



HSE COMMUNICATION PROCEDURE

HSE Procedure

Al Khobar Stockist Warehouse & Distribution Facility

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Issued By	HSE & Compliance Function	Approved By	General Manager
Applicable To	Al Khobar Warehouse & Distribution Facility	Classification	Internal / Controlled

HSE Communication Procedure

Effective two-way communication is treated as a core element of Diode's HSE Management System, reflecting the principle that workers who understand hazards and are able to raise concerns without fear of reprisal contribute directly to a safer workplace.

Internal Communication

- Toolbox talks and briefings delivered by the Warehouse Supervisor at the start of shifts or before non-routine tasks.
- Notices displayed on the warehouse HSE board, covering current hazards, recent near misses (anonymized where appropriate), and upcoming drills or training.
- Induction sessions for new joiners, covering the HSE Policy, PPE requirements, emergency procedures, and hazard-reporting channels.
- Direct verbal instruction during daily operations, supplemented by written work instructions for higher-risk tasks.

Worker Consultation

Employees are encouraged to raise HSE concerns directly with the Warehouse Supervisor or HSE & Compliance function at any time, and hazard/near-miss reporting is treated as a positive contribution rather than a fault-finding exercise. Where headcount reaches the threshold requiring a joint occupational safety and health committee under Saudi labour regulation, formal committee consultation will be established; in the interim, consultation is achieved through direct engagement and periodic staff briefings.

External Communication

HSE-related communication with customers, principals, and auditors — including responses to supplier quality and HSE evaluation questionnaires — is coordinated through the HSE & Compliance function to ensure consistent and accurate information is provided. Significant HSE matters affecting a customer's product or delivery are communicated proactively rather than only on request.

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
MHRSD Ministerial Decision 3337	Requires a joint OSH committee for larger worksites, and supports worker consultation more broadly.

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:

- Toolbox talk attendance records
- HSE notice board content log
- Consultation and committee minutes (where applicable)

Related Documents

- DTE-HSE-PRO-02 HSE Management System & Organization
- DTE-HSE-PRO-09 Competency & Training Procedure

AUTHORIZATION

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