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TITLE: USE OF BICYCLES AND SCOOTERS ON THE PREMISES OF SPOLANA s.r.o.			
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1 INTRODUCTION

These safety instructions set out the safety principles for the operation, use, and maintenance of company bicycles and private bicycles/scooters, electric bicycles/electric scooters on the premises of SPOLANA s.r.o.

All obligations of persons are based on the provisions of the Labor Code. Employees and external persons are obliged **to take** care of their **own safety** and health, as well as the safety and health of persons directly affected by their actions or omissions, **to the best of their ability**.

2 SCOPE OF APPLICABILITY AND DISTRIBUTION LIST

These safety instructions are binding for persons who use bicycles and scooters on the premises of SPOLANA s.r.o. These safety instructions are distributed:

- to company departments – in electronic form in Lotus Notes and in the Dok system
- external entities – on the SPOLANA s.r.o. website at <http://www.spolana.cz/> under "Services and premises / Legislation".
- to an external company providing security services for SPOLANA s.r.o. on a contractual basis (ORLEN OCHRONA) – in electronic form in the Lotus Notes environment

3 RULES FOR THE USE OF BICYCLES / SCOOTERS ON THE PREMISES OF SPOLANA s.r.o.

For the purposes of these safety instructions (in accordance with the law and decree), the following are considered bicycles in terms of road traffic:

- scooters, tricycles and multi-wheeled vehicles, multi-seat bicycles - tandems, which are powered by human force and are subject to the same technical requirements as bicycles,
- bicycles with pedals and scooters equipped with an additional electric motor; the difference between a motorized bicycle and a moped is the maximum speed (a motorized bicycle is limited to 25 km/h) and power (1 kW),
- two-wheelers (including electric ones), hoverboards, gyroboards, skateboards, waveboards, Segways, and roller skates are not considered bicycles/scooters, and these vehicles are prohibited from entering the company premises (see subchapter 6.1 of this BI).

3.1 Basic obligations of users of bicycles/scooters/electric bicycles/electric scooters

Users may only use bicycles/scooters to ride on service roads throughout the SPOLANA s.r.o. premises if they comply with the following conditions:

3.1.1 The bicycle/scooter meets the technical requirements for bicycles/scooters specified in Appendix 1 to this BI.

3.1.2 They have a permit to ride a bicycle/scooter on the premises of SPOLANA s.r.o. in the form of an identification card (hereinafter referred to as an ID card) for the user of the bicycle/scooter (see Annex No. 4).

The permit is issued on the basis of a duly completed "Application for a permit to ride a bicycle/scooter on the premises of SPOLANA s.r.o." (see Appendix No. 2 to this BI), which is approved by a senior employee (for employees of external companies, the application is approved by the responsible manager of the external employee, hereinafter referred to as the "senior employee").

The approved Application is forwarded to an employee of the "Card Center," who issues and hands over to the applicant an ID card "Permit to ride a bicycle/scooter on the premises of SPOLANA s.r.o."

The Card Center employee keeps a record of bicycle/scooter users in the "Bicycles" database in Lotus Notes.

3.1.3 Electric bicycles/electric scooters are issued with a permit to ride in the commercial zone of SPOLANA s.r.o. in the form of an identification card (hereinafter referred to as an ID card) for the user of the electric bicycle/electric scooter (see Appendix No. 5). The permit is issued on the basis of a duly completed "Application f o r a permit t o ride an electric b i c y c l e / electric scooter in the commercial zone of SPOLANA s.r.o." (see Appendix No. 3), which is approved by the senior employee (for employees of external companies, the application is approved by the responsible manager of the external employee, hereinafter referred to as the "senior employee") and subsequently approved by a representative of the HZSP, who will issue the applicant with an ID card "Permit to ride an electric bicycle/electric scooter in the commercial zone of SPOLANA s.r.o.".

The HZSP representative keeps a record of e-bike/e-scooter users in the "E-bikes" database in Lotus Notes.

Note: If a user uses both a bicycle/scooter and an electric bicycle/electric scooter, they must have a "riding permit" for both options.

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3.1.4 They are senior employees, demonstrably trained and familiar with:

- with these safety instructions,
- the legislative regulations concerning road traffic,
- SGŘ-15-06 (subsequently S-4.1.11) Traffic and Operating Rules,
- in the case of bicycles/scooters with access routes to the workplace, always in the direction from the relevant gatehouse along the main inter-block roads, between technological equipment and in the inner courtyard itself, so that risks are minimized,
- in the case of electric bicycles/scooters with a route to a designated parking area.

3.1.5 When riding, they are required to:

- comply with the rules of the road within the meaning of Act No. 361/2000 Coll. and the rules laid down by company regulations (in particular Directive SGŘ-15-06 (subsequently S-4.1.11) Traffic and Operating Rules),
- carry a user ID card, which they are required to present upon request to an authorized inspector,
- wear reflective clothing that meets the requirements (832820) of ČSN EN ISO 20471, class 2 or 3 (e.g., a reflective vest),
- on a bicycle/scooter equipped with an auxiliary motor, fully comply with traffic restrictions (max. 25 km/h, no entry into the Chemopark zone and "Ex" zones with explosion hazard).

3.1.6 The user of a company bicycle/scooter is liable for damage caused to the employer or third parties by using this vehicle in violation of traffic regulations and this BI.

The employer is not liable to the employee for damage to a private bicycle/scooter/electric bicycle /electric scooter used by the employee while riding or performing work tasks or in direct connection with them.

3.1.7 In the event of a traffic accident caused by riding a bicycle/scooter/electric bicycle/electric scooter on the premises of SPOLANA s.r.o. and the occurrence of damage or injury, the procedure is the same as for a traffic accident, i.e., in accordance with traffic regulations.

Riding a bicycle/scooter/electric bicycle/electric scooter is not considered transportation according to § 2927 of the Civil Code.

3.1.8 If a user of a bicycle/scooter/electric bicycle/electric scooter repeatedly violates the safety rules defined in this BI or generally applicable rules for road traffic during the year, they are obliged (based on notification from company security or persons authorized to carry out inspections) hand over their "Permit" to an employee of the Card Center (in the case of a violation involving a bicycle/scooter) or a representative of the HZSP (in the case o f a violation i n v o l v i n g an electric bicycle/electric scooter). As a result, they will lose the right to continue using their bicycle/scooter/electric bicycle/electric scooter o n the premises of SPOLANA s.r.o.

Violation of the above conditions will be considered a gross violation of work discipline.

4 RULES FOR THE USE OF ELECTRIC BICYCLES/SCOOTERS ON THE PREMISES OF SPOLANA s.r.o.

Electric bicycles/scooters are defined as human-powered bicycles whose technical requirements for construction and equipment are specified in Decree No. 341/2014 Coll. on the approval of technical competence and technical conditions for the operation of vehicles on roads, as amended.

A bicycle may be retrofitted with an auxiliary electric motor if the original character of the bicycle is retained, the power of the auxiliary motor does not exceed 1 kW, the maximum design speed does not exceed 25 km/h, and the installation of the drive system does not require any modifications to its load-bearing parts.

From a legal perspective, users of electric scooters are considered cyclists.

The use of electric bicycles and electric scooters is subject to the rules for bicycles/scooters set out in section 3.1 and the rules set out in this section:

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- 4.1** Electric bicycles/scooters may only be used on main (so-called backbone) roads in the commercial zone of the SPOLANA s.r.o. premises.
- 4.2** SPOLANA s.r.o. employees and employees of external companies operating on the premises are required to park their electric bicycles/scooters exclusively in areas designated for this purpose and marked with a sign saying "Parkování elektrokol" (Electric bicycle parking), indicating the name and telephone number of the person responsible for this area. The designated area must be equipped with a portable fire extinguisher (the type of extinguisher will be decided by the Fire and Rescue Service - powder, CO2, or a special HP extinguisher for Lion batteries). Parking spaces for electric bikes/scooters belonging to employees of external companies are set up by the external companies at their own expense, and these spaces must be approved and properly marked by representatives of HZSP SPOLANA s.r.o.
- 4.3** The owner of an electric bike/scooter is obliged to secure the bike (e.g., lock it) against unauthorized handling and possible illegal activity.
- 4.4** No other material may be stored in the electric bicycle/scooter parking area, and no technological equipment, electrical switchboards, including EPS control panels, flammable or explosive substances, etc., may be located there.
- 4.5** Owners are required to report the use of electric bikes/scooters in the Commercial Zone to a representative of the Fire and Rescue Service. This obligation also applies to managers of external companies.
- 4.6** The following is **STRICTLY PROHIBITED** on the premises of SPOLANA s.r.o.:
- Charging batteries/accumulators for electric bicycles/electric scooters.
 - Entering the Chemopark zone and "Ex" zones with explosion hazards marked as explosion hazard zones.
 - Use damaged electric bikes/electric scooters that do not meet the requirements for construction and equipment (see section 3.1 and Appendix 1).
 - Use electric bikes/scooters without the PPE prescribed in these safety instructions.

Violation of the above conditions will be considered a gross violation of work discipline.

5 RISKS WHEN RIDING A BICYCLE/SCOOTER/ELECTRIC BICYCLE/ELECTRIC SCOOTER

For the purposes of this chapter, the term "bike" refers to both bicycles and electric bikes, and "scooter" also refers to electric scooters.

According to the Road Traffic Act, cyclists are drivers of non-motorized vehicles and are subject to the rules laid down by legislative regulations on road traffic.

Cyclists often demonstrate ignorance of or failure to comply with basic traffic rules, which is why this chapter lists the risks associated with cycling.

5.1 Risks associated with riding a bicycle/scooter:

- being hit by flying insects,
- collision with a vehicle as a result of failure to comply with traffic rules (e.g., riding on the wrong side of the road, failure to give way, listening to music with headphones while riding a bicycle/scooter) and subsequent fall from the bicycle/scooter,
- hypothermia and overheating of the body due to adverse weather conditions,
- falling off a bicycle/scooter, colliding with an obstacle (e.g., curb, building, person)
- falling off a bicycle/scooter colliding with an obstacle
- fall from a bicycle/scooter due to a bicycle/scooter malfunction caused by poor technical condition (e.g., malfunctioning/stuck brakes, stuck wheel, fallen chain, broken saddle or handlebars)
- loose part of trousers caught in the chain, fall of a person
- collision with a motor vehicle due to insufficient visibility of the cyclist
- impact with obstacles due to insufficient lighting of the road ahead of the bicycle
- loss of stability on the bicycle caused by strong winds or heavy load, or carrying another person.

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5.2 The most common mistakes cyclists make

- shopping bags on the handlebars,
- carrying heavy loads,
- drinking alcohol,
- riding on sidewalks and crosswalks,
- not paying enough attention to driving,
- loss of control – loss of control, driving into oncoming traffic or off the road (often at excessive speed), sudden swerving,
- failure to comply with traffic rules – most often failure to give way,
- failure to maintain a safe distance – both between moving vehicles and when passing stationary vehicles,
- insufficiently marked/illuminated cyclist, especially in reduced visibility,
- poor technical condition of the bicycle/scooter,
- not holding the handlebars with both hands,
- not wearing a bicycle helmet,
- parking a bicycle/scooter in an inappropriate place.

6 INSTRUCTIONS FOR RIDING AND HANDLING A BICYCLE/SCOOTER AND ELECTRIC BICYCLE/ELECTRIC SCOOTER

- 6.1** All items transported on a bicycle must be placed in a superstructure or carrier (rigid wire baskets or pockets firmly attached to the bicycle frame). Carriers and superstructures must be properly attached to the bicycle and positioned so as not to compromise riding safety.
- 6.2** When riding a bicycle/scooter, watch the road and its surface (rails, curbs, manhole covers), as well as traffic not only in front of you. Ride cautiously and try to anticipate the reactions of other road users.
Exercise increased caution:
- vehicles that are slowing down, turning, or turning onto the road on which the cyclist is riding
 - parked vehicles opening their doors
 - pedestrians stepping onto the road
 - potholes, drains, tracks, and other obstacles that could change the direction of travel or cause loss of control and a fall
 - in adverse weather conditions (wind, rain, snow, ice, etc.), unless cycling/scooter riding is prohibited.
- 6.3** For active safety, have a functional bicycle/scooter and follow the correct riding style, generally on the right-hand side, and without unexpected and unsignaled changes in direction or speed.
- 6.4** Throughout the SPOLANA s.r.o. premises, when crossing significant unevenness, potholes, damaged roads, or possible black ice, dismount from your bicycle/scooter and walk it in a straight line to eliminate risk.
- 6.5** Scooters/electric scooters – dismount before a railroad crossing and walk your scooter/electric scooter across the crossing in a straight line and with increased caution (do not walk diagonally).
- 6.6** When riding a bicycle/scooter on the premises of SPOLANA s.r.o., users must wear a bicycle helmet that is properly fastened (strapped on) and reflective clothing (e.g., a reflective vest).
- 6.7** When riding a bicycle for work purposes in the Chemopark zone, protective goggles must also be worn in addition to a bicycle helmet.
- 6.8** When riding a bicycle/scooter/electric bicycle/electric scooter in the commercial zone of the SPOLANA s.r.o. commercial zone, you do not need to wear a protective bicycle helmet or reflective clothing (reflective vest).
- 6.9** When riding a bicycle/scooter in the Chemopark zone, they do not have to wear a protective bicycle helmet or reflective clothing (reflective vest), but they must use personal protective equipment for standard movement in the Chemopark zone, including a protective work helmet and protective goggles (see S-4.1.7 Entry and access to the SPOLANA s.r.o. premises). This provision does not apply to riding a bicycle/scooter when arriving at and leaving work, when traveling, or when moving around in the "Green Zones."

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- 6.10** Riding a bicycle/scooter in the commercial zone of the SPOLANA s.r.o. premises is not considered to be a journey to the nearest rack at the gatehouse for the purpose of parking the bicycle/scooter in the rack.
- 6.11** Do not ride a damaged bicycle/scooter/electric bicycle/electric scooter, or wear a damaged bicycle helmet.
- 6.12** The maximum speed for bicycles/scooters with auxiliary motors is 25 km/h.
- 6.13** When riding in conditions of reduced visibility, you must have a white headlight shining forward and a red rear light or flashing red light. If the road is sufficiently and continuously lit, the cyclist may use a white flashing light instead of a headlight.
- 6.14** A trailer may be attached to a bicycle if it is no wider than 900 mm, has two red reflectors of non-triangular shape at the rear, placed as close as possible to the side contours of the trailer, and is connected to the bicycle by a proper, secure coupling device. If the trailer or its load obscures the rear red light of the bicycle in conditions of reduced visibility, the trailer must be equipped with a red non-dazzling light on the left rear.

7 CYCLISTS ARE PROHIBITED FROM

- 7.1** Use two-wheelers (including electric ones), hoverboards, gyroboards, skateboards, waveboards, Segways, or roller skates to ride in the SPOLANA s.r.o. premises.
- 7.2** Enter the Chemopark zone and "Ex" zones marked as explosion hazard zones with electric bicycles/electric scooters or bicycles/scooters equipped with auxiliary electric motors.
- 7.3** Ride or use bicycles in areas where this is prohibited by traffic or other signs and where the road is not designated or adapted for this purpose.
- 7.4** Use bicycles/scooters inside buildings (corridors, warehouses, ramps, etc.).
- 7.5** Riding or bringing electric bicycles/scooters into buildings and indoor areas that do not meet the relevant fire safety criteria and are not approved for parking these vehicles.
- 7.6** Use bicycles to ride on the premises of SPOLANA s.r.o. during a state of emergency, in adverse weather conditions (snow, ice, heavy rain, strong wind, storms, hail). – notification of a risk situation by the company's main dispatch center via the plant radio and information boards at the gates, or by a message from the company's security staff). The declared ban is valid until further notice.
- 7.7** Riding without holding the handlebars, holding on to another vehicle, riding while pulling another bicycle, scooter, or handcart.
- 7.8** Do not ride with your feet off the pedals; do not ride a single-seat bicycle with two people.
- 7.9** Holding a telephone or recording device in your hand or in any other way while riding; it is also prohibited to wear headphones while riding.
- 7.10** Using an umbrella while riding in the rain and riding with one hand (riding with one hand is only permitted when signaling a change of direction, and only immediately before the change and to the extent necessary).
- 7.11** Wearing inappropriate clothing that prevents safe driving (long skirts, wide trousers, coats, etc.).
- 7.12** Riding side by side (cyclists may only ride one behind the other – this also applies to scooters).
- 7.13** Riding onto and off the sidewalk, using the sidewalk for riding.
- 7.14** Riding on railroad tracks.
- 7.15** Crossing tracks and grooves in the tracks on a scooter/electric scooter.
- 7.16** Riding after consuming alcohol, other addictive substances, or sedative medications.
- 7.17** Use the sidewalk when riding (this is only permitted if it does not endanger other pedestrians; otherwise, you must use the right shoulder or right edge of the roadway).
- 7.18** Carrying objects that would make driving difficult or endanger other road users or other persons. It is prohibited to carry objects on a scooter/electric scooter.
- 7.19** Charge electric bikes/electric scooters on the premises of SPOLANA s.r.o.

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- 7.20** It is prohibited to lock bicycles/scooters/electric bicycles/electric scooters to trees/greenery. It is also prohibited to lean and lock bicycles to technology or its components.
- 7.21** Use your own bicycle/scooter/electric bicycle/electric scooter for business purposes.

8 INSTRUCTIONS FOR ENDING A JOURNEY ON A BICYCLE/SCOOTER/ELECTRIC BICYCLE/ELECTRIC SCOOTER

- 8.1** The user is obliged to secure the bicycle/scooter/electric bicycle/electric scooter against theft with a lock or other locking system, or to prevent the misuse of the bicycle/scooter/electric bicycle/electric scooter by an unauthorized person. This obligation applies to designated outdoor parking areas and inside the SPOLANA s.r.o. premises.
- 8.2** Users must park their bicycles/scooters on the SPOLANA s.r.o. premises in a bicycle rack or in such a way that they cannot tip over or fall over on their own.
- 8.3** Electric bicycles/scooters may only be parked in areas approved by a representative of the Fire and Rescue Service – see Appendix 6 to these safety instructions (the Fire and Rescue Service representative maintains a current list of parking areas in the "Electric Bicycles" database in Lotus Notes).
- 8.4** The user must park the bicycle/scooter so that it does not interfere with the passage or passage profile (sidewalk, road), or otherwise pose a threat, and so that it does not obstruct traffic on roads and pedestrian walkways.

9 MAINTENANCE, REPAIRS, INSPECTION, AND DECOMMISSIONING OF BICYCLES/SCOOTERS

9.1 Company bicycles

- 9.1.1** The bicycle operator is responsible for the technical condition of company bicycles. It is their duty to maintain company bicycles in the prescribed technical condition and to comply with the equipment requirements according to Decree No. 341/2014 Coll. and according to Annex No. 1 of these safety instructions.
- 9.1.2** The operator is obliged to immediately remove any service bicycle/scooter that does not meet the prescribed requirements from use, prevent its use, and ensure that it is repaired or retrofitted so that its technical condition continues to comply with regulations and prescribed requirements.
- 9.1.3** Any user who registers a malfunction on a company bicycle/scooter that poses a threat to their health and safety is obliged to park the company bicycle/scooter and report the finding to their immediate superior without delay.
- 9.1.4** The operator is obliged to remove unsuitable or irreparable bicycles from the asset register and ensure their disposal in accordance with Directive S-5.1.9 Disposal of surplus and unusable assets (both long-term and small).

9.2 Private bicycles/scooters/electric bicycles/electric scooters

- 9.2.1** The owner/user is responsible for the technical condition and equipment of private bicycles/scooters/electric bicycles/electric scooters authorized to enter the SPOLANA s.r.o. premises (technical requirements are listed in Appendix No. 1).
- 9.2.2** If a private bicycle/scooter/electric bicycle/electric scooter does not meet the prescribed requirements, the owner/user is obliged to arrange for repairs or retrofitting at their own expense.

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10 OTHER PROVISIONS

10.1 The employer is not liable to the employee (user) for damage to a private bicycle/scooter/electric bicycle/electric scooter used in the performance of work tasks or in direct connection with them.

10.2 Compliance with the provisions of these safety instructions is monitored by persons authorized to do so (see Chapter 8 S-4.1.7 Entry and access to the SPOLANA s.r.o. premises). These persons are authorized to impose sanctions in accordance with S-4.1.7, Chapter 9, and Appendix No. 8 in the event of non-compliance with the above rules.

10.3 Senior employees

10.3.1 They are authorized to:

- approve the "Application for a permit to ride a bicycle/scooter on the premises of SPOLANA s.r.o." (see Appendix No. 2 to this BI)
- approve the "Application for a permit to ride an electric bicycle/electric scooter in the commercial zone of SPOLANA s.r.o." (see Appendix No. 3 to this BI)

10.3.2 They are required to:

- demonstrable training and familiarization of subordinate employees – users:
 - about these safety instructions,
 - of the legislative regulations concerning road traffic
 - from SGR-15-06 (subsequently S-4.1.11) Traffic and Operating Rules.
 - with access routes to the workplace, always in the direction from the relevant gatehouse along the main inter-block roads, between technological equipment and in the inner courtyard itself, so that maximum safety is ensured.
- issue a ban on the use of bicycles/scooters/electric bicycles/electric scooters (e.g. based on findings of unsatisfactory technical condition) if this could endanger the safety of the employee using them.

10.4 Company Fire Brigade

The fire brigade is responsible for:

- approving and marking parking spaces for electric bikes/electric scooters and maintaining an up-to-date list of parking spaces on the premises of SPOLANA s.r.o., including parking spaces at external companies' premises, in the "Electric Bicycles" in Lotus Notes.
- determining the type of portable fire extinguisher (powder, CO₂, or special HP for extinguishing Lion batteries and its location in the parking space for electric bikes/scooters),
- assessing and approving "Applications for a permit to ride an electric bike/electric scooter in the commercial zone of SPOLANA s.r.o." (see Appendix No. 3 to this BI),
- issuing entry permits in the form of ID cards (see Appendix No. 5) "Permit to ride an electric bike/electric scooter in the commercial zone of SPOLANA s.r.o.",
- keeping records of electric bicycle/electric scooter owners in the "Electric Bicycles" database in Lotus Notes.

10.5 ORLEN Ochrana Card Center

The Card Center employee is responsible for:

- issuing ID cards "Permission to ride a bicycle/scooter on the premises of SPOLANA s.r.o." based on approved "Applications for a permit to ride a bicycle/scooter on the premises of SPOLANA s.r.o." (see Appendix No. 2 to this BI),
- keeping records of bicycle/scooter users in the "Bicycles" database in Lotus Notes.

10.6 External companies operating on the premises of SPOLANA s.r.o.

Parking spaces for employees' electric bicycles/scooters are set up at their own expense and in cooperation with a representative of HZSP SPOLANA s.r.o., who is authorized to assess and approve the selected location, properly mark it, and determine the type of portable fire extinguisher (powder, CO₂, or special HP for extinguishing Lion batteries), which must be located at the parking space.

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11 RELATED REGULATIONS

- Act No. 361/2000 Coll. on Road Traffic (Road Traffic Act), as amended
- Decree of the Ministry of Transport No. 341/2014 Coll. on the approval of technical competence and technical conditions for the operation of road vehicles on roads (Annex 12, Part C), as amended
- Decree of the Ministry of Transport No. 294/2015 Coll., implementing the rules of road traffic, as amended
- Act No. 262/2006 Coll., Labor Code, as amended
- Act No. 89/2012 Coll., Civil Code, as amended

- S-4.1.7 Entry and access to the premises of SPOLANA s.r.o.
- S-4.1.5 Obligations of external entities on the premises of SPOLANA s.r.o.
- S-3.8.9 Training
- S-5.1.9 Handling of surplus and unusable property (both long-term and small items).
- SGR-15-06 (subsequently S-4.1.11) Traffic and operating rules

Knowledge and observance of relevant laws, regulations, and rules facilitates driving and contributes to greater traffic safety.

12 RECORD

Application for a permit to ride a bicycle/scooter on the premises of SPOLANA s.r.o. – Chapter 3, Section 3.1, sample Appendix No. 2, form template W:\OI_forms\1kolo.dotx

The authorized employee of the Card Center stores the permit at their workplace for the duration of its validity, after which it is stored only if an accident at work occurred in connection with riding a bicycle/scooter, as part of the accident documentation.

Application for a permit to ride an electric bicycle/electric scooter in the commercial zone of the SPOLANA s.r.o. premises – Chapter 3, Section 3.1, template Appendix No. 3, form template W:\OI_forms\1kolo_elektrické.dotx

The authorized HZSP employee stores it at their workplace for the duration of the Permit's validity, after which it is only stored if an accident at work occurred in connection with riding a bicycle/scooter, as part of the accident documentation.

ID card – Permit to ride a bicycle/scooter on the premises of SPOLANA s.r.o. – Chapter 3, template in Appendix No. 4

It is stored by an authorized employee of the Card Center at their workplace, only if an accident occurred in connection with riding a bicycle/scooter, as part of the accident documentation.

ID card – Permission to ride an electric bicycle/electric scooter in the commercial zone of SPOLANA s.r.o. – Chapter 3, sample Appendix No. 5

The HZSP representative shall store it at their workplace only if an accident at work occurred in connection with riding an electric bicycle/electric scooter, as part of the accident documentation.

Notification by company security of repeated violations of safety rules – Chapter 3, Section 3.1.8

It is stored by the authorized employee of the Card Center/HZSP representative (in the event of a violation involving an electric bicycle/electric scooter) at their workplace for a period of 1 year from the resolution of the incident.

Record of training/familiarization with this BI and other regulations – Chapter 10, Section 10.3

Imposed by the immediate superior at their workplace until the date of new training.

Record of applicants for permits for electric bikes/scooters on the premises of SPOLANA s.r.o. – Chapter 10, Section 10.4

Stored by the HZSP representative at their workplace (database "Electric bikes").

Records of parking spaces for electric bicycles/electric scooters – Chapter 10, Section 10.4

Stored by the HZSP representative at their workplace (database "Electric bicycles")

Records of applicants for permits for bicycles/scooters on the premises of SPOLANA s.r.o. – Chapter 10, Section 10.5

Stored by the Card Center at its workplace (database "Bicycles")

After the deadline for storing documents has expired, the records at the workplace shall be handled in accordance with S-3.12.1 "Records".

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			Effective from: July 1, 2023

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13 EXPLANATION OF TERMS AND ABBREVIATIONS

The interpretation of common and frequently used terms and abbreviations used in this BI is part of the "Company Legislation" database in Lotus Notes.

Safety instructions (BI) - instructions for ensuring occupational health and safety at SPOLANA s.r.o., how to work safely in the workplace, how to behave and act so as not to endanger the life and health of employees or cause an accident, disaster, fire, or explosion, and thus contaminate the working environment, the environment, or pose a public threat; Short-term instructions issued by immediate superiors to employees for the purpose of performing a specific task are also considered safety instructions.

: a state in which threats and risks in road transport are eliminated to the lowest possible extent; for the purposes of this BI, this refers to safety on roads within the SPOLANA s.r.o. premises.

electric bicycle - a means of transport equipped with an auxiliary electric motor

electric scooter - a means of transport equipped with an auxiliary electric motor

gyroboard, hoverboard - balancing vehicles for personal transport

Main dispatch center of the company - dispatch workplace located at the HZSP SPOLANA s.r.o. HZSP operations center

- SPOLANA s.r.o. Fire and Rescue Service

ID card - identification card issued to bicycle users, authorizing them to ride bicycles on the premises of SPOLANA s.r.o.

Bicycle - for the purposes of this BI, this refers to private or company bicycles and scooters, as well as electric bicycles and electric scooters

scooter - for the purposes of this BI, this refers to a means of transport that is propelled by pushing off the ground with one foot, while the other foot stands on a platform low above the ground that connects the rear wheel to the handlebars and front wheel; it is controlled by the handlebars in a similar way to a bicycle

Company security - external company providing security for SPOLANA s.r.o.

Road - a transport route intended for use by road and other vehicles and pedestrians, including fixed equipment necessary to ensure this use and its safety

operator - head of the relevant department/external company where company bicycles are used

clearance profile - free space for pedestrian movement

clearance profile - space for the movement of motor vehicles (multicars, pallet trucks, forklifts, etc.)

Segway - two-wheeled electric vehicle for one person and reasonable load, using dynamic stabilization for movement

skateboard - board with four wheels used for the sport of skateboarding

company bicycle - bicycle owned by SPOLANA s.r.o. or an external company based on the premises of SPOLANA s.r.o., used for work purposes

private bicycle - a bicycle not owned by SPOLANA s.r.o. or an external company

technical suitability - a vehicle can be considered suitable if it has the mandatory equipment to ensure safe riding and visibility on the road. The mandatory equipment for bicycles and scooters is listed in Appendix 1 of this BI

user - an employee of SPOLANA s.r.o. or an external company who uses a bicycle or scooter on the premises of SPOLANA s.r.o.

managers - for the purposes of this safety instruction, this refers to the directors of the relevant plant or the heads of operations/departments of SPOLANA s.r.o., or the responsible managers of external companies/entities operating on the premises of SPOLANA s.r.o.

waveboard - sports equipment used in skateboarding; it consists of two boards connected by a bar, with one wheel attached to each board; both wheels are independent of each other when turning, rotating 360° around their axis

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SPOLANA s.r.o. Neratovice	SAFETY INSTRUCTIONS Local operational safety regulations	Number: B-3.16.12 Old No.: BI 00-05 Page: 11 of 11
HZSP representative	for the purposes of this BI, this is a job position of fire and accident prevention specialist	
Chemopark zone	- fenced-off part of the SPOLANA s.r.o. premises with production facilities with increased risk and restricted access	
Commercial zone	- SPOLANA s.r.o. premises outside the Chemopark zone	

14 FINAL PROVISIONS

- 14.1** It is the duty of senior employees to ensure that subordinate employees who will be using bicycles/scooters on the SPOLANA s.r.o. premises are demonstrably familiar with this BI; repeated training for these employees (users) is required on an annual basis. The immediate superior shall keep a record of the training.
- 14.2** Directors and department heads up to management level N-3, as well as all users of bicycles, scooters, electric bicycles, and electric scooters who have been issued a permit to enter SPOLANA s.r.o., the fire and accident prevention specialist of the Fire and Rescue Service, and employees of the ORLEN Ochrana Card Center.

15 LIST OF APPENDICES

- Appendix No. 1 – Technical requirements for company and private bicycles and scooters for riding on the premises of SPOLANA s.r.o.
- Appendix No. 2 – Application for a permit to ride a bicycle/scooter on the premises of SPOLANA s.r.o.
- Appendix No. 3 – Application for a permit to ride an electric bicycle/electric scooter in the commercial zone of SPOLANA s.r.o.
- Appendix No. 4 – Permit to ride a bicycle/scooter on the premises of SPOLANA s.r.o.
- Appendix No. 5 – Permit to ride an electric bicycle/electric scooter in the commercial zone of SPOLANA s.r.o.
- Appendix No. 6 – List of approved parking areas for electric bicycles/scooters in the SPOLANA s.r.o. commercial zone.

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Technical requirements for company and private bicycles and scooters for riding on the premises of SPOLANA s.r.o.

For the purposes of this BI, bicycles are considered to be private or company bicycles and scooters (including those with electric motors).

Scooters are subject to similar technical requirements as bicycles.

1. Bicycles must be equipped with

- a) two independent, effective brakes with adjustable braking control;
- b) the free ends of the handlebar tubes must be reliably capped (with plugs, handles, etc.);
- c) The ends of brake levers and the free ends of handlebars must either be covered with energy-absorbing material or (if rigid materials are used) have edges with a radius of curvature of at least 3.2 mm. gear shift levers, wing nuts, quick-release hubs, mudguard holders and ends must either have their edges covered with energy-absorbing material or (if rigid materials are used) have edges with a radius of at least 3.2 mm in one plane and at least 2 mm in another plane perpendicular to it;
- d) wheel hub nuts, unless they are wing nuts, quick-release nuts or combined with a hub end cap, must be closed;
- e) a red rear reflector; this reflector may be combined with a red rear light or replaced by reflective materials with similar properties; the surface area of the reflector must not be less than 2000 mm², and the inscribed quadrilateral must have one side at least 40 mm long; the reflector must be firmly attached to the longitudinal center plane of the bicycle or on the left side as close as possible to it at a height of 250-900 mm above the road surface; reflective materials replacing the rear reflector may also be placed on the cyclist's clothing or footwear;
- f) front reflector of white color; this reflector may be replaced by reflective materials with similar properties; the reflector must be located in the longitudinal center plane above the surface of the front wheel tire when the bicycle is stationary; the surface area of the reflector must not be less than 2000 mm², and the inscribed quadrilateral must have one side at least 40 mm long; reflective materials replacing the reflector may also be placed on the cyclist's clothing or footwear;
- g) orange reflectors (auto yellow) on both sides of the pedals; these reflectors may be replaced by light-reflecting materials placed on or near the footwear;
- h) at least one orange (auto yellow) side reflector on each side of the front or rear wheel or both wheels; the surface area of the reflector must not be less than 2000 mm², and the inscribed quadrilateral must have one side at least 20 mm long; these reflectors may be replaced by reflective materials on the sides of the wheel or on the sides of the tire casings or on the ends of the mudguards or on the sides of the cyclist's clothing.
- ch) The outer surface of the scooter must not have any pointed or sharp edges or protrusions that would increase the risk of injury to persons. Parts facing outwards that could catch another person must be fitted with protective strips or similar safeguards.

2. Bicycles for riding in low visibility conditions must be equipped with the following light signaling and lighting devices:

- a) a headlight shining white light forward; the headlight must be permanently adjusted and adjusted so that the reference axis of the light flux intersects the plane of the roadway at a distance of no more than 20 m from the headlight and so that this adjustment cannot be changed spontaneously or by unintentional intervention by the driver, if the road is sufficiently and continuously lit, the headlight may be replaced by a white lamp with an intermittent light,
- b) a red rear lamp; the conditions for the placement of this lamp are the same as those for the placement and mounting of the rear reflector under paragraph 1(e); the red rear light may be combined with a red rear reflector in accordance with paragraph 1 (e); the red rear light may be replaced by a flashing red light,
- c) the power source, if it is a source with an energy supply, must have a capacity sufficient to ensure the luminosity of the lights referred to in points (a) and (b) for at least 1.5 hours without interruption.

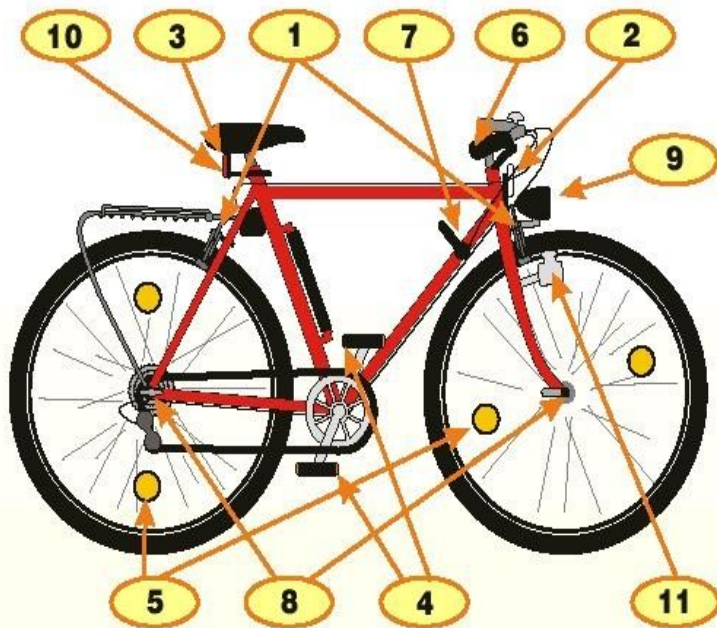
3. The lighting equipment of a bicycle is not considered equipment within the meaning of Section 32 of Act No. 361/2000 Coll. (Note: Section 32 defines the conditions for the lighting of vehicles when driving in reduced visibility and in winter, if equipped in accordance with a special legal regulation).

4. If the bicycle is equipped with a luggage rack, it must be properly and securely attached and must not affect riding safety.

5. Tires and rims must not show cracks, breaks, or other obvious deformations that would clearly compromise riding safety.

6. Bicycles placed on the market after January 1, 2003, must have a clearly legible serial number permanently marked in an easily accessible place on the frame or be equipped with a device that reliably replaces it. In this case, an electronic carrier of such information, which is firmly attached to the bicycle frame, is also considered a reliable replacement for the serial number.

7. Mandatory bicycle equipment



Tyto části jsou povinné pro každé jízdní kolo:

1. dvě na sobě nezávislé účinné brzdy
2. přední odrazka bílé barvy
3. zadní odrazka červené barvy
4. oranžové odrazky na obou stranách pedálů
5. oranžové odrazky na paprscích kol
6. zaslepení konců řídítek (zátkami, rukojeťmi)
7. zakončení ovládacích páček (brzdy, měniče převodu) musí být obaleny materiálem pohlcujícím energii
8. matice nábojů kol, pokud nejsou křížové nebo rychloupínací, musí být uzavřené

Při jízdě za snížené viditelnosti musí být jízdní kolo dále vybaveno:

9. vpředu světlometem bílé barvy
10. vzadu svítilnou se zadním obrysovým světlem červené barvy
11. zdrojem elektrického proudu (dynamo, baterie)

8. A bicycle may be retrofitted with an auxiliary motor if

- the original character of the bicycle is retained,
- the auxiliary motor complies with the provisions of Section 19 of the Act,
- its power does not exceed 1 kW,
- in the case of a combustion engine, the cylinder capacity of such an engine does not exceed 50 cm³,
- the maximum design speed does not exceed 25 km/h,
- The installation of a drive system (motor, fuel tank, or battery) on a bicycle does not require any modifications to its load-bearing parts.

				APPLICATION FOR PERMISSION TO RIDE A BICYCLE/SCOOTER ON THE PREMISES OF SPOLANA s.r.o.	
Applicant's surname and first name:					
Employer:					
INFOS registration number:			SPOLANA s.r.o. personal number:		
DECLARATION: I declare that I have been familiarized with the rules for the use of bicycles/scooters on the premises of SPOLANA s.r.o. Neratovice, as specified in safety instruction B-3.16.12. I have also been familiarized with the conditions for passing through the gatehouses in accordance with S-4.1.7 Entry and access to the premises of SPOLANA s.r.o. and SGR-15-06 (subsequently S-4.1.11) Traffic and operating rules, method of checking technical condition and compliance with driving rules according to safety instruction B-3.16.12. In Neratovice on:					
Employee signature					

Statement by the head of SPOLANA s.r.o. / Statement by a representative of an external entity:

Name / position:	
I have demonstrably familiarized employees with the rules for using bicycles/scooters on the premises of SPOLANA s.r.o. Neratovice and I agree to the issuance of a permit. I will repeat the training once a year. In Neratovice on:	
Signature of the head of department	

Statement by the authorized employee of the SPOLANA s.r.o. Card Center:

The permit will be used for a bicycle/scooter company:	
private/private:	
Permit number:	
Permit issued by:	
Date of permit issuance:	 Signature of Card Center employee

Record of card acceptance by bicycle/scooter user - Permit to ride on the premises of SPOLANA s.r.o.:

Permit number:	Date:	 Signature (cardholder)
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				APPLICATION FOR A PERMIT TO RIDE AN ELECTRIC BIKE/ELECTRIC SCOOTER IN THE COMMERCIAL ZONE OF SPOLANA s.r.o.			
Applicant's surname and first name:							
Employer:							
INFOS registration number:				SPOLANA s.r.o. personal number:			
<u>DECLARATION:</u> I declare that I have been familiarized with the rules for the use of electric bicycles/electric scooters in the SPOLANA s.r.o. Neratovice Commercial Zone, as set out in safety instruction B-3.16.12 and its annexes. I have also been familiarized with the conditions for passing through the gatehouses according to S-4.1.7 Entry and access to the premises of SPOLANA s.r.o. and SGR-15-06 (subsequently S-4.1.11) Traffic and Operating Rules, the method of checking the technical condition and compliance with the rules for driving according to safety instruction B-3.16.12. In Neratovice on:							
Employee signature							

Statement by the head of SPOLANA s.r.o. / Statement by a representative of an external entity:	
Name / position:	
I have demonstrably familiarized employees with the rules for using electric bicycles/electric scooters in the SPOLANA s.r.o. Neratovice Commercial Zone and I agree to issue the permit. I will repeat the training once a year. In Neratovice on:	
Signature of the head of department	

Statement by the authorized employee of HZSP SPOLANA s.r.o.:	
The technical condition of the electric bicycle/electric scooter complies with the conditions set out in B-3.16.12 and its Annex No. 1.	
The permit will be used for an electric bicycle/electric scooter	for business purposes:
Technical specifications submitted	private:
Date of inspection:	
Name:	 Signature of HZSP SPOLANA s.r.o. employee

Record of card acceptance by the user of an electric bicycle/electric scooter - Permission to ride in the SPOLANA s.r.o. commercial zone:	
Permit number:	Date:
Signature (card owner)	

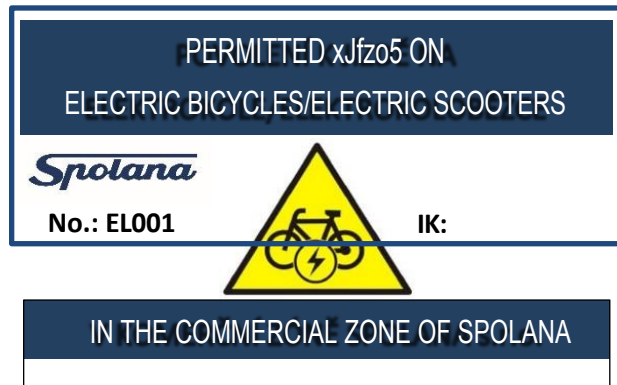
Permission to ride a bicycle/scooter on the premises of SPOLANA s.r.o.

SAMPLE



**Permission to ride an electric bicycle/electric scooter in the commercial zone of SPOLANA
S.r.o.**

SAMPLE



**List of approved parking spaces for electric bikes/electric scooters in the
SPOLANA s.r.o. commercial zone.**

1. Covered parking area for bicycles and electric bikes/scooters, in front of the B5100 administrative building (in front of the entrance to gatehouse no. 3 from the Commercial Zone (for those arriving from gatehouse 3)).



2. Covered parking area for bicycles and electric bikes/scooters, in front of building D562A, to the left of the entrance (for those arriving from gatehouse 4).



3. Marking of approved areas designated for parking electric bicycles/electric scooters.



4. Parking spaces for electric bikes/scooters will be equipped with portable fire extinguishers with a special filling for extinguishing Lion batteries.

Portable fire extinguishers will be located:

- for parking at gatehouse no. 3, directly in the area of gatehouse no. 3,
- for parking at D562A, in the warehouse on the 1st floor of this building.

The specific location of the special portable fire extinguisher in the above-mentioned buildings will be marked with a sign for the purpose of using the portable fire extinguisher.

Each *stand (approved area)* will be equipped with an information board indicating the location of a special portable fire extinguisher designed for extinguishing electric bicycles/electric scooters.

