GE-M02-E05-103 Instruction to notify a finding in Intelex (Mobile)
Applicability: All SI employees
Responsible Dept.: Health, Safety and Security
Contacto: Remigio Agraz ragraz@sempraglobal.com.mx
Ramon Seco raperez@sempraglobal.com

Fecha Efectiva: 03/01/2025
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Revisión: 00

Instruction

The objective is to guide on the process of recording a finding in Intelex mobile version.

Applies to processes that occur when conducting activities for the benefit of Sempra Infrastructure in Mexico and any of its Subsidiaries, whether by SI personnel or suppliers/contractors.
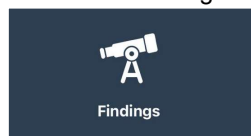
Notification of a finding in mobile version

1.1. Download to configure the application following the steps in the GE-M02-E05-I01 Instruction for downloading the Intelex Mobile APP.
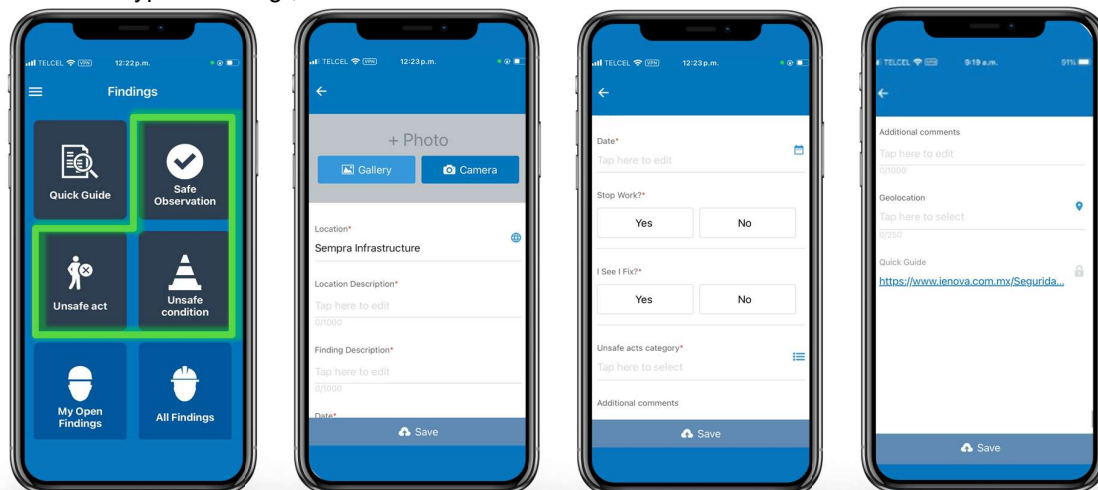
1.2. Enter your company email and the password you use to log in to the company computer,
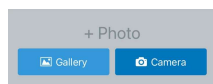

1.3. Select the "Findings" tile,

1.4. Select the "Type of finding",

1.5. Complete the details of the finding:
   Note: Findings categorized as "Safe Observations" Will only require filling out fields a-f.

   1.5.1. Add photos from the gallery or camera to support the understanding of the finding.

   1.5.2. Choose the "Location" based on where the finding was identified *(e.g. PIMA, Ventika, GAP-SON, Ecogas CUU),*

   1.5.3. Specify the place where the finding was identified in "Location Description" *(e.g. parking lot, camp, meeting room, warehouse, turbine XX, tank XX),*

   1.5.4. Detail what was identified in "Finding Description",

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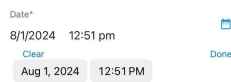**Contacto:** Remigio Agraz ragraz@sempraglobal.com.mx
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1.5.5. Select the date and time when the finding was identified; by default, it will provide the current date and time,

1.5.6. Answer "Was the worked stopped?"

Yes: Activities were suspended because conditions or behaviors posing <u>imminent danger</u> to people, process equipment, or the environment were identified.
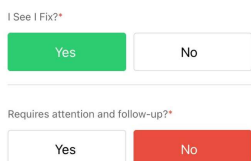**No:** Activities continued.

1.5.7. Answer "Did I see and fix?"

Yes: Actions were taken that mitigated or eliminated the danger.
No: No action was taken by the notifier.
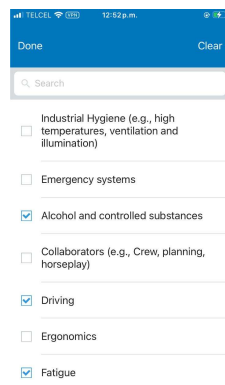
g.1. If you answer "Yes" to "Did I see and fix?", answer "Requires attention and follow-up?".

Yes: The actions taken provide a temporary solution, or more elaborate actions are needed to address the findings.
No: The actions taken mitigated the danger to its lowest level or eliminated it.

1.5.8. Select the category(ies) you consider related to the finding.

1.5.9. If you have additional information to share, detail it in "Additional comments".

1.5.10. Indicate the geographical location where the finding was identified by placing the pin on the map and clicking "Select" to continue.

1.5.11. Click "Save".

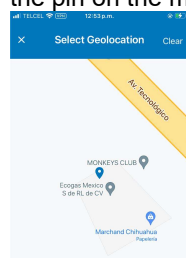**GE-M02-E05-103 Instruction to notify a finding in Intelex (Mobile)**
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2. Follow-up on findings

2.1. Open the mobile applications.
2.2. Select the "Findings" application.
2.3. Select the tile:

- **My open findings**: Findings reported by the employee with status "open" and "in review",
- **All findings**: View all findings regardless of their status (Open, In Review, Closed)

2.4. Select the finding
2.5. Complete the follow-up fields and click "Save"

Note:

When reporting a finding, the user is automatically assigned as responsible for the follow-up. Once the finding report is submitted, the person responsible for closure can be updated.

3. Technical Support

In case you required technical support, consult the annex GE-M02-E05-A01 Frequently Asked Questions and Technical Support or submit a ticket on the IT FreshService portal.

Definitions

- *Unsafe act:* Actions performed by the employee that imply an omission or violation of a work method or measure determined as safe.
- *Unsafe condition:* Conditions resulting from the non-observance of the measures established as safe, and which may lead to the occurrence of an event.
- *Entity: Identifiable unit conducting economic activities, consisting of combinations of human, material, and financial resources* (integrated set of economic activities and resources), managed and operated by a single control center making decisions aimed at fulfilling specific purposes for which it was created.
- *Finding:* Safe Observations, Unsafe act and unsafe conditions.
- *Hazard:* Workplace situations, determined by intrinsic characteristics or properties of chemical or physical agents, or by unsafe conditions, where harm may occur.
- Flammable Hazard: Probability of causing harm to human health, assets, and the environment in the very near future or is about to occur.
- Risk: The correlation between the severity of a physical agent or condition and workers' exposure, with the possibility of causing adverse effects on their physical integrity, health, or life, or harming the workplace.
- Incident: Accident or Incident in the workplace.

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- *SI:* Sempra Infrastructure.
- Subsidiary - Entity over which SI is a shareholder and, in some way, may be said to "control" said Entity. It shall be understood that SI controls an Entity if it has the ability to carry out any of the following acts: (i) impose, directly or indirectly, decisions in general shareholders' meetings, partners' meetings or equivalent bodies, or appoint or dismiss the majority of the directors, administrators or their equivalents, of an Entity; (ii) hold title to rights that allow, directly or indirectly, to exercise the vote regarding more than fifty percent of the social capital of an Entity; or (iii) direct, directly or indirectly, the management, strategy or main policies of an Entity, either through ownership of securities, by contract or in any other way.

- *HSS:* Health, Safety & Security.

The above terms may be used in singular or plural, as well as in masculine or feminine form, depending on the context of the present procedure.

Related Documents
- GE-20 Safety Policy
- GE-21 Health Policy
- GE-M01 Health Safety and Security Directives Manual
- GE-M02 Safety and Health Management System (SGSS) Manual
- GE-M02-E05-I04 Instructions for finding follow-up
- GE-M02-E05-A01 Frequently Asked Questions and Technical Support Information Retention Guide.

Information Retention Guide
For guidance as to the appropriate retention period for information related to this policy, please refer to the Information Management Policy – *Corporate Policy available at SempraNet*.

Help is just a click away
You may raise questions or concerns about compliance or ethics issues through one the anonymous Ethics & Compliance Helpline Reporting Options.

Revision Dashboard

Number of revision	Date of revision	Affected Section(s)	Included changes	Authorization
00	06/01/2024	All	New Document	Remigio Agraz

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La impresión de este documento es solo de referencia, es responsabilidad del usuario verificar el nivel actual en el sistema. Fecha de Impresión: 09/05/2025 14:02