE policy applies to:

**All employees, contractors, subcontractors, temporary workers, visitors, and any other persons working under the control of Q Auto LLC.**

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## 6. CONTINUOUS IMPROVEMENT

Q Auto LLC is committed to continuously improving its HSE Management System through:

- Incident investigation
- Safety inspections and audits

- Training and competency development
- Performance monitoring and management review

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**7. POLICY COMMUNICATION**

This policy shall be:

- Communicated to all employees and contractors
- Displayed at all company workplaces
- Made available to interested stakeholders

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**Q Auto LLC Management APPROVAL**

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|---|---|---|
| Ellen Samson | Aaqib Niaz | Ahmed Shariefi |
| **HR Manager** | **Finance Director** | **Chief Executive Officer** |
| Signature: _____ | Signature: _____ | Signature: _____ |

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