



PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY

HSE Policy

Al Khobar Stockist Warehouse & Distribution Facility

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Applicable To	Al Khobar Warehouse & Distribution Facility	Classification	Internal / Controlled

Personal Protective Equipment (PPE) Policy

Saudi Labour Law, Article 122, requires employers to provide appropriate PPE free of charge and to ensure workers are trained in its correct use; workers are correspondingly obligated to use PPE as instructed. This Policy sets out how Diode meets that obligation across its Al Khobar warehouse operations.

PPE Matrix

A PPE Matrix is maintained identifying the minimum PPE required for each warehouse task and area. As a baseline for warehouse and loading operations, the following PPE is provided to relevant personnel at no cost and its use is mandatory in the designated areas:

PPE Item	Where / When Mandatory
Safety footwear (toe-protective)	Throughout the warehouse and yard at all times.
High-visibility vest	Loading bays and any area with vehicle or forklift movement.
Cut-resistant or general-purpose work gloves	Manual handling of banded, strapped, or edged materials.
Safety glasses	Banding/strapping operations and wherever specified by the task risk assessment.
Dust masks	Handling operations generating particulate, where identified by risk assessment.

Provision, Training & Maintenance

- PPE is issued to each employee at induction, at no cost, and is recorded against the individual in the PPE issue log.
- Correct use, fitting, and limitations of each PPE item are covered at induction and reinforced at refresher training.
- PPE compliance is checked during routine supervisor walk-arounds; non-compliance is corrected on the spot and, where repeated, addressed through the employee's supervisor.
- Damaged or worn PPE is replaced on request at no cost to the employee; employees are instructed to report defective PPE immediately rather than continue use.

Contractors & Visitors

Contractors are responsible for supplying their own PPE appropriate to the work being performed, unless otherwise agreed, but must meet the minimum standard set out in this Policy while on Diode premises. Visitors entering



warehouse operational areas are issued visitor PPE (high-visibility vest, and safety footwear where required) at reception.

Legal & Regulatory References

This procedure has been developed with regard to the following legal, regulatory, and industry reference points applicable to Diode's operations in the Kingdom of Saudi Arabia. Diode does not represent certification against any external standard referenced below unless separately stated; references are used to inform internal practice.

Reference	Relevance
Saudi Labour Law, Article 122	Employer duty to provide PPE free of charge and ensure correct training in its use.
SASO 63/2017 and related PPE product standards	Reference standards for PPE specification and quality where applicable.

Records Retained

The following records evidence the operation of this procedure and are retained for a minimum of five (5) years unless a longer period is required by contract or law, and are made available to customers, principals, and appointed auditors upon reasonable request:

- PPE Matrix
- PPE issue log (per employee)
- PPE compliance check log from supervisor walk-arounds

Related Documents

- DTE-HSE-STD-11 Warehouse Operational Safety Standards
- DTE-HSE-PRO-09 Competency & Training Procedure

AUTHORIZATION

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