

ORLEN POŁUDNIE SPÓŁKA AKCYJNA
SECURITY, CRITICAL INFRASTRUCTURE AND INTERNAL CONTROL



EXCERPT FOR EXTERNAL ENTITIES
FROM THE GUIDELINES
OF SECURITY, CRITICAL INFRASTRUCTURE AND INTERNAL CONTROL
ON THE ORGANISATION OF PEDESTRIAN TRAFFIC AT ORLEN
POŁUDNIE S.A.

Of 9 August 2021

I. GENERAL INFORMATION

1. These Guidelines supplement the provisions of the Internal Regulations of the CEO of ORLEN Południe S.A. concerning: introduction of the "Regulations on pedestrian traffic at ORLEN Południe S.A.", hereinafter referred to as the Regulations.
2. Definitions used in the Regulations are applied in these Guidelines.

II. FEES RELATED TO PASSENGER TRAFFIC

Fee for identification card – a one-time payable amount covering costs related to the production of an identification card and its reissue in the event of destruction, loss or theft. Information on the current fee is provided at respective Pass Offices and in the Intranet of ORLEN Południe S.A. The fee is not refundable.

The amount of the fee valid from the date of entry into force of the Regulations.

The current fee for issuing an identification card (including service fee, print fee and case fee) is PLN 70.00 net for 1 card.

NOTE!

1. The fee for issuing an identification card will be increased by VAT applicable on the date of issuing the invoice.

III. RULES FOR ISSUING, USING AND RETURNING IDENTIFICATION CARDS

3. Identification card for employees of External Entities carrying out executive or service activity within the Security Zone.

- 3.1. The yellow identification card will be valid for the duration of the contract with the external entity but not beyond the expiry date of the health and safety training specified in the application referred to in section 3.3.
- 3.2. An identification card is issued, renewed and provided by relevant Pass Office in Trzebinia or Jedlicze.
- 3.3. Identification cards for employees of External Entities are issued based on a request drawn up in accordance with the specimen set out in **Ch. VI of the Guidelines**, signed by a person authorised to represent the External Entity, certified by a competent person holding the position of a Director or Head at ORLEN Południe S.A. supervising the execution of the contract with that External Entity or a person authorised to represent the External Entity that is the main contractor of the commissioned works on the basis of the contract concluded with ORLEN Południe S.A. Appropriate powers of attorney to represent the External Entity and an extract from the National Court Register or other registration authority of the External Entity should be sent together with the first application to the relevant Pass Office in

Trzebinia or Jedlicze. Identification card can also be issued based on a request issued by an organisational unit of ORLEN Południe S.A. indicating MPK to be charged with costs, signed by a person responsible for MPK.

- 3.4. Identification cards are issued to persons who have completed the **initial training in occupational safety and health** organised by the Department of Occupational Safety and Information Security and the Company Fire Department, which must be confirmed in the request.
- 3.5. Identification cards are issued against payment. A consent to charge the External Entity for identification cards is expressed in the request.
- 3.6. Identification cards are extended based on a request for renewal of identification cards, drawn up in accordance with the specimen set out in **Ch. VI of the Guidelines**, confirmed by a person holding the position of a Director or Head at ORLEN Południe S.A. or a person authorised who supervises the execution of a contract concluded with that entity. Requests for renewal of identification cards should be submitted one month in advance. In justified cases, this period may be shortened.
- 3.7. In the event of termination of the employment relationship with an employee of External Entity or termination of a civil law contract concluded with this entity, the External Entity is obliged to submit their identification card to the relevant Pass Office in Trzebinia or Jedlicze no later than after 7 days from the date of termination of the employment relationship or expiry of the civil law contract.
- 3.8. In the event of termination of employment or failure to return the identification card by an employee of an External Entity, a person authorised to represent this External Entity sends a written note with data of this employee (full name, identification card number) who ceased to work or render services to the relevant Pass Office in Trzebinia or Jedlicze. A non-returned identification card is immediately blocked in the access control system based on this notice.
- 3.9. External entities carrying out executive or service activity within the Security Zones are responsible for the return of identification cards. If an organisational unit of ORLEN Południe S.A. has requested that identification cards be issued for employees of External Entities, the responsibility is transferred to that organisational unit.
- 3.10. External entities are obliged to an up-to-date list of employees and subcontractors holding identification cards (full name, company name, identification card number) at the request of Security, Critical Infrastructure and Internal Control.

4. Identification card for employees of External Entities with their registered office within the Security Zone.

- 4.1. The yellow identification card will be valid for the duration of the contract with the external entity but not beyond the expiry date of the health and safety training specified in the application referred to in section 4.3. If no contract has been concluded with the External Entity, the identification card is valid until the end of validity of the OSH training.
- 4.2. An identification card is issued, renewed and provided by relevant Pass Office in Trzebinia or Jedlicze.
- 4.3. Identification cards for employees are issued based on a request for identification cards drawn up in accordance with the specimen set out in **Ch. VI of the Guidelines**,

signed by a person authorised to represent the External Entity and certified by the Head of Security, Critical Infrastructure and Internal Control or a person authorised by the Head. Appropriate powers of attorney to represent the External Entity and an extract from the National Court Register or other registration authority of the External Entity should be sent together with the first application to the relevant Pass Office in Trzebinia or Jedlicze.

- 4.4. Identification cards are issued to persons who have completed the **initial training in occupational safety and health** organised by the Department of Occupational Safety and Information Security and the Company Fire Department, which must be confirmed in the request.
- 4.5. An identification card is issued against payment. A consent to charge the External Entity for an identification card is expressed in the request.
- 4.6. Identification cards are extended based on a request for renewal of identification cards, drawn up in accordance with the specimen set out in **Ch. VI of the Guidelines**, confirmed i.a. by the Head of Security, Critical Infrastructure and Internal Control. Requests for renewal of identification cards should be submitted one month in advance. In justified cases, this period may be shortened.
- 4.7. In the event of termination of the employment relationship with an employee of External Entity or termination of a civil law contract concluded with this entity, the External Entity is obliged to submit their identification card to the relevant Pass Office in Trzebinia or Jedlicze no later than after 7 days from the date of termination of the employment relationship or expiry of the civil law contract. If the card is not returned within the time limit specified above, an external entity will be charged with a fee of PLN 100 net.
- 4.8. In the event of termination of employment or failure to return the identification card by an employee of an External Entity, a person authorised to represent this External Entity sends a written note with data of this employee (full name, identification card number) who ceased to work or render services to the relevant Pass Office in Trzebinia or Jedlicze. A non-returned identification card is immediately blocked in the access control system based on this notice. Failure to report this fact by an external entity results in a fine of PLN 200 and the costs of any damage resulting from unauthorised use of that card will be charged.
- 4.9. External entities are obliged to an up-to-date list of employees and subcontractors holding identification cards (full name, company name, identification card number) at the request of Security, Critical Infrastructure and Internal Control.

5. Identification card for the Visitor(s) / Service Technicians.

- 5.1. A **green** "Visitor" identification card, for persons not holding identification cards issued in accordance with the procedure specified in these Regulations, is valid on the date of issue.
- 5.2. **Red** "Service Technician" identification card, for persons not holding identification cards issued in accordance with the procedure specified in these Regulations, is valid for the duration of servicing operations.
- 5.3. "Visitor" and "Service Technician" identification card is issued:
 - 5.3.1. in Trzebinia:
 - Pass Office at PS 4 – from 5.30 a.m. to 9.30 p.m. on weekdays;

- Employee of the Security Services at PS 1 – round the clock, including holidays;
- Employee of the Security Services at PS 2 – round the clock, including holidays;
- Employee of the Security Services at PS 4 – round the clock, including holidays;
- Employee of the Security Services at PS 7 – from 5.30 a.m. to 10.30 p.m. on weekdays;
- Employee of the Security Services at PS 9 – round the clock, including holidays;

5.3.2. in Jedlicze:

- Pass Office at PS 1 (main gate) – from 6.00 a.m. to 10.00 p.m. on weekdays;
- Shift Manager at PS 1 (main gate) – from 10.00 p.m. to 6.00 a.m. on weekdays and round the clock on holidays.

- 5.4. Before proper authorisations are granted to a person going to organisational units of ORLEN Południe S.A., Companies or External Entities located on the premises of production plants in Trzebinia or Jedlicze, a written request confirmed by authorised persons listed in **Ch. VII of the Guidelines** must be filed with relevant Pass Offices in Trzebinia or Jedlicze.
- 5.5. Proper authorisations are granted to a person going to organisational units of ORLEN Południe S.A. located in administrative facilities **outside production plants in Trzebinia and Jedlicze** after an employee of the Pass Office confirms the visit by phone to a representative of the organisational unit and makes an appropriate entry in the electronic access control system.
- 5.6. The Supervisor of the “Visitor” / “Service Technician” is obliged to pick up the “Visitor” / “Service Technician” from the Pass Offices at the gates of the production facilities in Trzebinia and Jedlicze under pain of not allowing the “Visitor” / “Service Technician” to enter the Security Zone and, after completing the visit, to escort the Visitor / Service Recipient to the exit.
- 5.7. The “Visitor” / “Service Technician” identification card is issued after prior presentation of an identity document with a photograph (ID card, driving licence, passport) in order to check the accuracy of personal data contained in the system or, if necessary, to enter data into the system and register the visit, i.e. first name, last name, personal identification number [PESEL] (passport series and number or ID card number in the case of persons who do not have a PESEL number).
- 5.8. The “Visitor” / “Service Technician” identification card is issued free of charge.
- 5.9. When leaving the Security Zone, a “Visitor” / “Service Technician” must return the identification card. It is permitted for “Visitors” to return the identification card several times during the day between the facilities at the end of their visit.
- 5.10. If a person fails to return the “Visitor” / “Service Technician” identification card, this person will not receive another one. If the person visits the Security Zone again, this person is first obliged to pay a fee for the lost “Visitor” / “Service Technician” (in case he/she is unable to return it). The Supervisor of the “Visitor” / “Service Technician” is obliged to notify the “Visitor” / “Service Technician” of the obligation to return the “Visitor” / “Service Technician” identification card, regardless of the information provided by the employees issuing the identification card.
- 5.11. In extraordinary situations, the Head of Security, Critical Infrastructure and Internal Control takes a decision to deviate from the aforesaid rules (exemption from the fee, charging the Supervisor of the “Visitor” / “Service Technician” with the MPK costs).

IV. RULES OF ENTRY TO THE PROTECTED AREA

1. The rules for using vehicles laid down in the applicable Traffic Code and a speed limit of 30 km/h (rules of traffic on internal roads), unless road signs indicate otherwise, to be applied at the Protected Areas in order not to pose any threat to safety of traffic participants.
2. Speed control at the Protected Areas may be carried out by police officers.
3. An identification card with assigned entry authorisation entered into the access control system database is a document authorising to enter the Protected Area. In order to grant the authorisation, the form provided for in **Ch. VI of the Guidelines** should be filled and sent to the Head of Security, Critical Infrastructure and Internal Control.

Emergency situations are the only exception – emergency services, authorised institutions and public administration bodies can enter without an identification card and access authorisations. The aforesaid activities should insofar as possible be performed with a company of an employee of the security service and each time documented by him/her in an official note, submitted to the Security, Critical Infrastructure and Internal Control.

4. Drivers of vehicles transporting dangerous goods must comply with the regulations **on the carriage of dangerous goods by land – ADR**. When vehicles carrying goods enter the Protected Area, in the loading/unloading area or the EX zone, the driver is required to wear anti-electrostatic clothing and footwear, confirmed with CE certificate, and to have personal protective equipment, i.e. helmet, safety goggles, boots and gloves.
5. It is prohibited to drive personal passenger vehicles of employees of ORLEN Południe S.A. and Companies at the Protected Areas, with the exception of private personal vehicles used for business purposes.
6. A decision to grant access rights to owners of private passenger cars and private cars used for official purposes is made by the Head of Security, Critical Infrastructure and Internal Control or a person authorised by the Head. In order to grant access to holders of private cars or private cars used for official purposes, the form provided for in **Ch. VI of the Guidelines** should be filled and sent to the Head of Security, Critical Infrastructure and Internal Control. Failure to fill any field will result in the form being automatically rejected.
7. In the event of a negative decision, the interested person may re-apply for granting authorisation to drive a private car or a private vehicle used for official purposes 3 months after submitting the request.
8. The Head of Security, Critical Infrastructure and Internal Control or a person authorised by this Head is not obliged to notify the interested persons of the consent being granted or not granted. A decision is sent to the relevant Pass Office in Trzebinia or Jedlicze, which informs the requesting about the refusal of the request. The interested persons may obtain all information about the requests at a relevant Pass Office.
9. Authorisations:

- 9.1. **A one-off authorisation to enter the Protected Area** in Trzebinia and Jedlicze is granted by an authorised employee of ORLEN Ochrona Sp. z o.o.

A one-off authorisation to enter is granted for:

- suppliers and recipients of goods from ORLEN Południe S.A./Companies as well as suppliers and recipients of goods from external entities conducting activity within the Protected Area – upon presentation of relevant transport documents and confirmation of legitimacy of the entry;
- clients and visitors of ORLEN Południe S.A./Companies and as well as clients and visitors of External Entities conducting activity within the Protected Area, after

obtaining consent from the Head of the organisational unit or authorised person to whom they intend to go;

- employees of ORLEN Południe S.A./Companies and employees of external entities conducting activity within the Protected Area, in a situation where an identification card with a right to enter was lost or destroyed – on the basis of a written declaration. The statement is submitted to the Security Services immediately, i.e. on the day an identification card is issued. A person authorised to issue a one-off authorisation is obliged to verify whether given person has the right to enter through a specified gate in the ACS;

- employees of external entities rendering services, who work at the Protected Area, based on notification or a copy of a request for an identification card, with confirmation of OHS and fire prevention training.

Approval is not required for vehicles entering the premises with a material pass. Authorisations are granted by:

Trzebinia:

- Pass Office at PS 4 – from 5.30 a.m. to 9.30 p.m. on weekdays;
- Employee of the Security Services at PS 1 – round the clock, including holidays;
- Employee of the Security Services at PS 2 – round the clock, including holidays;
- Employee of the Security Services at PS 4 – round the clock, including holidays;
- Employee of the Security Services at PS 7 – from 5.30 a.m. to 10.30 p.m. on weekdays;
- Employee of the Security Services at PS 9 – round the clock, including holidays;

Jedlicze:

- Pass Office at PS 1 (main gate) – from 6.00 a.m. to 10.00 p.m. on weekdays;
- Shift Manager at PS 1 (main gate) – from 10.00 p.m. to 6.00 a.m. on weekdays and round the clock on holidays.

9.2. **Long-term authorisations for employees of ORLEN Południe S.A. who use private vehicles for business purposes and company vehicles** are granted by relevant Pass Offices in Trzebinia from 5.30 a.m. to 9.30 p.m. and in Jedlicze from 6.00 a.m. to 10.00 p.m. on weekdays. The Head of the interested organisational unit submits a written request to the Head of Security, Critical Infrastructure and Internal Control. The request must state the reasons for granting authorisation (for private vehicles used for business purposes) and be confirmed by the Director or Head directly reporting to the member of the Management Board. The request, together with the decision of the Head of Security, Critical Infrastructure and Internal Control or a person authorised by this Head, is sent to a relevant Pass Office.

9.3. **Long-term authorisations for employees of the Companies who use private vehicles for business purposes and company vehicles** are granted by relevant Pass Offices in Trzebinia from 5.30 a.m. to 9.30 p.m. and in Jedlicze from 6.00 a.m. to 10.00 p.m. on weekdays to persons who are authorised to enter/exit gates. A person representing the Company submits a written request to the Head of Security, Critical Infrastructure and Internal Control. The request must state the reasons for granting authorisation (for private vehicles used for business purposes) and be confirmed by

the Head of the organisation unit of ORLEN Południe S.A. The request, together with the decision of the Head of Security, Critical Infrastructure and Internal Control or a person authorised by this Head, is sent to relevant Pass Offices in Trzebinia or Jedlicze.

9.4. Long-term authorisations for employees of External Entities located within the Protected Area who drive private vehicles and company vehicles are granted only to persons who are authorised to enter/exit gates. A person representing the External Entity submits a written request to the Head of Security, Critical Infrastructure and Internal Control. The request must state the reasons for granting authorisations (for private vehicles) and be confirmed by the Head of the organisation unit of ORLEN Południe S.A. The request, together with the decision of the Head of Security, Critical Infrastructure and Internal Control or a person authorised by this Head, is sent to relevant Pass Offices in Trzebinia or Jedlicze.

9.5. Long-term authorisations for employees of External Entities carrying out repair or investment works or being subcontractors within the Protected Area who drive private vehicles and company vehicles are granted only to persons who are authorised to enter the Protected Area. A person representing the External Entity submits a written request to the Head of Security, Critical Infrastructure and Internal Control, confirmed by the Director or Head directly reporting to the Board Member overseeing the execution of the contract with that entity or, in the case of External Entities located within the Protected Area, by Board Members of those entities, stating:

- date of commencement and completion of works listed in the commission (contract);
- number of vehicles (equipment) necessary to execute the commission (contract), broken down by types.

The request, together with the decision of the Head of Security, Critical Infrastructure and Internal Control or a person authorised by this Head, is sent to a relevant Pass Office in Trzebinia or Jedlicze.

13. One-off entry authorisations are granted until the end of the day on which they were granted, and long-term authorisations are valid until the end of the day of the period for which they are granted.

14. The following obligations are imposed:

- a) Security Services are obliged to inspect vehicles entering and leaving the protected premises of ORLEN Południe S.A., in accordance with the contract concluded with ORLEN Południe S.A. and perform tasks defined in the security plans or instructions, with the exception of emergency vehicles and vehicles of Members of the Management Board of ORLEN Południe S.A., when they are in them;
- b) drivers are obliged to present their identification cards to:
 - Security Services;
 - employees of the Security, Critical Infrastructure and Internal Control;
- c) drivers are obliged to park their vehicles only in designated areas;
- d) drivers are obliged to allow an ad hoc inspection of the vehicle and the driver by employees of the Security, Critical Infrastructure and Internal Control or the Security Services within the Protected Area.

15. Persons who do not comply with the applicable provisions regarding the entry and traffic of vehicles within the Protected Area will lose their authorisations, regardless of administrative penalties imposed by the Head of Security, Critical Infrastructure and

Internal Control Department. Authorisations can only be restored based on the decision of the Head of Security, Critical Infrastructure and Internal Control.

16. Persons who have changed their cars and have been granted access to the Protected Area are obliged to notify a relevant Pass Office in Trzebinia or Jedlicze. Based on this notification, employees of relevant Pass Office in Trzebinia or Jedlicze will update the necessary information.

V. TEMPLATES OF IDENTIFICATION CARDS AND REQUESTS

Employee card
of ORLEN Południe S.A.

Employee card
of the Company

Employee card
of the External Entity

“VISITOR” card

“SERVICE TECHNICIAN” card

Temporary
paper card

Temporary
paper card

One-off
paper card

.....
Company (payer's) details (name, address, telephone number, fax, tax identification number [NIP])

A request to issue an identification card

I hereby request identification cards be issued against payment* as per commission/contract

.....
from to for employees of [company name].

Item	First name	Last name	PESEL number (passport or ID card number for persons without PESEL number)	Registration number and make of the vehicle	Vehicle type (passenger car, truck)	Entry PS No. / Special Supervision Zone**	Entry type one-off/permanent
1							

The aforesaid persons have not been punished for alcohol drinking, smoking, seizure of property or violation of OHS principles on the premises of ORLEN Południe S.A.

The aforesaid persons have been notified by their employee that their data, as defined by the applicable regulations on personal data protection, will be processed by ORLEN Południe S.A. with its registered office in Trzebinia, ul. Fabryczna 22.

Commission/contract no.....

Validity of commission/contract.....

Place of performed work (name of installation, facility or plot).....

General scope of work.....

For the company.....

.....
Confirmation of service order by
Director/Head
or a person authorised by them
(Signature and stamp)

.....
Confirmation of service order
by the Main Contractor
(Signature and stamp)

.....
Signature and stamp of person authorised to
issue a request for identification cards

.....
Confirmation of completion of initial OHS/hazards training
(Signature and stamp on each page of the request)

.....
Consent to issue identification cards,
OHS and Information Security Department of ORLEN Południe S.A.
(Training validity date, signature and stamp)

.....
Identification card issued on
Security, Critical Infrastructure and Internal Control
ORLEN Południe S.A. or Security Services
(Signature and stamp)

* in accordance with the fee list

NOTE! Signatures under the request for identification cards being issued should be collected in the following order:

1. Signature of the person authorised (Contractor) to submit a request;
2. Confirmation of safety training;
3. Obtaining approval of an employee of the OHS and Information Security Department for identification cards;
4. Confirmation of the service order by the main Contractor (the subcontractor should not request identification cards without consulting with the main Contractor);
5. Confirmation of the service order by the Director / Head ordering the service (it does not apply to companies based at the production site in Trzebinia or Jedlicze);
6. Confirmation by the manager of the special surveillance zone (only in case of special supervision zones).

INFORMATION CLAUSE

1. ORLEN Południe S.A. with its registered office in Trzebinia at ul. Fabryczna 22, 32-540 Trzebinia, Poland, NIP: 628-00-977, REGON: 27269025, acting in accordance with Article 13(1) and 13(2) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (OJ L 2016.119.1), hereinafter referred to as "GDPR", hereby informs that it is the Controller of your personal data.
2. You may contact the Controller at the Controller's correspondence data or at the following email address: sekretariat.poludnie@orlen.pl.
3. The Controller informs that in order to properly protect personal data, it has appointed a Data Protection Officer who can be contacted at the following email address: rodo.poludnie@orlen.pl
4. Passenger traffic is controlled under Article 6(1)(f) of GDPR – the legitimate interest pursued by the Controller, which is to ensure the safety of persons and property on the Controller's premises. Personal data may also be processed for the possible assertion or repression of claims (Article 6(1)(f) GDPR)
5. The recipients of your personal data may be entities supplying and supporting IT systems used by the Controller and entities providing services related to the day-to-day operations of the Controller – under concluded data processing agreements and with the reservation that the aforementioned entities must apply adequate technical and organisational measures ensuring data protection – as well as public authorities authorised to access such data, under applicable provisions of law.
6. Your personal data will be retained over the period of time required to achieve the objective and then for the time associated with the expiry of mutual claims.
7. You have the right to:
 - a) access your data, have your data rectified or erased and its processing restricted, the right to data portability and the right to object to the processing.
 - b) lodge a complaint with the supervisory authority – the President of the Personal Data Protection Office, if you decide that the processing of your personal data violates the provisions of GDPR.
8. The provision of your personal data is voluntary but required to move around Controller's premises.
9. Your personal data will not be transferred to third countries or international organisations.
10. Your data will not be subject to automated decision-making, including profiling.

.....
Company (payer's) details (name, address, telephone number, fax, tax identification number [NIP])

A request to issue “VISITOR”/”SERVICE TECHNICIAN” identification cards

I hereby request “Visitor” / ”Service Technician”* identification cards valid from to for the following persons.

Item	First name	Last name	PESEL No. (passport or ID card number for persons without PESEL number)	Nationality and citizenship**	Registration number and make of the vehicle	Vehicle type (from registration certificate: passenger car/truck)	Comments
1							
2							
3							
4							
5							

The aforesaid persons have been notified by their employee that their data, as defined by the applicable regulations on personal data protection, will be processed by ORLEN Południe S.A. with its registered office in Trzebinia, ul. Fabryczna 22.

Visitor's / Service Technician's place of stay

Person responsible for supervising the Visitor / Service Technician

Name of represented entity

Purpose of the visit

.....
Signature and stamp of a person authorised to
issue a request for identification cards

* not applicable to ORLEN Południe S.A., ORLEN CG Companies and all suppliers and recipients of materials and waste.

** applies to foreigners.

.....
Company (payer's) details (name, address, telephone number, fax, tax identification number [NIP])

Requests for renewal of an identification card

I hereby request identification cards be renewed in accordance with the order/contract

.....
from to for employees of [company name].

Item	First name	Last name	Identification card number	Registration number and make of the vehicle	Vehicle type (passenger car, truck)	Entry PS No. / Special Supervision Zone**	Entry type one-off/permanent
1							
2							

The aforesaid persons have not been punished for alcohol drinking, smoking, seizure of property or violation of OHS principles on the premises of ORLEN Południe S.A.

The aforesaid persons have been notified by their employee that their data, as defined by the applicable regulations on personal data protection, will be processed by ORLEN Południe S.A. with its registered office in Trzebinia, ul. Fabryczna 22.

Commission/contract

no.....

Validity of commission/contract.....

Place of performed work (name of installation, facility or plot).....

General scope of work.....

For

the

company.....

.....
Confirmation of service order by
Director/Head
or a person authorised by them
(Signature and stamp)

.....
Confirmation of service order
by the Main Contractor
(Signature and stamp)

.....
Signature and stamp of person authorised to
issue a request
(Signature and stamp)

.....
Confirmation of completion of initial OHS/hazards training
(Signature and stamp on each page of the request)

.....
Consent for renewal of identification cards,
OHS and Information Security Department of ORLEN Południe S.A.
(Training validity date, signature and stamp)

.....
Identification card renewed on
Security, Critical Infrastructure and Internal Control
ORLEN Południe S.A. or Security Services
(Signature and stamp)

NOTE! Signatures under the request for identification cards being renewed should be collected in the following order:

1. Signature of the person authorised (Contractor) to submit a request for identification cards,
2. Confirmation of safety training;
3. Obtaining approval of an employee of the OHS and Information Security Department for renewal of identification cards;

4. Confirmation of the service order by the main Contractor (the subcontractor should not request renewal of identification cards without consulting with the main Contractor);
5. Confirmation of the service order by the Director / Head ordering the service (it does not apply to companies based at the production site in Trzebinia or Jedlicze);
6. Confirmation by the manager of the special surveillance zone (only in case of special supervision zones).

.....,/...../20.....

.....
Company (payer's) details (name, address, telephone number, fax, tax identification number [NIP])

**Head
of Security, Critical Infrastructure and Internal Control**

Request for authorisation to enter the Protected Area of ORLEN Południe S.A.

from to

Item	First name	Last name	Identification card number	Registration number and make of the vehicle	Vehicle type (passenger car, truck)	Access through PS No. (gates)	Company	Vehicle type (company/private)
1								
2								

The aforesaid persons have been notified by their employee that their data, as defined by the applicable regulations on personal data protection, will be processed by ORLEN Południe S.A. with its registered office in Trzebinia, ul. Fabryczna 22.

Detailed justification for the need to enter:

Order/contract number under which the vehicle is used

Entry type: permanent / one-off*

.....
Confirmation of service order by
Director/Head

.....
Confirmation of service order
by the Main Contractor

.....
Signature and stamp of person authorised to
issue a request for identification cards

.....
Vehicle added on
(Security, Critical Infrastructure, and Control
of ORLEN Południe S.A. / Security Services)

NOTE:

Failure to fill any of the items above will result in rejection of the request.

Signatures under the request should be collected in the following order:

1. Signature of the person authorised (Contractor) to confirm requests for identification cards;
2. Confirmation of the service order by the main Contractor (the subcontractor should not request identification cards without consulting with the main Contractor);
3. Confirmation of the service order by the Director / Head ordering the service (it does not apply to companies based at the production site in Trzebinia or Jedlicze);
4. Consent of the Head of Security, Critical Infrastructure and Internal Control / Security Services

* delete as appropriate

A request for adding authorisations to the special supervision zones

Item	First name	Last name	Identification card number	Company	Access zone* to	Access validity from to	Comments
1							
2							
3							
4							
5							

*list of zones is provided for in Chapter VIII of the Guidelines

.....
Signature of the person issuing the request

.....
(signature of requesting organisational unit)

.....
Confirmation by the manager
of the special surveillance zone

.....
Place, date

STATEMENT
on the loss, theft or destruction of the identification card *

1. Full name

2. Ref. no.

3. Name of organisational unit/company

4. Description of circumstances of loss, theft, destruction of identification card:

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

person)

.....
(Signature of an employee/notifying

5. The identification card was cancelled on

6. Decision to issue a new identification card:

.....
(Signature of authorised employee
of ORLEN Południe S.A.)

7. An identification card, number being as follows, has been
issued

....., on

.....
(Signature of authorised employee
of Security Services)

* delete as appropriate

VI. LIST OF POSITIONS AUTHORISED TO CONFIRM REQUESTS FOR IDENTIFICATION CARDS AND ENTRIES

ORLEN POŁUDNIE S.A. and COMPANIES:

1. President of the Management Board (Chief Executive Officer);
2. Member of the Management Board;
3. Director;
4. Head;
5. persons acting p.p. of the aforesaid functions.

EXTERNAL ENTITIES:

1. President of the Management Board (CEO);
2. Member of the Management Board;
3. Proxy;
4. Representative.

VIII. LIST OF SPECIAL SURVEILLANCE ZONES

Item	Zone description	Responsible unit (Director, Head)
1	Building 1, Secretariat of the Management Board	Organisation, Legal and Corporate Governance
2	Building 1, Server room	IT and Cyber Security

IX. List of accesses in Trzebinia and Jedlicze

Item	Access	Access description
1.	ZT-PS-1 passage	Post 1 turnstile (passage)
2.	ZT-PS-1 entrance	Post 1 barrier (entrance)
3.	ZT-Asphalts building, entrance	Entrance to Asphalts building
4.	ZT-Building 8, ground floor	Entrance door, ground floor
5.	ZT-Building 8, first floor	Entrance door, first floor
6.	ZT-Building 8, second floor	Entrance door, second floor
7.	ZT-Building 8, second floor, LABO passage	Internal doors, passage to laboratory
8.	ZT-Building 8, the entire building	Access, entire building 8
9.	ZT-Building 5, entrance	Entrance door, building 5
10.	ZT-PS-2 passage	Post 2 turnstiles (passage)
11.	ZT-Building 1, ground floor, passage	Turnstiles, entrance door, ground floor and first floor
12.	ZT-Building 1, second floor	Entrance door, second floor
13.	ZT-Building 1, third floor	Entrance door, third floor
14.	ZT-Building 1, secretariat	Entrance door, secretariat
15.	ZT-Building 1, the entire building	Access, entire building 1
16.	ZT-Building 3	Entrance door, building 3
17.	ZT-PS-3 passage	Post 3 turnstile (passage) TP PKN ORLEN
18.	ZT-PS-4 passage	Post 4 turnstile (passage)
19.	ZT-PS-4 entrance	Post 4 barrier (entrance)
20.	ZT-Paraffins building, entrance	Entrance to Paraffins building
21.	ZT-Paraffins building, floor	Entrance to production floor of paraffins
22.	ZT-PS-7 passage (OIL)	Post 7 turnstile (passage)
23.	ZT-PS-7 entrance (OIL)	Post 7 barrier (entrance)
24.	ZT-Building 4, entrance (OIL)	Entrance door, office, ground floor
25.	ZT-PS-8 passage	Post 8 barrier (passage)
26.	ZT-PS-9 passage	Post 9 turnstile (passage)
27.	ZT-PS-9 entrance	Post 9 barrier (entrance)
28.	ZT-PS-9 bicycle gate	Post 9 bicycle gate (bicycles only)
29.	ZT-Building 7, first and second floor	Entrance door, first and second floor
30.	ZT-ZSP building	Entrance door, ZSP building
31.	ZT-Oil room 0.13	Distribution Centre (OIL)
32.	ZT-Oil room 03	Distribution Centre (OIL)
33.	ZT-Oil room 06	Distribution Centre (OIL)
34.	ZT-Oil room 1.15	Distribution Centre (OIL)
35.	ZT-Oil room 1.8	Distribution Centre (OIL)
36.	ZT-Glyc, 0P, WGL	Main entrance door (Glyc)
37.	ZT-Glyc, 0P, WBOK	Side entrance door (Glyc)
38.	ZT-Glyc, IP, AUTO	Entrance door to automation room, first floor (Glycol)
39.	ZT-Glyc, IP, COR	Entrance door, corridor, first floor (Glycol)
40.	ZT-Glyc, IP, SWITCH	Entrance door to switch room, first floor (Glycol)

41.	ZT-Glyc, IP, AKPiA	Entrance door to AKPiA room, second floor (Glycol)
42.	ZT-Glyc, IIP, COR	Entrance door, corridor, second floor (Glycol)
43.	ZJ-pass office	Entrance door, pass office
44.	ZJ- Building A, entrance (doors)	Sliding entrance door, building A
45.	ZJ-Building A, passage (turnstile)	Turnstile, building A
46.	ZJ- Building D, entrance (doors)	Entrance door, building D
47.	ZJ-PS-1 passage	Post 1 turnstile (passage)
48.	ZJ-PS-1 entrance	Post 1 barriers (entrance)
49.	ZJ-B. Regeneration	Entrance door, Regeneration building (central control room)
50.	ZJ-B. Solvents	Entrance door, Solvents building (amenity building – changing room)
51.	ZJ-Fuels, entrance 1	Entrance door on the left, Fuels (OHS building, asphalt oxidation)
52.	ZJ-Fuels, entrance 2	Entrance door on the right, Fuels (OHS building, asphalt oxidation)

X. LIST OF ORLEN CAPITAL GROUP COMPANIES WITH REGISTERED OFFICE OR PRODUCTION FACILITY LOCATED AT THE PROTECTED AREAS

Item	Company name	
	Trzebinia	Jedlicze
1.	ORLEN - Asphalt ul. Chemików 7, 09-411 Płock	-----
2.	-----	Konsorcjum Olejów Przetworzonych – Organizacja Odzysku i Olejów S.A., ul. Trzecieckiego 14, 38-460 Jedlicze
3.	ORLEN-Laboratorium S.A. ul. Chemików7, 09-411 Płock	ORLEN-Laboratorium S.A. ul. Chemików7, 09-411 Płock
4.	ORLEN OIL Sp. z o.o., ul. Opolska 114, 31-323 Kraków	ORLEN OIL Sp. z o.o., ul. Opolska 114, 31-323 Kraków
5.	Polski Koncern Naftowy ul. Chemików 7, 09-411 Płock	Polski Koncern Naftowy ul. Chemików 7, 09-411 Płock
6.	ORLEN Ochrona Sp. z o.o. ul. Chemików 7, 09-411 Płock	ORLEN Ochrona Sp. z o.o. ul. Chemików 7, 09-411 Płock
7.	ORLEN EKO Sp. z o.o. ul. Chemików 7, 09-411 Płock	ORLEN EKO Sp. z o.o. ul. Chemików 7, 09-411 Płock
8.	ENERGOMEDIA SP. Z O.O. ul. Fabryczna 22, 32-540 Trzebinia	ENERGOMEDIA SP. Z O.O. ul. Fabryczna 22, 32-540 Trzebinia
9.	ORLEN Serwis S.A. ul. Chemików 7, 09-411Płock	ORLEN Serwis S.A. ul. Chemików 7, 09-411Płock
10.	ORLEN KOLTRANS Sp. z o.o., ul. Chemików 7, 09-411 Płock	ORLEN KOLTRANS Sp. z o.o., ul. Chemików 7, 09-411 Płock

XI. LIST OF EXTERNAL ENTITIES WITH REGISTERED OFFICE OR PRODUCTION FACILITY LOCATED AT THE PROTECTED AREAS

Item	Company name
	Trzebinia
1.	Przedsiębiorstwo Wielobranżowe TOMEX, 32-540 Trzebinia, ul. Dąbrowskiego 41a
2.	KAEFER S.A., ul. Cybernetyki 9, 02-677 Warszawa
3.	ORANGE POLSKA S.A., ul. Al. Jerozolimskie 160, 02-326 Warszawa
4.	POLKOMTEL INFRASTRUKTURA Sp. z o.o., ul. Konstruktorska 4, 02-673 Warszawa
5.	IMPRESJE KUCHENNE, Małgorzata Braś, ul. Aleksandra Puszkina 23, 32-540 Trzebinia

Item	Company name
	Jedlicze
1.	RAF-EKOLOGIA Sp. z o.o., ul. Trzecieckiego 14, 38-460 Jedlicze
2.	MROCZKA TRAFUNEK Spółka Komandytowa, Nowy Żmigród (38-230), ul. Rynek 31
3.	Przedsiębiorstwo Usługowe SED-HUT S.A., ul. Ujastek 1, 30-969 Kraków
4.	Zakład Remontowo-Budowlany KOLBUD S.C. Jerzy Urban, Stanisław Górka, ul. Floriańska 215a, 38-200 Jasło
5.	Tadeusz Piłch Zakład Izolacji Termicznej IZOLER, ul. Tysiąclecia 36b, 38-460 Jedlicze
6.	Przedsiębiorstwo Montażowe, KOTŁOMONTAŻ Sp. z o.o., ul. Łącząca 1, 41-103 Siemianowice śląskie
7.	SKOK im. Z. Chmielewskiego, ul. Wallenroda 2E, 20-607 Lublin
8.	CERBEX Sp. z o.o., ul. Lwowska 14, 38-400 Krosno
9.	KAEFER S.A., ul. Cybernetyki 9, 02-677 Warszawa
10.	Bank Polska Kasa Opieki S.A., Grzybowska 53/57, 00-844 Warszawa
11.	MO BRUK S.A., Niecew 68, 33-322 Korzenna
12.	Walber sp. z o.o., ul. Hoża 86/303, 00-682 Warszawa