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What We Do...

# Build Positive Relationships

We value the power of our Collective know-how. We grow our business and improve our work environment by building positive and enduring relationships.

- Diversity, Inclusion and Opportunity
- Harassment-free Workplace





Health and Safety

Together... We consider our people to be at the center of everything we do. We look out for one another. We aim for an injury-free workplace by following safety rules and reporting accidents or unsafe conditions. We do not compromise when it comes to safety.

#### As a Team Member...

#### Protect yourself and others.

- Comply with all health and safety laws, policies and regulations that apply to your job and worklocation and complete all required training.
- If you are required to wear or use safety equipment, materials or devices for your job, wear them properly, according to our policies and the manufacturers' instructions.
- Communicate and enforce all applicable safety requirements to visitors you bring onto an ITT site.
- Report any safety hazards or unsafe working conditions to your manager or supervisor or an ITT ESH&S Manager.
- Immediately report any job-related injuries to your manager or supervisor or an ITT ESH&S Manager.

#### **Q&A**

We recently had a visit at our facility from a Value Center leader. She asked for a tour of our manufacturing operation and was given safety glasses. Shortly after the tour started, I noticed that she was not wearing them. I approached her and reminded her of our safety policies, insisting on the use of safety glasses within the facility. Did I do the right thing?

Absolutely. Personal Protection Equipment (PPE) is required for everyone at every level. Your insistence was not an act of disrespect, but a reflection of your concern for your colleague's safety.

### Stay Curious

Contacts: ITT Local Manager or Supervisor, ITT ESH&S Policy: ITT ESH Manual



## Safeguarding Strategies

I recently attended a strategic planning session for my Value Center. At the meeting, we discussed market strategy, product development ideas, proposed changes to business methods, organization changes and market projections. This information was developed by ITT employees based on their research and knowledge. The discussion on each topic was supported by technical presentations.

At the conclusion of the meeting, I suggested that printed copies of the presentations should be distributed so that all the participants could refer to the information after the meeting. I was surprised to find out that distributing this type of intellectual property makes it very difficult to protect the information from misuse and theft. I guess I had not really thought about it before. As an alternative, the meeting coordinator explained that the files would be retained on an encrypted drive where ITT employees with a legitimate need could have access.