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**EXCERPT FOR EXTERNAL ENTITIES**

**OF INTERNAL REGULATIONS**

**of the CEO of ORLEN Południe S.A.**

**of 9 August 2021**

**ref. no.: 32**

**concerning: introduction of the “Regulations on pedestrian traffic *at ORLEN POŁUDNIE S.A.”***

In accordance with the guidelines of the PKN ORLEN S.A. Capital Group Office, it is hereby ordered as follows:

§ 1

The “Regulations on pedestrian traffic at ORLEN Południe S.A.” constituting Annex 1 to these Regulations shall be introduced.

§ 2

The provisions of the Regulations shall apply together with the “Guidelines of the Security, Critical Infrastructure and Internal Control on organisation of pedestrian traffic at ORLEN Południe S.A.”, hereinafter referred to as the Guidelines. The Head of Security, Critical Infrastructure and Internal Control shall be obliged to publish applicable Guidelines on the intranet page of ORLEN Południe S.A., under Security, Critical Infrastructure and Internal Control tab.

§ 3

Head of Security, Critical Infrastructure and Internal Control shall supervise implementation and application of the Internal Regulations.

§ 4

Heads of all organisational units shall be obliged to:

1) ensure that their subordinate employees become acquainted with the provisions of these Regulations and the Guidelines;

2) ensure that their subordinate employees strictly perform their obligations arising from the provisions of these Regulations and the Guidelines;

3) notify the respective Pass Offices in Trzebinia and Jedlicze of the need to change the access rights (removal, addition) to facilities in relation to their subordinate employees.

§ 5

Contract supervisors shall be obliged to introduce provisions in the contracts obliging External Entities to comply with the provisions of these Regulations. In the case of already binding contracts, the contract supervisor shall be obliged to immediately familiarise Heads of External Entities with the provisions of these Regulations and to add an annex to the contracts in question.

§ 6

Heads of External Entities located at Protected Areas of ORLEN Południe S.A. shall be obliged to guarantee that subordinate employees have read the Regulations and the Guidelines and follow them.

§ 7

Provisions of these Regulations shall be binding for External Entities performing work at the Protected Areas of ORLEN Południe S.A. and External Entities located at the Protected Areas of ORLEN Południe S.A.

§ 8

When applying these Regulations, the provisions regarding personal data protection applicable at ORLEN Południe S.A. must be strictly observed.

§ 11

The Internal Regulations of the CEO of ORLEN Południe S.A. of 25 March 2015, ref. no.: 16, concerning: the implementation of “Regulations on individual and material traffic at ORLEN Południe S.A.” shall be repealed.

§ 14

The Regulations shall become effective on the date of signing.

President of the Management Board

Chief Executive Officer

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Marcin Rej

Drawn up by: NKK

Consulted by: NON, ISZ, FC, FK, FP, FF, NBI, IT, NKK, WO, WZ

Detailed distribution list:

*Annex 1*   
*to the Internal Regulations of the CEO of ORLEN Południe S.A.*   
*of 9 August 2021, ref. no.: 32*

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**EXCERPT FOR EXTERNAL ENTITIES**

**from the**

**Regulations on pedestrian traffic**

**at ORLEN POŁUDNIE S.A.**

**DEFINITIONS:**

**Pass Office** – a separate organisational unit within ORLEN Ochrona Sp. z o.o. that e.g. issues and accepts identification cards at the Protected Area of ORLEN Południe S.A., located at fixed posts (PS) – (Trzebinia, PS 4; Jedlicze, PS 1).

**Visitor** – a person who does not have an identification card or access rights to the specific Protected Area, who is not an employee of ORLEN Południe S.A. or Company, External Entity operating at the Protected Area or rendering services for ORLEN Południe S.A. or for External entities and Companies operating at the Protected Area based on concluded contracts.

**Head of the organisational unit** – a person managing a team of employees and responsible for the subordinate area of activity at ORLEN Południe S.A. or the Company, who holds the position of manager, director, commandant, etc. depending on internal regulations. The President of the Management Board, a Member of the Management Board or an authorised person of an External Entity the seat or facility of which is located at the Protected Area of ORLEN Południe S.A. is also understood as at the Head of the organisational unit.

**Operations Coordinator** – an employee of Security Services, reporting directly to the Head of Domestic Security Department at ORLEN Ochrona Sp. z o.o., in charge of Security Services employees at the Production Plant in Trzebinia or the Production Plant in Jedlicze.

**Drug test** – a multiparameter test for detecting drugs in saliva.

**Protected Area** – premises of production plants in Trzebinia and Jedlicze, and internal area of floors or buildings used by ORLEN Południe S.A.

**Supervisor of a Visitor / Service Technician** – a person appointed by the Head of the organisational unit, who brings a Visitor / Service Technician in, accompanies him/her permanently during his/her stay at the Protected Area of ORLEN Południe S.A., providing safety instructions and personal protective equipment corresponding to the facility and situation. The Supervisor is obliged to pick up a Visitor / Service Technician at the Office Pass and escort him/her to the exit after the visit. The Supervisor of the Service Technician, who is appointed by the Head of the organisational unit where servicing operations are performed, is also responsible for ensuring that the Service Technician observes occupational health and safety and fire protection regulations while performing servicing operations.

**External Entity** – an External Entity operating at the Protected Area or rendering services for ORLEN Południe S.A., Companies or for External entities operating at the Protected Area based on concluded contracts.

*The list of external entities is provided in the “Guidelines of the Security, Critical Infrastructure and Internal Control on organisation of pedestrian traffic at ORLEN Południe S.A.”. A person supervising over the Non-productive Asset Management Department is obliged to update the list if changes occur.*

**Fixed post (PS)** – a place where a security guard (ORLEN Ochrona Sp. z o.o.) works that is located near the entry gate or in other location depending on the needs.

**Employee of External Entity** – a person employed at the External Entity on the basis of an employment contract or a person providing services on the basis of a civil law contract, in particular on the basis of a mandate contract or a contract for specific work.

**Service Technician** – an employee of the External Entity who does not have an identification card or access rights to a specific Protected Area and who performs service activities.

**Security Services** – organisational units of ORLEN Ochrona Sp. z o.o. performing tasks related to the protection of persons and property and operation of Pass Offices on the basis of concluded contracts on behalf of ORLEN Południe S.A.

**Companies** – companies that belong to ORLEN Capital Group.

**Security zone** – a separated area of ​​the Protected Area to which access is restricted by means of an access control system or an area of the Protected Area specially marked to restrict access by unauthorised persons.

**Special Supervision Zone** – a separate area in the security zone, access to which is restricted to persons working there or persons who have been approved by the person managing the Special Supervision Zone. Access rights to the special surveillance zone are granted by the Security, Critical Infrastructure and Internal Control upon written request (e-mail, fax, letter) from the person managing such a zone. Access rights to technical rooms managed by the Head of IT and Cyber Security (server rooms, node points, etc.) are managed by the Head of IT and Cyber Security or a person authorised by the Head, through access to the control system access. Restrictions on access, with the exception of technical premises of the area of the Head of IT and Cyber Security, are not applicable to the Members of the Management Board and Members of the Supervisory Board of ORLEN Południe S.A.

1. **GENERAL PROVISIONS**
2. ORLEN Południe S.A. is subject to special protection pursuant to the Act of 22 August 1997 on the Protection of Persons and Property (consolidated text: Dz.U. [Polish Journal of Laws] of 2020, item 838) and:
3. running a plant of increased risk or a plant of high risk of a serious industrial accident pursuant to the Environmental Protection Law of 27 April 2001 (consolidated text: Dz.U. [Polish Journal of Laws] of 2020, item 1219, 1378, 1565, 2127, 2338);
4. operates critical infrastructure referred to in the Act on crisis management of 26 April 2007 (consolidated text: Dz.U. [Polish Journal of Laws] of 2020, item 1856).
5. Due to the specific nature of Protected Areas, it is necessary to register persons entering and staying in these facilities. In the event of an emergency, it is necessary to know the number of persons and their whereabouts.
6. It is strictly prohibited to bring weapons and ammunition to the Protected Areas. In particular, this includes:
7. firearms, including combat, hunting, sporting, gas, alarm and signal weapons;
8. pneumatic weapons;
9. incapacitating gas throwers;
10. tools and devices the use of which may endanger life or health, including but not limited to:

* white weapons, in accordance with the applicable Act on weapons and ammunition;
* weapons with a bowstring, such as cross-bows;
* objects designed to incapacitate persons using electricity;

1. explosives and pyrotechnic materials, in accordance with the applicable Law on Explosives.
2. The ban on carrying weapons, referred to in section 3, does not include licensed guns and means of physician coercion, which are held by employees of Security Services.
3. Violation of the ban on carrying weapons and ammunition results in the withdrawal of the right to enter a Protected Area by a person who brings in such weapon or ammunition referred to in section 3.

Employees of Security Services are authorised to observe persons who enter the Protected Areas for behaviour that may indicate a suspicion that they are under the influence of alcohol, narcotic drugs, psychoactive substances or psychotropic drugs.

In order to confirm a justified suspicion that persons in the Protected Area are subject to special protection under the law are under the influence of alcohol, intoxicants, psychoactive substances or psychotropic substances, an employee of Security Services may, upon their consent, perform a test with a control device indicating a high probability of alcohol found in the exhaled air or a test with a device indicating a high probability of being under the influence of intoxicants, psychoactive substances or psychotropic substances. Such tests do not indicate the exact alcohol content in the exhaled air or the type of substance in the saliva; they serve only to eliminate suspicion towards persons whose behaviour, despite the suspicion of employees of Security Services, is not due to the consumption of alcohol or drugs, psychoactive substances or psychotropic substances.

1. It is prohibited to photograph, film and sketch at the Protected Areas. The conditions for obtaining permission for the said activities are **laid down in Chapter VIII of this document**.
2. Identification cards are required to enter Protected Areas with an electronic access control system, the list of which is available in the “Guidelines of the Security, Critical Infrastructure and Internal Control on organisation of pedestrian traffic at ORLEN Południe S.A.”.
   1. An identification card may also be used as a pass to enter the Protected Area with a motor vehicle. Detailed rules of access to the Protected Area are **provided for in Chapter IV of the Guidelines of the Security, Critical Infrastructure and Internal Control on organisation of pedestrian traffic at ORLEN Południe S.A.**
   2. The list of accesses at Trzebinia and Jedlicze is provided in **Chapter IX of the Guidelines of the Security, Critical Infrastructure and Internal Control on organisation of pedestrian traffic at ORLEN Południe S.A.**
3. In the event of failure of the access control system (specified in the list of OPD protected areas), pedestrian traffic takes place based on an identification card held, inspected by an employee of ORLEN Security at the Pass Office in Trzebinia and Jedlicze. Pedestrian traffic of persons who do not hold a valid identification card is registered based on a single-entry pass (single paper pass), whereas vehicles may enter cased on the vehicle traffic book. A pass template is provided in the Guidelines.
4. When an identification card becomes invalid, it should be returned immediately, within a maximum of seven days, to the competent Pass Office. If the card is not returned, section 14 of this Chapter is applicable.
5. An identification card is the property of ORLEN Południe S.A. Persons holding an identification card are obliged to protect it against damage, loss or theft.
6. Making one’s identification card available or using the identification card of another person is subject to sanctions **laid down in Chapter VII of this document**.
7. **Loss or theft of an identification card** should be immediately reported to applicable Pass Office by submitting a written statement. The identification card will be blocked by an employee of the Security Services. A “Visitor” identification card will be issued for a period of seven days. If the lost identification card is found within this period, it will be activated without any consequences. In order to activate a lost identification card, it is necessary to return the “Visitor” identification card.
8. **Damage of an identification card** should be immediately reported to applicable Pass Office by submitting a written statement.
9. A person who has lost an identification card or whose identification card has been damaged or lost is obliged to pay a fee in accordance with the list of fees **provided for in Chapter II of the Guidelines**. This does not apply to identification cards lost or destroyed in circumstances not attributable to the person.
10. An identification card is issued to a person referred to in section 14 after such a person presents a proof of payment of the fee for the issue of the identification card to the bank account. Information on the current account number and the fee is provided by the competent Pass Office.

Bank transfer title is as follows: identification card fee, full name.

1. One person can have only one identification card. It is not allowed to issue an identification card to a person who has an identification card assigned in the system, except for the situation described in sections 13 and 18.
2. If a person holding an identification card forgets it, it is permitted to issue a “Visitor” identification card, however no more than 2 times in a month, one period not exceeding seven days. Each time a “Visitor” identification card is issued, it is recorded in the access control system. A “Visitor” identification card can be issued only if employee’s identification card is active. A “Visitor” identification card is issued automatically and does not require any confirmation by the supervisor. If the above limit is exceeded (2 times per month), the supervisor will be notified each time the “Visitor” identification card is issued (not applicable to Management Board Members and Supervisory Board Members).
3. A person whose authorisation to enter the Protected Area has been revoked under the rules referred to in Chapter VII (Penalties) of this document can receive an identification card for one-time entry after obtaining written approval from the Head of Security, Critical Infrastructure and Internal Control.
4. The identification card is a pre-numbered form and is registered in the access control system.
5. It is possible to replace an identification card due to a change of image or overprint on the front side with any of applicable templates, when requested by the holder of the identification card or an External Entity.
6. **The amount of the fee for issuing an identification card and the fee for a lost, destroyed or not returned identification card** is determined by the Head of Security, Critical Infrastructure and Internal Control. Information on the current fee is also placed in a visible place in the Pass Offices. Furthermore, information on the fees referred to in the previous sentence is provided for in the **Guidelines**.
7. **A current photograph to the identification card** is attached to the application for this card. A colour photograph (ID or passport photo) should be provided in paper or electronic form (recommended resolution: 300x399 pixels and 300dpi).
8. **Each holder of an identification card should wear it** in a visible place, unless otherwise specified in the work instructions.

**It is prohibited to wear identification cards in a visible place outside the premises.**

1. **TYPES OF IDENTIFICATION CARDS**
2. The following types of identification cards are used at ORLEN Południe S.A.:
   1. grey – employees of ORLEN Południe S.A. and Companies;
   2. yellow – employees of External entities;
   3. green – visitors and a replacement card for an employee of ORLEN Południe S.A., a Company or an External Entity;
   4. red – service technicians.
3. Templates, rules for issuing, using and returning identification cards referred to in section 1 are provided for in the **Guidelines**.
4. **RULES OF ENTRY TO THE PROTECTED AREA**
5. An identification card with assigned entry authorisation entered into the access control system database is a document authorising to enter the Protected Area.
6. Detailed rules of the rules of entry to the Protected Area are provided in the **Guidelines**.
7. Traffic of vehicles of the State Fire Service, in case of emergency, is carried out in accordance with the rules agreed between the Company Fire Service, Security, Critical Infrastructure and Internal Control and Security Services.
8. **GRANTING ACCESS AUTHORISATIONS TO THE SPECIAL SUPERVISION ZONE**
9. Employees of ORLEN Południe S.A., Companies and External entities granted authorisations in accordance with the place of work or service provision, without access to other Special Supervision Zones.
10. Persons holding an identification card are granted authorisations to enter a Special Supervision Zone (which is not a place of rendering work or services) based on the application, the template of which is provided for in the Guidelines.
11. Detailed rules for the management of access rights to Special Supervision Zone are laid down in the Guidelines **(not applicable to “Visitor” and “Service Technician” cards).**
12. **PRINCIPLES OF SOBRIETY AND DRUG TESTING.**

In order to take measures to observe sobriety and counteract drug addiction, the following provisions are applicable in the Protected Areas:

* Act of 26 October 1982 on upbringing in sobriety and counteracting alcoholism (Dz.U. [Polish Journal of Laws] of 2019, item 2277, as amended);
* Regulation of the Minister of Health of 28.12.2018 on alcohol testing (Dz.U. [Polish Journal of Laws] of 2018, item 2472);
* Regulation of the Minister of Health of 16 July 2014 on the list of agents acting similarly to alcohol and the conditions and manner of conducting tests to detect them (Dz.U. [Polish Journal of Laws] of 2014, item 948);
* Act of 29 July 2005 on counteracting drug addiction (consolidated text: Dz.U. [Polish Journal of Laws] of 2020, item 2050);
* The Act of 26 June 1974 – Labour Code (consolidated text: Dz.U. [Polish Journal of Laws] of 2020, item 1320);
* Regulation on the introduction of Work Regulations currently applicable at ORLEN Południe S.A.;
* these Regulations.

1. Persons whose alcohol content in the body is above 0.0 ‰ or in whom alcohol in exhaled air exceeds 0.0 mg in 1 dm3 or who are under the influence of intoxicants, psychoactive substances or psychotropic substances are strictly prohibited from entering the premises of production plants in Trzebinia and Jedlicze.
2. It is strictly prohibited to bring in or consume alcoholic beverages on the premises of production plant in Trzebinia and Jedlicze.
3. Persons under the influence of alcohol, intoxicants, psychoactive substances or psychotropic substances are not allowed to stay at Protected Areas not referred to in section 1.
4. It is prohibited to bring in or use intoxicants, psychoactive substances or psychotropic substances at Protected Areas not referred to in section 1.
5. If there is a reasonable suspicion that employees or employees of External entities staying at Protected Areas of ORLEN Południe S.A. that they came to work after using alcohol or in a state of intoxication, or that they consumed alcohol during work or are under the influence of intoxicants or psychoactive substances acting similarly to alcohol, managers of organisational units or persons authorised by them or other persons supervising employees or employees of External entities are obliged to prevent them from working or order them to stop working and notify Security Services.

Testing with a control device indicating a high probability of the presence of alcohol in the air exhaled may be used to confirm a reasonable suspicion referred to in this section. Such device does not indicate the exact alcohol content in the exhaled air, it serves only to eliminate the suspicion that the behaviour of employees or employees of External entities is due to alcohol consumption, despite such suspicion. If a person is suspected of taking a narcotic drug, psychoactive substance or psychotropic substance having similar effects to alcohol, a non-invasive drug test is conducted in order to rule out such suspicion. Testing with a control device indicating a high probability of the presence of alcohol in the air exhaled and a non-invasive drug test are performed with the consent of or at the request of the person tested. The Head of the organisational unit calls employees of Security Services in order to conduct a test with a control device or a drug test.

1. If persons staying at Protected Areas listed in section 1 are reasonably suspected of having alcohol in their body, having consumed alcohol at these areas or are under influence of the influence of narcotic drugs, psychoactive substances or psychotropic drugs, Security Services, with the consent or at the request of the person examined, carries out a test with a control device or a drug test and notifies an organ authorised to protect public order if the result is possible. An order given by the Head of the organisational unit or a person authorised by the Head, or other persons supervising employees and co-workers, not to allow to work or to stop work to a person who is reasonably suspected of coming to work under the influence of alcohol or consuming alcohol during work, or being under the influence of intoxicants or psychotropic substances or psychoactive substances having a similar effect to alcohol, does not require any special form and it is not required to test for employee’s sobriety.

The circumstances on the basis of which an order not to work or to stop working is based must be communicated to the employee. The employee is obliged to return the identification card and the security officer makes a note of this fact.

1. If a person who is reasonably suspected to be under the influence of alcohol or drugs, psychoactive substances or psychotropic substances does not submit to a test with a control device, an authorised body appointed to protect public order is called to carry out such a test. In the case of leaving the Protected Area before arrival of authorised body appointed to protect public order or in the event of a positive result, the person tested will not be allowed to work or will cease to work and leave the Protected Area, and the employee of Security Services will hold the identification card and make a note of this fact. The principles referred to in Chapter VIII (Penalties) these Regulations are applied accordingly.
2. The Security Services prepares, on an ongoing basis, notes on suspected offences committed by the employees of ORLEN Południe S.A., Companies and External Entities with respect to violations of the provisions of these Regulations. Information on offences and violators is sent to respective Heads of organisational units of ORLEN Południe S.A. and the Companies and External Entities responsible for those employees.
3. In cases not covered by this chapter, decisions concerning sobriety and prevention of drug addiction are made by the Head of Security, Critical Infrastructure and Internal Control, in consultation with the Director of Human Resources and the Head of Health, Safety and Information Security.
4. **PENALTIES**

If employees of Security Services or employees of Orlen Południe S.A. (employees of Security, Critical Infrastructure and Internal Control) confirm that there has been a breach of employee obligations by an employee of ORLEN Południe S.A., a breach of binding security principles by an employee of the Company/ External Entity/ Visitor with which they have been acquainted, ORLEN Południe S.A. reserves the right to:

- punish a violator with a fine for each case of violation of the applicable safety rules;

- temporarily or permanently suspend the pass authorising an employee of Company/ External Entity/ Visitors to enter the premises of ORLEN Południe S.A.;

- file a report to law enforcement authorities againstan employee of the Company/ External Entity/ Visitor for violations of applicable safety rules.

1. Handing over an identification card, allowing a person to use one’s own identification card or using another person’s identification card:
   1. by an employee of an External Entity or a Company will be treated as a **violation of applicable safety rules** resulting in the imposition on the External Entity or the Company employing the employee of a financial penalty provided for in the appendices to the Environmental and Occupational Health and Safety Rules applicable on the premises of ORLEN Południe S.A. and withdrawal of authorisation to enter the Protected Areas;
   2. by a Visitor will be treated as a **violation of applicable safety rules** and withdrawal of authorisation to enter the Protected Areas.
2. Seizure of property of ORLEN Południe S.A.:
   1. by an employee of an External Entity or a Company will be treated as a **violation of applicable safety rules** resulting in the imposition on the External Entity or the Company employing the employee of a financial penalty of up to PLN 10,000.00 being imposed on the External Entity or the Company employing the employee, and withdrawal of rights to enter Protected Areas by that employee and filing a notice to a law enforcement authority;
   2. by a Visitor will be treated as a **violation of applicable safety rules**, leading to withdrawal of authorisation to enter the Protected Areas and filing a notice to a law enforcement authority.
3. Seizure of property that is not owned by ORLEN Południe S.A.:
   1. by an employee of an External Entity or a Company will be treated as a **violation of applicable safety rules** resulting in the imposition on the External Entity or the Company employing the employee of a financial penalty of up to PLN 10,000.00. The injured party is obliged to notify law enforcement authority and the Head of Security, Critical Infrastructure and Internal Control of ORLEN Południe S.A. A decision to withdraw access rights to the Protected Areas is taken by the Head of Security, Critical Infrastructure and Internal Control or a person authorised by this Head;
   2. by a Visitor will be treated as a **violation of applicable safety rules** and withdrawal of authorisation to enter the Protected Areas. The injured party is obliged to notify law enforcement authority and the Head of Security, Critical Infrastructure and Internal Control of ORLEN Południe S.A.
4. **Employee of the Company or External Entity** staying at the Protected Area:

5.1. while intoxicated or under the influence of alcohol – will be treated as a **violation of applicable safety rules** resulting in the imposition on the External Entity or the Company employing the employee of a financial penalty provided for in the appendices to the Environmental and Occupational Health and Safety Rules applicable on the premises of ORLEN Południe S.A. and withdrawal of authorisation to enter the Protected Areas;

5.2. under the influence of intoxicants, psychoactive substances or psychotropic substances – will be treated as a **violation of applicable safety rules** resulting in the imposition on the External Entity or the Company employing the employee of a financial penalty provided for in the appendices to the Environmental and Occupational Health and Safety Rules applicable on the premises of ORLEN Południe S.A. and withdrawal of authorisation to enter the Protected Areas.

**NOTE! Crossing the access control device line or fence line is tantamount to staying at the Protected Area.**

1. Violation of safety rules
   1. Smoking tobacco and using e-cigarettes in an unauthorised area:
      1. by an employee of a Company or an External Entity will be treated as a **violation of applicable safety rules** resulting in the imposition on the External Entity or the Company employing the employee of a financial penalty provided for in the appendices to the Environmental and Occupational Health and Safety Rules applicable on the premises of ORLEN Południe S.A. and withdrawal of authorisation to enter the Protected Areas;
      2. by a Visitor will be treated as a **violation of applicable safety rules** and withdrawal of authorisation to enter the Protected Areas.
   2. Conducting particularly hazardous work without authorisation or with gross violation of regulations and principles of occupational health and safety, fire protection and fire safety will result in immediate removal from the Protected Area, resulting in the imposition on the External Entity or the Company employing the employee of a financial penalty provided for in the appendices to the Environmental and Occupational Health and Safety Rules applicable on the premises of ORLEN Południe S.A. and withdrawal of authorisation to enter the Protected Areas.
2. Violation of road traffic regulations
   1. Speeding between 10 km/h and 20 km/h – withdrawal of withdrawal of access rights for a period of 1 week:
      1. by an employee of a Company or an External Entity will be treated as a **violation of applicable safety rules** resulting in the imposition on the External Entity or the Company employing the employee of a financial penalty of up to PLN 100.00;
      2. by a Visitor will be treated as a **violation of applicable safety rules** and withdrawal of authorisation to enter the Protected Areas.
   2. Speeding by more than 20 km/h – withdrawal of withdrawal of access rights for a period of up to 1 month:
      1. by an employee of a Company or an External Entity will be treated as a **violation of applicable safety rules** resulting in the imposition on the External Entity or the Company employing the employee of a financial penalty of up to PLN 1,000.00;
      2. by a Visitor will be treated as a **violation of applicable safety rules** and withdrawal of authorisation to enter the Protected Areas.
   3. Causing a culpable road traffic collision – withdrawal of withdrawal of access rights for a period of up to 2 weeks:
      1. by an employee of a Company or an External Entity will be treated as a **violation of applicable safety rules** resulting in the imposition on the External Entity or the Company employing the employee of a financial penalty of up to PLN 1,000.00;
      2. by a Visitor will be treated as a **violation of applicable safety rules** and withdrawal of authorisation to enter the Protected Areas.
   4. Failure to comply with any other traffic regulations not listed above will result in withdrawal of withdrawal of access rights for a period of up to 2 weeks.
3. Photographing, filming and sketching:
   1. Violation of the rules concerning photographing, filming and sketching at the protected areas by an employee of ORLEN Południe S.A. will be treated as a **violation of employee duties** that may result in holding this person liable or terminating the employment contract and withdrawing of authorisation to enter the Protected Areas.
4. The person representing the Company/External Entity undertakes to pay a financial penalty, the amount of which is specified above and provided for in the appendices to the Environment and Health and Safety Rules applicable on the premises of ORLEN Południe S.A. within 14 days from the day from the date of issuing an accounting (debit) note by authorised services of ORLEN Południe S.A. In unregulated cases, the Head of Security, Critical Infrastructure and Internal Control decides on the amount of the financial penalty.
5. The Security Services make a note about each incident at the Protected Area that is sent to the Head of Security, Critical Infrastructure and Internal Control and to:
   1. the superior of the person suspected of committing the violation – in case of employees of ORLEN Południe S.A.;
   2. the company registered address – in case of employees of the Companies and other External Entities.
6. If employees of Security Services or employees of Orlen Południe S.A. (employees of Security, Critical Infrastructure and Internal Control) identify a violation and grounds for penalties, they are obliged to draw up an official note constituting grounds for penalties for breaching employee obligations and applicable safety rules. The official note is submitted to the Head of Security, Critical Infrastructure and Internal Control, who takes a decision of whether these actions are justified and the amount of the financial penalty. This decision is noted in this note and then it is submitted to authorised services of ORLEN Południe S.A. in order to carry out activities, including bookkeeping (debit) note being issued.
7. A person whose authorisation to enter a Protected Area has been withdrawn may submit a written request, together with justification, for reinstatement of such authorisation, to the Head of Security, Critical Infrastructure and Internal Control.
8. Only a person whose authorisation to enter Protected Areas has been withdrawn may file such a request.
9. The Head of Security, Critical Infrastructure and Internal Control may appoint a team to analyse requests for reinstatement of access rights to Protected Areas. The team will be composed of: Head of Health, Safety and Information Security, Director of Human Resources, Head of Security, Critical Infrastructure and Internal Control or persons authorised by them.
10. The Security, Critical Infrastructure and Internal Control keeps a register of incoming requests referred to in section 10 and transfers copies to be analysed to the team no later than 7 days before planned meeting of the team.
11. The team:
    1. analyses and examines filed requests for restoration of rights to enter the Protected Areas;
    2. draws up a note documenting the course of the meeting and decisions taken;
    3. forwards written decision to:
       1. the Requesting Party – for information purposes only;
       2. the Security, Critical Infrastructure and Internal Control – the Accard administrator;
       3. ORLEN Ochrona Sp. z o.o. – in order to perform operations compliant with the issued decision, restoring rights to enter the Protected Areas;
       4. Director of Human Resources – to be recorded in the employee file and used in any future HR processes.
12. An ordinary erasion of penalty, resulting in possible restoration of rights, takes place automatically after five years from the penalty date, except for individual decisions of the Head of Security, Critical Infrastructure and Internal Control taken in agreement with the Director of Human Resources and the Head of Health, Safety and Information Security.
13. **PHOTOGRAPHING, FILMING AND SKETCHING**
14. It is prohibited to photograph, film and sketch at the Protected Areas without permission.
15. The permit to photograph, film and sketch at the Protected Areas is issued by the Head of Security, Critical Infrastructure and Internal Control or a person authorised by this Head. Permission to photograph, film and sketch is tantamount to permission to bring the equipment necessary to perform this activity into the Protected Areas.
16. **FINAL PROVISIONS**
17. While performing inspection activities, inspectors and state officials may enter the Protected Areas in accordance with the principles laid down in generally applicable law.
18. In cases not referred to in these Regulations, the Operations Coordinator in consultation with the Head of Security, Critical Infrastructure and Internal Control resolves personnel traffic problems on an ongoing basis.
19. In the event of an emergency, etc., all persons in the affected area should follow the procedures provided in internal organisational acts currently in force.