

OCCUPATIONAL SAFETY REQUIREMENTS AND FIRE SAFETY, PROCESS SAFETY, TRANSPORT, AND ENVIRONMENTAL PROTECTION REGULATIONS

for Contractors not carrying out manual works on the protected premises of ANWIL S.A. but who are present on the protected premises of ANWIL S.A. (e.g. production plant with administration buildings, power and infrastructure structures, car parts)(e.g. design, inspection, audit, and consulting works, technical or advisory visits) if activities covered by the Contract do not result in a hazard caused by particularly hazardous works during which the Contractor shall not be present at heights, shall not enter any apparatus, tanks, other enclosed spaces or explosion hazard zones.

- I. Due to possible risks to employees who shall be understood, for the purpose of the Annex, as persons specified in Art. 2 of the Labour Code, persons providing services pursuant to a service agreement or a contract for specific work, employed by the Contractor or their subcontractor (where further subcontractors shall also be deemed as subcontractors), at the premises of ANWIL S.A. during the fulfilment of the works specified in the Contract and related to, e.g. a possible chemical failure, or the related potential need to evacuate persons present at the premises of ANWIL S.A.:

A. PRIOR TO COMMENCING WORKS, THE CONTRACTOR SHALL:

1. Read, apply, and strictly observe the occupational safety, fire safety, process safety, and environmental safety requirements included in general regulations, and in the regulations in force at the premises of ANWIL S.A., in particular in:
 - a) Information sheet for persons remaining temporarily at the premises of ANWIL S.A.,
 - b) extract from the Regulation concerning the implementation of the "Instruction on pedestrian traffic at the premises of ANWIL S.A.".
 - The fact of having read the documents specified in (a) and (b) the Contractor shall confirm by signing a related statement.
 - The current versions of the above-mentioned documents are available on the Contracting Authority's website at:
<http://www.anwil.pl/PL/StrefaZakupow/Strony/Wytyczne-ANWIL-dla-Oferentow-i-wykonawcow.aspx>.
 - At the request of the Contractor, the Contracting Authority shall deliver hard copies of the specified documents to the Contractor.
 - The Contracting Authority shall inform the Contractor about any changes to the documents specified above or about the introduction of a new document regarding occupational safety, fire safety, process safety, or environmental protection which shall become applicable during the term of the Contract, in writing or via electronic mail to the Contractor's address specified in the Contract.
 - An altered or a new document shall be released on the Contracting Authority's website specified above. At the request of the Contractor, the Contracting Authority shall deliver a hard copy of the contents of the altered or new document specified above to the Contractor.
 - From the moment of delivery of the altered version of the document specified above or of a new document, the Contractor shall be bound by its provisions, and shall undertake to apply them and observe them strictly.
 - The change or introduction specified above do not require a changing of the contents of the Contract or the Appendixes in the form of appendixes.
2. If it shall be necessary to acquire an "identity card" for the Contractor (works lasting more than a few days) - completion of a training in the hazards present at the premises of ANWIL S.A. The training is obligatory for all employees, and remains valid for 12 months; when its validity expires, the training must be taken again. The training is conducted at the expense of the Contractor, and it must be completed for employees to receive ID badges authorising them to enter the protected area of ANWIL S.A., as per the Instruction on Pedestrian Traffic at ANWIL S.A.

If the Contractor is issued a "Guest card" (activities lasting 1-3 days which do not result in any of the hazards specified in 1 above) – to read the rules of occupational safety, fire safety, process safety, and environmental protection applicable at the premises of ANWIL S.A., in particular: the safety rules and procedures in case of emergencies which may occur within the premises where the Contractor shall conduct works which are the object of the Contract. The above-mentioned rules shall be offered in the form of a training session by the "Guest's" steward appointed by the Contracting Authority prior to commencing works by the Contractor. The Contractor shall confirm in writing that they read and understood the alarm procedures present at ANWIL S.A. in case of fire events, chemical failures, or other local hazards.

3. Establish with a representative of the Contracting Authority the rules of cooperation, conduct, supervision, and communication regarding any and all the aspects of occupation health safety, fire safety, process safety, and environmental protection which might emerge while fulfilling the Contract, including the type of the required PPE.

B. FURTHERMORE, THE CONTRACTOR SHALL ALSO:

1. Strictly observe the requirements of occupational safety, fire safety, process safety, and environmental protection, and shall follow the instructions of the person responsible on the part of ANWIL S.A. for the safety of employees during their presence at the premises of ANWIL S.A.
2. In the case of visiting systems which require the use of PPE indicated prior to entering a system - employees must wear protective helmets, safety goggles, and gas masks with an ABEK2 absorber, as well as antistatic PPE, including clothing and footwear, and other required PPE specific for the hazards as per the guidelines included in the document indicated in 1(a) above.
3. Notify ANWIL S.A. on any and all work accidents and accident events without employee injuries which occurred while fulfilling works at the premises of ANWIL S.A. immediately via the telephone at the emergency number 054 414 27 27.
4. Conduct a post-accident inquiry in cooperation with a representative of the Prevention and OHS Department of ANWIL S.A., and to submit a copy of the post-accident documentation created as per applicable regulations upon prior removing the personal data of the injured or other persons indicated in said documents.
5. Notify the Plant Fire Department of ANWIL S.A. on any and all fire events (combustion, spontaneous combustion, fire), and other local hazards identified while fulfilling works at the premises of ANWIL S.A. (Tel 19 998 or 054 414 24 72).
6. Once the evacuation of the facilities/areas where the Contractor is present is announced, strictly follow the directions of the rescue operation manager and do not use cars for evacuation purposes.
7. Be deemed solely responsible for their and their employees' activities and omissions from the moment of entering the premises of ANWIL S.A.

II. The Contracting Authority hereby states that smoking or vaping is prohibited throughout the premises of ANWIL S.A. excluding specifically designated areas. Any person who violates the provision shall be recorded in the Persona Non Grata Register maintained by the Contracting Authority, and thus she/he will receive a year-long ban on entering the premises of ANWIL S.A.

III. The Contracting Authority informs that municipal waste produced as a result of employees being present at the premises of ANWIL S.A. should be placed in containers designated for municipal waste segregation located within the installation near the work locations. Do not put other types of waste into municipal waste containers, in particular hazardous waste. If in the course of the works there is produced waste other than municipal waste, the rules for managing them must be regulated in the contents of the Contract.

IV. The Contracting Authority hereby states and the Contractor understands that ANWIL S.A. utilises:

- a) an Integrated Management System compliant with the requirements of: PN-EN ISO 9001, PN-EN ISO 14001, PN-N-18001 and BS OHSAS 18001.

- b) Framework Responsible Care Management System.

V. If the supervision services of the Contracting Authority establish that the Contractor did not fulfil the provisions stated herein and the Contractor's employee conducted a gross violation of the regulations and principles of occupational health and safety, fire safety, process safety or environmental protection included in the generally applicable regulations or in force at ANWIL S.A., the Contracting Authority reserves the right to conduct actions in that respect and charge the Contractor with a money penalty as per the applicable at

ANWIL S.A. Fines Classification indicated in 2 above.

1. This section defines the procedure in the event of identifying any Contractor violations of the provisions concerning the occupational health and safety, fire protection, process or transport safety, and environmental protection at the premises of ANWIL S.A. included in the generally applicable regulations, and the provisions of the Contract.
 - 1.1. If the supervision of ANWIL S.A. identifies that the Contractor or a Subcontractor fulfils works in a manner hazardous to human health or life, or that the Contractor or the Subcontractor committed a gross violation of the rules and regulations concerning occupational health and safety, fire protection, process or transport safety, and environmental protection included in generally applicable regulations or provisions included in the Contract, ANWIL S.A. reserves the right to:
 - 1.1.1. Suspend works without the obligation to pay damages if direct hazard to human health or life is identified or if the supervision identifies violations of the rules and regulations included in the Contract concerning occupational health and safety, fire protection, process or transport safety, and environmental protection.
 - 1.1.2. Temporarily or permanently revoke an employee's permit to access the premises of ANWIL S.A., where the procedure and the procedure of restoring the permit to access the premises of ANWIL S.A. will be conducted according to the internal regulations of ANWIL S.A. in this respect.
 - 1.1.3. Send the employee who violated the occupational health and safety, fire protection, process or transport safety, and environmental protection regulations applicable at the premises of ANWIL S.A. to take a paid training regarding said regulations, and revoke the employee's right to access the premises of ANWIL S.A. until the employee passes the examination which concludes said training.
 - 1.1.4. Develop a "Contractor Fining Report" (as per the template specified in 3 below), which constitutes the basis for placing fines as per the "Fines Classification" specified in 2 below, and to issue an accounting (debit) note.
 - 1.2. The Contractor shall pay the fine in the amount established based on the "Fines Classification" within 14 days from the day of receiving the accounting (debit) note issued by ANWIL S.A. If the Contractor fails to make the payment within the time specified above, the amount of the fine will be deducted from the Contractor's remuneration specified in the value-added tax invoice which the Contractor is going to issue for ANWIL S.A. for the execution of the Contract.
The Contractor Fining Report approved by the Director of the Prevention and OHS Department of ANWIL S.A. shall constitute the basis for charging the Contractor with a fine.

2. Fines Classification

Item	Scope of confirmed defects, irregularities, inconsistencies	Amount of fine in PLN
1	Using a mobile phone in regular version in places marked with ban on its usage.	PLN 500
2	Staying of unauthorized persons in not permitted areas marked with no entry sign.	PLN 500 (per worker)
3	Not using personal protective equipment: safety helmets, chip protection eyewear, means for protection against falling from heights, hearing safety means and other means specified in the one-time permit.	PLN 1,000 (per worker)
4	Not using protective clothing, protective footwear	PLN 1,000 (per worker)
5	Parking vehicles in places not designated for that purpose.	PLN 200 (per vehicle)
8	Failure to immediately notify the OHS services of ANWIL S.A., own OHS services, OHS Coordinator about the occurrence of an accident at work, no-injury incident.	PLN 500
9	Admitting to work a worker who does not possess a valid OHS trainings certificate with respect to performed works under the CONTRACT.	PLN 500. (per worker)
10	Admitting to work a worker who does not possess a valid preventive medical tests certificate stating that there are no counter-indications for performing the works under the Agreement.	PLN 500 (per worker)
11	Blocking in any way the traffic routes which are emergency roads, exits. Blocking the access to the handheld extinguishing equipment.	PLN 500
12	Leaving flammable materials unsecured.	PLN 300
13	Hindering ANWIL S.A.'s supervision and services in conducting a control of compliance with generally applicable OHS, fire protection, and environmental protection rules, as well as requirements included in the Agreement.	PLN 300
14	Failure to observe the orders issued by supervisors in the scope of work safety, fire protection in relation to the works being conducted.	PLN 500
15	Identified violations of environmental protection regulations	PLN 2,000 + amending the damage to the environment

3. Template of the Contractor Fining Report.

Contractor Fining Report Report No. /

I. Pursuant to CONTRACT No. dated

with reference to

this

place

an inspection was conducted of the **Contractor's** observance of the provisions concerning the occupational health and safety, fire protection, process or transport safety, and environmental protection at the premises of ANWIL S.A. included in the generally applicable regulations, and the provisions of the AGREEMENT.

The inspection was conducted by

in the presence of the Contractor's representative

(Surname and name of Contractor's representative)

.....
(Contractor's full name)

II. Additional information:

.....

III. The following irregularities, defects, and inconsistencies were identified:

8.

– which corresponds to item in the "Fines Classification".

Fine of PLN

2. – which corresponds to item no.

..... of the Fines Classification.

Fine of PLN

The identified irregularities, defects, and inconsistencies shall constitute the basis for charging fines as per the "Fines Classification." The total amount of fines is PLN (in words) and it shall be included in an accounting (debit) note.

IV. Inspectee

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(Name and surname of the Contractor's representative, position, date and signature)

Note! Should the Inspectee refuse to sign the document, please include the following remark: "Mr/Ms refused to sign the report, place, date signature of the Inspector".

V. Inspector

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(name and surname of Inspector supervising the safety maintained by contractors, position date and signature)

VI. Report remarks (reported * - not reported *)

VII. Inspectee's response to the remarks:

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.....

(Name and surname of the person developing the report, date and signature)

VIII. Report acceptance

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(Prevention and OHS Manager of ANWIL S.A., date and signature)

Note! Should the report be reject, specify the reason for the rejection and further procedure.

IX. Annexes

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Mailing list:

1. Contractor
2. Inspector
3. Prevention and OHS Department of ANWIL S.A.
4. Organisational unit of ANWIL S.A. issuing the accounting (debit) note
5. Business partner of ANWIL S.A.

TEMPLATE AS PER REGULATION No. 35/ 2016