

Appendix No. 1 to the Operational Disposition No. 24/2021/GC

INSTRUCTION

**on material movement
in PKN ORLEN S.A.**

DEFINITIONS:

Pass Office - a separated organizational unit in ORLEN Ochrona Sp. z o.o. dealing with e.g. issuing and accepting identification cards for Visitors entering the territory of a Protected structure of PKN ORLEN S.A. located at entrance gates.

Material Pass Office - a separated organizational unit in ORLEN Ochrona Sp. z o.o. operating the material movement, recording blocks of materials passes and control cards.

PTA Pass Office Włocławek - a separated organizational unit in ORLEN Ochrona Sp. z o.o. dealing with e.g. issuing and accepting identification cards for Visitors as well as granting and withdrawing authorizations of access to the territory of PTA Plant in Włocławek as well as operation of material movement.

CCGT Pass Office Włocławek - a separated organizational unit in ORLEN Ochrona Sp. z o.o. dealing with e.g. issuing and accepting identification cards for Visitors as well as granting and withdrawing authorizations of access to the territory of CCGT Plant in Włocławek as well as operation of material movement.

Deposit - rooms determined and handed over by a manager of a Protected structure to the Security Service, used for depositing seized / found property. Records of Deposited property shall be kept by a Shift Commander / Coordinator in the Deposit Book.

Electronic access card - an identification card issued by the Security Service.

Visitor - a person who does not possess an identification card or authorizations of access to a particular Protected structure. Any issues concerning movement of Visitors in the territory of Protected structures are regulated by a separate internal organizational act on individual traffic in Polski Koncern Naftowy ORLEN S.A.

Service - a person who does not possess an identification card or authorizations of access to a particular Protected structure. Any issues concerning movement of Service in the territory of Protected structures are regulated by a separate internal organizational act on individual traffic in Polski Koncern Naftowy ORLEN S.A.

Investor - a person who commissions investment, renovation and service works.

Driver's, vehicle's, semi-trailer's/trailer's identification card - an identification card issued to operate the SELF-SERVICE System for drivers arriving at the Fuel Terminal (including at the Fuel Terminal in Płock) to collect a product.

Organizational unit manager - a person who manages a team of staff members and is responsible for an operation area subordinate to him / her in PKN ORLEN S.A. holding a position of manager, director or other depending on internal regulations of PKN ORLEN S.A. The Organizational unit manager is also the President of the Management Board, Member of the Management Board or authorized person of an External entity and Company.

Administration Coordinator - a separated organizational unit in ORLEN Administracja Sp. z o.o. dealing with management of area rented by PKN ORLEN S.A. in the building at the address: Warsaw, ul. Bielańska 12.

Structure Manager - a person managing the PTA Plant in Włocławek or CCGT Włocławek Plant, a person managing the Fuel Terminal, a person managing the

Research and Development Centre Department (hereinafter referred to as the: CBR) or persons authorized by them.

Coordinator - a staff member of the Security Service, directly subordinate to a Manager of the National Security Department in ORLEN Ochrona Sp. z o.o. or a Manager of the Security Department of the Production Plant in Płock in ORLEN Ochrona Sp. z o.o., managing staff members of the Security Service in the production plant in Płock, CBR, PTA Plant in Włocławek, CCGT Plant in Włocławek and in the Fuel Terminals.

Protected structure - a territory of the production plant in Płock, territories of the Fuel Terminals, Research & Development Centre, PTA Plant in Włocławek, and CCGT Włocławek Plant, internal area of storeys or buildings used by PKN ORLEN S.A.

External entity - an External entity conducting activity in the territory of a Protected structure or providing services for PKN ORLEN S.A. or for External entities and Companies carrying out their activity in the territory of the Protected structure based on concluded contracts.

Reception Desk - a separated organizational unit in ORLEN Ochrona Sp. z o.o. dealing with e.g. issuing and accepting identification cards for Visitors as well as granting and withdrawing authorizations of access to the territory of a Protected structure of PKN ORLEN S.A., located in administration buildings.

Security Service - organizational units of ORLEN Ochrona Sp. z o.o. performing tasks for PKN ORLEN S.A. connected with protection of people, property and operation of the Pass Offices based on concluded contracts.

Companies - companies of the ORLEN Group.

SELF-SERVICE System - a self-service system for drivers arriving at the Fuel Terminal to collect a product.

Security Chief - a Security Office Director, Manager of the Security Department of the Production Plant in Płock, Manager of the National Security Department in ORLEN Ochrona Sp. z o.o.

Issuer - a person who signs a document of issuing/receiving laboratory samples holding a position of an Organizational unit manager / Project manager / authorized person from an External entity / Site manager from an External entity / Master of production processes (only for the PTA Plant in Włocławek).

CHAPTER I - Basic

I. General provisions

The aim of this Instruction is to determine rules on bringing in and taking out, carrying in and carrying out assets into and from the territory of a Protected structure with the Security Service.

II. Basic terms and documents in the material passes system

1. **Asset** - materials, devices, tools, packaging, objects, products and semi-finished products, goods, fixed assets and equipment possessing their individual inventory numbers and waste (excluding utility waste) produced in the territory of Protected structures of PKN ORLEN S.A.
2. **Delivery or collection document (with regard to release from a warehouse of PKN ORLEN S.A.)** - source document containing a specification of delivery or collection, **issued in Polish or translated into Polish** (e.g. invoice, specification, order) by a recipient, possessing the following features:
 - issuer name,
 - recipient name,
 - document name and number,
 - date of issue,
 - material name,
 - unit of measure,
 - quantity,
 - first name and surname and signature of issuer (documents issued by system, without a signature, are acceptable),
 - first name and surname and signature or name stamp and signature of a translator (if there is a need to translate).
3. **Material pass** - document authorizing to carry into/bring into the territory of Protected structures of PKN ORLEN S.A. or to carry out/take out assets from this territory, **valid on a date of issuing it**. A material pass is issued on forms which become pre-numbered forms upon numbering and stamping. A material pass also includes:
 - **“Wz” note** - release from a warehouse of PKN ORLEN S.A. to the outside of a Protected structure,
 - **“Zw” note** - return to a warehouse of PKN ORLEN S.A.
 - **“Rw” note** - release from a warehouse of PKN ORLEN S.A. to the outside of a Protected structure (goods issued note),
 - **“W” note** - release of equipment from a warehouse of PKN ORLEN S.A. to the outside of a Protected structure,
 - **release note** - except transportation of products in the Self-service system on Fuel Terminals, document issued during collection of a refinery or petrochemical product,

- **Demand for release/return of gifts** - release of gifts to the outside of a Protected structure/receipt of gifts from outside of a Protected structure from/to a warehouse.

The warehouse documents “Wz”, “Rw” and “W” and the **Demand for release/return of gifts** entered into SAP concerning goods released by a warehouse of PKN ORLEN S.A. shall bear a stamp with the following inscription: **“Material Pass”**.

All documents which are a **Material pass** shall be stored by the Security Service for a period of 3 years.

Material passes are divided into:

- **in-passes** - issued for all carried in/brought in assets of PKN ORLEN S.A., Companies and External entities on the basis of delivery documents confirming an order of delivered goods,
- **out-passes** - issued for own / extraneous assets which will be carried out/taken out from the protected territory.

Persons Authorized to issue a Material Pass for **own assets** (PKN ORLEN S.A.) shall be obliged to mark them with the “**MW**” symbol, and for **extraneous assets** (not belonging to PKN ORLEN S.A.) with the “**OM**” symbol.

4. **Control card** - a document authorizing to carry into/bring into the territory of a Protected structure of PKN ORLEN S.A. or to carry out/take out assets, tools and devices used for work from this territory.
5. **Tool book** - a book which contains entries concerning tools and small devices used for performance of daily works.

Carrying in/bringing in and carrying out/taking out assets into / from the territory of the **production plant in Płock** shall take place only through gates assigned for this purpose. Detailed information in this range is included in the Guidelines.

Carrying in/bringing in and carrying out/taking out assets into / from the territory of the **PTA and CCGT Plants in Włocławek, CBR and Fuel Terminals** shall take place only through the main gate (individual traffic, unlimited vehicle traffic - transport, bringing in/taking out products).

In justified cases, after receipt of a consent of the Director of the Control and Safety & Security Office and a relevant Security Chief, while bringing in/taking out untypical, over-size cargos through gates, it is acceptable to go through a gate other than the dedicated one or through a specially prepared place along the fence.

CHAPTER II - Kinds of documents

I. “Przepustka Materiałowa” [Material Pass].

1. Blocks of material passes are pre-numbered forms and are subject to record. Each block and material pass have to be stamped and marked with continuous numeration, and on a cover of each block it is necessary to enter numbers **from** **to** of each block.
 - 1.1. The blocks are issued on the basis of a written request signed by an Organizational unit manager.
 - 1.2. The Material Pass Office shall be in charge of keeping records of the blocks of material passes and their numeration, stamping and issuing against receipt and return of the blocks with copies.
 - 1.3. Organizational units of PKN ORLEN S.A., Companies and External entities which have structures located in the territory of Protected structures of PKN ORLEN S.A. and performing works in the territory of Protected structures of PKN ORLEN S.A. shall be obliged to settle collected blocks of material passes, returning backs of used up blocks together with a copy and parts of backs of realized blocks to the Material Pass Office, immediately after using them, not later than **by 31 January of next year**. A failure to settle the complete blocks within the stated time-limit **shall result in withholding the issue of new material passes in the following year**. Relevant disciplinary sanctions should be drawn towards persons responsible for issuing and settling material passes who, due to a failure to meet the required time-limit, have not fulfilled the obligation of their settlement.
 - 1.4. Issue of a new block of material passes in the case of losing an earlier issued one or settlement of an incomplete block shall involve the incurrence of the cost of PLN 1,000 net. Detailed information concerning the issue of a new block of material passes is included in the Guidelines.
2. The basis for issuing a material pass:
 - 2.1. IN-pass - shall be delivery documents or material out-passes which have to be made accessible for viewing to staff members of the Security Service,
 - 2.2. OUT-pass - shall be delivery documents or material in-passes whose copies together with the material pass have to be handed over to the Security Service.
3. A material pass shall contain maximum 10 items. In the case of a larger number of items on the delivery document, issue of another material pass is acceptable or a material pass shall contain the entry **“In accordance with the appendix from item to item”** and shall be accompanied by xerox-copies of the documents referred to in point 2, confirmed by a person writing out the pass.
4. Material passes need to be issued in original and in 2 copies on the basis of delivery documents:
 - **Copy_2** remains in a block,
 - **Copy_1** is intended for an issuer,
 - **Original** is handed over to a staff member of the Security Service while crossing a gate.

- With regard to delivery to warehouses of the Warehouse Logistics Department of the Purchasing Business Unit of PKN ORLEN S.A., located in the territory of the production plant in Płock, original of a Material pass shall be left by deliverer at the warehouse's disposal.
 - With regard to delivery directly onto Installations or Divisions of PKN ORLEN S.A., located in the territory of the production plant in Płock, original of a Material pass shall be left by deliverer at the disposal of a staff member authorized by the person managing the Installation or Division.
- 4.1. A pass needs to be filled in legibly and without corrections. A pass is valid only on a date of issuing, for one vehicle. Any corrections in a material pass are unacceptable and withhold bringing in/taking out materials through gates.
 - 4.2. A staff member of the Security Service shall be responsible for checking consistency of entries in an issued pass with actually brought in/taken out materials.
 - 4.3. An original material pass shall be handed over to the Material Pass Office where it is clipped with a copy in a block and stored for a period of 3 years.
5. The following persons shall be authorized to sign material passes for own assets **"MW"**:
- managers of organizational units,
 - staff members authorized by managers of organizational units, on the basis of authorizations sent to the Security Service.
- The authorizations shall be stored by the Security Service for a period of 3 years from a date of expiry of an authorization. In organizational units the authorization shall be stored for a period of 1 year from a date of expiry of the authorization.
- 5.1. Managers of organizational units and persons authorized by them undertake to provide the Security Service with specimens of: signature, name stamp (if possessed) and stamp of an organizational unit/company stamp.
 - 5.2. In case of absence of authorized persons, material passes **"MW"** shall be signed by persons employed, in the same area as absent authorized persons, at a position of director or persons fulfilling obligations of the foregoing persons.
6. Material passes for extraneous assets **"OM"** shall be signed only by a representative of an External entity or Company on the basis of authorizations sent to the Security Service. The authorizations shall be stored by the Security Service for a period of 3 years from a date of expiry of an authorization. In Companies and External entities the authorizations shall be stored for a period of 1 year from a date of expiry of an authorization.
 7. Persons who issue a material pass or document forming a material pass shall be obliged to supervise turnover of a released material.
 8. **Specimens of signatures of authorized persons shall expire on 31 January of a new year. During a change of blocks of material passes it is necessary**

to submit authorizations and specimens of signatures of persons to the Security Service again.

9. Each change leading to expiry of an authorization (e.g. change of a position of an authorized person or authorizing person, change of data of an organizational unit, change of data of an external entity or Company, dismissal of an authorized person or authorizing person) needs to be immediately reported to the Material Pass Office. Responsibility for providing this information shall be borne by a Manager of an organizational unit in which an authorization or External entity which has issued an authorization has been recorded.

CAUTION!

While delivering goods to different recipients, a material pass needs to be issued for each of them separately. For consolidated deliveries into different divisions from the production plant of PKN ORLEN S.A. it is acceptable to issue a collective material pass with an attached delivery specification. Recipients confirm a delivery on an attached delivery specification.

II. Control card

1. A control card is a document authorizing to carry into/bring into the territory of the production plant in Płock, CBR, PTA Plant in Włocławek, CCGT Plant in Włocławek and Fuel Terminals of PKN ORLEN S.A. or to carry out/take out assets, tools, spare parts for service, portable computers and other devices used for work from this territory. A control card is issued in one original for the user of the card.
2. A control card should be filled in legibly and without corrections. **It is the issuer that is responsible for supervising the document.**
3. After settlement of the control card, it shall be stored by the Security Service for a period of 3 years.
4. In case of using up parts within service, the Service shall place relevant information on a control card in the form of a hand-written annotation.

A control card authorizing to carry in/carry out portable computers does not refer to staff members of PKN ORLEN S.A. and Companies for whom it is sufficient to meet requirements concerning safe use of the portable computers outside a work place stipulated in the ICT Safety Policy in PKN ORLEN S.A. Whereas, such a card is binding for staff members of External entities as well as Visitors. For these persons it is also possible to obtain a permanent permit, replacing each completion of a control card under the procedure stipulated below.

CAUTION!

Control cards issued prior to entry into force hereof shall expire on 31 December 2024, and after this period, they shall be archived by ORLEN Ochrona Sp. z o.o.

III. Permanent permit

1. In case of frequent carrying in/carrying out devices used for work with an inventory or serial number:
 - into the territory/from the territory of the production plant in Płock, CBR and CCGT Plant in Włocławek and PTA Plant in Włocławek and Fuel Terminals (with regard to staff members of PKN ORLEN S.A.), a possibility of obtaining a permanent permit is introduced in the form of authorization (letter) approved by a person employed at a position of director in a particular area, a person performing his/her obligations or a person authorized by him/her, and in the case of CCGT Plant in Włocławek or PTA Plant in Włocławek by an Organizational unit manager.
 - into the territory/from the territory of Protected structures (with regard to persons from External entities and Companies), a possibility of obtaining a permanent permit is introduced in the form of authorization (letter) approved by a person authorized to represent the Company or External entity or persons authorized by them within the scope of material movement.
2. The submitted letter needs to be accepted by a relevant Security Chief, Operational Coordinator or person authorized by them. The accepted letter needs to be stored at an asset/device used for work and presented upon each request of a staff member of the Security Service.
3. **Each change (change of a position of an authorized person or authorizing person, change of data of an organizational unit, change of data of an enterprise, cessation of employment relationship of an authorized person or authorizing person) entails the necessity to issue a new authorization.**
4. A permanent permit authorizing to carry in/carry out portable computers does not refer to staff members of PKN ORLEN S.A. and Companies for whom it is sufficient to meet requirements concerning safe use of the portable computers outside a work place stipulated in the ICT Safety Policy in PKN ORLEN S.A. introduced into official use by way of a separate internal organizational act.

IV. Bringing in/bringing out waste

1. Waste shall be brought in/brought out based on a material pass along with proof of weighing/weight report.
2. A material pass with proof of weighing/weight report shall be archived by the Security Service for a period of 3 years from the beginning of the following calendar year.
3. Detailed information concerning bringing in/bringing out waste is included in the Guidelines.

V. Tool book

1. In the case of daily carrying in/bringing in, carrying out/taking out, by staff members of PKN ORLEN S.A., Companies and External Entities, tools and hand-equipment, i.e. small it is acceptable to use a tool book which has to include the following data:
 - enterprise name with a stamp,
 - user first name and surname,
 - date of issue,
 - tool or device name,
 - quantity,
 - inventory or serial number with regard to marked devices,
 - position and legible signature or signature and name stamp of a person issuing the tool book, at each item.

Each change of equipment has to be noted down in a tool book by a person materially responsible for property components.

CHAPTER III - Categories of events

Detailed information concerning categories of events in material movement is included in the Guidelines.

I. Change in a place of using (MPK) assets

Carrying in/carrying out/bringing in/taking out assets of PKN ORLEN S.A. or Companies shall take place on the basis of a material pass and MT document.

II. Taking out/carrying out from a warehouse located in the territory of a Protected structure

1. “Rw”, “Wz”, “W” notes or Demand for release/return of gifts stamped with the seal “Przepustka Materiałowa” [Material Pass] shall be issued for materials taken from warehouses of PKN ORLEN S.A. and taken out of the territory of a Protected structure of PKN ORLEN S.A.
2. One copy of the document referred to in section 1 shall be stored in the Security Service for a period of 3 years from the beginning of the following calendar year.

III. Carrying into/bringing into the territory and carrying out/taking out from the territory of the CCGT Włocławek Plant and PTA Plant in Włocławek to/from a warehouse located outside the territory of a protected structure

1. Carrying into/bringing into the territory of the CCGT Włocławek Plant and PTA Plant in Włocławek of assets and materials collected within the "Rw", "Wz" and "W" notes from a warehouse located outside the territory of the PTA Plant in Włocławek shall take place on the basis of a material pass issued by the CCGT Pass Office or PTA Pass Office together with an attached warehouse document.
2. One copy of the "Rw", "Wz" or "W" note shall be stored in the Security Service for a period of 3 years from the beginning of the following calendar year.
3. Carrying out/taking out from the territory of the CCGT Włocławek Plant or PTA Plant in Włocławek of assets and materials collected within the "Rw", "Wz" and "W" notes from a warehouse located outside the territory of the CCGT Plant or PTA Plant in Włocławek shall take place on the basis of a material pass issued by the CCGT Pass Office or PTA Pass Office together with an attached warehouse document.

IV. Collection of refinery and petrochemical products by car transport

1. Drivers need to possess relevant entitlements to drive vehicles and possess registration documents with a valid technical inspection. Documents need to be presented for control carried out by the Security Service. If a driver does not possess the required documents, the Security Service shall not let a vehicle in the territory of a Protected structure.
2. Drivers of vehicles transporting hazardous goods have to comply with provisions on transport of hazardous goods by land transport - ADR. A driver has to be dressed in antistatic clothes and footwear confirmed by CE certificate and possess personal protective equipment i.e. helmet, safety goggles and gauntlets. In questionable matters, a driver shall be obliged to present evidence confirming antistatic properties and CE certificate.
3. Drivers of motor vehicles, transporting refinery and petrochemical products, shall be obliged to comply with orders and instructions binding in PKN ORLEN S.A. which form appendixes to contracts concluded with entities providing transportation services.
4. Detailed rules on collection of refinery and petrochemical products by car transport are included in the Guidelines.

V. Taking out refinery and petrochemical products by rail transport and departures of "empty" trains

1. Assets are taken out by rail transport through a carrier whose staff members carry out an assortment control and control of sealing side valves. A tanker shall be sealed in a loading place by fixing seals with a permanent individual number and bar code onto proper places of the tanker. Depending on the type of tanker, the upper manhole, side valves, fittings etc. are sealed.
2. A siding operator shall inform the Security Service about train compositions prepared for leaving ninety minutes in advance. A Shift Commander of the Security Service shall send a staff member to control each train composition prepared for leaving the territory of the production plant in Płock, PTA Plant in Włocławek or Fuel Terminal.
3. A siding operator or staff member of an organizational unit of PKN ORLEN S.A. shall be obliged to provide the Security Service with copies of consignment bills after hand-over/dispatch of compositions at the latest by the next day.
4. Staff members of the Security Service shall be entitled to supervise the composition by the time of its hand-over/dispatch.
5. A detailed description of conduct during dispatch of train compositions prepared for leaving the territory of the production plant in Płock is included in the "Instruction regulating dispatch of train compositions prepared for leaving the territory of the production plant in Płock by staff members of ORLEN Ochrona Sp. z o.o" contained in the Guidelines.

CHAPTER IV - Control of material movement

Detailed rules on control of material movement are included in the Guidelines.

CHAPTER V - Final provisions

1. The provisions of this Instruction are not applied to ICT infrastructure devices (network devices, patch cords, IP telephones, pin pads). Bringing in/taking out, carrying in/carrying out the foregoing devices shall take place through persons assigned by the IT Executive Director. A list of these persons shall be handed over by the IT Executive Director to the Director of the Control and Safety & Security Office and then distributed to ORLEN Ochrona Sp. z o.o.
2. Bringing in propellants (any quantity) as well as oils and lubricants (over 5kg, e.g. for heavy equipment, blowers and compressors owned by External entities shall take place only upon a written consent of the Security Chief. A material pass needs to be issued for propellants, oils and lubricants and a control card for containers.
3. Bringing into/carrying into the protected territory of PKN ORLEN S.A. different kind of hand canisters, containers etc. by drivers of motor vehicles and staff members is banned.
4. It is acceptable to use other instructions on material movement connected with the specific character of works or structure issued under a separate procedure.

5. In cases not included in this Instruction, the Director of the Control and Safety & Security Office or person authorized by him/her, in consultation with the relevant Security Chief or person authorized by him/her, on the ongoing basis shall settle problems connected with material movement.

Any derogations from this Instruction require written acceptance of the Director of the Control and Safety & Security Office or person authorized by him/her.