



REGULATIONS

on Material Flow at ORLEN Południe S.A.

EXCERPT FOR EXTERNAL ENTITIES

(Excerpt from the Regulations constituting Annex 1 to the Internal Regulations of the Chief Executive Officer of ORLEN Południe S.A. of 9 August 2021, ref. no. 31)

I. General information and definitions

The goal of these Regulations is to determine the principles for material flow in the Protected Area of ORLEN Południe S.A. (hereinafter: OPD).

1. The terms used in these Regulations should be understood as follows:

Pass Office – a separate organizational unit within ORLEN Ochrona Sp. z o.o. that, for example, issues and accepts identification cards for Visitors who enter the Protected Area of ORLEN Południe S.A., located at entrance gates (Trzebinia, gate 4; Jedlicze, gate 1).

Electronic Access Card – an identification card issued by the Security Services.

Visitor – a person who does not have an identification card or access rights to a specific Protected Area. All issues regarding movement of Visitors on the premises of Protected Areas are governed by a separate internal organizational act concerning pedestrian traffic applicable at ORLEN Południe S.A.

Head of the organizational unit – a person managing a team of employees and responsible for the subordinate area of activity at ORLEN Południe S.A., who holds the position of manager, director, commandant, etc. depending on internal regulations applicable at ORLEN Południe S.A. The President of the Management Board, a Member of the Management Board or an authorized person of an External Entity and the Company is also understood as at the Head of the organizational unit.

Operations Coordinator – an employee of the Security Services, reporting directly to the Head of the Domestic Security Department at ORLEN Ochrona Sp. z o.o., in charge of Security Services employees at the Production Plant in Trzebinia or the Production Plant in Jedlicze.

Materials – raw materials, products, goods, construction elements, portable/component parts of technical/IT infrastructure, devices, apparatus, machinery, machine parts and appliances, equipment, components of assets and other valuable items that are brought in/out or taken in/out to/from the Protected Area of ORLEN Południe S.A.

Protected Area – premises of production plants in Trzebinia and Jedlicze, and internal area of floors or buildings used by ORLEN Południe S.A.

External Entity – an External Entity operating at the Protected Area or rendering services for ORLEN Południe S.A. or for External entities and Companies operating at the Protected Area based on concluded contracts.

Material pass – a document authorizing to bring in/carry out materials to the Protected Area of ORLEN Południe S.A. or to bring in/carry out materials from that area, valid on the day it has been issued. A material pass is issued on prints that become pre-numbered forms upon being numbered and stamped.

Service Technician – a person who does not have an identification card or access rights to a specific Protected Area. All issues regarding movement of Service Technicians on the premises of Protected Areas are governed by a separate internal organizational act concerning pedestrian traffic applicable at ORLEN Południe S.A.

Security Services – organizational units of ORLEN Ochrona Sp. z o.o. performing tasks related to the protection of persons and property and operation of Pass Offices on the basis of concluded contracts, on behalf of ORLEN Południe S.A.

Companies – companies that belong to ORLEN CG.

2. Material flow on the premises of ORLEN Południe S.A. takes place through the following permanent checkpoints (PS) and gates:
- a) Jedlicze Plant:
 - **PS-1 (main gate)** – pedestrian and vehicular traffic (open round the clock);
 - **Gate 5** – open whenever necessary, only for rail traffic.
 - b) Trzebinia Plant:
 - **PS-1 (passage close to DRW)** – pedestrian and vehicular traffic (open round the clock) – (DRW, Asphalts, Hydrogen, ORLEN Serwis, ORLEN Laboratorium, ORLEN Koltrans; ORLEN Oil – public holidays);
 - **PS-3 (PKN fuel terminal)** – pedestrian and vehicular traffic, solely for employees and customers of the fuel terminal (open round the clock);
 - **PS-4 (passage close to the Pass Office)** – pedestrian and vehicular traffic – open round the clock – (Paraffins, Power Industry, Sewage Treatment Plant, Energomedia, Railway Scale, Lactic acid, ORLEN Koltrans);
 - **PS-5** – rail traffic only (open round the clock);
 - **PS-6 (railroad crossing)** – rail traffic only (open round the clock);
 - **PS-7 (passage close to administrative building 4)** – pedestrian and vehicular traffic (open from 5:30 a.m. to 10:30 p.m.), only on business days – ORLEN Oil, ORLEN Eko);
 - **PS-9 (passage through OEG installation)** – passenger and vehicular traffic – open round the clock – (Biodiesel).
4. The Head of the Security and Internal Control Department or a person authorized by them, Critical Infrastructure and Internal Control at ORLEN Południe S.A. are authorized to issue binding instructions concerning the manner and principles related to material flow, and have the right to request explanations in case of irregularities in this respect.

II. Material flow – general provisions

1. The Security Services have the right to inspect material flow at the Protected Area of ORLEN Południe S.A.
2. Material flow at the Protected Area of ORLEN Południe S.A. takes place through gates and checkpoints in accordance with chapter I, point 2 of these Regulations.

Where reasonable, after obtaining the consent of the Head of the Security and Control Department and on the basis of principles defined by the Head of Maintenance and Production Asset Management of ORLEN Południe S.A. material flow may be carried out through other gates than the dedicated one (emergency, fire gate) or through a specially prepared place within the fence (bringing in/out non-standard, oversized cargo).
3. Materials can be brought in/out to/from the Protected Area of ORLEN Południe S.A. based on applicable delivery documents/material passes valid in the OPD area, the templates of which are provided in Annex 2 to these Regulations.

4. Delivery documents and passes for materials delivered/sent from the protected OPD area are **approved by authorized employees of ORLEN Południe S.A., Companies or External Entities from the Protected Area.**

As far as External Entities from the Protected Area are concerned, lists with specimen signatures of authorized employees are approved by Heads of organizational units/persons managing given entity. These persons are also responsible for updating the list on an ongoing manner and providing it to the Security Services. Head responsible for supervising non-productive assets of ORLEN Południe S.A. is obliged to notify External Entities of the aforesaid obligation.

5. Employees of ORLEN Południe S.A., Companies and External Entities located at the Protected Area authorized to approve material passes issue/approve material passes for subcontractors carrying out work on their behalf in the OPD Protected Area.
6. Each delivery and shipment of materials has to be notified in advance, and entities located at the Protected Area should provide the Security Services with information about planned deliveries or shipments in advance.
7. **It is prohibited to use weighing report as a material pass.** The weighing report can only constitute an annex to the relevant material pass.
8. All information about changes in procedures or templates of material traffic documents introduced by External Entities are provided to the Security Services by the Head of the Security and Control Department, who also approves these changes.

III. Deliveries

1. An authorized employee of ORLEN Południe S.A./Company or an External Entity located at the Protected Area sends notifications of anticipated deliveries to the Security Services. It should include:
 - Name of the material;
 - Delivery date;
 - Make and registration number of the vehicle (optional);
 - Name of the supplier/carrier;
 - Delivery destination;
 - Full name or position and contact number of the person authorized to receive the delivery.

If no delivery notification has been submitted, the Security Services are obliged to obtain telephone confirmation of the legitimacy of the delivery vehicle's entry each time (this does not apply where the delivery document presented to Security Services upon entry is confirmed in writing by an employee of ORLEN Południe S.A., e.g., by the Logistics Department).

2. Upon entry of a delivery carried out by a road tanker or another road vehicle, the driver presents to the Security Services a consignment note, WZ document, invoice, or another document confirming that the delivery is intended for a specific entity located within the OPD Protected Area. The responsibility of the Security Services employee is to compare the data contained in the delivery documents with the delivery notification and, where necessary, notify the person authorized to receive the delivery, as indicated in the delivery notification.

Upon exit, the driver presents to the Security Services a document confirming the delivery, supplemented with annotations made by the recipient indicating the status of delivery execution at subsequent stages.

3. In the case of rail deliveries, delivery is carried out on the basis of railway consignment notes. An authorized employee of the operator servicing the siding submits the consignment notes to a Security Services employee for inspection. After completion of inspection activities, the Security Services employee confirms their completion on the reverse side of the railway consignment note and records any remarks. If any remarks are identified, prior to signing, the Security Services employee reports their content to the shift supervisor in order to obtain instructions regarding further actions.

IV. Shipment

1. The following material passes apply within the Protected Area of ORLEN Południe S.A. – documents authorizing the bringing out/taking out of materials, including in particular: semi-finished products, finished goods, bulk goods (including samples transferred for testing outside the Protected Area or provided for promotional purposes), fixed assets, tools, waste, office equipment, etc.:
 - **WZ document (external issue)** – stamped/marked “Material Pass” – used for sold materials (semi-finished products, finished goods, bulk goods);
 - **MW document (own material)** – used for materials owned by ORLEN Południe S.A.;
 - **OM (external material) document** – used for materials owned by External Entities;
 - **Railway consignment note** – for materials being brought in or out by car tanks or other wagons;
 - **“Report on customs and fiscal inspection activities (sampling)”** – issued for samples of excise goods taken out by officers of the customs and fiscal authority;
 - **RW document (internal issue note)** – for materials issued from the warehouse;
 - **DW document (issue document)** – for goods sold via the SAMER system;
 - Other documents used by external entities operating within the area of ORLEN Południe S.A., as specified in Annex 2 to these Regulations.
2. Material passes are valid only on the date of issue. In justified cases, the validity period of a pass may be extended.
3. Material passes are issued for one vehicle only.
4. Incorrectly issued or unused material passes are cancelled and left in the pass booklet. **Corrections to material documents are not permitted.**
5. For a material pass authorizing the removal/export of materials to be valid, it must contain the signatures of at least two different persons (this does not apply to documents generated in the SAMER system):
 - a) The person authorized to issue the material pass; and
 - b) The person performing the loading.

VI. Material flow control

1. List of materials brought in.

It is a document authorizing the bringing/transporting of materials into the production plants of ORLEN Południe S.A. located in Trzebinia or Jedlicze, as well as the removal/export of materials, tools, maintenance spare parts, and other work-related equipment. One copy of the **List** remains with the person bringing in the materials, while the second copy is handed over to the Security Services.

The **List of materials brought in**, confirming the right to manage the property being brought in, is signed by the Security Services employee after verification that the entries are consistent with the actual status. The document approved by the Security Services referred to above may serve as a material pass authorizing the removal/export of the materials specified therein, provided that it is returned to the Security Services on the date of approval. If materials listed in the **List of materials brought in** are to be removed/exported after the date of authorization by the Security Services, an **OM** or **MW** material pass is required to remove/export them.

OM material pass with OS stamp is a document authorizing the materials, tools, maintenance spare parts and other work-related equipment from the premises of Jedlicze production plant of ORLEN Południe S.A., in relation to External Entities conducting operations on the premises of the Protected Area, i.e., Raf-Ekologia Sp. z o.o. and Walber sp. z o.o.

The OM/OS material pass is issued by the Security Services in 3 copies: 1 copy (original) – for the Security Services; 1 copy – for the issuer; 1 copy – for the person bringing in/carrying in the materials. All copies must be fully completed and should contain at least the following information:

- Details of the person bringing in/carrying in the materials;
- Date of bringing in/carrying in;
- Specification of materials (unit of measure, quantity);
- Origin of the material;
- Destination and purpose of entry;
- Registration number of the vehicle transporting the materials;
- Basis for issuing the pass;
- Confirmation of consistency between the loaded materials and the specification on the pass (legible signature);
- Full name of the person issuing and approving the document (stamp, signature).

2. Material control of incoming deliveries (import) for deliveries carried out in road tankers, containers, drums or other unit packaging:

- A person bringing or carrying in materials into the OPD Protected Area is obliged to notify Security Services of this fact.
- Upon entry, the Security Services employee issues the supplier with an identification card granting entry authorization and records the delivery in the Access Control System, indicating the number of the delivery document as well as the type and quantity of the materials being brought in.
- The Security Services employee verifies compliance between the actual delivery data (supplier details, assortment, vehicle registration number) and the submitted

delivery documents. Confirmation of compliance is evidenced by affixing an “*IMPORT*” stamp to the documents.

- Vehicles weighed upon entry to the OPD area are also weighed after delivery completion, prior to exit. Deliveries not accepted are subject to re-weighing before exit, including empty road tankers.
- While exiting the Protected Area, a driver (supplier) shows the Security Services a document confirming the delivery, with notes made by the addressee. The Security Services employee is obliged to verify the correctness of the entries in the documents submitted and, where possible, compare them with the actual status.
- If no objections are identified, the Security Services employee affixes an “*EXPORT*” stamp to the presented delivery document and collects the identification card with the granted entry authorization. The Security Services deregister the supplier from the Access Control System and record the delivery status (accepted / not accepted) in the ACS.

5. **Procedure in the event of irregularities in material flow;**

If any irregularities are identified in a material pass or delivery documents, the inspecting Security Service employee should suspend the material flow and inform their supervisor of the reservations raised.

Authorization for the removal or export of disputed materials from the Protected Area can only be granted as a result of an explanatory procedure conducted by the Security Services, confirming that the materials being brought/taken out are consistent with the relevant documentation.

If discrepancies are identified between the entries on the material pass or delivery documents and the actual status, or in the case of an attempt to remove/export materials in violation of the applicable regulations, the Security Services are authorized to:

- Request explanations from the issuer of the pass and the carrier;
- Require proper issuance or approval of delivery documents or material passes – disputed documents are cancelled;
- Direct vehicles leaving the Protected Area to re-weighing;
- Order the unloading of a vehicle for a detailed inspection or call the Police for this purpose;
- Detain persons removing materials in violation of the Regulations who refuse to cooperate in clarifying identified irregularities, and hand these persons over to the Police.

The Operations Coordinator immediately notifies the Head of the Security and Control Department or persons authorized by the Head of any irregularities/non-conformities.

VII. Waste

1. **Confirmation of the waste transfer sheets being issued in the BDO system, or in case of failure of BDO system – Waste Transfer Sheet (KPO)** is a document authorizing the bringing in/out waste to/from the Protected Area. The Waste Transfer Sheet must be prepared in accordance with the currently applicable template – the legal basis is the Polish Waste Act, as amended. Waste Transfer Sheets are issued in the BDO system (*Register of Entities Introducing Products, Products in Packaging*

and Managing Waste); only the confirmation of issuance of the Waste Transfer Sheet (KPO) is generated – this document is required for waste transport.

2. The Waste Transfer Sheet is issued by the waste producer/waste holder in the BDO system. The confirmation of issuing the KPO, or in the event of a BDO system failure – the Waste Transfer Sheet in paper form – is provided to the Security Services (applies to External Entities conducting business activity and having their registered office within the OPD premises).
3. Paper confirmations of issuing the KPO are archived by the Security Services for a period of 3 years, counted from the beginning of the following calendar year.
4. Companies and External Entities are obliged to provide the Environmental Protection Department of ORLEN Południe S.A. with current integrated permits or decisions granting authorization for waste management, and to submit annual reports by 15 March of the following year, on the quantities and types of waste received and disposed of.
5. The bringing in/export of waste to/from the production plant located in Trzebinia or Jedlicze is carried out on the basis of a complete set of documents (applies to External Entities conducting business activity and having their registered office within the OPD premises), i.e.:
 - Material pass,
 - Paper confirmation of issuing the Waste Transfer Sheet (KPI),
 - Weight report specifying the weight.
6. If it is necessary to carry out weighing on the internal premises of ORLEN Południe S.A. when bringing waste to the Protected Area, documents are provided to the entry gate after weight is listed.
7. Confirmation of bringing in/export of waste is made by an employee of ORLEN Południe S.A. or of the Company responsible for the given area (facility).
8. The waste producer/head of the organizational unit/representative of the Company from which the waste originates or to which the waste is brought in is responsible for correct waste classification.
9. Heads of organizational units from whose area hazardous waste originates, as well as producers and carriers of hazardous waste, are obliged to confirm on the WZ document the correctness of labeling and the tightness of the load.
10. For waste of organic origin, such as cut grass, tree branches, shrubs, etc., i.e., biodegradable waste, indicating the weight is not required.
11. Issuing material documents and Waste Transfer Sheets is not required for the bringing in/export of mixed municipal waste and selectively collected waste (paper, glass, plastics, batteries) in containers to/from the production plant located in Trzebinia or Jedlicze.

VIII. Tools

1. If employees of External Entities bring in/carry in or take out tools and hand-held equipment, it is allowed to use a **list of tools** drawn up and approved by a person managing the External Entity.

2. Each work tool has a permanently affixed inventory number, which is included in the approved list provided to the Security Services.
3. It is allowed to bring in/out everyday or non-identifiable tools by employees of External Entities based on an entry in the employee's personal tool book.
4. When toolboxes are brought in by the Service Technicians, "toolbox with equipment" is acceptable, without a detailed description of the contents.
5. Persons managing an External Entity provide the Security Services with approved lists of employees authorized to use the **tool list**.
6. The tool list contains at least the following data:
 - Company name with stamp;
 - Full name of the user;
 - Date of issue;
 - Name of the tool or device;
 - Quantity;
 - inventory number or serial number in the case of marked devices;
 - Position and legible signature, or signature and personal stamp of the person issuing the tool logbook, for each item.
7. Each change in equipment must be recorded in the tool list by the person responsible for tool management.

XI. Courier companies, postal shipments, paper documentation

1. Depending on the weight of the shipment:
 - Courier shipments up to 30 kg (each) are delivered to the Pass Office at Gate No. 4 (Trzebinia) and to the Pass Office at Gate No. 1 (Jedlicze), where they are recorded in the "Register of Courier Shipments up to 30 kg". Then an authorized employee of ORLEN Ochrona Sp. z o.o. notifies that the shipment has been delivered to its recipient, who is obliged to pick it up outside the premises of the Protected Area.
 - Courier shipments weighing more than 30 kg or with large dimensions – it is allowed to enter the Protected Area with shipments weighing more than 30 kg or having large dimensions, in accordance with the following rules:
 - After the delivery of the shipment has been notified by an authorized employee of ORLEN Ochrona Sp. z o.o., the Head of the organizational unit of ORLEN Południe S.A./Company/External Entity appoints a supervisor responsible for the safety of the person (courier) and for informing him/her about dangers and how to move safely while staying on the premises of the Protected Area.
 - Upon the supervisor's arrival, an authorized employee of ORLEN Ochrona Sp. z o.o. issues the person (courier) with an identification card granting entry authorization, based on an identity document. The supervisor and the courier then proceed together to the shipment unloading location.
 - After the shipment is unloaded, the vehicle immediately leaves the OPD Protected Area.

- The supervisor is obliged to accompany the person (courier) throughout their entire stay within the OPD premises.

Due to the specific nature and large area of OPD facilities, in justified cases, Heads of organizational units, heads of External Entities, or their deputies may request the Operations Coordinator of ORLEN Ochrona at the relevant location to waive the above requirements and obtain individual authorization for entry without a supervisor. To monitor the duration of stay and route (where a supervisor has not been assigned), a GPS transmitter is assigned to the courier's vehicle each time, enabling real-time vehicle location monitoring.

2. The rules described in section 1 do not apply to deliveries to warehouses or organizational units of ORLEN Południe S.A. and the Companies.
3. **Employees of ORLEN Południe S.A./the Company/External Entities conducting activities within the Protected Area are prohibited from indicating addresses of facilities belonging to ORLEN Południe S.A. for the delivery of any private shipments, including courier shipments, and from accepting such shipments.**
4. It is allowed for a supplier to leave the Protected Area with other shipments sent by organizational units of ORLEN Południe S.A./Companies/External Entities operating on the Protected Area under separate material passes.

X. Final provisions

2. Bringing in/carrying onto the protected area of ORLEN Południe S.A. any portable canisters, containers, etc. by vehicle drivers and employees is prohibited.
3. In cases not referred to in these Regulations, the Head of the Security and Control Department or a person authorized by the Head settles issues related to material traffic on an ongoing basis in agreement with the appropriate Operations Coordinator.
4. Any deviations from these Regulations require written approval of the Head of the Security, Critical Infrastructure and Internal Control Department.

XI. WWM document template



.....
Company name – vehicle registration number

.....
Full name of the driver
/person bringing in/carrying in/

.....
(place, date)

LIST OF MATERIALS BROUGHT IN to the Protected Area of ORLEN Południe S.A. – Jedlicze/Trzebinia Plant

No.	Specification of tools, equipment and materials	Item characteristics / marking	Quantity	Comments
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				

Number of items (in words):

Proper securing of the tools, equipment and materials brought in/carried in is the responsibility of the entities or persons bringing in/carrying in the tools, equipment and materials.

Checked upon entry: on at Pass No. signature of the person bringing in / carrying in signature of the Security Services employee	Checked upon exit: on at Pass No. signature of the person bringing in / carrying in signature of the Security Services employee
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