

POLSKI KONCERN NAFTOWY ORLEN SPÓŁKA AKCYJNA
CONTROL AND SAFETY & SECURITY OFFICE



GUIDELINES
OF THE DIRECTOR OF THE CONTROL AND SAFETY & SECURITY
OFFICE
ON ORGANIZATION OF MATERIAL MOVEMENT IN PKN ORLEN S.A.

version 2.1

of June 30, 2022

General information

1. These Guidelines complement the entries of the Operational disposition of the Director of the Control and Safety & Security Office No 24/2021/GC of 27 December 2021.
2. Definitions used in the Operational Disposition referred to in section 1 shall be applied in these guidelines.

Carrying in/carrying out and bringing in/taking out assets into / from the production plant in Płock:

Carrying in/bringing in and carrying out/taking out assets into / from the premises of the production plant in Płock shall take place only through the following gates:

gate no. 1, individual traffic, limited vehicle traffic – for vehicles with maximum mass of up to 2.5 tons and with total length of up to 6m, open 24 hours a day, 7 days a week - only upon consent of the Control and Safety & Security Office,

gate no. 2, individual traffic, limited vehicle traffic – for vehicles with maximum mass of up to 2.5 tons and with total length of up to 6m, open 24 hours a day, 7 days a week - only upon consent of the Control and Safety & Security Office,

gate no. 3, limited vehicle traffic – for low-speed vehicles, cranes, automobile lifts, tractors, vehicles transporting earth, debris etc., open from 06:00AM to 04:00PM on working days,

gate no. 5, individual traffic, unlimited vehicle traffic – bringing in/taking out of products, open 24 hours a day, 7 days a week,

gate no. 10, individual traffic, unlimited vehicle traffic – bringing in/taking out of products, open 24 hours a day, 7 days a week,

gate no. 11, individual traffic, unlimited vehicle traffic – transport, bringing in/taking out of products, open from 06:00AM to 11:00PM on working days and from 06:00AM to 06:00PM on Saturdays,

gate no. 17, individual traffic, unlimited vehicle traffic – bringing in/taking out of products, open from 06:00AM to 06:00PM on working days.

Depending on ad hoc needs arising, for example, from the performance of tasks related to renovations, investments, etc., it is allowed to use at the premises of the PKN ORLEN S.A. production plant in Płock of temporary gates for individual and material traffic.

CATEGORIES OF EVENTS

In order to enhance material movement service connected with taking out large batches of assets from the premises of a Protected Facility (large number of packages, large quantity of scrap, debris, earth), impossible to be verified by the Security Service at the exit gate, it is hereby introduced the rule that loading takes place under supervision of Security Service staff members. A head of the organizational unit or an authorized staff member of external entity organizing the process of taking out large batches of assets shall be obliged to inform the Security Service about the planned taking out process at least one day in advance. An assigned Security Service staff member shall control the process of loading large batches of assets.

CAUTION – Movement of vehicles on internal roads of the production plant in Płock shall take place according to routes (safe passageways) for collection/delivery of chemical substances prepared by the Process Safety and Transport of Hazardous Goods Department. The Security Service shall provide a driver with an approved map of routes.

I. Delivery to PKN ORLEN S.A. to a warehouse located in the premises of a Protected Facility

1. Bringing in materials to a warehouse of PKN ORLEN S.A. located in the premises of a Protected Facility shall take place on the basis of a material pass issued based on the delivery document. A Security Service staff member shall control the brought in assets. In documents forming a material pass, he/she shall make a confirmation only in case of a verification possibility. If it is impossible to verify (e.g. delivery in packaging, boxes), only the fact of crossing a gate shall be confirmed on the reverse of the document. A security staff member shall enter a date and time of entry. Next, he/she shall hand over a material pass to a person delivering goods to a warehouse. This person shall be obliged to get to a warehouse, along the shortest possible way, and hand over goods. The fact of delivering goods shall be acknowledged by a staff member of a warehouse by entering a date, time, place (number or name of a warehouse) as well as a position and legible signature or signature and name stamp of a warehouse staff member. Each delivery of non-normalized goods shall be subject to substantive assessment by a person commissioning a purchase, who, within 3 working days, shall be obliged to control contents of delivery and confirm consistency by way of a legible signature on a material pass. With regard to normalized goods, it is acceptable for them to be collected by a warehouse staff member. The obligation to inform a person commissioning a purchase about delivery shall rest on a person from the Purchasing Execution and Settlement Department, and with regard to warehouse deliveries – on staff members of a warehouse to which goods are delivered. Leaving the premises of a Protected Facility also has to take place along the shortest possible way.

2. In case of establishing inconsistency in the quantitative or qualitative state of delivery, the Department of Warehouse Logistics of Purchasing shall draw up and provide the Security Service with an inconsistency report which shall be attached by the Security Service to the Material Pass.

II. Delivery to PKN ORLEN S.A. not through a warehouse

1. Carrying in/bringing in own materials “MW” not through a warehouse:

1.1. into the premises of the production plant in Płock, PTA and CCGT Plants in Włocławek, CBR and Fuel Terminals shall take place on the basis of a material pass together with an attached delivery document or its copy,

In the case of deliveries directly to PKN ORLEN S.A. departments in Płock, PTA and CCGT Plants in Włocławek, CBR and Fuel Terminals, it is allowed to leave the original material pass to the security employee during the entry.

1.2. into the premises of administration buildings with a Reception Desk, located outside the premises of the facilities mentioned in point 1.1, shall take place on the basis of a delivery document or its copy,

1.3. into the premises of administration buildings without a Reception Desk, located outside the premises of the facilities mentioned in point 1.1, shall take place without issuing any documents.

2. Carrying in/bringing in stationery, decoration materials, administrative materials and cleaning agents shall take place on the basis of a material pass together with an attached delivery document or its copy.

III. Renovation/investment/maintenance service

1. For materials collected for renovation/investment/service works carried out outside the premises of the production plant in Płock, PTA and CCGT Plants in Włocławek, CBR and Fuel Terminals by External entities with their registered office in the premises of a relevant Protected Facility, a material pass, the basis for which is "maintenance service," shall be issued by a Head of organizational unit under the procedure stipulated in Chapter II point I of the Instruction. Bringing in non-used materials shall take place on the basis of an in-material pass with an annotation about the origin of the materials – "Return to a warehouse" and number of an out-material pass.

2. Bringing in tools, devices, materials for performance of the service, spare parts in connection with provision of the service by External entities shall take place on the basis of a control card. Provision of a service and quantity of a taken out material, spare parts shall be confirmed by a Manager of organizational unit ordering the service or person authorized by him.

3. With regard to a "collective" service for several organizational units, provision of the service shall be confirmed by each Head of organizational units ordering the service or persons authorized by them on the control card.

4. Bringing in materials such as: aggregates, sand, earth, concrete shall take place on the basis of a Wz document issued by an external entity and confirmed by the Security Service staff member. Copies of Wz documents shall be provided to the Security Service during entry. In the case of bringing in an excessive amount/quantity of the said materials, it is permitted to take them out on the basis of a material pass along with the attached WZ document for bringing in, issued by the order performing entity, confirmed by a Head of organizational unit ordering the service or person authorized by him/her. Confirmation shall be the consent to return of the excessive quantity of the materials.

5. Taking out of control and measurement apparatus, in order to carry out legalization/renovation/service, shall take place on the basis of a material pass with the "service" annotation, confirmed by a Head of organizational unit or person authorized by him/her. Bringing in shall take place on the basis of a material pass where the basis for issuing is an out-pass.

IV. Bringing in/taking out, carrying in and carrying out an asset owned by the Company or External entity

Only an in-material pass confirmed by the Security Service shall form the basis for issuing an out-pass for assets owned by the Company or External entity. It is acceptable, with regard to purchase of a particular asset in the premises of the production plant in Płock, PTA and CCGT Plants in Włocławek, CBR and Fuel Terminals, to take out this asset on the basis of a material pass with a copy of purchase invoice or source document. Relevant documents shall be issued by _____ a _____ seller.

With regard to sale of a finished good which has been manufactured in the premises of a Protected Facility, a material pass shall be issued by including information about name and quantity of a finished good and information about a raw material from which it has been manufactured and its quantity as well as about number of an in-material pass for each raw material.

V. Prefabrication

1. For taking out of assets, for prefabrication purposes, outside the premises of a Protected Facility, there are issued material passes with the "Prefabrication" annotation with the number of the weight report, confirmed in writing by an Investor.
2. Return of assets from prefabrication shall take place on the basis of a material pass, confirmed in writing by an Investor, together with an attached copy of an out-material pass.
3. Assets which are taken out for prefabrication from the premises of the production plant in Płock and returning to these premises after prefabrication shall be weighed in the premises of the production plant in Płock. Costs of weighing shall be borne by MPK of an Investor. A weight report is each time attached to the material out-pass and in-pass, as well as its number is entered in the PM material basis.

VI. Laboratory samples

1. Taking and transporting laboratory samples of fuels and esters, in five-liter or smaller containers, from and to Protected Facilities by representatives of SGS Polska Sp. z o.o. shall take place under the rules described in a trade contract concluded between PKN ORLEN S.A. and SGS Polska Sp. z o.o.
2. Control of material movement of the laboratory samples, referred to in section 1, carried out by Security Service staff members, shall consist in verifying possession of authorizations by inspectors taking samples and verifying the quantity of transported samples on the basis of data included in "Reports on taking a fuel sample" presented by inspectors.

3. Security Service staff members shall confirm the conduct of control of laboratory samples by entering a first name and surname, date and time of control in the "Report on taking a fuel sample" and affixing a stamp.

4. Bringing in/taking out of laboratory samples / trial materials other than the ones mentioned in sections 1-3 (excluding samples of catalysts with precious metals) shall take place on the basis of a material pass issued by an organizational unit or External entity releasing a sample and a control card of laboratory samples, attached to it, the template of which is included in chapter XX of these Guidelines. In the basis for issuing a Material pass it is necessary to write: "Laboratory sample consistent with the specification of the Control card" with the reservation that:

- up to 20 liters (20 kilograms) in total, the purpose of releasing a material is confirmed by a signature of the Releasing person,
- over 20 liters (20 kilograms), the purpose of releasing a material is confirmed by a signature of the Releasing person and accepted:

a) with regard to PKN ORLEN S.A. – by a person employed at a position of director or person performing duties at the mentioned position (in case of absence of the foregoing – by a relevant Member of the Management Board), after earlier acceptance of a person managing the Technology Office.

b) with regard to PTA Plant, CCGT in Włocławek, Fuel Terminals and CBR - shall be accepted by persons managing these Plants) in the case of the Company or External entity – by a Member of the Management Board / Managing Director or person authorized by him/her. The trial materials for orders of PKN ORLEN S.A. for research, analysis as well as research and development works shall mean: raw materials, semi-finished products, sediment taken from pipelines and final products of the production plant in Płock, PTA Plant, CCGT in Włocławek, CBR and Fuel Terminals as well as fillings of apparatuses e.g. catalysts, active carbon, ion-exchange resins, ceramic balls etc., taken in quantities justified by the scope of research.

5. Trial materials for orders placed by External entities for research works and own research shall mean raw materials, semi-finished products and final products, catalysts and materials used during investment, renovation or production tasks, taken in quantities justified by the scope of research.

6. Bringing in/taking out of samplers and reuse packages in which samples will be transported shall take place on the basis of a control card.

7. With regard to samples of catalysts with precious metals handed over free of charge for research:

a) bringing in shall take place on the basis of a material pass issued by the Pass Office on the basis of a transport document forming the specification of delivery.

b) taking out shall take place on the basis of a material pass issued by a sample owner, and signed by a person managing the Technology Office and person employed at a

position of director or person performing duties at the mentioned position (in case of absence of the foregoing – by a relevant Member of the Management Board),

9. Upon a request of the Technology Office, ORLEN Ochrona Sp. z o.o. shall make compilations of brought in/taken out samples accessible.

10. Bringing in/taking out of laboratory samples/trial materials and samplers and packages into/from the Central Laboratory of the company: ORLEN Laboratorium Sp. z o.o. shall take place on the basis of a separate instruction, accepted by the Director of the Control and Safety & Security Office or person authorized by him/her.

VII. Waste, scrap

1. The Environmental Protection Office of PKN ORLEN S.A. shall provide the Security Chief with a binding list of waste to the production of which PKN ORLEN S.A. has a permit.

2. The Companies and External entities are obliged to provide the Security Chief with approved by ORLEN EKO sp. z o.o. list of waste, which will be received for thermal neutralization at the premises of a Protected facility or transferred to collected waste warehouses.

3. With regard to the PTA and CCGT Plants in Włocławek, CBR in Płock a person coordinating the process shall be a staff member assigned by a person managing the PTA or CCGT Plant in Włocławek or CBR in Płock.

4. Bringing in/taking out of waste into/from the premises of the production plant in Płock, PTA Plant, CCGT in Włocławek, CBR in Płock and Fuel Terminals shall take place on the basis of a set of the documents i.e.:

- material pass or Zw document with an attached document forming the basis to carry out liquidation,
- weight report specifying weight.

If it is necessary to weigh in the internal premises of PKN ORLEN S.A. while bringing into the premises of a Protected Facility, the documents shall be delivered to the entry gate after completion of weight.

With regard to the PTA and CCGT Plants in Włocławek, weighing may take place in the premises of Anwil S.A. or in other locations managed by External entities after receiving of consent from the Control and Safety & Security Office. The documents shall be delivered to the exit gate of the PTA, CCGT Plants in Włocławek after completion of weight.

With regard to Fuel Terminals, weighing shall take place on scales managed by an External entity. The documents shall be delivered to the exit gate of a Fuel Terminal completion of weight.

In the case of CBR in Płock weighing shall take place in the premises of the production plant in Płock.

Confirmation of bringing in/taking out shall be made by a person from PKN ORLEN S.A. or Company, responsible for a particular area (facility).

5. Waste producer/head of organizational unit/representative of a particular Company from which the waste comes/into which the waste is brought shall be responsible for correct classification of the waste.

6. Heads of organizational units, from the premises of which dangerous waste comes, dangerous waste producers and carriers undertake to confirm, on the WZ document, correctness of marking and tightness of cargo.

7. Taking out of waste and scrap from MG-4 and MG-33 and Warehouse of Gypsum (MG-28) or with regard to waste – directly from the Installation, shall take place on the basis of “Wz” with the inscription: “Przepustka Materiałowa” [Material Pass] with attached weight reports.

8. Taking out of scrap owned by PKN ORLEN S.A. from the premises of the production plant in Płock shall take place only through the warehouse MG-33.

9. Taking out of waste other than scrap owned by PKN ORLEN S.A. not through warehouses of the Department of Warehouse Logistics and Purchasing shall take place on the basis of a “Material Pass” with attached weight reports.

Taking out of waste loaded into and collected in containers or other bins at a time, which makes it impossible to close the weighing process on one day, shall be carried out according to the following procedure:

- upon entry after collection of waste, the vehicle is weighed “empty”,
- when leaving the production plant, the vehicle shall be weighed repeatedly (it is allowed to take waste out using another vehicle) together with the container or other container filled with waste.

The material pass shall bear the actual weight of the waste, i.e. the weight from the weight report minus the weight of the container or other bin, for which weight the issuer places a note on the back of the material pass.

Taking out of waste carried out by street sweeper-collectors shall take place on one day according to generally accepted principles described in these Guidelines, i.e.:

- upon entry after collection of waste, the sweeper-collector shall be weighed “empty”,
- when leaving the premises of the production plant, the sweeper-collector shall be weighed repeatedly together with the collected waste, taking into account the weight of consumed utilities, e.g. water. The material pass shall bear the actual weight of the waste, i.e. the weight from the weight report minus the weight of the utilities, for which weight the issuer places a note on the back of the material pass.

When leaving the protected premises, a set of documents is required in the form of a weight report and a material pass.

10. In disputable cases, occurred during a control carried out by Security Service staff members, a head of organizational unit/representative of a particular Company from which waste comes/into which waste is brought shall be called on, who shall ensure substantive support. With regard to dangerous waste – ADR Counsellor (staff member of the Process Safety and Transport of Hazardous Goods Department). In situations when verification of cargo blocks an exit gate, transport may be sent back to a loading place.
11. Empty toners and cartridges for printing machines, copying machines and multi-function devices, if they are transported from the premises of a Protected Facility to the main seat of an office/company located outside the premises of a Protected Facility, for their further management, shall be taken out on the basis of a material pass.
12. organic origin waste - subject to simple degradation, e.g.: trunks, rootstocks, branches, chips, sawdust and other waste as residues after clearing/cutting, wood classified as waste - not requiring special administrative permits, shall be taken out on the basis of a material pass in which the quantity shall be determined in line with the units in the metric system specified in an agreement for a specific service.
13. It is not required to issue material documents for taking out mixed and selectively collected municipal waste in containers from the premises of the production plant in Płock, PTA Plant, CCGT Plant in Włocławek, CBR in Płock and Fuel Terminals.

VIII. Tools

1. Carrying in-bringing in of tools and equipment by staff members of PKN ORLEN S.A., staff members of the Companies and External entities, shall take place on the basis of a control card issued by an organizational unit.

1.1. While carrying in/bringing in tools and equipment, Security Service staff members shall check consistency of the actual state with data shown in a control card, and then shall legibly sign a control card. The Security Service staff member shall confirm in writing the number of items in the control card. In the case of losing the control card, an owner shall be obliged to present documents confirming ownership along with a confirmation by the head of the area in the premises of which the works were performed.

1.2. While carrying out/taking out tools and equipment, Security Service staff members shall check consistency of the actual state with data shown in a control card.

In the case of partial execution (carrying out/taking out) of tools or equipment listed on the Control Card, the Security Service staff member shall make an appropriate annotation, and in the case of execution of the entire Control Card, confirm this fact by retaining the Card for cancellation.

2. When taking out or carrying out tools or equipment from the protected premises owned by PKN ORLEN S.A., Companies of the Capital Group and External Entities having their registered offices/back-up facilities at the production plant, two copies of the Control Card are issued.

2.1. While carrying out or taking tools and equipment, Security Service staff members shall check consistency of the actual state with data in a control card, and then shall legibly sign its copies. One for the Security Service staff members, and one for the person using the Control Card.

2.2 When returning the taken out or carried out tools or equipment, a Security Service staff member shall verify the factual status with the one declared at the time of leaving the protected facility and, if they are consistent, collect the copy of the card from the user and cancel it together with the original.

3. It is acceptable to carry in/carry out daily use tools or not possessing features allowing them to be identified, by staff members of External entities, on the basis of an entry placed in a personal tool book of a staff member.

4. In case of carrying in boxes with tools by the service, the following inscription "box with equipment" is acceptable, without detailed description of the contents.

IX. Technical gases

1. Bringing in technical gases shall take place on the basis of a material pass together with an attached delivery document or its copy and control card for packaging and bill of consignment for ADR, if required.

2. Taking out bottles shall take place on the basis of a copy of control card, with an annotation about the bottle filling state (full, empty) made by a person signing a control card.

3. For service works and repeated crossing of gates within a day, connected with this, it is acceptable to use control cards with the annotation "Prace serwisowe" [Service works].

X. Radiological materials

Bringing in/taking out radiological materials is regulated by a separate internal organizational act on radiological protection.

XI. Complaints about materials and devices

1. Taking out/Bringing in materials and devices within a complaint shall take place on the basis of a control card and document confirming acceptance of a complaint including the following data:

- name of good,
- quantity,
- task (order) number,
- purpose and place of bringing in/taking out,

- position and legible signature or signature and name stamp of a substantively responsible person as well as one of the persons: person employed at a position of director or person authorized by him.
2. Return of materials and devices which have been replaced for new ones within a complaint shall take place on the basis of a control card with an attached delivery document or its copy.
 3. Return of materials and devices which have been repaired shall take place on the basis of a control card, based on which a complaint has been carried out.
 4. Dispatch of packages containing improper materials and materials improperly sent to warehouses of PKN ORLEN S.A. and returns from warehouses shall take place on the basis of "Wz" notes with the stamp "Przepustka Materiałowa" [Material Pass], issued by the business unit of the Purchasing Executive Director, with the inscription "Nie faktuować" [Do not invoice].

XII. Complaints about refinery and petrochemical products

1. Bringing into the premises of PKN ORLEN S.A. shall take place on the basis of a material pass where the basis for issuing is a document confirming acceptance of a complaint.
2. If taken (with the use of car transport) product or material does not correspond with the type or quantity, a recipient, before bringing in a batch of good, subject to a complaint, into the premises of a Protected Facility of PKN ORLEN S.A., shall be obliged to provide the Security Service with a document confirming acceptance of a complaint including the following data:
 - name of good,
 - quantity,
 - reason for a complaint,
 - release note or weight report number,
 - first name and surname and signature of a person substantively responsible on the part accepting a complaint.

XIII. Courier companies, postal matters, paper documentation

1. Depending on weight of a parcel:
 - parcels up to 30 kg (each separately) – recipient shall be obliged to collect it outside the premises of a Protected Facility, and then issue a material pass. Parcels can be brought by a courier into the premises of a Protected Facility on the basis of an individual consent of the Director of the Control and Safety & Security Office or person authorized by him/her.
 - parcels over 30 kg – can be brought by a courier into the premises of a Protected Facility on the basis of an issued material pass.
2. The rules described in section 1 do not refer to deliveries to warehouses or organizational units of PKN ORLEN S.A. and Companies. In case of possessing parcels to other external recipients, a deliverer shall be obliged first to release parcels to other recipients,

in accordance with entries of section 1, and only then to enter the premises of a Protected Facility.

3. A deliverer shall be obliged to leave the premises of a Protected Facility without parcels. It is acceptable for a deliverer to leave a Protected Facility with other parcels sent by organizational units of PKN ORLEN S.A. and Companies on the basis of separate material passes. Deviation from this procedure shall require a consent of the Director of the Control and Safety & Security Office or person authorized by him/her.

4. Collection of each parcel from a courier company shall take place on the basis of a material pass issued by the Pass Office at Gate No. 10.

XIV. Laundry

1. Entry into the Laundry with clothes and other textiles for laundering shall take place on the basis of a confirmed order to provide laundering services in a given year and list of brought in clothes.

1.1. Taking out of washed clothes and other textiles shall take place on the basis of a "receipt" issued in 2 copies by the Laundry with the inscription "Przepustka materiałowa – nie fakturować" [Material pass – do not invoice].

1.2. The Security Service shall confirm the conduct of clearance on the receipt. One copy of the receipt shall be stored in the Security Service for a period of 3 years from expiry of a calendar year.

XV. Own packaging

1. Taking out of own packaging of PKN ORLEN S.A. and Companies, such as: bottles for technical gases, bags, balloons, canvass hoods, boxes, pallets, containers in which parcels are sent shall take place on the basis of a "Wz" note copy with the inscription "Przepustka materiałowa – nie fakturować" [Material pass – do not invoice]. Intended use needs to be clearly marked on "Wz" notes.

2. If own packaging is used up, it becomes waste and then the manner of dealing with it is stipulated by the waste management procedure.

3. 2. External entities bring in and take out packaging such as: bottles, barrels, boxes etc. on the basis of control cards.

XVI. Collection of refinery and petrochemical products by car transport

1. The production plant in Płock, PTA Plant in Włocławek

1.1. Entry for collection of products shall take place on the basis of an electronic access card.

Addition of entry rights or issue of an access card shall take place on the basis of a document, sent to a relevant gate, confirming a possibility to collect a good (ARRIVAL NOTE), presentation of a relevant authorization by a driver including: date, kind of product, first name and surname of driver, registration number of car and semi-trailer/trailer, which shall be issued by a business unit selling a particular product.

- 1.2. During entry, a security staff member shall control: electronic access card, document with a photograph confirming identity, technical condition of vehicle and registration data, equipment in personal protective means, working and protective footwear, working and protective clothes, fire protection equipment legalization. During entry into the premises of the production plant in Płock and PTA Plant in Włocławek a driver must already be dressed in working clothes.
- 1.3. Exit from the premises of the production plant in Płock and PTA Plant in Włocławek is possible only on the basis of one of the following documents:
 - material pass described in chapter I point II sub-point 3 (e.g. WZ note, RW note),
 - weight report,
 - release note – note without a signature is acceptable, printed from the “SAMER” system,
 - CMR document together with a release note and weight report,
 - out-material pass for components for production on the basis of “WZ” delivery note issued by units in charge of sales.
- 1.4. In order to close the flow of documents and take out products, carried out on the basis of a “weight report” and “release note”, CMR document together with “WZ” and weight report, a Security Service staff member, after checking consistency of issued documents with quantity of released good in “SAMER” or “WAGA” system, shall hand them over to the Material Pass Office.
- 1.5. The Material Pass Office shall hand over the documents connected with taking out products to organizational units of PKN ORLEN S.A. and Companies in charge of sales to control consistency of issued sales invoices with quantity of taken out products from the production plant in Płock and PTA Plant in Włocławek, leaving copies of the documents. The documents shall be stored in the Security Service for a period of 3 years starting from a new calendar year.
- 1.6. In PKN ORLEN S.A. invoicing shall take place in SAP module SD on the basis of obtained data from the “WAGA” or “SAMER” system. Data between the systems shall be transferred automatically.

2. Rules on collection of fuels from Fuel Terminals of PKN ORLEN S.A.

Detailed instructions on protection of facilities determining e.g. rules on entry and exit shall be prepared by the Operational Coordinator in consultation with a person managing a Fuel Terminal and after acceptance by a person managing the Logistic Operations Office he/she shall present for approval to the Director of the Control and Safety & Security Office. The Operational Coordinator undertakes to consider the following general rules:

- 2.1. Fuel Terminals in which the SELF-SERVICE System functions.
 - 2.1.1. Entry into the premises of a Fuel Terminal shall take place for tanker trucks after, presentation, by a driver to the Security Service staff member, of a set of identification cards, issued by the Team for Tanker

Trucks Service of Fuel Release and Settlement of the SELF-SERVICE system (red identification card of a driver, grey identification cards of a vehicle), driving licence and active general or detailed order, created in the system, for collection of fuels.

The Security Service staff member shall verify entitlements of particular identification cards by means of a card reader of the SELF-SERVICE system installed in a guardroom.

Entry onto the auto-filling front shall take place on the basis of a loading plan printed from the "SAMER" system by a driver at a multi-media kiosk or as an emergency on the basis of a transport code given by a staff member of Fuel Terminal on the basis of an order created in the system.

2.1.2. Exit from the premises of Fuel Terminals is possible only on the basis of a release note (refers to release for sale and material shifts) printed from "SAMER" system by a driver at the exit multi-media kiosk or received directly from a staff member of a Fuel Terminal – the note without a signature is acceptable.

2.1.3. In emergency situations – if there is no operational identification card of a driver or vehicle, it is possible to enter the premises of a Fuel Terminal and to collect fuels only once on the basis of driver's identity card and ready general or detailed order drawn up by a representative of a principal or by the Team for Tanker Trucks Service of Fuel Release and Settlement, confirmed or collected from a staff member of a Fuel Terminal, performing dispatcher functions. The Security Service shall be obliged to send information about such cases in daily reports to the Control and Safety & Security Office.

2.2. Fuel Terminals in which the SELF-SERVICE System does not function.

2.2.1. Entry and release of products from a Fuel Terminal shall take place on the basis of jointly presented documents:

- collection authorization,
- release order / general or detailed order,
- driver's identity document.

2.2.2. Exit from the premises of a Fuel Terminal shall take place on the basis of a material pass signed by a person managing a Fuel Terminal or person authorized by him together with an attached weight report.

2.2.3. In emergency situations of a facility, a person managing a Fuel Terminal shall send information to a proper, in terms of location, Security Service with a copy to the Control and Safety & Security Office.

2.3. In Fuel Terminals of PKN ORLEN S.A. it is acceptable to use separate, approved by the Director of the Control and Safety & Security Office or person authorized by him/her, instruction on material movement and/or guidelines, considering the specific character of their functioning.

XVII. Control of material movement

- 1.** A Security Service staff member shall control the brought in/taken out/carried in/carried out assets. On documents forming a material pass the Security Service staff member shall make a confirmation only in case of a verification possibility. If it is impossible to verify (e.g. delivery in packaging, boxes), only the fact of crossing a gate shall be confirmed on the

reverse of the document, whereas substantive quantitative and qualitative acceptance shall be carried out by a person ordering a purchase /sale/warehouse shift.

2. The quantitative and qualitative acceptance, referred to in point 1, shall be carried out in the premises of the production plant and CBR in Płock, PTA and CCGT Plants in Włocławek and in the premises of Fuel Terminals. The acceptance shall be commenced within 3 working days from the moment of crossing a facility's gate.
3. A Security Service staff member shall carry out a control of consistency of the actually brought in/taken out, carried in/carried out quantities of assets with quantity stated in a material pass. This control shall cover all assets owned by PKN ORLEN S.A., Companies and External entities.
 - 3.1. A Security Service staff member shall check:
 - 3.1.1. correct completion of a material pass,
 - 3.1.2. actual quantity and kind of brought in/taken out, carried in/carried out assets with quantity and kind stated in a pass,
 - 3.1.3. signature of a person authorized to approve material passes,
 - 3.1.4. basis for issuing a pass,
 - 3.1.5. number and make of vehicle stated in a pass.
 - 3.2. As proof of a carried out control of a material pass and brought in/taken out, carried in/carried out assets, in case of no objections, a Security Service staff member shall set a legible signature or signature and identification stamp as well as shall enter a date and time of a carried out control. The foregoing annotations shall be made by a Security Service staff member also in blank items of documents considered as a material pass.
4. In case of seizing property to staff members of PKN ORLEN S.A., Companies and External entities and other persons, while crossing gates and seized in the premises of the production plant and CBR in Płock, PTA and CCGT Plants in Włocławek and Fuel Terminals or finding by Security Service staff members while patrolling these premises, without required material documents or if it is impossible to establish its origin:
 - 4.1. Security Service staff members undertake to immediately hand over the property together with a proper information note to the Shift Commander / Operational Coordinator.
 - 4.2. Shift Commanders / Operational Coordinators undertake to:
 - 4.2.1. seize the questioned property and to hand it over together with an information note to the Deposit, located in the premises of a Protected Facility,
 - 4.2.2. return the questioned property, upon a consent of the Security Chief, against a receipt, to a legitimate owner, after documentation, by him/her, of ownership rights to this property and legality of its taking out / carrying out,
 - 4.2.3. inform the Security Chief and police in case of an allegation of committing an offence or crime.
 - 4.3. The Security Chief undertakes to inform the Director of the Control and Safety & Security Office in writing or person authorized by him/her about an event.
5. In case of seizing proper forming material evidence in a matter on committing a crime or offence, a decision about dealing with the property shall be made by representatives of law enforcement authorities or justice authorities. Samples of in particular fuels, solvents, oils,

paints and other combustible petroleum products seized in such circumstances on the basis of a decision of law enforcement authorities, shall be taken by assigned staff members of ORLEN Laboratorium Sp. z o.o. in the presence of a Security Service staff member. Samples of these products shall be handed over for research in appropriate laboratories to carry out physicochemical analyses, necessary to identify this product and potential place of its production or storage. Based on conducted analyses, the Security Service shall refer to relevant Heads of organizational units of PKN ORLEN S.A. to appraise seized / found products. A result of the physicochemical analysis and the appraisal shall be handed over to law enforcement authorities or justice authorities and the Director of the Control and Safety & Security Office or person authorized by him/her. Confirmation of execution of the decision shall be handed over by the Security Service to interested bodies.

6. Costs of carried out analyses, appraisal of products and their neutralization shall be charged upon MPK – 616.
7. If Security Service staff members identify products or substances towards which there is a suspicion that they may be dangerous to life or health (toxic, explosive, blister, caustic, etc.), it is necessary to immediately inform the following about this fact:
 - 7.1. with regard to the production plant and CBR in Płock – the Company Fire Service,
 - 7.2. with regard to the PTA and CCGT Plants in Włocławek or Fuel Terminal – Facility Manager,

who shall take up actions adequate to a particular substance.

8. The Security Service undertakes to deal with property seized or deposited in the manner stipulated in the deposit instruction, prepared in the Security Service and accepted by the Director of the Control and Safety & Security Office or person authorized by him/her, including in particular:
 - 8.1. enter property into Deposits, keep a Deposit Book and record, in it, property handed over by Shift Commanders / Operational Coordinators and store it in Deposit for a period of at least 3 months (this does not refer to dangerous substances, perishable and those the storage of which entails considerable costs). Unless representatives of law enforcement authorities or justice authorities decide otherwise, property forming dangerous substances, perishable or the storage of which entails considerable costs, upon written (letter, e-mail) acceptance of the Director of the Control and Safety & Security Office or person authorized by him/her, shall be handed over immediately for neutralization, selective collection of waste or storage of waste, depending on its properties,
 - 8.2. upon a request of law enforcement authorities or justice authorities, provide them, against a receipt, with deposited property, connected with a committed crime or offence in the premises of Protected Facilities of Polski Koncern Naftowy ORLEN S.A.
 - 8.3. return deposited property to an owner against a receipt after explanation and documentation, by him/her, of ownership rights, upon a consent of the relevant Security Chief.
9. If seized property is kept in the Deposit in the premises of the production plant in Płock for a period of over three months from the date of seizure, the Security Office Chief, upon a consent of the Director of the Control and Safety & Security Office or person authorized by him/her, shall hand over the deposited property according to its properties, i.e.:
 - 9.1. for neutralization,
 - 9.2. for selective collection of waste,

- 9.3.** to a waste warehouse.
- 10.** If seized property is kept in the Deposit in the premises of the PTA Plant in Włocławek and in the premises of Fuel Terminals for a period of over three months from the date of seizure, the Security Chief, upon a consent of the Director of the Control and Safety & Security Office or person authorized by him/her, shall hand over the deposited property to a Facility Manager who shall deal with the property adequately to its properties, i.e.:
- 10.1.** shall hand over for neutralization,
 - 10.2.** shall hand over for selective collection of waste,
 - 10.3.** shall hand over to a waste warehouse.
- 11.** With regard to materials, devices, apparatuses and other assortments of property, stolen from storage yards, construction sites, warehouses etc. and prepared for illegal carrying out/taking out, stored in the Deposit, after explanation and establishment, by ORLEN Ochrona Sp. z o.o., of an owner, a found material ,device, apparatus etc. shall, subject to section 5, be handed over to an owner. Information about each release of property from the Deposit shall be handed over by the Security Chief in writing to the Director of the Control and Safety & Security Office or person authorized by him/her.
- 12.** With regard to the production plant in Płock all material documents shall be handed over to the Material Pass Office at gate no. 10 in Płock. The Material Pass Office shall control received passes in terms of correct completion and their confirmation by a security staff member. In case of established inconsistency, the Material Pass Office shall inform the direct superior of a person signing a material pass who shall explain reasons for the occurred incorrectness.
- 13.** With regard to other Protected Facilities all material documents shall be stored by the Operational Coordinator for a period of 1 year. The Operational Coordinator shall control, on an ongoing basis, received passes in terms of correct completion and their confirmation by a security staff member. In case of established inconsistency, he/she shall explain reasons for occurred incorrectness in agreement with a head of a Protected Facility. After this period, the documents shall be handed over to the archives.

XVIII. Instruction on regulating dispatch of train compositions prepared for leaving the premises of the production plant in Płock by staff members of ORLEN Ochrona Sp. z o.o.

1. One hour before actual departure of a composition a Train Dispatcher of the Company or External entity responsible for dispatch of train compositions prepared for leaving the premises of the production plant in Płock (hereinafter referred to as Train Dispatcher) shall inform the Shift Commander of ORLEN Ochrona Sp. z o.o. (hereinafter referred to as the Shift Commander). All departures (of even single wagon – including locomotive in bulk) have to be reported for the purpose of carrying out a control. A pushing locomotive should be provided at the latest 10 min. before departure.
2. A Security Service staff member shall take, from a Forwarding Master of the Company or External entity responsible for dispatching train compositions prepared for leaving the premises of the production plant in Płock (hereinafter referred to as the Forwarding Master), the “Gruntówka” document, including numbers of wagons and locomotives reported to departure.

3. The Shift Commander shall inform the Train Dispatcher about the fact of commencing a control of a composition.
4. A Security Service staff member shall carry out a control of a composition by:
 - a) comparing consistency of all numbers and quantity of wagons and locomotives in a composition with the "Gruntówka" document,
 - b) checking the condition of all seals fixed at a zero level, by writing down numbers from randomly chosen minimum 3 wagons,
 - c) checking a locomotive and wagons paying attention to unauthorized taking out of property.
5. The Shift Commander shall inform the Train Dispatcher about completion of control activities. In case of discrepancies, he/she shall also inform a staff member of the Logistics Planning Team (BOL) responsible for dispatch.
6. A controlled composition shall leave within 60 minutes from completion of a control. If departure is delayed, the procedure needs to be repeated from point no. 1.
7. Opening and closing of railway gates shall take place according to the following rules:
 - a) After completed dispatch of a train composition, the Train Dispatcher, 10 minutes before actual departure of a train composition or locomotive in bulk, shall inform the Shift Commander about the necessity to open an exit gate giving a track number from which the train composition or locomotive in bulk shall be dispatched and track no. along which the train composition or locomotive in bulk will go from a siding towards Płock Trzepowo station.
 - b) The Shift Commander shall give an order to a Security Service staff member from gate no. 6 to open a concrete railway gate, considering an appropriate track.
 - c) After completion of the order, a Security Service staff member shall inform the Shift Commander about opening an appropriate gate.
 - d) After receipt of information about opening a gate and making sure that the gate is open (use of closed circuit TV), the Shift Commander shall provide the Train Dispatcher with a consent to departure of the composition or locomotive in bulk.
 - e) After the train arrives at Płock Trzepowo station, the Train Dispatcher shall inform the Shift Commander about this and he/she shall inform a Security Service staff member from gate no. 6, who shall close the gate through which the train has departed.
 - f) A Security Service staff member shall inform the Shift Commander about closure of the gate.
 - g) The Train Dispatcher shall inform the Shift Commander at least 5 min. before commencing preparation of entry about an intention of entering the premises of the railway siding of PKN ORLEN in Płock by the composition or locomotive in bulk from Płock Trzepowo station.
 - h) Further activities are carried out similarly to the departure of a composition or locomotive in bulk from the railway siding of PKN ORLEN S.A. in Płock into Płock Trzepowo station.

- i) A consent to entry of a train composition or locomotive in bulk shall be given by the Train Dispatcher to a train dispatcher of PKP PLK S.A. after opening the gate.
- j) All arrangements between the Train Dispatcher and Shift Commander concerning opening and closing gates have to be noted down in documentation kept.
- k) In the event of a failure of the system monitoring, controlling gates or if it is impossible to confirm the position of the gates, a Security Service staff member shall be responsible for their opening and informing the Shift Commander about this fact, and he/she shall inform the Train Dispatcher.

8. A composition is additionally checked by a Security Service staff member being on duty at the post at gate no. 6 of the production plant in Płock who shall write down the number of leaving wagons and locomotives.

9. In case of establishing any possible discrepancies, the Shift Commander shall inform a staff member of the Logistics Planning Team (BOL) responsible for dispatch, who shall take a decision on withdrawal of a composition onto PKN ORLEN's siding in Płock or stoppage on the delivery and receipt point Płock-Trzepowo by the time irregularities are clarified.

10. After a train goes through control systems, the Forwarding Master shall hand over a composition by means of a system in the Computer Dispatch System (KSE) – not later than 15 minutes from the moment of leaving the premises of PKN ORLEN's siding in Płock.

11. During departure a composition is controlled within an automatic mode by control systems installed in tracks in accordance with the rules:

- a) all departures take place along tracks 100 or 200, and arrivals along track 121.

It is acceptable to arrive at the premises of PKN ORLEN's siding in Płock along track 100 only for loaded compositions;

- b) each wagon/locomotive which has been notified for departure in the KSE ("Gruntówka") has to go through control systems and leave the premises of PKN ORLEN's siding in Płock;

- c) locomotives not notified in the KSE ("Gruntówka"), pushing a composition, may not exceed the determined work limit of control systems;

- d) in case of stopping a composition in front of a semaphore, in the area of control systems, the composition is withdrawn and again goes through control systems without stopping. Information about stopping a composition shall be handed over to the Shift Commander by the Train Dispatcher;

- e) speed of compositions leaving within the limits of control systems should be 25 – 30 km/h;

- f) it is banned to carry out any maneuvers within determined working limits of control systems.

12. Authorized Security Service staff members may carry out unannounced prevention controls of locomotives, informing a staff member of the Logistics Planning Team (BOL) about this fact, responsible for dispatch and the Train Dispatcher.

13. Before entry, into the premises of PKN ORLEN's siding in Płock, of a new or modernized locomotive, the Department for Management and Repairs of Locomotives of the Company or

External entity responsible for dispatch of train compositions prepared for leaving the premises of the production plant in Płock shall send to a person managing the Security Department in the Control and Safety & Security Office and to an IT administrator in the KSE from the IT Application Office its technical parameters (make, model, terminal axles wheelbase, king pin span, carriage axles wheelbase).

Contact details:

1. A staff member of the Logistics Planning Team (BOL) responsible for dispatch

e-mail: PKN-Dispatch Controller

phone: 24 256-64-22

GSM: 691-999-772

2. IT Administrator of the KSE in the IT Application Office

e-mail: Grzegorz.Budzynski@orlen.pl

phone: 24 256-83-02

GSM: 691-936-775

e-mail: Mariusz.Bienias@orlen.pl

phone: 24 256-83-01

GSM: 605-199-571

3. Head of the Safety & Security Department in the Control and Safety & Security Office

e-mail: Jacek.Ulicki@orlen.pl

phone: 24 256-50-90

XIX. "Przepustka Materiałowa" [Material Pass].

....., dated:.....

(stamp of ORLEN Ochrona Sp. z o.o.)

MATERIAL PASS

Mr/Ms can

personal pass No., employed in

take out – bring in – carry out – carry in *) on [date]

from [time] to [time] the following objects, materials:

No.	Material name	Measurement units	Quantity	Confirmation of unloading
				date, time, signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Data concerning materials:

1. Origin of material

2. Whether the transported material is the waste YES/NO^{*)1)}

3. Place and purpose of taking out - bringing in *)

.....

4. Basis for issuing the pass

Annotations of ORLEN Ochrona Sp. z o.o.:

The inspection was carried out by:

Let in by – let out by *) through gate No.

Dated time

position and legible signature or signature and name
stamp of the person authorized to issue the pass

Security Service staff member

1) In the case of transporting

XX. Control card template

.....
(department/company stamp)

....., dated:

Control card no.

for carrying out, taking out, carrying in, bringing in from/into the premises of a Protected Facility *
..... the following tools
(precise destination place)

No.	Tools, equipment name	Measur ement units	Quan tity	Serial number, inventory number	Date of carrying in, bringing in	Signature of Security Service staff member	Date of carrying out, taking out	Signature of Security Service staff member	Notes

.....
Surname and first name of a card user

.....
Position and legible signature or signature
and name stamp of a person signing a card

.....
Signature of the Shift Commander

.....
Vehicle make and number

* strike out whichever does not apply

XXI. Template of a Control card for laboratory samples

....., dated:

.....
stamp of the organizational unit

Control card no.

for laboratory samples handed over from Polski Koncern Naftowy ORLEN S.A.

No.	Product name and kind of packaging	Unit of measure	Quantity *	Date of carrying in/carrying out/bringing in/taking out a product**	Legible signature of the Security Service staff member
1.	2.	3.	4.	5.	6.
1.					
2.					

Carried out/taken out/carried in/brought in**:
(first name and surname, represented entity)

I confirm release/collection of the samples**

Acceptance

.....
(first name and surname of the releasing/receiving person,
Technology Office)
Division/Branch Office)

.....
(signature and stamp of the Director of the

I approve

Acceptance

.....
(signature and stamp of a superior to the Releasing person/
Director or Member of the Management Board)
of the Receiving Person or warehouse coordinator)

.....
(signature and stamp of the

* for one kind of a taken material, give total mass or capacity in all unit packs.

** strike out whichever does not apply

XXII. Template of Demand for release/return of gifts

Contact person and telephone number

Organizational unit symbol

DEMAND FOR RELEASE / RETURN OF GIFTS -

on [date]

NO. /

MATERIAL DOCUMENT NUMBER

The demand is placed to (check as appropriate):

- ☐ Be handed over within publicity, promotion to natural persons not running a business activity
- ☐ Be handed over within publicity, promotion to entities running a business activity
- ☐ Be handed over within representation to natural persons not running a business activity
- ☐ Be handed over within representation to entities running a business activity
- ☐ Be used inside the company within visualization of PKN ORLEN S.A.
- ☐ Be handed over to staff members of PKN ORLEN S.A. and persons remaining in civil and legal relationship with PKN ORLEN S.A.
- ☐ Be handed over to pensioners or disability pensioners in connection with official relationship, employment relationship combining them previously with the work place, including to be handed over from trade unions

To be charged upon MPK **statistical** order

No .	Material index no.	Company gift name	Request ed number of pieces	Released number of pieces (in figures)	Released number of pieces (in words)	Net unit price	Net value
1	2	3	5	6	7	8	9

Person responsible for MPK

.....
Legible signature or name stamp and signature

Released by:

.....
date / legible signature

Taken by:

date/ legible signature

XXIII. Contact details of the Security Service in facilities covered by the material movement instruction

1.	Płock Production Plant	24 365 33 33
2.	PTA Włocławek	695 855 392
3.	CCGT Włocławek	785 881 526
4.	CBR Płock	695 889 606
5.	TP no. 51 - Lublin	603 857 605
6.	TP no. 02 – Widelka	603 857 760
7.	TP no. 74 - Ostrów Wielkopolski	665 997 458
8.	TP no. 81 - Kraków	603 857 763
9.	TP no. 82 - Żurawica	603 857 760
10.	TP no. 21 - Sokółka	603 857 790
11.	TP no. 93 - Nowa Sól	603 857 716
12.	TP no. 94 - Świnoujście	603 857 783
13.	TP no. 101 - Mościska	785 881 553
14.	TP no. 111 - Wrocław	695 857 620
15.	TP no. 112 - Bolesławiec	695 857 689
16.	TP no. 61 - Gutkowo	603 857 779
17.	TP no. 31 - Gdańsk	603 857 620
18.	TP no. 91 - Szczecin	603 857 783