

# Terms of Reference of the Health, Safety and Wellbeing Committee

## 1. Purpose

- 1.1 The purpose of the Health, Safety and Wellbeing Committee (the “Committee”) is to ensure SES Water is fulfilling its legal and moral duties in creating and maintaining an appropriate culture, system and processes to manage its Health, Safety and Wellbeing obligations and thus protect SES Water’s employees, those impacted by our work, our reputation and the Company.

## 2. Membership

- 2.1 The Board will appoint an independent non-executive director to chair the Committee.
- 2.2 Meetings will be attended by the Group Chief Executive Officer (Group CEO), Quality and Compliance Director, Wholesale Director, Head of People and Group Health and Safety Manager.
- 2.3 The Quality and Compliance Director shall be Secretary to the Committee.

## 3. Frequency of meetings

- 3.1 Meetings will be held every two months.

## 4. Minutes of meetings

- 4.1 The Secretary shall minute the proceedings of all Committee meetings, including the names of all those present and in attendance.
- 4.2 Minutes of Committee meetings shall be circulated to all members of the Committee and to the Board, and the Chair of the Committee shall formally report to the Board on all relevant matters at the Board meeting that follows each Committee meeting.

## 5. Duties

The Committee’s duties shall be:

- To approve the Company’s strategic plans for Health and Safety and Wellbeing;
- To review Health and Safety performance, focusing on the analysis of key trends, the outcome of investigations and the Company’s response to incidents;
- To review Wellbeing statistics and survey outputs;
- To consider the effectiveness of activities delivered in respect of Health, Safety and Wellbeing, and to agree action plans and the prioritisation of forthcoming initiatives;
- To assess progress made in the development of the Company’s Health, Safety and Wellbeing maturity;
- To actively engage with, taking feedback from and ensuring the beneficial input to, the Company’s employee Health, Safety and Wellbeing Committee through the

## **6. Reporting responsibilities**

The duties of the Committee shall be:

- 6.1 The Committee Chair shall report on its proceedings at the Board meeting that follows each Committee meeting on all matters within its duties and responsibilities.
- 6.2 The Committee shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed.
- 6.3 The Committee shall produce a report to be included in the Annual Report.

## **7. Other matters**

The Committee shall:

- 7.1 Have access to sufficient resources in order to carry out its duties, including access to external consultants as appropriate;
- 7.2 Arrange for periodic reviews of its own performance and, at least annually, review the Terms of Reference to ensure it is operating effectively, recommending any changes it considers necessary to the Board for approval.