

## **INTEGRATED MANAGEMENT SYSTEM POLICY of SPOLANA a.s.**

SPOLANA a.s. is a part of the refinery and petrochemical UNIPETROL Group, which has a significant share in the Czech industry and it is an important organization in Central and Eastern Europe.

UNIPETROL Group companies – UNIPETROL, a.s., UNIPETROL RPA, s.r.o. (including branch plants) PARAMO, a.s., SPOLANA a.s., UNIPETROL DOPRAVA, s.r.o. and PETROTRANS s.r.o. – are engaged in the refinery, petrochemical and agrochemical production, production of asphalt products and lubricant and process oils, production of plastics and chemicals, sale of refined products, chemicals and petrochemicals, polymers and special chemicals, development, production and sale of concentrates of adjuvants for polymers and modified polymers in the Czech Republic and Central Europe. The Group provides shipment and transport of chemical products by rail and road transport of liquid petroleum products.

UNIPETROL Group companies have implemented and maintained an integrated management system which includes systems for quality management, environmental protection, energy management, safety and health at work, including fire protection and prevention of serious accidents. They meet the principles of corporate social responsibility (CSR).

The Integrated Management System Policy is based on the fundamental values of UNIPETROL Group and at the same time the values of ORLEN Group, i.e. **Responsibility – Development – People – Energy – Our Reliability**. In accordance with the implemented management systems, the companies in the Group undertook to comply with the following commitments.

### **RESPONSIBILITY**

- Optimize technologies and recipes for ensuring the quality of our products and processes and thereby meeting the demands of our customers.
- Select suitable suppliers to ensure continuity of supplies of raw materials and services according to our requirements.
- Fulfil a financial plan while maintaining the product quality, safety, environmental protection and reducing energy intensity.
- Prevent pollution of the environment, monitor risks in the area of the environment, work safety, accident prevention and fire protection.
- Monitor effects on the environment due to company business activities (especially pollution sources), reduce a potential impact on the environment.
- Improve measures to reduce risks of accidents, maintain and test safety and emergency systems, and check effectiveness of emergency plans.
- Identify and minimize risks to health and safety of employees at work, improve conditions for prevention in this area.
- Comply with legal requirements in the area of the environment, energy management, safety and health at work, fire protection, and accident prevention; conduct regular assessments of compliance.
- Meet requirements of voluntary activities in the area of safety and the environment which the companies in the Group have been committed to, with the aim to promote continuous improvement of performance in these areas.
- Protect assets and values of UNIPETROL Group, take care of the entrusted property and maintain it in the operational condition, ensure its proper use and storage and protect it from misuse.
- When changing and introducing new production technologies, products and services, assess their possible effect and impact on safety and health at work, environmental protection, fire protection and prevention of serious accidents.
- Implement a long-term program to remedy old environmental burdens.
- Ensure operational safety and health of employees in accordance with the legal requirements.
- Implement measures to reduce the amount of pollutants in the environment; comply with legal requirements in this area.

## **DEVELOPMENT**

- Improve activities aimed at improving the product quality, safety and health of workers, reducing the environmental impacts, monitoring the energy consumption and efficient energy management.
- Ensure stable production and quality of our products.
- Strengthen our position in the market.
- Optimize production costs.
- Monitor, measure and assess processes and define measures to improve their performance in order to continuously improve the effectiveness of the management systems.
- Improve performance in the area of safety and health at work, fire protection, prevention of serious accidents, and transport of dangerous goods by road/rail, environmental protection and quality control of products.
- Monitor information relating to customers' perception and take measures with regard to their expectations and requirements.
- Develop and produce products with a view to high standard of quality, safety, environmental performance and energy efficiency.

## **PEOPLE**

- Develop communication for maintaining correct relations with our suppliers and customers.
- Develop communication, awareness and transparency within the company, including the mutual exchange of information between the company and employees.
- Enhance professional competence of the employees and clearly define their competencies at work, create conditions for safe and active performance of employees' tasks.
- Educate, motivate and raise awareness of the employees, suppliers and customers in relation to ensuring safety and health at work, fire protection, prevention of serious accidents, environmental protection and quality of supplied products and services.
- Eliminate injuries, work accidents, occupational diseases and potential accidents.
- Involve all employees in the process of continuous improvement and achievement of the objectives and target values in product quality, environmental protection, safety and health at work, fire protection, and prevention of serious accidents and reducing energy intensity; activate also external co-workers and renters in this area.
- Communicate using all forms of internal and external communication with all stakeholders and promote an open approach to the public, particularly regarding to the surrounding towns and villages. Cooperate with the adjacent regions and contribute to their development.
- Ensure access to information related to the energy management system to all employees, educate them in the area of energy efficiency, new technologies and their impact on the environment.
- Operate the facilities in a manner that is safe and protects health of the employees, suppliers and customers, other companies and residents of surrounding villages and that has a minimum impact on the environment and product quality.
- Regularly check health status of the employees in the performance of their work activities and improve employee training, development and satisfaction.

## **ENERGIES**

- Reduce energy intensity of both production and non-production processes.
- Check performance in the area of energy efficiency, establish and implement measures to reduce energy intensity and improve energy efficiency and energy consumption.
- Use energy efficiency as one of the key criteria within the purchase processes.
- Respect natural resources, particularly rational use of raw materials, materials, water and energies.
- Fulfil the relevant legal and other requirements in the area of energy management. Contribute to fulfilment of national objectives in the area of greenhouse gas emissions and increase energy efficiency.
- Constantly and systematically optimize energy consumption and related costs; reduce energy consumption in the long run.
- Maintain a high quality of products and services in efficient use of materials, energies and support media.

- Cooperate with experts from academic and professional communities in fulfilment of the objectives established by the energy management system.
- Search for new opportunities that strengthen competitiveness of the company.

## **OUR RELIABILITY**

- Satisfy customer requirements and improve services to customers.
- Adapt business proposals to changing needs of the customers.
- Monitor changes and ensure business continuity.
- Cooperate with contractors and suppliers that meet company's requirements for compliance with established quality standards, environmental protection, energy management, safety and health at work, fire protection and prevention of serious accidents. Periodically check performance of our suppliers.

**The implementation of the "Responsible Care" and the "Safe Enterprise" programs strengthens the image of SPOLANA a.s., as a trusted, responsible and stable company.**

**SPOLANA a.s. management expects from all employees to accept the principle that fulfilment of all obligations towards the environment, health protection at work, operational safety, quality of our products and reduction of energy intensity is one of the most important basic tasks of each employee of the company. It expects the same from the lessees carrying out their activities in the premises of SPOLANA a.s. and external co-workers – suppliers.**

**All employees are familiarised with this Policy, they understand it and respect it; it contains a commitment to our customers, shareholders and region.**

Neratovice, 13 September 2017



Karel Pavlíček  
Chairman of the Board of Directors  
of SPOLANA a.s.



Michał Krzysztof Kaliciak  
Vice-Chairman of the Board of Directors  
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