

Guidelines for drivers entering the protected site of ANWIL S.A.

- I. Rules to be applied by drivers entering the protected site of ANWIL S.A.
 1. Before entering the protected site of ANWIL S.A., a driver, upon confirmation of receipt, shall obtain the Guide for persons who temporarily stay in the territory of ANWIL S.A. from the Security Service.
 2. An identification card with a granted right to enter, registered in a database of the access control system of ANWIL S.A. is a document entitling to enter the protected site of ANWIL S.A.
 3. On the protected site of ANWIL S.A. there are applied rules on moving by vehicles stipulated in the currently binding "Traffic Law Act". On the protected site of ANWIL S.A., there is a speed limit of up to 50 km/h unless traffic signs say otherwise.
 4. Drivers must hold a document confirming rights to drive vehicles, registration documents with a valid technical inspection and TPL insurance and other if required by relevant provisions of the law. The foregoing documents have to be presented for control to authorised authorities performing control activities both before entry and during movement on the protected site of ANWIL S.A.
 5. Mechanisms of vehicles entering the protected site of ANWIL S.A. have to be tight without leaks of oils and other exploitation liquids.
 6. Drivers of vehicles transporting dangerous goods need to comply with the provisions on carriage of dangerous goods by road - in particular included in the European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR). Protective equipment for a driver has to be consistent with the written instruction included in the ADR European Agreement.
 7. All drivers entering the protected site of ANWIL S.A. shall be obliged:
 - a) to become familiarised with, apply and absolutely observe requirements for occupational safety, fire protection, process safety and environmental protection included in generally binding provisions and in provisions binding in the territory of ANWIL S.A., included in the Guide for persons who temporarily stay in the territory of ANWIL S.A.
 - b) to possess a gas mask, covering the whole face, with the ABEK2 filter, within the nearest reach,
 - c) to use, on the entire protected site of ANWIL S.A., working clothes, working footwear with toe caps protecting toes, helmets, protective glasses, reflective vests, gloves and other personal protective equipment required, adapted to hazards.
 - d) to use only devices, tools, materials and equipment fully operational, with appropriate technical permits, attestations, certifications and certificates,
 - e) to safeguard a vehicle with wedges, to pull a parking brake and to take out keys from the ignition switch before each unloading/loading. A failure to meet the foregoing requirement shall result in a refusal to unload/load goods,
 - f) to undergo a control of speed on the premises of protected facilities, carried out by police officers or staff members of the Security Service of ANWIL S.A. with the use of a radar speed meter,
 - g) to undergo a control of sobriety on the protected site of ANWIL S.A., carried out by the Security Services of ANWIL S.A.,
 - h) to undergo a control of vehicles both while crossing gates and on the protected site of ANWIL S.A. upon a request of a staff member from the Security Service of ANWIL S.A. or staff member of the Security Business Unit of ANWIL S.A.,
 - i) to present passes and identification cards to a staff member of the Security Service of ANWIL S.A. during a control or while crossing gates without a call, binding in ANWIL S.A.,
 - j) to cooperate with other employers in matters concerning occupational health and safety, fire protection and process safety in situations when staff members employed by different employers perform work in the same place,
 - k) to observe the ban on using mobile phones in places marked with a ban on using them,

- l) to park a vehicle only in places assigned for this purpose and marked under penalty of withdrawing rights to enter,
 - m) to strictly comply with a ban on blocking all roads,
 - n) to strictly comply with orders given by persons acting on behalf of ANWIL S.A.
 - o) to immediately inform staff members in charge of loading/unloading station service and the enterprise's controller (phone: 19 998 or 54 414 2727) about all accidents at work, non-injury accidental events which have taken place during performance of works on the protected site of ANWIL S.A.,
 - p) to immediately inform staff members in charge of loading/unloading station service and fire service about all fire incidents (ignition, self-ignition, fire) and other local threats which they will notice during performance of works on the protected site of ANWIL S.A. at alarm phone numbers (19 998 or 54 414 24 72),
 - q) during announcement of evacuation in facilities / on sites where loading/unloading is carried out - to absolutely comply with instructions of a person managing the rescue action and not to use cars for evacuation.
8. Tank truck drivers entering the protected site of ANWIL S.A. shall be additionally obliged:
- a) not to commence any loading or unloading activities without presence of an authorised staff member of ANWIL S.A., in particular activities including linking a tank truck with an installation of ANWIL S.A.,
 - b) to connect an earth clamp (if required),
 - c) to absolutely use complete, in good technical condition, full safety harnesses, equipped with attachment buckles of D type during works on tank trucks,
 - d) to absolutely use belay systems installed in ANWIL S.A. during works on tank trucks,
9. During loading / unloading with the use of motor-powered forklift trucks a driver shall be obliged to stay in a place indicated by a service staff member of ANWIL S.A. At that time a driver cannot stay on a load bed / vehicle semi-trailer. If it is necessary to control if cargo has been loaded correctly, a driver may go up a load bed / semi-trailer only after a forklift truck completely stops and informing a forklift truck operator about such a necessity beforehand.
10. ANWIL S.A. reserves the possibility of carrying out a control of the works performed by a driver acting on behalf of the Contractor on the protected site of ANWIL S.A. in the range of compliance with binding provisions and rules on occupational safety, environmental protection provisions, fire protection and process safety provisions.
11. The Contractor declares that:
- a) drivers performing transportation works on the protected site of ANWIL S.A. shall provide the service in agreement with binding requirements in the range of occupational safety, fire protection, environmental protection and process safety included in generally binding provisions and in force on the protected site of ANWIL S.A. and undertakes as well as obliges sub-contractors to observe them,
 - b) drivers who perform, on the protected site of ANWIL S.A., transportation works show valid medical certificates on lack of health contraindications to perform these works,
 - c) drivers who perform, on the protected site of ANWIL S.A., transportation works hold qualification entitlements adequate to the kind of the works performed on the above-mentioned area,
 - d) he shall conduct any possible post-accident inquiry in cooperation with a representative of the OHS service of ANWIL S.A. as well as shall provide the Prevention and OHS Business Unit of ANWIL S.A. with a copy of post-accident documentation drawn up in accordance with provisions binding within this scope after prior removal of personal data of an aggrieved party and other persons indicated in these documents,
 - e) he shall respect remarks and orders of representatives of ANWIL S.A. in matters concerning occupational health and safety, fire protection, environmental protection and process safety.

12. On the protected site of ANWIL S.A., it is banned to:
- continue driving during a chemical alarm,
 - drive trucks and special vehicles with an open load bed,
 - smoke cigarettes in vehicles and outside them (this also refers to so-called e-cigarettes),
 - leave any type of waste,
 - repair vehicles on road passageways,
 - wash vehicles outside assigned car washes,
 - bring in and carry away canisters with fuel unless this fact is documented in a road card,
 - trade in fuel (also on car parks and areas in the immediate vicinity of ANWIL S.A),
 - carry in and bring in weapons, ammunitions and pyrotechnics,
 - photograph, film and sketch without a consent given by the Security Business Unit of ANWIL S.A.
13. If the supervision service of ANWIL S.A. identifies non-fulfilment of the provisions included in this appendix or infringement of the provisions and rules on occupational health and safety, fire protection, environmental protection or process safety included in generally binding provisions and binding on the protected site of ANWIL S.A. by a staff member of the Contractor or another person acting on behalf of the Contractor during performance of the works on the protected site of ANWIL S.A., ANWIL S.A. reserves the possibility to impose financial penalties according to the following Scale of financial penalties (point II). The "Report to punish the Contractor with a financial penalty" (point III) approved by the Prevention and OHS Director of ANWIL S.A. shall be the basis to impose a financial penalty on the Contractor.

II. Scale of financial penalties

No.	Scope of established faults, incorrectness, inconsistency	An amount of a financial penalty in PLN
1	Staying of an unauthorised person in forbidden places and places marked with a no entry ban.	PLN 500
2	Non-usage of personal protective equipment: protective helmets, impact goggles, means protecting against fall from height (if required) as well as working clothes and footwear.	PLN 1000 for each person
3	Parking a vehicle in places not assigned for this purpose.	PLN 200 / for each vehicle
4	Not taking out keys from the ignition switch during unloading/loading.	PLN 500
5	Not pulling a parking brake during unloading/loading.	PLN 500
6	Failure to safeguard a vehicle with wedges against moving.	PLN 1000
7	Hindering the supervision services and other services of ANWIL S.A. to carry out controls concerning observance of generally binding provisions on OHS, fire protection, environmental protection, process safety and requirements, within the foregoing scope, included in the Agreement.	PLN 300
8	Failure to implement orders given by supervision persons in the range of occupational safety, fire protection, environmental protection, process safety with reference to works performed.	PLN 500
9	Established infringement of environmental protection provisions.	PLN 2000 + repairing damage to the environment
10	Using a mobile phone for ordinary purposes in places marked with a ban on using mobile phones.	PLN 500
11	staying under the influence of alcohol or intoxicants	PLN 10 000 + entry into the Persona Non Grata list
12	use of somebody else's access card	PLN 3000 + entry into the Persona Non Grata list
13	seizure of property	PLN 10 000 + entry into the Persona Non Grata list
14	speeding within the premises of the Production Plant	PLN 1000
15	causing a road collision	PLN 1000 + entry into the Persona Non Grata list
16	filming/photographing/sketching without a permit	PLN 5 000

3. Template of the Report to punish the Contractor with a financial penalty.

Report to punish the Contractor with a financial penalty

Report No. /

I. Based on: AGREEMENT No.....of [date].....
concerning

on [date].....

in [place]

there was carried out a control of complying with provisions on occupational health and safety/fire protection/process safety/transport/environmental protection by the Contractor binding in the territory of ANWIL S.A., included in generally binding provisions and stipulated in the Agreement and Appendixes.

II. Additional information:

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III. The following incorrectness, faults, inconsistency were established:

1.....

– refers to item No.of the “Scale of financial penalties”.

Penalty in the amount of PLN

2 – refers to item No. of the
..... “Scale of financial penalties”.

Penalty in the amount of PLN

Established incorrectness, faults and inconsistency shall be the basis for imposing financial penalties in accordance with the “Scale of financial penalties”. The total amount of the financial penalty isPLN (in words:)
and shall be included in an account note (debit note).

IV. Controlled entity

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(First name and last name of a representative of the Contractor, date and signature)

Note! In case of refusal to put a signature by the Controlled entity, put the following entry:

“Mr/Msrefused to sign the report, place, date and
signature of the Controlling entity”.

V. Controlling entity

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(First name and last name of the controlling entity, exercising supervision in the range of safety over contractors, position, date and signature)

VI. Comments on the report (made * - not made *)

VII. The Controlling entity's remarks to the comments:

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(First name and last name of a person drawing up the report, date and signature)

VIII. Approval of the report

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(Prevention and OHS Director in ANWIL S.A., date and signature)

Note! In case of refusal to approve the report, give reasons and a further procedure for conduct.

IX. Appendixes

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Distribution list:

1. Contractor.
2. Controlling entity.
3. Prevention and OHS Director in ANWIL S.A.
4. A department in ANWIL S.A. issuing an account note (debit note).
5. Business partner in ANWIL S.A.