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Scope WORLDWIDE	Effective Date 10/01/2009	Approved By Bruce A. Langos, COO	
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1. Introduction

Teradata is committed to maintaining high standards of responsibility for operations aimed at protecting the environment, employee safety, public health and complying fully with all applicable laws and regulations.

Teradata's commitment to protecting the environment and the health and safety of Teradata employees and its communities worldwide represents a critical part of the core values that guide Teradata. As part of that commitment, all Teradata employees actively support these values.

2. Scope

This Worldwide Environmental Health and Safety Management System (EHS) applies to all Teradata operations.

3. References

Teradata's EHS Policy and Standard Operating Procedures (SOPs) can be found in the [Corporate Policies](#) section of Teradata's intranet, located under the CMP600 series.

SOPs are listed below:

- EHS 101 – Teradata Hazard Communication Program
- EHS 102 – Teradata Hazard Assessment
- EHS 103 – Emergency Action Plan
- EHS 104 – Teradata Training
- EHS 105 – Teradata EHS Inspection and Audit
- EHS 106 – Teradata Incident Investigation
- EHS 107 – Teradata First Aid
- EHS 108 – Teradata Bloodborne Pathogen
- EHS 109 – Teradata Respiratory Protection
- EHS 110 – Teradata PPE
- EHS 111 – Teradata EHS Record Retention
- EHS 112 – Teradata Environmental Site Assessment

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- EHS 113 – Teradata Electrical Safety Program
- EHS 114 – Teradata Hazardous Waste and Emergency Response Operations
- EHS 115 – Teradata Confined Space (No Entry)
- EHS 116 – Teradata LOTO
- EHS 117 – Teradata Powered Industrial Truck
- EHS 118 – Teradata General Safety Program
- EHS 119 – Teradata Chemical Inventory

4. Definitions

- **EHS Policy Matrix:** A summary in matrix form of all environmental health and safety policies and procedures that highlight key country specific anomalies
- **Management:** Teradata personnel who are responsible for directing, overseeing and measuring the performance of Teradata employees and achieving Teradata’s business objectives
- **Contractors/Suppliers/Vendors:** Independent providers of goods and services to Teradata under a commodity agreement who provide such goods and services on a temporary basis at a Teradata location
- **Contract Employees:** An independent contractor that provides services to Teradata pursuant to a specific agreement setting forth the scope of services to be provided. Teradata has the right to control or direct only the result of the work performed by the Contract Employee and not the means and methods of accomplishing the result.
- **Visitors:** Non-Teradata employees or contract employees. All visitors must be escorted within the facility.
- **Corporate Real Estate (CRE):** The corporate department responsible for the worldwide management and global operation of all of Teradata’s facilities. CRE assists local management, human resources and the Corporate EHS Contact in maintaining the environmental health and safety of each Teradata location.
- **Corporate EHS Contact:** The advisor to all Teradata sites and their designated Site EHS Coordinator. The Corporate EHS Contact makes recommendations for addressing regulatory compliance issues and risks and serves as a liaison between Corporate Real Estate and the location for EHS matters. The Corporate EHS Contact will maintain the corporate list of those persons at each site designated as the Site EHS Coordinator.
- **Site EHS Coordinator:** The Site EHS Coordinator is the management individual responsible for implementing Teradata’s EHS policies and procedures at their sites. The Site EHS

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Coordinator will serve as the communication tool distributing information and training programs and relaying site specific information to the Corporate EHS Contact.

- **Standard Operating Procedure (SOP):** A document that contains the guidelines and procedures to be followed to ensure consistency in the application of and compliance with all EHS rules and regulations.
- **Team Safety Handbook:** An overview document that summarizes the key points of all Teradata's EHS SOPs. The Handbook will be provided to all Teradata employees and new hires and will also set forth a schedule for mandatory re-training as determined based on specific employee functions and locations.
- **Emergency Response Team:** Facilities required to have a First Aid Providers must ensure that the appropriate training has been given to their members before responding to an incident, as outlined in Teradata's First Aid SOP.
- **Trained First Aid Providers:** Teradata employees who have been identified by the Corporate EHS Contact as the appropriate personnel to receive specific training in providing the initial care for an [illness](#) or [injury](#) occurring within a Teradata location until [emergency medical assistance](#) or treatment can be accessed if necessary.
- **MSDS:** A material safety data sheet or MSDS is a form containing data regarding the hazardous and safe means of use and storage for a commercial product or hazardous material. It is intended to provide workers and emergency personnel with procedures for handling or working with that substance in a safe manner, and includes information such as:
 - Physical data (melting point, boiling point, flash point, etc.)
 - Toxicity
 - Health effects
 - First aid
 - Reactivity
 - Storage
 - Disposal
 - Protective equipment
 - Environmental protection and compliance
 - Shipping/transport directions
 - Spill handling and cleanup procedures

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5. Teradata’s EHS Management System

Leadership and Accountability

Management Commitment & Direction

Teradata management will actively demonstrate commitment to protecting the health and safety of employees, the public and the environment through adherence to policy, allocation of resources, visible leadership and the establishment of accountability and communication systems. Continual improvement of EHS performance will be an integral part of every business.

Management must help develop and encourage EHS work practices through procedures that establish expectations for all employees, visitors and contractors to follow. Management will proactively assure all Teradata employees and contractors execute their EHS roles and responsibilities according to the terms of contract, Teradata EHS procedures and all applicable national and local regulations.

Employee Roles and Responsibilities

Teradata employees have the responsibility for attending training sessions, following Teradata EHS policies and procedures and reporting EHS issues to their Site EHS Coordinator and/or their management.

Planning

Hazard Control and Risk Management

Hazard Assessment. Each site will identify the risks and hazards posed by Teradata’s facilities and operations through the use of Teradata’s Hazard Assessment SOP. The Corporate EHS Contact shall endeavor to eliminate or manage risks and hazards through: sound engineering design and controls, administrative policies and procedures; and the use of Personal Protective Equipment (PPE).

Teradata CRE will assure that new sites and equipment are designed and constructed to be protective of the environment and the health and safety of the workers and public, and are compliant with all applicable building construction, life safety and fire protection codes or regulations.

Teradata will incorporate appropriate EHS considerations into choosing facilities based on their design, operation and maintenance to minimize EHS impacts and liability.

Management will assure that facilities and processes under their control are operated and maintained in a manner to protect the environment and the health and safety of the workers and public as outlined in Teradata’s Hazard Communication SOP.

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Critical procedures will be documented and management will assure the competence of the workers through training and monitoring to safely operate and maintain facilities.

Provisions must be made for furnishing personal protective equipment (PPE) to employees at those Teradata locations where potential risks and/or exposures have not been completely eliminated or controlled through engineering design and revision or administrative procedures.

Each facility will maintain an accurate and current list of the hazardous materials managed on site, as well as hazardous waste streams, emissions and discharges to air, land and water.

Each facility will ensure that all environmental compliance permits or licenses listed on an Environmental Register of Legal Aspects, be properly applied for and maintained, as applicable. Each facility will also maintain hazardous waste disposal records.

Emergency Planning. All sites will have a written and communicated Emergency Action Plan. These documents will be made available via hard copy and/or electronic form through Teradata’s intranet to all employees and contractors.

Environmental Assessments. An environmental screening of all domestic and international property, using the Teradata Environmental Site Assessment (ESA) Checklist, will be conducted by CRE prior to any purchase, acquisition or sale of any real estate transaction. The need to conduct an ESA for properties subject to lease transactions will be based on the results of the environmental screening.

Management of Change. All substantive changes to procedures will be coordinated through the Teradata Corporate EHS Contact. Final approval of all procedures will be from Teradata’s Chief Operating Officer.

Laws and Regulations

Management at each facility will ensure that all personnel, as appropriate, understand and comply with all EHS laws, regulations and ordinances relevant to their operations and activities.

Each facility will maintain all necessary permits, licenses, other approvals or registrations in current and operative status where necessary.

Each facility will maintain documentation of compliance with applicable EHS laws, regulations and permits, where necessary.

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Implementation

Education and Training

Management will assure that all employees receive EHS training appropriate for their job duties. At a minimum, training will include Teradata policies and standard operating procedures, compliance requirements and management of EHS risks.

Training will be documented and verified through testing and monitoring when appropriate.

All visitors and contractors on Teradata facilities or job sites will be made aware of any site specific EHS hazards caused by Teradata operations prior to entering the facility.

All visitors and contractors are responsible for notifying Teradata of any EHS hazards that may be generated as a result of their activity.

All contractors shall comply with Teradata policies and local regulatory requirements.

EHS Communications

Management will regularly communicate its commitment to the continual improvement of EHS performance, articulating the responsibilities of all employees in achieving the desired level of performance.

The form of the communication will be through, but not limited to, the Corporate Policy and Procedures website, Teradata University, locally sponsored events and classes and management provided information.

Each facility will participate as appropriate with local agencies, authorities and the public to minimize the risk posed by Teradata products and activities.

Rules and Procedures

EHS rules and procedures will be established and made available to all employees via, but not limited to, the Corporate Policy and Procedures website.

Specific procedures such as the control of energy sources, hot work, confined space entry and hazard communication will be in place where applicable.

Emergency Planning

Each facility will have plans in place to address emergencies that may result from but not limited to:

- Fire
- Serious injury
- Natural disaster
- Operational disruption

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➤ **Environmental release**

Internal and external resources, with clearly defined lines of authority and communication, will be identified, documented and included in planning and training exercises. The plan will include evacuation procedures, fire and rescue resources, training and periodic drills. Employees must be trained in evacuation procedures.

Site specific hazard information will be made available to emergency responders.

Facilities required to have a First Aid Providers must ensure that the appropriate training has been given to their members before responding to an incident, as outlined in Teradata’s First Aid SOP.

Every facility will provide access to appropriate medical treatment for all work-related illnesses and injuries. Appropriate medical approval will be required to return to work following an extended illness or injury. Teradata will provide workers compensation insurance coverage to provide for medical evaluation and treatment of all work-related injuries or illnesses for all employees as required by national or local regulations

Documents and Records

All documents and data needed to manage operations and demonstrate compliance with this management system and regulatory requirements will be maintained in accordance with Teradata’s EHS records retention policy.

Contractor & Vendor (Supplier) Management

Management will assure that all contract services performed for the company are suitably protective of the environment and of human health and safety.

Contractors working on Teradata sites will perform their tasks in accordance with Teradata EHS standards. Contractors will receive these standards through Teradata’s Purchase Order process, service contracts or by direct communication on site specific hazards.

Where required, sites will have a written procedure for managing contractors and vendors that meet the requirements of the Teradata Contractor Safety Program.

When requested, contractors will provide appropriate EHS information (i.e., current and past EHS performance, programs, policies, etc.) Site specific hazards will be made available to contractors.

Teradata employees working as contractors on customer sites will perform their duties in accordance to Teradata EHS standards and any relevant customer or local regulatory requirements, whichever is more stringent.

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Tenant Safety

Teradata will provide its tenants with any information necessary for such tenants to comply with their own EHS standards.

Product Safety

Management will incorporate appropriate considerations for EHS into all stages of each product including:

- Design and development
- Manufacture
- Assembly
- Distribution
- Storage
- End use
- Final disposal

These considerations will include the facilities and equipment used to manufacture, store and distribute Teradata products.

Security

Teradata has a formalized security program in place. Refer to Teradata’s security policy CMP1700.

Checking & Monitoring

Audits & Inspections

The effect of the site EHS management process on EHS performance will be monitored by a series of audits and inspections designed to identify and correct unsafe behavior and conditions.

These programs shall be present at each site and involve all levels of the organization. For the purposes of this element of the EHSMS, audits are spot checks of behavior, conditions, programs, etc. while inspections are detailed evaluations of equipment, work areas, procedures, regulations etc.

Audits. Teradata will have an audit program specifically focusing on at-risk behavior and unsafe conditions. The audits should address all shifts, areas and employees and be conducted periodically by a cross section of the workforce.

Each facility will conduct annual self-audits focusing on at-risk behavior and unsafe conditions. Teradata will also periodically supplement the auditing of its facilities through their internal audit team and through outsourced EHS vendors.

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Inspections. There are two types of inspections:

- **Preventative Maintenance (PM)** – The equipment requirements for facilities will vary depending upon the layout, size and nature of the building or work site. Each location will develop a written checklist for those items requiring periodic inspections where applicable. Appropriate personnel will be assigned to ensure that the inspections are conducted, results documented and corrections made.
- **General Inspections** – Each location will implement a program to ensure that operating fire/emergency equipment is regularly inspected as required by (law, code or Teradata). The audit and inspection programs will have a requirement for providing feedback and a tracking mechanism to assure follow-up and closure of audit and inspection findings.

Incident Reporting & Investigation

Each facility will follow Teradata's written procedure for reporting and investigating all incidents as required by the Teradata standards.

The Site EHS Coordinator will contact Teradata's Corporate EHS Contact and determine the extent of investigation needed. All investigations will be conducted promptly and will gather sufficient information to identify the direct and indirect root causes of each incident.

The Corporate EHS Contact will review and assure corrective action is implemented at the site.

Management Review

Process Assessment & Improvement

Business and site management will annually assess its EHSMS performance and conformance with Teradata EHS standards and compliance with legal and regulatory requirements.

Consequences of Non-Compliance

Teradata is committed to ensuring the health and safety of its employees, contractors and customers. Therefore, any employee or contractor's failure to comply with Teradata's EHS policies and procedures will result in disciplinary action, up to and including, termination.