

SPOLANA s.r.o. Neratovice	GUIDELINES		Number: S-4.1.7 Old number: SGR-01-07 Page: 1 of 20
NAME: ENTRANCE AND ACCESS TO THE SPOLANA s.r.o. PREMISES			
Manager: Company security coordination			
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1 PURPOSE

This directive sets out rules for the movement of persons, vehicles, materials, and objects through the gates and within the premises of SPOLANA s.r.o.

Violation of the rules set out in this directive may be considered a **gross violation of site security** and, as such, may be punished by a complete ban on entry to the SPOLANA s.r.o. premises. In the event of a violation of the rules by employees of external companies, the company may also be punished in accordance with the concluded contract and generally binding legal regulations.

The SPOLANA s.r.o. premises are divided into two zones, namely the "Commercial Zone" and the "CHEMOPARK" zone. The definition of the so-called Green Zones in the "CHEMOPARK" zone, where the use of personal protective equipment (PPE) is not necessary, is defined in Annex 1 and Section 6.4 of this directive.

Notice: SPOLANA s.r.o. operates **a camera system in continuous recording mode**, based on the legal grounds defined in Article 6(1)(f) of the GDPR, where processing is necessary for the purposes of the legitimate interests pursued by the controller or a third party (in particular for the necessary protection of the security and property of the company). Company security personnel are authorized to switch on the recording device (audiovisual camera) when performing checks. Data subjects are **informed** about the use of the camera system **by means of an information board** containing a camera pictogram with the text "The area is monitored by a camera system with recording" at gatehouses No. 3 and 4 and at the reception desk. Information on the processing of personal data by the camera system is available at the individual gatehouses. Further information can be obtained on request from the group's data protection officer atosobniudaje@orlenunipetrol.cz .

2 SCOPE OF APPLICATION AND DISTRIBUTION LIST

This directive is binding for all employees of SPOLANA s.r.o. and for all legal and natural persons who:

- are legally present on the premises of SPOLANA s.r.o. (e.g., performing any work or service on the basis of a contractual relationship)
- have leased or own any building (workplace) or land (area) on the premises of SPOLANA s.r.o. for their activities on the basis of a relevant contract
- enter the premises of SPOLANA s.r.o. as participants in excursions and visits.

This directive is distributed in electronic form:

- to company departments in the Lotus Notes environment in the "Company Legislation" database and in the Dok-system application
- to 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").

3 ENTRY TO THE SPOLANA s.r.o. PREMISES

3.1 Entry training

A prerequisite for entering the premises of SPOLANA s.r.o. is completion of introductory training, which consists of watching a video presentation on the day of arrival at the company.

The introductory training takes place in the training room at the 3rd gatehouse every working day from 7:30 a.m., based on the "Application for Induction Training and Issuance of an Identification Card" (see Appendix 6 of this directive).

The form "Application for Induction Training and Issuance of an Identification Card for Employees of External Companies" is available:

- in Appendix No. 6 to this directive.
- on website <https://www.spolana.cz/CZ/SluzbyAAreal/Stranky/Formulare-a-informace-ke-stazeni.aspx>

The application includes "Instructions on the processing of personal data for the purpose of training and issuing an identification card" (see Annex 6 to this Directive).

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Proof of completion of the induction training is provided by the induction ID card and the Safety Instructions brochure, in which the Card Center employee will add the number assigned to the induction ID card and the date of completion of the induction training.

The validity of the IC is set for the period specified in the "Application," but no later than December 31 of the current year.

Records of issued identification cards for persons entering the company premises and completed entry training are stored at the Card Center workplace.

Detailed information on record keeping, payment of refundable deposits, and use of identification cards for entry is provided in Appendix 6 to this directive.

3.2 SPOLANA s.r.o. employees

For new employees of SPOLANA s.r.o., an employee of ORLEN Unipetrol RPA s.r.o., Human Resources Administration Section, issues an "Application for Induction Training and Issuance of an Identification Card for Employees of SPOLANA s.r.o." (see Appendix 6 to this directive), which is submitted to the Card Center employee before the new employee joins SPOLANA s.r.o. The ID card is valid for the duration of the employee's employment.

3.3 External persons

3.3.1 Suppliers

Suppliers who, on the basis of a concluded contractual relationship, will perform agreed activities at SPOLANA s.r.o., must request permission to enter the SPOLANA s.r.o. premises at least 2 working days before the planned entry. The "Request for entry training and issuance of IK for employees of external companies" shall be submitted for processing via the head of the customer's department (who approves the request) or via the purchasing department of ORLEN Unipetrol RPA, or by sending it to the e-mail address karetni.centrum@spolana.cz.

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

External companies operating on the company premises (in their own or leased buildings) shall apply for permission to enter the SPOLANA s.r.o. premises for their own employees or for entities (which will perform activities for these companies) at least 2 working days before the planned entry to the SPOLANA s.r.o. premises.

The completed "Application for entry training and issuance of an IK for employees of external companies" should be sent for processing to the email address karetni.centrum@spolana.cz, or via the Site Management department.

In the event that external companies/entities employ non-EU nationals on the premises of SPOLANA s.r.o. or request their entry to the premises of SPOLANA s.r.o., they are required to notify the security specialist of SPOLANA s.r.o. in writing, who will ensure further action in accordance with the internal security regulations of the ORLEN Unipetrol Group.

The notification shall include the following information:

- the employee's first and last name, their nationality,
- identity document number,
- the name of the company requesting entry for the employee,
- the reason for entry, the period for which entry is granted to this person.

If an external company/entity does not request entry for these persons, they will not be allowed to enter the SPOLANA s.r.o. premises.

3.3.3 Visitors

Visitors entering the premises of SPOLANA s.r.o. **are not required to undergo initial training.**

All foreign visitors who will be moving around the production and administrative areas of the premises (i.e., third-country nationals who are not citizens of European Union member states) must be reported by company departments and external companies/entities to the company security specialist at least 5 working days before the visitor's arrival at the premises.

The notification must include the following information:

- the employee's first and last name, their nationality,
- identity document number,
- the name of the company requesting entry for the employee,
- the reason for entry, the period for which entry is granted to this person.

Based on the notification, the company's security specialist will take further action in accordance with the internal security regulations of the ORLEN Unipetrol Group.

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If company departments/external companies/entities do not request entry for these persons, they will not be allowed to enter the premises of SPOLANA s.r.o.

At the reception desk in the administration building, visitors must present their personal identification documents (ID card, passport, or service card in the case of state authorities) and report the name of the person they are visiting. The receptionist (a member of the company's security staff) will enter the information from the personal identification documents into the visitor registration system and issue an entry identification card

"Visitor" entry identification card, which the visitor must wear visibly. The card can be used to identify the visitor at the identification card reader when entering the Chemopark zone.

Upon departure, visitors must return the card to the reception desk or gatehouse no. 3. The reception desk is open from 7:00 a.m. to 3:00 p.m. After the reception desk closes, visitors must leave through gatehouse no. 3 at the administration building.

Persons who do not present proof of identity (ID card, passport, service card in the case of state authorities) will not be allowed to enter the premises.

The person accompanying the visitor on the company premises is responsible for the visitor's safety throughout their stay on the premises.

If the visitor is entering the Chemopark zone, the person accompanying the visitor shall provide safety instructions (see Appendix No. 4 to this directive and S-3.8.9 "Training"), during which they shall provide the visitor with the necessary information about movement and possible risks in this part of the premises. At the same time, they shall provide personal protective equipment and inform the visitor of the obligation to use it. Visitors are required to follow these instructions.

3.3.4 Excursions

Excursion participants entering the SPOLANA s.r.o. premises **are not required to undergo initial training. The maximum number of excursion participants per accompanying person is 20.**

The applicant for the excursion shall prepare a list of participants with their ID numbers and dates of birth well in advance (preferably one month before the requested date of the excursion). They shall also add the name of the group leader, the excursion program, the planned date of the excursion, and the estimated time of arrival. The completed application shall be sent to the following e-mail address: petra.maschtowska@unipetrol.cz (the "Excursion Application" form is included in Appendix 7 to this guideline and on the SPOLANA s.r.o. website in the "Education" section: <https://www.spolana.cz/CZ/ZodpovednaFirma/Stranky/Vzdelavani.aspx>)

Requests for excursions to the SPOLANA s.r.o. premises are handled by the HR Education and Development Specialist at ORLEN Unipetrol RPA, who first discusses the request with the head of the relevant company department where the excursion will take place. If the head of the department agrees, the HR training and development specialist will prepare a notice of the excursion, stating the names of the departments (operations) where the excursion will take place and the name of the department employee who will accompany the excursion. This notice, together with the "Excursion Request," shall be submitted to the company security specialist by e-mail no later than one week before the excursion takes place, or, if necessary, supplemented for approval with the

"Request for Photo and Video Recording" (see Appendix No. 9 to this directive).

On the day of the excursion, the group leader will receive a "Visitor" ID card at the reception desk indicating the total number of people. This card entitles the group to enter the SPOLANA s.r.o. premises.

The excursion participants will be met at the reception by an employee who will accompany the group and who will be responsible for ensuring that the set program is followed and for the safety of all excursion participants.

In the event of an excursion to the Chemopark zone, all participants must be equipped with personal protective equipment, which will be provided by the HR Training and Development Specialist. The employee accompanying the excursion will provide participants with the necessary information about movement and possible risks in the departments visited (see Appendix 4 to this directive) and about the mandatory use of personal protective equipment throughout their stay in the Chemopark zone.

After the excursion, the accompanying employee will take the participants back to the reception of SPOLANA s.r.o., where the excursion group leader will hand over the identification card and the personal protective equipment provided (if provided to the participants).

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4 ENTRY TO THE SPOLANA s.r.o. PREMISES

4.1 General

All drivers of motor vehicles traveling on roads within the SPOLANA s.r.o. premises are required to comply with generally applicable traffic rules, which are supplemented by safety regulations applicable within the company premises (e.g., parking under pipe bridges, exceeding the speed limit, using a mobile phone while driving, failure to use seat belts by all persons traveling in the vehicle, etc.). Violation of any of these regulations will result in a penalty being imposed on drivers in accordance with Appendix No. 8 to this directive.

Applicants (vehicle drivers) for a permit to enter the SPOLANA s.r.o. premises must comply with and be demonstrably familiar with this directive, directive SGR-15-06 (S-4.1.11) "Traffic and Operating Rules" and other workplace operating regulations, if they relate to vehicle operation (familiarization is part of workplace training).
In addition, SPOLANA s.r.o. employees must complete driver training before entering the premises.

All vehicles without valid insurance are prohibited from entering 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).

Applicants may request a vehicle entry permit for the SPOLANA s.r.o. premises or the CHEMOPARK zone by completing the form "Application for a vehicle entry permit and issuance of an IK/notification of a change of registration number" (see Annex 6 to this Directive).

The application includes the "Instruction on the processing of personal data for the purpose of training and issuing an identification card" (see Annex 6 to this Directive).

A vehicle identification card (see section 4.2 of this directive) is required for permanent access.

One-time access for trucks providing transport services is permitted on the basis of documents presented by the driver (see section 4.3 of this directive).

A one-time identification card or a one-time permit to enter the CHEMOPARK zone is used for one-time entry of vehicles (see section 4.4 of this directive).

Records of issued vehicle entry identification cards are stored at the Card Center and at the Check-in Desk at Gate 4.

Detailed information on record keeping, refundable deposits, and the use of identification cards for vehicle entry is provided in Appendix 6 to this directive.

4.2 Passenger cars

Applicants for a permit to enter the SPOLANA s.r.o. premises or the Chemopark zone with a passenger car must complete the "Application for vehicle entry permit and issuance of IK/notification of change of registration number".

The completed application must be submitted for processing at least 2 working days before the planned entry to the premises via the head of the company department/customer (who approves the application) or by email to karetni.centrum@spolana.cz. Identification cards for passenger vehicle entry are issued by an employee of the Card Center based on an application approved by the head of the company department/client and the company security specialist. The issued "Vehicle Identification Card" is handed over to the applicant. **When the card is issued, the applicant must provide proof of vehicle registration and insurance.**

The validity of the Identification Card for passenger vehicle entry must be renewed once a year. All applicants are required to submit a completed "Application for Vehicle Entry Permit and Issuance of IK/Notification of Change of Registration Number" to a Card Center employee or send it to karetni.centrum@spolana.cz.

The form "Application for vehicle entry permit and issuance of ID card/notification of change of registration number" is available:

- in Appendix 6 to this directive

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- for external companies/entities at the following internet address: <https://www.spolana.cz/CZ/SluzbyAAreal/Stranky/Formulare-a-informace-ke-stazeni.aspx>

In the event of a change in the vehicle registration number or a change of vehicle, applicants who have been issued a "Vehicle Identification Card" are required to report this change **immediately**. **If the change is not reported immediately, the vehicle identification card will be invalid and the driver will not be allowed to enter the premises.**

The applicant shall fill in the form "Application for vehicle entry permit and issuance of IK / notification of change of registration number", in which they shall enter the required data, first entering the data for the original vehicle / original registration number in one line, then entering the data for the new vehicle / new registration number in the second line.

The completed form, approved by the head of the department/head of the client's department and the company's security specialist, shall be handed over to an employee of the Card Center or sent by email to karetni.centrum@spolana.cz. An employee of the Card Center shall arrange for the change of the applicant's Vehicle Identification Card.

4.3 Trucks

Trucks entering the SPOLANA s.r.o. premises for the purpose of transport (e.g., raw materials, products, etc.) may only pass through gate no. 4, which is open 24 hours a day.

Vehicles are checked in at the check-in point located in front of gate 4. The check-in point is open from 5:30 a.m. to 6:00 p.m.

Upon arrival at the check-in office, the driver shall present:

- their ID card or passport, or driver's license, as well as the passenger's documents
- vehicle registration certificate
- delivery note (if going to unload)
- information about the type of goods to be loaded, contract number (if going to loading)
- documents according to the "Checklist for the Road Transport of Dangerous Substances/Waste," section V. "Other Equipment."

The check-in desk employee will enter the information from the submitted documents into the electronic attendance system and then issue the driver with a "Vehicle Entry Permit" and a one-time identification card (a sample of the Permit is provided in Appendix No. 3 to this directive; the detailed procedure for checking in trucks is provided in process P-3.7

"Expedition Implementation"). When leaving the premises, the driver shall hand in this Permit and card at gatehouse No. 4.

The above does not apply to trucks belonging to external entities based at the SPOLANA s.r.o. premises that have a permanent entry card.

4.4 Single-use vehicle access

A single-use identification card is issued for single-use entry of passenger cars to the SPOLANA s.r.o. premises or the CHEMOPARK zone. This card is issued by company security staff at gate no. 3 upon presentation of personal identification and proof of the purpose of entry by the driver. When leaving the premises, drivers return the card to gatehouse no. 3.

Permits for the entry of trucks providing transport are issued to drivers on the basis of documents presented at the check-in desk in front of gate no. 4 (see section 4.3 of this directive, see Appendix no. 3 of this directive for a sample permit). When leaving the premises, drivers must hand in these permits at gate no. 4.

4.5 Special motor vehicles

In the case of extraordinary events requiring the entry of special work machines, oversized loads, or buses into the SPOLANA s.r.o. premises, the department ordering or implementing this special event is required to submit an application for an entry permit at least 5 working days before the planned entry into the company premises.

The applicant shall submit the request by completing the form "Application for vehicle entry permit and issuance of IK/notification of change of registration number," in which they shall state the reasons for the entry request. The application, approved by the plant/department manager, i.e., the ordering party, shall be submitted by the applicant for approval to the company's security specialist, who shall, if necessary, coordinate the activities necessary for the entry of these special vehicles into the company premises.

The entry of these vehicles into the SPOLANA s.r.o. premises is carried out in accordance with the procedure specified in section 4.3 of this directive.

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4.6 Bicycles/scooters

Applicants for a permit to bring a private bicycle or scooter onto the premises must complete the "Application for a permit to ride a bicycle/scooter on the premises" at least 2 working days before the planned entry onto the premises and send it in accordance with B-3.16.12 "Use of bicycles and scooters on the premises of SPOLANA s.r.o." for approval and subsequent issuance of a "Permit to ride a bicycle/scooter."

Safety rules and principles for the use of bicycles and scooters on the premises of SPOLANA s.r.o. are set out in safety instruction B-3.16.12 "Use of bicycles and scooters on the premises of SPOLANA s.r.o." and also in SGR-15-06 "Traffic and Operating Rules."

4.7 Entry of trains and ships

Trains enter and exit through a siding gate in the southwestern part of the SPOLANA s.r.o. premises. Company security personnel (in agreement with an authorized employee of ORLEN Unipetrol DOPRAVA s.r.o.) perform random checks of trains and their crews.

The siding gate is not intended for the independent passage of persons. Passage through this gate is permitted exclusively for train crew members who are employees of ORLEN Unipetrol DOPRAVA s.r.o. Trains may only leave the SPOLANA s.r.o. premises on the instructions of an authorized employee of ORLEN Unipetrol DOPRAVA s.r.o.

The mooring of the ship is handled by the company department that ordered the loading/unloading of the ship, together with a company security specialist.

5 LOSS/DESTRUCTION OF PERSONAL/VEHICLE IDENTIFICATION CARD

The loss or destruction of a personal identification card or vehicle identification card authorizing entry or access to the premises of SPOLANA s.r.o. must be reported immediately by the cardholder to the Card Center employee by calling 315 665 006 or sending an email to karetni.centrum@spolana.cz. and issue a "Statutory declaration of loss or damage to the identification card of an employee of SPOLANA s.r.o./external company employee" (see Appendix No. 6 to this directive).

Based on the reported loss/destruction of the ID card, an authorized employee of the Card Center will immediately block the card to prevent its misuse.

Detailed procedures for reporting damage or loss of an ID card, payment for loss, issuance of a new ID card, and penalties for failure to report loss or damage are set out in Appendix 6, point 5.

6 REGULATIONS GOVERNING THE ENTRY, ACCESS, AND MOVEMENT OF PERSONS AND VEHICLES

Entry and access to the SPOLANA s.r.o. premises is permitted only to persons over 15 years of age (with the exception of excursion participants). Only gatehouses No. 3 and 4 and the SPOLANA s.r.o. reception desk (visitors) are designated for entering and leaving the premises.

Gate No. 3 is designated for passenger vehicles entering the premises.

Gate no. 4 is the only gate designated for trucks entering the premises for the purpose of transporting materials.

6.1 Gatehouse operating hours

- Gatehouse No. 3 – on working days from 6:00 a.m. to 6:00 p.m. Outside these hours, the gatehouse can only be used for passage (without bicycles) through the self-service carousel turnstile.
- Gatehouse No. 4 – 24 hours a day.
- Reception – on working days from 7:00 a.m. to 3:00 p.m.

The operation of gatehouses may be adjusted on an ad hoc basis by decision of the relevant company executive based on the recommendation of the company security specialist, or may be restricted (in the event of an emergency) by decision of the Crisis Management Team (see R-3.17.1 "Crisis Management").

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6.2 Passage/transit through gates no. 3 and 4

Sensors, known as home readers, are installed to record arrivals and departures. Each identification card for a person or vehicle must be placed separately on the sensor/reader. To mark a normal arrival or departure at gates 3 and 4, simply place the card on the sensor/reader – the turnstile will open, and no button (icon) needs to be activated.

Failure to use an identification card and record passage or transit, crawling under/climbing over the turnstile or barrier, or any other unauthorized entry/access is considered a **gross violation** of site security.

Only the driver may pass through the entry/exit barrier to/from the SPOLANA s.r.o. premises (gatehouses No. 3 and 4); other persons (passengers) must exit the vehicle and pass through the turnstiles (this does not apply to vehicles of the Integrated Rescue System or Customs Administration).

The obligation to exit the vehicle does not apply to entry and exit from/to the CHEMOPARK zone through gate no. 5. Upon request, each person is required to present their identification card to the company security for inspection.

When passing through gates 3 and 4, persons/drivers are required to present their personal luggage for inspection at the request of company security and allow company security to inspect their vehicle. The vehicle inspection is carried out by the driver opening the doors and allowing the passenger compartment and luggage compartment to be inspected. In justified cases, security personnel are also authorized to inspect the engine compartment.

6.3 Passage/drive through gate no. 5

Gate No. 5 is the only designated entrance and exit from the Commercial Zone to the CHEMOPARK zone (with the exception of emergency passages for extraordinary events).

Only the following persons are authorized to stay in the CHEMOPARK zone:

- Employees of SPOLANA s.r.o. who perform their work in this zone as part of their job description.
- Employees of external companies/entities performing their work duties/contractual obligations. If they are performing work for which they have received a "Work Permit," they must also comply with all the conditions set out in this permit (see S-3.11.5 "Permitting work on equipment and work under exceptional conditions").
- Employees of external companies/entities who carry out their business activities in this zone either in their own premises or in rented premises (based on a concluded lease agreement).
- Other persons only under the conditions specified below.
- If a person does not have permission to enter the CHEMOPARK zone, they are required to park their vehicle in the designated parking lot (see map in Appendix 1 of this directive) and enter the zone on foot.

When a vehicle enters the CHEMOPARK zone, all occupants of the vehicle must pass through gate no. 5 and scan all passengers on the reader.

In the event of an emergency in the CHEMOPARK zone, members of the Crisis Management Team, members of the HZSP Unit, and vehicles of the Integrated Rescue System are authorized to enter the CHEMOPARK zone in a **service vehicle without recording their entry on the reader**. If, in the event of an emergency, a member of the Crisis Management Team uses a private vehicle to enter the CHEMOPARK zone, they are **required** to display a **visible "Crisis Management Team" sign** (behind the windshield) **and** are allowed to enter without a record of entry on the reader.

In addition to the rules applicable in the Commercial Zone, the following also applies in the CHEMOPARK zone:

- 1) Only persons over the age of 18 are permitted to enter the CHEMOPARK zone (with the exception of excursion participants).
- 2) Obligation to wear personal protective equipment (see Appendix 4 to this directive):
 - protective work clothing (visitors can borrow overalls to wear over their own clothing, ¾-length work coat)
 - work shoes (visitors must bring their own sturdy shoes)
 - protective helmet
 - protective goggles
 - protective mask in case of evacuation.

An exception to this provision is made for company security personnel, who may use alternative head protection in accordance with S-3.16.10 "Rules for the use of personal protective equipment" when performing their duties in the CHEMOPARK zone (the exception does not apply to movement in areas where technology is installed).

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6.4 Green zones

Green zones have been created for the movement of persons within the CHEMOPARK zone; these are marked in Appendix 1 to this directive.

Green zones in the CHEMOPARK zone are marked with directional signs with green arrows and a green rectangle. Outside the Green Zone markings, employees must use all prescribed PPE. It is prohibited to leave these zones without personal protective equipment.

SPOLANA s.r.o. employees, external persons, and visitors are required to comply with these Green Zones.

In Green Zones, it is permitted to move around without personal protective equipment (PPE) and in civilian clothing for the necessary period of time, i.e., to move to/from changing rooms and to/from administrative parts of buildings connected to Green Zones. Furthermore, for the movement of employees to the workplace before the start of work or after the end of work, or during breaks for meals and rest (transition to/from the canteen).

6.5 Regulations for vehicles entering the parking lot gate at building D4640

The gate to the parking lot of building D4640 is part of gatehouse no. 5. Passage is permitted to vehicles authorized to park in the reserved parking lot of the PVC Plant using remote controls issued to the relevant employees of the PVC Plant on the basis of a request from the head of the PVC Plant, which is approved by the company's security specialist.

These employees are required to close the gate again immediately after passing through. Upon arrival at work, they proceed to the home reader in building D4640, where they mark their entry to the workplace.

Other vehicles (to the warehouse, workshops) may only pass through this gate if it is opened by the gatekeeper at gate no. 5 under the conditions specified in section 6.3. The company security specialist grants permission to open the gate.

Please note! However, the vehicle may not continue into the explosion hazard zone (behind the barrier) without written permission to enter the explosion hazard area, which is issued by the VCM and TZO shift supervisor.

7 SECURITY OF THE SPOLANA s.r.o. PREMISES

7.1 Safety rules for entry, access, and movement on the premises of SPOLANA s.r.o.

- a) **Entry and access** to the premises is **prohibited** to persons who do not have the appropriate authorization or permission to enter/access.
- b) Only gatehouses No. 3 and 4 and the reception desk in the administration building are designated for entering and leaving the premises.
- c) Only gatehouses No. 3 and 4 are designated for vehicles entering and leaving the premises. Trucks entering the premises for the purpose of transport may only pass through gatehouse No. 4. The operation of gatehouses and reception is specified in section 6.1 of this directive. Throughout the entire time a vehicle is on the company premises or in the CHEMOPARK zone, the driver is required to **display a visible entry permit** behind the windshield.
- d) It is **prohibited** to bring alcoholic beverages, addictive, narcotic, and psychotropic substances into the premises for the purpose of consumption, to consume alcohol or narcotic or psychotropic substances, or to enter or remain on the premises under the influence of alcohol or narcotic or psychotropic substances (for measurement of influence, see section 7.2 of this directive).
- e) Persons with a **blood alcohol** content higher than 0.24‰, or whose exhaled air contains more than 0.24 mg of alcohol per 1 dm³, or who are under the influence of narcotic or psychotropic substances, are **prohibited** from entering and staying on the premises. If necessary, persons may test their alcohol level before entering the premises using the machines (indicative devices for the presence of alcohol in the breath) located at gates 3 and 4.
- f) **Smoking** is **prohibited** throughout the premises (the ban also applies to electronic cigarettes and devices that heat tobacco or tobacco products), **with the exception of designated smoking areas** and buildings owned or leased by external companies/entities, where smoking is limited by the relevant fire safety documentation and subject to the written permission of the head of the department and the commander of the HZSP Unit. technical documentation and subject to written permission from the head of the department and the commander of the Fire and Rescue Service Unit. The smoking ban also applies to places where open flames are used, e.g., during welding, etc. The smoking ban also applies to open spaces, driver's cabs of vehicles and work machines, and workplaces where smoking is permitted but where non-smokers also work or are temporarily present.

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- g) It is **prohibited to bring weapons and ammunition onto the premises**, in particular:
- firearms, including combat, hunting, sporting, gas, alarm, and signal weapons,
 - pneumatic weapons,
 - paralyzing sprays,
 - tools and equipment whose use may endanger life or health, including, among others:
 - stabbing and cutting weapons according to applicable laws on weapons and ammunition,
 - bows and crossbows,
 - electric shock devices and other similar devices,
 - explosives and pyrotechnic materials under applicable explosives laws.

No exceptions for entry with firearms will be granted!

The ban does not apply to weapons used by company security guards and direct coercive measures that are part of the equipment of company security guards. Furthermore, the provision does not apply to members of the armed forces and armed security forces in accordance with generally binding legal regulations.

- h) Throughout the premises, **it is prohibited** to make video or audio recordings, e.g., photography (this applies in particular to technology, security features, etc.). Permission to make recordings is granted by the company security specialist, see Chapter 11 of these guidelines.
- i) Animals **are not** allowed on the premises, and feeding animals found on the premises is also prohibited.
- j) **It is prohibited** to move outside designated workplaces and communication access routes within the premises.
- k) It is **prohibited to violate** the principles of decent behavior and the principles of the Code of Ethics (see S-4.1.10 "Work Rules," Appendix No. 1). Decent behavior is considered to be conduct without any personal or other invective, insinuations, discrimination, humiliation, vulgarities, etc. (this may include, for example, discrimination, humiliation, vulgarities, informal address, or raising one's voice, but also refusal to submit to an inspection/test to which an authorized person is entitled).
- l) Respect the installed safety warning signs (informative, prohibition, warning, and command signs).
- m) There is **an obligation to report** the behavior of other persons that is in violation of the provisions of this directive to the SPOLANA s.r.o. control room (from the company line 2555 or 2585, from other phones 315 662 555 or 315 662 585).
- n) **The maximum speed limit** of 30 km/h is imposed on all vehicles passing through the SPOLANA s.r.o. premises. If work is carried out near a road where there may be more people, the speed must be reduced to a maximum of 20 km/h (see SGR-15-06 "Traffic and Operating Rules"). This restriction does not apply to emergency vehicles and company security vehicles when responding to an incident.
- o) Trucks from outside companies entering the SPOLANA s.r.o. premises must have warning signals when reversing; if they do not have them, another person must ensure safe reversing.

7.2 Authorization of the company security service

The protection of persons and property and the security of the SPOLANA s.r.o. premises is carried out by the company security service on the basis of a contractual relationship.

In the performance of their contractual activities and in the interests of the company, company security personnel are authorized to:

- When persons enter the premises, to request proof of identity by means of an identification card or other identity document (ID card, passport, driver's license).
- Require the presentation of documents authorizing the entry of motor vehicles, construction machinery, motorized carts, and bicycles, which certify the owner of these vehicles. In justified cases (e.g., when a violation of the obligations set forth in the legislative documents of SPOLANA s.r.o. is detected), also the relevant authorization to drive motor vehicles, or authorization to transport cargo, or a work permit issued in accordance with S-3.11.5 "Authorization of work on equipment and work under exceptional conditions."
- Require that a person undergo a preliminary breath test for the presence of alcohol or a test for the presence of addictive and narcotic substances in the body upon entering the premises. The company's security staff shall use a designated measuring device to determine whether the person being checked is under the influence of alcohol or narcotic or psychotropic substances. The results of the measurement shall be recorded (the form of the record is not specified, but it must contain the information specified in paragraph 8.4).
- Prohibit entry, access, or movement on the premises to any person who is clearly under the influence of alcohol or other addictive substances and who refuses to undergo the relevant test, or whose consumption of alcohol or abuse of other addictive substances has been confirmed by such a test.

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- e) Check the correctness of vehicle parking, measure the speed of vehicles on the premises of SPOLANA s.r.o. Report violations of parking restrictions or speed limits, as well as the license plate numbers of vehicles that have violated these restrictions or limits, to the company's security specialist for further action (an overview of penalties for traffic violations is provided in Appendix No. 8).
- f) When passing through/driving through the gatehouse, check personal luggage, the passenger compartment of the vehicle, the luggage and engine compartments, the storage spaces under the seats in the vehicle cabin, and the balanced material, using technical equipment such as metal detectors, etc.
- g) If there is reasonable suspicion of a possible connection with the detected illegal activity, check persons, premises, objects, and means of transport located on the premises.
- h) Require a person to provide information if they have been caught committing an illegal act of a property or other nature or if they have witnessed such an act, including the presentation of evidence relevant to the assessment of their conduct, or detain the person until the arrival of the Czech Police.
- i) Switch on recording equipment (audiovisual camera) when performing checks.

7.3 Additional powers in the protection of persons and property

Company security employees, company security specialists, and other employees authorized to carry out inspections (see section 8.3 of this directive) or employees whose powers are based on SPOLANA s.r.o. legislative documents, e.g., R-3.17.1 "Crisis Management") are authorized to:

- a) When persons enter the premises, to request proof of identity by means of an ID card or other identity document (ID card, passport, driver's license).
- b) Prohibit entry or access to designated areas in justified cases (e.g., equipment failure, vehicle accident, or other emergency situation that prevents normal operation and regime without risk of injury or property damage).
- c) In justified cases, e.g., in the event of an emergency or crisis situation (i.e., declaration of a state of danger, state of emergency, state of threat to the state, or state of war), some of the measures taken may be more intensive in nature (increased vehicle checks, increased checks on persons, restrictions on the movement of vehicles and persons within the premises, closure of part of the premises, etc.).
- d) Stop vehicles, instruct them on the direction of travel, or prohibit further travel for the necessary period of time in the event of a traffic accident, emergency, or other imminent danger on the company premises.
- e) Prohibit vehicles that visibly pollute or damage the roadway from entering until the defect that is the reason for such a prohibition has been removed.
- f) Prevent unauthorized persons from entering the premises or expel persons who are on the premises without the appropriate authorization.
- g) Detain any person caught committing a criminal offense, or immediately after such a discovery, and hand them over to the Czech Police for further proceedings.
- h) In the event of a finding or reasonable suspicion that a person has violated the obligations arising from generally binding legal regulations or legislative documents of SPOLANA s.r.o. in such a way that this action directly or indirectly endangered the lives and health of other persons moving around the premises, property, or the environment, take measures to prevent such action.
- i) Make a record when performing an inspection or dealing with an emergency, as well as take photographs or make video recordings (the form of the record is not specified, but it must contain the information specified in section 8.4).

8 INSPECTIONS ON THE PREMISES OF SPOLANA s.r.o.

8.1 Obligation to undergo an inspection (i.e., the consent of the inspected person is not required)

All persons moving around the SPOLANA s.r.o. premises, including the gatehouse and reception areas, are obliged to undergo the following checks at the request of an authorized person (see section 8.3):

- a) Identity check. Proof of identity means identification of the person according to their ID card or other identity document containing a photograph of the person being checked (ID card, passport, driver's license, or other credible document).
- b) Vehicle inspection, which consists of an inspection of the passenger compartment, luggage compartment, engine compartment, storage spaces under the seats in the vehicle cabin, loading areas, and other parts of the vehicle.

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Fire and ambulance vehicles traveling with their warning devices activated and sealed truck loads are not subject to these checks.

- c) Inspection of the technical condition of bicycles, bicycle permits, and cyclist equipment for riding in accordance with B-3.16.12.
- d) Inspection of luggage, including hand luggage and items brought in/out of the SPOLANA s.r.o. premises (exclusively through gatehouses No. 3 and 4), including inspection of the relevant accompanying documents (see Annex No. 2 to this Directive); For items brought into and transported to the SPOLANA s.r.o. premises, where there may be uncertainty about their origin and ownership when passing through the gatehouse again, ensure that the accompanying document is provided in accordance with Appendix No. 2 to this directive, including its handover at the gatehouse.
- e) Clothing inspection (meaning the inspection of outer garments); if it is necessary to remove outer garments during the inspection, the principle that the inspection must always be carried out by a person of the same sex and in a designated place must be observed.
- f) Breath alcohol test – breath test.
- g) Check for the consumption of other addictive, narcotic, or psychotropic substances.
- h) Enforcement of the smoking ban throughout the SPOLANA s.r.o. premises does not apply to designated smoking areas and premises and buildings owned or leased by external companies/entities, where smoking is restricted by the relevant fire safety documentation and subject to written permission from the head of the department and the commander of the Fire and Rescue Service Unit.
- i) Checking whether a person is bringing weapons and ammunition (listed in section 7.1 of this directive) into the SPOLANA s.r.o. premises does not apply to members of the Czech Police.
- j) Checking whether a person is using the prescribed PPE, especially when performing work activities and when moving around the CHEMOPARK zone, and checking compliance with OHS principles.

8.2 The right of the inspected person to information

The person being checked has the right to the following information:

- a) Notification of the reason for the inspection.
- b) Basic information about the person conducting the inspection (surname, SPOLANA s.r.o. plant/department), unless this information is apparent from the red-striped ID card/relevant marking on the helmet.

8.3 Authorization to carry out inspections throughout the SPOLANA s.r.o. premises.

Only the following persons are authorized to carry out inspections throughout the company premises:

- employees of the SPOLANA s.r.o. Security Department – they carry out inspections in the area of occupational health and safety and fire protection
- Employees of the company's security service (OP) in uniform – they carry out inspections in the area of site security. These employees identify themselves with a badge with a red stripe and the word "KONTROLNÍ" (INSPECTION).
- representatives of state authorities – they have the right to carry out inspections by law.

The company security specialist who manages the company security service and the company security manager carry out checks on persons and vehicles in civilian clothing; for this purpose, they use an issued ID card with a red stripe and the inscription "KONTROLNÍ" (INSPECTION). In this activity, they have the same powers as company security employees.

In addition, they are authorized to:

- Block the validity of the entry identification card and do not allow entry to persons/employees who have violated or are violating the safety rules according to this directive.
- Block the validity of the entry card and do not allow entry to vehicles that do not comply with generally applicable traffic rules and safety regulations valid on the premises (parking under pipe bridges, exceeding the speed limit, using a mobile phone while driving (does not apply to hands-free devices, but also applies to cyclists, machine operators, and motorized cart drivers), failure to use seat belts by all persons traveling in the vehicle, etc.).
- Mark vehicles (on the side window on the driver's side) that are parked in violation of safety regulations (see list above) with a sticker. The sticker will alert the driver that they have committed an offense and that they will be penalized in accordance with Annex 8 of this directive. A sample sticker is provided in Annex 10.

If a person refuses to undergo a security check upon entering the company premises, they will not be allowed to pass through the gatehouse.

If a person refuses to undergo a check in the controlled part of the SPOLANA s.r.o. premises, they will be escorted from the premises and their entry identification card will be blocked. The company's security specialist will decide on further action. The procedures to be followed by company security personnel in such cases are set out in the company's internal security regulations.

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8.4 Records of inspections performed

The authorized person performing the inspection is required to prepare an inspection record. The form of the record is not specified, but for these purposes, the inspecting person always determines and records the following information in particular:

- Date, place, and time of the inspection.
- Identification of the person being inspected (first name, last name, ID card number or other identification document number, name of department/external company/entity).
- Findings from the inspection, identified deficiencies or violations.
- Signature of the inspected person.
- Signature of the person conducting the inspection and signature of the witness.

If the inspected person refuses to sign the record, the inspector shall note this fact in the record.

The person conducting the inspection shall forward the inspection record to the company's security specialist or the Security Department (depending on the type of deficiencies identified during the inspection – site security or OHS and fire protection; these departments shall ensure, without undue delay, that information on any breach of the obligations set out in this directive is entered from the records into the "OHS Defects" database in Lotus Notes. Subsequently, the company security specialist/head of the Security Department shall initiate disciplinary proceedings to determine the penalty in accordance with paragraphs 9.1 and 9.2 of this directive.

9 SANCTIONS FOR VIOLATION OF THE RULES

Sanctions imposed on external entities/companies in accordance with Annex 8 to this Directive shall be decided by:

- Employees of the Security Department of SPOLANA s.r.o.
- SPOLANA s.r.o. security specialist
- The SPOLANA s.r.o. Sanctions Committee (established by order of the authorized executive, see section 9.6.1 of this directive), contact email for the Sanctions Committee: prestupky@spolana.cz

Sanctions for SPOLANA s.r.o. employees are decided by:

- The Sanctions Committee of SPOLANA s.r.o. (established by order of the authorized executive), which decides in accordance with applicable labor law regulations, in particular Act No. 262/2006 Coll. Labor Code, as amended.
- Contact email for the sanctions committee: prestupky@spolana.cz.

9.1 Sanctions for violations of OHS and fire safety obligations

9.1.1 SPOLANA s.r.o. Safety Department

Employees of the SPOLANA s.r.o. Safety Department are authorized to impose the following penalties upon discovering any violation of OHS and fire safety obligations:

- a ban on the inspected person entering the SPOLANA s.r.o. premises for up to one (1) year and/or
- a ban on vehicles entering the premises for up to one (1) year.

The duration of the ban is determined exclusively by the Security Department of SPOLANA s.r.o.

In addition to entry and access bans, employees of the SPOLANA s.r.o. Safety Department are authorized to impose:

- a deposit of up to CZK 50,000 for each individual breach of the given obligation (see Appendix No. 8 to this directive). The deposit imposed is non-refundable.

9.1.2 SPOLANA s.r.o. Sanctions Committee

The Sanctions Committee of SPOLANA s.r.o. is authorized, upon discovering a breach of OHS and fire safety obligations in the event of a repeated breach/serious breach, to impose:

- a ban on the inspected person entering the premises of SPOLANA s.r.o. for at least one (1) year and/or
- a ban on vehicles entering the premises for at least one (1) year.

The duration of the ban is solely within the competence of the Sanctions Committee.

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In addition to prohibiting entry and access, the sanctions committee is authorized to impose:

c) a deposit of up to CZK 100,000 for each individual violation of the given obligation (see Appendix No. 8 to this directive). The deposit imposed is non-refundable.

In the event of repeated violations/serious violations, a ban on entry and/or access to the premises of SPOLANA s.r.o. may be imposed for an indefinite period without the possibility of a deposit.

9.2 Penalties for violating inspection and site security obligations

9.2.1 Company security specialist

The company security specialist is authorized, to the extent specified in Appendix No. 8 to this directive, to impose the following penalties upon discovering any violation of internal rules in the area of site control and security:

- a ban on the controlled person entering the premises of SPOLANA s.r.o. and/or
- a ban on the vehicle entering the premises of SPOLANA s.r.o.

In addition to prohibiting entry and access, the company security specialist is authorized to impose:

- a deposit of up to CZK 50,000 for each individual violation, depending on its severity (see Appendix No. 8 to this directive). The deposit is non-refundable.

9.2.2 SPOLANA s.r.o. Sanctions Committee

The SPOLANA s.r.o. Sanctions Committee is authorized, upon finding a repeated violation/serious violation of internal rules in the area of control and security of the premises, to impose:

- a ban on a person entering the SPOLANA s.r.o. premises and/or
- a ban on vehicles entering the premises

to the extent left solely to the discretion of the Sanctions Committee, for a minimum of one calendar year.

In cases of repeated violations/serious violations, the sanctions committee may impose a ban on entry and/or a ban on access for an indefinite period without the possibility of bail. The bail imposed is non-refundable.

9.3 Penalties for violations of environmental protection obligations and other obligations

9.3.1 SPOLANA s.r.o. Sanctions Committee

In the event of a violation of environmental obligations and principles by external companies/entities, the head of the Environment Department shall submit a proposal to the Sanctions Committee to impose a sanction.

The SPOLANA s.r.o. Sanctions Committee is authorized, upon discovering any violation of environmental protection and other obligations by an external company/entity, to impose:

- a ban on the person entering the premises of SPOLANA s.r.o. and/or
- Prohibition of vehicle entry to the premises of SPOLANA s.r.o.

The duration of the entry and/or vehicle entry ban is solely at the discretion of the sanctions committee.

In addition to entry and vehicle entry bans, the sanctions committee is authorized to impose the following on external companies/entities:

- a deposit of up to CZK 100,000 for each individual violation of the given obligation (see Annex No. 8 to this directive). The deposit imposed is non-refundable.

In the event of repeated violations/serious violations, the entry and/or access ban may be imposed for an indefinite period without the possibility of a deposit.

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9.4 Penalties for violating traffic rules within the SPOLANA s.r.o. premises

9.4.1 Company security specialist

The company security specialist is authorized to impose the following penalties upon discovering a violation of internal rules governing traffic on roads within the SPOLANA s.r.o. premises:

- a) a ban on vehicle entry to the premises for a period of 10 to 90 days (depending on the severity of the violation, see Appendix No. 8 to this directive).

9.4.2 SPOLANA s.r.o. Sanctions Committee

The SPOLANA s.r.o. Sanctions Committee is authorized, upon discovering repeated violations/serious violations of traffic rules within the SPOLANA s.r.o. premises, to impose:

- a) a permanent ban on the vehicle entering the premises (see Appendix No. 8 to this directive)
- b) a ban on the driver of the vehicle entering the SPOLANA s.r.o. premises for a period of 3 to 5 working days (depending on the severity of the violation, see Appendix No. 8 to this directive).

9.5 Lifting of the ban on entry/access for SPOLANA s.r.o. employees

Only an authorized representative of SPOLANA s.r.o. may decide to lift the entry/access ban for SPOLANA s.r.o. employees.

The request to lift the ban is issued by the head of the department (the superior of the employee who committed the offense) and sent to the company's security specialist, who reviews the extent of the employee's offenses and forwards the request to the authorized executive with their opinion (recommendation for approval or rejection) for a decision.

The company security specialist informs the head of the department who submitted the request of the authorized representative's decision.

9.6 Sanctions Committee

9.6.1 Composition of the Sanctions Committee

The authorized representative of SPOLANA s.r.o. appoints the Sanctions Committee in writing.

Chair: Director of the Legal and Organizational
Department Members: Director of the HSE&Q
Department
Company security specialist.

The chairperson of the committee is authorized to invite other employees to the meeting for the purpose of providing necessary information, e.g., the head of the Product Transportation Department, the head of the Environment Department, the head of the Safety Department, or other specialized employees. However, these employees do not participate in the voting.

9.6.2 Convening the Sanctions Committee

The Sanctions Committee is convened by the chair of the committee when it is necessary to discuss an offense under this directive. The members of the committee assess the seriousness of the offenses or violations of the rules and propose the amount of sanctions in accordance with Annex 8 to this directive.

When deciding on sanctions, the committee requires the approval of a majority of its members (two-thirds).

In the event of an even number of members present or an equal number of votes, the chair of the committee has the casting vote. The chair of the sanctions committee shall record the conclusions of the meeting and the vote in the minutes, which are stored in a shared repository and are accessible to individual members of the sanctions committee and representatives of the human resources department.

9.6.3 Minutes of the Sanctions Committee meeting

Minutes shall always be taken of the disciplinary committee's proceedings, containing the following information:

- date of the meeting,
- members of the committee present,
- invited employees,
- offenses discussed,
- the result of the vote,
- distribution list for the minutes.

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9.6.4 Application of imposed sanctions (invoicing)

The Director of the Legal and Organizational Department shall ensure:

- the transfer of information about the offense or violation of rules and the penalty imposed to the head of the department (in the case of an employee of SPOLANA s.r.o.) or the owner of an external company (in the case of an external employee),
- the issuance of a penalty invoice no later than 21 days after the decision to impose the sanction,
- regular monitoring of whether the invoice has been paid; in the event of non-payment of the invoice by the external company/entity, he/she will initiate legal proceedings to enforce the sanctions imposed.

10 PASSES FOR MATERIALS AND ITEMS

Items and materials are released from the SPOLANA s.r.o. premises on the basis of issued documents - passes. Pass books are issued by an authorized employee of the Site Management Department on the basis of requests from heads of company departments and external companies/entities; details are provided in Appendix No. 2 to this directive.

The authorized employee of the Facility Management Department and the company security specialist keep a list of persons authorized to confirm passes for materials, including the signature samples of persons authorized to issue passes (a sample list is provided in Appendix 2 to this directive).

Appendix 2 to this directive lists the types of passes for materials and items, including their templates, and details the procedures for issuing pass books, the obligations of persons authorized to issue passes, the keeping of pass records, procedures in the event of pass cancellation, and the regime for waste removal from the SPOLANA s.r.o. premises on a pass.

11 PHOTOGRAPHY/FILMING ON THE PREMISES OF SPOLANA s.r.o.

Throughout the SPOLANA s.r.o. premises, **it is strictly forbidden** to make image or sound recordings, i.e., photographs, video recordings, video sequences with a mobile phone, on-board camera installed in a vehicle, or to make recordings (videos) in any other way without the prior permission of the company's security specialist. The ban applies in particular to production technologies, security features, etc.

Permission to make recordings may be granted by the company's security specialist on the basis of a written request (see Annex 9 to this Directive), in which the applicant shall state:

- the name of the company for which the permission is being issued, the contract number/order number/lease agreement, etc.
- the reason for which the permit is being issued (investment project, occupational health and safety, promotional campaigns, calendars, photos from excursions, etc.)
- precise specification of the location (block/building numbers, bridge, street, or facility names, technology) for which the permit is being issued, including the type and number of the photography/filming equipment (mobile phone, camera, etc.)
- first and last name of the person for whom the permit is being issued
- ID card number (or ID card/passport number) of the persons for whom the permit is issued,
- the period of validity of the photography permit (from – to).
- first and last name of the person applying for the permit, job title, department/company, contact details (the person must have permission to enter the premises),

The completed application must be sent to fotografovani@spolana.cz at least 5 working days before the planned start date of photography/filming.

Permits may only be issued to persons directly involved in the event (e.g., executives, managers, foremen, employees of the Investment Department, Divestment Department, PR and marketing specialists, employees of the ORLEN Unipetrol RPA Human Resources Department, and others) and only for the company that is organizing/supplying the entire event (contractor).

Permits are issued with a maximum validity of one calendar year. Permits are not issued for the "entire premises," but only for specifically designated buildings/areas.

Photography/filming may only be carried out with equipment that is suitable for the local conditions, needs, and location where the photography/filming is taking place (e.g., the equipment must meet the conditions for an Ex explosive zone).

Prepared by: the responsible department, Milan Vencovský, company security specialist	Reviewed by: Martin Čech Director of the HSEQ Department, PVISŘ	Approved by: Piotr Robert Kearney Authorized representative	No. / Revision / 4
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If unauthorized photography/filming is detected, it will be considered a **gross violation of site security** and the person/employee will be expelled from the premises.

The ban on photography and video recording does not apply to the company's security specialists, employees of the Security Department, and employees of the Fire and Rescue Service Department in the course of their official duties.

12 RELATED DOCUMENTS

Act No. 262/2006 Coll. Labor Code, as amended

Act No. 65/2017 Coll. on the protection of health from the harmful effects of addictive substances, as amended Act No. 56/2001 Coll. on the conditions for the operation of vehicles on roads... (as amended) Act No. 563/1991 Coll. on Accounting (as amended)

Act No. 110/2019 Coll., on the processing of personal data and related legal regulations

Decree of the Ministry of Transport No. 341/2014 Coll. on the approval of technical competence and technical conditions for the operation of vehicles on roads, as amended

Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (GDPR)

SGŘ-15-06 (S-4.1.11) "Traffic and Operating Rules"

R-3.17.1 "Crisis Management"

S-3.8.8 "Labor and wage issues" S-3.8.9 "Training"

S-3.12.1 "Records"

S-3.17.8 "Fire safety"

S-4.1.3 "Protection of company information"

S-4.1.4 "Leasing of Company Assets"

S-4.1.5 "Obligations of external entities on the premises of SPOLANA

s.r.o." S-4.1.10 "Work rules"

S-3.11.5 "Authorization of work on equipment and work under exceptional

conditions" S-3.16.10 "Rules for the use of personal protective equipment"

P-3.7 "Expedition implementation"

P-3.9.1 "Information technology"

B-3.16.12 "Use of bicycles and scooters on the premises of SPOLANA s.r.o."

ORLEN Unipetrol Group Directive S076 "Personal Data Protection"

13 RECORD

Visitor log – Chapter 3, Section 3.3.3 (electronic visitor registration system)

The record is kept in electronic form at the reception desk of SPOLANA s.r.o. (ORLEN Ochrana Sp z.o.o. workplace)

Familiarization with Safety Instructions - Chapter 3, template Appendix No. 4

Application for initial training and issuance of IK for SPOLANA s.r.o. employees/external company workers – Chapter 3,

Appendix No. 6, form template available on disk W:\OI_FORMS\1vstup.dot and on the SPOLANA s.r.o. website:

<https://www.spolana.cz/CZ/SluzbyAAreal/Stranky/Formulare-a-informace-ke-stazeni.aspx>

Application for vehicle entry permit and issuance of IK / notification of change of registration number - Chapter 4, Appendix No. 6, template available on disk W:\OI_FORMS\1vjezd.dotx and at the following internet address:

<https://www.spolana.cz/CZ/SluzbyAAreal/Stranky/Formulare-a-informace-ke-stazeni.aspx> Identification card

(personal) - Chapter 3, Annex No. 6

Identification card "Visitor" - Chapter 3, Appendix No. 6 Vehicle identification

card - Chapter 4, Appendix No. 6

Affidavit of loss or damage to the identification card of an employee of SPOLANA s.r.o./external company worker – Chapter 5, Appendix No. 6

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Operational records IK – chapters 3 and 4

Copy of cash receipt – Appendix No. 6 Cash book, copy of cash book – Appendix No. 6

The above records shall be stored by an employee of the Card Center at their workplace for a period of 3 years. In the case of IK applications, the storage period shall be equal to the validity period of the relevant IK.

Completed one-time Vehicle Entry Permit – Chapter 4, template Appendix No. 3

The record shall be stored by an authorized employee of the Shipping Department at their workplace for a period of 1 year. "Passenger Vehicle Entry" card (single-use) – Chapter 3, Appendix No. 6

Permit to enter the CHEMOPARK zone (single-use) – Chapter 4, The above

records are stored by the company's security department.

Excursion request – Chapter 3, sample Appendix No. 7, form template available on disk W:\OI_FORMS\1žádost o exkurzi.dot and on the SPOLANA s.r.o. website: <https://www.spolana.cz/CZ/SluzbyAAreal/Stranky/Formulare-a-informace-ke-stazeni.aspx>

The record is stored by the HR education and development specialist at ORLEN Unipetrol RPA for a minimum of 1 year.

Permission to ride a bicycle/scooter on the premises of SPOLANA s.r.o. - section 4.6, the form "Application for a Permit to Ride a Bicycle/Scooter on the Premises of SPOLANA s.r.o." is available on the company network in the directory W:\OI_FORMS\1kola.dot.

Record storage is handled by B-3.16.12 "Use of bicycles and scooters on the premises of SPOLANA s.r.o."

Application by external companies/entities for additional security permission - Chapter 15.2

Application for permission to take photographs/make audiovisual recordings – Chapter 11, see Appendix No. 9 for a template

Application for permission to enter with special motor vehicles – section 4.5, see Appendix No. 6 for a template Notification of foreign nationals with citizenship outside the EU – sections 3.3.2, 3.3.3 Application for cancellation of entry/access ban for employees – section 9.5

The above records are stored by the company's security specialist.

Records of inspections carried out – section 8.4

Stored by the company security specialist or the Security Department (depending on the type of deficiencies found during the inspection) for a period of 5 years.

List of persons authorized to sign passes and contact employees - Chapter 10, Appendix No. 2 Application for the issuance of a pass book - Chapter 10, Appendix No. 2

The list is stored by an authorized employee of the Facility Management Department in its current form, and applications are stored for a period of 3 years.

Provisions of the Sanctions Committee - Section

9.6 Minutes of the Sanctions Committee meeting

- Section 9.6

Documents for issuing penalty invoices – Section 9.6

Records are stored by the chair and members of the sanctions committee for the duration of the committee (committee membership). List of items (inventory) brought into the company – Appendix No. 2

Record of issued numbered passes – Appendix No. 2

The above records shall be stored by persons authorized to confirm material passes for a period of 3 years.

After the document retention period has expired, the records at the workplace shall be handled in accordance with S-3.12.1 "Records." The storage of records in electronic form is addressed in process No. 3.9.1 "Information Technology."

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14 EXPLANATION OF TERMS AND ABBREVIATIONS

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

excursion – for the purposes of this directive, this refers to a visit by individuals or a group for the purpose of education or learning directly in operating conditions

Identification card (IK) – a contactless card used to register persons and vehicles on the premises of SPOLANA s.r.o. Single-use

identification card – a card authorizing single-use entry (access) to the premises of SPOLANA s.r.o.
without individual assignment to a person or vehicle

Permanent identification card – a card that is permanently assigned to a person or vehicle

Ordering party - head of a department at SPOLANA s.r.o. (management levels N to N-2) or an employee authorized by them, or a responsible employee of an external company/entity that arranges for another external company to perform work on the premises of SPOLANA s.r.o., or arranges for the rental of a building on the premises of SPOLANA s.r.o. to an external company/entity

Check-in workplace - the company's security workplace in front of gate no. 4, which ensures the entry of vehicles for loading and unloading on the premises of SPOLANA s.r.o.

ORLEN Unipetrol DOPRAVA s.r.o. – an external company providing, on the basis of a contract, official permit and licence pursuant to Act No. 266/1994 Coll. on Railways (as amended), railway and rail transport operations on the Spolana siding

personal document - a document proving a person's identity and containing their photograph (identity card, passport, driving licence, assigned personal identification card, credible service card, etc.)

company security - a private security agency providing security services to SPOLANA s.r.o. on a contractual basis human

resources department - for the purposes of this directive, this refers to the departments of the human resources department of

ORLEN Unipetrol RPA, which

provide specific personnel and payroll activities for SPOLANA s.r.o. on a contractual basis

company - SPOLANA s.r.o., ul. Práce 657, Neratovice

contractual relationship - concluded contract, agreement, order

company security specialist – company security coordinator (employee of SPOLANA s.r.o.) who manages the performance of company security for SPOLANA s.r.o.

HR training and development specialist ORLEN Unipetrol RPA – an employee of ORLEN Unipetrol RPA who performs activities for SPOLANA s.r.o. in the area of employee training and development and excursions

entity – for the purposes of this directive, this refers to natural and legal persons

ORLEN Unipetrol RPA purchasing department – for the purposes of this directive, this refers to the purchasing department of ORLEN Unipetrol RPA s.r.o., which provides SPOLANA s.r.o. with raw materials, supplies, maintenance, or services on a contractual basis

employee – an employee of SPOLANA s.r.o. within the meaning of the Labor Code or an employee of an external entity/company

Card Center employee – an employee of ORLEN Ochrana Sp z.o.o. (Company Security), providing initial training, ID card management, and a collection point (accepting cash payments - refundable deposits - for ID cards and cash payments for damaged or lost ID cards) for SPOLANA s.r.o. on a contractual basis an agreement has been concluded with this employee regarding responsibility for the values entrusted for accounting purposes

CHEMOPARK zone - fenced-off part of the SPOLANA s.r.o. premises with production facilities with increased risk and restricted access

Commercial zone - part of the SPOLANA s.r.o. premises intended for commercial use

Applicant – a person who submits a request for the issuance of a specific type of permit defined by this directive (e.g., entry permit, access permit, photography permit, etc.).

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IK - identification card
INFOS - computer application for registering persons and vehicles, enabling the use of IZS identification cards - Integrated Rescue System
HZSP - Company fire brigade PPE - Personal protective equipment SAR - Site Management Department
RZ - Motor vehicle registration number (formerly SPZ)

15 FINAL PROVISIONS

15.1 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:

- Inform their suppliers about the provisions of this directive and contractually oblige them to comply with them, including other external subcontractors.
- Ensure that the employees of this external company/entity and their subcontractors are trained in this directive S-4.1.7 and S-4.1.5 "Obligations of external entities on the premises of SPOLANA s.r.o." (S-4.1.7 and S-4.1.5 are available on the SPOLANA s.r.o. website at "<https://www.spolana.cz/>" under "Services and premises / Legislation").
- Training of external workers on other legislative standards of SPOLANA s.r.o. is stipulated by Directive S-4.1.5.
- Contractually oblige its suppliers to provide a list of assets (materials, tools, machines, and items, including their production/registration numbers) that they bring to the SPOLANA s.r.o. premises as their property for the purpose of fulfilling the contractual relationship. For the inspection procedure, see Appendix No. 2 to this guideline.

15.2 Additional security

If external companies/entities that have a contractual relationship with SPOLANA s.r.o. wish to secure their property at their own expense with additional security (physical security, technological security, etc.) at their own expense, they are required to notify the department with which they have a contractual relationship (i.e., the client), which will request permission from the company's security specialist.

Once the permit has been issued, companies/entities are required to comply with the instructions issued under this permit.

15.3 Familiarization with this directive

All employees of SPOLANA s.r.o. must be demonstrably familiar with this revision of S-4.1.7.

16 LIST OF APPENDICES

Appendix No. 1 - Basic layout of the SPOLANA s.r.o. premises (map) showing:

- commercial zones and CHEMOPARK zones, emergency exits, reception and gatehouses, parking lots
- green zones in the CHEMOPARK zone (corridors for passage without personal protective equipment)

Appendix No. 2 - Rules for the delivery/removal of goods, materials, and items. Passes

Appendix No. 3 - Single-use "Vehicle Entry Permit" (3 language versions)

Appendix No. 4 - Safety instructions for persons entering, driving into, and moving around the premises of SPOLANA s.r.o.

Appendix No. 5 - Record of training for truck crew

Appendix No. 6 - Identification cards

- Application for initial training and issuance of ID cards for SPOLANA s.r.o. employees
- Application for initial training and issuance of an ID card for employees of external companies
- Application for vehicle entry permit and issuance of ID card/notification of change of registration number
- Information on the processing of personal data (included in all entry/access requests)
- Affidavit regarding the loss or damage of an SPOLANA s.r.o. employee ID card/external company employee ID card - template

Appendix No. 7 - Application for an excursion to SPOLANA s.r.o.

Appendix No. 8 - Penalties for violating the regulations, principles, and rules of SPOLANA

s.r.o. Appendix No. 9 - Application for taking photos and video recordings on the premises of SPOLANA s.r.o.

Appendix No. 10 - Warning to vehicle drivers for violating internal rules on roads within the SPOLANA s.r.o. premises (sticker template)

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Basic division of the SPOLANA s.r.o. premises



1. Marking of entrances and access points to the Chemopark zone 2. Marking of the boundaries of the Chemopark zone

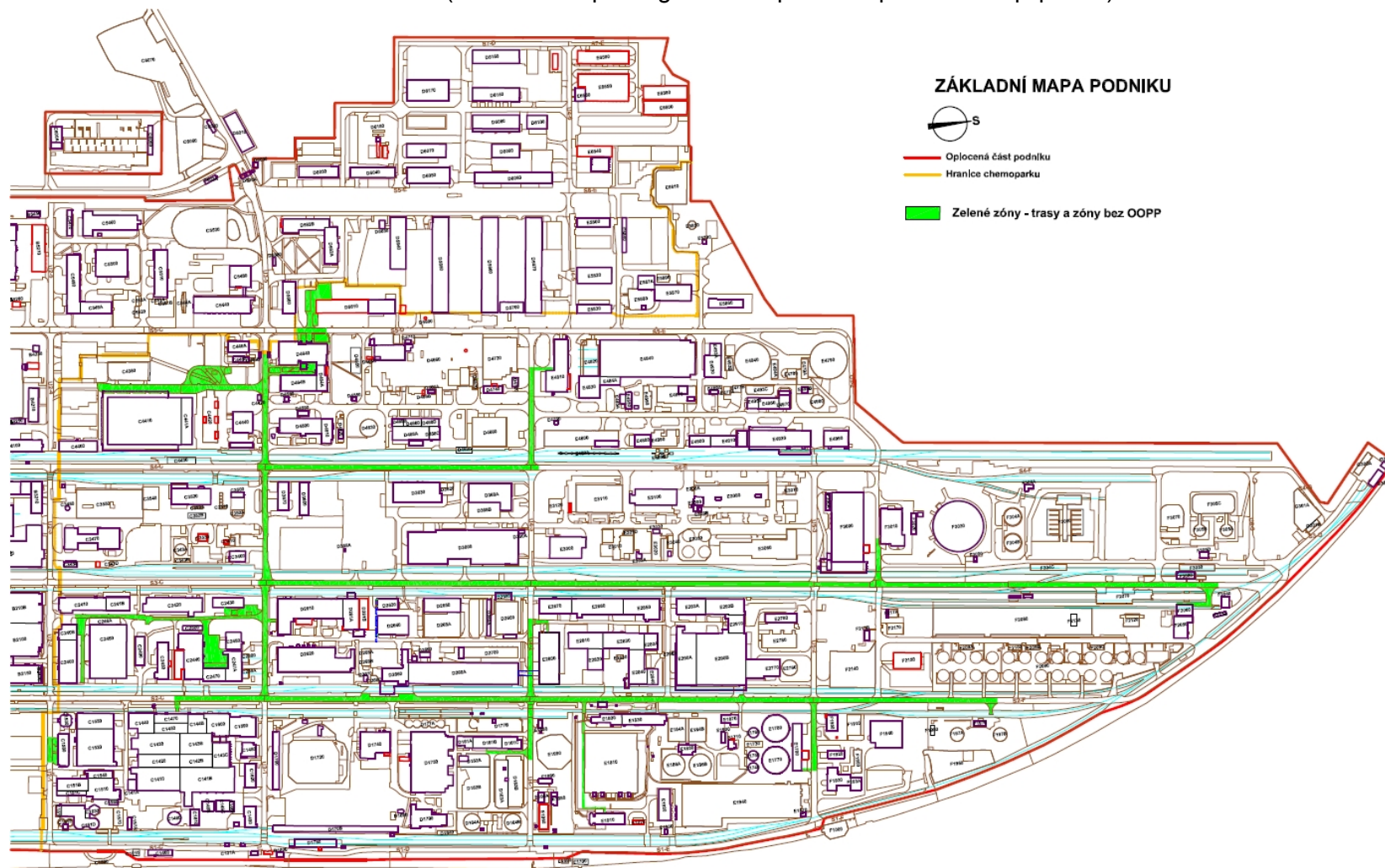


3. Marking the boundaries of the Chemopark zone

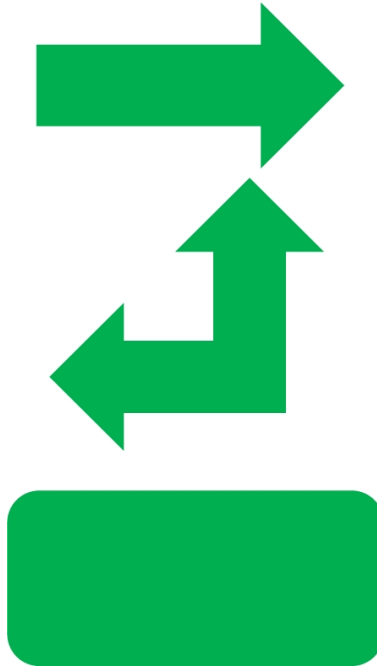


Basic map of SPOLANA s.r.o. with the so-called Green Zones marked

(corridors for passage without personal protective equipment)



Marking of Green Zones:



REGIME FOR DELIVERY/REMOVAL OF GOODS, MATERIALS AND OBJECTS PASSES

1 Procedure for external companies/entities entering the SPOLANA s.r.o. premises

- a) In cases where property belonging to an external company/entity is brought onto the premises of SPOLANA s.r.o., the company/entity shall submit two copies (original plus copy) of a list of items, tools, equipment, and supplies, including their production/registration numbers (if they have them), and a list of materials brought in for the event (not a pass).
- b) The OP employee will perform a random check of the materials and items according to the list, which they will confirm with a "VSTUP DO PODNIKU" (ENTRY TO THE COMPANY) stamp and allow entry to the SPOLANA s.r.o. premises. The original list will be stored at their workplace. The OP uses the lists to check the re-export of materials and items from the SPOLANA s.r.o. premises.
- c) For regular deliveries of the same material (e.g., tools) and its subsequent removal from the SPOLANA s.r.o. premises, persons may use the "Permanent Pass for Material" form (see sample in this appendix, page 5), which shall be confirmed by the signature of an authorized representative of the external entity. The inspection of the pass and the delivered material shall be confirmed by the signature of an authorized employee of the company's security service; for one-time passages, the "List of transported material" form shall be used.
- d) Passes are not issued for items assigned by the employer to its employees for the performance of work (laptop, camera, mobile phone, calculator, personal protective equipment) and for work documentation.

2 Termination of activities of an external company/entity on the premises of SPOLANA s.r.o.

- a) Upon termination of activities, the authorized employee of the external company/entity must return unused issued passbooks (see Chapter 3 of this Annex) to the client's department.
- b) The client is obliged to immediately notify the company security specialist and the SAR department of the termination of the contractual relationship with the external company/entity. The client is also entitled to issue a pass with two blue stripes for the balanced residual material of the external company/entity from the SPOLANA s.r.o. premises. The pass must be signed by an authorized employee of the client (their name must be printed) and confirmed by a company security employee.
- c) The removal of material from the SPOLANA s.r.o. premises is reported (depending on the specific situation) to the SAR department or the Investment department or the Divestic department.
- d) Upon departure, the employee of the external company/entity shall submit their copy of the list (see Chapter 1 of this Annex) or, where applicable, the pass for the residual material being transported, to the OP employee at the gatehouse for random inspection.
- e) The OP employee shall perform a random check of the transported material and items according to the list or the pass for transported residual material, confirm it with the stamp "LEFT THE PLANT"; 1 copy of the list shall be kept on file for possible inspection.
- f) If the remaining material needs to be transported by rail, the external company/entity shall request the provision of a rail car through the customer. The customer shall immediately notify the company security specialist of the time and place of loading. The company security specialist shall decide on the performance of a random inspection of the wagon at the place of loading by OP employees (other obligations under this directive remain unchanged).
- g) When transporting material by ship, the customer shall report the ship's mooring at the SPOLANA s.r.o. port (for loading) to the company security specialist or his designated representative, who shall decide on conducting a random inspection based on the relevant documents.

3 Issuing of passbooks

- a) External companies/entities that perform work and services for SPOLANA s.r.o. during the period specified in the contract shall be issued passes directly by the client (company department).
- b) External companies/entities that carry out their business activities in their own premises or leased premises on the premises of SPOLANA s.r.o. on the basis of a long-term contractual relationship shall be issued with pass blocks by an authorized employee of the Site Management department on the basis of a request from the external company/entity.

The external company/entity shall attach the following to the request:

- a sample (imprint) of the stamp that will be used on the passes issued
- list of persons authorized to issue and sign passes (including signature samples).
- If the application is submitted by an external company/entity on behalf of its subcontractors, it must prove that it has contractually obliged them to comply with these Pass Regulations (by providing a copy of the contract or a written statement).

In the case of a client/lessor other than the Site Management Department, the application must be confirmed by the relevant company client/lessor. The application is valid for the duration of the investment project/contract. However, no longer than until the end of the calendar year.

Pass blocks are issued by an authorized SAR employee based on requests from external companies/entities.

- c) Passes are issued to company departments (authorized employees) by an authorized SAR employee based on a request from the head of the department/plant.
An authorized employee of the Site Management department keeps a list of persons authorized to confirm passes for materials, including their signature samples. Sample list:

<i>First and last name, Job title Department SPOLANA s.r.o. / external entity</i>	Assigned identification number	Signature	Sample stamp	Availability Telephone
				Tel.: Mobile :

- d) Heads of company departments and external companies/entities shall designate persons authorized to sign passes and designate contact persons for matters relating to passes; they shall submit a list of these persons, including their signature samples, to the company security specialist, who shall ensure that they are forwarded to the OP and the Site Management department. Signature samples must be reviewed annually at the beginning of the year (no later than January 31) and immediately in the event of organizational or personnel changes, and forwarded to the company security specialist.
- e) The company security specialist shall keep the lists of persons authorized to sign passes for the duration of the authorization of the persons
/ employees and then for the necessary period (in accordance with the EU General Data Protection Regulation No. 2016/679 – GDPR and ORLEN Unipetrol Group Directive No. 076 Personal Data Protection).

4 Obligations of pass holders (i.e., authorized persons from SPOLANA s.r.o. and external companies/entities)

- a) They are responsible for securing pass blocks against misuse.
- b) They keep records of the issuance of passes in the form of copies of the passes. They are required to mark the first pages of the pass books and the pages of the passes with an assigned identification number.
- c) Passes and delivery notes for the passage of materials through the gatehouse must be filled in legibly with all the information according to the pre-printed form and these documents must be signed. The name of the approver must be written in block letters. The pass may only be approved by the signature of an authorized person listed on the list of signature samples submitted to the company's security specialist.
- d) Material passes and delivery notes for shipped goods must state the number of packages in which the goods are transported.
- e) The external company/entity must use only the pass books issued to it by a representative of SPOLANA s.r.o.
- f) If the pass is issued for Spolana material that will be returned to the SPOLANA s.r.o. premises (e.g., equipment taken for repair, material for performing tasks within the framework of cooperation, etc.), the second sheet of the pass (1st copy = delivery note) shall be used for this purpose, on which the OP employee shall mark the date and time of entry into the premises upon return. The issuer shall store the delivery note marked in this way together with the relevant record sheet.

5 Types of passes for materials and items (see page 4 of this annex for pass templates)

Type of pass	Purpose	Authorization to issue
Delivery note - pass through the gate of SPOLANA s.r.o.	for the dispatch of finished products of SPOLANA s.r.o. or other products of SPOLANA s.r.o. ^{a)}	Authorized employee of the Shipping Department (printout from ISDL, SAP systems – see process P-3.7 "Shipping")
Delivery note – pass through the factory gate EXTERNAL COMPANY	sale of production by an external company with permanent headquarters on the premises of SPOLANA s.r.o.	external company authorized persons (according to paragraph 3d) and chapter 10 of this annex)
Note: For a complete overview of accompanying documents for loaded goods, see process P-3.7 "Expedition Implementation."		
Material pass – SPOLANA s.r.o.		
- with a green stripe	- transfer of material between SPOLANA s.r.o. and a separate workplace, between SPOLANA s.r.o. and other companies/entities ^{b)} - dispatch of finished products SPOLANA s.r.o. (if necessary, to the delivery note) - transport of category O and N waste (other and hazardous), in the case of transport in containers, including the number of containers ^{c)}	- by authorized employees -employees of the Investment Department for external suppliers of investment construction -authorized SAR employee and plant manager or employees authorized by him -plant manager or employees authorized by him
Material pass – external companies/entities		
- with two blue stripes	transfer of materials and items of external companies / entity	authorized persons defined in the list submitted to the company's security specialist, authorized employee of the SAR department

- with a green stripe	- transport of category O and N waste (other and hazardous), in the case of transport in containers, including the number of containers ^{c)}	- designated representative of an external company/entity
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- a) In exceptional cases where the customer does not collect the entire quantity specified in the delivery note at once, but collects the remainder immediately, a green-striped pass may be used as a valid document for passing through the gate (the delivery note is valid on the date of issue, the pass is valid on the date of issue).
- b) For the removal of metal waste or dismantled equipment, see Chapter 8 of this Annex.
- c) Green-striped passes are not issued for the removal of municipal waste and sorted paper and plastic from municipal waste.

6 Passport records

- a) Before assigning a pass book, an authorized employee of the client/Facility Management Department shall mark the first page of the pass book with an identification number (specifying the pass user) and subsequently keep verifiable records of their issuance; The holders of pass blocks who have taken them over are responsible for marking the other pages with an identification number in accordance with Chapter 4 of this Annex.
- b) Passes collected during checks at the gatehouse shall be handed over by the OP manager to the company's security specialist by the 5th day of the following month. The issuer shall store copies of passes sorted by registration numbers/date of issue in groups by month and year; if the item has been returned, the relevant delivery note (1st copy of the pass) confirmed by the company's security shall be attached to the copies of the passes. Passes shall be stored for at least 1 year.
- c) Storage of passes:
- The original pass is taken over and recorded by an OP employee at the gatehouse.
 - The first copy (delivery note) remains with the carrier as a document, or with the issuer for record-keeping when the material is returned to the SPOLANA s.r.o. premises.
 - The second copy (record sheet) remains in the issuer's records.

7 Validity and cancellation of passes

- a) The pass is valid only on the day of issue.
- b) If the holder of the pass booklets does not use the relevant pass for any reason after filling it out (even incorrectly), they must file it in the records in all copies with the note "CANCELLED".

8 Metal waste and dismantled equipment removal schedule

- a) Metal waste and dismantled equipment may only be removed via gate no. 4 from Monday to Friday.
- b) Extraordinary loading and removal outside the specified times is only possible after prior agreement with authorized employees (contact employee – see section 8.1 / authorized employee of the department where the loading will take place).
- c) The removal of all metal waste and dismantled equipment owned by SPOLANA s.r.o. must be carried out through the company scrap yard (workplace within the Site Management department).
- d) The removal of metal waste owned by external companies/entities is carried out in such a way that the companies contact the authorized employee of the Site Management department, who checks the load (the material they want to remove), that there is a valid document of ownership of the metal waste, and confirms their pass. The proof of ownership of the metal waste is stored with a copy of the pass.
- e) Dismantled equipment and metal waste generated during investment projects always remain the property of SPOLANA s.r.o.
- f) Dismantled equipment and metal waste related to divestment projects – if owned by an external company/entity (as specified in a specific contract), passes are issued by the contractor; if owned by SPOLANA s.r.o., passes are issued by an authorized employee of the Divestic department.

8.1 Control activities during the removal of metal waste and dismantled equipment

- Contact employees (authorized employees of the Site Management) and OP staff have the authority to perform inspections. An authorized SAR employee updates the list of contact employees and contact telephone numbers. This list is available at SPOLANA s.r.o. at W:\SAR\kontaktni_pracovnici.doc.
The contact employee must always confirm the removal on the pass (if there is no confirmation from the contact employee, the loaded vehicle will not be allowed to leave the SPOLANA s.r.o. premises).
- The relevant managers, foremen, plant engineers, and other authorized employees of SPOLANA s.r.o. departments (whose competence includes the relevant loading site) and OP employees have the authority to inspect during loading.
In the event that
 - the procedure specified in paragraphs 8.2 and 8.3 is not followed, or
 - the loading vehicle on which the loading is carried out does not have the document referred to in paragraph 8.2, or
 - the loading vehicle on which the loading is being carried out is located in an area other than the designated loading area,

the inspecting employee, in cooperation with the company's security (or other departments or persons authorized to carry out inspections), may request that the contents of the vehicle be inspected and unloaded at the carrier's expense.

8.2 Road vehicles: Loading and transport – requirements for a pass for the transport of metal waste and dismantled equipment

The pass for the transport of material issued in accordance with Chapter 3 of this Annex must be prepared by the authorized employee organizing the loading at the loading site before the start of loading so that, after completion of loading and confirmation by the contact employee (see paragraph 8.1 of this Annex), the load can immediately leave the premises of SPOLANA s.r.o. (no later than 30 minutes after the end of loading).

To ensure the easiest possible inspection, the following information must be included on the pass:

- the name of the external company/entity or department of SPOLANA s.r.o. for which the loading is being carried out,
- the name of the external company/entity or department of SPOLANA s.r.o. performing the loading,
- loading location (number from the SPOLANA s.r.o. object system; if no number has been assigned to the given space, then the number of the nearest object or area),
- loading method,
- start time and estimated end time of loading.

The above information shall be reported by the employee organizing the loading to the contact employee (for the list of contact employees, see section 8.1 of this annex) before loading takes place, who shall check the information against the data specified in the pass. This information shall then be communicated (after loading is completed) by the contact employee to the company security.

After loading is completed, the relevant contact employee shall confirm the pass with their signature and indicate the actual time of completion of loading, on the basis of which the vehicle/railway wagon will be allowed to leave the premises of SPOLANA s.r.o.

When a loaded road vehicle leaves, the company security also checks the time of completion of loading indicated by the contact employee. If the delay between the end of loading and passing through the gatehouse is longer than 30 minutes, the company security is authorized to further (repeatedly) verify the load in accordance with this directive (i.e., have the load unloaded and checked).

8.3 Railway: Loading and transport – requirements for a permit to transport metal waste and dismantled equipment

When using rail transport, the procedure is similar to that described in section 8.2, with the detailed procedure being determined on a case-by-case basis in cooperation with authorized employees and the OP.

9 Postal shipment transport regime

No passes are issued for postal items addressed to SPOLANA s.r.o. or sent by SPOLANA s.r.o.

Authorized employees of the company's security service providing postal services for SPOLANA s.r.o. on a contractual basis are responsible for the accuracy of records and inspection of postal items (see S-3.12.1 "Records").

10 Procedure for the removal of products manufactured by external companies based at the SPOLANA s.r.o. premises

A valid document for the passage of products sold by an external company from the SPOLANA s.r.o. premises is a delivery note (a template is available at the reception desk no. 4), which is issued by an authorized person of the relevant company, or a pass with two blue stripes (see Chapter 5 of this Annex).

The validity of the delivery note is confirmed by the authorized representative of the relevant external company with their signature according to the signature specimen and the following stamps:

company stamp	"Shipping" stamp	"Gate Pass" stamp
---------------	------------------	-------------------

The customer's or carrier's driver shall legibly write their full name in block letters in the "Received goods" section of the delivery note and sign it. In the "RZ" section, they shall enter the registration number of the vehicle with which they are transporting the goods from the SPOLANA s.r.o. premises.

11 Pass samples

[illegible][illegible]

TRVALÁ PROPUSTKA NA MATERIÁL

Vozidlo - typ:

SPZ: **Řidič:**

Firma: Vystaveno dne:

[illegible]

Podpis pověřeného zástupce provozu/firmy:
(včetně razítka)

Zkontrolováno ostrahou:
(razítko a podpis)

Datum: **čas**

SPOLANA s.r.o., Neratovice

Vehicle entry permit
(VJPOVDET_B)

Identifier:

Tuzemsko		Tuzemsko - ADR		Export		Export - ADR	
----------	--	----------------	--	--------	--	--------------	--

Arrival, Day/Time:

License plate

number: TEST

Carrier:

Entry, Day/Time:

Zsilkai K

ftidiC:

Passenger:

Purpose of

entry:

Handling area!

Driver's statement:

By signing this document, I confirm that I have been familiarized with the route to the handling site and with "Safety instructions for persons entering, driving, and moving around the SPOLANA a.s. premises." I undertake to comply with these instructions.

Borrowed PPE:

OP (passport):

OP (passport):

Signature of the borrower

Protective helmet

Safety goggles

Submit this **form** for recording and documentation, which is part of the shipment to **the handling (loading) site**, or in the case of Otvaru Expodice, and hand it over to **the company's employees** when leaving **the company premises**.

Číslo kontraktu:

Příjemce:

Delivery

Quantity

(prázdný)

Šarže

Signature of the handling facility employee /
Shipping:

Signature of the employee of the customs clearance office:

Signature of the company's security guard;

List of required documents and
important information (for free movement
of goods)

Issued
by:

dodací listy

propustka branou

nákladní list

cevní faktura

cevní doklad

certificate of origin of goods

osvědčení o kvalitě (atest)

on n p o p p v u n pe e

jiné

The goods and documents were accepted without defects
(submitted):

All documents relate to the information provided above.

SPOLANA s.r.o., Neratovice

Vehicle entry Permit
(VJPOVDET_8)

Identifier:

Domestic - ADR

p

Export - ADR

Arrival, Day/Hour:

Entrance, Day/Hour.

Truck place: TEST

CZ

Consignment: K

Forwarder:

Driver: Passenger:

ID (Passport): ID (Passport):

Reason for entry:

(UN)Dading:

Driver's declaration:

I hereby declare that I have been informed about the route to the (un)loading place, including the "Safety instructions for persons entering and moving in the area of SPOLANA a.s.". I commit myself to follow these instructions.

Loan of PPE:

Driver's signature

Safety helmet

Safety glasses

This form is used to record the documents that are part of the shipment to the (un)loading place or the Expedition department and to hand over to the security guard when you leave the company.

Signature of (un)loading place employee/Expedition:

Signature of Dispatching employee:

Gonvac+no.:

Gocel\$net

Delivery

Quantity Material

Batch

(empty)

Signature of Security guard:

List of delivered documents:

Issued by:

Weighing list (for bulk goods)

Delivery notes

Entry permit

Loading list

Custom Invoice

Custom document

Certificate of Origin

Quality Certificate (atest)

Checklist for dangerous goods transport

other

Documents and goods accepted without delay (signature):

All signatures are subject to the above information.

SPOLANA s.r.o., Neratovice

VEHICLE FOR LOADING
t(JPOVDET_8)

Number:

Inland	☐	Inland - ADR	☐	Export	☐	Export - ADR	☐
--------	--------------------------	--------------	--------------------------	--------	--------------------------	--------------	--------------------------

Arrival - Day, Hour:

Arrival - Day, hour:

Identification TEST
of the vehicle: Freight
forwarder:

en

Consignment: K

Name of driver: Name of
passenger:

OP (passport)!

ID (passport)!

Purpose of entry
Handling point:Confirmation of familiarization with the instructions for loading and with the "Safety regulations
for work within the premises of Spolana hleratovice, a.s."
Issuance of protective equipment:

Safety helmet

Safety goggles

Driver's signature

The form for registering documents shall be handed over to the members of the security guard at the place of
handling (verification) or at the dispatch department, and shall be handed over to the members of the security
guard when leaving the premises.

Vertao No.EmDf4noer No.Lieferung Nr.Quantity MmwNIcharoe

(empty)

Signature of the handling point / dispatch:

Signature of the customs office:

Signature of the member of the plant
security:

DOCUMENTS RELATED TO THE TURN:

Issued:

Birth certificate - loose documents

Versandschein

et a s c e n e o u

FrachtbriefZollrechnungZolldokumentUrsprungsbescheinigungQualitätsbescheinigung (Attest)Kontrollzettel für gefährliche Wareanders

Documents and goods without defects accepted (signature):

Aile Unterschtm« »ezfehen sich an die oben genannte Informationen,

SAFETY INSTRUCTIONS FOR PERSONS ENTERING, DRIVING INTO, AND MOVING AROUND THE PREMISES OF SPOLANA s.r.o.

(A6 format brochure)

BEZPEČNOSTNÍ POKYNY PRO OSOBY VSTUPUJÍCÍ, VJÍŽDĚJÍCÍ A POHYBUJÍCÍ SE V AREÁLU SPOLANA s.r.o.	V CELÉM AREÁLU PODNIKU PLATÍ: - Zákaz kouření (včetně elektronických cigaret) a používání otevřeného ohně mimo vyhrazená místa. - Zákaz používání mobilních telefonů v místech označených tabulkou „Nebezpečí výbuchu“ a „Zóna“ 0, 1, 2, 3, 20, 21, 22“ (dle ČSN 33 2030) - Zákaz požívání alkoholu, drog, omamných a psychotropních látek, zákaz vstupu osobám pod vlivem alkoholu, drog, omamných a psychotropních látek. - Zákaz používání, držení nebo skladování střelných a bodných zbraní. - Zákaz použití kamer, fotoaparátů a dalších snímacích zařízení.
PŘI POHYBU PO AREÁLU PODNIKU: Na komunikacích v areálu podniku platí pravidla jako na veřejných komunikacích. Dodržujte nejvyšší povolenou rychlost 30 km/h. Při odstavování vozidel dbejte na zachování volného průjezdu, neparkujte pod nadzemními rozvody (potrubní mosty). Pro jízdu na cílové pracoviště použijte nejkratší cestu. Po příjezdu nahlase svou přítomnost neprodleně navštívené osobě. Každou dopravní nehodu, která se stane v areálu podniku, oznamte na Operační středisko HZS - tel. 315 662 555. Dodržování uvedených zásad a pravidel je kontrolováno zaměstnanci Ostrahy podniku a útvaru Bezpečnosti práce.	VYBRANÉ CHEMICKÉ LÁTKY VE SPOLANĚ Čpavek (NH₃): Bezbarvý plyn se silně čpavým, štiplavým, dráždivým zápachem. Chlor (Cl₂): Nažloutlý až nazelenalý plyn s pronikavým zápachem. Chlorovodík (HCl): Bezbarvý, štiplavý, velmi agresivní a korozivní plyn. Oxid siřičitý (SO₂): Bezbarvý, štiplavě páchnoucí plyn. Oxid uhličitý (CO₂): Bezbarvý plyn bez zápachu. Vinylchlorid (C₂H₃Cl): Hořlavý bezbarvý plyn s nasládlým zápachem. Vodík (H₂): Extrémně hořlavý bezbarvý plyn lehčí než vzduch, bez zápachu. Zemní plyn (CH₄): Hořlavý plyn lehčí než vzduch, odorizován zápachovými látkami.

PŘI POHYBU PO AREÁLU PODNIKU:

Označení vstupů / vjezdů a hranice zóny „Chemopark“

OSOBY JSOU POVINNY PŘI OPUŠTĚNÍ VOZIDLA TRVALE POUŽÍVAT:

- OCHRANNOU PŘÍLBU
- OCHRANNÉ BRÝLE
- OCHRANNÝ PRACOVNÍ ODĚV
- PRACOVNÍ OBUV

**V PŘÍPADĚ NOUZE VOLEJTE:**

150
315 662 222 (z pevné linky ve SPOLANA s.r.o.)



155
315 662 233 (z pevné linky ve SPOLANA s.r.o.)



315 662 555
315 662 585

POSTUP PŘI VZNIKU HAVARIJNÍ SITUACE:

- Opusťte navštívená pracoviště dle dispozic pracovníka zodpovědného za dané pracoviště.
- Areál podniku pak opusťte cestou určenou zodpovědným pracovníkem pracoviště.

- Dodržujte pokyny hasičů a pracovníků Ostrahy podniku jestliže dojde k požáru, plynovému poplachu, či jinému ohrožení.
- Řiďte se pokyny závodního rozhlasu.

- ////// CHEMOPARK
- ////// Komerční zóna
- VSTUP DO AREÁLU - Vrátnice a recepce
- VSTUP DO CHEMOPARKU - Vrátnice č. 5
- P PARKOVIŠTĚ - osobní auta
- ÚNIKOVÝ VÝCHOD



EVAK-1	A6000
EVAK-2	C5530
EVAK-3	D6050
EVAK-4	B5100
EVAK-5	B3280
EVAK-6	B116B
EVAK-7	C3400
EVAK-8	E3000
EVAK-9	F3000



VSTUPNÍ / ZÁKLADNÍ ŠKOLENÍ

Zaměstnavatel (firma)

[illegible]

OSTATNÍ ŠKOLENÍ

[illegible][illegible]

**Porušení uvedených ustanovení je důvodem k
uplatnění sankcí, včetně zamezení vstupu do
areálu SPOLANA s.r.o.**

Spolana


Responsible Care®
OUR COMMITMENT TO SUSTAINABILITY

Více na:
<http://bit.ly/spolana-legislativa>



RECORD OF TRAINING FOR TRUCK CREW



SPOLANA s.r.o.
277 11 Neratovice

Record of training for truck crew **)

Vehicle:	Carrier (name)
License plate	
Destination (plant, department, external company, or person)	Purpose:
	loading, unloading, other*)
First name, last name:	ID card/passport number
Driver:	
Co-driver:	
Trained for a period of (max. 1 month):	Stamp and signature of handling location:
FROM: TO:	

*) - delete as appropriate

**) To be handed in when leaving the premises of SPOLANA s.r.o.!

I confirm that I have read the "Safety Instructions" for drivers when entering, leaving, and moving around the company premises, and I declare that I will comply with these instructions.	I confirm that I am familiar with the "Security rules" for drivers concerning driving in, driving out, and moving around the factory area, and I declare that I will follow these rules.	I confirm that I am familiar with "Safety instructions" for drivers when entering, exiting, and moving around the factory premises and declare that I will follow these instructions.
--	--	---

Signature of the check-in desk employee

Driver's signature

IDENTIFICATION CARDS, APPLICATION FOR THE ISSUANCE OF AN IK, APPLICATION FOR VEHICLE ENTRY PERMIT, AFFIDAVIT OF LOSS OF IC

Identification cards are used to enter the premises of SPOLANA s.r.o. Neratovice, to monitor the presence of persons and vehicles on the premises, and to record the working hours of SPOLANA s.r.o. employees.

1 EXPLANATION OF TERMS AND ABBREVIATIONS RELATED TO IDENTIFICATION CARDS

Identification card – a contactless card used to record persons with the necessary data and photograph of the person and to record vehicles on the premises of SPOLANA s.r.o. The types of identification cards are listed in this appendix in section 8.2.2.

single-use identification card – a card authorising single-use entry (access) to the SPOLANA s.r.o. premises without individual assignment to a person or vehicle

Permanent identification card – a card that is permanently assigned to a person or vehicle.

Card Center employee - ORLEN Ochrona Sp z.o.o. employee (Company Security), providing SPOLANA s.r.o. with initial training, ID card management, and a collection point (accepting cash payments - refundable deposits - for ID cards and cash payments for damaged or lost ID cards) on a contractual basis; an agreement on responsibility for the values entrusted for settlement has been concluded with this employee for the above activities

IK - identification card

INFOS - computer application for recording persons and vehicles, enabling the use of identification cards

2 OBLIGATIONS OF CUSTOMERS

- a) The client is the head of the SPOLANA s.r.o. department (management levels N to N-2), or an employee authorized by him, or a responsible external person who arranges for another external company to perform work on the premises of SPOLANA s.r.o., or arranges for the rental of a building on the premises of SPOLANA s.r.o. to an external company.
- b) Clients who have entered into a contractual relationship with an external company are obliged to contractually bind this company to comply with the principles of IK use and the obligation to return IK upon termination of its activities on the premises of SPOLANA s.r.o. (on the day of termination of activities).
- c) The clients shall ensure that the application for initial training and entry to the premises (see chapters 3 and 4 of this directive) specifies the entity to which the loss or damage (malfunction) of the issued IKs can be invoiced, including all the information necessary for invoicing (company name, exact address, ID number, VAT number).
- d) The client, the Site Management Department, keeps records of tenants and companies based in its own buildings and, at least once a year, provides the Card Center employee with a list of external companies based in its own buildings or rented premises on the SPOLANA s.r.o. site. (based on a concluded contractual relationship) and shall keep the Card Center staff informed of any changes (in electronic form).

3 RECORDING OF IDENTIFICATION CARDS

- a) Once a year (usually in the fourth quarter), an employee of the Card Center checks the status of issued ID cards by reconciling lists of names with the responsible persons in the company departments and external companies/entities operating on the premises of SPOLANA s.r.o. External companies/entities receive a request from a Card Center employee (via the ordering parties) to send a list of names of persons and vehicles to which IKs have been issued and for which the external company/entity is interested in extending their validity. The ordering party or the relevant department of SPOLANA s.r.o. confirms the lists sent.
- b) The confirmed IK lists also serve as a request from external companies/entities for the extension of the validity of the IK for the following year. This applies only to personal IKs; **new applications must be submitted for vehicle IKs.**

4 REFUNDABLE DEPOSIT

SPOLANA s.r.o. will request in writing that external companies/persons pay a refundable deposit of CZK 250 per IK for the issued IK. The deposit is payable:

- within 14 days of the date of the request for the issuance of an IK – in the form of payment of an advance invoice (see below), or
- immediately in cash (especially for companies that enter the SPOLANA s.r.o. premises only for a short-term contract).

The cash deposit is collected by an employee of the Card Center in accordance with point 7.2 of this annex; for the return of the deposit, see point 6.2 of this annex.

4

4.1.7

In the event of a delay by an external company in paying the refundable deposit, SPOLANA s.r.o. is entitled to block the access card issued to the external company and prevent its employees from entering the premises of SPOLANA s.r.o., or even subsequently withdraw from the contract to which the issue of the access card relates. If SPOLANA s.r.o. exercises its right under the previous sentence, any claims by the external company for compensation for damage incurred for this reason are excluded.

For both forms of deposit payment, the external company is obliged to provide the Card Center employee with the number of its account to which the deposit will subsequently be returned.

In the case of payment of a refundable deposit in the form of an advance invoice:

- The Card Center employee will prepare a written request to the external company to pay the refundable deposit in the appropriate amount and will ensure that the request is approved (by the signature of the customer).
- An employee of the Card Center will process a request in the "IK Invoicing" database to issue a pro forma invoice for the payment of the relevant refundable deposit for the external company and submit it to the customer for approval (signature).
- The customer will then ensure that the signed request for the issuance of an advance (pro forma) invoice is forwarded to the Financial Accounting Department.

If the inventory of issued ICs reveals that the refundable deposit has not been paid by an external company or is currently insufficient, the Card Center employee shall proceed in the same manner.

If the deposit is not paid on time, the customer shall forward this information to the Card Center employee, who shall then issue a payment reminder and take any further steps as necessary.

5 DAMAGE OR LOSS OF IDENTIFICATION CARD

5.1 Reporting damage/loss of an identification card

The holder of a personal identification card or vehicle identification card is obliged to report its loss or destruction immediately to a Card Center employee in person, by telephone at 315 665 006, or by e-mail at karetni.centrum@spolana.cz.

At the same time, they shall deliver a completed "Affidavit of Loss or Damage to SPOLANA s.r.o. Employee ID Card/External Company Employee ID Card" (see this appendix, pages 11-12 for a sample); a template for this affidavit is available:

- for SPOLANA s.r.o. employees – on the company network in the directory W:\OI_FORMS\1ztráta1_zaměstnanec SPOLANA.dot
- for external employees – on the company network in the directory W:\OI_FORMS\1ztráta2_externí zaměstnanec.dot, on the Spolana website at <https://www.spolana.cz/CZ/SluzbyAAreal/Stranky/Formulare-a-informace-ke-stazeni.aspx>, or the form is available from an employee of the Card Center.

The Card Center employee will immediately block the ID card to prevent its misuse.

In the event of damage, the holder shall return the identification card to a Card Center employee, who shall confirm with their signature on the "Affidavit" that they have been informed of the loss (damage).

5.2 Payment and issuance of a new ID card

For a lost or damaged ID card, the person or external company is obliged to pay SPOLANA s.r.o.

Exceptions are cases where the damage to the ID card was demonstrably not caused by the actions of the person, or if the ID card becomes inoperable due to mechanical damage after 4 years from the date of issue to the person (the minimum physical life of the ID card is set at 4 years).

If it is found that the holder has not reported the loss or destruction of the card, their superior/employer in the case of external companies will be notified of this fact. Failure to report will be considered a breach of site security and employees will face penalties in accordance with section 9.2 of this directive and Annex 8 to this directive.

- SPOLANA s.r.o. employee – the original "Affidavit" (see section 4.1) shall be handed over to the Card Center employee, who shall add their signature and forward the Affidavit to the payroll accountant (i.e., an employee of the HR department of ORLEN Unipetrol RPA, which provides payroll accounting services to SPOLANA s.r.o. on a contractual basis), who will sign the form and ensure that the deduction from the employee's salary is made (the payroll accountant will keep a copy of the "Affidavit"); the employee shall deliver the original "Affidavit" signed by the payroll accountant to an employee of the Card Center, who shall issue a new IK and retain the original "Affidavit").
- External employee – submit the original "Affidavit" (see section 4.1) to a Card Center employee and pay a fee of CZK 250 for the loss/damage of the IK; The Card Center employee will issue a new ID card and a cash receipt to this person (see Chapter 7 of this appendix for the procedure), make the necessary entries in the INFOS information system, and file the original "Affidavit" and a copy of the cash receipt.

6 RETURNING IDENTIFICATION CARDS

6.1 Termination of employment / activity of an external entity

Upon termination of employment at SPOLANA s.r.o., **the employee of SPOLANA s.r.o.** is obliged to return the issued Identification Card(s). The Card Center employee will then ensure the termination (blocking) of the card(s)/person in the INFOS system.

External companies are required to collect ID cards from their employees and subcontractors upon termination of employment or cessation of activities on the premises of SPOLANA s.r.o. and return them no later than the date of termination of activities on the premises of SPOLANA s.r.o. (to employees of the Card Center or directly to the client) in the case of a contractual relationship with an external client. Identification cards can also be handed in to company security staff at the gatehouses when leaving the SPOLANA s.r.o. premises.

6.2 Financial settlement for identification cards

After all ID cards have been returned by the company or based on an annual check of the status of issued ID cards, an employee of the Card Center will prepare the documents for the settlement of mutual obligations (including the refundable deposit paid by the external company).

- **Identification cards were returned by an external company/person:**
 - The deposit is returned by bank transfer after an employee of the Card Center verifies with the Legal Department of SPOLANA s.r.o. that the deposit can be returned and that the external company/person has no other outstanding obligations to SPOLANA s.r.o.
 - The Card Center employee then passes this information on to the client, who prepares a written request to the authorized employee of ORLEN Unipetrol RPA s.r.o. (providing financial services to SPOLANA s.r.o. on a contractual basis) to make a bank transfer to the account of the external company/person.
- **If the identification cards were not returned by the external company** after completing work on the premises of SPOLANA s.r.o., or if **differences are found in the inventory of issued ID cards**, payment for the unreturned cards is made:
 - Transfer from the refundable deposit to the issued IK (reduction of the deposit by CZK 250 per IK for unreturned or lost cards). An employee of the Card Center will issue a request from the "IK Invoicing" database (in Lotus Notes) to issue an invoice to an external company for a reduction of the refundable deposit by CZK 250 for each unreturned or lost IK (invoice marked "DO NOT PAY"). The request for invoicing is approved by the signature of the customer and delivered to the Centralized Invoicing department. The customer then prepares a written request to the authorized employee of ORLEN UNIPETROL RPA s.r.o., who provides financial services to SPOLANA s.r.o. on a contractual basis, requesting the transfer of the corresponding amount from the refundable deposit to account 50905. The client shall approve the request by signing it and sending it in electronic form to the authorized employee of ORLEN UNIPETROL RPA s.r.o.
 - Invoicing of the amount for unreturned or lost IK (if the refundable deposit does not cover the costs of IK)
An employee of the Card Center will issue a request from the "IK Billing" database (in Lotus Notes) to issue an invoice for incidental sales in the amount of CZK 250 for each unreturned or lost IK, the cost of which is not covered by the current amount of the refundable deposit. The request for invoicing is approved by the signature of the customer and delivered to the Financial Accounting Department. The invoiced amount is revenue for center 50905.

7 ADDITIONAL OBLIGATIONS OF THE COMPANY'S SECURITY SERVICE REGARDING IDENTIFICATION CARDS

In addition to the above obligations, the company security service performs the following activities:

7.1 Purchase and registration of identification cards

- The purchase of blank identification cards is handled by the Company Security Coordination Department (through the purchasing department of ORLEN Unipetrol RPA s.r.o. in accordance with ORLEN Unipetrol Group Directive S501 "Purchasing") based on a request from an employee of the Card Center (Company Security).
- The Card Center employee keeps operational records of ID cards for persons and vehicles (no record of ID card issuance is made in the SAP information system).

7.2 Collection and disbursement of cash (refundable deposits, fees for loss/damage to IK)

- An employee of the Card Center is authorized to collect cash on behalf of SPOLANA s.r.o. from external companies/entities (operating on the premises of SPOLANA s.r.o. on a contractual basis) when a refundable deposit is paid (and subsequently return it) and a fee for loss/damage to IK (both in the amount of CZK 250 per IK).
- The Card Center employee must have an agreement with their employer regarding responsibility for the aforementioned cash receipts. This agreement regarding responsibility and the Card Center employee's signature sample must be stored in the SPOLANA s.r.o. cash register.

- Cash receipts with the requisites specified in Act No. 563/1991 Coll. on Accounting (as amended) shall be obtained from the person authorized to operate the company cash desk of SPOLANA s.r.o. (i.e. from the head of the insurance department of ORLEN Unipetrol RPA s.r.o., who is responsible for the operation of the SPOLANA s.r.o. company cash desk, or from her representative – the head of the SPOLANA s.r.o. executive office); the authorized OP employee will confirm receipt with their signature.
- Upon receipt of cash, the Card Center employee shall fill in and sign a cash receipt, the original of which shall be handed over to the payer, and a copy shall be kept on file.
- Individual receipts are recorded by the Card Center employee in the "cash book" (template):

Date	Number Document	Contents of entry	Receipts		Expenses		Balance		Note
			CZK	h	CZK	h	CZK	h	
Converted:									
Converted									

- The Card Center employee is required to store the cash received in a lockable cash box in a lockable room.
- Once a month, the Card Center employee shall issue a cash receipt in their name for the amount corresponding to the cash received in that month, hand over the cash received together with this receipt and a copy of the cash book to the person authorized to operate the SPOLANA s.r.o. company cash register and at the same time submit the original cash book to them. The person in charge of operating the SPOLANA s.r.o. company cash register shall confirm receipt of the cash with a "PAID" stamp and their signature on a copy of the aforementioned cash receipt (the copy of the receipt becomes part of the cash book). This procedure shall also be used if it is necessary to hand over the cash received outside the regular monthly interval.
- The employee of the Card Center shall hand over the collected cash to the SPOLANA s.r.o. cash register no later than the last working day of the month; at the end of the year, no later than December 20.

8 USE OF IDENTIFICATION CARDS

8.1 Identification cards

Documents and types of identification cards for identifying persons and vehicles are listed in section 8.2.2 of this appendix.

Identification cards assigned to persons are non-transferable and may not be lent to another person – the person is obliged to ensure that the IC assigned to them is not damaged, lost or misused!

Violation of this provision constitutes a particularly gross violation of the obligations related to the work performed.

Misuse of an ID card is considered to be its use, even through negligence, contrary to the purpose for which it was issued, or leaving an ID card with an unauthorized person for the purpose of entering the premises of SPOLANA s.r.o., or any other use of an ID card or allowing such use, even through negligence, contrary to the purpose for which it was issued.

Withdrawal from the contract or other sanctions are within the competence of the client of the external company – in the event of misuse of an IK issued to an external company/person, SPOLANA s.r.o. is entitled to impose a financial penalty on that external company/person (see this directive, Chapter 9 and Annex No. 8); This does not affect SPOLANA s.r.o.'s right to full compensation for damages incurred as a result of the misuse of the ID card.

8.2 Obligation to attach the identification card to the scanner

Each identification card issued for a person or vehicle must be placed separately on the scanner/reader.

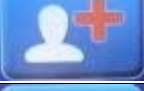
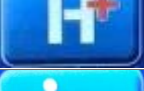
When entering or leaving through gates 3 and 4, simply place the card on the scanner/reader – the turnstile will open, and there is no need to press any button (icon).

Sensors with specially adapted functions (so-called home readers) are designated for recording arrivals and departures for the purposes of recording working hours.

Persons and employees of SPOLANA s.r.o. are required to place their identification card on the scanner (reader):

- **when entering and leaving the SPOLANA s.r.o. premises** (gatehouses no. 3 and 4)
- **when entering and leaving Chemopark** (gatehouse no. 5)
- **SPOLANA s.r.o. employees** are also required to record their arrivals/departures to/from work on "home readers." Using the appropriate buttons (icons) on these readers, they also record their departure from and return to the workplace when leaving for lunch, to see a doctor, on sick leave, on vacation, on a business trip, for work-related purposes, and when leaving and arriving at/from authorized smoking areas. These obligations and an overview of home readers are listed in S-3.8.8 "Labor and wage issues," in Appendices 3 and 7;
- **persons who have multiple employment relationships/activities** with companies operating on the premises of SPOLANA s.r.o. or for SPOLANA s.r.o.:
if the performance of the activity follows working hours in another employment relationship or similar activity, the person is obliged to end one working period by attaching the relevant IK to the scanner of the so-called home reader when passing through the turnstile (mark the end in the INFOS system) and passing back through (or passing through another home reader if the activity is performed at another workplace) mark the second IK to start the second working time.

8.2.1 Types of buttons for marking arrivals and departures on scanners (readers):

Purpose of arrival/departure	Button (icon)		
Working hours			
Business trip			
Lunch			
Doctor			
Vacation			
Illness			
Out on business – travel for work purposes (e.g., to/from STO), to the emergency room		This button can be accessed using the arrows:	 
Passage to other paid obstacles (paid compensation)		This button can be accessed using the arrows:	 

At SPOLANA s.r.o. gates: After placing your IK card, you must pass through the turnstile immediately. Repeated placement will be evaluated by the INFOS system as an error.

The IK card cannot be presented repeatedly if the green LED on the sensor is lit or the "O.K." sign is lit (on the sensor with a display) – the INFOS system has already recorded the arrival and is waiting for physical passage through the turnstile.

8.2.2 Types of documents authorizing entry/access to the SPOLANA s.r.o. premises

Document – issued by the company's security service:	Authorizes access to the SPOLANA s.r.o. premises:
Identification card (personal) with necessary details and photograph of the person	to enter the premises
Vehicle ID card	for permanent entry to the premises (to the Commercial Zone / CHEMOPARK Zone)
Identification card "Accompanied visitor"	for entry to the premises, accompanied by the person being visited
Single-use "Passenger vehicle entry" card + single-use "Vehicle Entry Permit", after signing the "Safety Instructions" (see Appendix 4)	for one-time entry by passenger car to the Commercial Zone; accompaniment by the visited person is required by the person being visited
One-time card "Entry of a passenger vehicle into the CHEMOPARK zone" + one-time "Vehicle entry permit", after signing the "Safety Instructions" (see Appendix 4)	for one-time entry of a passenger car into the CHEMOPARK zone; must be accompanied by the person being visited
One-time card "Entry of a truck" + one-time "Vehicle Entry Permit" (see Appendix No. 3), after signing "Safety Instructions" (see Appendix No. 4) *); at gate No. 4, the card is placed on the scanner by a company security employee	for one-time entry of a truck into the entire premises for the purpose of loading/unloading goods
One-time card "Truck Entry" + "Vehicle Crew Training Record" (see Appendix No. 5), after signing the "Safety Instructions" (see Appendix No. 4) *); at gate No. 4, the card is placed on the scanner by a company security employee	for one-time entry of a truck into the entire premises for the purpose of unloading goods
"Permission to ride a bicycle/scooter on the premises of SPOLANA s.r.o."	for entering the premises by bicycle/scooter (see B-3.16.12)

*) "Safety instructions" are available in the necessary language versions at the check-in desk and at reception; external persons must carry this brochure with them (with the training pages completed).

8.3 Editing attendance in the INFOS system

The system allows changes (corrections) to be made to the time of passage, reason for passage, and the addition or deletion of passage data. Manually edited items are highlighted, and the original data is permanently displayed at the bottom of the window (for verification).

The following persons are authorized to edit the attendance of SPOLANA s.r.o. employees:

- Authorization to edit all employees – only executives and company security specialists
- Authorization to edit all employees in the managed section and responsibility for checking and making changes – executives and directors (management levels N and N-1)
- Authorization to edit all employees in the managed department/plant (except oneself) and responsibility for checking and changes made – relevant department/plant managers (management level N-2, N-3)
- Authorization to edit all employees within a given department (except for the department manager and themselves) and responsibility for checking and changes made – authorized employees of departments/plants
- Authorization to edit all employees within a given operation (except for the operation manager and themselves) and responsibility for checking and making changes – foremen, authorized plant employees
- Authorization to edit managing directors and directors and all their direct subordinates – employees of departments authorized by managing directors
- Authorization to edit employees of departments authorized by managing directors according to point f) – other employees of departments authorized by managing directors according to point f).

With this editing permission setting, no one can edit their own attendance.

APPLICATION FOR INITIAL TRAINING AND ISSUANCE OF IK FOR EMPLOYEES OF SPOLANA s.r.o.**Applicant:** SPOLANA s.r.o.**ID:** 45147787**VAT number:** CZ45147787**Address (billing):** ul. Práce 657, 277 11 Neratovice*We request initial training and the issuance of identification cards for the following employees of SPOLANA s.r.o.:*

Last name and first name	Date of birth	ID number	Type of employment	Department	ČM	Shifts	Place for records ORLEN OCHRONA Sp z.o.o.
			HPP ☐ / D ☐				
			HPP ☐ / D ☐				
			HPP ☐ / D ☐				
			HPP ☐ / D ☐				
			HPP ☐ / D ☐				
			HPP ☐ / D ☐				
			HPP ☐ / D ☐				
			HPP ☐ / D ☐				
			HPP ☐ / D ☐				

*Application issued on:**We require initial training on the following date:**IK (D) valid until: On**behalf of the applicant:***Věra Čížková**

ORLEN Unipetrol RPA s.r.o.

Human Resources Administration Section

*Stamp, signature:**Date*

APPLICATION FOR INITIAL TRAINING AND ISSUANCE OF IK FOR EMPLOYEES OF EXTERNAL COMPANIES**Applicant:****Company ID:** **VAT number:****Address (billing):****Email****Bank details:****Account number:****Phone:**

We request introductory training and the issuance of identification cards for the following employees of our company (for employees of our subcontractor - name):

First and last name	ID number	Signature	Work permit*)	Entry to Chemopark	<i>Do not fill in, space for notes ORLEN OCHRONA Sp z.o.o.</i>
			YES ☐ / NO ☐	YES ☐ / NO ☐	
			YES ☐ / NO ☐	YES ☐ / NO ☐	
			YES ☐ / NO ☐	YES ☐ / NO ☐	
			YES ☐ / NO ☐	YES ☐ / NO ☐	
			YES ☐ / NO ☐	YES ☐ / NO ☐	
			YES ☐ / NO ☐	YES ☐ / NO ☐	

*) Person authorized to accept the "Work Permit" of SPOLANA s.r.o. and trained by us in S-3.11.5 "Permitting work on equipment..." (as required by S-4.1.5).

The above-mentioned employees have been familiarized with the SPOLANA s.r.o. guidelines: S-4.1.7 "Entry and access to the SPOLANA s.r.o. premises (Pass Regulations)" and S-4.1.5. "Obligations of external entities on the premises of SPOLANA s.r.o." and instructed on the processing of personal data on the other side of the application.

Application issued on:**We request induction training on:****IK valid until:****On behalf of the applicant: (signature):****Date:****Payment for IK:** cash ☐ advance invoice ☐**Plant/department manager of the ordering party****(name, signature, date):**

An employee of the ORLEN Ochrona Sp z.o.o. Card Center has verified that the IK is being issued to a trained employee

Signature:

APPLICATION FOR VEHICLE ACCESS PERMIT AND IK ISSUANCE / NOTIFICATION OF CHANGE OF REGISTRATION NUMBER**Applicant:****Company ID:****VAT number:****Address (billing):****Phone**

We request entry permission and issuance of an identification card (we are reporting a change in registration number) for the vehicles listed below

PASSENGER/FREIGHT CHANGE OF REGISTRATION NUMBER	Vehicle registration number	Vehicle registration number *)	Driver's name + signature	ID Driver	Entrance CHEMOPARK	Reason for entry	<i>Do not fill in, location for ORLEN OCHRONA records</i>
O ☐ / N ☐ / RZ ☐					YES ☐ / NO ☐		
O ☐ / ☐ / RZ ☐					YES ☐ / NO ☐		
O ☐ / N ☐ / RZ ☐					YES ☐ / NO ☐		
O ☐ / N ☐ / RZ ☐					YES ☐ / NO ☐		
O ☐ / N ☐ / RZ ☐					YES ☐ / NO ☐		
O ☐ / N ☐ / RZ ☐					YES ☐ / NO ☐		

*) In the case of notification of a change of registration number (RZ)/vehicle, enter the original RZ/vehicle in the table (in one row) and the new RZ/vehicle in the next row.

The above-mentioned employees have been familiarized with SPOLANA s.r.o. guidelines: S-4.1.7 "Entry and access to the SPOLANA s.r.o. premises (Pass regulations)" and SGR-15-06 "Traffic and operating regulations" and with the information on personal data processing on the reverse side of the application.

On behalf of the applicant: (signature):

Date:

IK validity until:

Payment for IK: advance invoice ☐
cash ☐**Plant/department manager of the ordering party**

(name, signature, date):

An employee of the ORLEN Ochrona Sp z.o.o. Card Center has verified that the vehicle's IK is being issued to a trained employee and that the vehicle is insured and registered

Signature:

Entry approval**Company security specialist:**

Date:

INFORMATION ON THE PROCESSING OF PERSONAL DATA

In connection with the processing of your personal data to the extent specified below, **SPOLANA s.r.o.**, with its registered office in Neratovice, ul. Práce 657, postal code: 277 11, registered in the Commercial Register maintained by the Municipal Court in Prague, file no. C 305391, ID No.: 45147787 (hereinafter referred to as the "Controller") as the Controller of personal data, complies with current legislation in the form of Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter referred to as "GDPR"), Act No. 110/2019 Coll., on the processing of personal data, and related legal regulations.

If you have any questions or concerns regarding the processing of personal data, you can contact the Controller at any time using the contact details of the Data Protection Officer: Email address: osobniudaje@orlenunipetrol.cz

Postal address: ORLEN Unipetrol RPA s.r.o., Information Protection Department, Milevská 2095/5, 140 00 Prague 4

The purpose of processing your personal data is:

To enable access and entry to the Administrator's protected area, which is or may be related to the following activities:

- conducting initial training and OHS and fire safety training
- processing attendance sheets with records of persons trained as part of the necessary training
- preparation and activation of identification cards;
- recording the loss/destruction of identification cards;
- processing of a list of employees for entry into the Administrator's protected areas in the case of a legal entity requesting entry for its employees, including foreign employees.

Personal data is processed on the basis of the Administrator's legitimate interest pursuant to Article 6(1)(f) of the GDPR, which consists in the protection of persons, property, and the entire protected area of the Administrator. Personal data will not be subject to automated decision-making, including profiling.

The categories of personal data processed are:

- Identification details (first name, last name, ID number, and date of birth)
- Work details (company, workplace, job title, type of work performed)
- Entry data (number, type, and date of entry document receipt)

Transfer of personal data:

When processing personal data for the above-mentioned purpose, the necessary personal data is provided to a private security service, ORLEN Ochrana Sp. z o. o., organizational unit in the Czech Republic, ID No.: 24132578, which provides protection and security for persons and property on the premises of SPOLANA s.r.o.

Personal data is not transferred to countries outside the EU, EEA or to international organizations.

Your rights:

In connection with the processing of your personal data, you have the following rights vis-à-vis the Controller:

- access your personal data,
- to correct inaccurate or incomplete personal data,
- to erase personal data if the conditions under the GDPR are met,
- to restrict the processing of personal data if the conditions under the GDPR are met,
- to object, if the conditions under the GDPR are met,
- the right to contact the Office for Personal Data Protection if you feel that your personal data is not being handled in accordance with the law. The above rights can be exercised by contacting the Data Protection Officer using the contact details provided at the beginning of this notice.

Processing period: The administrator will process your personal data for no longer than is necessary for the purposes for which it is processed, but no longer than 3 (three) years from the return of the entry documents.

STATEMENT OF HONOR
on the loss or damage of an external company
employee ID card

Name of organization

First and last name of the employee

Number ☐ of lost ☐ damaged identification card

Vehicle type and registration number *

I declare that ☐ loss ☐ damage

my ☐ permanent personal identification card ☐ permanent vehicle identification card has been lost or damaged.

At the same time, I undertake to immediately return the original identification card to the Card Center employee (SPOLANA s.r.o. reception) if it is subsequently found.

.....
date

.....
employee signature

.....
signature of the employee of the Card Center
ORLEN Ochrona Sp z.o.o.

* To be completed only in the event of loss or damage to the vehicle identification card

STATEMENT
of loss or damage to the SPOLANA s.r.o. employee
identification card

Employee's first and last name

Personal number

Department

Center number

Number ☐ of lost ☐ damaged identification cards

Vehicle type and registration number *

I declare that ☐ loss ☐ damage

my ☐ permanent personal identification card ☐ permanent vehicle identification card has been lost or damaged.

A payment of CZK 250 will be deducted from your salary.

At the same time, I undertake to immediately return the original identification card to the Card Center employee (SPOLANA s.r.o. reception) if it is subsequently found.

.....
date

.....
employee signature

.....
signature of payroll
accountant ORLEN
Unipetrol RPA

.....
signature of ORLEN Card Center employee
Ochrona Sp z.o.o.

* To be completed only in the event of loss or damage to the vehicle identification card

**Request for an excursion to
SPOLANA s.r.o.**

Name of entity/school:

Address of entity/school:

Program (focus) of the excursion:

Planned date of the excursion:

Estimated time of arrival:

Name of group leader(s):

List of excursion participants:

No.	Identification details of visitors to the Spolana premises, including:		
	First and last name, title	ID card/passport number/date of birth *)	Country
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

***) For participants who do not have an ID card/passport, please provide their date of birth.**
The above-mentioned persons are hereinafter referred to collectively as "visitors" or individually as "visitor."

The maximum number of excursion participants per accompanying person is 20.

The person responsible for the visitors (hereinafter also referred to as the "Responsible Leader") hereby declares that they have demonstrably familiarized the visitors with the conditions for the processing of personal data (listed on page 2 of this application), grants consent, and is authorized to provide Spolana with the above-mentioned data of the relevant visitors.

On

Date

Responsible group leader:**First and last name:****Position:****Signature:**

Please send your request for an excursion well in advance (preferably one month before the desired date of the excursion) to the following e-mail address: petra.maschtowska@unipetrol.cz.



Request for an excursion to SPOLANA s.r.o.

Consent of visitors to the SPOLANA s.r.o. premises to the processing of personal data

Recording of persons entering the premises of SPOLANA a.s.

SPOLANA s.r.o., ID No.: 45147787, with its registered office in Neratovice, ul. Práce 657, postal code: 277 11 (hereinafter also referred to as "Spolana") is authorized to record the entry/exit of persons to/from its premises for the purpose of ensuring the safety of persons staying on the premises and in the buildings of Spolana and protecting its own property and the property of other entities located on the premises and in the buildings of Spolana. For this purpose, entry to the Spolana premises is conditional upon the provision of the information specified below and only when accompanied by a responsible employee.

Granting consent

By visiting the Spolana premises, in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter also referred to as the "Regulation"), express their consent to the processing of their personal data to the extent and for the purposes specified below. Visitors agree to the entry of their personal data to the extent specified below into Spolana's visitor registration system, where it will be stored for a period of 3 years.

Purpose of data use

Spolana is aware of all its obligations under the Regulation and, in accordance with this Regulation, undertakes to use the data only for the purpose of recording the entry of persons into the Spolana premises. It further undertakes not to disclose this data to third parties and to protect it with all due care and security so that it cannot be misused.

SANCTIONS FOR VIOLATION OF SPOLANA s.r.o. REGULATIONS, PRINCIPLES AND RULES

SPOLANA s.r.o. has the right to apply the sanctions specified in the table for each individual case if the contractual partner or its employees or subcontractors' employees violate the regulations and principles of SPOLANA s.r.o. on its premises.

DESCRIPTION OF VIOLATIONS OF SPOLANA s.r.o. REGULATIONS AND PRINCIPLES IN THE AREA OF CONTROL AND SAFETY OF THE PREMISES	SANCTIONS		
	Employee of the ORLEN Unipetrol Group	External employees/workers	Visitors
Misuse of single-use identification cards ("visitor") for longer than the permitted period (stay without completing the necessary entry training for stays on the premises)	Letter to the manager	Deposit of CZK 10,000 or prohibition of entry to the premises for a period of 1 year	Deposit of CZK 10,000 or prohibition of entry to the premises for a period of 1 year
Failure to return the issued ID card to the reception desk after termination of employment or work on the premises, failure to hand over the card upon leaving/departing the premises	Letter to the manager	A deposit of CZK 10,000 or a ban on entering the premises for a period of 1 year	Deposit of CZK 10,000 or a ban on entering the premises for a period of 1 year
Failure to report the loss of an identification card (also applies to cards issued for vehicles)	Letter to the manager	Deposit of CZK 5,000 or Prohibition of entry to the premises for a period of 6 months	Deposit of CZK 5,000 or Prohibition of entry for a period of 6 months
Intentional provision of false information in the "Application for entry training and issuance of an identification card"	Prohibition of entry to the premises for a minimum period of 1 year	Deposit of CZK 25,000 or Prohibition of entry to the premises for a minimum period of 1 year	Deposit of CZK 25,000 or Prohibition of the applicant's entry into the premises for a period of at least 1 year
Unauthorized entry/access to the premises using another person's ID card(s)	Prohibition of entry to the premises for a period of at least 1 year	Deposit of CZK 25,000 or Prohibition of the applicant's entry to the premises for a period of at least 1 year	Deposit of CZK 25,000 or Prohibition of entry to the premises for a minimum period of 1 year
Violation of the ban on filming and photography without the consent of the company's security specialist	Prohibition of entry for a period of 1 year	Deposit of CZK 30,000 or Prohibition of entry for a period of 1 year	Deposit of CZK 30,000 or Prohibition of entry for a period of 1 year
Entering and staying on the premises under the influence of alcohol or other addictive substances, bringing alcohol and other addictive substances onto the premises	Prohibition of entry for a period of 3 years	Deposit of CZK 50,000 or Prohibition of entry for a period of 3 years	Deposit of CZK 50,000 or Prohibition of entry for a period of 3 years

DESCRIPTION OF VIOLATIONS OF SPOLANA s.r.o. REGULATIONS AND POLICIES IN THE AREA OF CONTROL AND SECURITY OF THE PREMISES	SANCTIONS		
	Employee of the ORLEN Unipetrol Group	External employees/workers	Visitors
	Persons with a measured alcohol level of more than 1.0 per mille in their breath are permanently banned from entering without the possibility of bail	Persons with a measured value of more than 1.0 per mille alcohol in their breath are permanently prohibited from entering without the possibility of bail	Persons with a measured value of more than 1.0 per mille alcohol in their breath are permanently prohibited from entering without the possibility of bail
Failure to comply with the instructions of authorized persons – company security guards, members of the HZSP, employees of the Security Department, production foremen, and managers of SPOLANA s.r.o.	Prohibition of entry to the premises for a minimum period of 1 year	Deposit of CZK 25,000 or Prohibition of entry to the premises for a minimum period of 1 year	Deposit of CZK 25,000 or Prohibition of entry to the premises for a minimum period of 1 year
Violation of the smoking ban outside designated areas (the ban also applies in motor vehicle cabins), also applies to electronic cigarettes	Prohibition of entry for a period of 3 years	Deposit of CZK 50,000 or Prohibition of entry for a period of 3 years	Deposit of CZK 50,000 or Ban on entry for a period of 3 years
Movement of a vehicle on the premises with an expired vehicle identification card	Notification of the company's security guards of the obligation to remedy the defect within 24 hours; if the defect is not remedied, the vehicle will be banned from entering the premises for a minimum of 6 months	Notification of the company's security guards of the obligation to remedy the defect within 24 hours, in case of failure to remedy Deposit of CZK 5,000 or Prohibition of vehicle entry to the premises for a minimum period of 6 months	Notification by company security of the obligation to remedy the defect within 24 hours, in case of failure to do so Deposit of CZK 5,000 or Prohibition of vehicle entry to the premises for a minimum period of 6 months
Entry to the premises outside designated controlled areas (gatehouse)	Prohibition of entry to the premises, filing a criminal complaint with the Czech Police	Deposit of CZK 50,000 or Prohibition of entry to the premises, filing of a criminal complaint with the Czech Police	Deposit of CZK 50,000 or Prohibition of entry to the premises, filing of a criminal complaint with the Czech Police
Violation of the ban on feeding animals on the premises, setting up kennels and beds for animals that may be found on the premises is considered a gross violation of safety	Letter to the manager and payment for damage caused by the employee's actions (e.g., catching animals)	Letter to the owner, and compensation for damage caused by a person's actions (e.g., catching animals)	Letter to the owner, and compensation for damage caused by the person's actions (e.g., catching animals)
Theft on the premises	Permanent ban on the person entering the premises	Permanent ban on entry to the premises	Permanent ban on entry to the premises

DESCRIPTION OF VIOLATIONS OF SPOLANA s.r.o. REGULATIONS AND PRINCIPLES IN THE AREA OF PREMISES CONTROL AND SECURITY	SANCTIONS		
	Employee of the ORLEN Unipetrol Group	External employees / workers	Visitors
Failure to pay for damage caused by loss of ID card CZK 250	No new card will be issued	No new card will be issued	No new card will be issued
Violation of entry into the production premises of the complex with a hybrid vehicle	Letter to the manager	Deposit of CZK 5,000 or Vehicle entry to the premises prohibited for a minimum period of 6 months	Deposit of CZK 5,000 or Vehicle prohibited from entering the premises for a minimum period of 6 months
Unsecured vehicles	Letter to the manager	First offense: notification of owner - warning without penalty Second offense: notification of owner - penalty of CZK 2,000 Third offense: notification of owner - penalty of CZK 2,000 Fourth offense notification - ban on entry for the vehicle in question for a period of 5 days	First offense notification to owner - warning without penalty Second offense notification to owner - penalty of CZK 2,000 Third offense notification to owner - penalty of CZK 2,000 Fourth offense notification to owner - entry ban for the vehicle in question for a period of 5 days
Unsecured objects	Letter to the manager	First offense: notification of owner/tenant – warning without penalty Second offense notification to owner/tenant – penalty CZK 2,000 Third offense notification to owner/tenant – penalty CZK 10 or more offenses - termination of the lease agreement within 1 month	N/A
Violation of the principles of decent behavior (decent behavior is considered to be conduct without any personal or other invective, insinuations, discrimination, humiliation, vulgarities, etc.; this may include, for example, discrimination, humiliation, vulgarities, informal address, or raising one's voice, but also refusal to submit to an inspection/test to which the authorized person is entitled) which an authorized person is entitled)	Letter to the manager	Deposit of CZK 25,000 or Prohibition of entry to the premises for a period of at least 1 year	Deposit of CZK 25,000 or Prohibition of entry to the premises for a period of at least 1 year

DESCRIPTION OF VIOLATIONS OF SPOLANA s.r.o. REGULATIONS AND POLICIES IN THE AREA OF PREMISES CONTROL AND SECURITY	SANCTIONS		
	Employee of the ORLEN Unipetrol Group	External employees/workers	Visitors
Violation of traffic rules on roads within the SPOLANA s.r.o. premises (Penalties prohibiting entry apply to vehicles for which the reasons listed below are found on the company premises; violations of traffic rules may also be dealt with by agreement). Vehicles that violate any of the offences listed below are marked with a sticker, which, after the necessary information has been recorded. Company security			
- Parking under the pipe bridge	Letter to the manager and ban on entering the premises from 0 to 20 days	Prohibition of entry to the premises from 0 to 20 days	Prohibition of entry to the premises from 0 to 20 days
- Parking on grassy areas	Letter to the manager and ban on entering the premises from 0 to 10 days	Prohibition of entry to the premises from 0 to 10 days	No entry to the premises for 0 to 10 days
- Parking near hydrants at a distance closer than permitted by the directive (3 m from the hydrant)	Letter to the manager and prohibition of entry to the premises from 0 to 20 days	No entry to the premises from 0 to 20 days	No entry to the premises for 0 to 20 days
- Parking in spaces reserved for company management, the Fire and Rescue Service Unit, and other reserved spaces	Letter to the senior employee and ban on entering the premises from 0 to 10 days	Prohibition of entry to the premises from 0 to 10 days	Prohibition of entry to the premises from 0 to 10 days
- Entering production areas without permission	Letter to senior management and ban on entering the premises 0 to 20 days	Prohibition of entry to the premises from 0 to 20 days	Prohibition of entry to the premises for 0 to 20 days
- Speeding by less than 10 km/h, or first violation of traffic rules within the premises	Letter to the manager	Letter to the owner - notification of violation of rules	Letter to the owner - notification of violation of rules

DESCRIPTION OF VIOLATIONS OF SPOLANA s.r.o. REGULATIONS AND POLICIES IN THE AREA OF CONTROL AND SECURITY OF THE PREMISES	SANCTIONS		
	Employee of the ORLEN Unipetrol Group	External employees / workers	Visitors
- Speeding by at least 10 km/h and less than 20 km/h	Letter to the manager Obligation to inform the company security specialist about the measures taken within 14 days of receiving the letter Employee's private vehicle – ban on entry (or ban on movement of the vehicle) to the company premises for 90 days	Letter to the owner Prohibition of entry of the vehicle in question (or prohibition of movement of the vehicle) to the company premises for 90 days Prohibition of entry of the vehicle driver to the premises for a period of 3 working days Private vehicle of an external employee – prohibition of entry (or prohibition of vehicle movement) to the company premises for 90 days	Letter to the owner Prohibition of entry of the vehicle in question (or prohibition of movement of the vehicle) to the company premises for 90 days Prohibition of entry of the vehicle driver to the premises for a period of 3 working days Private vehicle of an external employee – prohibition of entry (or prohibition of movement of the vehicle) to the company premises for 90 days
- Speeding by 20 km/h or more	Letter to the manager Measures taken by the manager against the driver (offender) in the area of labor law and the obligation to inform the company's security specialist about the measures taken within 14 days of the date of delivery of the letter Employee's private vehicle – permanent ban on entry (or ban on vehicle movement) to the company premises	Letter to the owner Permanent ban on entry of the vehicle in question (or ban on movement of the vehicle) to the company premises Prohibition of the driver of the vehicle from entering the premises for a period of 5 working days Private vehicle of an external employee – permanent ban on entry (or movement of the vehicle) to company premises	Letter to the owner Permanent ban on entry of the vehicle in question (or ban on movement of the vehicle) to the company premises Prohibition of the vehicle driver from entering the premises for a period of 5 working days Private vehicle of an external employee – permanent ban on entry (or movement) to company premises
Violation of the conditions and rules for riding an electric bike/scooter or riding an electric bike/scooter in the Chemopark zone	Letter to the manager and Prohibition of entry of electric bikes/scooters to the premises for a period of at least 6 months	Letter to the owner Deposit of CZK 5,000 and Prohibition of entry of electric bikes/scooters on the premises for a minimum period of 6 months	Letter to the owner Deposit of CZK 5,000 and Prohibition of entry of electric bikes/scooters on the premises for a minimum period of 6 months
<i>Failure to comply with penalties imposed for speeding (e.g., driving a vehicle on the premises despite an explicit ban) will result in an absolute ban on the vehicle entering (or moving around) the premises.</i>			

DESCRIPTION OF VIOLATIONS OF SPOLANA s.r.o. REGULATIONS AND PRINCIPLES IN THE AREA OF OCCUPATIONAL HEALTH AND SAFETY AND FIRE PROTECTION (hereinafter also referred to as OHS and FP)	SANCTIONS
1 DOCUMENTATION / INFORMATION 1.1 Failure to inform SPOLANA s.r.o. in writing prior to commencing activities of the risks arising from the activities performed by the contractor and in the leased buildings/premises, which may endanger the safety and health of SPOLANA s.r.o. employees or other persons who are authorized to move around the SPOLANA s.r.o. premises. 1.2 Fails to ensure that its employees are demonstrably familiar with the relevant company legislation of SPOLANA s.r.o. based on the obligation enshrined in the General Terms and Conditions (workplace location, emergency exits, evacuation locations, first aid equipment, fire protection equipment, movement around the workplace, controlled areas, local risks, etc.). 1.3 Fails to demonstrably transfer the requirements of the relevant provisions of organizational and management standards to its suppliers and does not regularly check their compliance. 1.4 Failure to inform the HSE&Q Director or the Head of the Safety Department of SPOLANA s.r.o. in advance in writing if substances classified under Regulation 1272/2008, Act No. 254/2001 Coll. or Act No. 263/2016 Coll. as amended, including their implementing regulations, or work on the premises with their own sources of ionizing radiation, and fails to notify him of the termination of these activities.	Prohibition of entry and/or access for 1-12 months and/or Deposit of up to CZK 50,000
2 GENERAL OBLIGATIONS 2.1 It fails to implement measures established in relation to risks that may endanger the lives and health of its employees and fails to provide its employees with the prescribed personal protective equipment and protective devices at its own expense. 2.2 They do not ensure that their activities and the work of their employees on the premises of SPOLANA s.r.o. are organized and carried out in such a way as to protect other persons moving around the premises. 2.3 Fails to ensure the safety of its contractors through constant supervision when performing short-term work (e.g., work on equipment, servicing, adjustments, measurements, etc.). 2.4 It does not restore the workplace (construction site) to its original condition after completion of the work and does not hand it back to the relevant person at SPOLANA s.r.o. by means of a handover protocol.	Prohibition of entry and/or access for 1-12 months and/or Deposit of up to CZK 50,000
3 SAFETY OF TECHNICAL EQUIPMENT 3.1 It does not meet the requirements of Czech technical standards for products and equipment operated or put into operation on the premises of SPOLANA s.r.o. 3.2 Operates machines and equipment on the premises of SPOLANA s.r.o. that do not comply with regulations for ensuring occupational safety and technical equipment due to their design, construction, and technical condition. 3.3 Uses machines and equipment for purposes for which they are not technically suitable and do not comply with the conditions specified by the manufacturer and technical standards.	Prohibition of entry and/or access for 1-12 months and/or Deposit of up to CZK 50,000

DESCRIPTION OF VIOLATIONS OF SPOLANA s.r.o. REGULATIONS AND PRINCIPLES IN THE AREA OF OCCUPATIONAL HEALTH AND SAFETY AND FIRE PROTECTION (hereinafter also referred to as OHS and FP)	SANCTIONS
3.4 Failure to ensure that only portable electrical appliances, electric hand tools, devices, and connectors that meet the conditions set by legal regulations and technical standards, are in good technical condition (including accessories), and are suitable for the space where they are located/used are used on the premises of SPOLANA s.r.o.	
4 EMERGENCY PREPAREDNESS AND RESPONSE 4.1 Failure to comply with the safety and emergency information system at the SPOLANA s.r.o. premises, i.e. information and safety signs, radio broadcasts, siren signals, the premises' public address system, etc. 4.2 Failure to ensure permanent access to all fire protection equipment and fire safety devices (including outdoor supply points and permanent access for mobile firefighting equipment).	Prohibition of entry and/or access for 1-12 months and/or Deposit of up to CZK 50,000
5 OTHER 5.1 Failure to ensure compliance with the prohibition on storing dismantled or other material on the premises of SPOLANA s.r.o. in passageways and roads, within 3 m of hydrants, on sewer manholes 5.2 Failure to ensure compliance with the prohibition on leaning objects against parts of production equipment, railings, or other unstable objects. 5.3 Failure to ensure compliance with the conditions for work specified in the work permit (e.g., failure to suspend or terminate the permit, etc.).	Prohibition of entry and/or access for 1-12 months and/or Deposit of up to CZK 50,000
6 PARTICULARLY SERIOUS VIOLATIONS 6.1 Failure to ensure that work is performed by persons with the prescribed qualifications. 6.2 Failure to ensure compliance with conditions for working in potentially explosive atmospheres – environmental analysis, entry into potentially explosive zones, fire supervision, non-sparking tools. 6.3 Fails to ensure compliance with conditions for working at heights and in hazardous areas – safety harness, supervision by other persons, use of self-contained breathing apparatus. 6.4 It does not ensure compliance with the conditions for working on designated technical equipment – securing electrical equipment, depressurization, inertization, etc. 6.5 It does not ensure compliance with the prohibition on performing any manipulation on production equipment unless such manipulation is the subject of the relevant contract. 6.6 Failure to ensure compliance with the prohibition on entry or access to marked areas. 6.7 Failure to report an emergency or work accident.	Prohibition of entry and/or access for 12 months to an indefinite period and/or Deposit of up to CZK 100,000

DESCRIPTION OF VIOLATIONS OF SPOLANA s.r.o. REGULATIONS AND PRINCIPLES IN THE FIELD OF THE ENVIRONMENT	Regulation	SANCTION
7 DOCUMENTATION / INFORMATION 7.1 Failure to ensure that its employees are demonstrably familiar with the relevant environmental protection provisions and principles of responsible behavior.	S-4.1.5 "Obligations of external entities on the premises of SPOLANA s.r.o."	Prohibition of entry and/or access for 1-12 months and/or Deposit of up to CZK 50,000
8 WATER MANAGEMENT 8.1 Taking water in violation of the location, frequency, and method specified in the contract, permit, or in violation of the instructions of the relevant employee of the Energy and Water Management plant. 8.2 Discharges wastewater into the treatment plant in a manner that violates the terms of the contract, permit, or instructions of the wastewater treatment plant, fails to comply with the prohibition on discharging wastewater into the sewer system and the prohibition on unauthorized disposal of wastewater on or off the premises of SPOLANA s.r.o. 8.3 Makes changes to the collection or discharge of wastewater with negative impacts on SPOLANA s.r.o. without the consent of the head of the Energy and Water Management plant and the head of the Environment department to this change. 8.4 By violating the specified obligations, they cause a deterioration in the quality of discharged wastewater, for which SPOLANA s.r.o. has been sanctioned by state or local government authorities. 8.5 Failure to allow the maintenance of water meters, water gauges, water marks, and other equipment necessary for water management purposes in the buildings/premises used. 8.6 It will not submit a proposal for a new (or amended) emergency response plan in accordance with the applicable Water Act to the Environmental Department of SPOLANA s.r.o. for comment, or it will not provide the approved document to the Environmental Department for information. 8.7 Damaging or preventing access to equipment owned by SPOLANA s.r.o. (e.g., hydrological boreholes, etc.).	Act No. 274/2001 Coll. on water supply and sewerage systems (as amended), Chapter VII Act No. 254/2001 Coll. on Water (as amended), Section 125 Parts 2 and 3 S-4.1.5 "Obligations of external entities on the premises of SPOLANA s.r.o."	Prohibition of entry and/or access for 12 months to indefinitely and/or Deposit of up to CZK 100,000

DESCRIPTION OF VIOLATIONS OF SPOLANA s.r.o. REGULATIONS AND PRINCIPLES IN THE FIELD OF THE ENVIRONMENT	Regulation	SANCTION
9 WASTE MANAGEMENT 9.1 Handles recyclable waste (metals, plastics, paper, waste oils) generated during the implementation of work for the company in violation of the valid contract or instructions of the responsible persons at SPOLANA s.r.o., does not sort recyclable waste. 9.2 Stores or collects waste outside designated areas, mixes waste in an unauthorized manner or places waste in containers for sorted municipal waste, fails to prevent the creation of illegal dumps on used or leased premises. 9.3 Fails to mark waste collection points, fails to secure sites against unauthorized entry or possible misuse. 9.4 Fails to keep proper records of waste to prove compliance with the obligations set out on the premises of SPOLANA s.r.o. premises and on land managed by the company. 9.5 Fails to ensure that waste collection does not damage the environment or cause waste to leak into the surrounding area. 9.6 Operates a hazardous waste storage facility without the consent of the head of the Environment Department of SPOLANA s.r.o. 9.7 Handles hazardous waste (storage, sorting, collection, and utilization) without the consent of the relevant state authority. 9.8 Damaging or preventing access to equipment used by SPOLANA s.r.o. (e.g., waste containers, etc.).	Act No. 541/2020 Coll. on waste (as amended) Act No. 25/2008 Coll. on the Integrated Pollution Register and the Integrated system for fulfilling reporting obligations in the field of the environment (as amended), §3 S-4.1.5 "Obligations of external entities on the premises of SPOLANA s.r.o."	Prohibition of entry and/or access for 12 months to indefinitely and/or Deposit of up to CZK 100,000
10 HANDLING OF CHEMICAL SUBSTANCES 10.1 Failure to submit or update a list of substances classified in accordance with Regulation 1272/2008 or Act 254/2001 Coll. that are handled on the premises of SPOLANA s.r.o. (including their maximum quantities and current safety data sheets in Czech) to the Environment Department of SPOLANA s.r.o. (also through the Site Management Department).	S-4.1.5 "Obligations of external entities on the premises of SPOLANA s.r.o."	Prohibition of entry and/or access for 12 months to indefinite and/or Deposit of up to CZK 100,000

DESCRIPTION OF VIOLATIONS OF SPOLANA s.r.o. REGULATIONS AND PRINCIPLES IN THE FIELD OF THE ENVIRONMENT	Regulation	SANCTION
11 EMERGENCY PREVENTION, PREPAREDNESS AND RESPONSE 11.1 Failure to ensure that substances hazardous to water are handled only on paved and water-protected areas so as not to endanger the quality of surface and groundwater. 11.2 Failure to secure storage facilities for hazardous substances with emergency sumps with an impermeable lining to prevent the leakage of hazardous substances into groundwater, surface water, and soil. fails to equip these storage facilities with emergency equipment to capture possible spills and leaks when handling hazardous substances (e.g., containers for capturing leaked hazardous substances, sorption agents, etc.). 11.3 They do not label hazardous substance storage facilities according to the type of substance stored and do not secure them against unauthorized entry, damage, and possible misuse. 11.4 Do not store hazardous substances in such a way that they could be confused with other stored hazardous substances. 11.5 Fails to secure areas where leaks and spills may occur when handling hazardous substances with collection containers or collection and emergency sumps and suitable sorbents. 11.6 Fails to report leaks of hazardous substances into the soil, water, or sewage system that could cause or have caused damage to the environment or property of SPOLANA s.r.o. 11.7 As the originator of the accident, they fail to take measures to eliminate the consequences of the accident, thereby causing or potentially causing damage to the environment or property of SPOLANA s.r.o. 11.8 Fails to submit to the Environment Department and the HZSP Department a plan of measures to be taken in the event of an accident resulting in the leakage of harmful substances into water and soil.	 S-4.1.5 "Obligations of external entities on the premises of SPOLANA s.r.o." Act No. 254/2001 Coll. On Water (as amended), §39 Decree No. 450/2005 Coll. on the requirements for the handling of hazardous substances and the requirements for emergency plans (as amended)	 Prohibition of entry and/or access for 12 months to indefinitely and/or Deposit of up to CZK 100,000

Note:

The deposit is non-refundable.

Funds from deposits will be transferred to the ORLEN Unipetrol Foundation.

The decision to lift the ban on entry shall be made by the authorized representative of SPOLANA s.r.o. on the basis of a written request (see section 9.5 of these guidelines).



Request for taking photos and video recordings calendar year 202...

Name of the company for which the permit is issued

(The company must have authorization to enter the premises of SPOLANA s.r.o.)
number, order number, lease agreement

Person requesting a photography permit contract
contact details (telephone or email)

Reason for issuing the permit (investment project, occupational health and safety, etc.)

Provide the exact location (building block numbers, bridge names, streets, or equipment, technology) for which the permit is being issued, including the type and number of the photography equipment (mobile phone, camera)

First and last name of the person for whom the permit is being issued
the person or company

ID card number (or ID card) of

Duration and term of the photography permit

The permit will be issued to persons directly involved in the event (managers, foremen, OHS) and only for the company that is organizing/supplying the entire event. Photography may only be carried out using equipment that is suitable for the local conditions, requirements, and location where the photographs are being taken (e.g., the camera must comply with the requirements for explosive zones, Ex).

Permission to take photographs is issued with a maximum validity of one calendar year. Permission to take photographs is not issued for the "entire premises."

Photographs of the SPOLANA s.r.o. premises are subject to copyright; in the event of their use without the permission of the owner of the premises, the applicable legislation will be followed.

**NOTICE TO DRIVERS OF VEHICLES REGARDING VIOLATIONS OF INTERNAL
RULES ON ROADS WITHIN THE SPOLANA s.r.o. PREMISES**

(sticker template)



ZÁKAZ VJEZDU VOZIDLU

RZ:

od: **do:**

Místo:

Porušení vnitřních pravidel na pozemních
komunikacích areálu SPOLANA s.r.o.

Koordinátor ostrahy podniku