

**INDIVIDUAL
TRAFFIC INSTRUCTION
IN ANWIL S.A.**

CONTENTS

	DEFINITIONS	3
I.	GENERAL PROVISIONS	7
II.	TYPES OF IDENTIFICATION CARDS	10
III.	RULES FOR ENTRY TO THE PROTECTED SITE OF ANWIL S.A.	10
IV.	VISITING THE PROTECTED SITE OF ANWIL S.A.	16
V.	GRANTING ENTRY RIGHTS TO THE SPECIAL SURVEILLANCE ZONE	17
VI.	PRINCIPLES OF ISSUING, USING AND RETURNING IDENTIFICATION CARDS	17
1.	Identification card for staff members of ANWIL S.A.	17
2.	Identification card for employees of External Entities having their registered office at the protected side of ANWIL S.A.	18
3.	Identification card for employees of External Entities carrying out an executive or service activity at the protected side of ANWIL S.A.	19
4.	Identification card for drivers collecting products from the protected site of ANWIL S.A.	21
5.	Identification card for Visitors	21
6.	Identification card for staff members of External Entities collecting/delivering goods from/to ANWIL S.A.	24
VII.	RULES FOR TESTING SOBRIETY AND CARRYING OUT DRUG TESTS	26
VIII.	PENALTIES	29
IX.	PHOTOGRAPHING, FILMING AND SKETCHING	34
X.	FINAL PROVISIONS	35

Appendixes to the Instruction from No. 1.1 to No. 1.15

DEFINITIONS

Pass Office at gate No. 1A – a separate organisational unit of the Security Service, which is responsible for i.a.:

- granting and withdrawing access rights in the electronic Access Control system;
- issuing, extending, accepting and registering identification cards for staff members of ANWIL S.A. and external entities;
- issuing and accepting identification cards for Visitors going to the protected site of ANWIL S.A.;
- accepting and compiling applications from External entities for concluding an agreement with ORLEN Ochrona Sp. z o.o. on handling of individual traffic, identification cards and material traffic within the protected site of ANWIL S.A.

Pass Office at gate No. 2 and No. 8 - a separate organisational unit of the Security Service, which is responsible for i.a.:

- granting and withdrawing access rights;
- issuing and accepting identification cards mainly for drivers collecting or delivering products from/to the protected site of ANWIL S.A.

BOP ORLEN Centrum Usług Korporacyjnych Sp. z o.o. – Staff Member Service Office of ORLEN Centrum Usług Korporacyjnych Sp. z o.o., which is responsible for staffing and payroll services for staff members of ANWIL S.A. on the basis of the concluded agreement.

Visitor – a person, who does not have an identification card or access rights to enter a specific protected site, and who is not employed by ANWIL S.A. or by an External Entity.

Manager of an organisational unit – a person managing a team of staff members and responsible for his/her scope of activities in ANWIL S.A. The Manager of the organisational unit is the President of the Management Board - Chief Executive Officer, Director of the Division, Director of given Business Unit, Director of given Office, Manager, Representative in ANWIL S.A. or an authorised person of the external entity, the registered office or facility of which is located within the protected site of ANWIL S.A.

Drug test – multi-faceted test for non-invasive detection of presence of drugs in the body.

Visitor's / Contractor's supervisor – a person appointed by the Manager of the organisational unit to show the Visitor in.

Such a person shall be obliged to:

- pick the Visitor from the Reception or Pass Office,
- provide guidance on the safety/security rules applicable within the protected site of ANWIL S.A.,
- provide personal protective equipment corresponding with the requirements of a facility and situation,
- take constant care of the Visitor during his/her stay on the protected site,
- walk the Visitor to exit after the visit.

- The supervisor of the Contractor, who shall be appointed by the manager of the organisational unit in which the services shall be provided, shall also be responsible for the service technician to adhere to the OHS and fire protection regulations during the performance of work.

One-off payment (daily) – a one-time (daily) entry fee incurred by the owner of a motor vehicle for moving around the protected site of ANWIL S.A. in Włocławek determined by the Director of Control and Security. Information on the current fee is available in Pass Offices and Receptions.

Usage fee – a monthly fee for using access control system determined by the Director of Control and Security. Information on the current fee is available in Pass Offices and Receptions.

Entrance fee – a fee paid by the owner of a motor vehicle for moving around within the protected site of ANWIL S.A. Information on the current fee is available in Pass Offices and Receptions.

Card holder fee – the amount covering the cost of exchanging the identification card holder. Information on the current fee is available in Pass Offices and Receptions.

Imprint fee – the amount covering the cost of replacing the sticker on the identification card. Information on the current imprint fee determined by the Director of Control and Security is available at Pass Offices and Receptions.

Identification card issue fee – a one-off payment for the costs associated with manufacturing of the identification card. Information on the current fee is available in Pass Offices and Receptions.

External Entity / Company – an entity operating on the protected site, providing services to ANWIL S.A. or for the benefit of external entities operating on the protected site on the basis of concluded agreements. The list of the entities is provided in **Appendix No. 8** hereto (update of the list does not require a change hereof).

Emergency vehicle – a vehicle sending light signals in the form of blue/red flashes and simultaneous acoustic signals of a varied tone, which has passing or driving lights on. This term also refers to vehicles driving in a platoon, at the beginning and end of which there are emergency vehicles, sending additionally light signals in the form of red flashes.

Checkpoint at gate No. 5 – an organisational unit of the Security Service, which is responsible for accepting identification cards from drivers collecting products from the protected site of ANWIL S.A.

Staff member of an external entity – a person employed by the external entity on the basis of an employment contract as well as a person providing services to that entity on the basis of a civil law agreement, in particular on the basis of a contract of mandate or a contract for specific work.

Staying on the protected site – exceeding the line of the access control equipment or the fence of the protected site.

Reception – a separate organisational unit of the Security Service, located in the administrative buildings listed in **Appendix No. 1.9** hereto, which is responsible for i.a. issuing and accepting identification cards for Visitors as well as granting and withdrawing entry rights to the protected site of ANWIL S.A.

Security Service – an external entity performing tasks for the benefit of ANWIL S.A. related to the protection of persons and property and handling of the Pass Offices and Receptions, on the basis of the concluded agreements, in line with the binding Security Plan.

Condition indicating that alcohol may have been consumed takes place when the alcohol content in the body amounts to or leads to a blood concentration of 0.01 ‰ to 0.2 ‰ of alcohol, or there is from 0.01 mg to 0.1 mg of alcohol in 1 dm³ of exhaled air.

Condition after alcohol consumption takes place when the alcohol level in the body amounts to or leads to a blood concentration from 0.2‰ to 0.5‰ of alcohol, or there is from 0.1 mg to 0.25 mg of alcohol in 1 dm³ of exhaled air.

A state of intoxication takes place when the alcohol level in the body amounts to or leads to a blood concentration of over 0.5 ‰ of alcohol, or there is more than 0.25 mg of alcohol in 1 dm³ of exhaled air.

Security area – a zone separated within the protected site, the access to which is limited by the access control system as well as a protected site, which is specifically marked in order to restrict unauthorised access.

Special surveillance zone – a zone separated within the Security area, the access to which is restricted to persons working there or persons who have been approved by the special surveillance zone supervisor. Permission to enter the Special surveillance zone is granted by the Pass Office at gate No. 1A upon a written request of the special surveillance zone supervisor (by e-mail, fax, a letter). Permission to enter technical rooms managed by the IT Office (server rooms, nodal points, etc.) is granted by the Head of the IT Office or by the person designated by the Head of the IT Office by submitting a request to the Control and Security Unit. The list of special surveillance zones is attached as **Appendix No. 1.7** hereto.

Head of Security Service – a staff member of the Security Service supervising its activities.

Protected site -

- a) the premises of ANWIL S.A.,
- b) the interior area of storeys or buildings used by ANWIL S.A. listed in **Appendix No. 1.9** hereto, which is subject to compulsory protection under the Act of 22 August 1997 on the protection of persons and property.

Personal transport device – an electric vehicle, excluding an electric scooter, without

Disposition No. 40/2020
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a seat and pedals, whose construction is designed only and exclusively for a driver on that vehicle to move.

I. GENERAL PROVISIONS

ANWIL S.A. is an enterprise of particular importance to the economic interest of the State.

ANWIL S.A. is subject to special protection under the Act of 22 August 1997 on the protection of persons and property (Journal of Laws 2020.838, consolidated text) and is:

- a) a lower-tier establishment or an upper-tier establishment under the Act of 27 April 2001 - Environmental Protection Law (Journal of Laws 2020.1219, consolidated text),
- b) an enterprise of special economic and defence importance under the Act of 23 August 2001 on the organisation of tasks for national defence, performed by entrepreneurs (Journal of Laws 2001, No. 122, item 1320).

Due to the specific nature of the protected site of ANWIL S.A., it is necessary to register persons who stay within its premises. In the event of a failure, knowledge of the number of people and place in which they stay is required.

On the protected site of ANWIL S.A. there is a complete prohibition on stay for people with alcohol content in the body amounting to over 0.00 ‰ or who have over 0.00 mg of alcohol in 1 dm³ of exhaled air and people being under the influence of intoxicants or psychotropic substances. Alcohol content in the body from 0.01 to 0.2 ‰ or alcohol content in exhaled air in concentration from 0.01 to 0.1 mg in 1 dm³ shall not result in entering the person into the "Persona non grata" database. People with alcohol content in the body amounting to over 0.2 ‰ or who have over 0.1 mg of alcohol in 1 dm³ of exhaled air and people being under the influence of intoxicants or psychotropic substances shall be entered into the "Persona non grata" database.

On the Protected Sites, specified in Appendix No. 1.9 hereto, there is an absolute prohibition to carry in weapons and ammunition, in particular this includes:

- a) fire-arms, including combat arms, hunting weapons, sporting weapons, gas weapons, alarm weapons and signal weapons;
- b) air weapons (including sporting weapons, ASG, spring weapons and other);
- c) incapacitating gas throwers;
- d) tools and devices the use of which may pose a threat to life or health:
 - cold steel, in line with the currently binding Act on weapons and ammunition,
 - string weapons such as crossbows,
 - objects intended for paralysing people by means of electric energy;
- e) explosives and pyrotechnical materials, in line with the currently binding Act on explosives.

The prohibition to carry in the weapons, mentioned above, does not refer to facility weapons and means of physical coercion, with which staff members of the Security Service are equipped and service weapons of officers of public security services

Disposition No. 40/2020
consolidated text: 28 September 2021

(Police, ABW [The Internal Security Agency], CBŚP [Police Central Bureau of Investigation] etc.).

Infringement of the prohibition to carry in the weapons and ammunition shall result in entering a person who carries in the weapons or ammunition into the "Persona non grata" database.

It is completely banned to photograph, film and sketch within the protected site of ANWIL S.A. The conditions for obtaining authorisation for the mentioned activities are set out in Chapter IX of this Instruction. This prohibition is also applicable to mobile registering devices (so-called dash cams, drones etc.).

1. Entrance of persons to the protected site by the access control system, listed in Appendix **No. 1.9** hereto, is carried out with the use of identification cards.
 - 1.1. An identification card may also serve as a pass to enter the protected site with a motor vehicle. Rules for entry to the protected site are provided in Chapter III RULES FOR ENTRY TO THE PROTECTED SITE OF ANWIL S.A. hereof.
 - 1.2. Access card users are obliged to each time record their entrance and exit from the facility/zone covered by the access control system, by inserting the card into the reader.
 - 1.3. A security staff member may verify personal data of people entering the protected site as well as people staying in it, based on a valid identity document (identity card, driving licence, passport).
2. Upon expiration, the identification card should be returned immediately to the Reception or the Pass Office at gate No. 1A - if an inactive card is not returned within 7 days from expiration date, the card is considered as lost and a person responsible for it/company requesting its issue shall be charged with the fee for losing/destroying the card.
3. The identification card is owned by ANWIL S.A. The identification card holder shall be obliged to protect it from damage, loss, theft or use by an unauthorised person.
4. Making own identification card available to other persons and using an identification card of other persons or letting other persons in/out with the use of own card to/from the zone covered by the access control is subject to the sanctions specified in Chapter VIII PENALTIES of this Instruction.
5. Should the identification card be **lost or stolen**, its holder shall be obliged to immediately notify the closest Reception or Pass Office at gate No. 1A of this fact in a written statement.

After such notification:

- a) Identification card will be blocked by a staff member of the Security Service/Reception.
- b) A "Visitor" identification card will be issued for one week.

If during that period lost identification card is found, its activation will take place without any consequences. Found identification card will be activated only if a "Visitor" identification card is returned.

6. Should the identification card be **damaged**, its holder shall be obliged to immediately notify the closest Reception or Pass Office at gate No. 1A of this fact in a written statement.
7. A person whose identification card is lost, damaged or stolen shall be obliged to pay a fee for issuing a new identification card. This does not apply to identification cards damaged in circumstances beyond the control of given card holder.
8. An identification card will be issued for a person referred to in point 7 after such person presents a proof of payment of the amount set out in point 14 to the indicated bank account. Information on the current account number is provided by the Pass Office at gate No. 1A. The title of the transfer should be as follows: payment for an identification card along with first name and last name.
9. One person may only have one identification card. An identification card will not be provided to a person, who has an identification card assigned in the system, except as described in points 5 and 10 hereof.
10. If an identification card holder forgets his/her card, a "Visitor" identification card may be issued, however not more than 5 times within 12 months, whereas 1 period cannot last longer than 5 days. Each time the "Visitor" identification card is issued, this fact will be recorded in the access control system.

A staff member may receive a "Visitor" identification card only if his/her identification card is active. "Visitor" identification card is issued automatically and does not require any confirmation from the superiors. If a staff member exceeds the allowed limit for issuing a "Visitor" card (5 times per year), his/her superior is notified of each new "Visitor" identification card.

11. A person who was disciplined by being entered to the "Persona Non Grata" database referred to in Chapter VIII of this Instruction can only receive a one-time identification card after previous written consent of the Director of Control and Security. Such a person is removed from the "Persona Non Grata" database on the basis of positively examined application of the person in the database addressed to the Director of Control and Security or to the order of superiors of the Director of Control and Security.
12. An identification card is a security printed matter and is registered in the access control system.
13. It is possible to replace an identification card due to the change of the image or the contents of the printing on its front side within the existing designs, upon a request of an identification card holder or External Entity, provided that an imprint fee has been paid.
14. **Value of the Identification card issue fee, Usage fee, Imprint fee, Card holder fee and Entrance fee** is determined by the Director of Control and Security. Information on the current fee is available in Pass Offices and Receptions.

15. **A photograph to an identification card** is taken in the Pass Office at gate No. 1A. It is allowed to attach current colour photograph (ID or passport photograph) in a paper or electronic form (recommended resolution of 300x300 pixels and 300dpi) to the application for identification card.
16. Each identification card holder should carry it in a visible place unless otherwise stated in the position-specific instructions.
17. Each person entering and staying within the protected site of ANWIL S.A. grants a consent to be subjected to sobriety control each time upon the request of a security staff member. Refusal to grant such consent will result in expulsion from the protected site of ANWIL S.A.
18. Each Company/External entity shall be obliged to submit **Appendix No. 1.15** (so-called Environmental questionnaire) together with the **Appendix No. 1.2** or **1.4** on issuing or extending access cards, respectively.

II. TYPES OF IDENTIFICATION CARDS

1. Staff members of ANWIL S.A., staff members of external entities and Visitors should wear in a visible place one of the following identification cards:
 - 1.1. grey - staff members of ANWIL S.A.
 - 1.2. blue - staff members of external entities,
 - 1.3. green - identification card for Visitors and replacement card for a staff member of ANWIL S.A., an external entity,
 - 1.4. maroon - drivers collecting products from the protected site of ANWIL S.A.
 - 1.5. violet - a contractor.
2. Identification card designs are defined in **Appendix No. 1.1** hereto.
3. The cards may be additionally marked e.g. with the inscription: AKCJA RATOWNICZA [RESCUE OPERATION], in accordance with separate provisions.

III. RULES FOR ENTRY TO THE PROTECTED SITE OF ANWIL S.A.

1. Taking into account the improvement of safety/security, the Entrance fees to the protected site of ANWIL S.A. are hereby introduced. The following fees are to be distinguished:
 - 1.1. Fees for company passenger cars,
 - 1.2. Fees for private passenger cars,

- 1.3. Fees for trucks and commercial vehicles,
- 1.4. Fees for other vehicles.

Entrance fees are not applicable for staff members of ANWIL S.A. and PKN ORLEN S.A. entering the protected site with company cars. A private car used for company-related purposes is also considered as a company car, based on a concluded agreement.

2. Upon the order of the Director of Control and Security, it is possible to introduce limits of vehicles having the right to enter the protected site of ANWIL S.A. Decisions in the said matter shall be sent by a staff member of the Control and Security Business Unit directly to companies/business units of ANWIL S.A.
3. Entrance fee should be paid to the account indicated. Information on the amount of the fees and on the current account number is provided by the Pass Office at gate No. 1A. The title of the transfer should be as follows: Entrance fee, number and type of vehicles, entity's name.
4. 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.
5. Speed control is carried out using a certified speedometer. Speed controls within the protected site of ANWIL S.A. are carried out by police officers or staff members of the Security Service.
6. It is allowed to park vehicles **ONLY** in places assigned for this purpose under penalty of withdrawing rights to enter for a period of 30 days.
7. An identification card with a granted right to enter, registered in a database of the access control system is a document entitling to enter the protected site of ANWIL S.A. In order to receive such rights, it is necessary to send to the Director of Control and Security, a written application "Requisition for identification cards" provided for in **Appendix no. 1.2, 1.3 or 1.4**, respectively, hereto. Such an application contains the following information: first name, last name, PESEL [Personal Number] (passport No. or identity card No. in the case of persons who do not have PESEL [Personal Number]) or identification card No., vehicle registration No., make, vehicle type provided in vehicle registration card (e.g. passenger car, truck), ownership type (private/company), acknowledgement of preliminary training conducted by an external entity with relevant agreements with ANWIL S.A. and justification of the need for entry.
8. Drivers must be authorised to drive vehicles, hold registration documents with a valid technical inspection and TPL insurance. The foregoing documents have to be presented for control to the Security Service performing control activities both before entry and during movement on the protected site. In the absence of the aforementioned documents or their illegibility, each decision whether or not to let the vehicle in is taken by the Director of Control and Security or a person authorised by this Director.

9. Drivers of vehicles transporting dangerous goods need to comply with the provisions **on carriage of dangerous goods by road – ADR** and other legal acts in force regulating the relevant issues. Protective equipment for a driver **HAS TO BE** consistent **with the written instruction included in the ADR European Agreement**.
10. A decision on granting the rights for drivers of private cars - staff members of ANWIL S.A. or companies having a registered office on the protected site of ANWIL S.A. is taken by the Director of Control and Security or a person authorised by this Director. In order to grant such rights for private car holders, it is necessary to complete the form provided for in **Appendix No. 1.10** hereto. Failure to complete any field will result in automatic rejection of the application.
11. If a negative decision is made, a person concerned may re-apply for the rights to enter with a private car 3 months after the date of the application with the negative result.
12. The Director of Control and Security or a person authorised by this Director is not obliged to notify a person concerned of granting or refusing to grant a consent. Such a decision is sent to the Pass Office at gate no. 1A, which informs the person concerned that the application has been rejected. Persons concerned may obtain all information about applications in the relevant Pass Office.
13. Rights:
 - 13.1. **One-time right to enter the protected site – permission** is granted by the Director of Control and Security or a person authorised by this Director. In extraordinary circumstances during the 2nd and 3rd shift and on non-working days, the Enterprise Dispatcher grants the permission and notifies the Shift Leader at gate No. 1A of this fact, which should be noted in the Dispatcher's report and entry record of the Shift Leader. The Security Service enters information about this fact into the daily report. Vehicles with goods or to collect goods entering the protected site do not require such a permission. The rights are granted by:
 1. The Pass Office at gate No. 1A from 7.00 a.m. to 3.00 p.m. on weekdays,
 2. The Pass Office at gates No. 2 and 8 from 6.00 a.m. to 10.00 p.m. on weekdays,
 3. The Shift Leader at gate No. 1A from 3.00 p.m. to 7.00 a.m. on weekdays and 24 hours a day on non-working days.
 - 13.2. **Long-term rights for staff members of ANWIL S.A. driving private or company cars** are granted by the Director of Control and Security or an authorised person, upon the request of a Head of the organisational unit concerned, sent by electronic means.
 - 13.3. **Long-term rights for staff members driving private or company cars of External Entities located within the protected site of ANWIL S.A.** are granted only to persons who are authorised to pass through entrance/exit gates. A representative of an External Entity submits a written requisition to the Director of Control and Security. Such a requisition has to include justification for granting such rights. The requisition with a decision of the

Director of Control and Security or of a person authorised by such a Director is sent to the Pass Office at gate No. 1A.

13.4. Long-term rights for staff members driving private and company cars of external entities carrying out renovation or investment works or who are sub-contractors on the Protected Site of ANWIL S.A. are granted only to persons who are authorised to pass through entrance/exit gates. A representative of an External Entity submits a written requisition to the Director of Control and Security, which is acknowledged by the President of the Management Board - Chief Executive Officer, or Member of the Management Board or the Director (or a person authorised by them) supervising the implementation of the contract with that entity, or in the case of External Entities located within the protected site of ANWIL S.A. by Members of Management Boards of these entities, stating:

- the date of commencement and completion of works included in a mandate (agreement),
- number of vehicles (equipment) necessary to perform a mandate (agreement) by type.

The requisition with a decision of the Director of Control and Security or of a person authorised by such a Director is sent to the Pass Office at gate No. 1A.

13.5. Persons driving an emergency vehicle are authorised to enter the protected site of ANWIL S.A. without an identification card and an obligation to stop for control while crossing the gate. As far as possible, the Security Service directs the vehicle to the scene of an accident.

14. State officials performing official duties are authorised to enter the protected site upon fulfilment of the following requirements:

- a) presenting their badge and a document authorising to perform control activities,
- b) making an entry in the "Control Book of ANWIL S.A.",
- c) appointing a person who will supervise the inspectors,
- d) receiving personal protective equipment,
- e) presenting their badge in the relevant Pass Office or Reception and stating vehicle registration number, make and model.

State officials¹ fulfilling their official duties can enter the protected site of ANWIL S.A. after receipt of the access card. Controller of state institutions authorised to control shall make an entry in the "Control Book of ANWIL S.A." available in the secretary office of the President of the Management Board - Chief Executive Officer on working days from 07:00 a.m. to 03:00 p.m. On other days and at other time the entry shall be made in the "Control Book of ANWIL S.A.", available at the Enterprise Dispatcher of ANWIL S.A. Due to the fact that ANWIL S.A. has been qualified to the Plant of High Risk of a serious industrial breakdown, controllers can go to the protected site of ANWIL S.A. only and exclusively in the presence of the Visitor's Supervisor. The

¹ This does not apply to police, CBA [The Central Anti-Corruption Bureau], ABW [The Internal Security Agency] officers who intervene

Disposition No. 40/2020
consolidated text: 28 September 2021

Visitor's supervisor is a person indicated in the application attached as Appendix No. 3 hereto. The Visitor's supervisor is responsible for providing the Visitor with the required personal protective equipment.

A controller's duty pass shall authorise to obtain the access card and to enter the protected site of ANWIL S.A.

- 14.1. A person is accompanied by a Security Service staff member who allows for entering and exiting with the use of his/her own identification card or the "Visitor" card is issued.
- 14.2. If state officials intend to control external entities, the Security Service notifies these entities of the need to appoint a supervisor trained in OHS and fire protection.
- 14.3. A person is accompanied by a Security Service staff member who allows for entering and exiting with the use of his/her own identification card or the "Visitor" card is issued.
- 14.4. The Security Service notifies the Control and Security Unit of this fact. Having completed the activities, a staff member of the Security Service submits a written note about the situation to the Security Head.
Information about the event is provided in the daily report provided to the Director of Control and Security.
15. Granted one-off entry rights are valid by the end of a day in which they have been granted, and long-term entry rights by the end of a day of the period for which they have been given.
16. All people entering the protected area of ANWIL S.A. shall be obliged to:
 - a) to undergo a control of speed, carried out by police officers or staff members of the Security Service with the use of a radar speed meter,
 - b) undergo a control of vehicles both while crossing gates and on the protected site upon a request of a staff member from the Security Service or staff member of the Control and Security Unit,
 - c) present passes and identification cards valid in ANWIL S.A. to a staff member of the Security Service while crossing gates without a call, have a driving licence and vehicle approval documents. Such documents must be presented to the bodies authorised to control them, including the Security Service,
 - d) drivers of vehicles transporting the aforementioned goods need to comply with the provisions on carriage of dangerous goods by road (ADR),
 - e) park a vehicle only in places assigned for this purpose and marked by hosts of particular premises under penalty of withdrawing rights to enter,
 - f) strictly comply with a ban on blocking all roads - failure to comply with it shall result in complete blockade of entry onto the premises of ANWIL S.A.,
 - g) strictly comply with orders given by hosts/representatives of the facilities and staff members of the Prevention, OHS Units and Security staff.
17. On the protected site of ANWIL S.A., it is banned to:

- a) continue driving during a chemical alarm, within the area to which the alarm refers,
 - b) drive trucks and special vehicles with an open load bed (possibility of hitting a flyover or viaduct),
 - c) drive vehicles without the licence required to drive them,
 - d) park in areas, in which it is not allowed,
 - e) smoke cigarettes and use e-cigarettes in vehicles and outside them,
 - f) leave any type of waste on the protected site of ANWIL S.A.,
 - g) repair vehicles on road passageways,
 - h) wash vehicles outside assigned car washes,
 - i) bring in and carry away canisters with fuel without written consent of the Control and Security Unit,
 - j) trade in fuel on the premises of the enterprise and at car-parks located in immediate vicinity.
18. Persons who do not comply with the provisions governing entries and vehicle traffic within the protected site of ANWIL S.A. will lose their rights. The rights can be restored on the basis of a decision taken by the Director of Control and Security, not earlier than after 6 months from the date of loss of the rights.
19. Persons who have changed a car and who are authorised to enter the protected site of ANWIL S.A. shall be obliged to send an email informing about the change (with data of a previous car) to the Pass Office at gate No. 1A. Based on information provided for in that email, staff members of the Pass Office at Gate No. 1A will update necessary information.
20. Rights to enter the protected site, issued for a particular year, are valid by 31 December of next year.
21. Written requests to prolong the rights to enter for the subsequent year must be submitted by 30 November given year to the Control and Security Unit. Requests submitted after this date will be considered since 2 January of next year - in line with order of receipt.
22. Based on an authorisation signed by the Director of Control and Security, employees of the Control and Security Unit have permanent right to enter the protected site of ANWIL S.A. with company and personal vehicles without control.
23. In emergency situations persons holding a specially marked access card (red strip with the white inscription "AKCJA RATOWNICZA" [RESCUE OPERATION]) may enter the premises of the plant with any car, irrespectively of whether the car is assigned to the access card.
24. Each person may be authorised to enter the premises with up to 15 vehicles (including up to 2 private cars).
25. It is prohibited to enter the protected site of ANWIL S.A. with vehicles such as a motorcycle, moped, quad, buggy (with open engine cover or without it), electric scooter, electric bicycle, personal transport device.
26. Equipment of bicycles and cyclists:
- 26.1. Bicycles shall be technically operational and equipped with:
- a) Braking system in working order;
 - b) Reflecting markings in front, at the back and on wheels;

c) Lighting - white light in front, red light at the back.

26.2. While using a bicycle, cyclists should move in line with applicable regulations and be equipped with:

a) bicycle helmet - efficient and accident-proof;

b) reflecting vest or reflecting braces.

IV. VISITING THE PROTECTED SITE OF ANWIL S.A.

1. The protected site of ANWIL S.A. can be visited in organised groups.
2. An organiser shall refer in writing to the Communication, Marketing and Sponsoring Business Unit at least 10 days before the planned visit date with a request permission for visiting the Plant. The letter needs to include the following data:
 - 2.1. Information about the organiser (name of university, company, etc.),
 - 2.2. Date and scope of a visit,
 - 2.3. First name and last name, PESEL [Personal Number] (passport or identity card number for persons who do not have PESEL [Personal Number]), telephone number of the person responsible for the visiting group from the Organiser's,
 - 2.4. First name and last name, PESEL [Personal Number] (passport or identity card number for persons who do not have PESEL [Personal Number]) of each visitor,
 - 2.5. First name and last name, PESEL [Personal Number] (passport or identity card number for persons who do not have PESEL [Personal Number]) of a driver,
 - 2.6. Vehicle make and registration number.
3. Staff members of the Communication, Marketing and Sponsoring Business Unit shall assign, in agreement with relevant organisational unit of ANWIL S.A., a staff member who will supervise the group within the protected site of ANWIL S.A. and shall make arrangements with the Manager of relevant organisational unit.
4. The request for permission to enter the protected site of ANWIL S.A. completed by a staff member of the Personnel Unit/Communication, Marketing and Sponsoring Unit sent to the Director of Control and Security.
5. The Control and Security Business Unit shall verify the request and grant consent for entering the protected site of ANWIL S.A. The Control and Security Business Unit sends the consent for the entry of visitors to the Pass Office at gate No. 1A in order to issue identification cards for all visitors (in the case of entering the protected site of ANWIL S.A.) or only for a driver (in the case of entering the premises of the plant with a vehicle).
6. Information about the vehicle make and registration number and driver data can be sent 1 day before planned visiting date if such information has not been provided earlier. In emergency situations such, as an illness of a driver, damage of a vehicle on a day of a trip, the person responsible for visitors appointed by the Organiser shall be obliged to notify the Control and Security Business Unit of that fact.

7. Each entrance and exit of visitors to the premises of the Plant must be reported to the Enterprise Dispatcher of ANWIL S.A.
8. Detailed principles for visiting the protected site of ANWIL S.A. are governed by a separate internal organisational act.

V. GRANTING ENTRY RIGHTS TO THE SPECIAL SURVEILLANCE ZONE

1. Staff members of ANWIL S.A. and external entities receive their rights in accordance with their place of work or services, without access to the Special Surveillance Zone.
2. Persons who are the holders of identification cards receive permanent access rights to the Special Surveillance Zone on the basis of the request the form of which is provided in **Appendix No. 1.6** hereto.
3. The IT Office Manager is responsible for managing entrance rights to the Special Surveillance Zone "Server rooms, LPD and node rooms" and for updating the rights (**this does not pertain to "Visitor" cards**).
4. The Director of Control and Security or a person authorised by this Director is authorised to grant access rights to all Special Surveillance Zones.
5. Persons holding an identification card are granted one-off access right to the Special Surveillance Zone by a staff member of the Security Service only after the meeting such persons have is confirmed.
6. The list of persons assigned to Special Surveillance Zones will be sent, to the attention, to the persons responsible for the particular Special Surveillance Zones, upon each request, in form of a report drawn up by a person authorised by the Director of Control and Security.

VI. PRINCIPLES OF ISSUING, USING AND RETURNING IDENTIFICATION CARDS

1. Identification card for staff members of ANWIL S.A.

- 1.1. Grey identification card is valid for the term of the staff member's employment relationship.
- 1.2. Identification card is issued and granted by the Pass Office at gate No. 1A.
- 1.3. Identification card for a **new staff member, trainees, persons employed on the basis of a contract of mandate and interns** is issued based on a **request for an identification card** issued by staff members of the HR Business Unit of ANWIL S.A. The request form is provided in **Appendix No. 1.12** hereto. The relevant request should be received by the Pass Office not later than twenty-four hours before commencement of work by a staff member/intern/contract holder.

- 1.4. Identification cards for Members of the Management Board and Members of the Supervisory Board are issued upon a requisition signed by the Director of Organisational and Legal Affairs or a person authorised by him/her. The requisition form is provided in **Appendix No. 1.2** hereto.
- 1.5. In the event of termination of the employment relationship with a staff member, such a staff member shall be obliged to return an identification card to the Pass Office at gate No. 1A. On the basis of the returned, undamaged identification card, the Pass Office at gate No. 1A settles staff member's checklist.
- 1.6. If a Member of the Supervisory Board is recalled, such a person shall be obliged to return his/her identification card to the Director of Organisational and Legal Affairs or a person authorised by him/her, who afterwards passes this identification card to the Pass Office at gate No. 1A.
- 1.7. In the case of termination of employment relationship with a staff member and failure to account for with ANWIL S.A. as part of the electronic clearance slip, the identification card shall immediately be blocked in the access control system and shall be in stock of the staff member. Data of such a staff member is entered into the "Persona Non Grata" database.
- 1.8. Old-age pensioners and disabled pensioners of ANWIL S.A. may enter the protected site between 7.00 a.m. and 3.00 p.m. on weekdays, subject to the rules specified for Visitors in Chapter IV, section 5 of this Instruction.

2. Identification card for staff members of external entities having their registered offices on the protected site of ANWIL S.A.

- 2.1. Blue identification card remains valid no longer than until the end of a calendar year. From 1 December of the current year it is possible to submit requests for issuing new permanent cards with a date by the end of the next year.
- 2.2. Identification card is issued, extended and granted by the Pass Office at gate No. 1A.
- 2.3. Identification cards for new staff members are issued on the basis of a requisition for identification cards drawn up in accordance with the form provided for in **Appendix No. 1.2 and Appendix No. 1.15** hereto, signed by a person authorised to represent given external entity, in line with the specification attached as **Appendix No. 1.14** hereto. Powers of attorney of persons appointed to represent the External Entity and current copy from the entry of the External Entity into the National Court Register or other body in which this External Entity is registered should be submitted to the Pass Office at gate no. 1A along with the first requisition.
- 2.4. Identification cards are issued to persons who have completed a **training** on risks present on the premises of ANWIL S.A. organised by an entity

having the relevant agreements with ANWIL S.A., which should be acknowledged in the requisition.

- 2.5. An identification card is issued upon payment. The consent to charge an External Entity for the identification card is expressed with the submission of the requisition.
 - 2.6. The validity of identification cards is extended for the following year on the basis of the requisition for identification cards drawn up and submitted to the Pass Office at gate No. 1A by 30 November of the current year, in line with the form provided for in **Appendix No. 1.4** hereto, confirmed by the Director of Control and Security.
 - 2.7. Pursuant to agreements concluded with an entity providing security services for persons and property, external entities pay the "Usage fee".
 - 2.8. In the event of termination of the employment relationship or a civil law agreement with a staff member of an external entity, an external entity shall be obliged to deliver his/her identification card to the Pass Office at gate No. 1A within 7 days since the expiration of the employment relationship or a civil law agreement. If an inactive card is not returned within the time-limit, the card is considered as lost and a person responsible for it/company requesting its issue shall be charged with the fee for losing/destroying the card.
 - 2.9. If an employee of an External Entity ceases to provide work or fails to return the identification card, a person authorised to represent the External Entity sends written information with data (full name, identification card number) of the employee who ceased to work, to the Pass Office at gate no. 1A. As a result of this letter, unreturned identification card is immediately blocked in the access control system. Data of such a staff member is entered into the "Persona Non Grata" database.
 - 2.10. External entities which have concluded an identification card usage agreement shall bear full responsibility for the return of identification cards.
 - 2.11. External entities shall be obliged to send, upon a request of the Control and Security Business Unit, a current list of staff members and sub-contractors who are identification card holders (first name, last name, company's name, identification card number).
- 3. Identification card for staff members of external entities carrying out an executive or service activity on the protected site of ANWIL S.A.**
- 3.1. Blue identification card remains valid no longer than until the end of a calendar year.
 - 3.2. Identification card is issued, extended and granted by the Pass Office at gate No. 1A. Identification cards for new staff members of the External Entities are issued on the basis of a requisition drawn up in accordance with

the form provided for in **Appendix No. 1.2 and Appendix No. 1.15** hereto, signed by:

- a) person authorised to represent given external entity,
 - b) Director or Head at ANWIL S.A. from the organisational unit which concludes and supervises the performance of the agreement with this entity,
 - c) External entity with its registered office on the protected site of ANWIL S.A., for which the service is rendered,
 - d) Director of Control and Security or a person authorised by him/her.
- 3.3. Identification cards are issued to persons who have completed a training on risks present on the premises of ANWIL S.A. organised by an entity having the relevant agreements with ANWIL S.A., which should be acknowledged in the requisition.
 - 3.4. Identification cards are issued upon payment. The consent to charge an External Entity with costs for issuing the cards is expressed with the submission of the requisition.
 - 3.5. The validity of identification cards is extended for the following year on the basis of the requisition for identification cards drawn up and submitted to the Pass Office at gate No. 1A by 31 December of the current year, in accordance with the form provided for in **Appendix No. 1.4** hereto, confirmed by a person in the position of Director or Manager in ANWIL S.A. from the organisational unit which supervises performance of the agreement concluded with this entity.
 - 3.6. Pursuant to agreements concluded with an entity providing security services for persons and property, external entities pay the "Usage fee".
 - 3.7. In the event of termination of the employment relationship or a civil law agreement with an employee of an External Entity, an External Entity is obliged to return an identification card of such employee to the Pass Office at gate no. 1A within 7 days since the expiration of the employment relationship or a civil law agreement. If an inactive card is not returned within the time-limit, the card is considered as lost and a person responsible for it/company requesting its issue shall be charged with the fee for losing/destroying the card.
 - 3.8. If a staff member of an External Entity abandons work or fails to return the identification card, a person authorised to represent the External Entity sends written information with data of the staff member (first name, last name, identification card number), who has ceased to provide work or services, to the Pass Office at gate No. 1A. As a result of this letter, unreturned identification card is immediately blocked in the access control system. Data of such a staff member is entered into the "Persona Non Grata" database.
 - 3.9. External entities carrying out executive or service activity on the protected site of ANWIL S.A., which have concluded an identification card usage agreement, shall bear responsibility for the return of identification cards. If the organisational unit of ANWIL S.A. filed for identification card for

employees of External Entities, this organisational unit bears responsibility. If it is impossible to account for issued cards to external entities, the responsibility shall be transferred on the entity confirming the completion of service.

- 3.10. External entities shall be obliged to send, upon a request of the Control and Security Business Unit, a current list of staff members and sub-contractors who are identification card holders (first name, last name, company's name, identification card number).

4. Identification card for drivers collecting products from the protected site of ANWIL S.A.

- 4.1. The maroon identification card is valid during loading. Simultaneously, identification card allows for delivery of goods as defined in the separate internal organisational act, applicable at ANWIL S.A., concerning introduction of the "Instruction on loading finished products and other materials for resale at ANWIL S.A.".
- 4.2. The identification card is issued by the Security Service, in Pass Offices at gate No. 2 and 8, on the basis of loading instruction generated in the system referred to in the "Instruction on loading finished products and other materials for resale at ANWIL S.A.". At the same time, the Pass Office at gate no. 2 and Pass Office at gate no. 8 is responsible for receiving and accepting material documents, granting and accepting rights to enter and accepting identification cards. The Security Service Staff Member at gate No. 5 is responsible only for accepting material documents, rights and Identification cards.
- 4.3. An identification card is issued free of charge to a person who has confirmed to be familiarised with the safety/security rules applicable within the premises of ANWIL S.A., i.e. with the contents of the Guide for persons who temporarily stay within the premises of ANWIL S.A. This fact shall be confirmed by way of a declaration the form of which is attached as **Appendix No. 1.16** hereto.

5. Identification card for Visitors

- 5.1. Green identification card is provided for persons who are not holders of any identification cards issued as specified in this Instruction and is valid on the day it was issued.
- 5.2. Such an identification card is issued:
- 5.2.1. **For entry to the protected site of ANWIL S.A.:**
- The Pass Office at gate No. 1A from 7.00 a.m. to 3.00 p.m. on weekdays,
 - The Pass Office at gate No. 2 - for 24 hours.

5.2.2. To enter the premises of the Administrative Centre:

- By the Receptionist in the Administrative Centre building from 7.00 a.m. to 3.00 p.m. on weekdays.
- By the Security Staff Member in the Administrative Centre building from 3.00 p.m. to 10.00 p.m. on weekdays and public holidays – in justified cases.

5.2.3. To enter the premises of the Infrastructure building and the Logistics Office:

- By the Receptionist in the Infrastructure building from 7.00 a.m. to 3.00 p.m. on weekdays.

5.2.4. To enter the premises of the Technical Directorate building:

- By the Receptionist in the Technical Directorate building from 7.00 a.m. to 10.00 p.m. on weekdays.

5.2.5. To enter the protected site of ANWIL S.A. after working hours of the aforementioned pass offices and receptions:

- By the Shift leader at gate No. 1A.

5.3. Granting the rights to a person who visits organisational units of ANWIL S.A. and external entities located **within the protected site of ANWIL S.A.:**

- a) must be preceded with WRITTEN requisition for identification cards for Visitors in accordance with **Appendix No. 1.3** hereto. The said requisition includes the period of maximum 3 days,
 - b) acknowledged by persons authorised to issue requisition for identification cards,
 - c) sent in an electronic form (non-editable - e.g. a scan in .jpg, pdf format, etc. **EDITABLE FILES are not acceptable**) to the Pass Office at gate no. 1A, to the following address ochrona@anwil.pl or in person,
 - d) Requests concerning site visits shall include a number of the Connect proceeding in which the given company takes part - requests without the number shall have a negative result. A request for enabling the site visit shall be confirmed by the Purchasing Office in terms of correct indication of the purchasing proceeding number,
 - e) Requests concerning performance of works shall include a number of the contract or service notice D7i - requests without the number shall have a negative result,
 - f) The Control and Security Business Unit may refer to the Purchasing Office for additional acceptance within the scope of the request subject to an opinion for issuing the "Visitor" card (ref. to above letters e) and f)).
- The Pass Office at gate No. 1A gives instructions for "Visitor" identification card to be issued to the Pass Office or Reception listed in point 6.2.

The list of functions authorised to acknowledge requisitions for identification cards is attached as **Appendix No. 1.5** hereto. A handwritten form of a letter with all information needed is allowed.

- 5.4. A person visiting organisational units of ANWIL S.A. located **at administrative buildings** is granted rights to enter after the telephone acknowledgement of the visit by the person at the reception and appropriate note in the access control system.
- 5.5. Visitor's supervisor shall be obliged to pick the Guest up from the Reception or the Pass Office or otherwise such Visitor will not be allowed to enter the protected site of ANWIL S.A., and to walk the Visitor to the exit after the visit.
- 5.6. Due to specific nature and extensive area of the premises, Members of the Management Board of ANWIL S.A. may allow that such principle does not need to be adhered to in justified cases.
- 5.7. "Visitor" identification card is issued after the Visitor presents his/her identity document with a photograph (identity card, driving licence, passport). Based on the presented document a staff member of the Security Service shall check correctness of personal data included in the system or enters data to the system and registers the visit.
- 5.8. The "Visitor" identification card is issued free of charge to a person who has confirmed to be familiarised with the safety/security rules applicable within the premises of ANWIL S.A., i.e. with the contents of the Guide for persons who temporarily stay within the premises of ANWIL S.A. This fact shall be confirmed by way of a declaration the form of which is attached as **Appendix No. 1.16** hereto.
- 5.9. While leaving the protected site of ANWIL S.A., the Visitor shall be obliged to return the identification card. The "Visitor" identification card may be returned after the visit in a different reception or Pass Office than the one in which it has been granted, provided that the Visitor's Supervisor accompanies the Visitor during the entire visit.
- 5.10. If a person fails to return the "Visitor" identification card, such a person will not receive another identification card. In the case of another visit on the protected site of ANWIL S.A., such a person shall be obliged at first to pay a fee for lost "Visitor" identification card (if it is not possible to return it) or a Usage fee for each month of delay (if it is returned). Visitor's Supervisor shall be obliged to inform the Visitor about the obligation to return the "Visitor" identification card, regardless of the information provided by staff members issuing the identification card. In special situations, the Director of Control and Safety decides to derogate from the aforementioned principles (fee exemption, charging the Visitor's Supervisor with the MPK costs).
- 5.11. In case of a necessity to account for with the employer by a person entered on the "Persona Non Grata" list such a person may be conditionally let in the protected site. A person entered on the "Persona Non Grata" list must be picked up by a supervisor and seen off after settling with the employer.

A person from the “Persona Non Grata” list is let in only by a Security Service commander, along with an entry into the access control system.

- 5.12. In exceptional cases persons who perform works (including service works) are allowed to apply for a VISITOR card within no more than 3 days (if works last more than 3 days, it is necessary to apply for issuing permanent cards). Should this be the case, after presentation of documents confirming completion of a training on risks and documents necessary in view of the nature of work performed, a CONTRACTOR card is issued. The requisition for the CONTRACTOR card must be confirmed by the work ordering entity.

6. Identification card for staff members of External Entities collecting/delivering goods from/to ANWIL S.A.

- 6.1. Maroon identification card with the DRIVER annotation remains valid no longer than until the end of a calendar year. From 1 December of the current year it is possible to submit requests for issuing new permanent cards with a date by the end of the next year.
- 6.2. Identification card is issued, extended and granted by the Pass Office at gate No. 1A.
- 6.3. Identification cards for new drivers are issued on the basis of a requisition for identification cards drawn up in accordance with the form provided for in **Appendix no. 1.2 and Appendix no. 1.15** hereto, signed by a person authorised to represent given External Entity and certified by the Director of Control and Security. Powers of attorney of persons appointed to represent the External Entity and current copy from the entry of the External Entity into the National Court Register or other body in which this External Entity is registered should be submitted to the Pass Office at gate no. 1A along with the first requisition.

Procedure for issuing ANWIL S.A. identification cards:

Getting acquainted with the internal organisational act applicable at ANWIL S.A. concerning: introduction of “Individual traffic instruction in ANWIL S.A.” and draft agreement for handling of individual traffic and material traffic (two copies of the agreements shall be sent to the External entity after delivery of the following documents to the Pass Office no. 1A):

The following shall be delivered to the Pass Office no. 1A:

- “Data to agreement” form,
- Xerox copy of deposit payment proof for issuing the identification card referred to in item 6.6. The deposit shall be paid necessarily from a business account (without VAT),
- Valid extract from the National Court Register [KRS] or another registration body of the given External entity,
- List of persons authorised to sign requisitions,

- Declaration to the agreement,
- Appendix No. 1.2 to the Instruction (Requisition for identification cards),
- Original copy of completed Appendix No. 1.15 to the Instruction (Environmental questionnaire),
- Other documents, if required.

A photograph to an identification card is taken in the Pass Office at gate No. 1A. It is allowed to attach current colour photograph (ID or passport photograph) in a paper or electronic form (recommended resolution of 300x399 pixels and 300 dpi) to the application for identification card.

6.4. Issue of identification cards by the time of activating the functionalities - presentation of instruction materials about OHS in the driver registration kiosk.

Identification cards are issued to persons who have got acquainted with the material concerning hazards on the protected site of ANWIL S.A.. The materials are available in the Pass Office at gate 1A. The card shall be issued only in the case of getting acquainted with and signing the aforesaid materials and on the basis of submitted documents referred to in sub-point 6.3. above. Validity of the OHS training is the same as the validity of the issued identification card or in the case of an amendment to the regulations, the training must be repeated.

6.5. Issue of identification cards after activating the functionalities - presentation of instruction materials about OHS in the driver registration kiosk.

A driver shall receive the identification card on the basis of submitted documents referred to in sub-point 6.3. above. During the first registration in the kiosk, the driver shall be obliged to watch the instruction material and properly approve/sign that he/she has got acquainted therewith. During subsequent registration, that information will not be displayed. Validity of the OHS training is the same as the validity of the issued identification card or in the case of an amendment to the regulations, the training must be repeated.

6.6. An identification card is issued upon payment. The consent to charge an External Entity for the identification card is expressed with the submission of the requisition. Information about current rates for issuing the identification card is available in the Pass Office.

6.7. The validity of identification cards is extended for the following year on the basis of the requisition for identification cards drawn up and submitted to the Pass Office at gate No. 1A by 30 November of the current year, in line with the form provided for in **Appendix No. 1.4** hereto, confirmed by the Director of Control and Security.

- 6.8. Pursuant to agreements concluded with an entity providing security services for persons and property, external entities pay the "Usage fee" (once per month or once per year - the payment condition must be determined upon conclusion of the agreement).
- 6.9. In the event of termination of the employment relationship or a civil law agreement with an employee of an External Entity, an External Entity is obliged to return an identification card of such employee to the Pass Office at gate no. 1A within 7 days since the expiration of the employment relationship or a civil law agreement. If an inactive card is not returned within the time-limit, the identification card is considered as lost and a person responsible for it/company requesting its issue shall be charged with the fee for losing/destroying the card.
- 6.10. If an employee of an External Entity ceases to provide work or fails to return the identification card, a person authorised to represent the External Entity sends written information with data (full name, identification card number) of the employee who ceased to work, to the Pass Office at gate no. 1A. As a result of this letter, unreturned identification card is immediately blocked in the access control system. Data of such a staff member is entered into the "Persona Non Grata" database.
- 6.11. External entities which have concluded an identification card usage agreement shall bear full responsibility for the return of identification cards.
- External entities shall be obliged to send, upon a request of the Control and Security Business Unit, a current list of staff members and sub-contractors who are identification card holders (first name, last name, company's name, identification card number).

VII. RULES FOR TESTING SOBRIETY AND CARRYING OUT DRUG TESTS.

In order to take up actions for observance of sobriety requirements and counteracting drug addiction on the premises of the Protected Sites, specified in Appendix No. 1.9 hereto, the following provisions are applied:

- the Act on upbringing in sobriety and counteracting alcoholism of 26 October 1982 (Journal of Laws 2019 item 2277 as amended),
- the Regulation of the Minister of Health of 28 December 2018 on testing alcohol content in the body (Journal of Laws of 2018 item 2472),
- the Regulation of the Minister of Health of 16 July 2014 on the list of substances having a similar effect as alcohol as well as the conditions and way of carrying out tests for their content in the body (Journal of Laws of 2014 item 948),
- the Act of 29 July 2005 on counteracting drug addiction (Journal of Laws of 2019 item 852 as amended),
- the Labour Code Act of 26 June 1974 (Journal of Laws of 2020, item 1320 as amended),
- the currently binding at ANWIL S.A. Work Regulations for ANWIL S.A. staff members,
- this Instruction.

1. On the protected site there is a complete prohibition on stay for people with alcohol content in the body amounting to over 0.0 ‰ or who have over 0.0 mg of alcohol in 1 dm³ of exhaled air or people being under the influence of intoxicants or psychotropic substances.
2. On the protected site there is a complete prohibition to carry in and bring in alcohol beverages, intoxicants and psychotropic substances.
3. If towards staff members or persons staying on the protected site there is a justified suspicion that they have come to work after consumption of alcohol, in a state of insobriety or that they have consumed alcohol during work or are under the influence of intoxicants or psychotropic substances having a similar effect as alcohol, Managers of organisational units or persons authorised by them or other persons exercising supervision over staff members or staff members of External entities shall be obliged not to let them work or to order to cease performing work by them and to notify the Security Services. This does not require any special form or an obligation to conduct a given staff member's sobriety test. Circumstances which form the basis for the order not to let them work or to discontinue work should be provided to the staff member to his/her attention. Such a staff member shall be obliged to return the identification card, and a Security Service staff member shall draw up a note.

A test with a control device, indicating high probability of alcohol content in exhaled air may serve the purpose of confirming the existence of the justified suspicion referred to in this section. Such a device does not indicate precise alcohol content in exhaled air. It is only used for eliminating the suspicion that behaviour of staff members or staff members of External entities arises from consumption of alcohol.

In the case of a suspicion of having consumed an intoxicant, psychoactive substance or psychotropic substance having a similar effect as alcohol, a non-invasion test shall be conducted by means of a Drug Test to exclude such a suspicion. The Manager of the organisational unit shall call on staff members of the Security Service to carry out the test with the control device or the test with the Drug Test.

4. If towards people staying on the area of the Protected sites listed in (1) above there is a justified suspicion that in their body there is alcohol, that they have consumed alcohol on the premises of such Facilities or that they are under the influence of intoxicants, psychoactive or psychotropic substances, the Security Service shall carry out the test with the control device or the Drug test and in the case of a positive result, it shall inform the authorised body in charge of protection of public order.
5. Upon a request of the Manager of the given organisational unit or a person authorised by him/her as well as upon a request of a staff member towards whom there is a justified suspicion that he/she is in a state after consumption of alcohol or in a state of insobriety or under the influence of intoxicants or psychotropic substances, the Security Service shall carry out the test of sobriety.
6. In case of refusal to undergo the sobriety test or Drug test or blood test by a person staying on the premises of the Protected Site, the Security Service shall inform the authorised body responsible for protection of public order.

7. In case of refusal to undergo the sobriety test by a person towards whom there is a justified suspicion that he/she is in a state after consumption of alcohol or in a state of insobriety or under the influence of intoxicants or psychotropic substances and who has left the Protected Site before arrival of bodies responsible for protection of public order the following consequences are applied:
 - 7.1. towards staff members of ANWIL S.A. - this may be treated, after examination of all circumstances in the case, as serious infringement of basic employee duties resulting in termination of the employment contract without notice by fault attributable to the staff member, subject to individual decisions of the employer about change of the terms of the employment contract (surety) and may result in entering such a person into the "Persona Non Grata" database,
 - 7.2. towards staff members of External Entities - this will be treated as infringement of applicable safety/security principles resulting in financial penalty in the amount of PLN 5,000.00 imposed on this External Entity or entity carrying out activities for the External entity, employing the staff member and entering such a person into the "Persona Non Grata" database by the Control and Security Business Unit.
8. With regard to staff members of ANWIL S.A. it is possible to carry out a free of charge test (only before entry onto the protected site, upon a request of a tested person, at the Security Service commander) by means of AlcoBlow type breathalyser.
9. Responsibility for ensuring a possibility of conducting the sobriety test based on exhaled air on the premises of the Protected Sites shall be borne by the Security Service.
Responsibility for ensuring a possibility of conducting the Drug tests on the premises of the Protected Sites shall be borne by the Security Service. If the Drug test confirms presence of intoxicants or psychotropic substances, the cost of carrying out the Drug test shall be imposed on MPK [Cost Centre] of the organisational unit or External Entity in which the tested person is employed.
10. The sobriety test or Drug test shall be carried out in the presence of a third party (witness) if such a request is lodged by the tested person.
11. A protocol shall be drawn up from the course of the sobriety test, in case of a positive result, which must, inter alia, describe symptoms or circumstances justifying the conduct of the test.
12. A memorandum shall be drawn up from the course of the Drug test which must, inter alia, describe symptoms or circumstances justifying the conduct of the test.
13. The Security Service keeps a register of tests conducted, irrespectively of their result.
14. In case of a justified suspicion of possessing intoxicants or psychotropic substances by persons being on the premises of the Protected Sites, the Security Service shall inform the law enforcement authorities.
15. On a current basis the Security Service shall draw up memoranda concerning offences committed by staff members of ANWIL S.A. and External Entities within the scope of infringement of provisions on the principles to observe the sobriety requirement and counteract drug addiction. Information about offences and their perpetrators shall be sent by it to Managers of organisational units concerned.

In cases not stipulated in this Chapter, decisions on observance of the sobriety requirement and counteracting drug addiction shall be taken by the Director of Control and Security or a person assigned by him/her.

VIII. PENALTIES

1. **Handing over of an identification card**, letting a person in with the use of own identification card or using another person's identification card:
 - 1.1. By a staff member of ANWIL S.A. - will be treated as **infringement of employee duties** and may result in disciplinary liability and entering into the "Persona Non Grata" database by the Director of Control and Security or a person authorised by the Director.
 - 1.2. By a staff member of external entity - will be treated as **infringement of applicable safety/security principles** which may result in financial penalty in the amount of PLN 3,000.00 imposed on this external entity employing the staff member and being entered into the "Persona Non Grata" database by the Director of Control and Security or a person authorised by the Director.
 - 1.3. By a Visitor will be treated as **infringement of security principles** which results in entering such a person into the "Persona Non Grata" database by the Director of Control and Security or a person authorised by the Director.
2. **Seizure of property of ANWIL S.A.:**
 - 2.1. By a staff member of ANWIL S.A. - will be treated as **serious infringement of basic employee duties** which may result in termination of the employment contract without notice by fault attributable to the staff member and entering such a person into the "Persona Non Grata" database by the Director of Control and Security or a person authorised by the Director and notifying the law enforcement authorities.
 - 2.2. By a staff member of external entity - will be treated as **infringement of applicable safety/security principles** which may result in financial penalty in the amount of PLN 10,000.00 imposed on this external entity employing the staff member and entering such a person into the "Persona Non Grata" database by the Director of Control and Security or a person authorised by the Director and notifying the law enforcement authorities.
 - 2.3. By a Visitor will be treated as **infringement of security principles** which results in entering given person into the "Persona Non Grata" database by the Director of Control and Security or a person authorised by the Director, and notifying the law enforcement authorities.
3. **Seizure of property which does not belong ANWIL S.A.:**
 - 3.1. By an employee of ANWIL S.A. – the aggrieved party is obliged to notify the law enforcement authorities and the Control and Security Unit.

- 3.2. By a staff member of external entity - will be treated as **infringement of applicable safety/security principles** which may result in financial penalty in the amount of PLN 10,000.00 imposed on this external entity employing the staff member. The aggrieved party is obliged to notify the law enforcement authorities and the Control and Security Unit.
- 3.3. By a Visitor will be treated as **infringement of security principles** which may result in entering of a given person into the "Persona Non Grata" database by the Director of Control and Security or a person authorised by the Director. The aggrieved party is obliged to notify the law enforcement authorities and the Control and Security Unit.
4. Attempting to enter the protected site of ANWIL S.A., or coming to work or staying within the premises of the plant by **a staff member of ANWIL S.A.:**
 - 4.1. In a **state of intoxication or after consumption of alcohol** or under the influence of intoxicants or psychotropic substances will be treated as **severe infringement of employee duties** resulting in termination of the employment contract without notice by fault attributable to the employee and entering such a person to the "Persona Non Grata" database by the Director of Control and Security or a person authorised by the Director, subject to the individual employer's decision to change the terms of the employment contract (surety).
 - 4.2. Condition indicating that alcohol may have been consumed (from 0.01 ‰ to 0.2 ‰ of alcohol, or from 0.01 mg to 0.1 mg of alcohol in 1 dm³) shall result in a blockade of entering for the period of 14 days.
5. Attempting to enter the protected site of ANWIL S.A., or coming to work by **a staff member of external entity:**
 - 5.1. **After consumption of alcohol** will be treated as **breach of applicable security principles** which may result in financial penalty in the amount of PLN 500.00 imposed on this External Entity employing the staff member as the costs related to the conduct of the test and entering such a person into the "Persona Non Grata" database by the Director of Control and Security or a person authorised by the Director.
 - 5.2. Condition indicating that alcohol may have been consumed (from 0.01 ‰ to 0.2 ‰ of alcohol, or from 0.01 mg to 0.1 mg of alcohol in 1 dm³) shall result in a blockade of entering for the period of 14 days.
 - 5.3. **In a state of intoxication** - will be treated as **breach of applicable security principles** which may result in financial penalty in the amount of PLN 500.00 imposed on the External Entity employing the staff member as the costs related to the conduct of the test and entering such a person into the "Persona Non Grata" database by the Director of Control and Security or a person authorised by the Director.
 - 5.4. Under the influence of intoxicants or psychotropic substances - will be treated as **infringement of applicable safety/security principles** which

results in charging an External Entity employing the staff member with costs connected with conducting a test performed by authorised authorities and entering such a person into the "Persona Non Grata" database by the Director of Control and Security or a person authorised by the Director.

NOTE! Exceeding the line of the access control equipment or the fence is tantamount to staying on the Protected site.

6. Staying on the protected site of ANWIL S.A. **by a staff member of external entity:**

6.1. In a state after consumption of alcohol - will be treated as **infringement of applicable safety/security principles** which may result in financial penalty in the amount of PLN 5,000.00 imposed on this external entity employing the staff member and entering such a person into the "Persona Non Grata" database by the Director of Control and Security or a person authorised by the Director.

6.2. In a state of insobriety - will be treated as **infringement of applicable safety/security principles** which may result in financial penalty in the amount of PLN 10,000.00 imposed on this external entity employing the staff member and entering such a person into the "Persona Non Grata" database by the Director of Control and Security or a person authorised by the Director.

6.3. Under the influence of intoxicants or psychotropic substances – will be treated as **infringement of applicable safety/security principles** which may result in financial penalty in the amount of PLN 10,000.00 imposed on this external entity employing the staff member and entering such a person into the "Persona Non Grata" database by the Director of Control and Security or a person authorised by the Director.

6.4. Condition indicating that alcohol may have been consumed (from 0.01 ‰ to 0.2 ‰ of alcohol, or from 0.01 mg to 0.1 mg of alcohol in 1 dm³) shall result in a blockade of entering for the period of 14 days.

7. Infringement of occupational health and safety principles as well as fire protection regulations

7.1. Smoking cigarettes and using e-cigarettes in a forbidden place:

7.1.1. By an employee of ANWIL S.A. will be treated as **infringement of employee duties** which may result in disciplinary liability as well as being entered into the "Persona Non Grata" database by the Director of Control and Security or a person authorised by the Director.

7.1.2. By a staff member of external entity - will be treated as **infringement of applicable safety/security principles** which may result in financial penalty in the amount of PLN 5,000.00 imposed on this external entity employing the staff member and entering such a person into the "Persona Non Grata" database by the

Director of Control and Security or a person authorised by the Director.

7.1.3. By a Visitor will be treated as **infringement of security principles** which results in entering of a given person into the "Persona Non Grata" database by the Director of Control and Security or a person authorised by the Director.

7.2. Conducting particularly dangerous works without a written permission/order issued within the procedure applicable at ANWIL S.A. or in breach of that permission/order will result in the immediate removal from the protected site of ANWIL S.A. and may result in imposing a financial penalty on the External entity employing the staff member in the amount of PLN 3,000.00 and entering such persons to the "Persona Non Grata" database by the Director of Control and Security or a person authorised by the Director.

8. Infringement of traffic regulations

8.1. Speeding from 10km/h to 19km/h - withdrawal of rights (for entering and driving a vehicle within the premises of ANWIL S.A.) for a period of 7 calendar days:

8.1.1. By a staff member of ANWIL S.A. - will be treated as **infringement of employee duties** which may result in disciplinary liability,

8.1.2. By a staff member of external entity - will be treated as **infringement of applicable safety/security principles** which may result in financial penalty in the amount of PLN 100.00 imposed on this external entity employing the staff member,

8.1.3. By a Visitor will be treated as **infringement of security principles** which results in entering of a given person into the "Persona Non Grata" database by the Director of Control and Security or a person authorised by the Director and withdrawing the entrance permit.

8.2. Speeding from 20km/h to 29km/h - withdrawal of rights (for entering and driving a vehicle within the premises of ANWIL S.A.) for a period of 31 calendar days:

8.2.1. By a staff member of ANWIL S.A. - will be treated as **infringement of employee duties**, resulting in disciplinary liability,

8.2.2. By a staff member of external entity - will be treated as **infringement of applicable safety/security principles** which may result in financial penalty in the amount of PLN 500.00 imposed on this External Entity employing the staff member,

8.2.3. By a Visitor will be treated as **infringement of security principles** which results in entering of a given person into the "Persona Non Grata" database by the Director of Control and Security or a person authorised by the Director and withdrawing the entrance permit.

- 8.3. Speeding by more than 30km/h - complete withdrawal of rights (for entering and driving a vehicle within the premises of ANWIL S.A.)
 - 8.3.1. By a staff member of ANWIL S.A. - will be treated as **serious infringement of employee duties**, resulting in disciplinary liability,
 - 8.3.2. By a staff member of external entity - will be treated as **serious infringement of applicable safety/security principles** which may result in financial penalty in the amount of PLN 1,000.00 imposed on this external entity employing the staff member.
 - 8.3.3. By a Visitor will be treated as a **serious infringement of security principles** which results in entering of a given person into the "Persona Non Grata" database by the Director of Control and Security or a person authorised by the Director and withdrawing the entrance permit.
- 8.4. Driving vehicles despite withdrawal of the rights in accordance with sub-points 8.1 - 8.3 above will result in immediate expulsion of a person infringing the provisions from the protected site, entering such a person onto the Persona Non Grata list and may result in financial penalty in the amount of PLN 5,000.00.
- 8.5. Repeated infringement of applicable road traffic regulations shall result in permanent withdrawal of the rights to drive a vehicle on the protected site.
- 8.6. Failure to obey STOP traffic sign or to comply with the obligation to use the lights will result in withdrawal of the rights (for entering and driving a vehicle within the premises of ANWIL S.A.) for a period of 1 week.
- 8.7. Failure to comply with the obligation to correctly fasten safety belts or failure to observe the prohibition to make phone calls while driving (in accordance with the definition binding in the Act on road traffic and the Code of Offences) shall result in withdrawal of the rights (to enter and drive a vehicle on the premises of ANWIL S.A.) for the period of 1 week and may result in imposition of financial penalty in the amount of PLN 500.00 for each identified case.
- 8.8. Causing a traffic collision - withdrawal of the rights (for entering and driving a vehicle within the premises of ANWIL S.A.) for a period of 1 week:
 - 8.8.1. By a staff member of ANWIL S.A. - will be treated as **infringement of employee duties** which may result in disciplinary liability,
 - 8.8.2. By a staff member of external entity - will be treated as an **infringement of applicable safety/security principles** which may result in financial penalty in the amount of PLN 1,000.00 imposed on this external entity employing the staff member,
 - 8.8.3. By a Visitor will be treated as **infringement of security principles** which results in entering of a given person into the "Persona Non

Grata" database by the Director of Control and Security or a person authorised by the Director.

9. The Security Service draws up a memorandum of each incident at the protected site of ANWIL S.A. which is sent to the Control and Security Unit and to the supervisor of a person who committed misconduct.
10. Director of Control and Security determines the level of sanctions and the manner in which sanctions are enforced.
11. Any and all appeal correspondence related to the incident specified in points 1. - 6. and 8. above has to be addressed to the Director of Control and Security or to the Director of Prevention and OHS in the case of the incidents stipulated in point 7 above.
12. The Director of Control and Security provides the HR Director with a copy of ANWIL S.A. employee's appeal correspondence.
13. The Control and Security Unit sends guidelines for the Security Service.
14. A person may be removed from the "Persona Non Grata" database on the basis of a positively examined application submitted by the person concerned, External entity to the Director of Control and Security, however not earlier than after 12 months from the date of penalty imposition.
15. In other situations related to Occupational Health and Safety which are not discussed in this section, the decision is taken by the Director of Control and Security and Director of Prevention and OHS.
16. Failure to comply with the imposed ban on entry and driving of a vehicle within the premises of ANWIL S.A. may result in entering such a person into the "Persona Non Grata" database.

IX.PHOTOGRAPHING, FILMING AND SKETCHING

1. It is forbidden to photograph, film and sketch within the protected site of ANWIL S.A. without a permit.
2. A permit for photographing, filming and sketching within the protected site of ANWIL S.A. is granted by the Director of Control and Security or a person authorised by this Director.
3. The consent is given upon a request of a person managing an organisational unit responsible for the facility being the subject of photographing, filming or sketching or his/her superior. In the case of facilities located within the protected site of ANWIL S.A. but being an asset of other enterprises, such a request must be approved by an authorised person listed in **Appendix No. 1.5** hereto.
4. Each consent will be granted on the basis of a written request submitted to the Director of Control and Security at least 3 days before starting to photograph, film or sketch. The form of request for photographing, filming and sketching is provided for in **Appendix No. 1.11** hereto.

5. A party who was not allowed for photographing, filming or sketching by the Director of Control and Security may appeal to the President of the Management Board - Chief Executive Officer.
6. Supervision over a person having the consent to photograph, film or sketch is exercised by a person managing an organisational unit responsible for the facility being the subject of photographing, filming or sketching or a person assigned by him/her. This principle does not refer to persons taking photographs for the needs of an organisational unit which has requested the relevant consent and who at the same time are employed in it.
7. The provisions of this Chapter are not to be applied towards employees of the Control and Security Unit who, carrying out operational control activities and security inspections of the protected site of ANWIL S.A., have an unlimited right to photograph, film and sketch.
8. The provisions of this Chapter are not to be applied either towards staff members of the Prevention and OHS Business Unit in ANWIL S.A. as well as the external company with which ANWIL S.A. has signed an agreement on OHS supervision, documentation of hazards and establishment of reasons for and circumstances of accidents on the protected site of ANWIL S.A.

Photographing/filming/sketching on the protected site of ANWIL S.A. without permission of the Control and Security Unit may result in entering such a person to the “Persona Non Grata” database and imposing a financial penalty in the amount of PLN 5,000.00.

X.FINAL PROVISIONS

1. Inspectors and state officials, during performance of control activities, can enter the protected site, on the terms specified in provisions of the generally applicable law.
2. Individual traffic of foreigners on the protected sites of ANWIL S.A. shall take place on the terms specified herein.
3. In cases not included in this Instruction, the Security Head, in consultation with the Director of Control and Security or a person indicated by him/her, on the ongoing basis will solve problems related to individual traffic.
4. Any and all deviations from this Instruction require written approval of the President of the Management Board - Chief Executive Officer or a person authorised by him/her.
5. If there is a failure of the access control system, the emergency procedures referred to in **Appendix No. 1.13** hereto shall be launched.
6. In case of a technical, serious, etc. failure, all persons staying on the premises in which the failure occurs shall be obliged to observe the procedures set out in the Internal Operational and Rescue Plan.

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7. It is prohibited to carry in and bring in weapons, ammunition and pyrotechnics to the protected site of ANWIL S.A.