



GUIDE FOR THE
**INTEGRATED
MANAGEMENT
SYSTEM**
(IMS)



ABOUT THE IMS

The IMS is made up of a set of four international rules that, through coordinated actions (standardization of processes and systematic consolidation of good practices), lead the company to implement its processes.

Objectives of these processes:



Ensure product quality and customer satisfaction.



Improve energy efficiency.



Strengthen the EHS Culture by seeking to increase risk perception and multiply safe behaviors through the continuous improvement of people's safety, health and well-being, in addition to preserving the environment and facilities.



The **IMS policy** is available on the JTI website:





Photos and videos can only be taken with authorization from a JTI employee.



Mandatory use of the badge during your stay on JTI premises.



During the visit, the **visitor** must be **accompanied** by a JTI employee responsible for the visit.



Internal and external areas are **monitored** by security cameras - CCTV.



Access to the plant using a **backpack** is **prohibited**, except with prior authorization.



Pay attention at all times to **warnings** and **signs**.



Whenever you use the stairs, do so calmly and use the **handrail**.



Pay attention at all times to traffic of forklifts, trucks and other vehicles.



Use the PPE appropriate to each location (ear plugs, safety shoes with protective toecaps and reflective vest) at all times.



Use pedestrian crossing lanes at all times.



Do not wear jewelry, loose hair or loose clothing in operational areas and warehouses.



Smoking in **designated areas** only.



Keep a safe distance from machines and equipment.



Walk calmly on company premises.



Access to **restricted areas** only with prior permission.



Save electricity. Turn off equipment after use, including lighting and air conditioning.



Use water consciously. Use the tap only when it is really necessary to use water.



Contribute to **cleaning and organization** of facilities. Practice 5S3R.



Before entering the plant, make sure you are not carrying any material that could be lost or misplaced, causing foreign material in tobacco.



Inform the reception about any **chemicals**. Make sure you have the material safety data sheet (MSDS), a mandatory document.

Avoid generating waste.

If not possible, practice selective collection:



Paper/cardboard



Plastic



Glass



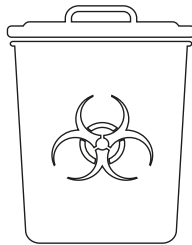
Metals



Wood



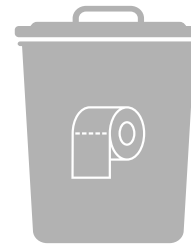
Organic waste
as used napkins and
food waste



Healthcare waste



Hazardous waste
as chemicals, aerosols and
materials contaminated with
oil or paint



Not recyclable
as toilet paper, PPE,
dirty cloths, glass wool
and filters

PHONE NUMBERS



→ INTERNAL

Emergency Extension: Processing plant: 7112

Cigarette Factory plant: 7113

**Emergency Extension / mobile
phone call:** 21077112

Security: Processing plant: 2423

Cigarette Factory plant: 2101

Medical Center: Processing plant: 2435

Cigarette Factory plant: 2139

Reception: 21077000 extension 2200

→ EXTERNAL

Fire Department: 193

SAMU: 192

EMERGENCY ALARM



→ PROCESSING PLANT

3 short, 5sec-beeps: call the emergency brigade

1 long, 60sec-beep: total evacuation of the plant

2 short, 15sec-beeps: return to workplace

→ CIGARETTE FACTORY PLANT, FINISHED PRODUCT AND CROP INPUTS

Intermittent beeping: call the emergency brigade

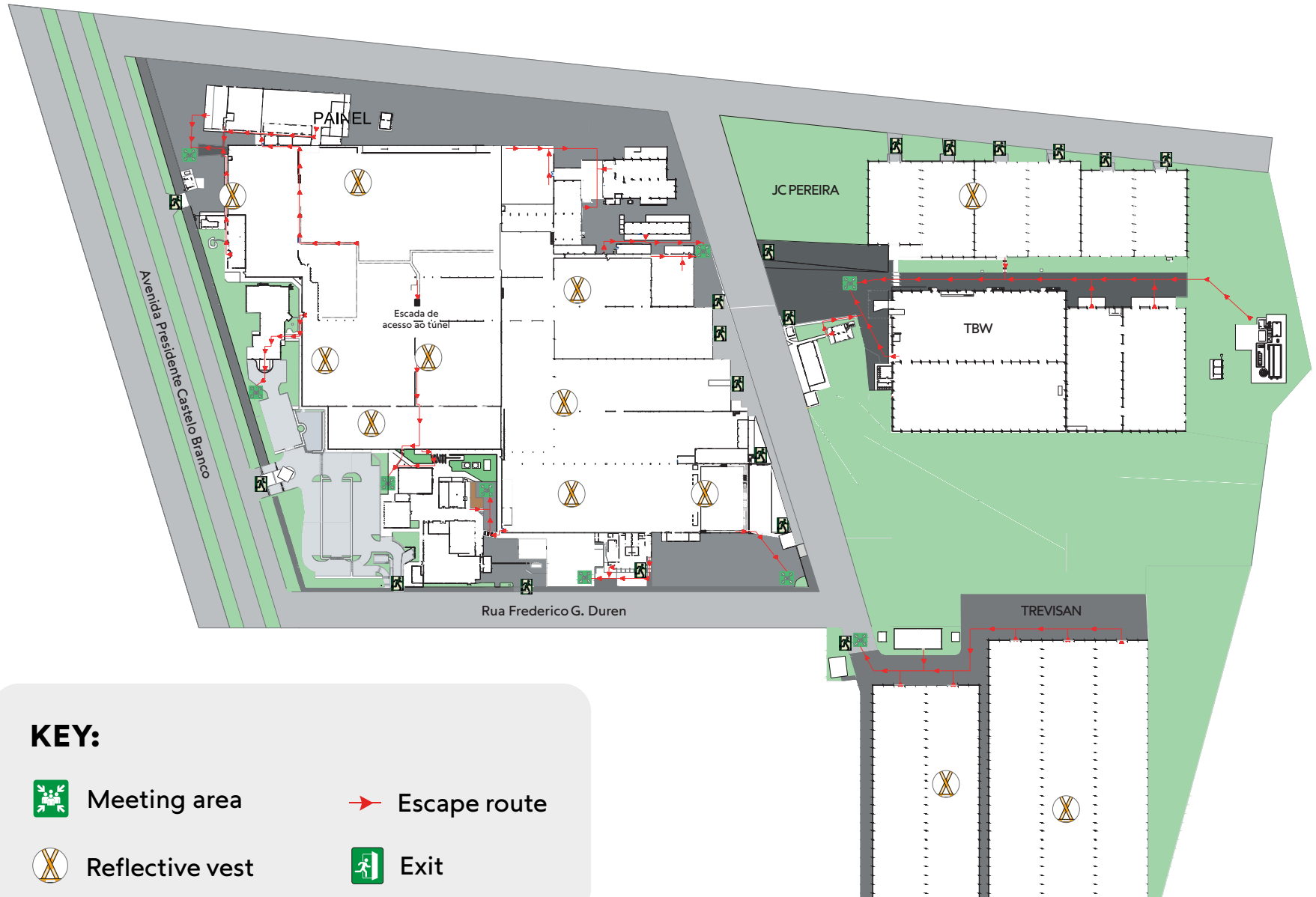
Continuous beeping: total evacuation of the plant

Return to intermittent beeping: return to workplace

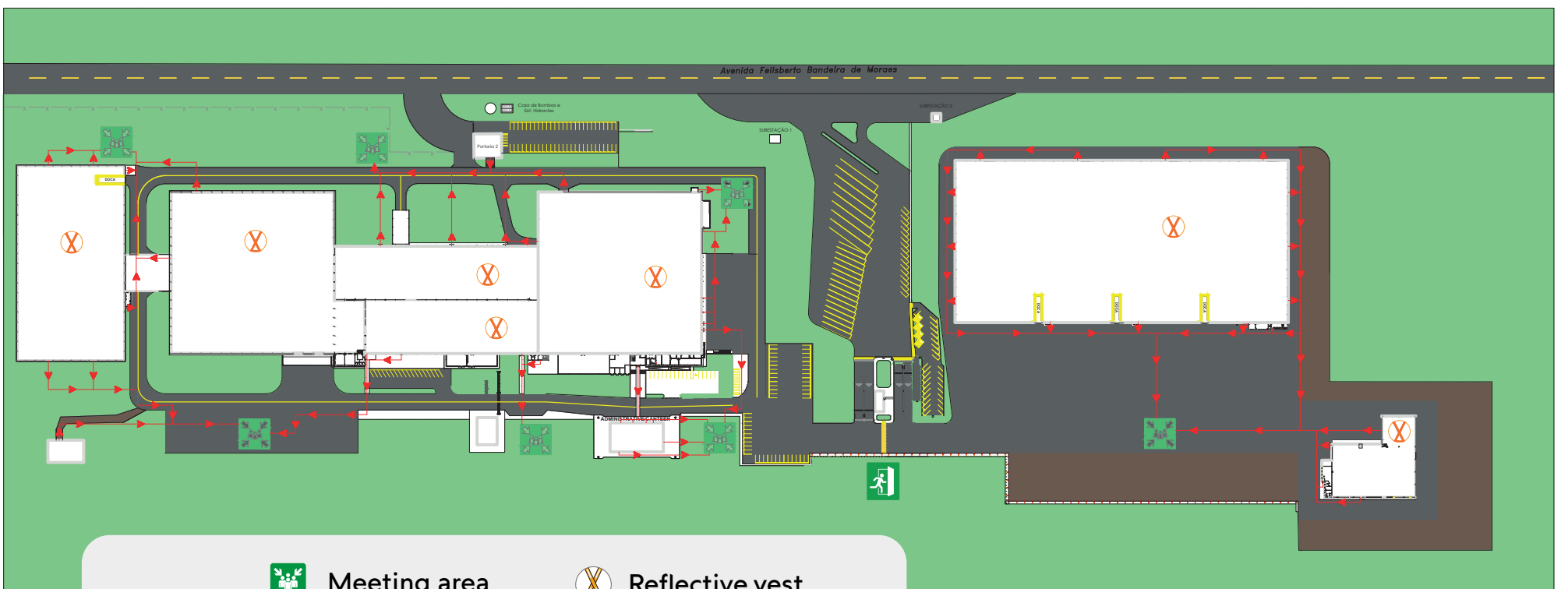


ESCAPE ROUTES AND MEETING POINTS

PROCESSING PLANT



CIGARETTE FACTORY PLANT



תת