# ENVIRONMENTAL, HEALTH & SAFETY REPORT 2003







CONTENTS	i
EXECUTIVE SUMMARY	1
ISO-14000	2
EHS POLICY	3
EHS PERFORMANCE	6
ENVIRONMENTAL INITIATIVES	11
PRODUCTS	19
HEALTH & SAFETY	21

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# **Executive Summary**

# Message from Rick Wills



Welcome to Tektronix first annual Environmental Health & Safety (EHS) Report. Tektronix has a long history of community involvement and a reputation for responsible corporate citizenship. Environmental stewardship has been a company cornerstone almost since the day Howard Vollum founded it in 1947.

As a pioneer in innovative technology throughout its history, Tektronix also advanced many of the environmental control technologies and regulations associated with the electronics industry. Today, we remain focused on conducting our business with a sensitivity to the natural environment and to promoting and protecting the health and safety of our employees, customers, and members of our local communities worldwide.

Consistent with our philosophy to conduct business in an environmentally responsible and safe manner, we have, among other things, invested in developing and implementing an ISO-14000 compliant Environmental Management System and obtained certification for our Beaverton facility in January of 2003. ISO-14000 certification is an indication of our focus on continually improving our EHS performance and reinforces our continued commitment to the natural environment and the health and safety of our employees and communities.

This report presents a variety of traditional EHS metrics which we use to measure our EHS performance. In addition, it discusses some of the more non-traditional and community involvement EHS initiatives and programs we have undertaken in the last few years.

Robard H. Willer

# ISO-14000

Tektronix achieved its first ISO-14000 certification in January 2003 for its Beaverton facility. Our goal is to achieve ISO-14000 certification at all of our manufacturing facilities worldwide by the end of fiscal year 2006.

Tektronix initiated its ISO-14000 program with several goals in mind:

1. Develop and implement a cost effective ISO-14000 compatible Environmental Management System (EMS) to provide a framework within which Tektronix can ensure an ordered and consistent approach to environmental concerns.



A properly implemented EMS should be able to simultaneously lower the cost of environmental compliance and reduce the risk of being in non-compliance.

2. Integrate the ISO-14000 EMS to the maximum extent practical with ISO-9000 QMS.

3. Implement the EMS and pursue ISO-14001 certification consistent with business needs.

# **Environmental Aspects**

An ISO-14000 EMS achieves continuous improvement in environmental performance by identifying and improving environmental aspects; those elements of an organization's activities, products or services that interact with the environment.

The high tech electronics industry is generally considered to be a "clean industry", and Tektronix operations fall within that category. In an effort to continually improve our operations, Tektronix identified five aspects of its business as having the most potential to impact the environment and established those aspects as priorities for our EMS for FY 02 and FY 03.

- 1. Hazardous Waste Generation & Disposal
- 2. Chemical Usage
- 3. Chemical Waste Generation & Disposal
- 4. Solid Waste Generation & Disposal
- 5. Central Utilities Energy Use

# ISO-14000 Environmental Goals & Objectives

Tektronix has established goals and objectives for each of the environmental aspects identified above.

- 1. Reduced usage/generation rate as normalized to net sales.
- 2. Reduced cost on a per sales basis.
- 3. Data analysis to establish baselines and identify potential continuous improvement opportunities

# Status

As the EHS Performance section of this report shows, Tektronix is achieving our ISO-14000 goals and objectives. The company is on schedule for implementation of the ISO-14000 EMS at our facilities outside of Beaverton.

# **EHS** Policy

It is Tektronix' policy to conduct its business activities in a manner that protects and maintains the natural environment, and that promotes and protects the health and safety of its employees, customers, and members of our local communities worldwide. We strive to integrate sound environmental, health and safety programs and practices into the organization to address the applicable laws in the countries where we operate. Tektronix is committed to continuous improvement and using development and manufacturing processes that do not adversely affect the environment, that minimize waste and prevent pollution, and that minimize health and safety risks. We intend to achieve these goals by adhering to key strategies of empowering people, ensuring compliance, and validating environmental, health and safety accountability through performance management.

Our policy objectives are to:

#### **Empower People**

- Motivate and prepare employees through training and leadership.
- Engage all employees to address potential environmental, health and safety issues and implement solutions.

#### **Ensure Compliance**

- Assure adherence to laws, policy, and procedures at all levels of the business through regular auditing of environmental, health and safety issues in our business activities.
- Implement programs and procedures to meet or exceed regulatory requirements.

# Validating Environmental, Health and Safety Performance and Accountability

Operate under an ISO 14000 compliant environmental management system.

Integrate environmental, health and safety objectives and concerns systematically into design of products, manufacturing processes, and company principles leading toward:

- Development, manufacture, and marketing of products that are safe for their intended use, that are efficient in their use of energy, and that can be reused, recycled, or disposed of in an environmentally sound manner.
- Development and manufacturing processes that do not adversely affect the environment, that minimize waste and prevent pollution, and that minimize health and safety risks.
- Management of a strategy that substantially reduces the use of chemicals and the generation of hazardous waste, while disposing of wastes safely and responsibly.
- Integrate EHS requirements directly into product design and manufacturing standards as an integral part of our total quality commitment, and routinely apply principles and practices of continuous improvement through efforts of teamwork of employees and organizations.

# **EHS** Performance

Since 1995, Tektronix has annually reported on its environmental, health and safety performance to the audit committee of the Tektronix Board of Directors. With the implementation of an Environmental Management System in the late 1990s and the conversion to ISO-14000 in 2002, Tektronix has been monitoring its environmental performance in numerous areas using a variety of EHS metrics. The following are some of the key indicators we use to monitor and manage our EHS performance. These metrics are specific to Tektronix' Beaverton, Oregon facility, our primary manufacturing site. They will be expanded to cover other facilities in future reports.

The Toxic Chemical Release Inventory (TRI) is a program run by the Environmental Protection Agency (EPA) that collects information from industrial facilities regarding the releases or emissions of certain chemicals to the environment. In general, a chemical is released to the environment if it leaves the facility by any means other than in a product. As a result of pollution prevention initiatives and process and business model changes, Tektronix's reportable TRI emission declined to zero in 1994. The 1997 and 2002 emissions depicted on the graph reflect changes to the EPA's TRI list of chemicals or reporting requirements.

The evolution of our manufacturing processes, combined with our continuing business model refinements, has resulted in significant reductions in the volume of water and chemicals used by our manufacturing operations. As a result, we were able to ramp down and close our wastewater treatment plant in 2001, resulting in a significant reduction in chemical usage. We have identified chemical usage as one of our key aspects under the ISO-14000 EMS and will continue to look for opportunities to reduce our usage.

#### **Toxic Chemical Releases (TRI)**



#### **Chemical Use**



The graph at right depicts the total industrial air emissions for the Tektronix Beaverton Campus. This includes particulates, VOCs, SO<sub>2</sub>, NOx, and HAPs. The graph depicts a steady decline in total air emission over the past 5 years. While some of the recent decline is attributable to lower production rates, the overall decreasing trend is largely attributable to our successful initiatives to increase energy efficiency (air emissions from energy consumption accounts for the major portion of air emissions at the Beaverton facility). **Total Air Emission** 



Volatile Organic Carbon (VOC) air emissions at Tektronix are generally fugitive emissions from our manufacturing processes and the byproduct of combustion of natural gas in our central utilities plant. While our emissions of these compounds are low, we continue to look for product substitutions and process improvements to further reduce the release of these materials.

Our primary source of SO<sub>2</sub> emissions is the burning of fossil fuels in our central facility boilers. Tektronix uses natural gas as the primary fuel source for the boilers. However, we participate in an "interruptible supply" natural gas program that allows our local utility to divert gas to high priority users at times of low supply and high demand. As a result, we periodically burn diesel fuel as an emergency backup. To minimize air emissions from diesel use, we only use low sulfur content diesel fuel (<0.05% by weight) for our boilers and emergency generators.

# **VOC Air Emissions**



#### SO<sub>2</sub> Air Emissions



Hazardous Air Pollutants (HAP) at Tektronix are generally fugitive emissions from our manufacturing processes. While our emissions of these air pollutants are low, we continue to look for product substitutions and process improvements to further reduce the release of these materials.

We have seen a dramatic reduction in our particulate air emissions since 1998. As a result of process changes and business model changes, Tektronix was able to phase out, and ultimately shut down its central waste treatment plant. As a result, our particulate emissions have decreased to extremely low levels, primarily attributable to natural gas combustion. Nonetheless, in the coming years Tektronix will be required to monitor both total particulate and less than 10-micron particulate emissions as part of the Oregon Department of Environmental Quality (DEQ) monitoring of the Portland area air shed.

The evolution of our manufacturing processes, combined with Tektronix's continuing business model refinements, has resulted in significant reductions in the volume of water and hazardous chemicals used by our manufacturing operations. As a result we have seen a significant reduction in our water use, particularly as the Industrial Wastewater Treatment plant began to ramp down and finally close.

#### **HAP Air Emission**



#### Particulate Emissions







While our energy use is seasonally cyclic, we continue to see a downward trend in our natural gas and electric use. We have active energy conservation programs in place to make our energy use as efficient as possible. Efficient use of energy is not only a sound environmental principle; it is good business practice, particularly given the volatility in the energy markets over the past few years.

As an example of an electric use conservation initiative, we replaced our existing chillers in 2000 with high efficiency chillers that save an average of 1.6 million kWh/year. In addition we upgraded the lighting in many of our buildings in 2001 resulting in a reduction of 1.1 million kWh/year.

Tektronix uses natural gas as its primary fuel source. We participate in an "interruptible supply" natural gas program that allows our local utility to divert gas to high priority users (residential, commercial and industrial) at times of low supply and high demand. For efficiency purposes we upgraded our primary boilers in the mid 1990's.

Tektronix has been recycling a significant percentage of its solid waste through our Recycling and Materials Salvage operation since the 1970s. With the goal of increasing the volume of general office waste recycled and lower the cost of disposal for our remaining waste material, we teamed with Weyerhauser in 2001 to recycle paper and wood waste. Today Tektronix has an average recycle rate of near 45% at its Beaverton facility.

#### Electric Use



#### Natural Gas Use



#### Solid Waste



As a result of toxic use reduction and waste minimization initiatives, combined with continuing business model refinements, we have seen dramatic reductions in hazardous waste production and disposal. Tektronix's hazardous waste generation has reached a point where we no longer need centralized waste storage and treatment facilities. The temporary increases in waste volume from 1999 to 2001 were as a result of closing those facilities.

#### **Hazardous Waste Generation**



#### **Accident Trend**

Tektronix has an outstanding safety record. Our commitment to the health and safety of our employees has resulted in our accident rates that have remained significantly below the national average for our industry for over a decade.

#### Reportable Injury Cases Injury Rate/100 Employees



# **Environmental Initiatives**

Every year, Tektronix dedicates time and resources to company and community events that reflect our commitment to the environment. Some of those projects are presented below.

#### SOLV Great Spring Beach Cleanup



Tektronix annually sponsors "a day at the beach" as part the SOLV Great Oregon Spring Beach Cleanup (SOLV is a non-profit organization that brings together government agencies, businesses and individual volunteers in programs and projects to enhance the livability of Oregon.) In 2003, over 250 Tektronix employees braved the rain, snow, and wind to cleanup Del Ray beach on the Oregon coast.

What started out as a sunny day in Portland ended in the rain and wind on the Coast. But true to the spirit of Oregon and Tektronix, our employees endured the weather to ensure our assigned beaches were cleaned and made safe again for the wildlife that calls the coast home.

#### European Trade-in Program



In 2002, Tektronix provided a program whereby customers could trade-in old oscilloscopes or logic analyzers and receive a discount on the purchase of a new one. The program was very successful in the Europe, Middle East and Asia in the areas where it was offered. The environment benefits because the instruments Tektronix received were removed from the general waste stream and disposed of in an environmentally responsible manner.

# Tektronix Receives ISO-14001 Certification for Environmental Management Systems



Tektronix achieved a major milestone in environmental protection in January 2003 when it received certification to the ISO-14001 international standard for Environmental Management Systems (EMS).

ISO-14001 certification is accredited third-party verification that Tektronix meets the requirements of the international standard. It is granted to companies that have demonstrated commitment to environmental stewardship. Certification can have economic benefits, from lower cost of materials to increased regulatory flexibility to improved investor relations.

Achieving ISO-14001 certification is just one more way that Tektronix continues to distinguish itself as a leader in the test and measurement industry. Many of our customers are environmental leaders in their industries and are already ISO-14001 certified. Most, to varying degrees, recommend that their suppliers also become certified, and some even require it. Achieving certification puts us one step ahead of many of our competitors who are still pursuing certification.

Receiving the ISO-14001 certification is recognition of Tektronix' long history and strong culture of environmental protection and stewardship. Tektronix leveraged its already well-developed quality management system with requirements for EMS certification, saving time and resources and creating an unusually mature system for initial certification.

# **Energy Conservation**



**Washington Group International** 

Integrated Engineering, Construction, and Management Solutions

Tektronix partnered with Washington Group International as our facilities' service provider, and together, has achieved significant accomplishments in the area of energy conservation

# Energy Efficiency Awards

Tektronix has received two PGE Energy Efficiency Awards for annual savings of 1.5 and 3.5 million kilowatthours respectively (1997 and 1999).

#### **Renewable Energy Sources**



Tektronix joined with the Bonneville Environmental Foundation (BEF) as an active participant in the Green Tag Program. The Green Tag Program allows power users to purchase portions of their power from environmentally friendly energy sources. Each green tag is equivalent to 1000 kWh's of electricity generated from a renewable resource; in Tektronix's case, the power is generated from wind driven turbines located in Condon, Oregon. Tektronix committed to purchase a minimum of 1050 green tags between November 1, 2002 and December 31, 2003.

#### Winter Base Load Chiller

In December 2000, Tektronix undertook a project to upgrade the efficiency of its chilled water system at the Beaverton campus under winter cooling loads which were less than 50% of the cooling loads required in summer months. The existing chillers were sized for summer loads and were inefficient at winter loads. The primary goal was to reduce energy usage by installing a chiller that is very efficient when operating at winter loads. The new chiller, with a single pass, high flow condenser, operates at an extremely low kW/Ton efficiency. When comparing the old and new chillers operating at the average winter load, the new chiller's efficiency is approximately 0.29 kW/Ton while the old chiller's is approximately 0.65 kW/Ton. In addition to reducing the electrical demand from the chiller, the primary pump motor size was reduced from 70hp to 25hp. The installation costs were kept to a minimum by installing the new chiller in the location of an existing chiller making use of existing electrical wiring and mechanical piping. Project costs were reduced further by partnering with Portland General Electric (Process Efficiency Program) and the Oregon Office of Energy (Oregon Business Energy Tax Credits). The completed project saves in excess of 1.2 million kilo-watt hours per year.

#### New Air Compressor

Over time, Tektronix reduced its demand for compressed air by nearly 70% at the Beaverton campus. Existing centrifugal compressors were too large for the lower demand and nearly 50% of the compressed air was vented to the atmosphere. To reduce the amount of wasted energy, Tektronix purchased a smaller two-stage, rotary screw compressor. The new, smaller compressor, which is sized for the current compressed air load, reduces the energy necessary to produce the required campus load. The old centrifugal compressors' electrical demand was approximately 400kW. The new rotary screw compressor draws only 230kW. This reduction of power consumption is continuous throughout the year and equates to savings of 1.5 million kWh annually. Once again Tektronix partnered with Portland General Electric (Process Efficiency Program) to reduce the total project cost.

# Lighting Upgrade

In December 2001, Tektronix upgraded 3-lamp and 4lamp T-12 fixtures to T-8 fixtures throughout one entire building – 370 fixtures in total. The energy conservation measure is expected to save approximately 87,000 kWh annually.

Earlier in 2001, Tektronix added 12 motion sensor activated sweep lighting panels to four buildings serving approximately 340,000 square feet throughout the Beaverton campus. The sweep lighting panels were installed in areas previously occupied by 24/7 manufacturing-type operations that had recently been converted to office space. This energy conservation measure is expected to save approximately 1.0 million kWh annually.

For both of these lighting projects, Tektronix partnered with Portland General Electric and the Oregon Office of Energy to receive rebates and pass-through tax credits helping to reduce the cost of implementation.

#### **Building Temperature Management**

In 2002, Tektronix widened the temperature dead-band settings throughout the campus, allowing space temperatures to drift a few degrees before the system tries to heat or cool the area.

#### **Beaverton Campus Environmental Assessment**



Since the mid 1980s, Tektronix has been working in partnership with the Oregon Department of Environmental Quality (DEQ), and the U.S. Environmental Protection Agency to identify and investigate areas of possible environmental contamination on the Beaverton campus. In connection with our continuing and cooperative efforts, Tektronix and DEQ have entered into an agreement to complete sitewide investigations at the Beaverton campus. The upcoming investigations are designed to look at areas of the campus not previously investigated, collect additional information in areas of known contamination or previous investigations, and in general to update prior investigations. The information collected will be used to develop a comprehensive site-wide cleanup program, as appropriate.

Tektronix has a history of good corporate citizenship and conducts business in an environmentally responsible and safe manner. As a result of cooperative efforts with DEQ and the EPA, we identified several practices from the 1960's and 1970's that ultimately resulted in the contamination of shallow groundwater at certain areas on the campus. The contamination is confined within the boundaries of the original Beaverton campus and limited to the shallow groundwater and soil at specific areas. Tektronix has been operating groundwater cleanup systems in those areas since 1988.

Tektronix continues to work cooperatively with the DEQ to ensure the protection of the environment and the health and safety of our employees, guests, visitors, and neighbors.

#### **Recycling and Material Salvage**



Tektronix has recycled a significant percentage of its solid waste through our Recycling and Materials Salvage (RAMS) operation since the 1970s.

RAMS is a centralized organization at Tektronix whose primary purpose is to find alternatives to landfill disposal of a variety of surplus materials, excess equipment and parts, and a multitude of generally discarded items generated by the company.

RAMS provides environmentally friendly alternatives to the disposal of these surplus materials in landfills; e.g., recycling, precious metal reclaim, and reuse by other companies. In FY03 alone, over 625,000 pounds of material (metal-bearing material, electronic scrap, and plastics) were sold to reclaimers and recyclers. RAMS has generated nearly \$1 million in revenue over the past three years. In addition, in FY03, RAMS saved Tektronix nearly \$300,000 through redeployment of equipment within the company.

# Industrial Wastewater Treatment Plant and RCRA TSDF Closure



Pollution prevention and toxics control initiatives, combined with Tektronix' continuing business model refinements, have resulted in a reduction of the volume of chemicals used and waste generated by our operations. As a result, Tektronix eliminated the need for a centralized waste treatment plant and centralized longterm storage of waste chemicals. Tektronix ceased operation of its Resource Conservation and Recovery Act permitted Storage Facility as of January 11, 2001. We completed closure of most of the individual waste management units in accordance with the rigorous requirements of the site closure plan. Tektronix continues to work with the Oregon Department of Environmental Quality to achieve closure of the remaining storage units. We anticipate final closure of all storage units within the next year.

Tektronix closed the industrial wastewater treatment plant (IWTP) as of January 1, 2002 and spent several months processing the remaining wastes and cleaning and decontaminating the facility. Although not required to do so, we closed our IWTP to the same standards and used the same methods as those established for our hazardous waste storage facilities.



**Paperless Initiative** 

Many organizations at Tektronix independently developed paperless initiatives; eliminating or limiting the need for hard copy documents. Our manufacturing organization has transitioned its New Product Introduction work instruction documentation completely to an on-line, paperless format. This activity reduced hard copy (on paper) instruction documentation volume by nearly 70%. The remaining production work instruction documentation will be on-line by the middle of FY 04. New processes (e.g., our new UV curable temporary solder mask process) will never have printed paper work instructions.

Additionally, our technical publications organization has initiated a project whereby all draft documents are to be reviewed and edited electronically only.

There are many such examples throughout the company; an indication of the strong culture of environmental awareness at Tektronix.

### **Employee Commute Options**



photo courtesy of Tri-Met, all rights reserved

In 1995 Tektronix sold a portion of its Beaverton Campus to the Tri County Metropolitan Transportation District (Tri-Met) to use as a light rail station. Tektronix also leased a parking lot to Tri-Met for use as a Park-and-Ride lot to encourage light rail use, and provided land along Beaverton creek for wetland mitigation and enhancements in connection with the light rail line. In addition, we have an ongoing arrangement with Tri-Met to ensure that at least one bus route runs through the Beaverton campus and have made significant improvements in the pedestrian friendly nature of our Beaverton campus by building sidewalks and improving lighting, providing our employees easy access to mass transportation as an alternative to private automobile commuting.

#### **Beaverton Creek Restoration Project**



In fall 2000, Tektronix partnered with SOLV, The Friends of Beaverton Creek, and several local businesses to plant over 5000 native plants, trees, and shrubs along the upland bank of Beaverton Creek as it runs through the Tektronix Beaverton Campus. The project was designed to restore bank stability, provide shad e, and improve overall water quality in the creek.

Three years later, the plantings are well established and provide habitat for a variety of native and migratory

species of wildlife.

The Beaverton Creek restoration area now provides habitat for local wildlife.



#### **Rock Creek Restoration**



In the fall of 2002, many Tektronix Beaverton employees joined SOLV's Team Up for Watershed Health program to restore the stream corridor along Rock Creek in Hillsboro.

Rock Creek, like Beaverton Creek, has been impacted by development, including storm-water, sediment and erosion, loss of functioning floodplain, and the invasion of non-native plant species. Despite the impacts of development, the greenway supports abundant wildlife, including ducks, geese, and other migratory birds.

Volunteers planted native trees and shrubs in an effort to re-establish a stream buffer. They also removed invasive plants, such as blackberries, and mulched existing trees for the upcoming season.

#### Watershed and Healthy Streams

In addition to the field activities described above, Tektronix environmental staff participated in the long term planning for the health of our local waterways by sitting as members on the Beaverton Creek Watershed Planning Committee and the Washington County Health Streams Initiative Vegetative Corridor Committee.

Tektronix Environmental, Health & Safety Report, 2003

# Products

Tektronix has a policy that all of its products will meet applicable regulatory standards and requirements in all geographies where they are marketed and sold. The testing and evaluation process to ensure this policy is met includes a comprehensive test plan / methodology and third party certification where appropriate.

Our commitment to the environment doesn't end with meeting the minimum requirements; that's just the starting point.

New products receive applicable certification before they are offered for sale. Certification may take the form of a company-declaration (e.g. CE mark), or it may be a third party certification, registration, or license (e.g. Underwriters Laboratories registration, GOST for Russia, selected telecom registrations, RESY packaging marks, RBRC battery mark, Green Dot recycling mark, etc.).

# **International Standards**



To ensure the smallest practical environmental footprint for Tektronix products, every new product is formally evaluated to applicable world wide environmental standards such as 76/769/EEC (restrictions on the marketing and use of certain dangerous substances and preparations).

# Earth Friendly Plastics Recyclable



Since 1999, we have included ISO 11469 plastic identification codes to molded plastic parts to aid in their recycling and use.

#### Halogen Free



As a result of the environmental concerns surrounding the casual disposal of plastics containing halogenated fire retardants, we use only halogen-free plastics that employ an environmentally benign phosphorous based fire retardant.

# **Battery Recycling**



photo courtesy of RBRC, all rights reserved

Tektronix has been a licensee to the Rechargeable Battery Recycling Corporation (RBRC) battery collection system since 1999, to aid in the collection and recycling of nickel cadmium (NiCd) battery packs used to operate portable instruments. Since 2001, all new portable products have been designed using environmentally friendly lithium-ion power sources, to eliminate the environmental risks associated with cadmium-containing batteries.

# Health & Safety

Tektronix recognizes the importance of a safe and healthy work environment. We count on all employees to make Tektronix a safe workplace. The commitment to a safe workplace is an integral part of doing business and is communicated annually to all employees in our business practices:

"Responsibility for compliance with Tektronix's Environmental Health & Safety guidelines extends to all levels of employees at Tektronix and its subsidiaries. Each Tektronix and subsidiary employee has a responsibility to be aware of Environmental Health & Safety guidelines and to use sound judgment. Tektronix recognizes the importance of providing a safe workplace and a work environment that minimizes health risks to employees. Every employee has the responsibility to communicate with area management about possible unsafe or hazardous conditions in the workplace, as well as accidents that result in injuries, illness, or damage."

Tektronix's EHS policy supports our business practices and focuses on three objectives:

- Empower People
- Ensuring Compliance
- Validating Health & Safety Performance Accountability

### Empower people.

Tektronix recognizes that employees make a difference. We ask employees to be engaged and step up to the challenge of continuously improving the work environment. The following is a partial representation of how some of our employees participate to improve work place safety.

<u>Safety Committees</u> consist of both managers and employees who are empowered to take actions to resolve safety issues. Committees play a key role in identifying and correcting hazards.

<u>Working Teams</u> or work groups consisting of employees, engineers and managers are formed to address specific safety improvement issues. These teams are sometimes formed to address a specific safety issue or like our manufacturing ergonomics team, they may be addressing larger and broader issues.

<u>Training & Education.</u> To help our employees reduce the risk of injury at work, employees are required to attend relevant safety training and education to improve their knowledge in hazard recognition. Depending on the employee's job responsibilities the training/education could be in one or more of the following:

- Electrical Safety
- Chemical Hazards
- Controlling Hazardous Energy Sources
- Lead safety awareness
- Personal Protective Equipment
- Other Safety & Health topics associated with their job duties.

# **Ensuring Compliance**

Tektronix stays abreast of emerging issues and changing regulations through professional associations and publications. When applicable, new regulations are integrated into H&S programs & management systems to actively manage compliance.

# Validating Health & Safety Performance and Accountability

Health & Safety reviews are conducted routinely to evaluate the effectiveness of the H&S programs. The reviews target high-risk areas and utilize corrective action management systems to track open issue to closure.

# **Health & Safety Activities**

#### **Chemical Safety**

To safely manage chemicals, all new-to-Tektronix chemicals go through an EHS review for the protection of employees, the community and the environment. The review addresses safe usage, handling, storage, and disposal precautions that must be followed.

#### **Ergonomics**

Tektronix is progressive in helping to improve working conditions and optimize performance through applied ergonomics.

#### **Office Ergonomics**



Since the early 1990s, Tektronix required that all new office workstations and task chairs be adjustable to facilitate employee comfort and safety in the office environment. In addition to providing all employees with information on proper workstation setup, we maintain an "ergonomic show cube" where employees can try various ergonomic accessories and get advice from our health and safety professionals. Qualified ergonomics evaluators are available to help employees with specific needs.

#### **Manufacturing Ergonomics**



Ergonomic design is an integral part of the manufacturing engineering process. Adjustable workbenches and tools are supplied to manufacturing lines in an effort to reduce risk factors associated with repetitive injuries. Our genesis manufacturing line is a perfect example of ergonomic design in the manufacturing arena by virtually eliminating the need for lifting and bending by our production staff.

#### **Travel Safety**

The travel department continuously monitors travel advisories from the WHO, CDC, and the U.S. Department of State to keep our global travelers up-to-date on disease outbreaks and other issues that could compromise the health, safety and welfare of our employees. When necessary, travel is either prohibited or restricted in high-risk locations.

#### **Off-the-Job Safety**

We recognize that off the job safety is as important as on the job safety. We include information on seasonal, home or vacation travel safety on our Health and Safety website.