

ORLEN SPÓŁKA AKCYJNA
CONTROL AND SAFETY & SECURITY OFFICE



Excerpt from
GUIDELINES
CONTROL AND SAFETY & SECURITY EXECUTIVE DIRECTOR
TO ORGANISATION OF INDIVIDUAL TRAFFIC IN ORLEN S.A.

Version 5.0
of 1 August 2023

I. GENERAL INFORMATION

1. These Guidelines complement the entries of the Operational disposition of the Control and Safety & Security Executive Director No. 16/2023/GC of 28 July 2023.
2. Definitions used in the Operational Disposition referred to in section 1 shall be applied in these guidelines.

II. FEES CONNECTED WITH INDIVIDUAL TRAFFIC

Exploitation fee - monthly fee incurred for using the access control system. A current amount of the fee shall be placed in relevant Pass Offices and on the Intranet.

Fee for holder - amount including the cost of an obligatory identification card holder. Information on a current amount of the fee is available in relevant Pass Offices and on the Intranet.

Fee for overprint - amount including the cost of replacing a sticker on an identification card. Information on a current amount of the fee is available in relevant Pass Offices and on the Intranet.

Fee for losing, damaging or non-returning - amount paid only once including the costs connected with production of an identification card as a result of its damage, loss or theft. Information on a current amount of the fee is available in relevant Pass Offices and on the Intranet.

Amount of fees binding since 16 January 2023:

1. Exploitation fee - PLN net 10 monthly for 1 card.
2. Fee for overprint - PLN net 10 for 1 card.
3. Fee for holder - PLN net 5 for 1 holder.
4. Fee for losing, damaging or non-returning - PLN net 200 for 1 card.

PLEASE NOTE!

1. The fees referred to in items 1 - 4 shall be increased by VAT in force on a date of issuing an invoice.

III. RULES ON ISSUING, USING AND RETURNING IDENTIFICATION CARDS

3. Identification cards for employees of External Entities.

- 3.1. A yellow identification card is valid during the term of a contract with an External Entity but no longer than by the end of validity period of the OHS training, specified in the request referred to in item 3.3.
- 3.2. The identification card is issued, renewed and given by the Pass Office at gate no. 1 in Płock. If the Protected structure refers to area other than Płock, then documents are accepted, identification cards are given by the Pass Office or Reception Desks located in a particular area. Relevant documents are sent by the relevant Pass Office or relevant Reception Desk to the Pass Office at gate no. 1 in Płock which sends back an identification card.
- 3.3. Identification cards for staff members of External Entities are issued on the basis of a request drawn up in accordance with the model stipulated in **Appendix no. 7**,
 - a. for employees of External Entities not based in the territory of the Protected structure: request signed by a person authorised to represent the External entity, certified by a relevant person holding the position of a Director in ORLEN S.A. supervising implementation of a contract with this External entity or by a person authorised by him / her and by a person authorised to represent the External entity being the main contractor of ordered works, based on a contract concluded with ORLEN S.A. Together with the first request relevant powers of attorney to represent the External entity and an extract from the National Court Register or another recording body of the External entity should be sent to the Pass Office at gate no. 1 in Płock. It is also acceptable to issue identification cards based on a request issued by an organisational unit of ORLEN S.A. indicating the MPK to charge with costs, signed by a person in charge of the MPK. Requests for issuing identification cards shall be submitted one week in advance.
 - b. for employees of External Entities based in the territory of the Protected structure: request signed by a person authorised to represent the External entity and certified by the Director of the Physical Safety Office or a person authorised by him / her. Together with the first request relevant powers of attorney to represent the External entity and an extract from the National Court Register or another recording body of the External entity have to be delivered to the Pass Office at gate no. 1 in Płock. Requests for issuing identification cards shall be submitted one week in advance.
- 3.4. With regard to Fuel Terminals certification of a request for issuing/renewing identification cards for new Staff Members/Staff Members of External Entities shall be submitted by a person managing a Fuel Terminal.
- 3.5. Identification cards are issued to persons who have completed the **information training on hazards occurring on the premises of the ORLEN S.A. production plant in Płock, PTA Plant in Włocławek, CCGT Włocławek**, organised by the Occupational Health and Safety Office of the ORLEN S.A. Training Centre or an entity that has concluded relevant agreements with ORLEN S.A., which must be confirmed in the request.

- 3.6. In the case of employees of External Entity companies, identification cards are given to people who have completed a preliminary training in ohs and fire protection organised by OHS officers of a given company.
- 3.7. Identification cards are issued against payment. Consent to encumber the External entity with costs of issuing identification cards is given by submitting the request.
- a) for employees of External Entities not based in the territory of the Protected structure, validity of identification cards is renewed on the basis of a request for renewing validity of identification cards, drawn up in accordance with the model included in **Appendix no. 7**, confirmed, inter alia, by a person holding the position of a Director in ORLEN S.A or a person duly authorised by the aforementioned Director, supervising implementation of a contract concluded with this entity. Requests for renewing identification cards shall be submitted one month in advance.
- b) for employees based in the territory of the Protected structure, validity of identification cards is renewed on the basis of a request for renewing validity of identification cards, drawn up in accordance with the model included in **Appendix no. 7**, confirmed, inter alia, by the Director of the Control and Safety & Security Office Director. Requests for renewing identification cards shall be submitted one month in advance.
- 3.8. External Entities, in accordance with concluded contracts, shall pay the Exploitation fee.
- 3.9. In case of terminating the employment with a staff member of the External entity or terminating a civil-law contract concluded with them, or in the case of identification card expiry, the External entity shall be obliged to provide t identification card to the Pass Office at gate no. 1 in Płock within 7 days from a date of expiry of the employment relationship or expiry of the civil-law contract.
- 3.10. In case of resigning from work or failure to return an identification card by a staff member of the External entity, a person authorised to represent the External entity shall send written information including data of the staff member (first name, last name, identification card number) who has ceased to perform work or provide services to the Pass Office at gate no. 1 in Płock. Based on this letter the identification card which has not been returned is immediately blocked in the access control system.
- 3.11. External Entities carrying out performing or service activities within the Protected area which have concluded a contract for exploitation of identification cards shall bear responsibility & liability for return of the identification cards. If an organisational unit of ORLEN S.A. has referred for issuing identification cards for staff members of External Entities, the responsibility & liability shall be transferred onto this organisational unit.
- 3.12. External entities which have concluded a contract for exploitation of identification cards shall bear full responsibility for the return of the identification cards and are obliged to maintain a valid list of staff members and sub-contractors holding identification cards (first name, surname, company name, identification card number). The lists shall be submitted upon Physical Safety Office's request. The obligation to provide the aforementioned data is not the responsibility of the owner of the access control system.

The data contained in the access control system regarding the traffic of individuals and cars shall be provided by the Director of Physical Safety Office only upon a request made by the Police, the Prosecutor's Office, the Courts and other authorised state institutions.

4. An identification card for staff members of External Entities carrying out performing activities or service activities within the administrative SENATOR Protected structure in Warsaw at Bielańska street.

- 4.1. A yellow identification card is valid during the term of a contract with an External Entity but no longer than by the end of validity period of the OHS training, specified in the request referred to in item 4.3.
- 4.2. Documents are accepted, identification cards are given by the Reception Desk of SENATOR. The identification card is issued and sent by the Pass Office at gate no. 1 in Płock to Warsaw.
- 4.3. Identification cards for employees of External entities are issued on the basis of a request for issuing identification cards drawn up in accordance with the model stipulated in **Appendix no. 7**, signed by a person authorised to represent the External entity, certified by a person holding the position of a Director in ORLEN S.A. or by a person authorised by them and the Administration Coordinator supervising implementation of a service provision contract and by the External entity being the main contractor of ordered works, based on a contract concluded with ORLEN S.A. Together with the first request relevant powers of attorney to represent the External entity and an extract from the National Court Register or another recording body of the External entity have to be delivered to the Pass Office at gate no. 1 in Płock.
- 4.4. An identification card is issued against payment. Consent to encumber the External entity with costs of issuing an identification card is given by submitting the request.
- 4.5. Identification cards are issued to persons who have completed the information training on hazards occurring on the premises of the ORLEN S.A. production plant in Płock, PTA Plant in Włocławek, CCGT Włocławek, organised by the Occupational Health and Safety Office.
- 4.6. Validity of identification cards is renewed on the basis of a request for renewing validity of identification cards, drawn up in accordance with the model included in **Appendix no. 7**, confirmed by a relevant person holding the position of a Director in ORLEN S.A., ordering services for ORLEN S.A. Requests for renewing identification cards shall be submitted one month in advance.
- 4.7. External Entities, in accordance with concluded contracts, shall pay the Exploitation fee.
- 4.8. In case of terminating the employment with a staff member of the External entity or terminating a civil-law contract concluded with them, or in the case of identification card expiry, the External entity shall be obliged to provide their identification card to the Reception Desk of SENATOR within 7 days from a date of expiry of the employment relationship or expiry of the civil-law contract.
- 4.9. In case of resigning from work or failure to return an identification card by a staff member of the External entity, a person authorised to represent the External entity shall send written information including data of the staff member (first name, last name, identification card number) who has ceased to perform work

or provide services to the Pass Office at gate no. 1 in Płock. Based on the letter the identification card which has not been returned is immediately blocked in the access control system.

- 4.10. External entities carrying out activity within the SENATOR building in Warsaw in Bielańska street which have concluded a contract with the Security Service for exploitation of identification cards shall bear responsibility for return of the identification cards. If an organisational unit of ORLEN S.A. has referred for issuing identification cards for staff members of External Entities, the responsibility & liability shall be transferred onto this organisational unit.
- 4.11. External Entities which have concluded a contract for exploitation of identification cards shall bear full responsibility for return of the identification cards.
- 4.12. External entities are obliged to maintain a valid list of staff members and sub-contractors holding identification cards (first name, surname, company name, identification card number), which shall be handed over upon the Physical Safety and Security Office's request. The obligation to provide the aforementioned data is not the responsibility of the owner of the access control system.

5. An identification card for a Visitor/Service Technician.

- 5.1. A Visitor **green** identification card, for people not possessing identification cards issued under the procedure stipulated in this Instruction, is valid on the issue date. A visitor is entitled to remain on the premises for 3 days. Extension of the visiting period requires submitting a new request.
- 5.2. A Service **red** identification card, for people not possessing identification cards issued under the procedure stipulated in this Instruction, is valid in a period of performing service activities.

In exceptional situations, short-term work may be permitted provided that the information training on hazards occurring on the premises of the ORLEN S.A. production plant in Płock, PTA Plant in Włocławek, CCGT Włocławek, organised by the Occupational Health and Safety Office, has been completed.

A service technician is entitled to remain on the premises for 5 days. Extension of the visiting period requires submitting a new request.

- 5.3. The "Visitor"/"Service technician" identification cards are issued:

5.3.1 in the SENATOR building in Warsaw:

- Staff member of the Reception Desk in SENATOR from 06:00 a.m. to 10.00 p.m. on weekdays.

5.3.2 in Wloclawek:

- PTA or CCGT Pass Office at the main gate, from 07:00 a.m. to 03.00 p.m. on weekdays,
- Shift Commander at the main gate, from 03:00 p.m. to 07.00 a.m. on weekdays and for twenty-four hours on off workdays.

5.3.3. Production Plant in Płock:

- The Pass Office at gate no. 1, from 06:00 a.m. to 10:00 p.m. on weekdays,
- The Pass Office at gate no. 2, from 07:00 a.m. to 03:00 p.m. on weekdays,

- Pass Office at gate no. 5, for twenty-four hours,
- Pass Office at gate no. 10, from 06:00 a.m. to 10:00 p.m. on weekdays,
- Pass Office at gate no. 11, from 06:00 a.m. to 10:00 p.m. on weekdays,
- Pass Office at gate no. 17, from 06:00 a.m. to 06:00 p.m. on weekdays,
- Shift Commander at gate no. 1, from 10:00 p.m. to 06.00 a.m. on weekdays and for twenty-four hours on off workdays,
- Shift Commander at gate no. 2, from 03:00 p.m. to 07.00 a.m. on weekdays and for twenty-four hours on off workdays,

5.3.4. administration structures in Płock:

- Staff member of the Reception Desk from 06:00 a.m. to 10.00 p.m. on weekdays.
- Shift Commander at gate no. 1 from 10:00 p.m. to 06.00 a.m. on weekdays and for twenty-four hours on off work days,

5.3.5. in the territory of the Fuel Terminal:

- Staff member of the Security Service at the main gate during working hours of the Fuel Terminal,

5.3.6. in the territory of the R&D Centre in Płock:

- Reception desk, from 6 a.m. to 2 p.m.
- Security staff, from 02:00 p.m. to 06:00 a.m. on weekdays and around the clock on holidays.

- 5.4. Granting of relevant authorisations to a person going to organisational units of ORLEN S.A., ORLEN Group Companies and External Entities located **in the territory of the production plant in Płock** has to be preceded by a request, confirmed by authorised persons listed in **Appendix 9 of the Guidelines**, and sent to the e-mail address Biuro.Plock@orlen.pl. A written form of the application submitted to the Pass Office Gate no. 1, 09-411 Płock, Chemików street 7 is also allowed.
- 5.5. Relevant authorisations to a person going to organisational units of ORLEN S.A. located in administration structures located **outside the territory of the production plant in Płock** shall be granted after confirmation by phone of a visit by a receptionist with a representative of an organisational unit and relevant annotation in the electronic access control system.
- 5.6. A Carer of Visitor/Service Technician shall be obliged to pick up the Visitor/Service Technician from the Reception Desk or Pass Office at the gate of the production plant in Płock under pain of not letting the Visitor/Service Technician in the territory of the Security zone and, after the end of the visit, to see the Visitor/Service Technician to the exit. Due to special character and extent of the territory of the production plant in Płock in justified cases the Refinery Production Executive Director, the Petrochemical Production Executive Director, the Executive Director for Power Engineering and the Development and Technology Office Director may refer to the Physical Safety Office Director for withdrawal from this rule.
- 5.7. A Visitor/Service Technician identification card is given after prior presentation of an identity document with a photograph (identity card - eDowód [eID], driving licence - ePrawo jazdy [Electronic Driver Licence], passport) in order

to check correctness of personal data included in the system or to enter data into the system and register a visit i.e.: first name, last name, PESEL [Personal Number] (series and number of passport or identity card with regard to people not possessing PESEL), and familiarizing with the content of the video material on basic hazards in the territory of ORLEN S.A. structures. The video material is presented in Pass Offices (applicable to visitors/service technicians of ORLEN S.A. structures in Płock and Włocławek).

- 5.8. The Visitor/Service Technician identification card is given free of charge.
- 5.9. While leaving the territory of the Protected structure, the Visitor/Service Technician should absolutely return an identification card. **In Płock** it is acceptable for the Visitor identification card to be returned by persons moving several times within a day between structures at the end of a visit. However, such persons should obtain the Visitor identification card in the Pass Office at Gate No. 1 in Płock.
- 5.10. If a person does not return the Visitor/Service Technician identification card, they shall not receive another identification card. In case of a repeated visit of a person in the territory of the Protected structure, this person shall be obliged first to pay a fee for losing the identification card (in case of impossibility of returning it) or Exploitation fee for each and every month of delay (in case of returning it). A Carer of Visitor / Service shall be obliged to inform about the obligation to return the identification card irrespectively of information given by staff members giving the identification card. In special cases the Physical Safety Office Director shall take a decision on withdrawal from the foregoing rules (exemption from the fee, encumbrance of the Carer of the Visitor / Service with CC costs).

NOTE: The use of electronic signatures is allowed in all mentioned requests.

Any user of an identification card entering or leaving the premises of protected structures is required to present it for inspection to an ORLEN Security Officer without being summoned and **make it available** when summoned for **verification** purposes.

IV. RULES ON ENTRY INTO THE TERRITORY OF A PROTECTED STRUCTURE

1. Division of vehicles entering ORLEN S.A. protected structures:
 - 1.2. other passenger cars, only drivers are allowed to enter;
 - 1.4. trucks and delivery vans, only drivers are allowed to enter;
 - 1.5. slow-moving vehicles, only drivers are allowed to enter;
 - 1.6. other entries - only drivers.

The aforementioned rules do not apply to: Members of the Supervisory Board and Members of the Management Board of ORLEN S.A.

Vehicles entering/exiting the Protected structures shall be “**empty**”, with the exception of vehicles delivering materials, based on separate regulations. Failure to comply with the aforementioned regulation will result in refusing access to the territory of the Protected structures.

Entry to the ORLEN S.A. production plant in Płock is through the following gates, according to the indicated rules:

Gate No. 1 - only passenger vehicles without vans and trucks (up to 3.5T), entry for ORLEN S.A. and ORLEN Group Companies, PETROTEL, PERN S.A., pedestrian traffic, after

separate justification with confirmation,

Gate No. 2 - passenger vehicles, delivery vehicles without trucks (up to 3.5T), entry and pedestrian traffic without restrictions,

Gate No. 3 - slow-moving vehicles, tractors, cranes, elevators and trucks, pedestrian traffic not allowed,

Gate No. 5 - trucks only, FT pickups without passenger vehicles (with the approval of the FT manager), pedestrian traffic, after separate justification with confirmation,

Gate No. 6 - pedestrian traffic, with confirmation from LOTOS Kolej Sp. z o.o.,

Gate No. 10 - all trucks, company passenger vehicles, pedestrian traffic, after separate justification with confirmation,

Gate No. 11 - all entrances and pedestrian traffic, only with the approval and confirmation of the Employee Service Office [BOP],

Gate No. 17 - trucks only, oils and lubricants pickup (with the permission of the FT manager).

PLEASE NOTE!

In connection with Paragraph 18 of the Operational Disposition on: the introduction of the individual traffic instruction in ORLEN S.A., a transition period until the end of October 2023 is established, and in order to obtain new authorisations, all interested parties are required to submit new requests which must be submitted by the end of September 2023.

2. In the territory of Protected Structures there are applied rules on going by vehicles determined in the currently binding Act: "Law on road traffic" in order to avoid danger of safety and security for traffic participants and speed limit of up to 40 km/h unless signs provide for otherwise.
3. It is forbidden to bring or enter the territory of ORLEN S.A. Protected structures with personal transportation devices, including bicycles with propulsion other (e.g., electric) than traditional, scooters, monocycles, skateboards, roller skates, rollerblades, etc., as well as mopeds and motorcycles according to the standards set forth in the Law on Road Traffic.

At the same time, it is prohibited to use private bicycles while performing official duties.

Traditionally powered bicycles, both single-track and two-track, must be in a good technical condition and equipped in accordance with current regulations.

4. Speed control is carried out with the use of an attested radar speed meter. Speed controls in the territory of Protected Structures are carried out by Police officers and staff members of the Security Service.
5. 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. In order to grant authorizations, the form contained in **Appendix 5** must be completed and submitted to the Director of Physical Safety & Security or the person duly authorised by them.
6. Drivers need to possess relevant entitlements to drive vehicles and possess a registration document/electronic registration document with a valid technical inspection. Documents need to be presented for control carried out by staff members of the Security Service before entering the territory of a Protected structure. If a driver does not possess the documents required i.e., a registration document with valid technical inspection, driver's license and vehicle equipment (fire extinguisher and a warning triangle), the Security Service shall be obliged not to let a vehicle in the territory of a Protected structure. Vehicle entries are allowed on the basis of data

contained in the mObywatel and mPojazd applications, as well as scans and copies of documents in justified cases.

7. Drivers of vehicles transporting hazardous goods have to comply with provisions on transport of hazardous goods by land transport - **ADR**. A driver **HAS TO BE DRESSED** in antistatic clothes and footwear confirmed by CE certificate and possess personal protective equipment i.e., helmet, safety glasses and gauntlets.
8. On the premises of Protected structures of ORLEN S.A., the traffic of private cars is prohibited.
9. In special cases dictated by the interests of ORLEN S.A., the Executive Director for Control and Safety & Security or a person authorised by them may decide for the employees of ORLEN S.A. and the Group employees to grant entry privileges for a strictly limited period of time (not more than 3 months) for a private vehicle.

Accordingly, in order to grant the aforementioned authorisations, an approved Request included in **Appendix 5** of the Guidelines must be completed and submitted to the Pass Office located at Gate 1. Failure to fill in any field shall result in automatic rejection of the form.

10. If a negative decision is given, an interested person may apply for another granting of the authorisations to enter by private car or private car used for business purposes after expiry of 6 months from a date of submitting a request.
11. The Physical Safety Office Director or person authorised by him shall not be obliged to send information on giving or on not giving the consent to interested persons. The decision shall be sent to the Pass Office at gate no. 1 in Płock, which informs an applicant about the negative consideration of the request. Persons concerned may obtain any and all information on the requests in the relevant Pass Office.
12. Authorisations:

12.1. **One-off authorisation to enter the territory of the production plant in Płock** shall be given by the Director of the Physical Safety Office (Bezpieczenstwo@orlen.pl) or a person authorised by them. In special situations, excluding failures, at the 2nd and 3rd shift and on off work days the consent may be given by a managing person or a shift staff member in the Central Production Scheduling and Coordination Department who shall inform a Shift Commander by phone about this fact at gate No. 1 in Płock, which should be entered into the report book of the Central Production Scheduling and Coordination Department and register of entries of the Shift Commander. Information about this fact shall be presented by the Security Service in a daily report. Approval is not required for vehicles entering the site on the basis of:

- a material pass or filling order or release order,
- a checklist for the purpose of delivering or receiving assets in the absence of an identification card. Authorizations are granted on the basis of a "visitor/service technician" request confirming legitimacy.
- a "visitor/service technician" status entry request.

The authorisations are granted by:

1. Pass Office at gate no. 1 from 06:00 a.m. to 10:00 p.m. on weekdays,
2. Pass Office at gate no. no. 2 from 07:00 a.m. to 03:00 p.m. on weekdays,
3. Pass Office at gate no. 5, for twenty-four hours,

4. Pass Office at gate no. 10, from 06:00 a.m. to 10:00 p.m. on weekdays,
5. Pass Office at gate no. 11 from 06:00 a.m. to 10:00 p.m. on weekdays,
6. Pass Office at gate no. 17 from 06:00 a.m. to 06:00 p.m. on weekdays,
7. Shift Commander at gate no. 1 from 10:00 p.m. to 06.00 a.m. on weekdays and for twenty-four hours on off workdays,
8. Shift Commander at gate no. 2 from 03:00 p.m. to 07.00 a.m. on weekdays and for twenty-four hours on off workdays,

12.2. **One-off authorisation to enter the territory of a Protected structure other than the production plant in Płock** shall be given by a person managing the PTA Plant in Włocławek or the CCGT Włocławek Plant/Fuel Terminal, R&D Centre or a person authorised by them, who shall inform a Shift Commander by phone about this fact at the main gate, which should be entered into the work log book. Information about this fact shall be presented by the Security Service in a daily report. The consent shall not be required for drivers of vehicles entering the territory of a Protected structure based on:

- a material pass or filling order or release order,
- a checklist for the purpose of delivering or receiving assets in the absence of an identification card. Authorisations are granted on the basis of a "visitor/service technician" request confirming legitimacy.
- a "visitor/service technician" status entry request.

The authorisations are granted by the relevant Pass Office or Reception Desk in opening hours and the Shift Commander in other hours.

12.4. **Long-term authorisations for staff members driving company vehicles of External Entities in the territory of a Protected structure** shall be given only to persons who hold authorisations to cross entry/exit gates. A person representing the External entity shall refer with a written request to the Executive Director of the Control and Safety & Security Office. The request has to include justification of granting authorizations and be confirmed by the Executive Director or Office Director directly subordinate to a Member of the Management Board or a person managing the Fuel Terminal or a person managing: the PTA Plant in Włocławek or the CCGT Włocławek Plant or the R&D Centre. With regard to External entities located in the territory of a Protected structure, by Members of the Management Boards of these entities, indicating: the date of commencing and completing works included in an order (contract), number of necessary vehicles (equipment) for performance of an order (contract) divided into their kinds. A request with the decision of the Executive Director for Control and Safety & Security or a person authorised by him / her shall be sent to the Pass Office at gate no. 1 in Płock.

19. Granted one-off entry authorisations are valid by the end of a day in which they have been granted, and long-term authorisations by the end of a day of the period for which they have been given.

20. **Obligations of the following persons:**

- a) The Security Service shall be obliged to control vehicles entering and leaving a protected area of ORLEN S.A. in accordance with a contract concluded ORLEN S.A. and tasks specified in security plans or instructions, excluding Emergency vehicles and vehicles of Members of the Management Board of ORLEN S.A., when inside them, and the persons indicated in section 15

above,

- b) drivers of vehicles shall be obliged to present identification cards:
 - to the Security Service,
 - to staff members of the Physical Safety Office,
- c) drivers of vehicles shall be obliged to park vehicles only in marked places,
- d) drivers of vehicles shall be obliged to make it possible to carry out an ad hoc control of a vehicle and a driver by staff members of the Physical Safety Office or the Security Service in the territory of a Protected structure.

- 21. Persons who do not comply with provisions binding within the scope of entries and vehicle traffic on the premises of the Protected Structure shall lose issued entitlements, regardless of the administrative penalties imposed by the Control and Safety & Security Executive Director or the OHS Director. Restoration of the authorizations is possible on the basis of a decision of the Control and Safety & Security Executive Director.
- 22. Persons who have changed a car and who possess authorisations to enter the territory of a Protected structure shall be obliged to send the relevant information to the Pass Office at Gate no. 1 in Płock. Based on this information, staff members of the Pass Office at gate no. 1 in Płock shall update necessary information.
- 23. **Entry into the reserved area or area shut down from traffic** may take place only on the basis of “**S**” insert given by a person managing the Central Production Scheduling and Coordination Department.

PLEASE NOTE: The use of electronic signatures is allowed in all mentioned requests.

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

- 1. Detailed rules on individual traffic and traffic of vehicles are determined by persons responsible for Protected Structures without the electronic access control system or administrators of buildings.

VI. SOBRIETY CHECK AND CHECK FOR THE PRESENCE OF SUBSTANCES HAVING A SIMILAR EFFECT TO ALCOHOL.

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 26 October 1982 on upbringing in sobriety and prevention of alcoholism (OJ 2023 item 165, as amended),
- Regulation of the Minister of Health of 16 February 2023 on tests of alcohol content or substances having a similar effect to alcohol in the body of an employee (OJ 2023, item 317),
- Regulation of the Minister of Health and the Minister of Internal Affairs and Administration of 28 December 2018, on tests of alcohol content in body (OJ 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 (OJ of 2014, item 948),
 - Act of 29 July 2005, on prevention of drug addiction (OJ of 2023, item 172, as amended),
 - Act of 26 June 1974, – Labour Code (OJ of 2022, item 1510, as amended),
 - Disposition, currently binding in ORLEN S.A., on introduction of the Labour Regulations for staff members of ORLEN S.A.,
 - Instruction on individual traffic in ORLEN S.A. and these Guidelines.
1. In the territory of the production plant in Płock, PTA Plant in Włocławek, and CCGT Włocławek Plant, Fuel Terminals, R&D Centre in Płock and administrative buildings (protected structures) there is a complete ban on staying for people with alcohol content in body over 0.2 ‰ or with alcohol content in exhaled air over 0.1 mg in 1 dm³ or people being under the influence of narcotic drugs or psychotropic and psychoactive substances whose effects are similar to the effects of alcohol.
 2. In the territory of protected structures there is a complete ban on carrying in, bringing in or drinking alcoholic beverages as well as using substances with similar effect to alcohol.
 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 whose effects are similar to the effects of alcohol.
 4. In order to ensure the protection of life and health of employees or other persons in the territory of protected structures, sobriety check of employees as well as the check for the presence of substances with similar effects to alcohol are introduced.
 5. Sobriety check and the check for the presence of substances with similar effects to alcohol may not violate the dignity and other personal rights of an employee and includes groups of employees specified in the Work Rules of ORLEN S.A.
 6. Sobriety checks include testing using methods that do not require laboratory testing with a device that has a valid document proving its calibration or recalibration.
 7. The examination referred to in item 6 shall consist in determining the absence of alcohol in the employee's body or the presence of alcohol indicating a state after the use of alcohol or a state of insobriety within the meaning of Article 46 paragraphs 2 and 3 of the Act of 26 October 1982 on Upbringing in Sobriety and Counteracting Alcoholism (Journal of Laws 2023 item 165). Cases in which the alcohol content does not reach or does not lead to the values inherent for the state after the use of alcohol are considered equivalent to the determination of the absence of alcohol in the body of an employee.
 8. The employer shall not allow the employee to work when a sobriety check indicates that an employee is under the influence of alcohol or is in the state of insobriety, or if

there is a reasonable suspicion that the employee came to work under the influence of alcohol or in the state of insobriety or consumed alcohol during work.

Employee under the influence of alcohol means when the alcohol content in the body is or leads to:

- 1) blood concentration from 0.2‰ to 0.5‰ of alcohol or
- 2) the presence in exhaled air of 0.1mg to 0.25mg of alcohol in 1dm³.

A state of insobriety occurs when the alcohol content in the body is or leads to:

- 1) blood concentration of more than 0.5‰ of alcohol or
- 2) the presence in exhaled air of more than 0.25mg of alcohol in 1dm³.

Information on the basis for not allowing the employee to work shall be communicated to the employee for information.

9. At the request of the employer or an employee not permitted to work, a sobriety check of such employee shall be conducted by an authorised law enforcement agency.
10. The authority referred to in item 9 shall conduct a test of the employee's state of sobriety using methods that do not require a laboratory test.

The authority in question shall order a blood test if:

- 1) it is not possible to conduct the test by the method referred to in item 9;
- 2) an employee who is not allowed to work refuses to be tested by the method referred to in item 9;
- 3) an employee who is not allowed to work demands a blood test in spite of the method referred to in item 9;
- 4) the condition of an employee who is not permitted to work prevents the examination by the method referred to in item 9;
- 5) it is not possible to indicate alcohol concentration due to exceeding the measuring range of the device used for measurement.

11. The examinations referred to in items 9 and 10 shall be conducted with respect for the dignity and intimacy of an employee.
12. The procedure of collecting a blood sample shall be carried out by a professionally qualified person.
13. If one justifiably suspects that the staff members or staff members of the External Entities staying in the territory of the Protected Structures of 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 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 staff.

In order to confirm the existence of a justifiable suspicion referred to in this section, a test by means of a control device 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 staff to conduct a test with a control device or drug test.

14. 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 with similar effects to alcohol, the security staff 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 him / her gives 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 the security officer shall make a note about this fact and shall complete the report constituting the appendix hereto.

15. 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 working or cease work, and shall leave the territory of the Protected structure, while a security staff member shall seize the identification card and make a note about this fact.

16. If the result of the test does not indicate a state after consumption or an intoxicated state of the employee, the period when the employee is not allowed to work shall be a period of justified absence from work, for which the employee retains the right to their remuneration.

If the result of the test falls within the range of 0.00‰ to 0.2‰ or 0.0 mg to 0.1 mg of alcohol in 1dm³ in exhaled air, the security staff member performing the test is required to conduct a second test to determine the decreasing or increasing trend. In the case of a decreasing trend, an employee may enter the territory of Protected structure only after obtaining a result of 0.00‰ or 0.0 mg of alcohol in 1dm³ of exhaled air, while in the case of a result indicating a state after consumption or a state of insobriety, the employee will not be allowed into the territory of the Protected structure.

17. On an ongoing basis, the security staff members shall draw up notes concerning suspicion of committing offences by staff members of ORLEN S.A., ORLEN Group Companies, and External Entities within the scope of an infringement of provisions of these guidelines. Any information on offences and their perpetrators shall be sent to relevant Managers of organisational units of ORLEN S.A. and ORLEN Group Companies and External Entities having responsibility over these staff members.

18. In cases not included in this Chapter, decisions on sobriety and prevention of drug addiction shall be made by the Executive Director of the Control and Safety & Security

in consultation with the Personnel Executive Director and the Occupational Health and Safety Office Director.

19. The cited provisions shall apply mutatis mutandis to employers organizing work based on an employment contract, as well as work performed by individuals on a basis other than employment contracts and self-employed individuals, as well as to individuals performing work on a basis other than employment contract and self-employed individuals whose work is organised by such employers."

VIII. INFORMATION ON PERSONAL DATA PROCESSING OF DATA SUBJECTS IN CONNECTION WITH HANDLING THE TRAFFIC OF INDIVIDUALS AND MATERIALS.

I. PERSONAL DATA CONTROLLER

The Controller of personal data is ORLEN S.A. with its registered office in Płock (09-411), ul. Chemików 7 (hereinafter referred to as: ORLEN S.A.). Contact telephone numbers to ORLEN S.A.: (24) 256 00 00, (24) 365 00 00, (22) 778 00 00.

II. DATA PROTECTION OFFICER

The Data Protection Officer can be contacted on matters related to data protection. The following e-mail address is used to contact the Data Protection Officer in ORLEN S.A.: daneosobowe@orlen.pl the Data Protection Officer can also be contacted in writing to the address of ORLEN S.A.'s registered office, indicated in item 1, with the note "Data Protection Officer". Data on the Data Protection Officer is available at the website: www.orlen.pl in the tab "Contact".

III. PURPOSES AND LEGAL BASIS FOR PERSONAL DATA PROCESSING

1. The Personal Data shall be processed in order to:
 - a) ensure safety & security, protection of people, areas, facilities and devices of ORLEN S.A. i.e., to ensure individual and material traffic on the premises of ORLEN S.A.,
 - b) ensure the protection of life and health of persons on the premises of ORLEN S.A. or the protection of property by performing sobriety tests and tests for the presence of substances with effects similar to alcohol, in accordance with the law and without violating the dignity and other personal rights of persons subjected to the test;
 - c) handle, pursue and defend in case of claims resulting from the purposes of personal data processing.
2. Legal bases for the processing of personal data for the purposes indicated in item 1.
 - a) fulfilment of legal obligations incumbent on ORLEN S.A (pursuant to Article 6(1)(c) of GDPR) arising in particular from the Labour Code, the Act on Upbringing in Sobriety and Counteracting Alcoholism, the Act on Protection of Persons and Property;

- b) legitimate interest (pursuant to Article 6(1)(f) of the GDPR) consisting in ensuring the safety of persons and property in ORLEN S.A. structures, handling, pursuing and defending in the event of claims.

IV. DATA RECIPIENTS

Personal data may be disclosed to cooperating entities (recipients), including to ORLEN Ochrona Sp. z o.o. if necessary for the achievement of the processing purposes referred to in point 3, to entities taking part in purchasing processes, to entities rendering IT services, services related to delivery of correspondence and consignments, protection of persons and property, ensuring occupational health and safety, as well as consultancy, legal and archiving services.

V. DATA RETENTION PERIOD

- a) in the case of personal data processing related to individual traffic; 10 years - from recording the last activity in the access control system;
- b) in the case of personal data processing related to material traffic, in accordance with the period indicated in "Instructions on material traffic in ORLEN S.A.";
- c) in the case of sobriety checks and checks for the presence of substances with similar effects to alcohol, the data are processed for a period not exceeding one year from the time of their collection. In cases where the collected data may constitute or constitute evidence in a proceeding, the time is extended until the legal conclusion of the proceeding.

VI. RIGHTS OF DATA SUBJECTS RELATED TO DATA PROCESSING

The right to demand from ORLEN S.A. access to the personal data provided, to rectify it e.g., in a situation when it is incorrect or incomplete, and to erase it or limit its processing, as well as to object to the processing of the data, in cases where the data are processed based on our legitimate interests, and the right to data portability to another controller. The request related to exercising the aforementioned rights should be sent to the e-mail address: daneosobowe@orlen.pl or to the address of the registered office of ORLEN S.A. indicated in item II with a "Data Protection Officer" note.

VII. RIGHT TO LODGE A COMPLAINT

The right to lodge a complaint with the supervisory authority, i.e. The President of the Personal Data Protection Authority.

VIII. INFORMATION ABOUT THE DATA PROVISION REQUIREMENT/VOLUNTARINESS

Provision of personal data is necessary to ensure individual and material traffic on the premises of ORLEN S.A. and, ipso facto, to ensure safety & security for people and property. Refusal to provide personal data will make it impossible to enter the structures of ORLEN S.A.

Appendices:

- Appendix no. 1** Models of identification cards and requests.
- Appendix no. 3** Request for adding authorisations to special supervision zones
- Appendix no. 5** Request for consent/extending the validity/changing/withdrawing the consent to enter the territory of a Protected structure of ORLEN S.A.
- Appendix no. 6** Request for issuing "VISITOR"/SERVICE TECHNICIAN" identification cards.
- Appendix no. 7** Request for issuing/extending the validity of identification cards.
- Appendix no. 8** Sobriety check and check for substances with effects similar to alcohol report.
- Appendix no. 9** List of positions entitled to confirm requests for identification cards and entries.
- Appendix no. 10** List of special supervision zones
- Appendix no. 11** List of companies from ORLEN Group with their registered offices or production buildings located in the territory of the protected structures of ORLEN S.A.
- Appendix no. 12** List of External entities with their registered offices or production buildings located in the territory of the protected structures.

MODELS OF IDENTIFICATION CARDS AND REQUESTS

Appendix no. 1

An identification card for staff members of ORLEN S.A.



Card for staff members of the Company



Card for staff members of the External Entity



“VISITOR” card



“SERVICE TECHNICIAN” card



An identification card for staff members of ORLEN S.A.



One-off paper card

ORLEN Ochrona	
ORYGINAŁ	
PRZEPUSTKA ZESYGNALIZOWANA Nr 001781	
NA WSTĘP DO	PRZEKAZANA PRZY
WYDANA	Przebieg na terenie
UCHAR BIĘ DO	
DNI I GODZ WJĘCIA	MP
GODZ WYJŚCIA	MP
MAROKI NR Re. POJAZDU	
OSOBY TONARZĄDZĄCE	
NIEKŁE PAPIEROSY NA TERENIE KINIEMATI DZIEDZINE	

Temporary paper card

ORLEN Ochrona	
PRZEPUSTKA TYMCZASOWA NR	
20	
UPOWAŻNIENIA DO WEJŚCIA NA TEREN	
PRZEPUSTKA WAŻNA Z DOWIODEM OSOBISTYM	
SERIA	NR
PODESI	SIACZKA
NAZWISKO I IMIĘ	
WAŻNA DO DNIA	

One-off paper card

ORLEN Ochrona	
PRZEPUSTKA WYDANA DLA:	
NAZWA PRZYT	
NA TERENIE ZAKŁADU PALENIE PAPIEROSÓW ZABRONIONE	

Request for adding authorisations to special supervision zones

No.	First name	Last name	Identification card number	Company	Access to zone *	Validity date of access - from - to	Notes
1							
2							
3							
4							
5							

* list of abbreviations/acronyms is included in **Appendix no. 10** of the Guidelines

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

.....
Confirmation by a person managing
the special supervision zone

.....
 Company data - payer data (name, address, telephone, fax, NIP [Tax ID. no.]

**Executive Director
 for Control and Safety & Security
 in situ**

phone: (024) 256-50-78,
 fax: (024) 367-76-94

**Request for consent/extending the validity/changing/withdrawing* the consent to enter the territory of a Protected
 structure of ORLEN S.A.**

in a period from to

No.	First name	Last name	Identification card number	Vehicle registration number and make	Type of vehicle (passenger, truck or specialised)	Access through gates	Company	Vehicle ownership form (company/private**)
1								
2								
3								

The foregoing persons have been informed by the employer that their data within the meaning of the binding provisions on protection of personal data shall be processed by ORLEN S.A. with its registered office in Płock at the address: ul. Chemików 7.

Detailed justification of the need to enter:

Contract / order no. for which the vehicle is used

Entry type: permanent / one-off*

.....
 Confirmation of ordering the service by
 Executive Director / Office Director/
 person managing the Fuel Terminal / PTA Plant in Włocławek

Confirmation of ordering the service
 by the main Contractor

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

Adding the vehicle on [date]:
 (Physical Safety Office of ORLEN S.A./Security Service)

PLEASE NOTE:

If any item is not filled in, the request shall be rejected

Signatures for the request need to be collected in the following order:

1. Signature of a person authorised (Contractor) to confirm the requests for identification cards,
2. Confirmation of ordering the service by the main Contractor (Sub-contractor should not refer with the request excluding the main Contractor),
3. Confirmation of ordering the service by the Executive Director / Office Director / person managing the Fuel Terminal / PTA Plant in Włocławek or CCGT Włocławek Plant ordering the service (this does not refer to companies with their registered offices in the territory of the production plant in Płock),
4. Consent of the Control and Safety & Security Executive Director / Security Service

* delete as appropriate

**number of the agreement for the use of a private vehicle for business purposes

.....
 Company data - payer data (name, address, telephone, fax, NIP [Tax ID. no.])

Request for issuing “VISITOR” / “SERVICE” identification cards

Please issue “Visitor” / “Service” identification cards valid from to for the following persons.

No.	First name	Last name	PESEL [Personal Number] (date of birth if no PESEL – Personal Number)	Nationality***	Vehicle registration number and make	Type of vehicle (passenger / truck / specialised)	Entry type (on foot/by vehicle) /gate/Notes
1							
2							
3							
4							
5							

The foregoing persons have been informed by the employer that their data within the meaning of the binding provisions on protection of personal data shall be processed by ORLEN S.A. with its registered office in Płock at the address: ul. Chemików 7.

Whereabouts of the Visitor/Service Technician

The person responsible for taking care of the Visitor/Service Technician

Name of the represented entity

Purpose of visit.....

The entry fee shall be paid by (in case of entering by vehicle)*

.....
 Signature and stamp of a person
 confirming entry**

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

* this does not refer to ORLEN S.A., Companies of ORLEN Group, as well as all deliverers and recipients of materials and waste.

** this refers to companies not having registered offices in the territory of ORLEN S.A.

*** refers to foreigners

Company data - payer data (name, address, telephone, fax, NIP [Tax ID. no.])

Request for issuing/extending* the validity of identification cards.

Please issue/or extend the validity of identification cards

in a period from to for staff members of the company.....

No.	First name	Last name	PESEL [Personal Number], Card number (date of birth for those without a pesel number)	Nationality***	Vehicle registration number and make	Type of vehicle (passenger, truck or specialised)	Entry type (on foot / by vehicle) through gate no. / special supervision zone**	Entry type one-off/permanent form of ownership Company/private****
1								
2								
3								

The foregoing persons have not been punished for consumption of alcohol, smoking cigarettes, seizure of property and have not infringed OHS rules in the territory of ORLEN S.A. The foregoing persons have been informed by the employer that their data within the meaning of the binding provisions on protection of personal data shall be processed by ORLEN S.A. with its registered office in Plock at the address: ul. Chemików 7.

Order/contract no.:

Validity period of the order/contract

Place of work performed (installation, structure or parcel names).....

General scope of work performed

For the company

.....
 Confirmation of ordering the service by
 Executive Director / Office Director
 person managing the Fuel Terminal, PTA Plant in Włocławek,
 CCGT Włocławek Plant

.....
 Confirmation of ordering the service
 by the main Contractor

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

.....
 Confirmation of having undergone a preliminary training in OHS / dangers
 (Signature and stamp on each page of the request)

.....
 Consent to issue identification cards,
 OHS and Process Safety Department of ORLEN S.A.
 (Validity period of the training, signature and stamp)

.....
 Issue of an identification card on (none in the PNG base)
 Physical Safety Office of PKN ORLEN S.A. or Security Service
 (Signature and stamp)

*delete as appropriate
 ** list of abbreviations is included in Appendix no. 10 to the Guidelines (available in the Pass Office and on the Intranet)
 ***applies to foreigners
 ****number of the agreement for the use of a private vehicle for business purposes

- PLEASE NOTE! Signatures for the request for renewal of identification cards need to be collected in the following order:
1. Signature of a person authorised (Contractor) to issue the request,
 2. Confirmation of having undergone the OHS training,
 3. Obtainment of consent of a staff member from the OHS and Process Safety Department to issue identification cards
 4. Confirmation of ordering the service by the main Contractor (Sub-contractor should not refer for identification cards excluding the main Contractor),
 5. Confirmation of ordering the service by the Executive Director / Office Director / person managing the Fuel Terminal // PTA Plant in Włocławek or CCGT Włocławek Plant ordering the service (this does not refer to companies with their registered offices in the territory of the production plant in Plock),
 6. Confirmation by a person managing the special supervision zone (only for special supervision zones)

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

**REPORT
on sobriety check and check for substances with effects similar to alcohol**

Tested person:

First and last name.....

Identification Card No.

Employee Personal Number*

Employer (name and address)

State after alcohol consumption/state of insobriety**

I test

- Test date
- Hour and minute of test
- Test result

II test

- Test date
- Hour and minute of test
- Test result

III test

- Test date
- Hour and minute of test
- Test result

Condition indicating the presence of a substance with effects similar to alcohol:

- Test date
- Hour and minute of test
- Test result - positive/negative *

The test has been carried out by.....

First and last name.....

Security staff member ID no.

The tested person was informed about the possibility of performing an additional test by infrared spectroscopy YES/NO**.

.....
Signature of the person carrying out the test
person

.....
Signature of the tested
person

*- in the case of an employee from an Orlen Group company

** delete as appropriate

LIST OF POSITIONS ENTITLED TO CONFIRM REQUESTS FOR IDENTIFICATION CARDS AND ENTRIES

ORLEN S.A. and ORLEN GROUP COMPANIES:

1. President of the Management Board Chief Executive Officer,
2. Member of the Management Board,
3. Executive Director,
4. Director,
5. Deputy Director,
6. Manager,
7. persons "performing duties" or acting "per procura" of persons employed at the foregoing positions.

EXTERNAL ENTITIES:

1. President of the Management Board (Chief Executive Officer),
2. Member of the Management Board,
3. Proxy,
4. Attorney.

LIST OF SPECIAL SUPERVISION ZONES

No.	Zone symbol	Description	Responsible unit (Director, Manager)
1.	ARCHIVES	Archive Registry of the Technology	Technical Infrastructure Department
2.	AUTOMATION	08 Building	ORLEN Serwis Sp. z o.o.
3.	B02	02 Building	ORLEN Eko Sp. z o.o.
4.	Occupatio	OHS Building	Occupational Health and Safety Office
5.	BB	Control and Safety & Security Area in 05 and 06	Executive Director for Control and Safety & Security
6.	BR 10	Gate no. 10	Physical Safety Office
7.	BR 11	Gate no. 11	Physical Safety Office
8.	BR 5	Gate no. 5	Physical Safety Office
9.	BTECH	Technology Office Building	Technical Infrastructure Department
10.	CA	CA building in the staff member part	Administration Office
11.	CAZ	CAZ building (Management Board)	Administration Office
12.	CUK/PPPT 1	Building of the Corporate Services Centre in PPPT - 1 st floor	Office for Planning and Settlement of Property Investments in the Concern / Team for Administration of Investment Projects
13.	CUK/PPPT 5	Building of the Corporate Services Centre in PPPT - 5 th floor	Corporate Accounting Office - Chief Accountant
14.	FULL	Unlimited access	Control and Safety & Security Area
15.	GA	Office for Audit and Management of Corporate Risk in 05	Office for Audit, Control and Management of Corporate Risk
16.	GPZ	Entry into GPZ2 building	Electric Energy Distribution Division
17.	BUILDINGS_1-6 and	Building 01,02, 03, 04, 05, 06, excluding zone BB and B02	Administration Office
18.	IOS	EC building - Automation Department	Energy Production Automation Department
19.	CHANCELLERY	Chancellery in Senator building	ORLEN Administracja Sp. z o.o.
20.	KI	IT Office - floors 1, 2, 3	IT Executive Director
21.	MG	Warehouses in the territory of the production plant in Płock	Department of Warehouse Logistics of Purchasing
22.	OSR	Environmental Protection building	Environmental Protection Department
23.	PAYROLL	Employee service in building 05	ORLEN CUK Sp. z o.o. - Remuneration Team
24.	PTA	PTA Production Plant	PTA Plant in Włocławek
25.	PTECH	Technical Rooms, LAN nodes	ICT Networks Department
26.	PZO	PZO Building	Water Production Division
27.	RAF	Refinery Building	Department of Rotating Machines of the
28.	SENATOR	SENATOR building in Warsaw	Administration Office
29.	SERVERS	Server room premises in buildings	Data Processing Department
30.	TP (name)	Fuel Terminal	Fuel Terminal
31.	PROCUREMENT	Procurement area buildings in Plock	Purchasing Executive Director
32.	UNIONS	Trade unions - in building 06	Trade unions
33.	CCGT	CCGT Plant	CCGT Włocławek Plant
34.	DCS	Rooms with technical cabinets on the premises of the production plant	Cyber Security Department
35.	R&D Centre	Research and Development Centre	Pilot and Simulation Team
36.	BR 1	Gate no. 1	Physical Safety Office
37.	BR 2	Gate no. 2	Physical Safety Office

LIST OF COMPANIES FROM ORLEN GROUP WITH THEIR REGISTERED OFFICES OR PRODUCTION BUILDINGS LOCATED IN THE TERRITORY OF THE PROTECTED STRUCTURES

No.	Name of company / Company
1.	ORLEN Administracja Sp. z o.o.
2.	ORLEN Serwis S.A.
3.	ORLEN Eko Sp. z o.o.
4.	ORLEN Laboratorium S.A.
5.	ORLEN Ochrona Sp. z o.o.
6.	Basell ORLEN Polyolefins Sp. z o.o.
7.	ORLEN Paliwa Sp. z o.o.
8.	ORLEN Centrum Serwisowe Sp. z o.o.
9.	ORLEN KolTrans Sp. z o.o.
10.	ORLEN Asphalt Sp. z o.o.
11.	ORLEN VC Sp. z o.o.
12.	ORLEN Neptun Sp. z o.o.
13.	Baltic Power Sp. z o.o. [Limited Liability Company]

LIST OF EXTERNAL ENTITIES WITH THEIR REGISTERED OFFICES OR PRODUCTION BUILDINGS LOCATED IN THE TERRITORY OF THE PROTECTED STRUCTURES

No.	Name of company
1.	EnergoRem Sp. z o.o.
2.	PETRO WodKan Sp. z o.o.
3.	Petrotel Sp. z o.o.
4.	Wagon Service Ostróda Sp. z.o.o.
5.	Pren S.A.
6.	Revico Sp. z o.o.