

**POLSKI KONCERN NAFTOWY ORLEN SPÓŁKA AKCYJNA**  
**[JOINT STOCK COMPANY]**  
**CONTROL AND SAFETY OFFICE**

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**Excerpt from**  
**GUIDELINES**  
**OF THE DIRECTOR OF THE CONTROL AND SAFETY OFFICE**  
**TO ORGANISATION OF INDIVIDUAL TRAFFIC IN PKN ORLEN S.A.**  
**for external entities**

version 4.0

of June 24, 2020

## **I. GENERAL INFORMATION**

1. These Guidelines complement the entries of the Operational Disposition of the Director of the Control and Safety Office no. 5/2020/GC of June 2, 2020.
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.

**Entry fee** - fee incurred by a mechanical vehicle's owner for the possibility of driving in the territory of the production plant in Płock, PTA Plant in Włocławek, CCGT Włocławek Plant and Fuel Terminals. Information on a current amount of the fee is available 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 issuing an identification card** - 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 January 1, 2019:**

1. Exploitation fee - PLN net 5.00 monthly for 1 card.
2. Fee for overprint - PLN net 7.00 for 1 card.
3. Fee for holder - PLN net 2.50 for 1 holder.
4. Fee for issuing an Identification card - PLN net 50.00 for 1 card.
5. Guarantee deposit for one identification card is PLN net 10.
6. Entry fee for one vehicle:
  - 6.1. Passenger cars/delivery vans PLN net 200 monthly,

- 6.2. Trucks/cranes/buses PLN net 500.00 monthly,
- 6.3. Slow-speed vehicles (tractors, forklift trucks, excavators, loaders etc.) PLN net 300.00 monthly,
- 6.4. Twenty-four-hour entry (irrespective of the vehicle type) PLN net 20.00 by the end of current twenty-four hours.

**PLEASE NOTE!**

- 1. The guarantee deposit referred to in item 5 shall not be subject to VAT.
- 2. 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. An identification card for staff members of External Entities carrying out performing or service activities within the Security zone**

- 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 Security zone 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 the **Chapter VII of the Guidelines**, signed by a person authorised to represent the External entity, certified by a relevant person holding the position of a Director in PKN ORLEN S.A. supervising implementation of a contract with this External entity or by a person authorised by them and by a person authorised to represent the External entity being the main contractor of ordered works, based on a contract concluded with PKN 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 PKN ORLEN S.A. indicating the CC to charge with costs, signed by a person in charge of the CC.
- 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 given to people who have completed a **preliminary training in ohs and fire protection** organised by the Occupational Health and Safety Office or an entity holding relevant contracts with PKN ORLEN S.A., which must be confirmed in a request.

- 3.6. Identification cards are issued against payment. Consent to encumber the External entity with costs of issuing identification cards is given in the request.
- 3.7. Identification cards are renewed on the basis of a request for renewing identification cards, drawn up in accordance with the model stipulated in **Chapter VII of the Guidelines**, confirmed, inter alia, by a person holding the position of a Director in PKN ORLEN S.A. – or a person authorised by them – supervising implementation of a contract concluded with this entity. 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, the External entity shall be obliged to provide their 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 Security zones which have concluded a contract for exploitation of identification cards shall bear responsibility for return of the identification cards. If an organisational unit of PKN ORLEN S.A. has referred for issuing identification cards for staff members of External Entities, the responsibility shall be transferred onto this organisational unit.
- 3.12. External Entities shall be obliged to send, upon a request of the Control and Safety Office, a valid list of staff members and sub-contractors holding identification cards (first name, last name, company name, identification card number).

#### **4. An identification card for staff members of External Entities with their registered offices in the territory of the Security zone.**

- 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. The identification card is issued, renewed and given by the Pass Office at gate no. 1 in Płock. If the Security zone refers to area other than Płock, then documents are accepted, identification cards are given by the Pass Office or Reception Desk 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.
- 4.3. Identification cards for staff members are issued on the basis of a request for issuing identification cards drawn up in accordance with the model stipulated in the **Chapter VII of the Guidelines**, signed by a person authorised to represent the External entity and certified by the Director of the Control and Safety Office or a

person authorised by them. 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. 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.
- 4.5. Identification cards are given to people who have completed a **preliminary training in ohs and fire protection** organised by the Occupational Health and Safety Office or an entity holding relevant contracts with PKN ORLEN S.A., which must be confirmed in a request.
- 4.6. An identification card is issued against payment. Consent to encumber the External entity with costs of issuing an identification card is given in the request.
- 4.7. Identification cards are renewed on the basis of a request for renewing identification cards, drawn up in accordance with the model stipulated in **Chapter VII of the Guidelines**, confirmed, inter alia, by the Director of the Control and Safety Office. Requests for renewing identification cards shall be submitted one month in advance.
- 4.8. External Entities, in accordance with concluded contracts, shall pay the Exploitation fee.
- 4.9. In case of terminating the employment with a staff member of the External entity or terminating a civil-law contract concluded with them, 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.
- 4.10. 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 the letter the identification card which has not been returned is immediately blocked in the access control system.
- 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 shall be obliged to send, upon a request of the Control and Safety Office, a valid list of staff members and sub-contractors holding identification cards (first name, last name, company name, identification card number).

## **5. An identification card for staff members of External Entities carrying out performing or service activities within SENATOR Protected structure in Warsaw in Bielańska street.**

- 5.1. 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 5.3.
- 5.2. 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.

- 5.3. Identification cards for staff members are issued on the basis of a request for issuing identification cards drawn up in accordance with the model stipulated in the **Chapter VII of the Guidelines**, signed by a person authorised to represent the External entity, certified by a person holding the position of a Director in PKN 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 PKN 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.
- 5.4. An identification card is issued against payment. Consent to encumber the External entity with costs of issuing an identification card is given in the request. Identification cards are given to people who have completed a **preliminary training in ohs and fire protection**.
- 5.5. Identification cards are renewed on the basis of a request for renewing identification cards, drawn up in accordance with the model stipulated in **Chapter VII of the Guidelines**, confirmed by a relevant person holding the position of a Director in PKN ORLEN S.A. ordering services for PKN ORLEN S.A. Requests for renewing identification cards shall be submitted one month in advance.
- 5.6. External Entities, in accordance with concluded contracts, shall pay the Exploitation fee.
- 5.7. In case of terminating the employment with a staff member of the External entity or terminating a civil-law contract concluded with them, 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.
- 5.8. 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.
- 5.9. 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 PKN ORLEN S.A. has referred for issuing identification cards for staff members of External Entities, the responsibility shall be transferred onto this organisational unit.
- 5.10. External Entities shall be obliged to send, upon a request of the Control and Safety Office, a valid list of staff members and sub-contractors holding identification cards (first name, last name, company name, identification card number).

## 6. An identification card for a Visitor/Service Technician

- 6.1. 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.

- 6.2. 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.
- 6.3. The "Visitor" and "Service" identification cards are given by:
- 6.3.1. 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.
- 6.3.2. in Włocławek:
- 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 work days.
- 6.3.3. production Plant in Płock:
- Pass Office at gate no. 1 from 06:00 a.m. to 10:00 p.m. on weekdays,
  - Pass Office at gate no. 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 work days,
  - 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 work days,
- 6.3.4. 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,
- 6.3.5. in the territory of the Fuel Terminal:
- Staff member of the Security Service at the main gate during working hours of the Fuel Terminal,
- 6.4. Granting of relevant authorisations to a person going to organisational units of PKN ORLEN S.A., Companies and External Entities located **in the territory of the production plant in Płock** has to be preceded by a request, confirmed by the persons authorised mentioned in **Chapter VIII of the Guidelines**, 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.
- 6.5. Relevant authorisations to a person going to organisational units of PKN ORLEN S.A. located in administration structures **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.
- 6.6. 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 Control and Safety Office Director for withdrawal from this rule.

- 6.7. A Visitor/Service Technician identification card is given after prior presentation of an identity document with a photograph (identity card, driving 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).
- 6.8. The Visitor/Service Technician identification card is given free of charge.
- 6.9. While leaving the territory of the Security zone, 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.
- 6.10. 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 Security zone, this person shall be obliged first to pay a fee for losing the Visitor/Service Technician 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 Technician shall be obliged to inform the Visitor/Service Technician about the obligation to return the Visitor/Service Technician identification card irrespectively of information given by staff members giving the identification card. In special cases, the Control and Safety Office Director shall make a decision on withdrawal from the foregoing rules (exemption from the fee, encumbrance of the Carer of the Visitor/Service Technician with CC costs).

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

1. In order to ensure safety and security, there are introduced Fees for entry into the territory of a Protected structure divided into:
  - 1.1. company passenger cars,
  - 1.2. private passenger cars,
  - 1.3. trucks and delivery vans,
  - 1.4. other.

**Entry fees do not refer to company vehicles of PKN ORLEN S.A. A company vehicle is also a private vehicle used for business purposes.**

2. An Entry fee shall be paid into the account shown. Information on a valid account number is provided by the Pass Office at gate no. 1 in Płock. Transfer's title shall be determined as: Entry fee, number and kind of vehicles, entity name.
3. 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.

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 the authorisations, it is necessary to fill in and send the form included in **Chapter VII of the Guidelines** to the Director of the Control and Safety Office.
6. Drivers need to possess relevant entitlements to drive vehicles and possess registration documents 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 by the Act - Law on road traffic, the Security Service shall be obliged to inform Police and not to let a vehicle in the territory of a Protected structure.
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. In the territory of a Protected structure there is a ban on traffic of private passenger cars of staff members of PKN ORLEN S.A. and Companies excluding private passenger vehicles used for business purposes.
9. A decision on granting the authorisations for holders of private passenger cars and private ones used for business purposes shall be made by the Director of the Control and Safety Office or a person authorised by them. In order to grant the authorisations for holders of private cars or private ones used for business purposes, it is necessary to fill in and send the form included in **Chapter VII of the Guidelines** to the Director of the Control and Safety Office. 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 3 months from a date of submitting a request.
11. The Director of the Control and Safety Office or a person authorised by them 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. Interested persons 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 Control and 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. The consent shall not be required

for vehicles entering the territory of a structure based on a material pass or filling order or release order. 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. 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 work days,
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 work days,

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

12.3. **Long-term authorisations for staff members of PKN ORLEN S.A. going by private cars used for business purposes and company cars** shall be given by the Pass Office at gate no. 1 in Płock from 06:00 a.m. to 10:00 p.m. on weekdays. A manager of an interested organisational unit shall refer with a written request to the Director of the Control and Safety Office. The request has to include justification of granting the authorisations (for private vehicles used for business purposes) and be confirmed by the Executive Director or the Director of the Office 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. A request with the decision of the Director of the Control and Safety Office or a person authorised by them shall be sent to the Pass Office at gate no. 1 in Płock.

12.4. **Long-term authorisations for staff members of the Companies going by private cars used for business purposes and company cars** shall be given by the Pass Office at gate no. 1 in Płock from 06:00 a.m. to 10:00 p.m. on weekdays to persons who hold authorisations to cross entry/exit gates. A person representing the Company shall refer with a written request to the Director of the Control and Safety Office. The request has to include justification of granting the authorisations (for private vehicles used for business purposes) and be confirmed by a person managing the Fuel Terminal or a person managing the PTA Plant in Włocławek or the CCGT Włocławek Plant. A request with the decision of the Director of the Control and Safety Office or a person authorised by them shall be sent to the Pass Office at gate no. 1 in Płock.

12.5. **Long-term authorisations for staff members driving private vehicles and company vehicles of External Entities located 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 Director of the Control and Safety Office. The request has to include justification

of granting the authorisations (for private vehicles) and be confirmed by a person managing the Fuel Terminal or a person managing the PTA Plant in Włocławek or the CCGT Włocławek Plant. A request with the decision of the Director of the Control and Safety Office or a person authorised by them shall be sent to the Pass Office at gate no. 1 in Płock.

12.6. **Long-term authorisations for staff members driving private vehicles and company vehicles of External Entities performing renovation or investment works or being sub-contractors 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 Director of the Control and Safety Office, confirmed by the Executive Director or the Director of the Office 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 supervising implementation of a contract with this entity or, with regard to External Entities located in the territory of a Protected structure, by Members of the Management Boards of these entities, indicating:

- 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 Director of the Control and Safety Office or a person authorised by them 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 PKN ORLEN S.A. in accordance with a contract concluded PKN ORLEN S.A. and tasks specified in security plans or instructions, excluding Emergency vehicles and vehicles of Members of the Management Board of PKN 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 Control and 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 Control and 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 i ruchu pojazdów in the territory of Of the facility chronionego, tracą wydane authorisations, niezależnie od kar administracyjnych nałożonych przez Dyrektora Control and Safety Office. Przywrócenie uprawnień możliwe there is pursuant to decyzji Director of the Control and Safety Office.

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.

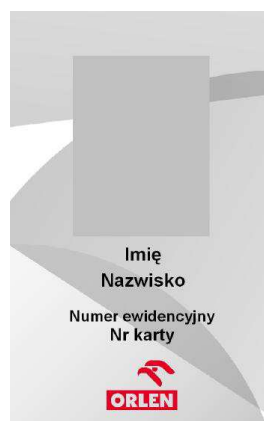
23. **Entry into the reserved area or area shut down from traffic** may take place only on the basis of “**S**” insert given by a person managing the Central Production Scheduling and Coordination Department.

## **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. MODELS OF IDENTIFICATION CARDS AND REQUESTS

Card for staff member  
"SERVICE"  
of PKN ORLEN S.A.



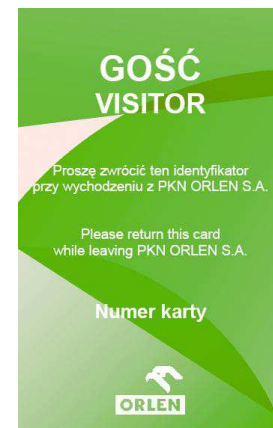
Card for staff member  
of Company



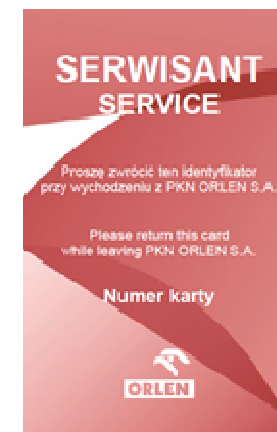
Card for staff member  
of External entity



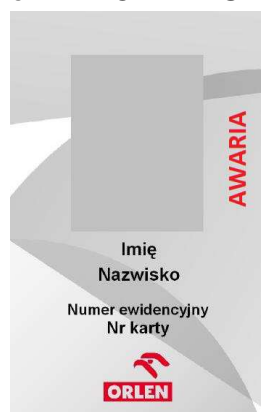
Card "VISITOR"



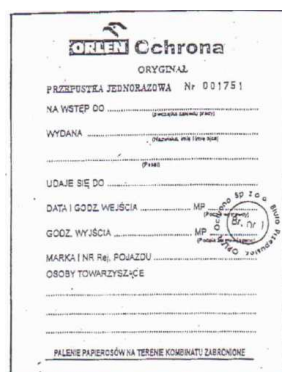
Card



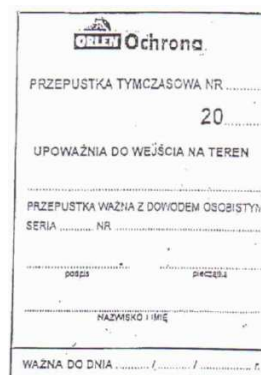
Card for staff member  
of PKN ORLEN S.A.



Paper card  
temporary



Paper card  
temporary



Paper card  
one-off



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

## Request for issuing identification cards

Please issue identification cards in accordance with the order/contract against payment\*

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

| no. | First name | Last name | PESEL [Personal Number] (passport or identity card number for people not possessing PESEL) | Vehicle registration number and make | Vehicle type* | Entry through gate no. / special supervision zone** | Entry type one-off/permanent |
|-----|------------|-----------|--|--------------------------------------|---------------|---|------------------------------|
| 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 PKN 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 Polski Koncern Naftowy 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  
  
(Signature and stamp)  
or a person authorised by them.  
(Signature and stamp)  
  
.....  
Confirmation of ordering the service  
by the main Contractor  
  
.....  
Confirmation of ordering the service  
issue the request for identification cards  
  
.....  
Signature and stamp of a person authorised to

.....  
Confirmation of having undergone a preliminary training in OHS / dangers  
base)  
(Signature and stamp on each page of the request)  
  
.....  
Consent to issue identification cards,  
(Validity period of the training, signature and stamp)  
  
.....  
Issue of an identification card on (none in the PNG  
(Signature and stamp)

\* according to the list of fees

\*\* list of abbreviations/acronyms is included in Chapter IX of the Guidelines (available in the Pass Office and on the Intranet)

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)

## 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]<br>(passport or identity card<br>number for people not<br>possessing PESEL) | Nationality and<br>Citizenship*** | Vehicle<br>registration<br>number and<br>make | Vehicle type (from the<br>registration card:<br>passenger / truck) | 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 Polski Koncern Naftowy ORLEN S.A. with its registered office in Płock at the address: ul. Chemików 7.

Whereabouts of the Visitor/Service Technician .....

A person responsible for taking care of the Visitor/Service Technician .....

Name of a represented entity .....

Aim of the 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 PKN 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 PKN ORLEN S.A.

\*\*\* this refers to foreigners .....

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

## Request for renewal of identification cards

Please renew the identification cards in accordance with the order / contract

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

| no. | First name | Last name | Identification card number | Vehicle registration number and make | Vehicle type* | Entry through gate no. / special supervision zone** | Entry type one-off / permanent |
|-----|------------|-----------|----------------------------|--------------------------------------|---------------|---|--------------------------------|
| 1   |            |           |                            |                                      |               |   |                                |
| 2   |            |           |                            |                                      |               |   |                                |

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 PKN 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 Polski Koncern Naftowy ORLEN S.A. with its registered office in Płock 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

.....

|  |  |  |
|--|--|--|
| .....<br>Confirmation of ordering the service by<br>Executive Director / Office Director<br>person managing the Fuel Terminal, PTA Plant in Włocławek,<br>CCGT Włocławek Plant or a person authorised by them<br>(Signature and stamp) | .....<br>Confirmation of ordering the service<br>by the main Contractor<br>(Signature and stamp) | .....<br>Signature and stamp of a person authorised to<br>issue the request<br>(Signature and stamp) |
|--|--|--|

|  |   |  |
|--|---|--|
| .....<br>Confirmation of having undergone a preliminary training in OHS / dangers<br>(Signature and stamp on each page of the request) | .....<br>Consent to renew identification cards<br>OHS and Process Safety Department of PKN ORLEN S.A.<br>(Validity period of the training, signature and stamp) | .....<br>Renewal on [date]: (none in the PNG base)<br>Control and Safety Office of PKN ORLEN S.A. or Security Service<br>(Signature and stamp) |
|--|---|--|

\* according to the list of fees

\*\* list of abbreviations/acronyms is included in Chapter IX of the Guidelines (available in the Pass Office and on the Intranet)

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 for identification cards,
2. Confirmation of having undergone the OHS training,
3. Obtainment of consent of a staff member from the OHS and Process Safety Department to renew identification cards
4. Confirmation of ordering the service by the main Contractor (Sub-contractor should not refer for renewal 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 Płock),
6. Confirmation by a person managing the special supervision zone (only for special supervision zones)



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

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

**Director  
of the Control and Safety Office  
in situ**

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

## **Request for consent to enter the territory of a Protected structure of PKN ORLEN S.A.**

in a period from ..... to .....

| no. | First name | Last name | Identification card number | Vehicle registration number and make | Vehicle type* | 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 Polski Koncern Naftowy 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\*\*

|  |   |  |  |
|--|---|--|--|
| .....<br>Confirmation of ordering the service by<br>Executive Director / Office Director /<br>person managing the Fuel Terminal / PTA Plant in Włocławek | .....<br>Confirmation of ordering the service<br>by the main Contractor | .....<br>Signature and stamp of a person authorised to<br>(Control and Safety Office of PKN ORLEN/ Security Service)<br>for identification cards | .....<br>Adding the vehicle on [date]: |
|--|---|--|--|

### 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 Office Director / Security Service

\* Vehicle type according to the specification in the price list

\*\* Strike out whichever does not apply

Request for adding authorisations to special supervision zones

| no. | First name | Last name | Identification card number | Company | Access to the zone* | Validity date of access - from - to | no. tes |
|-----|------------|-----------|----------------------------|---------|---------------------|-------------------------------------|---------|
| 1   |            |           |                            |         |                     |                                     |         |
| 2   |            |           |                            |         |                     |                                     |         |
| 3   |            |           |                            |         |                     |                                     |         |
| 4   |            |           |                            |         |                     |                                     |         |
| 5   |            |           |                            |         |                     |                                     |         |

\* list of abbreviations/acronyms is included in Chapter IX of the Guidelines

.....

Signature of a person issuing the request

.....

Confirmation by a person managing  
the special supervision zone

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

POLSKI KONCERN NAFTOWY ORLEN S.A. and THE 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. Representative.

## VIII. LIST OF SPECIAL SUPERVISION ZONES

| no. | Zone symbol                    | Description   | Responsible unit<br>(Director, Manager)  |
|-----|--------------------------------|---|--|
| 1.  | ARCHIVES                       | Archive Registry of the Technology Office                                 | Technical Infrastructure Department  |
| 2.  | AUTOMATION                     | 08 Building   | ORLEN Serwis Sp. z o.o.  |
| 3.  | B02                            | 02 Building   | ORLEN Eko Sp. z o.o.   |
| 4.  | Occupational Health and Safety | OHS Building  | Occupational Health and Safety Office  |
| 5.  | BB                             | Control and Safety Office in 06   | Control and Safety Office  |
| 6.  | BR 10                          | Gate no. 10   | Control and Safety Office  |
| 7.  | BR 11                          | Gate no. 11   | Control and Safety Office  |
| 8.  | BR 5                           | Gate no. 5  | Control and 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 <sup>st</sup> 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 <sup>th</sup> floor | Corporate Accounting Office - Chief Accountant   |
| 14. | FULL                           | Unlimited access  | Control and Safety Office  |
| 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 i 9              | Buildings 01, 02, 03, 04, 05, 06, 09z, excluding the BB and B02 zones     | 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. | LBS                            | OHS building - Environmental Research Laboratory                          | ORLEN Laboratorium S.A. - Environmental Research Laboratory  |
| 22. | MG                             | Warehouses in the territory of the production plant in Płock              | Department of Warehouse Logistics of Purchasing  |
| 23. | OSR                            | Environmental Protection building   | Environmental Protection Department  |
| 24. | PAYROLL                        | Employee service in building 05   | ORLEN CUK Sp. z o.o. - Remuneration Team   |
| 25. | PTA                            | PTA Production Plant  | PTA Plant in Włocławek   |
| 26. | PTECH                          | Technical Rooms, LAN nodes  | ICT Networks Department  |
| 27. | PZO                            | PZO Building  | Water Production Division  |
| 28. | RAF                            | Refinery Building   | Department of Rotating Machines of the Refinery  |
| 29. | SENATOR                        | SENATOR building in Warsaw  | Administration Office  |
| 30. | SERVERS                        | Server room premises in buildings   | Data Processing Department   |
| 31. | TP (name)                      | Fuel Terminal   | Fuel Terminal  |
| 32. | PURCHASING                     | Purchasing Business Unit Building in Płock                                | Purchasing Executive Director  |
| 33. | UNIONS                         | Trade unions - in building 06   | Trade unions   |
| 34. | CCGT                           | CCGT Plant  | CCGT Włocławek Plant   |

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

| <b>no.</b> | <b>Name of company / Company</b>                      |
|------------|---|
| 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. [Limited Liability Company] |
| 10.        | ORLEN Asfalt Sp. z o.o. [Limited Liability Company]   |

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

| <b>no.</b> | <b>Name of company</b>  |
|------------|-------------------------|
| 1.         | EnergoRem Sp. z o.o.    |
| 2.         | PETRO WodKan Sp. z o.o. |
| 3.         | Petrotel Sp. z o.o.     |