



# HSE MANAGEMENT SYSTEM & ORGANIZATION

## *HSE Procedure*

Al Khobar Stockist Warehouse & Distribution Facility

DTE-HSE-PRO-02 | Revision 00 | Effective 01 January 2026



|                |                                             |                |                       |
|----------------|---------------------------------------------|----------------|-----------------------|
| Document No.   | DTE-HSE-PRO-02                              | Revision       | 00                    |
| Document Title | HSE Management System & Organization        | Effective Date | 01 January 2026       |
| Issued By      | HSE & Compliance Function                   | Approved By    | General Manager       |
| Applicable To  | Al Khobar Warehouse & Distribution Facility | Classification | Internal / Controlled |

## HSE Management System & Organization

Diode maintains a documented HSE Management System comprising the HSE Policy Statement, this procedure, supporting work instructions, a document master list, risk assessments, and operational records. The structure of the system reflects recognized occupational health and safety management principles, including policy and leadership commitment, planning, implementation and operation, checking and corrective action, and management review — a cycle consistent with internationally recognized frameworks such as ISO 45001, adapted to the scale of a stockist warehouse rather than a certified management system.

1. Policy & Leadership Commitment — the HSE Policy Statement and its authorization by Management.
2. Planning — hazard identification, risk assessment, and legal/customer requirement register.
3. Implementation & Operation — defined roles and responsibilities, competency and training, PPE, operational controls, and emergency preparedness.
4. Checking & Corrective Action — incident reporting and investigation, internal inspections, and corrective/preventive action tracking.
5. Management Review — periodic review of HSE performance, objectives, and this system by Company Management.

Supporting documents maintained under this system include: Warehouse Risk Assessment Register, Emergency Response Procedure, PPE Matrix, Incident/Near-Miss Report Form, Forklift Operator Authorization Records, Waste Management Log, Training Register, and the Contractor HSE Induction Checklist. A Document Master List is maintained by the HSE & Compliance function and is available on request during customer or third-party audits.

## Organization Structure & HSE Responsibilities

HSE responsibility is embedded into the operational reporting line rather than delegated to a standalone department, consistent with the scale of the Al Khobar facility. Under Saudi Labour Law, the employer bears the primary duty to provide a safe working environment; Diode discharges this duty through the following role structure:

| Role                                         | Responsibility                                                                                                                                                                       |
|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>General Manager / Proprietor</b>          | Overall accountability for HSE performance; approves Policy and objectives; reviews significant incidents; allocates resources for safety improvements.                              |
| <b>Warehouse &amp; Operations Supervisor</b> | Day-to-day implementation of safe systems of work; conducts routine inspections; authorizes forklift operators; ensures PPE compliance; first point of contact for hazard reporting. |
| <b>HSE &amp; Compliance Function</b>         | Maintains the HSE Management System and supporting procedures; coordinates risk assessments, incident investigation, training records, and liaison with customer and                 |



| Role                                        | Responsibility                                                                                                                         |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
|                                             | third-party auditors.                                                                                                                  |
| <b>Warehouse Staff / Forklift Operators</b> | Follow safe work instructions and use PPE; report hazards, near misses, and incidents immediately; participate in training and drills. |
| <b>Contractors &amp; Visitors</b>           | Comply with site HSE rules communicated at induction; work only within authorized areas; report incidents to the Warehouse Supervisor. |

For workplaces reaching the threshold defined under Saudi labour regulation, a joint occupational safety and health committee with equal employer and worker representation is convened; at the current facility size this is addressed through direct supervisor-level engagement, reviewed periodically as headcount grows.

An organization chart identifying named post-holders is maintained separately as a controlled record and is updated whenever staffing changes occur; a current copy is provided to customers and auditors on request.

### Objectives & Performance Monitoring

Management establishes annual HSE objectives covering, at minimum: reduction of near-miss reporting-to-closure time, completion rate of scheduled safety inspections, PPE compliance rate, and completion of planned HSE training. Performance against objectives is reviewed at Management Review meetings, with results and corrective actions recorded and retained as evidence of continual improvement.

### 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                                                                                                                           |
|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <b>Saudi Labour Law (Royal Decree M/51), Articles 121–128</b>  | Establishes employer duty to protect workers from occupational hazards, provide PPE, and maintain records available for inspection. |
| <b>MHRSD Ministerial Decision 3337</b>                         | Sets detailed OSH requirements on hazard identification, risk assessment, and workplace conditions.                                 |
| <b>ISO 45001 (Occupational Health &amp; Safety Management)</b> | International framework referenced for the plan-do-check-act structure of this HSE Management System.                               |

### 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:

- HSE Management System document set and Document Master List
- Organization chart (controlled record)
- HSE objectives and Management Review minutes

### Related Documents

- DTE-HSE-POL-01 HSE Policy Statement



- DTE-HSE-PRO-03 Risk Management & Hazard Identification Procedure
- DTE-HSE-PRO-09 Competency & Training Procedure

## AUTHORIZATION

| Prepared By                                          | Reviewed By                                             | Approved By (General Manager)                            |
|------------------------------------------------------|---------------------------------------------------------|----------------------------------------------------------|
| Name: Anfal Ahmed<br>Signature: _____<br>Date: _____ | Name: Raeed Mohammed<br>Signature: _____<br>Date: _____ | Name: Mohammed Faisal<br>Signature: _____<br>Date: _____ |

## Company Stamp:

