

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

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

The guidelines for the ORLEN Południe S.A.'s environmental and occupational health and safety activities are contained in the Quality, Environmental and Occupational Health and Safety Policy), which is available on the ORLEN Południe S.A.'s website ([www.ornpoludnie.pl](http://www.ornpoludnie.pl)).

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

- ❖ comply with generally binding legal requirements, terms and conditions of agreements as well as commissions and orders, internal regulations handed over for application and detailed arrangements binding during performance of tasks and works,
- ❖ carry out activities in a manner that prevents or minimizes the negative impact on the environment,
- ❖ perform tasks in a safe manner to themselves, co-workers and all persons that may be around them and may be exposed to hazards related to the works performed,
- ❖ rationally use power utilities and water,
- ❖ prevent all types of failures and incidents through, among other things, proper infrastructure maintenance and responsible behavior,
- ❖ immediately notify employees of the ORLEN Południe S.A. of any phenomena that could lead to an industrial accident, pollution of the environment, accident or pose risk to life and health of individuals who are in the vicinity;
- ❖ use appropriate personal protective equipment and wear working clothes, where required.

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

Employees of ORLEN Południe S.A. are authorized to conduct quality, environmental and occupational health and safety audits of external entities to the full extent of the work they perform on the premises of ORLEN Południe S.A.

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

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

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

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

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

Trzebinia, 29.11.2021

Approved by: .....

### **Appendices:**

- Appendix 1 Environmental guidelines and requirements for Entrepreneurs operating on the premises of the ORLEN Południe S.A.
- Appendix 2 Occupational health and safety guidelines and requirements for Entrepreneurs operating on the premises of the ORLEN Południe S.A.
- Appendix 3 Rules of conduct in the event of breach of OHS, fire protection, process safety and environmental protection provisions by the Entrepreneur.
- Appendix 4 Financial penalty rates in the event of breach of OHS, fire protection, process safety and environmental protection provisions by the Entrepreneur.
- Appendix 5 Form that constitutes the basis for punishment for breach of OHS, fire protection, process safety and environmental protection provisions by the Entrepreneur.
- Appendix 6 Declaration.
- Appendix 7 Disciplinary Programme for employees of Entrepreneurs who violated OHS, fire protection and process safety provisions.
- Appendix 8 OHS Incentive Programme.

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

1. Entrepreneurs operating/performing works on the premises of the ORLEN Południe S.A. may have an impact on the natural environment as a result of their actions and processes carried out, including, but not limited to, through:
  - generation of hazardous and non-hazardous waste;
  - generation of wastewater;
  - emission of pollutants into the atmosphere;
  - emission of fragrances (odours);
  - emission of pollutants to soil and groundwater;
  - emission of noise to the environment;
  - consumption of utilities – gas, water, electricity and heat.
2. The Entrepreneur is obliged to conduct operations on the premises of the ORLEN Południe S.A. in accordance with the legal regulations in force in this area, while ensuring the minimization of negative impacts on the environment.
3. The Entrepreneur must have its formal and legal status regulated within the scope of waste management in line with the legal provisions in force for the period of the lease / tenancy / service performance.
4. On the premises of the ORLEN Południe S.A., it is prohibited to bring in any waste which is not intended for processing by the ORLEN Południe S.A.
5. The Entrepreneur carrying out activities on the premises of ORLEN Południe S.A. shall be obliged to prevent creation of waste. The waste generated in connection with the conducted activity should be removed off-site on an ongoing basis; subject to the fact that it is permissible to collect consignments to be transported. Waste collection should be selective. Areas intended for waste storage should be agreed upon with the representative of the ORLEN Południe S.A. listed in the contract between the Parties as responsible for contact/supervision. Waste storage areas and packaging used for storage should ensure environmental protection against pollution. The waste storage sites should be marked (owner, waste name and code).
6. In terms of power utilities and water, their consumption is permissible only in agreement and consultation with an authorized representative of ORLEN Południe S.A. in accordance with the provisions of the relevant agreement between the Parties.
7. In terms of sewage generation and discharge, it is prohibited to discharge any and all sewage, pollutants into the sewage system of the ORLEN Południe S.A., in particular, liquid and solid chemical substances or waste, without prior consultation with an authorized representative of ORLEN Południe S.A. in accordance with the provisions of the relevant agreement between the Parties.
8. In terms of protection of land, soil and water, there is a ban on spilling liquids on the premises of the ORLEN Południe S.A. and contamination of the ground with chemicals, especially oils, greases, paints.
9. The obligations of the Entrepreneur in respect of protection against noise and radiation include the necessity of making advance arrangements for the planned use of equipment that may cause increased noise pollution and nuisance or hazardous radiation. Arrangements shall be made with an authorized representative of the ORLEN Południe S.A. in accordance with the provisions of the relevant agreement between the Parties.
10. The obligations of the Entrepreneur, in respect of air protection, include the necessity of using measures to reduce dusting (such as sprinkler system) or emission of pollutants (such as filters) - where possible.
11. Other duties that the Entrepreneur is required to perform as part of the conduct of activities on the premises of ORLEN Południe S.A. are:
  - ✓ materials and any and all substances that may pollute the environment should be stored in a manner that effectively prevents the formation of any type of pollution;
  - ✓ keep order and cleanliness at the place of work;
  - ✓ Entrepreneur's vehicles that enter the premises of the ORLEN Południe S.A. should be clean and in a good technical condition (without leakages).
12. The Entrepreneur shall bear responsibility and liability for any possible damage to the environment arising from its actions or omissions on the premises of the ORLEN Południe S.A.
13. Each and every dangerous and/or uncontrolled situation (failure) that may have a negative impact on the environment should immediately be notified to the first encountered staff member of the ORLEN Południe S.A. or an authorized person indicated in the relevant agreement between the Parties.

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

1. Employees of Entrepreneurs operating on the premises of the ORLEN Południe S.A. may be exposed to risks posed by the processes carried out by the entrepreneurs for which/whom they work as well as processes performed around them in the ORLEN Południe S.A.

The hazards that may occur in connection with performance of works on the premises of the ORLEN Południe S.A. include, among others, the following:

- a) contact with hazardous substances (e.g. petroleum products):
  - (highly and extremely) flammable mixtures;
  - carcinogenic, mutagenic mixtures;
- b) contact with caustic materials (including materials that cause severe burns);
- c) contact with harmful and irritating materials;
- d) contact of dust with eyes, inhalation contact with dust;
- e) operation of moving parts of tools, machines and equipment;
- f) contact with hot technological and energy media;
- g) low temperatures — nitrogen evaporation system;
- h) contact with hot parts of technological installations and a steam system;
- i) noise;
- j) being struck by a falling object;
- k) falling into an excavation or uncovered well;
- ł) transport hazards — being knocked or struck (rolling stock, road tankers, pallet trucks, trucks, heavy equipment); slippery surface (spills of petroleum products);
- l) electric shock;
- m) disasters arising from the work at an upper-tier establishment, serious industrial failure / accidents such as fire, explosion, release of hydrocarbons or hydrogen into the atmosphere;

2. The information about the aforementioned hazards and the related occupational risk shall be presented during mandatory training for employees of the Entrepreneurs performing works on the premises of the ORLEN Południe S.A. that shall be conducted by the OHS service and the In-House Fire Service.

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

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

Training for employees of Entrepreneurs is valid for 2 years.

3. As far as matters related to OHS, fire protection, process safety and environmental protection are concerned, Entrepreneur is obliged to respect remarks and orders of OHS Services, environmental protection employees, the Company Fire Brigade, employees involved in maintenance and property management and safety and internal control employees as well as the ones managing the premises/facilities of the ORLEN Południe S.A.
4. The Entrepreneurs shall be obliged to apply internal regulations of ORLEN Południe S.A. which have been provided to the Entrepreneur in connection with the work/activity performed on the premises of ORLEN Południe S.A.
5. On the premises of ORLEN Południe S.A., it is prohibited to bring in carcinogenic materials without consultation with the OHS Service.
6. The Entrepreneurs shall be obliged to ensure safe working conditions to their staff members and to prevent the formation of hazards to occupational health and safety or to reduce the exposure to particular hazards as well as to reduce their potential effects by applying relevant and appropriate means and measures and taking relevant and appropriate actions in the place where works and activities are performed and carried out.

7. Entrepreneurs operating on the premises of the ORLEN Południe S.A. are obliged to conduct their activities in such a way that they do not create occupational health and safety, process safety hazards and fire safety for employees and infrastructure working in the vicinity.
8. In case of hazards to occupational health and safety, process safety and fire safety, caused by or connected with the Entrepreneur's activities on the premises of ORLEN Południe S.A., the Entrepreneur shall be obliged to apply, where possible, means and measures protecting against a given hazard or reducing the risk of exposure to a given hazard both with regard to its employees and with regard to all persons who may be exposed to that hazard.
9. If Entrepreneur performs works commissioned by the ORLEN Południe S.A. that are considered to be particularly hazardous (employee of the ORLEN Południe S.A. responsible for performance of given contract/order or listed as a contact person in the contract concluded by the Parties is obliged to notify the Entrepreneur of whether given work is particularly hazardous), the Entrepreneur is obliged to develop the Instructions on the Safe Performance of Work and have them approved by the OHS Services of ORLEN Południe S.A. before commencement of these works.

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

- Information on planned works;
- First names and last names of persons responsible for the works;
- Time and place of work;
- List of employees employed to perform works;
- Task safety analysis for the types of work to be carried out.

The assessment should be made taking into account the technology intended for the execution of specific works and remedial measures envisaged to reduce the risks. The instructions must include specific technical and organization solutions, at the contractor's disposal or planned during the works.

- Impact of work on the environment;
- List of hazards during ongoing works,
- Risk assessment related to the task being implemented for the ORLEN Południe S.A.,
- Emergency plan (including a list of emergency telephone numbers and instructions in case of fire and other local emergency on the premises of the ORLEN Południe S.A.);
- List of the equipment used during the performance of work;
- List of substances and chemical mixtures used; annexes: safety data sheets of hazardous substances used during works.

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

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

10. An Entrepreneur carrying out activities, on behalf of the ORLEN Południe S.A., particularly hazardous work is obliged to provide daily supervision of its own Health and Safety Service of at least:
  - 1 person if more than 50 individuals are employed (including subcontractors);
  - 2 persons when employing over 100 staff members (including subcontractors),
  - another one person for every 100 employees with more than 200 employees (including subcontractors).

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

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

The names of the aforesaid employees should be listed in the Instructions for Safe Performance of Work.
12. If works are performed in the same place by employees employed by different employers, these Entrepreneurs shall be obliged to appoint the OHS Coordinator in line with the binding principles about which an employee of the ORLEN Południe S.A. responsible for performance of an agreement/order or a contact person indicated in a relevant agreement between the Parties shall be obliged to inform.
13. The Entrepreneur is obliged to use appropriate collective and organizational protection measures, and obligatorily equip employees with personal protective equipment appropriate to the work, as well as work clothes visibly marked with the company's name. Personal protective measures can be used only where collective protective measures cannot be applied. Where justified, the employees of OHS Services may order those collective protective measures be used instead of personal protective measures.
14. Entrepreneur is obliged to provide OHS Services or persons supervising the works with original versions of all test certificates and other certificates, etc. that acknowledge the inspection or usefulness of tools.
15. Each Entrepreneur is obliged to conduct task safety analysis for the types of work to be carried out under the contract. The assessment should be made taking into account the technology intended for the execution of specific works and remedial measures envisaged to reduce the risks. The instructions must include specific technical and organization solutions, at the Entrepreneur's disposal or planned during the works. The results of the task safety analysis necessary for the proper development of the offer and the Instructions on the Safe Performance of Works.
16. Prior to commencement of performance of works, each and every employee of the Entrepreneur performing works within agreements/orders for ORLEN Południe S.A. shall be obliged to conduct an analysis of hazards according to the "Last Minute Risk Analysis" (LMRA).
17. Entrepreneur is obliged to immediately inform about the following events in any form (orally, in writing, by e-mail, by phone):
  - hazards, near misses and accidents, at work occurred on the premises of ORLEN Południe S.A. during the lease / tenancy / service/order performance. Such events should be afterwards reported to OHS Services that registers and analyzes them;
  - fire incidents (ignition, self-ignition, fire and other local hazards) that happened during performance of works on the premises of ORLEN Południe S.A. to the In-House Fire Service.
18. If the Entrepreneur uses the services of subcontractors on the premises of ORLEN Południe S.A., the Entrepreneur shall be obliged to select subcontractors that meet and respect these occupational health and safety, process safety, fire protection and environmental protection requirements.
19. The Entrepreneur is fully responsible for the acts and omissions of his employees and subcontractors, shall be obliged to include the aforementioned health and safety requirements in contracts concluded with subcontractors for work performed on the premises of the ORLEN Południe S.A.

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

1. If the employees of ORLEN Południe S.A. (OHS Services, Company Fire Brigade, Company Social Labor Inspector, employees of environmental protection, maintenance, property management departments, employees of security and internal control department or those who manage the premises/facilities) find out that works were hazardous to human health or life or the Entrepreneur or individuals working for them or on their behalf grossly violated requirements concerning occupational health and safety, fire protection, process safety, environmental protection provided for in generally applicable laws, or failed to comply with the provisions and guidelines applicable on the premises of the ORLEN Południe S.A., which they was familiar with, the ORLEN Południe S.A. reserves the right to:
  - 1.1. fine for each case of violation of provisions regarding OHS, fire safety, process safety or environmental protection (in accordance with the Tariff of fines, constituting Appendix No. 4 to these "Environmental and OHS Rules in force on the premises of the ORLEN Południe S.A.")
  - 1.2. implement sanctions provided for in the Disciplinary Programme (Annex no. 7 hereto);  
and additionally
  - 1.3. to stop the work without the obligation to pay compensation (for direct danger to human life or health, persistent (3 times) non-compliance with the arrangements contained in the contract/Instruction for Safe Execution of Works, S&S Plan and guidelines)or
  - 1.4. to suspend the pass authorizing temporarily or permanently an individual to enter the premises of the ORLEN Południe S.A.

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

2. The Entrepreneur undertakes to pay the financial penalty in the amount determined on the basis of the Table of Financial Penalties for an infringement of the provisions on OHS, fire protection, process safety or environmental protection, hereinafter referred to as the "Table of Financial Penalties", within 14 days from the date of issue of an accounting note (debit note) by the authorized services of the ORLEN Południe S.A.
3. Employees of authorized services of the ORLEN Południe S.A. (OHS services, Company Fire Brigade, Company Social Labour Inspector, employees of environmental protection, maintenance, property management departments, employees of security and internal control department or those who manage the premises/facilities), who find irregularities and grounds for penalty, are obliged to draw up a report serving as a basis for punishment for the violation of provisions on OHS, fire protection, process safety or environmental protection, hereinafter referred to as the "Report". The "Report" is submitted to the Head of OHS and Information Security Department who decides whether the above-mentioned activities are legitimate and sets the amount of fine. This decision is written down in the "Report" and then it is submitted to authorised services of ORLEN Południe S.A. in order to carry out activities, including bookkeeping (debit) note being issued.
4. No "Protocol" is drawn up in a situation where violations of health and safety, fire safety, process safety or environmental protection provisions are found by employees of the Security Service In this case, the basis for the application of a fine in accordance with the "Tariff", is a memo drawn up by the Security Service and confirmed by the signature of the Head of the Security, Critical Infrastructure Department and Internal Control. Such note (the original copy) has to be submitted as soon as possible to the Head of OHS and Information Security Department who decides on the amount of the fine. The decision is written down on the aforesaid note.
5. The procedure for temporary or permanent cancellation of a staff member's pass and its re-issue shall be implemented in accordance with internal regulations of the ORLEN Południe S.A. within the scope of individual traffic.

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

Item	Irregularities	Amount of financial penalty (PLN)
1.	<ol style="list-style-type: none"> <li>1. Failure to perform documented assessment of the occupational risks associated with the performance of work.</li> <li>2. Failure to inform employees with occupational risk and the rules for protection against the risks and hazards – not confirmed by workers' declarations.</li> </ol>	200 – 400
2.	<ol style="list-style-type: none"> <li>1. Employee staying on the premises of ORLEN Południe S.A. while intoxicated, in a condition indicating the consumption of alcohol, or under the influence of intoxicating agents or psychotropic substances.</li> <li>2. Smoking on the premises of the ORLEN Południe S.A. outside designated smoking areas.</li> </ol>	10,000
3.	Using mobile phone in areas where it is prohibited to use it.	200
4.	<ol style="list-style-type: none"> <li>1. Performing works inconsistently with the agreement, internal requirements of the ORLEN Południe S.A., instructions of the OHS Coordinator/Service or persons exercising supervision.</li> <li>2. Access of an unauthorized person to a prohibited area.</li> <li>3. In the event of occurrence of a direct hazard to health or life during performance of works, failure to immediately stop the works, failure to secure the work site and failure to inform the OHS Coordinator, OHS Service or In-House Fire Service about the hazard.</li> </ol>	800 – 1,200
5.	<ol style="list-style-type: none"> <li>1. Failure of an employee or worker to use protective helmet, goggles, and other required personal protective equipment (e.g., hearing protectors, equipment designed to protect against falls from a height)</li> <li>2. Using personal protective equipment that does not meet the relevant conformity assessment requirements by a staff member.</li> <li>3. Failure to wear appropriate clothes and working / safety boots.</li> <li>4. Wearing working clothes that are not marked visibly with the Entrepreneur's name.</li> </ol>	200 – 1,200
6.	<ol style="list-style-type: none"> <li>1. Failure of the driver to comply with traffic laws on the premises of the ORLEN Południe S.A. or designated route.</li> <li>2. Parking the vehicle in a non-designated area.</li> <li>3. Entering and moving on the premises of ORLEN Południe S.A. by vehicles and equipment with visible leakages of oil/lubricant (cars, trains).</li> </ol>	100 – 500
7.	<ol style="list-style-type: none"> <li>1. Failure to keep the order and cleanliness at a workplace.</li> <li>2. Failure to comply with the regulations on OHS, fire protection while warehousing and storing materials and equipment</li> <li>3. Failure to separate a hazardous area with a fence.</li> <li>4. Failure to secure and mark worksites in a visible and legible manner.</li> </ol>	100 – 1,200
8.	<ol style="list-style-type: none"> <li>1. Using machines, equipment or tools that do not meet the relevant conformity assessment requirements.</li> <li>2. Using a machine, tool or piece of equipment that does not have a valid certificate indicating that it has undergone a technical inspection or that does not have a marking of the inspection.</li> <li>3. Using a damaged machine, tool and piece of equipment.</li> <li>4. Using a machine, tool and piece of equipment for purposes other than its intended use.</li> </ol>	100 – 1,200
9.	<ol style="list-style-type: none"> <li>1. Absence of hand-held fire extinguishing equipment.</li> <li>2. Use of hand-held fire extinguishing equipment with invalid certification.</li> <li>3. Use of hand-held fire extinguishing equipment without the possibility of identifying its suitability for use.</li> </ol>	100 – 300

Item	Irregularities	Amount of financial penalty (PLN)
11.	<ol style="list-style-type: none"> <li>1. The assembly and use of scaffolding contrary to the manufacturer's documentation or an individual design.</li> <li>2. The assembly or disassembly of scaffolding by an employee who does not have the required qualifications and certificates.</li> <li>3. Using scaffolding that has not undergone a technical acceptance test or decade inspection. Entrusting an unauthorized person with the task of commissioning scaffolding.</li> <li>4. No entry in the site logbook about acceptance test of scaffolding or failure to draw up a technical scaffolding acceptance report.</li> <li>5. Missing information board on scaffolding that should provide information on the first name and last name and phone number of the contractor responsible for assembly of scaffolding, as well as on the maximum allowable load bearing capacity of the scaffold working platforms and structures.</li> </ol>	200 – 1,200
12.	A person performing works involving electrical power equipment, installations and networks is lacking the required E or D type qualification certificates.	400 – 800
13.	Works conducted without the Instructions on the Safe Performance of Works or Safety Plan and guidelines - if it is required and conducting the works contrary to these documents.	200 – 800
14.	Work without required written permit to execute works.	400 – 1,000
15.	Irregularities while using hoisting and hauling equipment, in particular: <ul style="list-style-type: none"> <li>– failure of a rigger to give a crane operator instructions,</li> <li>– commencement by a crane operator of the operation of transporting a load without rigger's instructions or without the use of a sound signal,</li> <li>– failure to use deflection lines to move a load,</li> <li>– a staff member moving a load by hand.</li> </ul>	300 - 500
16.	A person operating motor vehicle, working machines, devices does not have required licences.	200 – 400
17.	<ol style="list-style-type: none"> <li>1. Failure to provide the required oversight by the OHS Services during performance of particularly dangerous works.</li> <li>2. Failure to provide the required oversight by a direct supervisor while carrying out particularly dangerous works.</li> </ol>	400 – 1,200
18.	Failure to fulfil the following obligations: <ol style="list-style-type: none"> <li>1. to take effective actions after accident at work, failure, fire or other local hazard;</li> <li>2. to immediately notify appointed individuals of identified risks, near misses and accident at work</li> </ol>	200 – 500
19.	<ol style="list-style-type: none"> <li>1. Allowing an employee to work despite that fact that he/she does not have a valid certificate confirming that he/she has undergone the periodic OHS training or that he/she does not have entitlements necessary to perform a given task.</li> <li>2. Allowing an employee to work despite that fact that he/she does not have a valid medical certificate from preventive medical examinations on lack of medical contraindications to perform works within the agreement.</li> </ol>	400
20.	<ol style="list-style-type: none"> <li>1. Blocking roads, emergency exits, access to hand-operated firefighting equipment.</li> <li>2. Placing electrical cables and gas hoses in such a way that they may be damaged.</li> </ol>	200 – 400
21.	Using open fire without permission on the premises of ORLEN Południe S.A.	3,000
22.	<ol style="list-style-type: none"> <li>1. Obstructing authorized services of the ORLEN Południe S.A. that conduct occupational health and safety control, fire and process safety control, and environmental protection control.</li> <li>2. Failure to follow OHS, fire protection, environmental protection instructions issued by the authorized services of the ORLEN Południe S.A.</li> </ol>	200 – 400
23.	Failure to include provisions on safe conduct of works and requirements laid down herein in contracts concluded with Subcontractors.	200 – 400
24.	Unlawful and/or non-selective collection of waste on the premises of the ORLEN Południe S.A.	500 – 1,200
25.	Failure to observe terms of the contract for sewage treatment service by the ORLEN Południe S.A. in terms of quality of wastewater discharged into the sewage system by the Entrepreneur.	1,000 – 5,000
26.	Causing spills, leaks, contamination of soil with hazardous substances (oils, greases, paints, varnishes, etc.).	200 – 2,000

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

**REPORT**

I. Under (agreement/internal regulations):.....

.....  
the inspection has been carried out/violation of the rules has been found in the following field:.....: on [date] ..... in [place]

by.....,

in presence of the company's representative\*: .....  
(full name of the representative and company name)

II. Additional information:

.....

III. The following irregularities have been identified:

1. ....,

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

2. ....,

which corresponds to item no. .... of the "Financial penalty rates". I propose a fine of PLN..... .

3. ....,

which corresponds to item no. .... of the "Financial penalty rates". I propose a fine of PLN..... .

4. ....,

which corresponds to item no. .... of the "Financial penalty rates". I propose a fine of PLN..... .

5. ....,

which corresponds to item no. .... of the "Financial penalty rates". I propose a fine of PLN..... .

6. ....,

which corresponds to item no. .... of the "Financial penalty rates". I propose a fine of PLN..... .

etc.

IV. The irregularities identified provide a basis for:

1. imposition of financial penalties in accordance with the "Table of Financial Penalties". Total amount of financial penalties will be provided in the bookkeeping (debit) note;
2. suspending works without obligation to pay compensation\*
3. temporary or permanent cancellation of a staff member's pass\*.

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

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

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

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

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

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

**VI. Decision of the Approving person**

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

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

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

**VII. Annexes:.....**

.....

**Signatures on behalf of the Entrepreneur**

**Signatures on behalf of ORLEN Południe S.A.**

1. ....

1. ....

2. ....

2. ....

3. ....

3. ....

**Distribution list:**

1. Entrepreneur
2. Controller/person that identified the irregularity
3. Health, Safety and Information Security Department - *Original*
4. Maintenance and Production Asset Management\*
5. Non-Productive Asset Management\*
6. Investment Preparation and Implementation Department
7. ....
8. ....

\*delete as appropriate

.....  
place, date

.....  
company name or seal

**STATEMENT**

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

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

Before commencement of works or operations on the premises of ORLEN Południe S.A., I hereby undertake to inform employees of..... (company name) about the aforesaid documents, requirements provided therein and their obligation to comply with them.

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

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

.....  
Signature

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

1. The program refers to all staff members of Entrepreneurs and their subcontractors/persons employed by subcontractors performing works for the benefit or on behalf of the ORLEN Południe S.A. based on agreements between the Parties and on the premises of the ORLEN Południe S.A. The following penalties are personal penalties (i.e. imposed on particular employees) regardless of by which Entrepreneur/subcontractor the employee is employed.
2. If authorized employees of the ORLEN Południe S.A. (OHS Services, employees of the Company Fire Brigade, Company Social Labour Inspector, area/facility manager, maintenance services or environmental protection employees, safety and internal control employees) have identified any violations of the provisions on OHS, fire protection or process safety laid down in general laws and regulations (Polish and EU law) or detailed rules and regulations applicable at ORLEN Południe S.A. and to be used by employees of the Entrepreneur/subcontractor, ORLEN Południe S.A. reserves the right to:
  - giving a warning - "yellow card"
  - giving a warning - "red card".
3. The type of warning given depends on the type of infringement identified, in line with the following table of penalties.
4. A person who gave warning to the employee of the Entrepreneur/subcontractor is obliged to notify direct supervisor of the employee in question and OHS Services of ORLEN Południe S.A. thereof. The OHS Services inform employer of the employee in question in writing (e-mail/SMS).
5. The OHS Service keeps a register of warnings given.
  - ✓ "Yellow cards" are removed from the register after one year since they have been issued.
  - ✓ "Red cards" are not removed from the register.
6. If the "Red card" is given, the OHS Service shall immediately inform an employee of the Safety & Security, Critical Infrastructure and Internal Control Department about this fact, who shall block the possibility of entering the premises of the ORLEN Południe S.A. for the person who has obtained the warning.
7. If the supervision services of the ORLEN Południe S.A. identify an infringement of provisions on OHS, fire safety or process safety which is not mentioned in the following table of penalties of the disciplinary program, the person who has identified the irregularity shall inform an employee who has committed the infringement about this fact and, afterwards, shall agree with the person supervising this staff member or his/her supervisor on the part of the Entrepreneur/subcontractor on corrective actions and - if necessary - on the manner of disciplining.

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

Item	Irregularities	NO. of another warning	Penalties	
1.	Gross violation of OHS, fire protection and process safety rules and regulations: 1. Entering, or staying on, the premises of the ORLEN Południe S.A. while intoxicated, i.e. under the influence of alcohol, narcotic drugs or psychotropic substances. 2. Using naked flames and smoking cigarettes on the premises of ORLEN Południe S.A. 3. Not using equipment protecting against falling from heights by a staff member. 4. Employee's failure to use eye protection during work with an imminent risk of vision loss (e.g., grinding, welding, etc.)	<b>1</b>		 1 year
		<b>2</b>		 lifelong
2.	1. Using a mobile phone in the place where its use is prohibited. 2. Performing works in a manner that is in breach of the agreement, instructions of an OHS Coordinator or supervisors. 3. Access of an unauthorized person to a prohibited area. 4. Obstructing the conduct of occupational health and safety inspection, fire and process safety inspection by the supervisory body of the ORLEN Południe S.A. 5. Failure to follow OHS, process safety and fire protection instructions issued by the supervisory body of the ORLEN Południe S.A.	<b>1</b>		
		<b>2</b>		 14 days
		<b>3</b>		 6 months
3.	1. Failure of a driver to observe road traffic regulations in force, traffic signs, or a designated route on the premises of ORLEN Południe S.A. 2. Parking the vehicle in a non-designated area.	<b>1</b>		
		<b>2</b>		
		<b>3</b>		 1 month
4.	1. Failure of a staff member to use helmets, protective goggles, and other required personal protective equipment. 2. Failure to wear appropriate clothes and working / safety boots. 3. Using a damaged machine, tool and piece of equipment. 4. Using a machine, tool and piece of equipment for purposes other than its intended use.	<b>1</b>		
		<b>2</b>		
		<b>3</b>		 14 days
				 6 months

**Legend:**

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

## OHS Incentive Programme

1. In order to motivate and activate the ORLEN Południe S.A. Employees and Contractors (Contractors are understood as Entrepreneurs performing work for or on behalf of ORLEN Południe S.A. on the basis of contracts between the Parties) to work towards raising the level of safety and work culture, the following were developed and implemented at the ORLEN Południe S.A. the so-called Health and Safety Incentive Program (hereinafter: "Programme").
2. Within the Program, a competition including notifications of Occupational Safety Hazards and/or Near Misses is organized, which may be attended by Employees of Contractors.

The following terms are used in the Programme:

- **Near miss** – it is an incident otherwise referred to as "near hit", "close call", or "nearly a collision". It is a dangerous event related to the work performed that does not involve any injuries. It may but does not have to result in an injury. Only due to a lucky coincidence no injuries, fatalities or damage occur in the course of events. An employee who could sustain an injury directly participates in a near miss. **Near Misses** include in particular:
    - dangerous events, leakages and similar situations during which there are no injuries or deterioration in the state of health of a staff member;
    - dangerous activities and behaviour of staff members related to failure to observe OHS provisions or principles, violating the safety limits or resulting in material losses.
  - **Work safety hazard** – situations, incidents or identified facts in which employees do not participate, posing a direct threat to their life or health or possibly posing them in the future. **Work safety hazards** include e.g. onerous work conditions that may result in an accident at work in the future.
3. To take part in the competition, it is necessary to notify the Occupational Safety Hazard and/or Near Miss along with indication of a proposal on remedial actions. Contractors report hazards/incidents to the ORLEN Południe S.A. Health and Safety Service (in person or in writing or via text message/e-mail).
  4. After the end of a calendar year, until 31 January, each and every Contractor interested in participating in the competition shall send one proposal of Occupational Safety Hazards and/or Near Misses to the OHS Service of the ORLEN Południe S.A.
  5. The best notifications shall be selected by the OHS Committee of the ORLEN Południe S.A. by voting.
  6. The following prizes shall be granted to authors of the best, in terms of raising the level of occupational safety, notifications of Occupational Safety Hazards and/or Near Misses:
    - Contractors' employees**
      - Prize I - in-kind prize with value of up to PLN 800 gross,
      - Prize II - in-kind prize with value of up to PLN 500 gross,
      - Prize III - in-kind prize with value of up to PLN 300 gross.
  7. Contractors that have been awarded with a prize shall be informed in writing about the prize won and way of collecting the prize.
  8. The Regulations of the Health and Safety Incentive Program are available for review by all interested parties in the Health and Safety Department and Information Security (the ORLEN Południe S.A. Health and Safety Service). All information and clarifications regarding the Programme will be provided by the employees of the OHS Services of the ORLEN Południe S.A.
  9. Participation in the OHS Motivational Program is voluntary.