

SPOLANA s.r.o.		GUIDELINES		Number: S-4.1.11	
Neratovice				Old number: SGR-15-06	
				Page: 1 of 16	
NAME: TRAFFIC AND OPERATING REGULATIONS OF SPOLANA s.r.o.					
Manager: Site Management Department					
Date of first effect: October 1, 2025					
CONTENTS 1 Introduction..... 2 2 Scope of validity and distribution list..... 2 3 Campus roads..... 3 4 Traffic on roads within the premises..... 5 5 Cleaning and maintenance of roads, areas, and protective zones..... 11 6 Maintenance of the company's railway siding..... 12 7 Related documents..... 12 8 Records..... 13 9 Explanation of terms and abbreviations..... 13 10 Final provisions..... 15 11 List of annexes..... 16 Appendix No. 1 Schematic plan of the SPOLANA s.r.o. premises with marked roads Page 1 Appendix No. 2 Schematic plan of the SPOLANA s.r.o. premises with marked parking spaces 1 page Appendix No. 3 Schematic plan of the SPOLANA s.r.o. premises with handling areas marked 1 page					
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SPOLANA s.r.o. Neratovice	GUIDELINES	Number: S-4.1.11 Old number: SGŘ-15-06 Page:2 of 16
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1 INTRODUCTION

In accordance with Government Regulation No. 168/2002 Coll., which stipulates the manner of organizing work and work procedures that an employer is obliged to ensure when operating transport by means of transport (as amended), this directive sets out the conditions for ensuring safe transport on all roads and in buildings on the premises of SPOLANA s.r.o. and addresses the issue of roads and handling areas on the premises.

The SPOLANA s.r.o. Traffic and Operating Regulations set out the basic rules for ensuring safe and reliable operation on roads, handling areas, outdoor and indoor parking areas, and for the movement of vehicles and persons within the SPOLANA s.r.o. premises.

The Traffic and Operating Regulations set out the obligations of road users on the premises of SPOLANA s.r.o. when moving and operating motorized and non-motorized vehicles, as well as all equipment used for internal transport, both on roads and on paved and handling areas.

The Traffic and Operating Regulations set out the obligations of the owner of roads in the maintenance, repair, and marking of roads on the premises of SPOLANA s.r.o.

Revision No. 0 of the SPOLANA s.r.o. Traffic and Operating Regulations incorporates the requirements of the ORLEN L3 Standard for the Organization of Road Transport on Company Premises. The standard is valid for all companies of the ORLEN Group when performing the above activities.

2 SCOPE OF APPLICATION AND DISTRIBUTION LIST

This directive is binding for the operation and movement on roads within the SPOLANA s.r.o. premises for:

- all employees of SPOLANA s.r.o. and ORLEN Unipetrol RPA s.r.o. (operating on the premises of SPOLANA s.r.o.)
- employees of external companies who, on the basis of a contractual relationship, perform any work or service on the premises of SPOLANA s.r.o. (for SPOLANA s.r.o. departments or for external companies operating on the premises)
- employees of external companies who, on the basis of a relevant commercial contract, lease or own any building (workplace) or land (area) on the premises of SPOLANA s.r.o. for the performance of their activities
- persons entering the SPOLANA s.r.o. premises as participants in excursions and visits
- persons who enter (on the basis of a permit) the premises of SPOLANA s.r.o. by means of transport.

This directive is distributed in electronic form:

- to company departments and employees of ORLEN Unipetrol RPA s.r.o. (operating on the premises of SPOLANA s.r.o.) – in the Company Legislation database in Lotus Notes and in the Dok-System application
- to the external company ORLEN Ochrana Sp z.o.o., which provides security for SPOLANA s.r.o. – through the Site Management department – provided by the Integrated Management Systems department
- external company ORLEN Unipetrol DOPRAVA s.r.o. by e-mail – through the Site Management Department – provided by the Integrated Management Systems Department
- to external companies that, on the basis of a relevant commercial contract, lease or own any building (workplace) or land (area) on the premises of SPOLANA s.r.o. for their activities - through the Site Management Department - provided by the Integrated Management Systems Department
- to other external legal entities and individuals operating on the premises of SPOLANA s.r.o. – on the SPOLANA s.r.o. website (at “<https://www.spolana.cz/>” under “Services and Premises / Legislation”).

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			Effective from: October 1, 2025

SPOLANA s.r.o. Neratovice	GUIDELINES	Number: S-4.1.11 Old number: SGŘ-15-06 Page:3 of 16
------------------------------	-------------------	--

3 SITE COMMUNICATIONS

3.1 Characteristics of roads

The roads on the SPOLANA s.r.o. premises are for specific purposes and are not open to the public (with the exception of Spojovací Street). The purpose of these roads is specified in accordance with Section 7 of Act No. 13/1997 Coll. on roads, as amended.

Roads within the premises are governed by Act No. 361/2000 Coll. on Road Traffic, as amended, the provisions of these "SPOLANA Traffic and Operating Rules" and other documents.

The roads are intended for the operation of motorized and non-motorized vehicles, mechanisms, handling trucks, and construction machinery, as well as for the movement of persons within the premises.

Roads and traffic signs are mapped in the GISA system (see S-3.21.2 "Geographic Information System of the SPOLANA s.r.o. Premises").

3.2 Basic road network in the SPOLANA s.r.o. complex

The basic road network in the complex consists of roads for road transport and a railway siding.

3.2.1 Road transport Road

transport consists of:

- **inter-block** roads marked:
 - in the south-north direction S1 to S6
 - east-west direction U1 to U5
- **Intra-block** roads.

Inter-block roads have a solid, dust-free surface (asphalt, concrete, paving). A schematic map of the SPOLANA s.r.o. premises with marked roads is provided in Appendix 1. Responsibility for the maintenance of roads on the premises is specified in paragraph 3.3.

3.2.2 Sidewalks

Communication for pedestrians (walkers) inside and outside the company, outside of roads for motor vehicles.

3.2.3 Handling and dispatch areas

These are designated and equipped areas where handling operations can be carried out, i.e., filling and emptying of railway tanks and containers, unloading and loading of vehicles and railway wagons with consignments (e.g., raw materials, finished products, materials). Handling areas are marked on the map in Appendix No. 3 to this directive, and an overview of these areas is provided in process P-3.7 "Expediting" and in directive S-4.1.12 "Transport and operating rules for handling trucks and transport equipment."

3.2.4 Stopping and parking areas

Stopping and parking areas are areas designated for parking vehicles (they are marked with a traffic sign).

List of parking areas: Parking area for freight transport:

- PX - C5530 (parking lot by the cafeteria)
- PY - C6070 (check-in area)

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SPOLANA s.r.o.	GUIDELINES	Number: S-4.1.11
Neratovice		Old number: SGŘ-15-06 Page:4 of 16

Parking for passenger transport outside the premises:

P1 - A6010 (parking lot at the 3rd gatehouse)

P8 - C6060 (parking lot at the 4th

gatehouse) Parking for passenger transport inside the premises:

P2 - A4000

P4 - near Building B5150 P3

- near Building B5000

P5 - fenced parking lot Cayman s.r.o.

P6 - near Building D562A P7

- near Building D6030

Other parking spaces in the Chemopark zone designated for parking are marked with traffic signs. Parking conditions are set out in section 4.3.

A schematic plan of the parking areas is provided in Appendix No. 2.

3.2.5 Traffic signs

Traffic on roads within the complex is regulated by vertical and horizontal traffic signs.

Vertical traffic signs within the premises are those specified in Decree No. 294/2015 Coll.

3.3 Responsibility for the maintenance of roads within the complex

The SAR department is responsible for the maintenance and management

- **inter-block** roads is the responsibility of the SAR department,
- the SAR department is responsible for the maintenance and management of roads **between** blocks (including parking areas, unloading and loading areas)
- the SAR department is responsible for **parking areas**.

Users are obliged to implement measures to prevent vehicles from polluting roads.

3.4 Responsibility for the placement and maintenance of traffic signs

- Permanently placed:
 - The SAR department is responsible for **inter-block** roads **and parking areas**,
 - on **internal** roads, the relevant user. Note: The location of signs is approved by the SAR unit.
- Portable signs delimiting the area of a hazardous substance leak within the meaning of S-3.17.5 "Emergency Planning – Prevention Serious Accidents" are the responsibility of the relevant plant/department manager.
- In the event of temporary traffic restrictions (e.g., during road repairs, siding repairs, handling of oversized loads, etc.), the user is responsible for providing temporary signage. The SAR department must be informed of temporary traffic restrictions and will ensure that this information is communicated internally within the company (e.g., to the fire department and other departments).

3.5 Road lighting

- Road and parking lot lighting must be provided in accordance with ČSN EN 12464-2 "Light and lighting - Lighting of work areas - Part 2: Outdoor work areas.
- The SAR department is responsible for the proper technical condition of lighting in **inter-block** roads **and parking areas**.
- The relevant user is responsible for the proper technical condition of lighting in **inner block** roads.

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SPOLANA s.r.o. Neratovice	GUIDELINES	Number: S-4.1.11 Old number: SGŘ-15-06 Page:5 of 16
------------------------------	-------------------	--

- Lighting at loading and unloading areas is local and operated by employees of the relevant handling area. The relevant user is responsible for the proper technical condition of the lighting at the handling area and its operation.

4 TRAFFIC ON ROADS WITHIN THE PREMISES

4.1 Entry to the premises

The conditions for entry to the SPOLANA s.r.o. premises are set out in Directive S-4.1.7 "Entry and access to the SPOLANA s.r.o. premises". All vehicles without statutory vehicle insurance are prohibited from entering the SPOLANA s.r.o. premises. Only **gate**

no. 3 is designated for passenger vehicles entering the premises.

Vehicles arriving at the company for loading and unloading are admitted to the company **exclusively** through **gate no. 4** via the check-in point located in front of company gate no. 4. Here, vehicle crews are familiarized with the safety rules applicable on the premises and with the route to the handling site, wait to be admitted to the company, and follow the instructions of the authorized employee of ORLEN Ochrana Sp. z o.o. The routing of vehicles to individual loading and unloading points on the SPOLANA s.r.o. premises is marked on information boards at gate no. 4 and by signs on the inter-block roads (handling points on the premises are marked in Appendix no. 3).

Note: The above does not apply to trucks belonging to external entities based on the premises and holding a permanent entry card.

Entry to the marked Chemopark zone is **only** possible **through gate no. 5** (for details, see S-4.1.7 "Entry and access to the SPOLANA s.r.o. premises"). Throughout the entire time the vehicle is on the company premises or in the Chemopark zone, the driver is required **to display the vehicle entry permit visibly (behind the windshield)**.

Rail transport enters the premises via a siding operated by the external company ORLEN Unipetrol DOPRAVA s.r.o. The operation of the siding is governed by:

- Siding Operating Rules,
- Directive No. 45 "Health and Safety in Railway and Rail Transport Operations,"
- PRP 3 "Shunting of railway vehicles by mechanized means, road vehicles, and manual shunting,"
- PRP 4 "Railway freight wagons – handling and use"

The SPOLANA premises also feature a "port" that is used exclusively for HZSP activities.

4.2 Transport organization

4.2.1 General

Participants in road traffic on the premises who use road vehicles, multi-purpose vehicles, tractors, motorized carts, bicycles, etc., as well as pedestrians, are required to comply with Act No. 361/2000 Coll. on road traffic and traffic signs, Decree No. 294/2015 Coll., which implements the rules of road traffic, ČSN 26 8805 on the operation of handling trucks, these Traffic and Operating Rules, and other relevant regulations. Participants in road traffic on the premises are responsible for the technical condition of their vehicles, the safe operation of their vehicles, and ensuring that they operate in accordance with applicable generally binding legal regulations. External companies/entities operating on the premises are responsible for ensuring that their vehicles are driven and operated only by authorized or professionally qualified persons with the appropriate driving license. This provision also applies to any persons who are road users on the premises.

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SPOLANA s.r.o.	GUIDELINES	Number: S-4.1.11 Old number: SGŘ-15-06 Page:6 of 16
Neratovice		

The maximum speed limit for all vehicles on the premises is 30 km/h. If work is being carried out near a road where there may be more people, the speed must be reduced to a maximum of 20 km/h.
This restriction does not apply to vehicles of the integrated rescue system when responding to an emergency.

Rail transport has priority over all other types of transport and pedestrians. Road users may only cross the tracks at marked crossings, level crossings, or entrances to buildings and structures. Before entering the tracks, they must check that no rail vehicle is approaching and that no audible or visual signals are being given. When railway vehicles are being shunted across level crossings, pedestrians are required to follow the instructions of the shunting personnel.

Portable signs must also be respected on the premises, e.g., those marking the area of a hazardous chemical spill, excavation work, etc.

All roads must be passable and drivable. Participants in traffic on the premises are obliged to use the roads in accordance with their purpose so as not to damage or degrade them. If damage occurs to a company road, the relevant road users shall submit a proposal for compensation to the relevant sub-damage commission (see S-4.1.1 "Resolution of damage cases").

If a traffic participant causes an unexpected obstacle to traffic on a road, they are obliged to remove it immediately. If it is not possible to remove the obstacle immediately, the participant is obliged to mark it and report it to the OS HZS, which then informs the SAR unit. This reporting obligation also applies if the traffic participant discovers any defect on the road.

When transporting hazardous chemicals and mixtures, road users on the premises are required to comply in particular with the provisions of Act No. 350/2011 Coll. on Chemical Substances and Chemical Mixtures and on Amendments to Certain Acts (Chemical Act), Act No. 111/1994 Coll. on Road Transport, and the Decree of the Ministry of Foreign Affairs of the Czech Republic on the European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR).

When leaving their vehicles, participants in traffic in the Chemopark zone are required to use designated personal protective equipment (for more details, see S-4.1.7, paragraph 6.3).

The company premises have a minimum clearance height of 4.8 m. This information is indicated by a traffic sign located at gate no. 4. The clearance height of gate no. 3 is 3.3 m.

In the event of oversized cargo arriving at the premises, the situation is resolved with the SAR department, including determining a suitable route (e.g., with regard to clearance heights, etc.).

Motor vehicles may only drive on paved roads. An exception is made for self-propelled and towed work machines used in construction work.

Road users on the premises are required to behave in such a way as to ensure permanent access to all buildings, underground and above-ground hydrants, and other fire protection equipment on the premises.

Outside the marked areas, it is prohibited to stop, park, service, or repair any means of transport on the roads. In exceptional cases, an exception may be granted by the person issuing the work permit in accordance with S-3.11.5, who shall also ensure, at the applicant's expense, measures for safe operation in the area in question. The person issuing the work permit must notify the SAR and OS HZS departments of this situation.

It is prohibited to drag loads (bars, pipes, etc.) and drive tracked vehicles on their own axles on the roads within the company premises. Furthermore, no materials, machinery, equipment, etc. that could obstruct road traffic may be stored on the roads. In the event of an exception permitted by an authorized person, safe passage through the relevant location must be ensured.

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SPOLANA s.r.o.	GUIDELINES	Number: S-4.1.11 Old number: SGŘ-15-06 Page:7 of 16
Neratovice		

To ensure safe movement on roads and when crossing or passing through marked railway crossings, it is prohibited to listen to loud music in vehicles when moving within the company premises, and pedestrians are prohibited from wearing headphones.

It is prohibited to park vehicles in places that are unsuitable from the point of view of work safety, possible intervention by firefighting equipment, in the protection zone of engineering networks, near energy distribution and shut-off valves, under pipe bridges, and in places where the surface is not sufficiently solid. Everyone is obliged to respect the prohibitions on entry or access to areas marked in this way.

It is prohibited to drive road vehicles on sidewalks. Exceptions may be granted by a person authorized by the user if necessary. The costs incurred for the removal of any damage shall be borne by the applicant.

It is prohibited to store materials or park vehicles in close proximity to the tracks (a clear space of 3 meters from the centerline of the track on both sides must be maintained), in front of and behind railway crossings, and in such a way that the markings of these crossings are covered.

It is permanently prohibited to stop and park any vehicles in front of HZSP buildings (with the exception of HZSP vehicles) - buildings C5440 and C5480.

When HZSP fire vehicles leave buildings C5440 and C5480 to respond to an emergency, drivers of all vehicles are required to comply with the prohibition on entering the area in front of these buildings and to respect the warning lights.

Drivers are required to clear the way sufficiently and in a timely manner throughout the company premises, or even stop to allow safe passage "vehicles with right of way" in accordance with Act No. 361/2000 Coll.

All motor vehicles are prohibited from entering buildings, structures (unless designated for this purpose), and other production areas marked as explosion hazards (EX zones). These areas may only be entered on the basis of a written "Permit to enter areas with explosion hazard" (see Appendix No. 13 S-3.17.8

"Fire Protection"), which is issued by an authorized employee of the operation only in justified and reasonable cases – the conditions for issuing a "Permit to Enter Explosion Hazard Areas" are set out in accordance with Directive S-3.17.8 "Fire Protection". These restrictions do not apply to HZSP vehicles when driving to an emergency.

4.2.2 Movement of pedestrians and cyclists on company roads

4.2.2.1 Pedestrians

Pedestrians are required to comply with the relevant provisions of Act No. 361/2000 Coll. (including Sections 53, 54, 55, 56, 57), B-3.16.9 and safety signs (e.g. entering buildings and areas without reason).

Pedestrians must use only designated paths, entrances, and exits. Pedestrians (all employees, including visitors moving around the SPOLANA s.r.o. premises) are required to use sidewalks for walking and crossings (if marked) for crossing roads. Where sidewalks are not marked, they must walk on the left shoulder of the road. In places where there is a pipe bridge over the left side of the road, pedestrians must use the other side.

Pedestrians must not climb over railings, barriers, etc. Pedestrians must also not walk on lawns and unpaved gravel areas without good reason. This provision does not apply when authorized to work in these areas and when providing first aid.

To ensure safe movement on roads and when crossing marked railroad crossings, it is prohibited to wear headphones while moving it is prohibited to wear headphones on the company premises.

A person pulling or pushing a handcart with a total width greater than 600 mm must walk on the right-hand side of the road. In conditions of reduced visibility, this person or trolley must be marked on the left side with a non-dazzling white light.

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SPOLANA s.r.o. Neratovice	GUIDELINES	Number: S-4.1.11 Old number: SGŘ-15-06 Page:8 of 16
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4.2.2.2 Cyclists

All cyclists using bicycles/scooters on company premises are required to:

- Enter the SPOLANA s.r.o. premises only on the basis of a valid "Permit to ride a bicycle/scooter" (details on how to apply are provided in B-3.16.12)
- comply with the relevant provisions of Act No. 361/2000 Coll. (including § 57),
- demonstrable familiarity with the provisions of B-3.16.12 and these Traffic and Operating Rules and compliance with them,
- comply with the ban on cycling announced by the Fire and Rescue Service (especially in winter).
- park bicycles/scooters in the stands in the designated areas.

4.2.3 Turning and reversing

When reversing, the driver must not endanger other road users.

The driver must ensure safe turning or reversing with the help of another employee (the driver is responsible for instructing this employee) if circumstances so require, in particular insufficient visibility or terrain outside the road. As soon as the driver loses sight of this person, he or she is obliged to stop immediately.
If reversing is not safely ensured by another person and the driver does not have sufficient rear visibility, they must signal the start of reversing with an audible warning signal.

The driver must not turn or reverse in places with poor visibility or otherwise dangerous places, at intersections and in their immediate vicinity, at pedestrian crossings, at railroad crossings and in their immediate vicinity.

4.2.4 Restriction or interruption of traffic on roads

Permission to restrict or interrupt traffic on roads within the premises must be discussed in advance and agreed in writing by the user (see section 3.3 Responsibility for road maintenance), the company security coordinator, and the SAR department manager. Information about traffic restrictions or interruptions must also be forwarded to the OS HZSP.

For the location of the relevant traffic signs, see section 3.4.

The intervention must be limited to the time strictly necessary, and after completion of the work, the road must be restored to its original condition by the contractor performing the work and handed over to the user in writing.

4.2.5 Accident reporting

Any traffic accident that occurs on the premises of SPOLANA s.r.o. must be reported immediately by the participants in the accident or witnesses to the OS HZSP, which will then notify the relevant superiors of the participants in the accident, the company security coordinator, and company security.

Telephone contacts for the dispatch center – operations center: **736 506 488, 736 506 511**

Traffic accidents are investigated by the Czech Police in accordance with the relevant Czech laws and the Road Traffic Act. The Czech Police are always called by the company's security.

In the event of a traffic accident, every participant or witness is obliged to remain at the scene until the Czech Police arrive, if required by the relevant legal provisions require it, or to return to the scene after providing or calling for assistance or reporting the accident.

In the event of an accident related to road traffic, it is the duty of the injured person (if able) or witness to the event to report this fact to the OS HZSP (contact details above), which provides pre-medical assistance through the HZSP and calls the ZZS according to the condition of the injured person(s).

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SPOLANA s.r.o. Neratovice	GUIDELINES	Number: S-4.1.11 Old number: SGŘ-15-06 Page:9 of 16
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4.3 Parking lots and parking of vehicles

All motor vehicles must be parked on the company premises in designated areas, usually marked with an informative traffic sign in accordance with Decree No. 294/2015 Coll. (as amended); An exception is made for stopping vehicles outside the designated area for the time necessary to perform work duties, provided that traffic rules and other safety regulations are not violated.

List of parking areas: see section 3.2.4 of this directive.

It is prohibited to park vehicles in places that are unsuitable in terms of work safety, possible intervention (firefighting/firefighting) equipment, in the protection zone of engineering networks, under pipe bridges, and in places where the surface is not sufficiently solid, so as not to restrict access to fire protection equipment, substations, energy shut-offs, etc.

When parking their vehicles, drivers must respect private property in particular. They must not park in marked private parking spaces near buildings without the consent of the parking space owner.

Parking vehicles on roads, grassy areas, sidewalks, and railroad tracks, and at a distance of less than 3.0 m from the longitudinal axis of the track is prohibited.

When stopping a vehicle, the driver is obliged to leave sufficient space for vehicles with right of way.

Before leaving the vehicle, the driver must take measures to ensure that the vehicle does not endanger the safety of traffic, persons, or technical equipment and cannot be misused.

For permanent parking (i.e., parking vehicles on the premises of SPOLANA s.r.o. outside working hours), all users – company departments – must have designated parking spaces on the premises of SPOLANA s.r.o.

Vehicles belonging to external entities/companies are permitted to enter and park on the premises of SPOLANA s.r.o. on the basis of an approved application from an external entity/company.

based on an approved application from the external entity/company. Vehicles belonging to external entities/companies then:

- Park permanently in garages designated for this purpose (rented on a contractual basis).
- They park permanently in spaces reserved for this purpose or in spaces leased for this purpose.
- They park temporarily in spaces reserved for this purpose or in a reserved parking area designated by the head of the department with which the external company cooperates on a contractual basis, or by the head of the SAR department.

All vehicles parked on the premises of SPOLANA s.r.o. **must always be parked with the front of the vehicle facing the road or the exit** from the parking lot so that in the event of an emergency or other extraordinary event, the vehicles are ready to leave the parking lot and the company premises immediately.

4.4 Railway crossings, passages, exits, and entrances from buildings to the tracks

SPOLANA s.r.o. owns a railway siding for rail transport. The Site Management Department (hereinafter referred to as SAR) is responsible for the maintenance and management of the railway siding. The operation of the siding is provided by the external company ORLEN Unipetrol Doprava s.r.o.

The operation of the siding is governed by:

- Siding Operating Rules,
- Directive No. 45 "Health and Safety in Railway and Rail Transport Operations,"
- PRP 3 "Shunting of railway vehicles using mechanized means, road vehicles, and manual shunting,"
- PRP 4 "Railway freight wagons – handling and use"

The basic rules and obligations relating to railway sidings are set out in the following paragraphs.

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SPOLANA s.r.o.	GUIDELINES	Number: S-4.1.11
Neratovice		Old number: SGŘ-15-06 Page:10 of 16

4.4.1 Establishment and cancellation

Based on a written request from the relevant department head, an authorized employee of the SAR department is authorized to negotiate with the Railway Authority on behalf of SPOLANA s.r.o. regarding the establishment, marking, securing, changing the security, and cancellation of level crossings in accordance with the implementing regulation (Construction and Technical Regulations for Railways) of Act No. 266/1994 Coll. on Railways (as amended). This change is implemented as a construction on the railway, for which the Railway Authority issues a building permit.

At SPOLANA s.r.o., all railway crossings are unprotected. Crossing the tracks is only permitted at marked railway crossings/level crossings. Road users are obliged to comply with the provisions of Act No. 361/2000 Coll. when crossing these crossings. It is prohibited to drive near or on the tracks with a handcart, bicycle, or motor vehicle.

4.4.2 Signage

According to Decree No. 294/2015 Coll. (as amended), a railway crossing is marked with warning traffic sign A32a or A32b – a warning cross for a single-track or multi-track railway crossing, or possibly also with sign P6 regulating the right of way "Stop, give way".

The railway crossing is marked with a warning sign with the inscription "POZOR VLAK" (WARNING TRAIN), located in front of the entrance to the tracks

on both sides of the pedestrian crossing.

The SAR department is responsible for marking railway crossings and passages on the premises of SPOLANA s.r.o. (except for crossings and crossings originating from buildings - see the following indent).

Exits and exits from buildings to railway tracks (and their subsequent crossing or passage) are marked with a warning sign "CAUTION TRAIN" placed on the gate or door in front of the exit or exit from the building. They are secured by a barrier or gate, which is secured in its basic position and marked with a warning paint. The relevant user is responsible for marking exits and entrances from buildings to the tracks.

4.4.3 Warning signals given when driving rail vehicles

When rail vehicles are traveling to a railroad crossing or railroad crossing, any of the following methods may be used to warn road users on public roads:

- warning by the operation of crossing safety equipment;
- lowering of the barrier;
- warning by repeating a long sound from the locomotive horn or whistle of the siding operator's employee (for locomotives pushing shunting units) or whistles of handling site employees;
- signal to stop road traffic participants by waving a red or yellow flag and, in reduced visibility, by waving a red light, given by an employee of the siding operator or an employee of the handling site;
- verbal instructions given to pedestrians and cyclists by an employee of the siding operator or an employee of the handling site.

The above methods may be combined, but the use of only one of them is also considered sufficient.

4.4.4 Rules for using railroad crossings

4.4.4.1 General principles

Railway crossings are used by vehicle drivers and pedestrians only in their designated areas, in compliance with the conditions specified in Sections 28 and 29 of Act No. 361/2000 Coll.

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			Effective from: October 1, 2025

SPOLANA s.r.o.	GUIDELINES	Number: S-4.1.11
Neratovice		Old number: SGŘ-15-06 Page:11 of 16

Before crossing a railroad crossing, everyone is required to make sure that no train or railroad vehicle is approaching and that no warning sound or light signal is being given (in foggy conditions, extra caution should be exercised and the instructions of railroad workers should be followed). The tracks must be crossed perpendicular to the rail, and the head of the rail must not be stepped on when crossing.

It is forbidden to cross the tracks

- a) in front of approaching trains or railway vehicles
- b) in the area of switches
- c) through gaps between the buffers of railway vehicles smaller than 10 m and in close proximity to the buffers of the last railway vehicle
- d) by climbing over or under a railway vehicle, even if it is stationary
- e) by climbing over the buffers or screw connections of railway vehicles.

It is prohibited

- a) jumping onto moving railway vehicles and jumping off them
- b) entering the space between the loading ramp and the railway vehicle
- c) stay in places with narrow passageways (gates, supporting structures in the track area, etc.) when railway vehicles are passing through.

Employees who are authorized to move around the siding tracks are required to comply with the rules defined in ORLEN Unipetrol Doprava Directive No. 45, "Health and Safety in Railway and Rail Transport Operations."

4.4.4.2 Rules for exiting buildings and premises

When crossing from a building to the tracks, the driver of the vehicle or pedestrian must be particularly careful. They must check that no railway wagons are being shunted on the tracks, then open the barrier and leave the premises. They must then close the barrier (gate). If the driver does not have a clear view when exiting, they must ask another person to assist them.

When entering the tracks to the ramps, where the vehicle remains in the passage section of the siding for longer than the time needed to simply cross the tracks, the authorized employee of the handling point is obliged to request consent from the authorized siding employee (railway traffic control, telephone number **736 505 327**), to whom they shall report:

- the place and time of entry, the probable duration of the vehicle's stay on the track,
- the end of handling and the vehicle's stay on the tracks.

4.4.5 Restriction or interruption of operation

At the request of the relevant user (according to the RPP), the responsible representative of the siding operator ORLEN Unipetrol DOPRAVA s.r.o. issues a Permit to restrict or interrupt traffic at railway crossings and level crossings.

Information about restrictions or interruptions to traffic at railway crossings and level crossings must also be passed on to the company's security coordinator, the SAR department, and the fire department.

5 CLEANING AND MAINTENANCE OF ROADS, AREAS AND PROTECTIVE ZONES

The relevant users are responsible for cleaning and maintaining company roads, areas, and protective zones in accordance with the RPP. Emphasis is placed on safety and operability, i.e., designated roads and sidewalks must be properly lit, cleared of snow and properly gritted in winter, and free of gritting materials in summer.

To ensure order throughout the company premises, authorized employees of individual company departments (according to the RPP) ensure:

- continuous monitoring of order on assigned roads/areas/zones (according to the RPP)

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			Effective from: October 1, 2025

SPOLANA s.r.o.	GUIDELINES	Number: S-4.1.11 Old number: SGŘ-15-06 Page: 12 of 16
Neratovice		

- ongoing monitoring of roads and sidewalks in winter (snow removal and gritting)
- activities necessary to remedy any deficiencies found (the relevant department managers are responsible for this according to the RPP).

The premises managed by the SAR unit are cleaned according to summer and winter cleaning maps, which mark roads, sidewalks, and areas to be cleaned with specified priorities. Cleaning is carried out by an external company (in accordance with the concluded contract) according to these maps, if necessary, operatively according to the instructions of the SAR department manager or dispatcher (OS HZS).

Areas and roads must be kept free of weeds and self-sown trees, grassy areas must be mowed regularly (including removal of cut grass), and gravel areas must have a continuous layer of gravel so that no "fire bridges" are created.

If a road is contaminated, the person who caused the contamination is obliged to remove it without delay and restore the road to its original condition at their own expense. If they fail to do so, the user may have the necessary remedial work carried out at the expense of the department whose employee (or employee of an external company that has a contract with that department for the work in question) failed to restore the road to its original condition.

The protective zone area (except as mentioned above) must be permanently free and accessible and must be maintained in such a condition that it does not endanger the safety and health of employees.

No work may be carried out in the protective zones without the written consent of the user and operators of the facilities (cables, pipes, company fencing, and other equipment) affected by the specific protective zone. The intervention must be limited to the time strictly necessary, and after completion of the work, the contractor must restore the protection zone to its original condition and hand it over in writing to the user and operator of the facility to which the specific protection zone relates.

6 MAINTENANCE OF THE COMPANY'S RAILWAY SIDING

The Site Management Department (hereinafter referred to as SAR) is responsible for the maintenance and management of the railway siding. The siding is operated by an external company, ORLEN Unipetrol Doprava s.r.o., on the basis of a contract with SPOLANA s.r.o.

The siding must be maintained (in accordance with the relevant provisions of Act No. 266/1994 Coll. on Railways, as amended) in such a condition that the safety and health of siding workers, SPOLANA s.r.o. employees, and, where applicable, employees of external entities/companies.

Maintenance of the company's siding, i.e., the railway superstructure (area 3 m from the centerline of the track on both sides, the entire siding area, crossings and level crossings outside and inside the company, and other siding facilities according to the RPP) includes the removal of grass, self-sown trees, and all materials not related to the proper operation of the siding.

7 RELATED DOCUMENTS

Act No. 13/1997 Coll. on roads, as amended Act No. 89/2012 Coll., Civil Code, as amended

Act No. 262/2006 Coll., Labor Code, as amended Act No. 266/1994 Coll. on Railways, as amended

Act No. 361/2000 Coll. on Road Traffic, as amended

Decree No. 294/2015 Coll., implementing rules for road traffic, as amended

Government Regulation No. 168/2002 Coll., laying down the method of organization of work and work procedures (as amended)

Government Regulation No. 375/2017 Coll. on the appearance, placement, and design of safety signs and markings and the introduction of signals

Government Regulation No. 406/2004 Coll. on detailed requirements for ensuring occupational health and safety in environments with a risk of explosion

ČSN EN 12464-2 Light and lighting - Lighting of workplaces - Part 2: Outdoor workplaces

Prepared by: Kateřina Černá Head of Facility Management	Reviewed by: Petr Krejčí Technical Director	Approved by: Piotr Tomiło Managing Director	No. of copies / revision / 0
			Effective from: October 1, 2025

SPOLANA s.r.o.	GUIDELINES	Number: S-4.1.11 Old number: SGŘ-15-06 Page:13 of 16
Neratovice		

S-3.21.2 "Geographic Information System of the SPOLANA s.r.o. premises"
 S-3.12.1 "Records"
 S-3.16.3 "Provision of personal protective equipment"
 S-3.17.5 "Emergency planning – Prevention of major accidents"
 S-3.17.8 "Fire protection"
 S-4.1.1 "Resolution of damage cases"
 S-4.1.4 "Leasing of SPOLANA s.r.o. property"
 S-4.1.7 "Access and entry to the premises of SPOLANA s.r.o."
 B-3.16.9 "Basic safety instructions for employees"
 B-3.16.12 "Use of bicycles and scooters on the premises of SPOLANA s.r.o."
 ORLEN Unipetrol Doprava Directive No. 45 "Health and safety in railway and rail transport operations" Work procedure PRP3 Shunting of rail vehicles using mechanized means, road vehicles, and manual shunting Work procedure PRP4 Railway freight cars – handling and use
 ORLEN L3 Standard Organization of road transport on company premises

8 RECORD

Permission to enter areas with explosion hazard – Chapter 4, Section 4.2.1 Issued by – permit issuer

Claim for damages – Chapter 4, Section 4.2.1
Issued by the user of company roads (see S-4.1.1)

Permit to work on equipment – Chapter 4, Section 4.2.1, 4.3
Imposed by – issuer

Permit for entry of a vehicle/bicycle/scooter – Chapter 4, Sections 4.1, 4.2.2.2, 4.3
Issued by – permit applicant

Permission to restrict or interrupt traffic on company roads - Chapter 4, Section 4.2.4
Imposed by - road user

Consent of the owner of a private parking lot – Chapter 4, Section 4.3
Imposed by – applicant for a permit to park in a private parking lot

Requirement for the establishment, marking, securing, changing the security and cancellation of crossings - Chapter 4, Section 4.4.1
Imposed by – head of the requesting department, Site Management Department

Permission to restrict or interrupt traffic at railway crossings and level crossings – Chapter 4, Section 4.4.5
Imposed by – permit applicant

Documents with records are stored by the above-mentioned employees at their workplace for a minimum of three years from their issue or expiry date.
After the expiry of the document storage period, further handling of the records shall be governed by S-3.12.1 "Records".

9 INTERPRETATION OF TERMS AND ABBREVIATIONS

The interpretation of common (frequently used) terms and abbreviations used in this directive and not listed below is part of the "Company Legislation" database in Lotus Notes.

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			Effective from: October 1, 2025

SPOLANA s.r.o.	GUIDELINES	Number: S-4.1.11
Neratovice		Old number: SGŘ-15-06 Page:14 of 16

9.1 Road transport

pedestrian – a person moving on foot, or a person pushing or pulling a wheelchair or handcart with a total width not exceeding 600 mm, moving by means of a manual or motorized wheelchair, riding a bicycle, motorcycle with a cylinder capacity of up to 50 ^{cm}3, etc.

vehicle combination – a combination consisting of one or more motor vehicles and one or more trailers
vehicles

motor vehicle - a non-rail vehicle powered by its own propulsion unit

non-motor vehicle - a trailer and a vehicle propelled by human or animal power, such as a bicycle, handcart, or horse-drawn vehicle

vehicle operator – owner or other person who is registered as an operator in the road vehicle register in accordance with a special legal regulation or similar register of another state

: for the purposes of this directive, this refers to a road user who drives a motor vehicle or non-motor vehicle

road user – for the purposes of this directive, this means anyone who directly participates in road traffic
on roads, i.e. a driver who drives a motorized or non-motorized vehicle; a pedestrian, a cyclist

service road – a road in an enclosed area or building that serves the needs of the owner or operator of that area/building. This service road is not accessible to the public, but to the extent and in the manner determined by the owner or operator of the enclosed area or building

vehicle - for the purposes of this directive, a motorized non-rail vehicle powered by its own engine (two-wheeled motor vehicle, passenger car, truck, and other motor vehicles with license plates) or a trailer or non-motorized vehicle moved by human power (bicycle, handcart, horse-drawn vehicle)

9.2 Rail transport

tank wagon - for the purposes of this process, a railway wagon designed to transport substances in a liquid, molten, semi-solid or solid state at reduced temperature, in bulk or in gaseous form

tracks - a summary of all transport and handling tracks or tracks for special purposes located on the premises of
SPOLANA s.r.o.

siding foreman - an employee of ORLEN Unipetrol Doprava s.r.o. who organizes siding operations

ORLEN Unipetrol Doprava s.r.o. - an external company that, on the basis of a contract, official permit, and license pursuant to Act No. 266/1994 Coll. on Railways, provides railway and rail transport operations on the "Spolana a.s. Neratovice Railway Siding"

passage cross-section of the siding - passable free space along the track, i.e. there must be free space 3 meters from the center of the track on both sides, without any objects or substances that could impede the safe operation of the siding; details are specified in ORLEN Unipetrol Doprava Directive No. 45.

company siding (Spolana a.s. Neratovice siding) Neratovice) - for the purposes of this directive, the workplace of ORLEN Unipetrol Doprava s.r.o., where logistics with railway wagons are carried out to ensure their delivery to the relevant handling points of the company for unloading and loading and their subsequent return from the Spolana a.s. Neratovice siding

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			Effective from: October 1, 2025

SPOLANA s.r.o.	GUIDELINES	Number: S-4.1.11 Old number: SGŘ-15-06 Page: 15 of 16
Neratovice		

Railway crossing – level crossing for pedestrians with sidings on the premises of SPOLANA s.r.o.

Railway crossing – level crossing of a road with railway sidings on the premises of SPOLANA s.r.o.

9.3 General terms and abbreviations

company security - external company ORLEN Ochrona Sp. z.o.o providing security for the SPOLANA s.r.o. premises on a contractual basis

fire bridge - connected structures, continuous vegetation, stored combustible material, roofs and various canopies of outbuildings, soffits above fire partitions or stored combustible material that allows the spread of fire

operator of the building/area/road - for the purposes of this directive, the senior employee of the department who is entrusted with the care of the company's property (has it in the accounting records, it is depreciated there) and who is responsible for its proper condition

company zoning plan (RPP) – division of the company premises into individual departments, determining responsibility for specific buildings or areas (see S-3.21.2 "Geographic Information System of the SPOLANA s.r.o. premises")

user of the building/area/communication - for the purposes of this directive, the head of the department that uses a certain area of the company (according to the RPP) and in whose department the property is used, or the manager of an external company that manages the property on the basis of a contract

9.4 Abbreviations

GISA - Geographic Information System for the SPOLANA s.r.o. premises (described in more detail in S-3.21.2 "Geographic Information System for the SPOLANA s.r.o. premises)

OS HZS - Fire and Rescue Service Operations Center (within the SPOLANA s.r.o. Fire and Rescue Service department)

RPP - Company zoning plan

SPZ - For the purposes of this directive, the registration number of a motor vehicle (formerly the state registration number)

10 FINAL PROVISIONS

10.1

A detailed transport infrastructure plan is available in the Geographic Information System (GISA); the plan is administered by the Site Management Department.

10.2 Violation of rules

Violation of the rules set out in this directive may be considered a gross violation of site security, and as such, this conduct may be punished by an absolute ban on entering the premises of SPOLANA s.r.o.

In the event of a violation of the rules by employees of external companies, the company will also be penalized in accordance with the **concluded contract** and generally binding legal regulations. An overview of the penalties that may be imposed for violations of the regulations, principles, and rules established at SPOLANA s.r.o. is provided in Appendix No. 8 S-4.1.7 "Entry and Access to the SPOLANA s.r.o. Premises."

10.3 Training of external workers

Managers of external companies/entities that will perform the agreed activities on the premises of SPOLANA s.r.o. are required to:

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			Effective from: October 1, 2025

SPOLANA s.r.o. Neratovice	GUIDELINES	Number: S-4.1.11 Old number: SGŘ-15-06 Page:16 of 16
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- inform their suppliers, including other external subcontractors, about the provisions of this directive and contractually oblige them to comply with them;
- ensure that the employees of their external company/entity and their subcontractors are trained in this directive **before their first entry into the SPOLANA s.r.o. premises** and subsequently **after each revision issued** if the external company/entity continues to operate on the SPOLANA s.r.o. premises.
The documents for familiarization are available on the SPOLANA s.r.o. website at "<https://www.spolana.cz/> " under "Services and Premises/Legislation");
- Training of external workers in other legislative standards SPOLANA s.r.o. sets out guidelines S-4.1.5.

10.4 Familiarization with this guideline

All SPOLANA s.r.o. employees must be demonstrably familiar with this revision of S-4.1.11.

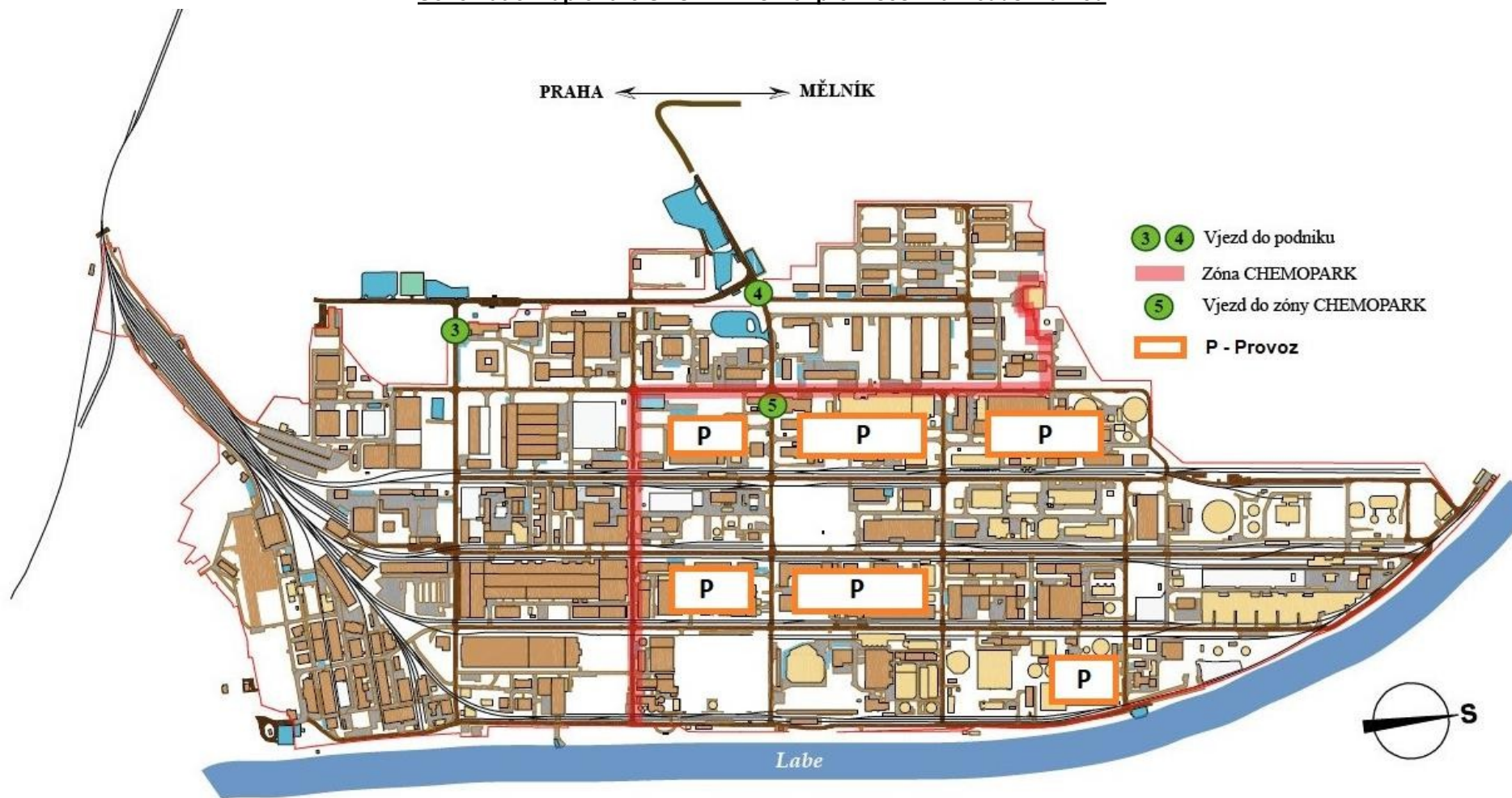
10.5 Repeal of SGŘ-15-06

This guideline cancels and replaces SGŘ-15-06 "Transport and Operating Rules", revision no. 8, with effect from October 3, 2016.

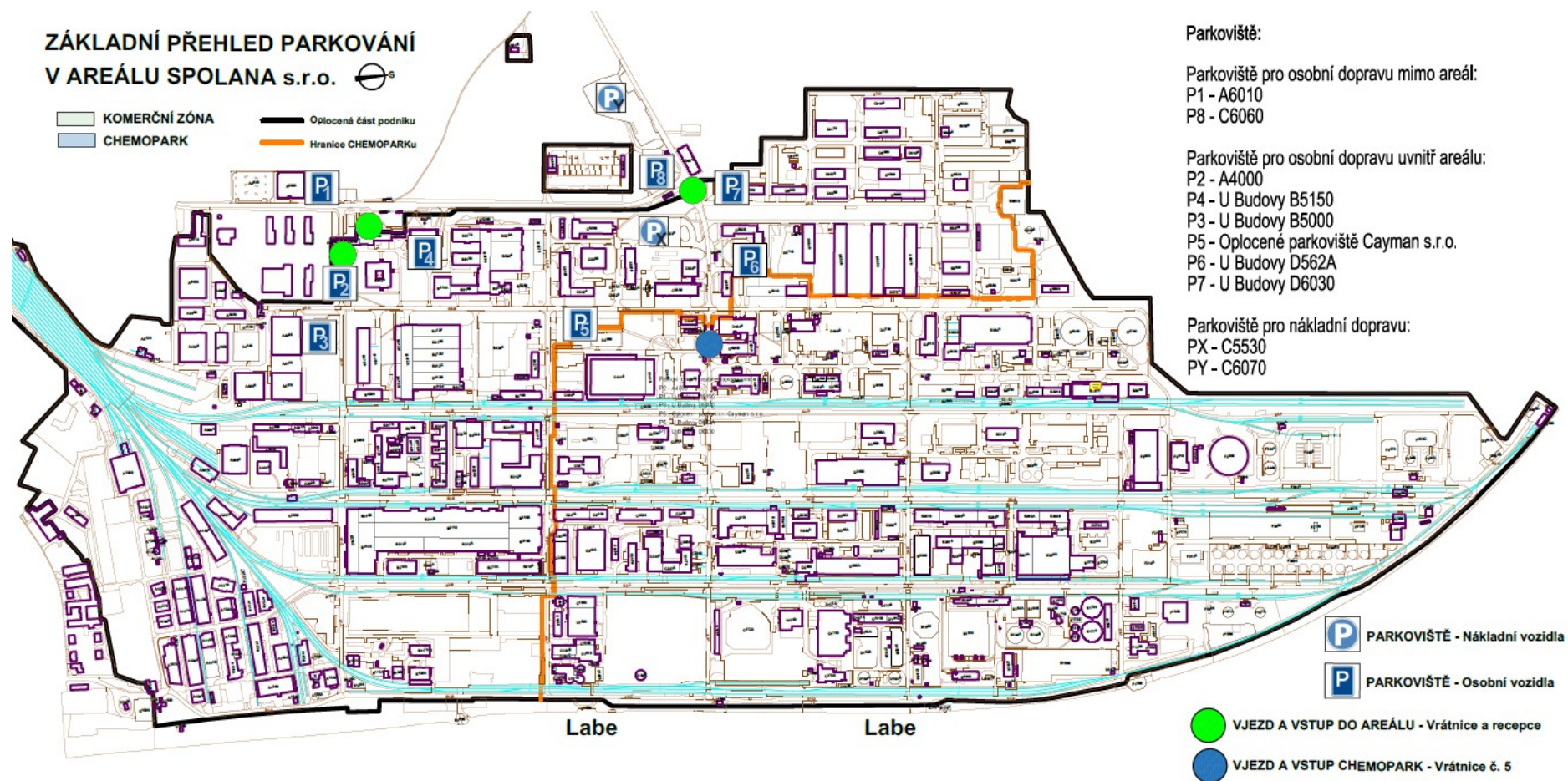
11 LIST OF APPENDICES

Appendix No. 1 - Schematic plan of the SPOLANA s.r.o. premises with marked roads. Appendix No. 2 - Schematic plan of the SPOLANA s.r.o. premises with marked parking spaces
Appendix No. 3 - Schematic plan of the SPOLANA s.r.o. premises with handling areas marked

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			Effective from: October 1, 2025

Schematic map of the SPOLANA s.r.o. premises with roads marked

The entrance gates to the SPOLANA s.r.o. premises (nos. 3 and 4) and the only entrance gate to the "Chemopark" zone (no. 5) are marked in green

Schematic map of the SPOLANA s.r.o. premises with parking spaces marked

Schematic map of the SPOLANA s.r.o. premises with handling areas marked