

*Appendix 1*  
*to the Operational Disposition no. 5/2020/GC*

**Excerpt from**

**INSTRUCTION**

**on individual traffic**

**in Polski Koncern Naftowy**

**ORLEN S.A. [Joint Stock Company]**

**for external entities**

## DEFINITIONS:

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

**PTA Pass Office** - separated organisational unit in the company: ORLEN Ochrona Sp. z o.o. dealing with e.g., issuing and accepting identification cards for visitors, as well as with granting and withdrawing authorisations of access for a Visitor/Service Technician Technician to the territory of PTA Plant in Włocławek.

**CCGT Pass Office** - separated organisational unit in the company: ORLEN Ochrona Sp. z o.o. dealing with e.g., issuing and accepting identification cards for visitors, as well as with granting and withdrawing authorisations of access for a Visitor/Service Technician Technician to the territory of CCGT Plant in Włocławek.

**Visitor** - person who does not possess an identification card or authorisations of access to a particular Protected structure not being a staff member of PKN ORLEN S.A. or the Company.

**Organisational unit manager** - person who manages a team of staff members and is responsible for an operation area subordinate to them in PKN ORLEN S.A. or the Company holding a position of manager, director, or other depending on internal regulations. The organisational unit manager shall also mean a president of the management board, member of the management board, or authorised person of an External entity whose registered office or structure is located in the territory of a Protected structure of PKN ORLEN S.A.

**Administration Coordinator** - separated unit in the company: ORLEN Administracja Sp. z o.o. dealing with management of area rented by PKN ORLEN S.A. in the SENATOR building in Bielańska street in Warsaw.

**Drug test** - multi-parameter test for detection of drugs in saliva.

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

**Carer of Visitor/Service Technician** - person indicated by the Organisational unit manager introducing a Visitor/Service Technician, constantly accompanying them during stay in the territory of a Protected structure of PKN ORLEN S.A., ensuring safety & security instruction and personal protective equipment appropriate to requirements of the structure and situation. The carer shall be obliged to pick up a Visitor/Service Technician from the Reception Desk or Pass Office and to walk them to exit after the end of a visit. Carer of Service Technician who is indicated by a manager of the organisational unit in which service activities are carried out shall also be responsible for observance of OHS and Fire Protection provisions by the Service during performance of service activities.

**External entity** - external entity conducting activity in the territory of a Protected structure or providing services for PKN ORLEN S.A., Companies, or for External Entities carrying out activity in the territory of a Protected structure based on concluded contracts.

**Staff Member of External entity** - person employed in an External entity based on an employment contract, as well as a person providing services based on a civil-law contract, in particular, based on a mandate contract or a contract for a specific task.

**Senator Reception Desk** - separated organisational unit in the company: ORLEN Ochrona Sp. z o.o. dealing with e.g., issuing and accepting identification cards for Visitors/Service Technician, as well as with adding and withdrawing authorisations of access to the territory of a Protected structure of PKN ORLEN S.A. in Warsaw, located in Bielańska street.

**Service Technician** - staff member of an external entity not possessing an identification card or authorisations of access to a particular Protected structure carrying out service activities.

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

**Companies** - companies belonging to ORLEN Group, within the meaning of the Organisational Regulations of PKN ORLEN S.A.

**Security zone** - separated area of a Protected structure the access to which is limited through application of access control system or area of a Protected structure specially marked for the purpose of limiting access for unauthorised persons.

**Special supervision zone** - separated area in the Security zone the access to which is limited to people working there or people who have obtained acceptance of a person managing the Special supervision zone. Authorisations of access to the Special supervision zone are granted by the Pass Office at gate no. 1 in Płock upon a written request of a person managing this zone (email, fax, letter). Authorisations of access to technical rooms managed by the area of the IT Executive Director (server rooms, nodes, etc.) are managed by the IT Executive Director or a person indicated by them through access to the access control system. The limitations in access to the Special supervision zones, excluding technical rooms of the area of the IT Executive Director, do not refer to Members of the Management Board and Members of the Supervisory Board of PKN ORLEN S.A.

**Security Chief** - manager of the Security Department from the company: ORLEN Ochrona Sp. z o.o supervising the Security Service.

## I. GENERAL PROVISIONS

1. PKN ORLEN S.A. is subject to special protection under the Act of August 22, 1997, on the protection of people and property (Dziennik Ustaw of 2018, item 2142, consolidated text) and is:
  - a) a lower-tier establishment or an upper-tier establishment under the Act of April 27, 2001, Environmental Protection Law (Dziennik Ustaw of 2019, item 1396, consolidated text),
  - b) an operator of critical infrastructure referred to in the Act of April 27, 2007, on crisis management (Dziennik Ustaw 2019, item 1398, consolidated text),
  - c) an enterprise of particular economic and defence significance pursuant to the Act of August 23, 2001, on the organisation of tasks for the defence of the state implemented by entrepreneurs (Dziennik Ustaw of 2001, no. 122, item 1320).
2. Due to specific character of Protected Structures, it is necessary to register people entering and staying in these structures. In case of a failure, it is necessary to know the number of people and place where they are.
3. In the territory of Protected Structures there is an absolute ban on carrying in weapons and ammunition. In particular, this includes:
  - a) firearms, including combat weapon, hunting weapon, sports weapon, gas weapon, alarm and signal weapons;
  - b) pneumatic weapon;
  - c) incapacitating gas throwers;
  - d) tools and devices the use of which may endanger life or health, including, for example:
    - cold weapon in accordance with the currently binding Act on weapon and ammunition,
    - string weapon in the form of crossbows,
    - objects intended for paralysing people by means of electric energy;
  - e) explosives and pyrotechnic materials in accordance with the currently binding Act on explosives.
4. The ban on carrying in weapons referred to in section 3 does not concern facility weapons and direct coercion measures which staff members of the Security Service are equipped with.
5. Infringement of the ban on carrying in weapons and ammunition shall result in the withdrawal of the authorisations to enter the premises of the Protected Structures for the person carrying in the weapon or ammunition referred to in section 3.

Security Service staff members shall be entitled to observe persons entering the premises of the Protected Structures in terms of behaviour, which may give rise to the suspicion that they are in a state after using alcohol, narcotic drugs, psychoactive or psychotropic substances.

For the purpose serving to confirm the justified suspicion that persons staying within the premises of the Protected Structures subject to special protection, under the provisions of law, are in a state after using alcohol, narcotic drugs, psychoactive or

psychotropic substances, the Security Service Staff Member may perform a test by means of a control device indicating the high probability of the presence of alcohol in exhaled air, or by means of a device indicating a high probability of being under the influence of narcotic drugs, psychoactive or psychotropic substances. The said tests do not guarantee to indicate the exact alcohol level in the breath or the type of substance in saliva; they only serve to eliminate the suspicion against persons whose behaviour, despite the suspicion of the Security Service staff members, does not result from the consumption of alcohol, narcotic drugs, psychoactive or psychotropic substances.

6. In the territory of Protected Structures there is a ban on taking photographs, filming, and sketching. Conditions for obtaining the consent to the mentioned activities are **determined in Chapter IX of this Instruction.**
7. Entry of people into the territory of the Protected Structures with the electronic access control system, the list of which is available in the "Guidelines of the Director of the Control and Safety Office to organisation of individual traffic in PKN ORLEN S.A." hereinafter also referred to as: Guidelines, shall take place with the use of identification cards.
  - a. An identification card may also serve as a pass for entry into the territory of a Protected structure by motor vehicle. Detailed rules on entry into the territory of a Protected structure are included in Chapter IV of the Guidelines.
8. Entry into the territory of protected structures included in the Guidelines, and not possessing the electronic access control system, shall take place on the basis of a one-off paper pass. A model of the pass is included in the Guidelines.
9. Upon expiry of an identification card, the identification card needs to be immediately, within seven days, returned to the Reception Desk or to a relevant Pass Office.
10. An identification card is owned by PKN ORLEN S.A. People who possess identification cards shall be obliged to protect them against destruction, loss, or theft.
11. Making own identification card accessible to another person or using an identification card of another person shall be subject to the sanctions **determined in Chapter VIII of this Instruction.**
12. In case of **losing or stealing an identification card**, it is necessary to immediately inform the nearest Reception Desk or Pass Office at gate no. 1 in Płock about this fact by making a written statement. An identification card shall be blocked by a staff member of the Security Service. For a period of one week, the "Visitor" identification card shall be issued. If in this period the lost identification card is found, it shall be activated without taking any consequences. Return of the "Visitor" identification card possessed is the condition for activation of the found identification card.
13. In case of **destroying an identification card**, it is necessary to immediately inform the nearest Reception Desk or Pass Office about this fact by making a written statement.
14. A person who has lost an identification card or whose identification card has been destroyed or has been lost, shall be obliged to pay a fee in accordance with the price list of fees included in Chapter II of the Guidelines. This does not refer to identification cards lost or destroyed in circumstances through no fault of the person.

15. Issue of an identification card to the person referred to in section 15 shall take place after presenting by them proof of payment of the amount arising from the Fee for issuing the identification card into the bank account indicated. Information on a valid account number and amount of the fee is provided by the Pass Office at gate no. 1 in Płock; in addition, this information is available on the Intranet at the address:

<http://mssp.orken.pl/biura/BiuroBKiB/PL/Repozytorium/Forms/AllItems.aspx>

Transfer's title shall be determined as: fee for an identification card, first name and last name.

16. A person may possess only one identification card. It is not permitted to give an identification card to a person who has an identification card assigned in the system except the situation described in sections 13 and 18.

17. If a person possessing an identification card forgets it, it is permitted to issue the "Visitor" identification card; however, not more than 2 times within a month with the reservation that one period cannot last longer than 7 days. Each and every issue of the "Visitor" identification card is recorded in the access control system. Issue of the "Visitor" identification card is possible only if the identification card of a staff member is active. Issue of the "Visitor" identification card shall take place automatically and shall not require any confirmation from superiors. In case of exceeding the foregoing limit (2 times within a month), each and every issue of the "Visitor" identification card shall result in notifying a superior (this does not refer to Members of the Management Board and Members of the Supervisory Board).

18. For a person who has been withdrawn the right to enter the premises of the Protected Structures on the principles referred to in Chapter VIII (Penalties) of this Instruction, it is possible to issue an identification card for a single entry after obtaining the written consent of the Director of the Control and Safety Office.

19. An identification card is a pre-numbered form and is subject to record in the access control system.

20. It is possible to replace an identification card due to a change of image or text of overprint on the obverse within binding models upon a request of a holder of the identification card or External entity after payment of a fee for the overprint.

21. **Amount of the fee for issuing an identification card, exploitation fee, fee for overprint, fee for holder, fee for lost, destroyed or not returned identification card and entry fee** shall be determined by the Director of the Control and Safety Office. Information on a current amount of the fee is put in a visible place in the Pass Offices. In addition, information on the fees mentioned in the previous sentence is included in the **Guidelines**.

22. **A photograph for an identification card** is taken in the Pass Office at gate no. 1 in Płock. It is acceptable to attach an up-to-date colour photograph (from an identity card or passport) in a paper or electronic form (advisable resolution: 300x399 pixels and 300dpi) to a request for issuing an identification card.

23. **Each and every identification card holder should carry it** in a visible place unless position-specific instructions provide for otherwise.

## II. KINDS OF IDENTIFICATION CARDS

1. In PKN ORLEN S.A., the following kinds of identification cards are applied:
  - 1.1. grey - staff members of PKN ORLEN S.A. and the Companies,
  - 1.2. yellow - staff members of External Entities,
  - 1.3. green - for Visitors and a replacement card for a staff member of PKN ORLEN S.A., Company, External entity,
  - 1.4. red - service technicians.
2. Models, rules on issuing, using and returning the identification cards referred to in section 1 are available in the **Guidelines**.

## III. RULES ON ENTRY INTO THE TERRITORY OF A PROTECTED STRUCTURE

1. An identification card with granted entry authorisation entered into the database of the access control system is a document authorising to enter the territory of a Protected structure.
2. Detailed entries concerning rules on entry into the territory of a Protected structure are included in the **Guidelines**.
3. Traffic of vehicles of the State Fire Service in case of an emergency event shall take place under rules agreed between the Company Fire Service, the Control and Safety Office and the Security Service.

## V. GRANTING AUTHORISATIONS OF ACCESS TO THE SPECIAL SUPERVISION ZONE

1. Staff members of PKN ORLEN S.A., the Companies, and External Entities receive authorisations accordingly to a place where they perform work or provide services without access to other Special supervision zones.
2. Granting of permanent authorisations of access to the Special supervision zone (not being the place where work is performed or services are provided) for people holding an identification card shall take place on the basis of a request the model of which is available in the Guidelines and on the Intranet at the address:  
<http://mssp.orlen.pl/biura/BiuroBKiB/PL/Repozytorium/Forms/AllItems.aspx>.
3. Detailed rules on management of authorisations of access to the Special supervision zones are determined in the Guidelines (**this does not concern the “Visitor” and “Service” cards**).

## VI. RULES ON INDIVIDUAL TRAFFIC IN PROTECTED STRUCTURES WITHOUT THE ELECTRONIC ACCESS CONTROL SYSTEM

Detailed rules on individual traffic in protected structures without the electronic access control system are determined in the Guidelines.

## **VII. RULES ON TESTING SOBRIETY AND CARRYING OUT DRUG TESTS.**

In order to take up actions for sobriety and prevention of drug addiction, in the territory of Protected Structures the following provisions are applied:

- Act of October 26, 1982, on upbringing in sobriety and prevention of alcoholism (Dziennik Ustaw of 2019, item 2277, as amended),
  - Regulation of the Minister of Health of December 11, 2018, on tests of alcohol content in body (Dziennik Ustaw of 2018, item 2472),
  - Regulation of the Minister of Health of July 16, 2014, on the list of working similarly to alcohol and on the conditions and method of conducting tests for their presence in the body (Dziennik Ustaw of 2014, item 948),
  - Act of July 29, 2005, on prevention of drug addiction (Dziennik Ustaw of 2019, item 852, as amended),
  - Act of June 26, 1974, – Labour Code (Dziennik Ustaw of 2018, item 1040, as amended),
  - Disposition, currently binding in PKN ORLEN S.A., on introduction of the Labour Regulations for staff members of PKN ORLEN S.A.,
  - This instruction.
1. In the territory of the production plant in Płock, PTA Plant in Włocławek, and CCGT Włocławek Plant, Fuel Terminals there is a complete ban on staying for people with alcohol content in body over 0.0 ‰ or with alcohol content in exhaled air over 0.0 mg in 1 dm<sup>3</sup> or people being under the influence of narcotic drugs or psychotropic and psychoactive substances.
  2. In the territory of the production plant in Płock, PTA Plant in Włocławek, and CCGT Włocławek Plant, Fuel Terminals there is a complete ban on carrying in, bringing in, and consuming alcoholic beverages.
  3. In the territory of Protected Structures not mentioned in item 1, there is a ban on staying for people after consumption of alcohol, in insobriety state, under the influence of narcotic drugs, psychotropic and psychoactive substances
  4. In the territory of Protected Structures there is a complete ban on carrying in, bringing in, and using narcotic drugs and psychotropic substances.
  5. If one justifiably suspects that the staff members or staff members of the External Entities staying in the territory of the Protected Structures of PKN ORLEN S.A. have come to work after using alcohol, being intoxicated, or that they have consumed alcohol during work, or are under the influence of narcotic drugs, psychoactive substances working similarly to alcohol, the managers of organisational cells or persons authorised by them, or other persons overseeing the staff members or staff members of External Entities shall be obliged not to admit them to work or to order them to stop working and to notify about this fact to the Security Service.

In order to confirm the existence of a justifiable suspicion referred to in this section, a test by means of a control device indicating the high probability of the presence of alcohol in the breath may serve this purpose. Such a device does not indicate



the exact alcohol content in the exhaled air; it only serves to eliminate the suspicion that the behaviour of the staff members or staff members of External Entities results from alcohol consumption, despite such suspicion. Should one be suspected of taking any intoxicants, psychoactive or a psychotropic substance working similarly to alcohol, a non-invasive drug test shall be conducted to exclude such a suspicion. The manager of the organisational unit shall call on staff members of the Security Service to conduct a test with a control device or drug test.

6. If one justifiably suspects that persons staying in the territory of the Protected Structures listed in section 1 are under the influence of alcohol, have consumed alcohol within this Structures, or are under the influence of narcotic drugs, psychoactive or psychotropic substances, the Security Service shall conduct a test by means of a control device or a Drug Test; if the test is positive, the Security Services shall notify the authorised law enforcement body about this fact. If the Organisational unit manager or a person authorised by authoris, or other persons overseeing the staff members or associates give an order not to work or cease work to a person towards whom there is a justifiable suspicion that they have appeared at work after consumption of alcohol or have consumed alcohol during work, or there are under the influence of narcotic drugs, psychoactive or psychotropic substances that work similarly to alcohol, this shall not require to maintain a special form or obligation to carry out a test of their sobriety.

The circumstances giving rise to the order not to start or to cease work should be disclosed to the staff member. The staff member shall be obliged to hand over the identification card, while and the security officer shall make a note about this fact.

7. If a person who is justifiably suspected of being under the influence of alcohol or the influence of narcotic drugs, psychoactive or psychotropic substances fails to undergo a test by means of a control device, an authorised body appointed to protect public order shall be called in to conduct such a test. In the event of leaving the territory of the Protected Structures before the arrival of public order bodies or in the event of a positive result, the person subjected to the test shall not be admitted to work or cease work, and shall leave the territory of the Protected structure, while an staff member of the Security Service shall seize the identification card and make a note about this fact. The rules referred to in Chapter VIII (Penalties) of this Instruction shall apply accordingly.
8. On the ongoing basis, the Security Service shall draw up notes concerning suspicion of committing offences by staff members of PKN ORLEN S.A., Companies, and External Entities within the scope of an infringement of provisions of this Instruction. Any information on offences and their perpetrators shall be sent to relevant Managers of organisational units of PKN ORLEN S.A. and Companies and External Entities having responsibility over these staff members.
9. In cases not included in this Chapter, decisions on sobriety and prevention of drug addiction shall be made by the Director of the Control and Safety Office in consultation with the Personnel Executive Director and the Occupational Health and Safety Office Director.

## **VIII. PENALTIES**

1. Hand-over of an identification card, admission of a person based on own identification card or use of another person's identification card:

- 1.2. by a staff member of an External entity or Company shall be treated as an **infringement of binding safety & security rules** resulting in imposing a financial penalty on the External entity or Company employing the staff member in the amount of up to PLN 3,000.00 as well as in the withdrawal of access rights to the territory of the Protected Structures.
- 1.3. by a visitor shall be treated as an **infringement of binding safety & security rules** and result in the withdrawal of access rights to the Protected Structures.
2. Seizure of PKN ORLEN S.A.'s property:
  - 2.2. by a staff member of an External entity or the Company shall be treated as an **infringement of binding safety & security rules** resulting in imposing a financial penalty on the External entity or Company employing the staff member in the amount of up to PLN 10,000.00, as well as in the withdrawal of access rights to the territory of the Protected Structures and informing law enforcement bodies,
  - 2.3. by a visitor shall be treated as an **infringement of binding safety & security rules** resulting in the withdrawal of access rights to the protected Facilities and informing law enforcement bodies,
3. Seizure of property not belonging to PKN ORLEN S.A.:
  - 3.2. by a staff member of an External entity or Company shall be treated as an **infringement of binding safety & security rules** resulting in imposing a financial penalty on the External entity or Company employing the staff member in the amount of up to PLN 10,000.00. An aggrieved person shall be obliged to inform law enforcement bodies and the Control and Safety Office of PKN ORLEN S.A. A decision on withdrawing access rights to the territory of the Protected Structures shall be made by the Director of the Control and Safety Office or a person authorised by them,
  - 3.3. by a visitor shall be treated as an **infringement of binding safety & security rules** and result in the withdrawal of access rights to the Protected Structures. An aggrieved person shall be obliged to inform law enforcement bodies and the Control and Safety Office of PKN ORLEN S.A.
5. Staying in the territory of a Protected structure by a **staff member of the Company or External entity**:
  - 5.1. in the state after drinking alcohol – shall be treated as an **infringement of binding safety & security rules** resulting in imposing a financial penalty on the External entity or Company employing the staff member in the amount of up to PLN 5,000.00 as well as in the withdrawal of access rights to the territory of the Protected Structures.
  - 5.2. in insobriety state – shall be treated as an **infringement of binding safety & security rules** resulting in imposing a financial penalty on the External entity or Company employing the staff member in the amount of up to PLN 10,000.00 as well as in the withdrawal of access rights to the territory of the Protected Structures.
  - 5.3. under the influence of narcotic drugs, psychoactive and psychotropic substances – shall be treated as an **infringement of binding safety & security rules** resulting in imposing a financial penalty on the External entity or Company

employing the staff member in the amount of up to PLN 10,000.00 as well as in withdrawal of access rights to the territory of the Protected Structures.

**PLEASE NOTE! Crossing of the line of the access control devices or fencing line is tantamount to staying in the territory of a Protected structure.**

6. An infringement of safety & security rules

6.1. Smoking and using e-cigarettes in a forbidden place:

6.1.2. by a staff member of an External entity or Company shall be treated as an **infringement of binding safety & security rules** resulting in imposing a financial penalty on the External entity or Company employing the staff member in the amount of up to PLN 5,000.00 as well as in withdrawal of access rights to the territory of the Protected Structures.

6.1.3. by a visitor shall be treated as an **infringement of binding safety & security rules** and result in the withdrawal of access rights to the Protected Structures.

6.2. Performance of particularly hazardous works without permit or in gross breach of the provisions and rules on occupational health and safety, fire protection and fire safety shall bring about immediate removal from the territory of a Protected structure, resulting in imposing a financial penalty on the External entity or Company employing the staff member in the amount of up to PLN 5,000.00 and the withdrawal of access rights to the Protected Structures.

7. An infringement of Road Traffic provisions

7.1. Speeding from 10km/h to 20km/h - withdrawal of entry authorisations for a period of 1 week:

7.1.2. by a staff member of the Company or an External entity - shall be treated as an **infringement of binding safety & security rules** resulting in imposing a financial penalty on the External entity or Company employing the staff member in the amount of PLN 100.00,

7.1.3. by a visitor shall be treated as an **infringement of binding safety & security rules** and result in the withdrawal of access rights to the Protected Structures.

7.2. Speeding by over 20km/h - withdrawal of entry authorisations for a period of up to 1 month:

7.2.2. by a staff member of the Company or an External entity - shall be treated as an **infringement of binding safety & security rules** resulting in imposing a financial penalty on the External entity or Company employing the staff member in the amount of up to PLN 1,000.00,

7.2.3. by a visitor shall be treated as an **infringement of binding safety & security rules** and result in the withdrawal of access rights to the Protected Structures.

7.3. Causing of a culpable road collision - withdrawal of entry authorisations for a period of up to 2 weeks:

7.3.2. by a staff member of the Company or an External entity - shall be treated as an **infringement of binding safety & security rules** resulting in

imposing a financial penalty on the External entity or Company employing the staff member in the amount of up to PLN 1,000.00,

- 7.3.3. by a visitor shall be treated as an **infringement of binding safety & security rules** and result in the withdrawal of access rights to the Protected Structures.
- 7.4. non-observance of other, not mentioned above, provisions on road traffic shall result in withdrawal of entry authorisations for a period of up to 2 weeks.
9. A memorandum shall be drawn up from each and every event in the territory of a Protected structure by the Security Service, which shall be sent to the Control and Safety Office for information and to:
  - 9.1. in the case of staff members of PKN ORLEN S.A., to the supervisor over a person suspected of committing an offence,
  - 9.2. in the case of staff members of Companies and other External Entities, to the address of the registered office of the Company.
10. A person, whose access rights to the territory of the Protected Structures has been withdrawn, may submit a written request for the restoration of access rights to the Director of the Control and Safety Office, together with the justification.
11. Only the person whose access rights to the territory of the Protected Structures has been withdrawn may be the applicant.
12. Once a year, the Director of the Control and Safety shall appoint a Team for an analysis of requests for the restoration of access rights to the territory of the Protected Structures. Members of the Team: Director of the Occupational Health and Safety Office, Personnel Executive Director, Director of the Control and Safety Office or persons authorised by them.
13. The Control and Safety Office shall keep a register of the incoming requests referred to in section 12 and, at the latest seven days before a planned date of meeting, shall provide the Team, in a safe envelope, with copies of the requests for an analysis.
14. The Team's tasks include:
  - 14.1. analysis and consideration of submitted applications for the restoration of access rights to the territory of the Protected Structures,
  - 14.2. drawing up of a note documenting the course of meeting and decisions made,
  - 14.3. hand-over of written decisions to:
    - 14.3.1. Applicant - for information purposes,
    - 14.3.2. Physical Safety Department - administrator of the "Accard" base,
    - 14.3.3. ORLEN Ochrona Sp. z o.o. - to carry out operations, consistent with an issued decision, aimed to restore access rights to the territory of the Protected Structures,
    - 14.3.4. Personnel Executive Director - to note down in stored personal documentation and use the decisions in any possible future personnel processes.

15. Ordinary cancelling of a penalty, resulting in the possibility of restoring access rights, shall automatically take place after expiry of five years from date of imposing the penalty, excluding individual decisions of the Director of the Control and Safety, made in agreement with the Personnel Executive Director and the Director of the Occupational Health and Safety Office.

## **IX. PHOTOGRAPHING, FILMING AND SKETCHING**

1. In the territory of Protected Structures there is a ban on taking photographs, filming and sketching without consent.
2. The consent to photograph, film and sketch in the territory of Protected Structures shall be given by the Director of the Control and Safety Office. The consent to photograph, film and sketch is tantamount to a permit to carry in equipment necessary for performing this activity into the territory of a Protected structure.

## **X. FINAL PROVISIONS**

1. Inspectors and state officers, during performance of control activities, may enter the territory of a Protected structure under the rules stipulated in generally binding legal provisions.
3. In cases not included in this Instruction, the Security Chief, in consultation with the Director of the Control and Safety Office, shall settle problems connected with individual traffic on the ongoing basis.
5. In case of a contingency etc., all persons staying in the territory covered by the failure shall be subject to procedures included in a currently binding internal organisational act concerning the Comprehensive Chemical Rescue Plan and provisions of the "Instruction on proceeding in case of a contingency".