




Corporate EHS and Business Unit EHSS Variance Standard

Location/Applicability: Corporate EHS/All Mosaic Locations		Document Identifier: 12602301
Document Owner: Corporate Vice President, EHS		SME: Global EHS Program Manager
Effective Date: February 1, 2022	Review Due Date: February 1, 2025	Originating Department: Corporate Environmental, Health and Safety Department

Introduction

Purpose

The purpose of this document is to define the process for facilities and/or business units to obtain a new, temporary variance, valid for up to one (1) year, or an extension of an existing, temporary variance, valid for up to one (1) year, from a Corporate EHS or Business Unit EHSS requirement.

 **Note:** This standard does not apply to legal requirements.

Scope

The requirements of this standard apply to all Mosaic facilities.

In-Scope	Out-of-Scope
<ul style="list-style-type: none"> All Corporate EHS Standards and EHSS Business Unit Programs 	<ul style="list-style-type: none"> All legal requirements All legal documents

Definition

Variance is a formally authorized deviation from an operating requirement.



Responsibilities

The following table contains a listing of responsibilities for specific groups/jobs as required:

Group or Title	Responsibilities
Initiator	<ul style="list-style-type: none"> • Ensure the form is complete • Route form and obtain appropriate approvals (paper or electronic signature) • Save completed variance form to appropriate Corporate or Business Unit folder once approval is final • Communicate to appropriate groups upon approval and expiration • Use existing applications (i.e. Maximo, InteleX, Livelink) to track expiration
Site EHS, Managers, General Managers, Functional Directors, Security	<ul style="list-style-type: none"> • Review for approval • Route to next level for approval (not needed if DocuSign is used for electronic signatures)
Vice Presidents Sr Vice Presidents	<ul style="list-style-type: none"> • Review for approval • Submit final approval and send back to Initiator (not needed if DocuSign is used for electronic signatures)

References

These following are referenced in this standard.

Document Title	Comments	Content Server Identifier	Location
Standard - Corporate EHS and Business Unit EHSS Variance Standard (English)	Corporate Standard (English)	12602301	Content Server
Standard – Corporate EHS and Business Unit EHSS Variance Standard (Portuguese)	Corporate Standard (Portuguese)	115603511	Content Server
Standard – Corporate EHS and Business Unit EHSS Variance Standard (Spanish)	Corporate Standard (Spanish)	115616551	Content Server
EHS Variance Request Form (English)	Form in English	11925390	Content Server




EHS Variance Request Form (Portuguese)	Form in Portuguese	115635772	Content Server
EHS Variance Request Form (Spanish)	Form in Spanish	115661618	Content Server
Business Unit – Variance Request from Business Unit Requirement Records	Content Server folder where completed, approved variances from business unit program are saved	113019852	Content Server
Corporate – Variance Request from Corporate Requirement Records	Content Server folder where completed, approved variances from corporate standard are saved	16315613	Content Server
EHS Variance Standard and Forms Folder	Content Server folder where standard and forms are saved, shortcut to folder where completed, approved variances are saved	12591651	Content Server



General Requirements

1. General Requirements

- 1.1. If a facility or business unit determines that a specific requirement does not apply or is not feasible to accomplish, the facility or business unit shall initiate a request for temporary variance, valid for no longer than one (1) year, using the "EHS Variance Request" form. All requests for variance shall be made to the highest level of the stated requirement (i.e. if a BU Program and a Corporate Standard state the same requirement, then the requester seeking a variance shall submit the variance request on the Corporate Standard).
- 1.2. The variance request form shall document the business unit's or facility's alternative safeguarding measures to manage the corporate or business unit requirement. In cases when an initiator believes that an alternative measure is not necessary, then the facility or business unit shall provide that explanation on the variance request form.
- 1.3. The EHS Variance Request form must be routed to obtain appropriate approvals (see 2. Approval Matrices) and filed centrally in the appropriate "EHS Variance" folder.
- 1.4. Approved variance shall be communicated to all appropriate groups at the start of the variance. A separate communication shall be communicated when the variance expires.
- 1.5. Future corporate audit teams shall familiarize themselves with current approved variance(s) before an audit commences.
- 1.6. It will be the responsibility of the business unit or facility to request an extension of a variance, up to one (1) year, if warranted, with a new variance form indicating the extension and completing the section questions.

 **Note:** All approved variance forms must be filed using the following naming convention/nomenclature:

Site name or business unit-document involved--expiration date [year-month-day]

(example: NewWales-ContractorFP-2013-12-15)

2. Approval Matrices



2.1. Variance Approval Matrix – North America Business Facilities

Required approvals are indicated numerically below and must be obtained in the order specified.
 N/A = level of approval not required.

Position/Title	EHS Corporate Standard	Security Corp Standard	NAB BU Program	Phos / Potash Program
Sr Manager, Health & Safety or Environmental	1	N/A	1	1
General Manager – Site	2	1	2	2
Manager Security Services	N/A	2	N/A	N/A
Corporate Sr. Manager Security	N/A	3	N/A	N/A
Director, Health & Safety or Environmental	3	N/A	3	3
VP Operations Services	4	N/A	4	N/A
VP Operations or Capital	5	4	5	N/A
VP EHS	6	N/A	N/A	N/A
Senior VP	N/A	5	N/A	N/A



2.2. Variance Approval Matrix – U.S. Distribution Facilities

Required approvals are indicated numerically below and must be obtained in the order specified.
N/A = level of approval not required.

Position/Title	EHS Corporate Standard	Security Corporate Standard	U.S. Distribution Program
General Manager / Superintendent – Site	1	1	1
U.S. Distribution EHS	2	N/A	2
Senior Director Warehousing	3	2	3
Manager Security Services	N/A	3	N/A
Corporate Sr. Manager Security	N/A	4	N/A
VP EHS	4	N/A	N/A
VP Supply Chain	N/A	5	N/A
Senior VP Supply Chain	N/A	6	N/A

2.3. Variance Approval Matrix – Mosaic Fertilizantes Facilities

Required approvals are indicated numerically below and must be obtained in the order specified.
N/A = level of approval not required.

Position/Title	EHS Corporate Standard	Security Corp Standard	Mosaic Fertilizantes Program
EHS Site Manager	1	N/A	1
Site Security Representative	N/A	1	N/A
General Manager – Site	2	2	2
EHS Director	3	3	3
Security Manager	N/A	4	N/A
VP Operations	4	5	4
VP COE	5	6	5
VP EHS	6	N/A	N/A
Corporate Sr. Manager Security	N/A	7	N/A



2.4. Variance Approval Matrix – Miski Mayo

Required approvals are indicated numerically below and must be obtained in the order specified.
N/A = level of approval not required.

Position/Title	EHS Corporate Standard	Security Corp Standard	Miski Mayo Program
EHS Manager	1	N/A	1
General Manager – Site	2	1	2
Manager Security - Site	N/A	2	N/A
Corporate Sr. Manager Security	N/A	3	N/A
VP Operations	3	4	3
VP EHS	4	N/A	N/A
Senior VP	N/A	5	N/A



Revision Log

Rev. No.	Requested By	Approved By	Revised By	Comments	Rev. Date
5	Dustin Orosz	Nancy Case	Penny Newans		April 15, 2021
6	Sabine Burns			Added extension variance, removed permanent variance, Portuguese and Spanish version of form and standard, various clarifications, added approval matrices, added variance for security standard to approval matrix	January 20, 2022
