



TINFOS

HEALTH, SAFETY AND ENVIRONMENT Annual Report 2021



Health, Safety and Environment Annual Report 2021

Doc.no.: HSE-REP-2021-EN
Revision: 01
Date: 18.05.2022

HSE objectives i Tinfos

HSE Main objective:

It shall be safe to work in Tinfos, and the company shall facilitate and operate our business ensuring that no damage to personnel, material or the environment occurs.

Tinfos has specified the company's HSE main objectives in the following sub-goals:

1. All tasks and activities in the company shall be carried out with a high focus on health, safety and the environment
2. The company shall have 0 work-related injuries resulting in work absence (sick leave) among its own employees. In addition, the company has a goal of 0 work-related injuries resulting in work absence (sick leave) among employees of our suppliers/contractors who perform work within the limits of our construction site, power plants and business areas.
3. The company's HSE and internal control work shall ensure a physically and psychosocial good working environment for all employees in the enterprise.

Tinfos has established its own ESG objectives based on materiality analysis carried out in 2021, several of which deal with HSE matters. These are made available on our website.

Background

The Norwegian Working Environment Act together with the Internal Control Regulations contain requirements for the enterprise's own activity with regard to systematic HSE work. This report describes the systematic HSE work in Tinfos AS. At the same time, the report presents an overview of key data and figures reflecting the company's HSE work in 2021.

Through this report, Tinfos AS documents our compliance with the requirements of the Working Environment Act and the Internal Control Regulations.

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Summary

As the year before, 2021 was heavily affected by the Covid-19 pandemic, which resulted in more difficult working conditions during implementation of construction projects, maintenance activities and the operation of power plants. At Tinfos, HSE work this year has been characterized by the establishment of clear measures to help prevent Corona infection, both among employees and elsewhere in society. Mapping and risk assessment in connection with the pandemic has been carried out in close cooperation between safety representative, management and elected employer representatives. The individual employee has contributed actively to adhere to infection control measures and the implementation of work tasks under more difficult working conditions due to the pandemic.

In general, the HSE focus is perceived as very good among all Tinfos employees. Work has been initiated to ensure that our employees at PT Tinfo's Hydropower Solutions in Indonesia are included in the ongoing HSE work on the same level as employees here at home in Norway. Physical distance and cultural differences are barriers that must be mastered ensuring that health, safety and the environment are safeguarded in the same good way regardless of place of work. In addition, focus has been put on methods of practical integration of HSE work between the different locations. Here, both training and the use of new tools and platforms plays an important role.

Tinfos aims to ensure that none of our employees or those of our suppliers are harming themselves resulting in sick leave during work for Tinfos, and we have a proper and necessary focus on achieving this goal. However, this goal was not achieved in 2021 when an employee of one of our suppliers experienced a light injury in one of our construction projects. The reason this time was a typical hasty misjudgment and is a reminder that each of us also bears a personal responsibility to safeguard our own health and safety in the workplace.

In 2021, the occupational health service provider Avonova carried out voluntary lifestyle health checks for all employees. Avonova was also engaged by Tinfos to conduct a comprehensive working environment survey. The survey reconfirmed an overall good working environment for Tinfos' employees, and it also uncovered some areas where we have the potential to improve through joint cooperation, focus and efforts.

We achieved the KPI for non-conformity management in 2021, identifying at least 100 nonconformities of which 80% should have a processing time of less than one month. This is a good result. However, there are still some employees who never or very rarely reports non-conformities. As an organization, we have a potential for improvement, and the Board of Directors has set next year's KPI to identify at least 120 non-conformities during 2022. It is important that we as colleagues encourage each other to report discrepancies when they occur.

Tinfos has established a solid base on which we build our systematic HSE work. At the same time, it is important to take into account that we are also facing new projects, new tasks and new markets that will challenge us in perhaps unknown areas in the time to come. Regardless of the challenges we take on and which activities we participate in, it will be crucial to our success that we all continue to collaborate on what is most important; to make sure everyone comes home happy and healthy each day after work.

Notodden, 12 May 2022

Borgar Johnsen
Borgar Johnsen
Safety Representative

Asgeir Drugli
Asgeir Drugli
Chief Sustainability Officer

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1 INTRODUCTION

1.1 About the annual report

Section 5 point 8 of the Norwegian Internal Control Regulations (Regulations relating to systematic health, safety and environment work in enterprises) requires that the enterprise carries out systematic monitoring and review of health, safety and environment activities to ensure that it functions as intended. It requires that the review shall be documented in writing.

Tinfos does this by:

1. checking and ensuring that the requirements of the Internal Control Regulations are met at an overall level using adapted tools in Sticos.
2. making a comprehensive assessment of the actual systematic health, safety and environment work conducted throughout the year, where the results are documented in this annual report.



Sticos HSE and internal control dashboard

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During the annual review the following are assessed:

- Compliance with requirements of the Internal Control Regulations
- Results of risk assessment and nonconformity treatment for the last year
- Review of existing Quality Management HSE documentation
- Achievement of health, safety and environment targets
- Establishment of HSE Action Plan

1.2 Preparation of annual report

The HSE Committee has established the following routine for the preparation and processing of the annual report:

HSE leader reviews the action plan and this year's results from internal audits, nonconformity treatment and risk assessments. Measures that differ from current plans and conclusions are recorded as nonconformities in the nonconformity system for further follow-up.

The HSE leader and the company's safety representative prepare a written annual report describing the HSE work, and present the report to the HSE Committee, which provides its comments and recommendations for the report.

The annual report is presented to the management team for review and consideration together with the HSE Committee's comments and recommendations.

After the CEO has approved the report, the annual report is distributed to all employees through the news section of the Sticos system, by email and on the company's intranet pages.

Tinfos wants transparency in our HSE work, and the report is made publicly available to all Tinfos stakeholders on our website www.tinfos.no both in Norwegian and English.

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2 SYSTEMATIC HSE ACTIVITIES IN TINFOS AS

2.1 Health, safety and environment legislation

The company has an overview and access to laws and regulations in health, safety and environment legislation that apply to the business through the digital HSE platform Sticos. All employees in Tinfos AS have user rights to this platform. Employees in PT Tinfos Hydropower Solutions in Indonesia access national HSE legislations locally.

2.2 HSE Committee

The systematic HSE work in Tinfos is carried out in cooperation with the employees and their elected representatives. The employees' participation takes place mainly through the activities of the company's HSE Committee, where union representatives from all local employee organizations participate together with the Safety Representative. In addition, representatives of employees without local union groups and representatives from the company's management team participate. The HSE leader chairs the committee meetings.

The HSE Committee establishes an annual HSE meeting plan.

The HSE Committee informs all employees about the systematic work on HSE in the company by distribution of minutes of meeting from the HSE Committee's meetings.

In 2021, the HSE Committee has consisted of the following employees:

Øyvind Frydenberg	Chief Executive Officer
Borgar Johnsen	Safety Representative
Olav Ingolfsrud	El and IT union representative
Truls Skeie	NITO union representative
Sissel Engravslia	Representative for employees without local union
Bjarne Berge	Chief Operating Officer
Asgeir Drugli	Chief Sustainability Director

In 2021, six meetings of the Committee were held: 8 March, 10 May, 31 May, 15 November, 3 December and 13 December.

In addition to regular reporting and follow-up of nonconformity status, HSE-related incidents and action plan, the HSE Committee dealt with the following matters in 2021:

- Necessary adjustments to internal Covid 19 instructions
- Health checks focus lifestyle for all employees
- Working environment survey for all employees
- Action Plan 2022
- Meeting plan 2022

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2.3 Dialogue meetings

Sickness absence, work accidents, nonconformity reporting and KPI achievements are included as fixed points in all dialogue meetings between management and union representatives/employee representatives. Four to six (4-6) dialogue meetings are normally held each year.

In 2021, 4 dialogue meetings were held: 12 March, 17 June, 22 October and 17 December.

2.4 Information meetings all employees

In 2021, there were 4 information meetings for all employees in Norway during the year: 26 March, 24 June, 14 December and 20 December.

The meeting on 14 December specifically applied to sustainability and corporate social responsibility (ESG) in Tinfos. A similar meeting was held on 16 December for all Tinfos employees employed by PT Tinfos Hydropower Solutions in Indonesia.

2.5 Staff meetings

HSE shall be included as a fixed item on the agenda in all department meetings/personnel meetings.

2.6 Training

CEO Øyvind Frydenberg has carried out statutory HSE management training based on Section 3-5 of the AML (Norwegian Working Environment Act) in 2015.

Safety Representative Borgar Johnsen has completed statutory courses for safety delegates and working environment committees based on AML §6-5 in 2016.

Chief Sustainability Director Asgeir Drugli has completed "Management training in HSE based on AML§ 3-5" and has, together with the company's safety representative, conducted statutory courses for "Safety delegates and working environment committees based on AML §6-5 and §7-4" in 2012.

Operations manager / technical manager for electrical installation Bjarne Berge holds qualifications according to requirements in regulation of electrical enterprises and qualification requirements for work on electrical installations and electrical equipment. (Nw.: FEK)

The annual course in the Regulations on safety when working in and operating electrical installations (FSE) was completed on 23 November 2021. The purpose of the course is to ensure that all employees involved in working on, close to or operating electrical installations are FSE certified. Project, construction and department managers is invited to participate in the annual FSE courses, although not compulsory.

Compulsory first aid courses for FSE-certified employees (all employees invited) with tasks related to work in and operation of electrical installations were postponed in consultation with DSB in 2021 due to the C19 pandemic.

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Fire drill in O H Holtas gate 29 for operating personnel was carried out on 22.10.2021.

Fire exercise in Tinfos 1 for operating personnel was carried out on 16.11.2021.

Internal training ESG in Tinfos – introduction to all employees, was carried out for Norwegian employees on 14.12.2021 and for Indonesia on 16.12.2021.

Overview of employer qualifications shall be available in each department.

2.7 Protection of Privacy, GDPR

Tinfos' privacy statement is made available on our website www.tinfos.no.

In addition to the privacy statement, the following GDPR tool is established in Tinfos:

1. Privacy instructions
2. Processing of privacy data in Tinfos
3. Data Processing Agreement Register

The company plans annual reviews to ensure compliance with the Regulation. No review of GDPR procedures was carried out in 2021.

Deviations from privacy regulations are reported to the company's nonconformity system. It is recommended that GDPR training is carried out in Tinfos AS for the entire organization in order to raise awareness of employees' processing of personal data.

2.8 Nonconformance reporting

All employees are trained in nonconformity reporting and are encouraged to actively contribute to the identification of risks and improvement potentials in all parts of the company's activities by use of the online nonconformity reporting system established in the HSE section of the Sticos software.

The Board of Directors of Tinfos AS establishes annual objectives for nonconformity reporting and nonconformity management as elements in the establishment of the company's overall Key Performance Indicators (KPI).

Each month, the company's management team receives an overall status for the nonconformity reporting by email from the HSE manager (CSO).

The status of the nonconformity work throughout the year is reported to the board of Tinfos AS as part of the monthly reporting from the management team.

HSE nonconformities with personal injuries and/or work absence are always reported in management meetings. Serious cases are immediately reported to the management team and, if applicable, to the board of directors of the company's subsidiaries. The CEO reports serious accidents directly to the board of Tinfos AS.

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Undesirable incidents involving personal injury are notified in accordance with the company's Notification process in the event of an accident with personal injury in Tinfos AS ref. doc. 200-COP-003.

Any near misses and serious undesirable incidents are reported monthly to the management team and to the board of Tinfos AS, at the same time as they are reviewed and discussed in the HSE Committee.

2.9 Occupational health service

Tinfos AS has an agreement with Avonova on occupational health services, and an action plan is established annually for the activities of the occupational health service in cooperation with the HSE Committee. The activities of the occupational health service are part of the overall annual action plan for health, safety and environment work established by the HSE Committee.

In addition to advice and guidance provided to employees, managers and safety representative, the occupational health service has assisted Tinfos with the following in 2021:

- Preparation of the annual report on behalf of BHT (Annual report Tinfos 2021, Avonova)
- Coordination meetings between HSE leader (A. Drugli) and BHT representative (G. Sæterbakken)
- Completed health control lifestyle for all employees in Norway, including summary and reporting.
- Completed working environment survey MTM for all employees in the Group, including reporting and follow-up.

2.10 Safety inspections

In 2021, 1 safety inspection was carried out at Tinfos on 14 July 2021. The HSE Committee ensures that deviations and observations from the protective rounds are followed up and closed.

Safety inspections in construction projects take place regularly and usually at least every 14 days. Nonconformities identified here are reported and handled by the project manager within each project.

2.11 Internal Audits

As audit manager, the HSE leader at Tinfos conducts internal audits of development projects in accordance with Tinfos' procedure P-08-90. Internal audits shall be carried out in cooperation with the Safety Representative in Tinfos AS and VTA for the project.

Internal audits of construction projects are tools for detecting, correcting and preventing violations of requirements in the health, safety and environment legislation, while at the same time ensuring systematic monitoring and review of internal control in construction projects to compliance with the Norwegian internal control regulations (Nw.: Internkontrollforskriften).

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2.12 Contingency Management in Tinfos

2.12.1 Contingency plan

Tinfos AS has its own contingency plan describing contingency management, activities, planning and implementation covering special situations such as:

- Accident with personal injury
- Local dam breach Tinfos
- Landslide soils in Intake Magazine
- Operation of Tinfos' hydroelectric power plant with waterflow greater than plant capacity
- Water flow beyond normal flooding
- Fire at Tinfos Power Station
- Fire in commercial buildings / rental objects
- Pollution to water
- Measures when flood hatches cannot be operated from control systems
- Extraordinary flood warning $Q > 500$ m³/s and malfunction of flood hatches
- Outbreak of pandemic or sickness absence

The contingency plan was revised on 8 June 2021 – Rev. 8.

No emergency preparedness exercise was carried out in 2021.

The emergency manager at Tinfos AS is Bjarne Berge (Chief Operating Officer).

2.12.2 Fire instructions

Fire instructions have been prepared and are available in power stations, administration buildings and other buildings on the company's properties.

Fire protection leader in Tinfos AS is Bjørn Helgesen.

2.13 Risk Assessments (ROS)

2.13.1 Main risk assessment (ROS) according to the Norwegian internal control regulations.

Overall Risk Assessment for Tinfos AS was carried out for Tinfos AS in 2009/2010 in accordance with requirements in the Internal Control Regulations.

Risk Assessment according to the Internal Control Regulations is scheduled in 2022.

2.13.2 Risk Assessment (ROS) according to the Norwegian Contingency Regulation

A review and revision of the Risk Assessment according to the Contingency Regulation (Nw.: Beredskapsforskriften) is scheduled in 2022.

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2.13.3 SHA ROS in construction projects

Risk Assessments (ROS) for all construction projects are routinely established as a part of the preparation of OHS (Nw.: SHA) plans related to construction and maintenance of power plants.

Tinfos AS had 4 active construction projects in 2021 where 3 of them (Nessane, Stardalen and Bjørgelva) have been in the final phase. The fourth project, Flateland, started in October 2021.

2.13.4 Risk Assessment (ROS) elevator

On 24 June 2021, a Risk Assessment was carried out for with the use of elevator in the Tinfos 1 power plant at Notodden.

2.13.5 Third party Risk Assessment (ROS) - watercourses

Tinfos carries out Risk Assessments (ROS) for 3rd person for all our watercourses according to the Norwegian Dam Safety Regulation (Nw.: Damsikkerhetsforskriften). The following watercourses/power plants are covered by the assessments:

The facilities at Notodden:

- Tinfos 1 and 2Sist revised 2019

The facilities in the Kobbholm watercourse system:

- Kobbholm Last revised 2020
- Valvatn Last revised 2020
- Trillingvann Last revised 2020
- Viksjøen Last revised 2020

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3 HEALTH, SAFETY AND ENVIRONMENT GOALS

The main goals and objectives for HSE in Tinfos were last revised by the management group in September 2018.

3.1 Main goal

It shall be safe to work in Tinfos, and the company shall facilitate and operate our business ensuring that no damage to personnel, material or the environment occurs.

3.2 Objectives

- 1) All tasks and activities in the company shall be carried out with a high focus on health, safety and the environment
- 2) The company shall have 0 work-related injuries resulting in work absence (sick leave) among its own employees. In addition, the company has a goal of 0 work-related injuries resulting in work absence (sick leave) among employees of our suppliers/contractors who perform work within the limits of our construction site, power plants and business areas.
- 3) The company's HSE and internal control work shall ensure a physically and psychosocial good working environment for all employees in the enterprise.

3.3 Achievement

In general, the HSE focus is perceived as very good among all Tinfos employees in Norway. In connection with the establishment of PT Tinfo's Hydropower Solutions in Indonesia, coordination work has been initiated to clarify which HSE routines will apply to the Group including Indonesia, and which will be established locally.

2021 was a year of high parallel activity in several construction projects in Tinfos AS, three of which were in the final phase (Bjørgelva, Nessane and Stardalen) and one of them starting in October 2021 (Flateland). It is gratifying that no employees of Tinfos AS experienced damage during the year. Unfortunately, an employee of one of our suppliers was injured in the Flateland project in December 2021. In this context, a Lessons Learned report consisting of description of the course of events, root cause analysis and action review has been established ([. 2021-133 Injury, Flateland, Lessons Learned report, Rev. 01, 06.12.2021.pdf](#))

The MTM Working Environment Survey conducted by The Occupational Health Service Avonova in the spring of 2021 reveals a continuing good general working environment for Tinfos employees. However, the survey reveals some areas where we have potential for improvement. The company has addressed these conditions in close cooperation with the Occupational Health Service as necessary.

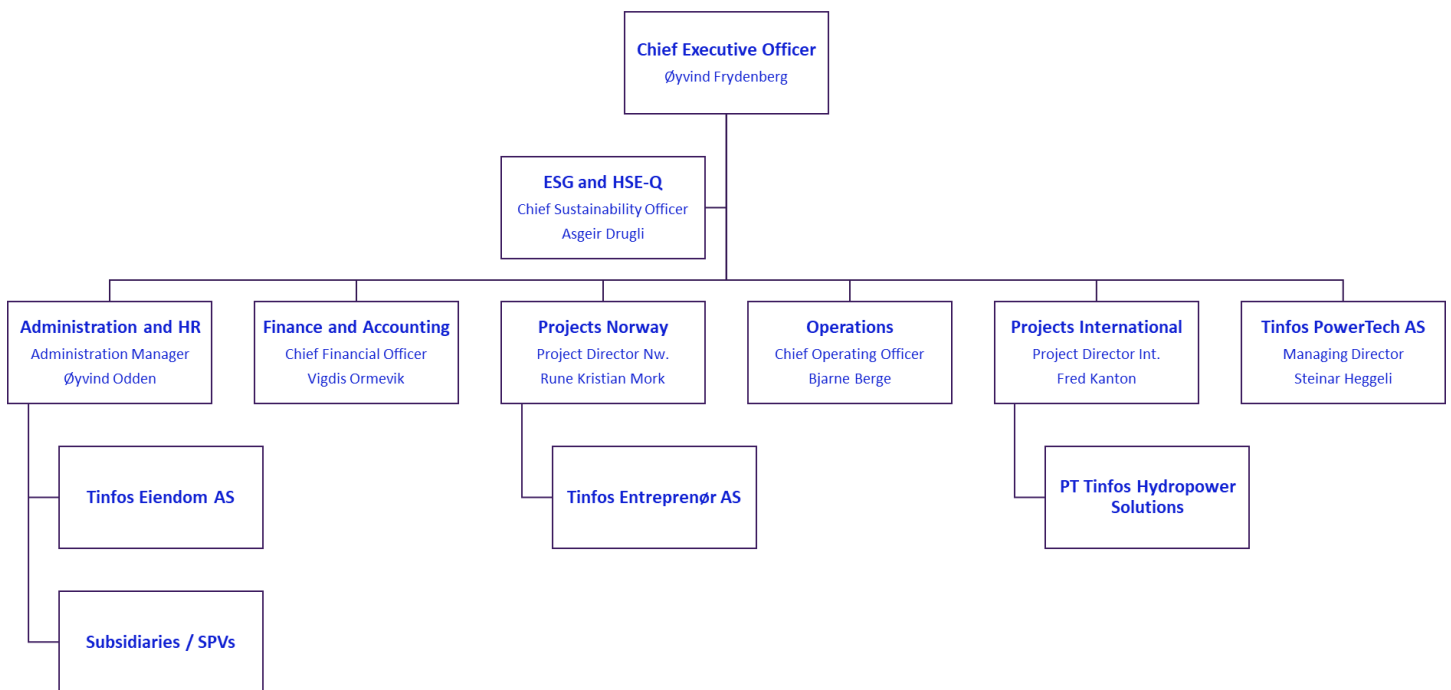
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4 HSE ORGANIZATION

4.1 Tinfos organization

There are 30 employees in Tinfos located in Norway and 5 employees working at PT Tinfos Hydropower Solutions in Indonesia. Tinfos PowerTech AS and Tinfos Entreprenør AS have no employees. Activities in these companies are utilizing resources in Tinfos AS when carrying out their activities, and are subject to HSE organization and steering documentation established in Tinfos AS.



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4.2 HSE responsibilities, tasks and authority

4.2.1 All employees

All employees are responsible for their own HSE situation and shall contribute to a safe and healthy working environment based on the company's goals, obligations and ethical regulations. Each employee shall carry out tasks in a safe and efficient manner in accordance with applicable requirements and guidelines always with regard to their own and others' safety and with regard to the community and environment.

All employees in Tinfos have the right to stop any activity during work when the situation is considered to involve unacceptable risk of harm to people, the environment or community.

4.2.2 CEO

The Chief Executive Officer has the overall HSE responsibility in the enterprise, and full responsibility for ensuring that the working environment is prudent and complies with regulations set out in the Norwegian Working Environment Act, with associated regulations.

The CEO is responsible for conducting appraisal interviews and assessments of members of the management team. The CEO reports to the Board of Directors of Tinfos AS.

4.2.3 Safety representative

The safety representative has supervisory and control functions that, among other issues, ensure that

- machines, chemical substances and the like do not put workers at risk.
- necessary protective devices and personal protective equipment are available to all workers
- workers receive all the necessary instruction and training.
- the work is designed so that it can be carried out in a safe manner
- work-related accidents are reported

If there is an immediate danger to life or health, the safety representative has a statutory right to stop the work according to the Norwegian Working Environment Act § 6-3.

The safety representative in Tinfos AS is Borgar Johnsen.

The Safety Delegate reports to the CEO.

4.2.4 The management team

The management team in Tinfos is composed of CEO, CFO, CSO, COO, Project Director Norway, Project Director International, Administration manager and Administrative Director of Tinfos Powertech AS. The management team is an advisory body for the CEO.

The management team jointly assess the company's strategic HSE principles and prepares relevant policies, procedures, standards, objectives and other governing documents that are deemed necessary as guidance and support for the Group's activities in the implementation of these principles.

The management team reports to the CEO.

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4.2.5 HSE Committee

The HSE Committee assists the management in HSE-related matters and provides progress in the systematic HSE work at Tinfos AS and subsidiaries Tinfos AS have agreements with.

The HSE Committee shall:

- establish the annual HSE action plan for the company and update it if necessary.
- assist the safety representative during safety inspections in cooperation with the Occupational Health Provider.
- ensure that the HSE action plan is managed as appropriate
- ensure that all employees are informed about the HSE work in the company. Furthermore, the Committee is responsible to ensure that information on legislations, routines and HSE training are provided.
- review the HSE annual report and present it to the management team for acceptance.

The HSE Committee reports to the CEO.

4.2.6 CSO

The Chief Sustainability Officer has operational responsibility for the company's HSE activities in Tinfos not related to powerplant operation and shall ensure that the activities are carried out in accordance with the Norwegian Working Environment Act, the Internal Control Regulations and the company's objectives and guidelines for HSE. The CSO has the authority to carry out internal audits that also include powerplant operations. The CSO has the responsibility for HSE-processes and shall report HSE activities and results to all employees, the company's management team, the board and other stakeholders.

The CSO reports to the CEO.

4.2.7 COO

The Chief Operating Officer has responsibility for the company's HSE activities related to power plant operations from the general manager, and shall supervise that all activities in Tinfos related to power plant operation and shall ensure that the activities carried out in accordance with the Norwegian HSE- and watercourse legislation. This includes ensuring that checks, internal audits and maintenance of HSE documentation concerning powerplant operations are carried out in accordance with the HSE legislation for all activities in Tinfos concerning operation of power plants/Tinfo's grid.

For activities related to power plant operation, responsibility for HSE is defined by roles in the legislation relating to internal control in accordance with the watercourse legislation (Nw.: IK vassdrag), the Regulations on safety at watercourse facilities (Nw: Damsikkerhetsforskriften) and the Regulations relating to safety when working in and operating electrical installations (Nw.: FSE Forskriften). The COO is responsible to ensure that these roles are always taken care of.

COO reports to the CEO.

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4.2.8 Department managers

Department managers are responsible to ensure that HSE is taken care of in their unit, including a good working environment and sufficient level of safety for all activities. Department managers shall ensure organizing and implementation of HSE measures within work processes related to their own field of operation in accordance with laws, regulations and guidelines. Department managers shall at the same time ensure that the company's governing guidelines for HSE and nonconformity reporting are followed in their department.

Department managers are responsible for conducting appraisal interviews and assessments with employees in their respective departments.
Department managers report to the CEO.

4.2.9 Project Managers

Project managers are responsible for HSE activities in their respective projects related to the construction and maintenance of power plants. HSE responsibility in each project is described in the project's OHS (Nw.: SHA) and Environmental and Social Monitoring Plans and the responsibility is mainly regulated by the Norwegian Building Regulations and the Internal Control Regulations.
Project managers report to the project director.

4.2.10 Emergency manager

The emergency manager is responsible for Tinfos' overall emergency preparedness activities in terms of planning, implementation and management. The emergency manager maintains contact with the police/LRS/KFR, public authorities, other companies and enterprises at the management level, as well as providing external information in cooperation with the head of information in crisis situations.

The emergency manager at Tinfos AS is Bjarne Berge (Power Plant Manager).
The emergency manager reports to the CEO.

4.2.11 Fire safety leader

Fire safety leader shall ensure fire safety through coordination and facilitation of fire safety activities in Tinfos, including fire safety HSE activities. The fire safety leader represents Tinfos and communicates directly with the local fire department.

The fire safety manager for Tinfos' buildings is Bjørn Helgesen.
The deputy fire safety manager is Olav Ingolfsrud.
Fire safety leader reports to COO.

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5 NONCONFORMANCE REPORTING RESULT 2021

Identification of nonconformities provide a basis for necessary implementation of measures that mitigate effects and improve performance, efficiency and ability to achieve desired results in our business, including HSE objectives.

5.1 Key performance indicators (KPI)

The Board of Directors of Tinfos AS has established the following KPI regarding identification, processing and closing of nonconformities in 2021:

- Identification of >100 nonconformities in 2020 of which at least 80% shall have a processing time of less than one month.

The Board of Directors has linked the KPI to the company's financial bonus scheme for all employees.

5.2 Reporting

During 2021, 122 nonconformities were reported. This is about the same level as the year before (120).

101 of the 122 nonconformities identified had a processing time of less than 4 weeks, which corresponds to 83% of all closed deviations, and is a significantly lower result than for 2020 and 2019 when approximately 90% of the nonconformities were closed within 4 weeks.

In Tinfos, we report all ESG nonconformities, each identified within categories **E**nvironment, **S**ocial and **G**overnance. Of these, the sum of **E**- and **S**-nonconformities constitute the HSE nonconformities. A total of 21 HSE nonconformities were delivered in 2021. 6 of the nonconformities are related to the environment (**E**-nonconformities) and 15 of the nonconformities are related to safety, health, working environment and community (**S** nonconformities).

Of these, 15 were reported as reports of undesirable incidents (Nw.: Rapport om Uønsket Hendelse, RUH).

The table on the next page identifies the number of **E**-, **S**-, and **G**-nonconformities. Number of RUHs, personal injuries with and without work absence, and incidents with risk of - or identified damage to – equipment and danger of - or damage to - the environment are also presented in the table, together with identified causes for each nonconformance.

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Cause of event	Total number nonconformances	Undesirable event without injury	Injury to person without work absence	Injury to person with work absence	Danger to or damage to equipment	Danger to or damage to environment	ESG		
							Environmental	Social	Governance
1 Other cause	2								
2 Working environment	2							2	
3 Fault in documentation	2								
4 Fault in instructions	1								
5 Fault in regional or national el-grid	12								
6 Crime/vandalism	1	1			1				
7 Instruction not followed	3								2
8 Corruption risk	1								1
9 Supplier fault	15	5			1	1	2	2	
10 Missing item	2						1	1	
11 Personal Protection Equipment PPE	1	1						1	
12 Lack of description/instruction routine	12							2	
13 Lack of training	5								
14 Lack of tidyness	8							1	
15 Material breakdown	3								
16 Human error	15	4		1	1			4	2
17 Software/Hardware IT	7								
18 Technical error	10								
19 Traffic / Transport	2	2			1			2	
20 Unexpected event	8	2			1	1	2		
21 Weather conditions	7				1		1		
22 Cause not identified	3								
Sum:	122	15	0	1	6	2	6	15	5

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6 OCCUPATIONAL HEALTH

6.1 Total sick leave

Tinfos has traditionally and over a long period of time had low absence from work due to sickness among employees. While 2020 stood out as a special year with an extremely low sickness absence rate of 0.76% mainly due to home office and infection control measures introduced as a consequence of the Covid 19 pandemic, in 2021 we are back to a normal level with a total sickness absence rate of 2.7%.

Sick leave 2021			
	Short term 0 – 16 days	Long term (> 16 days)	Total
2021	1,5 %	1,2 %	2,7 %
2020	0,6 %	0,2 %	0,8 %

In an environmental survey conducted in 2021, it was attempted to find out whether the low sickness absence rate in 2020 was related to the COVID-19 pandemic, but no unambiguous conclusions could be drawn from the survey beyond the fact that extensive use of home offices combined with general infection control measures at the company and in society in general has had a positive effect.

6.2 Sick leave instructed by medical personnel

Of a total of 178 sick days, 133 days (75%) were sickness absence instructed by medical personnel.

Work environment

In cooperation with the occupational health services provider Avonova, Tinfos conducted a working environment survey in May/June 2021. The survey was based on a questionnaire-based method (MTM) which is a method and approach to working environment and organizational development based on feedback on results for assessment, dialogue, follow-up and development of measures. The method provides an overview of how employees and managers experience their work situation and their working environment.

All employees of Tinfos, including employees of subsidiaries, were included in the survey.

This survey, together with feedback from HSE and dialogue meetings, shows that we still have a overall good working environment in Tinfos, and that Tinfos is a workplace where people thrive.

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The survey covered the following topics:

- Job requirements
- Role expectations
- Influence over work
- Meaningful work
- Feedback
- Social interaction
- Social work relations
- Leadership
- Senior Management
- Competence development
- Organizational resources
- Job satisfaction
- Involvement
- Organization affiliation
- Exhaustion in the work
- Change management
- Alteration
- Working conditions now
- Covid 19
- Working from home
- Efficiency in home office

Where the survey uncovered factors that needed to be investigated in more detail, assessment, dialogue, follow-up and development of measures were carried out in a collaboration between management, employees and the occupational health services provider.

6.3 Corona pandemic

The corona pandemic has left its mark on the whole world since the resurgence of Covid 19 just after the New Year in 2020. Although the pandemic had a major impact on Tinfos as a workplace, we escaped layoffs, and no employees were infected with Covid 19 before the vaccine was in place.

Throughout the pandemic, the company's management in cooperation with employee representatives in the HSE committee has made sure to have an updated Covid 19 instruction in the company relevant to the requirements and regulations issued by the Norwegian health authorities.

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7 REVIEW OF THE HSE DOCUMENTATION

Through regulatory oversight and internal audits over the past few years, the company has been able to document that HSE documentation for all parts of the business is largely in place, and that this is generally complied with by the organization. Observations and nonconformances have been recorded and processed in accordance with internal procedures.

The company is currently working to make all governing documentation, including HSE documentation, more available to all the company's employees by introduction of an intranet solution.

The transition to a new logo and graphic profile in 2021 has resulted in work to transfer the governing documentation to a new profile. This work is not completed, but it is well underway.

When establishing PT Tinfo's Hydropower Solutions in Indonesia, and the new Tinfos website designed to reach new stakeholders outside of Norway, a need to translate certain established government documents into English language was identified. This work has been initiated.

An overview of the governing HSE documentation in Tinfos containing document number, language, title, revision number, revision date and owner of the process is presented below.

New ISO9001		Area		Norsk utgave tittel		English document title		Rev.	Date
Doc. No.		NO				EN			
150-PCY-002	HMS	NO		Policy for bærekraft		EN	Sustainability policy	02	27.01.2022
150-PCY-003	HMS	NO		HMS Policy		EN	HSE Policy	01	27.01.2022
150-PCY-004	HMS	NO		Personvernerklæring		EN	Privacy and Data Protection Policy	04	27.01.2022
200-COP-001	HMS	NO		Beredskapsplan				09	24.03.2022
200-COP-002	HMS	NO		Beredskapsplan ved reise til risikoutsatte land/områder, mal				03	18.03.2022
200-COP-003	HMS	NO		Varslingsprosess ved ULYKKE MED PERSONSKADE i Tinfos		EN	Contingency plan ACCIDENT Tinfos	01	22.05.2019
200-COP-004	HMS	NO		Corona-instruks for Tinfos AS				11	02.02.2022
200-ESG-001	HMS	NO		ESG - Samsvarserklæring for leverandører		EN	ESG - Declaration of conformity supply chain	01	12.10.2021
200-INS-002	HMS	NO		Overordnet HMS instruks				08	30.04.2021
200-INS-003	HMS	NO		Instruks vernerunde				--	18.02.2008
200-PDY-001	HMS	NO		Avviksbehandling		EN	Non conformance	06	23.03.2022
200-PHB-001	HMS	NO		Etske retningslinjer i Tinfos		EN	Tinfos Code of Conduct	04	25.01.2022
220-BSP-001	HMS	NO		Covid-19 instruks ved arbeid hos Tinfos AS og på Tinfos-opdrag i felt				01	20.08.2020
220-INS-001	HMS	NO		Formalisering av funksjoner jfr. Damsikkerhetsforskriften og IK-Vassdrag				01	07.05.2021
220-INS-002	HMS	NO		Formalisering av funksjoner jfr. El-tilsynsloven, FEK og FSE				01	20.09.2021
311-ESG-002	HMS					EN	Environmental and Social Impact Assessment (ESIA)		
311-ESG-003	HMS					EN	Environmental and Social Action Plan (ESAP)		
311-INS-001	HMS					EN	GHG emissions from projects, Monitoring and reporting	01	29.04.2022
312-INS-001	HMS	NO		Klimagassutslipp fra prosjekt, registrering og rapportering					
312-INS-001-1004C	HMS	NO		Registrering av definerte ESG-parametre for utførelse i Flatelandpr.				01	26.10.2021
312-INS-002-1004C	HMS	NO		Rapportering av SJA, RUH, ESG- og SHA-avvik i prosjekter i Flatelandpr.				01	26.10.2021
312-PDY-001	HMS	NO		Interrevisjoner i småkraftprosjekter				02	28.05.2020

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8 HSE CHECKS, INSPECTIONS AND AUDITS

HSE CHECKS, INSPECTIONS AND AUDITS				
<i>Description</i>	<i>Last Executed By</i>	<i>Last execution</i>	<i>Performed in 2021</i>	<i>Next time expected</i>
FIRE SAFETY INSPECTION				
Branntilsyn Tinfos 1	Notodden Brannvesen	10.11.2020		
Branntilsyn Tinfos 2	Notodden Brannvesen	10.11.2020		
Branntilsyn	Notodden Brannvesen	11.06.2020		
GOVERNMENT SUPERVISION (DSB, NVE, Norwegian Labour Inspection Authority)				
Sikkerhetstilsyn ved Tinfos Notodden	DSB	08.10.2020		
Miljøtilsyn prosjekt Nessane	NVE	04.06.2020	17.3.2021 og 9.9.2021	
Miljøtilsyn prosjekt Bjørgelva	NVE	24.06.2020 og 06.10.2020	03.08.2021	
Miljøtilsyn prosjekt Stardalen	NVE	01.12.2020	18.05.2021	
Arbeidstilsyn	Arbeidstilsynet			
MAIN SUPERVISION ACCORDING TO DAM SAFETY REGULATIONS				
Hovedtilsyn Tinfos 1	Sweco+Norconsult	20.10.2016		2023
Her er gjennomført Hovedtilsyn	Sweco+Norconsult	07.11.2016		2023
Hovedtilsyn Kobbholm vannveg kl. 1				2024
Hovedtilsyn Valvatn dam kl. 1	VTA/Tinfos tilsynspersonell	24-25.10.2017		2024
Trykkrør (Hovedtilsyn) Trillingvann	VTA/Tinfos tilsynspersonell	06.04.2017		NA, ble klassifisert til klasse «0» i 2020
PERIODIC SUPERVISION ACCORDING TO DAM SAFETY REGULATIONS				
Periodisk tilsyn Kobbholm	VTA/Tinfos tilsynspersonell	30.08-02.09.2020		
Periodisk tilsyn Valvatn	VTA/Tinfos tilsynspersonell		22.07.2021	
Periodisk tilsyn Trillingvann	VTA/Tinfos tilsynspersonell		27.10.2021	
Periodisk tilsyn Viksjøen	VTA/Tinfos tilsynspersonell	28.08.2020		
INTERNAL AUDITS PROJECT				
Interrevisjon prosjekt Bjørgelva	Tinfos revisjons team	10.-11.08.2020		
Internrevisjon prosjekt Stardalen	Tinfos revisjons team	11-12.08.2020		
Interrevisjon prosjekt Nessane	Tinfos revisjonsteam	31.08-02.09.2020		
Internrevisjon prosjekt Flateland				2022/23
Interrevisjon prosjekt Buvasselva				2022/23
EQUIPMENT CHECK				
Kontroll fallsikringsutstyr	Eiva Safex		29.01.2021	2022
Kontroll kraner og løfteutstyr	KoneCranes		25.03.2021	2022
Kontroll Truck	Toyota		14.04.2021	2022
Heiskontroll O H Holtas gate 27	Heiskontrollen AS	06.02.2020		2022
Heiskontroll O H Holtas gate 32	Heiskontrollen AS	06.02.2020		2022
Kontroll av hjertestarter kraftstasjon	Din førstehjelper AS		Mars 2021	2023
Kontroll av hjertestarter administrasjonsbygg	Din førstehjelper AS		Mars 2021	2023
Kontroll brannvernustyr (håndslukkere, varslingsanlegg mm.) jfr. intern instruks.	Kontroll og Rådgivning AS m. flere.		2021	2022

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9 HSE ACTION PLAN

9.1 Action plan HSE 2021

The overview below shows the status of the HSE action plan at the end of December 2021. Activities that were not carried out are registered as nonconformities ensuring follow-up in 2022.

HMS Handlingsplan 2021				
				TINFOS
				Utgave: 03 13.12.2021
Tiltak	Målsetning	Revidert mål.	Ansvarlig	Status
Årlig sjekk og gjennomgang iht. GDPR-regulativet	1Q		CSO	Ikke gjennomført
Revidering av vernerundeinstruksen	1Q		CSO/Verneombud	ISO 9001 aktivitet
Årsrapportering 2020 HMS	1Q		CSO	Fullført
Utarbeide instruks som lister minstekrav til bekledning og PVU i felt.	1Q		CSO	ISO 9001 aktivitet
Bærekraftsrapportering 2020	2Q	2Q 2022	CSO	Ikke gjennomført
Vernerunde 1. halvår	2Q		Verneombud / Stasjonsleder	Fullført
ESG rapportering GRESB	3Q		CSO	Fullført
Etablering av aktsomhetsprosesser (CSR-Corporate Social Responsibility)	3Q		CSO	Fullført
Helsekontroller fokus livsstil	3Q		CSO	Fullført
Arbeidsmiljøundersøkelse vha. bedriftshelsetjenesten	3Q		CSO	Fullført
Kurs i FSE forskriften, driftsoperatører	4Q*		Kraftverkssjef	Fullført
Førstehjelpskurs for FSE sertifisert personell (tilbud til alle ansatte)	4Q*		Kraftverkssjef	Ikke gjennomført
Vernerunde 2. halvår	4Q		Verneombud/Stasjonsleder	Ikke gjennomført
Overordnet ROS Tinfos AS i henhold til beredskapsforskriften	I løpet av året		Kraftverkssjef/Stasjonsleder	Flyttes til 2022
Overordnet ROS Tinfos AS jfr. internkontrollforskriften	I løpet av året		CSO	Flyttes til 2022
* Tidspunkt avhengig av Corona-situasjonen				

9.2 Action Plan HSE 2022

Tinfos has established the following HSE plan in 2022:

HMS Handlingsplan 2022				
				TINFOS
				Utgave: 01 13.12.2021
Tiltak	Målsetning	Revidert mål.	Ansvarlig	Status
Årlig sjekk og gjennomgang iht. GDPR-regulativet	1Q		CSO	
Årsrapportering 2021 HMS	1Q		CSO	
Kurs i FSE forskriften, driftsoperatører	1Q		Kraftverkssjef	
Førstehjelpskurs for FSE sertifisert personell (tilbud til alle ansatte)	1Q		Kraftverkssjef	
Utarbeide HMS-instrukser jfr. ISO 9001 etablering	2Q		CSO/Verneombud	
Bærekraftsrapportering 2021	2Q		CSO	
Vernerunde 1. halvår	2Q		Verneombud / Stasjonsleder	
Ergonomisk gjennomgang av arbeidsplasser vha. bedriftshelsetjenesten	3Q		CSO	
Vernerunde 2. halvår	4Q		Verneombud/Stasjonsleder	
Overordnet ROS Tinfos AS i henhold til beredskapsforskriften	4Q		Kraftverkssjef/Stasjonsleder	
Overordnet ROS Tinfos AS jfr. internkontrollforskriften	4Q		CSO	
* Tidspunkt avhengig av Corona-situasjonen				