**The HSEQ Charter**

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| **Reminders of this module's objectives:**  At the end of the sequence, participants:   * Should make the link between the safety value and the HSEQ charter. * Should know the HSEQ charter and be able to explain its principles. |

This document is the trainer guide. You can follow it because it contains all of the elements that will enable you to lead such a module, namely the instructions for exercises, accompanying Powerpoint references and/or various resources such as films, e-learning, etc., the questions to ask participants, the exercises to be completed if necessary.

**Estimated duration:** 55 minutes

**Teaching methods:** Workshop.

**Prerequisites:** TCG 1.1 and 1.2

**Important points for preparing the sequence:**

* The up-to-date HSEQ charter, one copy for each participant.
* Ensure you have 2 or 3 paperboards available for as many teams and 2 or 3 packets of post-its as well as sufficient paperboard markers (for at least a participant per team).

**Welcome the participants:**

Welcome to this module.

To start with, let's look together at the objectives of this module and how it is rolled out.

**Show slide 2.**

**Ensure that the contents are clear to everyone.**

**Answer any potential questions.**

**Sequence 1:**

***The aim of the sequence:*** *To make the connection between the safety value and the HSEQ charter.*

**Reminder of Patrick Pouyanné's commitments.**

Think back to the video of Patrick Pouyanné that we have just watched; who wants to remind us of the commitments it sets out, what have you noted?

**Everyone.**

**Thank the person who answered.**

**5 minutes** **00:05**

We will see that these commitments are found in a document called the Charter, but before looking at it in detail, tell me:

* In a company like Total, what do you think a charter refers to?
* Which is the purpose of such a document?

**In summary:**

The company charter describes the role that the company wishes to play in society, its objectives, its methods and its priorities. But it should not be limited to what the stakeholders, and particularly the shareholders, want to read. On the contrary, it must reflect the company's daily life and what it wishes to achieve in and for its surroundings.

More generally, the charter states **the fundamental values** and the mission for all employees. Each employee is reminded to reflect and act, within their occupation, on these guidelines, thus contributing to the success of the company.

It allows each employee to carry out their work in full knowledge of both their rights and their duties. It applies to all of the activities governing the company, and is applicable in all the countries in which they are carried out. It applies to all managers and employees.

**10 minutes** **00:15**

The HSEQ charter states the main principles underlying safety as a value. Take, for example, article 1.

**Show slide 3.**

***This document dates back to before the beginning of this year, which is why it talks about safety as a priority and not as a value. The idea of a value will be emphasized at the next update.***

**5 minutes** **00:20**

**Sequence 2:**

***The aim of the sequence:*** *To know the HSEQ charter and be able to explain its principles.*

**WORKSHOP**

So, for you to become familiar with the contents of our HSEQ charter, I would like you to complete a workshop on it.

Here is what you will do:

**Distribute paper copies of the HSEQ charter and organize the workshop (including the PPT)**

**First step:**

5 mins:

* Present the workshop objective: to identify the basic elements of the Group's HSE policy.
* Split the group into teams (maximum 5 or 6 teams)
* Distribute: Paperboard + large Post-its + marker pens + Group HSE charter per team

10 mins approximately:

* Step 1: Ask the teams to list 10 key topics from the TOTAL HSE charter (article by article).
* Not more than 4 words per topic.
* One topic per Post-It (write everything in large letters using the markers)

8 mins approximately:

* Go around the teams, using a rapporteur/team to present the answers
* Expected answers: Commitment of General Management, HSE culture, Recognition of employee HSE performance, HSE management of partners, HSE management system, Crisis management, Risk assessment, Adherence to legislation, Acceptance by the third parties, Sustainable development.

1 min

* Click to display the correct answers

**Second step**:

5 mins:

* Ask the teams to highlight the Total charter's 3 major focal points.
* This involves:
  + Grouping the 10 topics (Post-its) by focal point on the paperboard
  + Naming each focal point by starting with an action verb (marker pen + paperboard).
* Type of answer expected:
  + Focus 1: Boost the commitment of management and employees
  + Focus 2: Develop HSE methods and practices
  + Focus 3: Improve transparency and communication with third parties

1 min:

* Click to display the correct answers

**30 minutes** **00:50**

**Once the workshop is finished, thank participants and close this module by asking:**

To sum up, what is your understanding of the link between the safety value and the HSEQ charter?

**Everyone.**

**Thank the person who answered.**

It is important that the link between the HSEQ charter and safety value is clear to everyone:

***“Through the commitments of Total's CEO, the charter expresses the key points that define safety as a value.”***

**5 minutes** **00:55**