

Environmental and OHS Regulations applicable on the premises of ORLEN Południe S.A.

ORLEN Południe S.A. has implemented the Integrated Management System that consists of the Quality Management System in line with ISO 9001, the Environmental Management System in line with ISO 14001 and the Occupational Health and Safety Management System in line with ISO 45001

Guidelines regarding operations of ORLEN Południe S.A. related to environmental protection and OHS are provided in the Quality, Environmental and OHS Policy (appended).

Any and all Entrepreneurs and their employees who work on the premises of ORLEN Południe S.A. are obliged to:

- ❖ observe generally applicable legal requirements, terms of contracts and orders, internal regulations to be applied and detailed arrangements applicable while executing tasks and operations;
- ❖ conduct their activities in a way that prevents or minimizes negative impact on the environment;
- ❖ execute tasks in a manner that is safe for them, their employees and any individual who may be in vicinity and may be at risk due to operations performed;
- ❖ use utilities and water in a rational manner;
- ❖ prevent all types of failures and incidents, i.a. by maintaining infrastructure and behaving in a responsible manner;
- ❖ immediately notify employees of ORLEN Południe S.A. of any phenomena that could lead to an industrial accident, environmental pollution, accident or pose risk to life and health of individuals who are in the vicinity;
- ❖ wear appropriate personal protective equipment and work clothing whenever required.

Operations and works on the premises of ORLEN Południe S.A. can be performed only after the completion of relevant training in occupational health and safety, fire protection, process safety and applicable internal regulations related thereto.

Employees of ORLEN Południe S.A. are authorised to carry out quality, environmental and OHS audits at external entities to the full extent regarding their work at ORLEN Południe S.A.

An **entrepreneur** is understood as any entity conducting business activity and/or performing the contract on the premises of ORLEN Południe S.A., in particular holders, tenants, lessees, customers, contractors, contracted parties and their subcontractors.

Parties are understood as parties to the contract, i.e. Entrepreneur and ORLEN Południe S.A.

Whenever these Regulations mention the phrase “premises of ORLEN Południe S.A.”, premises shall be understood as area to which ORLEN Południe S.A. has a legal title and area under responsibility of ORLEN Południe S.A.

Whenever these Regulations mention “employee” of the Entrepreneur, it also means an individual providing services under a civil law contract.

Any claims of ORLEN Południe S.A. arising from violation of these Regulations are not related to claims arising from given contract concluded with an Entrepreneur. An Entrepreneur shall not be entitled to any claims against ORLEN Południe S.A. or any other entity if, as a result of breach hereof, such Entrepreneur suffers damage related to faulty performance of the contract. In particular, the fact of losing the right to move around the premises of ORLEN Południe S.A. may not be used as the basis for avoiding liability for non-performance or improper performance of the contract with ORLEN Południe S.A.

Trzebinia, 27 April 2021

Approved by:

Appendices:

Appendix 1	Environmental guidelines and requirements for Entrepreneurs operating on the premises of ORLEN Południe S.A.
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Environmental guidelines and requirements for Entrepreneurs operating on the premises of ORLEN Południe S.A.

1. Entrepreneurs who operate/perform works on the premises of ORLEN Południe S.A. may affect the natural environment as a result of ongoing activities and implemented processes, including due to:
 - generation of hazardous and non-hazardous waste;
 - generation of wastewater;
 - emission of pollutants into the atmosphere;
 - emission of fragrances (odours);
 - emission of pollutants to soil and groundwater;
 - emission of noise to the environment;
 - consumption of utilities – gas, water, electricity and heat.
2. Entrepreneur is obliged to operate on the premises of ORLEN Południe S.A. in line with legal regulations applicable at the area, minimising negative impact on the environment.
3. Entrepreneur must have fixed formal and legal status regarding waste management in accordance with laws and regulations applicable for the period of lease/rental/provision of the service.
4. It is forbidden to bring any waste that is not intended for processing by ORLEN Południe S.A. on the premises thereof.
5. Entrepreneur who operates on the premises of ORLEN Południe S.A. is obliged to prevent waste generation. If waste is generated due to business activity conducted, it should be regularly removed, provided that it is possible to store transport batches. Waste collection should be selective. Areas intended for waste storage should be agreed upon with the representative of ORLEN Południe S.A. listed in the contract between the Parties as responsible for contact/supervision. Waste storage areas and packaging used for storage should ensure environmental protection against pollution. Waste storage areas should be marked (owner, name and waste code).
6. As far as energy and water supply is concerned, it can be used solely in agreement and consultation with an authorised representative of ORLEN Południe S.A., as indicated in the contract concluded by the Parties.
7. As far as sewage generation and disposal is concerned, it is prohibited to introduce any sewage, pollution, in particular liquid and solid chemical substances or waste, to the sewage system of ORLEN Południe S.A., without prior consultation with an authorised representative of ORLEN Południe S.A., as provided in the contract concluded by the Parties.
8. As far as protection of soil, land and water is concerned, it is prohibited to spill liquids and contaminate land with chemical substances, in particular oils, greases and paints, on the premises of ORLEN Południe S.A.
9. As far as protection against noise and radiation is concerned, Entrepreneur is obliged to make prior arrangements if it is planned to use any equipment that may emit harmful noise or harmful radiation. The arrangements should be made with an authorised representative of ORLEN Południe S.A., as provided in the contract concluded by the Parties.
10. As far as air protection is concerned, Entrepreneur is obliged to apply measures to reduce dusting (e.g. sprinkling) or emission of pollutants (e.g. filters) wherever possible.
11. Furthermore, Entrepreneur operating on the premises of ORLEN Południe S.A. is obliged to:
 - ✓ store materials and any substances likely to pollute the environment in a manner that effectively prevents the formation of any type of pollution;
 - ✓ keep order and cleanliness at the place of work;
 - ✓ keep cars and vehicles on the premises of ORLEN Południe S.A. clean and in good technical condition (without any leaks or spills).
12. Entrepreneur is liable for any damage to the environment caused by actions or omission to act on the premises of ORLEN Południe S.A.
13. It is required to immediately notify the first encountered employee of ORLEN Południe S.A. or the authorised person listed in the contract concluded by the Parties of any dangerous and/or uncontrolled (emergency) event which may have a negative impact on the environment.

Occupational health and safety guidelines and requirements for Entrepreneurs operating on the premises of ORLEN Południe S.A.

1. Employees of Entrepreneurs operating on the premises of ORLEN Południe S.A. may be at risk arising from processes of the entrepreneurs employing them as well as processes implemented in their vicinity by ORLEN Południe S.A.

Risks that may arise in connection with works at/on the premises of ORLEN Południe S.A. include:

- a) contact with hazardous substances (e.g. petroleum products):
 - (highly and extremely) flammable mixtures;
 - carcinogenic, mutagenic mixtures;
- b) contact with corrosive materials (including those causing severe burns);
- c) contact with irritant and harmful materials;
- d) eye contact with and inhalation of dust;
- e) operation of moving parts for tools, machines and equipment;
- f) contact with hot technological and energy utilities;
- g) low temperatures – nitrogen evaporation system;
- h) contact with hot parts of technological installations and steam installations;
- i) noise;
- j) being hit by a falling object;
- k) falling into an excavation or an open well;
- t) traffic hazards – being run by a car, collision (rolling stock, tank trucks, trolleys, trucks, heavy equipment), slippery surface (spills of petroleum products);
- l) electric shock;
- m) disasters resulting from work at facility at high risk of industrial accident – fire, explosion, release of hydrocarbons or hydrogen into the atmosphere.

2. Information on the above-mentioned hazards and the associated occupational risk are presented during mandatory training for employees of Entrepreneurs who operate on the premises of ORLEN Południe S.A. that is conducted by OHS Services and Company Fire Brigade.

The fact of participating in such training is confirmed in the application for a personal pass (application form applicable to the Regulations for the Traffic of Individuals and Materials at ORLEN Południe S.A.). This confirmation is entered upon participation in the aforementioned Training and upon presentation of copies of valid certificates from initial/periodic OHS trainings, medical certificate on capacity for work and other entitlements necessary for performance of commissioned works.

The expiry date of initial/periodic OHS training or medical certificates is entered next to the signature of the employee of the OHS Services. The pass authorising an individual to enter the premises of ORLEN Południe S.A. may be issued for the period not longer than the validity of the training/examination.

Training for employees of Entrepreneurs is valid for 2 years.

3. As far as matters related to OHS, fire protection, process safety and environmental protection are concerned, Entrepreneur is obliged to respect remarks and orders of OHS Services, environmental protection employees, the Company Fire Brigade, employees involved in maintenance and property management and safety and internal control employees as well as those managing the premises/facilities of ORLEN Południe S.A.
4. Entrepreneurs are obliged to apply internal regulations of ORLEN Południe S.A., which have been provided in connection with works/operations on the premises of ORLEN Południe S.A.
5. It is prohibited to bring any carcinogenic materials to the premises of ORLEN Południe S.A. without prior consultation with OHS Services.
6. Entrepreneurs are obliged to ensure safe workplace conditions for their employees and to prevent occupational health and safety hazards or to reduce exposure thereto, as well as to limit their possible effects by using appropriate measures and operations at the place of work and operations.
7. Entrepreneurs operating on the premises of ORLEN Południe S.A. are obliged to conduct their activities in such a way that they do not cause any threats to occupational health and safety, process and fire safety for employees and infrastructure in the vicinity.
8. In the event of hazards related to occupational health and safety, process safety and fire protection caused by or arising from the operations of the Entrepreneurs on the premises of ORLEN Południe S.A., Entrepreneur is obliged to apply, wherever possible, protective measures against a given threat or limiting possible exposure of their employees and all individuals who could be at risk of this threat.

9. If Entrepreneur performs works commissioned by ORLEN Południe S.A. that are considered to be particularly hazardous (employee of ORLEN Południe S.A. responsible for performance of given contract/order or listed as a contact person in the contract concluded by the Parties is obliged to notify the Entrepreneur of whether given work is particularly hazardous), the Entrepreneur is obliged to develop the Instructions on the Safe Performance of Works and have them approved by the OHS Services of ORLEN Południe S.A. before commencement of these works.

The minimum scope of the Instructions on the Safe Performance of Work:

- Information on planned works,
- Full names of individuals responsible for works,
- Dates and places of works,
- List of employees employed to perform works,
- Task safety analysis for the types of work to be carried out.
The assessment should be made taking into account the technology intended for the execution of specific works and remedial measures envisaged to reduce the risks. The instructions must include specific technical and organisation solutions, at the contractor's disposal or planned during the works.
- Impact of works on the environment,
- List of hazards during ongoing works,
- Risk assessment related to the task being implemented for ORLEN Południe S.A.,
- Emergency plan (including a list of emergency telephone numbers and instructions in the case of fire and other local emergency on the premises of ORLEN Południe S.A.),
- List of equipment used while executing works,
- List of substances and chemical mixtures used; annexes: safety data sheets of hazardous substances used during works.

In particular circumstances (failure, need for a quick response, etc.) an individual who issues permission for works may release the contractor from development of the Instructions on the Safe Performance of Work.

Should works be executed based on a building permit, the Entrepreneur is obliged to draw up a Safety Plan (BiOZ) in line with the guidelines of the Building Law and obtain a consent from the OHS Services of ORLEN Południe S.A. (not applicable to Entrepreneurs whose land and property constitute separate ownership and are located on the secured premises of ORLEN Południe S.A.)

10. Entrepreneur who conducts, at the request of ORLEN Południe S.A., particularly hazardous works is obliged to ensure day-to-day supervision by its own OHS Service, composed of at least:
- 1 person – if more than 50 individuals are employed (including subcontractors);
 - 2 persons – if more than 100 individuals are employed (including subcontractors);
 - an additional person for every 100 employees – if more than 200 individuals are employed (including subcontractors).

Supervision referred to above has to be executed during all shifts at which works are carried out.

11. Entrepreneur who conducts works on the premises of ORLEN Południe S.A. is obliged to:
- appoint individuals who will provide first aid among their employees. Such employees should be certified in training in first aid, with the certificate issued no earlier than two years from the date of commencement of work on the premises of ORLEN Południe S.A.
 - appoint individuals to deal with fires and proceed with the evacuation of the workplace, and to secure equipment needed to execute these tasks.

The names of the aforesaid employees should be listed in the Instructions for Safe Performance of Work.

12. In the event that work is being carried out in the same place by employees hired by different employers, these Entrepreneurs are obliged to appoint the OHS Coordinator in accordance with the applicable rules that will be provided by an employee of ORLEN Południe S.A. responsible for given contract/order or listed as a contact person in the contract concluded by the Parties.
13. The Entrepreneur is obliged to apply relevant collective and organisational protective measures and provide employees with mandatory personal protective equipment appropriate for given work as well as work clothing clearly marked with the company name. Personal protective measures can be used only where collective protective measures cannot be applied. Where justified, the employees of OHS Services may order that collective protective measures be used instead of personal protective measures.
14. Entrepreneur is obliged to provide OHS Services or persons supervising the works with original versions of all test certificates and other certificates, etc., that acknowledge the inspection or usefulness of tools.

15. Each Entrepreneur is obliged to conduct task safety analysis for the types of work to be carried out under the contract. The assessment should be made taking into account the technology intended for the execution of specific works and remedial measures envisaged to reduce the risks. The instructions must include specific technical and organisation solutions, at the Entrepreneur's disposal or planned during the works. The results of the task safety analysis necessary for the proper development of the offer and the Instructions on the Safe Performance of Works.
16. Before commencement of works every employee of the Entrepreneur carrying out works under contracts/orders for ORLEN Południe S.A. is obliged to conduct hazard analysis according to the Last Minute Risk Analysis (LMRA).
17. Entrepreneur is obliged to immediately inform about the following events in any form (orally, in writing, by e-mail, by phone):
 - hazards, near misses, accidents at work occurring on the premises of ORLEN Południe S.A. during lease/rental/provision of the service or order. Such events should be afterwards reported to OHS Services that registers and analyses them;
 - fire-related events (ignition, self-ignition, fire and other local hazards) that took place during the execution of works on the premises of ORLEN Południe S.A. should be reported to the Company Fire Brigade.
18. Entrepreneur who uses services provided by subcontractors on the premises of ORLEN Południe S.A. is obliged to select subcontractors who meet and respect these requirements concerning occupational health and safety, process safety, fire protection and environmental protection.
19. Entrepreneur is fully liable for acts and omissions of their employees and subcontractors and is obliged to incorporate the OHS requirements set out above in work contracts concluded with its subcontractors working on the premises of ORLEN Południe S.A.

Rules of conduct in the event of breach of OHS, fire protection, process safety and environmental protection provisions by the Entrepreneur

1. If the employees of ORLEN Południe S.A. (OHS Services, Company Fire Brigade, Company Social Labour Inspector, employees of environmental protection, maintenance, property management departments, employees of security and internal control department or those who manage the premises/facilities) find out that works were hazardous to human health or life or the Entrepreneur or individuals working for them or on their behalf grossly violated requirements concerning occupational health and safety, fire protection, process safety, environmental protection provided for in generally applicable laws, or failed to comply with the provisions and guidelines applicable on the premises of ORLEN Południe S.A., which they was familiar with, ORLEN Południe S.A. reserves the right to:
 - 1.1. fine for any violation of OHS, fire protection, process safety and environmental protection provisions (as specified in the Financial penalty rates constituting Appendix 4 to "Environmental and OHS Regulations applicable on the premises of ORLEN Południe S.A.");
 - 1.2. implement sanctions provided for in the disciplinary programme (Appendix 7 to "Environmental and OHS Regulations applicable on the premises of ORLEN Południe S.A.");
and additionally
 - 1.3. withhold works without being obliged to pay compensation (for direct threat to human life or health, persistent (3 times) failure to comply with arrangements provided in the contract/Instructions on the Safe Performance of Works;or
 - 1.4. temporarily or permanently suspend the pass authorising an individual to enter the premises of ORLEN Południe S.A.

If the Entrepreneur or individuals working for them or on their behalf violate the provisions on occupational health and safety, fire protection, process safety, environmental protection, authorised services of ORLEN Południe S.A. may impose both financial penalty (under Appendix 4) and disciplinary sanctions (under Appendix 7) on the Entrepreneur for each irregularity/breach of requirements.

2. Entrepreneur undertakes to pay financial penalty in the amount specified under Financial penalty rates for violating provisions on OHS, fire protection, process safety or environmental protection, hereinafter referred to as the "Financial Penalty Rates" within 14 days from bookkeeping (debit) note being issued by authorised services of ORLEN Południe S.A.
3. Employees of authorised services of ORLEN Południe S.A. (OHS services, Company Fire Brigade, Company Social Labour Inspector, employees of environmental protection, maintenance, property management departments, employees of security and internal control department or those who manage the premises/facilities), who find irregularities and grounds for penalty, are obliged to draw up a report serving as a basis for punishment for the violation of provisions on OHS, fire protection, process safety or environmental protection, hereinafter referred to as the "Report". The "Report" is submitted to the Head of OHS and Information Security Department who decides whether the above-mentioned activities are legitimate and sets the amount of fine. This decision is written down in the "Report" and then it is submitted to authorised services of ORLEN Południe S.A. in order to carry out activities, including bookkeeping (debit) note being issued.
4. The "Report" is not drawn up if provisions on OHS, fire protection, process safety or environmental protection are violated by the Security Services. In such case, the financial penalty specified in the "Financial Penalty Rates" is imposed based on a note drawn up by the Security Services and acknowledged by the Head of Security, Critical Infrastructure and Internal Control. Such note (the original copy) has to be submitted as soon as possible to the Head of OHS and Information Security Department who decides on the amount of the fine. The decision is written down on the aforesaid note.
5. The procedure for temporary or permanent suspension of the pass and its re-issue is carried out in line with internal regulations of ORLEN Południe S.A. pertaining to personnel traffic.

Financial penalties rates
in the event of breach of OHS, fire protection, process safety and environmental protection provisions

No.	Irregularities	Amount of financial penalty (PLN)
1.	1. Failure to perform documented assessment of the occupational risks associated with the performance of work. 2. Failure to inform employees with occupational risk and the rules for protection against the risks and hazards – not confirmed by workers' declarations.	200 – 400
2.	1. Employee staying on the premises of ORLEN Południe S.A. while intoxicated, in a condition indicating the consumption of alcohol, or under the influence of intoxicating agents or psychotropic substances. 2. Smoking on the premises of ORLEN Południe S.A. outside designated smoking areas.	10,000
3.	Using mobile phone in areas where it is prohibited to use it.	200
4.	1. Performing works in breach of the contract, internal regulations of ORLEN Południe S.A. and the instructions given by the OHS Coordinator/Services or persons responsible for supervision. 2. An unauthorised person staying in restricted areas. 3. In the event of direct threat to health or life during the performance of works – failure to immediately cease works, failure to secure the work place and notify the OHS Coordinator, Services or Company Fire Brigade thereof.	800 – 1,200
5.	1. Employee's failure to wear helmets, protective goggles and other required personal protection equipment (e.g. hearing protection, fall protection equipment). 2. Employee using personal protection equipment that does not meet the requirements of conformity assessment. 3. Failure to wear appropriate work clothing and footwear. 4. Use of work clothing that is not clearly marked with the Entrepreneur's name.	200 – 1,200
6.	1. Failure of the driver to comply with traffic laws on the premises of ORLEN Południe S.A. or designated route. 2. Parking the vehicle in a non-designated area. 3. Entry and movement of vehicles and equipment with visible oil/grease leaks on the premises of ORLEN Południe S.A. (motor vehicles, rail vehicles).	100 – 500
7.	1. Failure to ensure order at the workplace. 2. Failure to meet OHS and fire protection provisions while storing materials and equipment. 3. Failure to separate hazardous zones. 4. Failure to secure and mark workplace in a visible and legible way.	100 – 1,200
8.	1. Use of machines, equipment or tools that fail to meet the requirements of conformity assessment. 2. Use of machines, equipment or tools without valid technical inspection or without an inspection mark. 3. Use of malfunctioning machine, equipment and tool. 4. Use of malfunctioning machine, equipment and tool contrary to its intended use.	100 – 1,200
9.	1. Absence of hand-held fire extinguishing equipment. 2. Use of hand-held fire extinguishing equipment with invalid certification. 3. Use of hand-held fire extinguishing equipment without the possibility of identifying its suitability for use.	100 – 300
11.	1. Erection and use of scaffolding contrary to manufacturer's documentation or individual design. 2. Erection and dismantling of scaffolding by workers not having professional certificates required for these tasks. 3. Use of scaffolding without commissioning or inspection. Entrusting an unauthorised person with the task of commissioning scaffolding. 4. Absence of entry about scaffolding acceptance to the construction log or failure to	200 – 1,200

No.	Irregularities	Amount of financial penalty (PLN)
	draw up the scaffolding technical acceptance report. 5. Lack of information board on the scaffolding that specifies assembly contractor by name, their telephone number and permitted load of platforms and scaffolding itself.	
12.	A person performing works involving electrical power equipment, installations and networks is lacking the required E or D type qualification certificates.	400 – 800
13.	Works conducted without the Instructions on the Safe Performance of Works or Safety Plan and guidelines, if it is required, and conducting the works contrary to these documents.	200 – 800
14.	Work without required written permit to execute works.	400 – 1,000
15.	Irregularities while using hoisting and hauling equipment, in particular: - hook operator fails to give instructions to the crane operator, - crane operator starts transporting the load without being instructed to do so by the hook operator or without using a sound signal, - failure to use cables to guide loads, - loads being guided manually by an employee.	300 – 500
16.	A person operating motor vehicles, working machines, devices does not have required licences.	200 – 400
17.	1. Lack of required supervision of the OHS Services while conducting particularly dangerous works. 2. Failure of the immediate supervisor to provide the required supervision during the performance of particularly dangerous works.	400 – 1,200
18.	Failure to fulfil the following obligations: 1. to take effective actions after accident at work, failure, fire or other local hazard; 2. to immediately notify appointed individuals of identified risks, near misses and accident at work	200 – 500
19.	1. Permitting the worker not having a valid certificate of periodical OHS training or licences needed for a task to perform work. 2. Permitting the worker not having a valid medical certificate stating that the worker has undergone preventive medical examinations and there are no contraindications for work under the contract.	400
20.	1. Blocking the roads, emergency exits, access to hand-held fire extinguishing equipment. 2. Leading electric wires and gas hoses in a way that may damage them.	200 – 400
21.	Using open fire without permission on the premises of ORLEN Południe S.A.	3,000
22.	1. Obstructing authorised services of ORLEN Południe S.A. that conduct occupational health and safety control, fire and process safety control, and environmental protection control. 2. Failure to follow orders issued by authorised services of ORLEN Południe S.A. in the field of OHS, fire protection and environmental protection.	200 – 400
23.	Failure to include provisions on safe conduct of works and requirements laid down herein in contracts concluded with Subcontractors.	200 – 400
24.	Unlawful and/or non-selective collection of waste on the premises of ORLEN Południe S.A.	500 – 1,200
25.	Failure to observe terms of the contract for sewage treatment service by ORLEN Południe S.A. in terms of quality of wastewater discharged into the sewage system by the Entrepreneur.	1,000 – 5,000
26.	Causing spills, leaks, contamination of soil with hazardous substances (oils, greases, paints, varnishes, etc.).	200 – 2,000

Form that constitutes the basis for punishment for breach of OHS, fire protection, process safety and environmental protection provisions by the Entrepreneur.

REPORT

I. Pursuant to the (contract/internal regulations):.....

.....
.....

the inspection has been carried out/violation of the rules has been found in the following field :

on, in..... ,

by,

in presence of the company's representative*:,

(full name of the representative and company name)

II. Additional information:

.....
.....

III. The following irregularities have been identified:

1 ,

which corresponds to item no. of the "Financial penalty rates". I suggest financial penalty in amount of PLN

.....

2 ,

which corresponds to item no. of the "Financial penalty rates". I suggest financial penalty in amount of PLN

.....

3 ,

which corresponds to item no. of the "Financial penalty rates". I suggest financial penalty in amount of PLN

.....

4 ,

which corresponds to item no. of the "Financial penalty rates". I suggest financial penalty in amount of PLN

.....

5 ,

which corresponds to item no. of the "Financial penalty rates". I suggest financial penalty in amount of PLN

.....

6 ,

which corresponds to item no. of the "Financial penalty rates". I suggest financial penalty in amount of PLN

.....

etc.

IV. The irregularities identified provide a basis for:

1. financial penalties being imposed as stated in the "Financial penalty rates". Total amount of financial penalties will be provided in the bookkeeping (debit) note;
2. withhold works without the obligation to pay compensation*
3. temporarily or permanently suspend employee's pass*.

.....
(date, signature of the Controller/person identifying irregularity)

V. Remarks of the Controlled Entity to the report (submitted* – not submitted*)

.....
.....
.....

.....
(date, signature of the Controlled Entity/representative of the Entrepreneur)

Note! If the Controlled Entity refuses to sign this document, the following statement should be provided:

“Ms / Mr **refused to sign the Report**”, place, date, signature of the Controller.

VI. Decision of the Approving Officer

.....
.....
.....

.....
(date, signature of the Approving Officer)

Note! Decision contrary to the Controller’s suggestion should be justified and further actions should be listed.

VII. Exhibits:

.....

Signatures on behalf of the Entrepreneur

1.
2.
3.

Signatures on behalf of ORLEN Południe S.A.

1.
2.
3.

Distribution list:

1. Entrepreneur
2. Controller/person identifying irregularity
3. OHS and Information Security Department – *original copy*
4. Maintenance and Production Asset Management Department*
5. Non-Productive Asset Management Department*
6. Department for Preparation and Implementation of Investments*
7.
8.

*delete as appropriate

.....
place, date

.....
company name or seal

STATEMENT

I hereby state that I have read and understood the following documents of ORLEN Południe S.A.:

- ✓ Quality, Environmental and OHS Policy;
- ✓ Environmental and OHS Regulations applicable on the premises of ORLEN Południe S.A.;
- ✓ The internal regulations of ORLEN Południe S.A. that pertain to environmental protection, occupational health and safety, process safety and fire protection provided by ORLEN Południe S.A. to be applied while conducting works/operations on the premises of ORLEN Południe S.A.

Before commencement of works or operations on the premises of ORLEN Południe S.A., I hereby undertake to inform employees of..... (company name)

about the aforesaid documents, requirements provided therein and their obligation to comply with them.

I hereby undertake to submit a list of employees who have been notified of the aforesaid documents and are required to observe requirements stipulated therein upon each request of ORLEN Południe S.A.

I declare that works and operations on the premises of ORLEN Południe S.A. will be performed pursuant to applicable laws and regulations on environmental protection, occupational health and safety, and fire protection.

.....
Signature

Disciplinary programme for employees of Entrepreneurs who violated OHS, fire protection and process safety provisions.

1. The programme is applicable to any and all employees of the Entrepreneurs and their subcontractors/individuals employed by the subcontractors working for or on behalf of ORLEN Południe S.A. under contracts concluded by the Parties and on the premises of ORLEN Południe S.A. These penalties are imposed on individual employees regardless of which Entrepreneur/subcontractor hired the employee.
2. If the authorised employees of ORLEN Południe S.A. (OHS Services, employees of the Company Fire Brigade, Company Social Labour Inspector, area/facility manager, maintenance services or environmental protection employees, safety and internal control employees) have identified any violations of the provisions on OHS, fire protection or process safety laid down in general laws and regulations (Polish and EU law) or detailed rules and regulations applicable at ORLEN Południe S.A. and to be used by employees of the Entrepreneur/subcontractor, ORLEN Południe S.A. reserves the right to:
 - give warning – “yellow card”,
 - give warning – “red card”.
3. The type of warning depends on the violation identified pursuant to the Financial penalty rates.
4. A person who gave warning to the employee of the Entrepreneur/subcontractor is obliged to notify direct supervisor of the employee in question and OHS Services of ORLEN Południe S.A. thereof. The OHS Services inform employer of the employee in question in writing (e-mail/SMS).
5. The OHS Services keeps a register of warnings issued.
 - ✓ “Yellow cards” are removed from the register after one year since they have been issued.
 - ✓ “Red cards” are not removed from the register.
6. If a “red card” is issued, the OHS Services immediately notifies employee of the Security, Critical Infrastructure and Internal Control department thereof, who blocks access to the person who received the warning to the premises of ORLEN Południe S.A.
7. If the supervising entity of ORLEN Południe S.A. identifies violations of laws and regulations on OHS, fire protection or process safety that are not listed in the disciplinary programme below, a person identifying the irregularity notifies employee in violation thereof, and afterwards agrees upon corrective actions and disciplinary actions, if required, with supervisor of this employee.

Disciplinary programme for employees of Entrepreneurs who violated OHS, fire protection and process safety provisions

No.	Irregularities	NO. of another warning	Penalties	
1.	Gross violation of OHS, fire protection and process safety rules and regulations: 1. Employee entering or staying on the premises of ORLEN Południe S.A. while intoxicated, in a condition indicating the consumption of alcohol, or under the influence of intoxicating agents or psychotropic substances. 2. Using open fire and smoking on the premises of ORLEN Południe S.A. 3. Failure to use fall protection equipment by an employee. 4. Failure to eye protective gear during works which may directly result in vision loss (e.g. welding, grinding, etc.	1		 6 months
		2		 1 year
		3		 lifelong
2.	1. Regular use of mobile phone in areas where it is prohibited to use it. 2. Performing works in breach of the contract and the instructions given by the OHS Coordinator or persons responsible for supervision. 3. An unauthorised person staying in restricted areas. 4. Obstructing supervisors of ORLEN Południe S.A. who conduct occupational health and safety control, fire and process safety control. 5. Failure to follow orders issued by supervisors of ORLEN Południe S.A. in the field of OHS, fire protection and process safety.	1		
		2		 14 days
		3		 6 months
3.	1. Failure of the driver to comply with traffic laws, road signs or designated route on the premises of ORLEN Południe S.A. 2. Parking the vehicle in a non-designated area.	1		
		2		
		3		 1 month
3.	1. Employee's failure to wear helmets, protective goggles and other required personal protection equipment. 2. Failure to wear appropriate work clothing and footwear. 3. Use of malfunctioning machine, equipment and tool. 4. Use of malfunctioning machine, equipment and tool contrary to its intended use.	1		
		2		
		3		 14 days
		4		 6 months

Legend:

-  - number of violations
-  - entry in the register of violations
-  - yellow cards
-  - red cards
-  - banned entry

OHS Incentive Programme

1. In order to motivate the employees of ORLEN Południe S.A. and Contractors (Contractors are understood as Entrepreneurs performing works for the benefit or on behalf of ORLEN Południe S.A. under contracts concluded by the Parties) to raise the level of safety and work culture, the so-called OHS Incentive Programme (hereinafter: "Programme") has been developed and implemented at ORLEN Południe S.A. "Programme").
2. A competition is organised as part of the Programme. It consists in reporting Occupational Safety Hazards and/or Near Misses in which employees of the Contractors may participate.

The following terms are used in the Programme:

- **Near Miss** – it is an incident otherwise referred to as "near hit", "close call", or "nearly a collision". It is a dangerous event related to the work performed that does not involve any injuries. It may but does not have to result in an injury. Only due to a lucky coincidence no injuries, fatalities or damage occur in the course of events. An employee who could sustain an injury directly participates in a near miss. **Near Misses** include in particular:
 - dangerous events, leaks and similar situations which do not result in injuries or deterioration of employee's health;
 - dangerous activities and behaviour of employees related to non-compliance of OHS laws or regulations, violating safety limits or causing material losses.
- **Work safety hazard** – situations, incidents or identified facts in which employees do not participate, posing a direct threat to their life or health or possibly posing them in the future. **Work safety hazards** include e.g. onerous work conditions that may result in an accident at work in the future.

3. To participate in the competition, an individual has to report a work safety hazard and/or near miss, stating possible corrective actions. The contractors report hazards/incidents to the OHS Services of ORLEN Południe S.A. (in person, in writing or by SMS/e-mail).
4. After the end of the calendar year, by January 31, every Contractor interested in participating in the competition sends one suggestion of work safety hazards and/or near misses to the OHS Services of ORLEN Południe S.A.
5. The best reports are selected by voting by the OHS Committee of ORLEN Południe S.A.
6. The following prizes will be awarded to the authors of the best reports on work safety hazards and/or near misses:

Contractors' employees

- First prize – in-kind prize in gross amount of PLN 800;
 - Second prize – in-kind prize in gross amount of PLN 500;
 - Third prize – in-kind prize in gross amount of PLN 300.
7. The awarded Contractors will be notified in writing of the prize and how the prize will be collected.
 8. The rules and regulations of the OHS Incentive Programme can be accessed by anyone interested from the OHS and Information Security Department (the OHS Services of ORLEN Południe S.A.). All information and clarifications regarding the Programme will be provided by the employees of the OHS Services of ORLEN Południe S.A.
 9. Participation in the OHS Incentive Programme is voluntary.



QUALITY, ENVIRONMENTAL AND OHS POLICY;

Our mission is to become a modern organisation perceived as a significant partner on the markets for fuel, oil, petroleum and oleochemical products manufactured and services rendered by us.

Being a transparent company we carry out all activities in line with corporate governance, respecting the values and principles of conduct at ORLEN Capital Group, ensuring compliance with legal and other requirements, the high quality and competitiveness of the products and services offered.

We strive to create permanent relations based on partnership with our partners while meeting our commitments. We conduct and develop our business in harmony with natural and social environment.

In carrying out our activities, we strive for doing so in a manner that is safe for our employees and other individuals operating or staying on our premises or in its vicinity.

We cooperate with companies from the ORLEN Capital Group, in particular in functioning management systems and key business areas.

We strive for maintaining our image as a reliable and trustworthy partner.

We will ensure high quality of processes, products and services as well as environmental protection and safety by:

- ↪ Producing and delivering goods and services that comply with requirements of Customers, laws and regulations and other requirements applicable in our organization in a manner ensuring environmental protection and safe working conditions for employees and individuals staying on the premises of ORLEN Południe S.A.
- ↪ Developing and implementing standards of quality, safety, occupational hygiene and environmental protection.
- ↪ Monitoring of implemented processes, conducting analyses and taking actions based on them to continuously improve business results and efficiency, optimize costs, improve management efficiency, work methods and organisation, raise safety and increase environmental protection.
- ↪ Improving employees who carry out their own particular functions with adequate competency; Systematic improvement of employees' qualifications, their skills and awareness of individuals working under our supervision regarding the impact of their work on quality, environmental protection and safety.
- ↪ Maintaining and developing an appropriate technical and technological basis that consists of state-of-art production, control and research equipment, and techniques and technologies implemented. Using best possible eco-friendly and safe technologies in production processes.
- ↪ Acquiring and managing information necessary for effective, safe operation, compliance with the requirements and expectations of the Customers and other interested parties as well as those imposed by the law and organisation.
- ↪ Producing eco-friendly products – production of liquid biocomponents for fuels taking into account sustainability criteria.
- ↪ Carrying out activities aimed at environmental protection, preventing and minimizing negative impact on the environment – recovery and regeneration of used oils on installations, prevention of the soil and water contamination with petroleum products, eco-friendly raw material and energy management.
- ↪ Identifying risks and conducting risk analysis related to works and activities conducted on behalf of the company, eliminating hazards and reducing occupational risks related to these hazards.
- ↪ Ensuring employee participation in creating safe working conditions and OHS management system.
- ↪ Promoting eco-friendly culture, trainings and regularly raising environmental awareness of our employees.
- ↪ Cooperating with subcontractors and external companies working on the industrial premises of ORLEN Południe S.A. in applying standards for environmental protection, accident prevention and occupational health and safety.
- ↪ Striving for continuous improvement and enhancement of quality, safety, prevention of accidents at work, occupational diseases, near misses, environmental incidents and major industrial failures.
- ↪ Meeting the requirements and constantly improving the Integrated Management System including the Quality Management System in line with ISO 9001:2015, the Environmental Management System in line with ISO 14001:2015 and the Occupational Health and Safety Management System in line with ISO 45001:2018.

We undertake to ensure resources and means necessary to implement this Policy.

Trzebinia, 19 October 2020