



REGULATIONS

on material traffic 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 traffic 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 organisational unit within ORLEN Ochrona Sp. z o.o. that e.g. 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 – identification card issued by Security.

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 organisational act concerning pedestrian traffic applicable in ORLEN Południe S.A.

Head of the organisational 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 authorised person of an External Entity and the Company is also understood as at the Head of the organisational unit.

Operations Coordinator – an employee of Security Services, reporting directly to the Head of 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 authorising 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 organisational act concerning pedestrian traffic applicable in ORLEN Południe S.A.

Security Services – organisational 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 ORLEN CG.

2. Material traffic 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 Security, Critical Infrastructure and Internal Control or a person authorised by the Head from the Security, Critical Infrastructure and Internal Control at ORLEN Południe S.A. are authorised to issue binding instructions concerning the manner and principles related to material traffic, and have the right to request explanations in case of irregularities in this respect.

II. Material traffic – general provisions

1. The Security Services have the right to inspect material traffic at the Protected Area of ORLEN Południe S.A.

2. Material traffic 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 Security, Critical Infrastructure and Internal Control and on the basis of principles defined by the Head of Maintenance and Production Asset Management of ORLEN Południe S.A. material traffic 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 authorised 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 authorised employees are approved by Heads of organisational 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 authorised 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 weighting 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 Security, Critical Infrastructure and Internal Control, who also approves these changes.

III. Deliveries

1. An authorised 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;
 - Term of delivery;
 - Make and registration number of the vehicle (optional);
 - Supplier/carrier name;
 - Place of delivery;
 - Full name or position and phone number of a person authorised to pick up the delivery.

In the absence of notification, the Security Services is required each time to obtain confirmation of the legitimacy of entry for delivery by phone (this requirement does not apply if the delivery document presented to the Security Service at entry is confirmed in writing by an employee of ORLEN Południe S.A. e.g. by Logistics).

2. While making a delivery with a tank truck or other road vehicle, a driver shows the Security Services a waybill, delivery note, invoice or other document confirming delivery for a specific entity from the protected OPD area. An employee of Security Services is obliged to compare data in delivery documents and notification and, if necessary, notify a person authorised to collect the delivery.

While exiting, a driver shows the Security Services a document confirming the delivery, with notes made by the addressee informing about the status of the delivery at its next stages.

3. In the case of deliveries by rail, the delivery is made on the basis of rail waybills, which are submitted for inspection by the authorised employee of the siding operator to the employee of the Security Services. After completing the inspection, the security employee confirms that they are completed on the reverse of the rail waybill and writes down any possible remarks. If there are any remarks, before signing these documents the employee submits these remarks to the Shift Manager in order to receive guidelines for further procedure.

IV. Shipment

1. The following material passes are applicable at the Protected Area of ORLEN Południe S.A. – documents authorising to take materials away, including in particular: semi-finished products, finished goods, wholesale goods (including samples of these materials to be tested outside of the Protected Area or provided for marketing purposes), fixed assets, tools, waste, office equipment, etc.:
 - **WZ (released externally) document** – with a stamp/wording “Material pass” – used for materials sold (semi-finished, finished products, wholesale goods);
 - **MW (own material) document** – used for materials owned by ORLEN Południe S.A.;
 - **OM (external material) document** – used for materials owned by External Entities;
 - **Rail waybill** – for materials transported in railway cars or other wagons;
 - Document **“Report on customs and tax inspection activities (sampling)”** – issued for samples of excise goods taken away by officers from the customs and tax office;
 - **RW document = Proof of expenditure RW (internal expenditure)** – for materials released from the warehouse;
 - **DW document (release proof)** – for goods sold using the SAMER system;
 - Other documents used by external entities from the area of ORLEN Południe S.A. are provided in Annex 2 to these Regulations.
2. Material passes are valid only of the day they were issued. Validity of a pass may be extended in justified cases.
3. Material passes are issued only for a one vehicle.
4. Material passes issued in an incorrect manner or not used within the prescribed deadline are cancelled and left in the pass pad. **It is not allowed to make adjustments in material prints.**
5. If a material pass for bringing materials in/out is to remain valid, it should have signatures of at least two different persons (this does not apply to documents generated in the SAMER system):
 - a) A person authorised to issue a material pass; and
 - b) A person who is involved in loading.

VI. Inspection of material traffic

1. List of materials brought in

It is a document authorising to bring in/carry out materials, tools, maintenance spare parts and other work equipment from the premises of the Trzebinia and Jedlicze

production plant of ORLEN Południe S.A. One copy of the **list** remains at the disposal of this person, and the second copy is submitted to the Security Services.

The list of materials brought in confirming the right to use the property is signed by an employee of the Security Services after having checked the compliance of the entries with the actual state. The aforesaid document approved by the Security Services may become a material pass allowing to bring materials listed in it in, provided that it is returned to the Security Services on the day of its approval. In order to take away materials listed in the **List of materials brought in** but after approval thereof by the Security Services, an **OM** or **MW** pass is required.

OM material pass with OS stamp is a document authorising to bring in materials, tools, maintenance spare parts and other work 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.

OM/OS material pass is issued by the Security Services in 3 copies: 1 copy (original version) – for the Security Services, 1 copy – for the issuing entity, 1 copy – a person bringing the material in. All copies should be complete and contain at least the following information:

- data of the person bringing the material in;
- day on which the material is to be brought in;
- detailed list of materials (unit of measure, quantity);
- origin of material;
- place and time of bringing in the material;
- registration number of the vehicle used to transport the material;
- basis for issuing the pass;
- confirmation that the material has been loaded in line with detailed information of the pass (legible signature);
- full name of a person issuing/approving the document (stamp, signature).

2. **Material control of deliveries (bringing in) carried out in tank trucks, containers, barrels or other unit packages:**

- A person bringing in materials into the OPD Protected Area is obliged to notify Security Services of this fact.
- An employee of the Security Services issues an identification card with assigned authorisation to enter for the supplier; furthermore such employee makes an entry in the Access Control System, indicating the number of the document confirming the delivery and the type and quantity of the material taken in.
- Compliance of the actual delivery status (personal data, goods, vehicle registration number) with entries in the documents submitted is verified by an employee of the Security Services. Data compliance is acknowledged by a stamp **WWÓZ** [Goods brought in].
- Vehicles, which were weighted while entering the OPD area, are also weighted after the delivery – before exiting. Also unaccepted deliveries and tank trucks that have not been filled and leave empty are weighted before exiting.
- While exiting the Protected Area, a driver (supplier) shows the Security Services a document confirming the delivery, with notes made by the addressee. An

employee of the Security Services is obliged to verify whether entries in documents submitted are correct and compare them with the actual status, if possible.

- In the absence of any objections, the employee stamps the delivery document and collects an identification card with assigned authorisation to enter. The Security Services unregisters the supplier from the Access Control System and enters the delivery status in the ACS (accepted/not accepted).

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

If there are any irregularities in material pass or delivery documents, an inspecting employee of the Security Services should withhold material traffic and notify their supervisor of these irregularities.

Permission to take away the materials in question from the Protected Area can be granted only as a result of the investigation carried out by the Security Services – confirming compliance of the materials taken away with the relevant documentation.

If there are any discrepancies between entries in the material pass or delivery documents and actual status or if someone attempts to take away materials against the regulations, the Security Services are authorised to:

- request clarifications from pass issuer and from the carrier;
- request delivery documents or material passes be issued or approved in a correct manner – incorrect material documents are cancelled;
- direct vehicles leaving the protected area for re-weighting;
- order vehicle to be unloaded for detailed inspection or to call the Police for this purpose;
- apprehend persons taking materials away in a manner inconsistent with the Regulations and refusing to cooperate in order to clarify the irregularities found and surrender them to the Police.

The Operations Coordinator immediately notifies the Head of Security, Critical Infrastructure and Internal Control or persons authorised 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 authorising to bring in/out waste to/from the Protected Area. The Waste Transfer Sheet must be drawn up in accordance with the currently valid template – legal basis: the Act on Waste, as amended. The waste transfer sheets are issued in the BDO system (*Register of entities bringing in the products, products in packaging and managing waste*); only the KPO confirmation is generated – a document necessary for transport of waste.
2. The Waste Transfer Sheet is issued by the waste producer/holder in the BDO system. The KPO confirmation or in case of failure of the BDO system – Waste Transfer Sheet (on paper) is provided to the Security Services (applicable to External Entities operating and having their registered office on the OPD premises).
3. The KPO confirmation on paper is archived by the Security Services for 3 years from the beginning of the next calendar year.

4. Companies and External Entities are obliged to provide the Environmental Protection of ORLEN Południe S.A. with valid integrated permits or decisions granting permits 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. Bringing waste in/out to/from Trzebinia or Jedlicze production plant takes place based on a set of documents, (for External Entities conducting operations and having their registered office in the OPD area), i.e.:
 - material pass;
 - KPO confirmation on paper;
 - 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. A person from ORLEN Południe S.A. or Company responsible for given area (facility) confirms bringing waste in/out.
8. The waste producer/manager of the organisational unit/representative of given Company, which generated waste/to which waste is brought, is responsible for correct waste classification.
9. Heads of organisational units, from which hazardous waste originates, hazardous waste producers and carriers are obliged to confirm the correct labelling and tightness of loading on the WZ document.
10. It is not required to specify weight in case of organic materials: grass cuttings, tree branches, bushes, etc., biodegradable waste.
11. It is not required to issue material documents and waste transfer sheets for bringing in/out mixed and selectively collected municipal waste (waste paper, glass, plastics, batteries) in containers to/from Trzebinia or Jedlicze production plant.

VIII. Tools

1. If employees of External Entities bring in/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 working tool must have a permanent number inscribed in it, 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 authorised to use the **tool list**.
6. The tool list must contain the following data:
 - company name with a stamp;
 - full name of the user;

- issue date;
 - name of tool or equipment;
 - quantity;
 - inventory or serial number in the case of labelled equipment;
 - position and legible signature or signature and name stamp of a person issuing the tool book, with each item.
7. Any change of equipment must be recorded in the tool list by a person responsible for tool management.

XI. Courier companies, postal items, paper documentation

1. Depending on the weight of the consignment:
- Courier shipments weighing up to 30 kg (each), are delivered to the Pass Office at Gate 4 (Trzebinia) and the Pass Office at Gate 1 (Jedlicze), at which they are recorded in the "Record of courier shipments up to 30 kg". Then an authorised 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 authorised employee of ORLEN Ochrona Sp. z o.o., the Head of the organisational 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 arrival of the supervisor, an authorised employee of ORLEN Ochrona Sp. z o.o. issues an identification card with assigned authorisation to enter based on an identity document. Then they go together to the area, at which the shipment is to be unloaded.
 - After the shipment is unloaded, the vehicle immediately leaves the OPD Protected Area.
 - A supervisor is obliged to accompany the person (courier) during the entire stay at the OPD area.
 - In view of specific nature and vastness of OPD facilities, in justified cases, Heads of organisational units, Heads of external entities or persons replacing them may request the Operations Coordinator of ORLEN Security at an appropriate location to withdraw from the above provisions and obtain an individual consent to enter without a guardian. In order to supervise the time of the stay and route (if the supervisor has not been assigned), each time a GPS transmitter is assigned to a courier's vehicle, which allows real-time monitoring of the vehicle's location.
2. Provisions laid down in section 1 do not apply to deliveries to warehouses or organisational units of ORLEN Południe S.A. and Companies.

3. It is allowed for a supplier to leave the Protected Area with other shipments sent by organisational units of ORLEN Południe S.A./Companies/External Entities operating on the Protected Area under separate material passes.

X. Final provisions

2. It is prohibited to bring in/out various types of hand canisters, containers, etc. by drivers of motor vehicles and employees into the protected area of ORLEN Południe S.A.
3. In cases not referred to in these Regulations, the Head of Security, Critical Infrastructure and Internal Control or a person authorised by the Head settles issues related to material traffic on an ongoing basis in agreement with the appropriate Operations Coordinator.
4. Any deviation from these Regulations must be approved in writing by the Security, Critical Infrastructure and Internal Control.

XI. WWM template



.....
Company name – vehicle registration number

.....
Full name of the driver
/entering, leaving/

.....
(city, date)

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

Item	List of tools, equipment and materials	Feature / labelling	Quantity	Comments
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				

Number of items (in words)

Proper protection of tools, equipment and materials brought in/out is the responsibility of the entity or person bringing in/out of tools, equipment and materials.

Checked upon entry: on at Ps No. signature of the person entering signature of an employee of Security Services	Checked upon exit: on at Ps No. signature of the person entering signature of an employee of Security Services
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