

**Regulation No.67**

**Safety and technical conditions of performance in  
the premises of MONDI Štětí a.s.**

Elaborated by:

name: Ing. David Gichsel  
Function: Site Manager  
Procurement  
Signature: Gichsel

Verified:

name: Bc. Jaroslav Adam, DiS.  
Function: IMS Specialist  
Signature: Adam

Approved:

name: Ing. Pavel Husák  
function: Safety manager  
signature: Husák

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## **1 - Subject**

Rules and policies for outsourced workers to ensure workplace safety, fire protection and environmental requirements, including contractual penalties and fines.

## **2 - Target**

The aim of this document is to familiarize external companies and their employees with the rules and principles of work safety, fire protection and the environment, including the creation of an organizational system for entry and movement around the premises of Mondi Štětí a.s. and Mondi Štětí White Paper, s.r.o.

## **3 - Scope of validity**

The premises of Mondi Štětí a.s. and Mondi Štětí White Paper, s.r.o.

Štětí, Litoměřická 272, district Litoměřice, postcode 411 08

Valid for all companies entering the Mondi premises (external companies and companies based on the premises).

## **4 - Terminology and abbreviations**

Occupational health and safety, fire protection

PPE - personal protective equipment

Environment - Environment

BTP - Safety and Technical Conditions

OP - Identity Card

RZ - Registration mark

v.z.p.p. - As amended

TP - Technological procedure

SBS - Contract Security Service

NCHLS - Hazardous chemicals and mixtures

CHL - Chemicals

CHS - Chemical mixtures

POM - Project of assembly organisation

DSP - Documentation of actual execution

SO - Building object

IO - Engineering object

PS - Operating file

EZS - Electronic Security Signalling

EPS - Electrical Fire Alarm System

## **5 - Responsibility**

The authorised person named in the contract (e.g. authorised employee, technical supervisor, project managers, senior employee of the relevant department, etc., who has received management training) shall be responsible to the extent of this document.

He/she is responsible for the activities of the contractor's firm and is responsible for coordinating the activities of the external firm.

## 6 - Description of activity

### 6.1 GENERAL PROVISIONS

6.2.1 The Safety and Technical Conditions of Performance at MONDI Štětí a.s. and Mondi Štětí White Paper s.r.o. (hereinafter referred to as BTP) are an inseparable part of the Contract in the case of contractual performance performed on the Customer's premises. This document specifies the requirements specified in Annex J1 of the Contract. The premises of the Customer and the premises of MONDI Štětí a.s. and Mondi Štětí White Paper s.r.o. shall be understood as the premises of Mondi at Štětí, Litoměřická 272, Litoměřice district, postcode 411 08. Where reference is made to the locations, premises, facilities, workplaces, operations or facilities of the Customer or MONDI Štětí a.s. and Mondi Štětí White Paper s.r.o., this shall always include all locations, premises, facilities, operations, workplaces or facilities of the Customer and MONDI Štětí a.s. and other Mondi companies.

6.2.2 Mondi, which is named as the Customer in the Contract, shall be deemed to be the Customer. The Supplier shall exercise its rights and obligations through the authorised person named in the Contract - the **Customer's authorised person, authorised employee or technical supervisor in the case specified in the BTP**

6.2.3 **The Contractor shall be deemed to be the Contractor of the Work, the contractor performing the repair, maintenance or upkeep of the Work, the contractor performing the Work, the service provider (including any subcontractors).** The Customer shall exercise its rights and obligations through the Supplier's authorised person, who shall be available for the duration of the performance of the Contract Work, who shall partner with the Customer's authorised person in organising the performance of the Contract Work and resolving problems in connection with the performance of the Contract Work and who is named in the Contract as the **Supplier's authorised person.**

### 6.2 TRAINING

6.2.1 The Supplier is obliged to ensure that all employees of the Supplier, before entering the premises of MONDI Štětí a.s. for the purpose of performing the subject of contractual performance, undergo entry, periodic training and specific training for the given operation to obtain or maintain general competence for entry and safe movement, stay and performance of contractual performance in the premises of MONDI Štětí a.s.

6.2.2 The training is conducted in Czech and English. In case of training of persons in another language, the Supplier is obliged to provide translation into the given language Czech or English. If, before or during the training, it is found that the trainees do not

understand the interpretation, their training will not be recognised and they will not be allowed to enter the Mondi premises.

**6.2.3** In the case of initial training, the Supplier is obliged to send a list of employees coming to Mondí Štětí for OSH training containing the employee's name, surname and date of birth to the e-mail address of an authorised person of Mondí at least 2 days before arrival

**6.2.4** In the case of periodic training, the supplier's responsible person enters the request for training into the electronic system "OSH training booking system".

**6.2.5** The purpose of the training is to acquire general competence for the performance of activities on the premises of MONDI Štětí a.s. The training is focused on specific conditions of performing contract work on the premises and workplaces of MONDI Štětí a.s. The training covers the following areas: occupational health and safety, fire protection, prevention of serious accidents and environmental protection.

**6.2.6** The estimated duration of the basic initial training is 2 hours. The estimated duration of the periodic training is approximately 2 hours. Periodic training is valid for 12 months. Before the expiry of that period, the worker must undergo the periodic training again. Otherwise, the Contractor's employee may not enter the Client's premises or perform work or services for the Client.

**6.2.7** The training ends with a written exam (exit test). The trainer will issue a document certifying successful completion of the test, which is a prerequisite for the issuance of an entry card allowing the employee to enter the workplace.

**6.2.8** . The Supplier is obliged to ensure that the Supplier's employees who have not passed the initial or periodic training and entry tests or have failed the entry tests do not enter the Customer's premises. Initial training and periodic training shall be at the Client's expense in the event of successful completion of the examination(s) on the first attempt. For each repeated training of an employee due to unsuccessful completion of the exit tests, **the Supplier shall pay CZK 300,-** to the Customer.

**6.2.9** The initial training does not replace the initial or periodic training of employees in OSH and OHS required by law, the Supplier is responsible for their completion.

**6.2.10** The client is obliged to carry out a "Site familiarisation" when permitting the work. During this familiarisation, the Contractor shall be given all available information on the current occupational and safety risks and measures taken, specific to the particular workplace.

**6.2.11** The Supplier is obliged to familiarise himself with the risks at the Client's workplace where he will be working and to take measures to minimise them. The Contractor undertakes to ensure that the health of its employees and subcontractors is protected in accordance with the relevant legislation and that it has assessed the risks involved in carrying out work for the Client.

### 6.3 CONDITIONS FOR PERMITTING ACCESS AND ENTRY TO THE PREMISES, PHYSICAL PROTECTION, CONTRACTUAL PENALTIES FOR ITS VIOLATION

6.3.1 Physical protection is performed by the Customer on the basis of a contract with the Contract Security Service (hereinafter referred to as **SBS**).

6.3.2 The basic condition for the issuance of an access permit for the Contractor's employees to the Client's premises, where they will perform contractual services, is the completion of training for obtaining **general competence to perform activities on the premises of MONDI Štětí a.s**

6.3.3 The Supplier's employees shall enter the Customer's premises exclusively through a guarded doorman, using an identification card issued by the Customer and given to each employee of the Supplier. The Supplier's and its subcontractors' personnel shall be required to mark any passage/entry through the gatekeeper (in all directions) with the identification card. The use of other routes to enter the Company's premises (through the V3 gatehouse, through the railroad tracks, through a broken fence, etc.) is prohibited.

6.3.4 No one under the influence of alcohol or other psychotropic substances is allowed to enter the premises and **the Supplier is obliged to ensure that its employees observe the prohibition of alcohol (ingestion of narcotic and/or psychotropic substances)**. Before entering the Client's premises, each person entering shall be checked for alcohol on his/her breath at the turnstile. A red signal means that passage will not be allowed.

6.3.5 The Supplier's employees are allowed to perform a voluntary alcohol test in the box in front of the turnstiles before entering the Customer's premises (the gatehouse). In the event that an employee of the Supplier requests a breathalyser test and it is positive, the employee of the Supplier will not be allowed to enter the Customer's premises and the result of the test will not be recorded and the positive result will not result in a fine or a ban on the controlled employee.

6.3.6 In the event of a positive alcohol detection on the device at the turnstile, the SBS will always carry out a control test with a portable calibrated device and a further retest after 10 minutes. The result of the test with the portable calibrated device shall be considered decisive.

6.3.7 Upon entry, the security guard has the right to carry out a personal check for unauthorized items as well as to supervise the testing for the presence of alcohol and/or the ingestion of narcotic and/or psychotropic substances by the employee using a calibrated device.

6.3.8 **Refusal to take the test for the presence of alcohol/use of narcotic and/or psychotropic substances is considered a positive result**, the controlled employee of the Supplier will be stripped of his/her identification card, will be expelled from the

premises of MONDI Štětí a.s. accompanied by an SBS officer and may be banned from entering the premises of MONDI Štětí a.s. for up to 1 year.

**6.3.9 Alcohol breath test results are divided into three groups:**

- **"A" - up to 0.20 promile** is considered a positive result and the controlled person will not be allowed to enter the premises of MONDI Štětí a.s. on that day
- **"B" - 0.21 to 0.29** per mille is considered as a positive result and the controlled person will not be allowed to enter the premises of MONDI Štětí a.s. for a period of 1 month and the employer of the controlled person is imposed a **contractual fine of CZK 10,000.**
- **"C" - 0.30 and more promile** is considered a positive result and the controlled person will not be allowed to enter the premises of MONDI Štětí a.s. for a period of 1 year and the employer of the controlled person is **fined 20.000 CZK**

6.3.10 The SBS will prepare a report of a positive or refused alcohol test. The controlled person shall have the right to comment on the report in writing.

**6.3.11 The Supplier is obliged to ensure that its employees observe the prohibition of smoking in the Customer's premises outside the designated areas. Violation of the smoking ban by any employee of the Supplier shall be deemed a breach of the Rules and the Supplier shall pay the Customer a contractual penalty for each individual case of violation of the smoking ban in the amount as per Article 6.9 (HSE Area)**

6.3.12 The Supplier is obliged to ensure that its vehicles enter the premises or workplace exclusively through the designated entrance, where they will be checked for the permitted or unauthorised entry of goods and materials. When bringing materials and tools in and out of the Client's premises and onto the Client's premises, the Contractor undertakes, in cooperation with the Client's authorised person in charge of the Contract, or an employee authorised by the latter, to use material passes to register the materials brought in when transferring materials through the gatehouses.

The Supplier undertakes to observe the prohibition of bringing unauthorized items and objects into the Customer's premises. It is forbidden to bring into the Customer's premises without permission:

- weapons (including automatic knives, butterfly knives, throwing knives, daggers and extended daggers), ammunition, explosives, explosive ordnance systems and imitations thereof;
- Alcohol, narcotics and psychotropic substances;

It is forbidden to remove from the Customer's premises without permission:

- any objects and materials that have not been registered at the entrance/entry to the Customer's premises,
- waste that the Supplier is not entitled and obliged to dispose of under the Contract and these BTP.

The Supplier shall ensure that, at the request of an SBS officer, each of its employees submits to a personal inspection, inspection of luggage or vehicles and their premises. The driver of the motor vehicle entering/leaving the Customer's premises is responsible for the items brought in and taken out of the motor vehicle entering/leaving the Customer's premises.

**In the that an employee of the Supplier breaches any of the obligations set out in this clause 6.3.12 above, such employee shall be included in the database of undesirable persons who are prohibited from entering the Customer's premises. Breach by the Supplier of any of the obligations set out in this clause 6.3.12 shall be deemed to be a material breach of the Contract and the Customer shall be entitled to withdraw from the Contract in case. Withdrawal shall be without prejudice to the right to payment of a contractual penalty.**

6.3.13 The Supplier undertakes to ensure that only the driver is on board vehicles passing through the loading bay (in any direction). The driver of the vehicle shall mark his passage through the loading bay with an identification card on a panel located in loading bay. All other persons must leave the vehicle in time to pass through the passenger gate.

6.3.14 The Supplier is obliged to ensure that special regime measures are respected in the Customer's premises, i.e. that the Supplier's employees do not:

- unauthorized manipulation of the equipment of technical physical protection devices and triggering their alarm status (EZS, EPS, camera system, infrared barriers, etc.);
- unauthorized movement in the premises, disregarding instructions for entering persons and instructions of the security guard;
- physically or verbally assault a security guard or other person.

6.3.15 The Supplier is obliged to ensure that its employees observe the principles of vehicle movement on the Customer's premises, in particular avoiding improper parking, violating traffic signs and disregarding the principles of vehicle movement in the sense of the rules defined by the Road Act as amended, on access roads owned by the Customer, in the Customer's premises, including preventing the passage of emergency vehicles. **For violation of these obligations, the Supplier shall be obliged to pay the Customer a contractual penalty pursuant to Article 6.9.**

6.3.16 The Supplier is obliged to ensure that its employees do not allow another person to enter the premises of MONDI Štětí a.s. by providing their own identification card or photo ID card, do not misuse someone else's identification card or photo ID card and do not use emergency exits without registration. **The Supplier shall be obliged to pay the Customer a contractual penalty in accordance with Article 6.9 for violation of these obligations.**

6.3.17 The Supplier shall ensure that the Supplier's personnel protect the assigned identification card or pass from loss, destruction, damage or theft. **For violation of the above obligations, the Supplier shall pay the Customer an amount including the**

**cost of issuing a new identification card or pass in the amount of CZK 500 for each individual loss, destruction, damage or theft of the identification card or pass. The amount including the cost of issuing a new LOTO card is 100 CZK for each individual loss, destruction, damage or theft of the LOTO card.**

6.3.18 The Supplier shall immediately report the loss or theft of an identification card or badge to SBS in the case of any employee. In the event that the Supplier fails to report the loss or theft, the Supplier shall bear all consequences of misuse of the identification card or pass and its employees may be prohibited from entering the Customer's premises. **If the damage caused is not promptly reimbursed to the Customer, the relevant employee will not be allowed further access to the Customer's premises.**

6.3.19 The Supplier is obliged to ensure that its employees do not steal or attempt to steal items from the property of the Customer and other companies based on the Customer's premises or from the property of the Supplier's organisation on the Customer's premises, premises or facilities. **In the event of such action, the Supplier's employee will be included in the database of undesirable persons who are prohibited from entering the Customer's premises.**

6.3.20 The Supplier is obliged to ensure the protection of its property and stored items on the Customer's premises to a reasonable extent. In the event of a breach of the premises, theft or attempted theft of items from the Supplier's or the Customer's property or other companies located on the Customer's premises, the Supplier shall immediately report such incident to the responsible representative of the Customer or security

#### **6.4 PROFESSIONAL AND MEDICAL COMPETENCE FOR THE PERFORMANCE OF CONTRACTUAL SERVICES**

6.4.1 The Supplier is responsible for the implementation of the subject of the Contract and must hold the relevant valid authorization in accordance with the requirements of Czech legislation.

6.4.2 Only medically and professionally qualified personnel may perform contractual services. The Supplier shall ensure that all the Supplier's authorisations and certificates of competence of its personnel are valid for the duration of the contractual relationship.

6.4.3 If foreign contractors perform the subject of the contract on the basis of equivalent authorisations of the Supplier and certificates of professional competence of its personnel issued by the authorities of EU Member States or third countries, these documents must meet the requirement of equivalence of documents within the meaning of Manual for the Recognition of Professional Qualifications issued by the European Union. All personnel of the Supplier performing work on the basis of the professional competence required in the Czech Republic must be able to prove this professional competence in a form recognised by the inspection authorities in the Czech Republic.

6.4.4 Employees of the Supplier or its contractual subcontractors are obliged to carry documents confirming their professional competence when performing work on the territory of MONDI Štětí, a.s.

6.4.5 The Supplier is responsible for ensuring that the prescribed health checks are carried out in accordance with the applicable legislation and that no employee of MONDI Štětí, a.s. will work in MONDI without medical fitness confirmed by a doctor.

6.4.6 Depending on the nature of the activities, the Supplier is obliged to submit to the Client's authorised person, upon request, a list of employees with evidence of their training in accordance with all relevant legislation and the Client's requirements on the necessary health and professional competence and qualifications of the employees in the form of copies of their valid certificate/licence and a doctor's certificate of medical fitness for work. The Client reserves the right to unrestrictedly check the validity of the authorisations, certificates of competence, instruction of individual workers at any time during the execution of the Contract. The Supplier agrees to this. If the Contractor and its personnel do not have valid authorisations and certificates of general, medical or professional competence at the time of performance of the Contract, this shall be considered **a very serious breach** with the possibility of immediate withdrawal or termination of the Contract without notice by the Client. Withdrawal or termination of the Contract shall not affect the right to payment of liquidated damages. The Supplier shall be obliged to pay the Customer **a contractual** penalty for each individual breach of its obligation under this provision.

## **6.5 HEALTH AND SAFETY AT WORK AND FIRE PROTECTION**

### **Occupational Health and Safety (OHS)**

6.5.1 The Supplier shall be obliged to provide information on its established OSH management in connection with the performance of the subject of the contract upon the Client's request

6.5.2 The contractor must equip its workers with the most appropriate personal protective equipment (**PPE**) and require their use.

6.5.3 Supervisors are required to hold short meetings (five minute/tool box meetings) with employees prior to the commencement of work to warn employees of the hazards, risks, procedures and precautions associated with the work being carried out.

6.5.4 Before entering the workplace, a representative of each work group must report to the controlling workplace - the control room, where he/she will register in the workplace visitors' book with the number of persons in the group and the contact telephone number of the group. At the end of the work, each group must sign out of the book at the same place. Each employee must be visibly identified with the company name and equipped with appropriate personal protective equipment

6.5.5 Upon request, the Supplier undertakes to provide MONDI Štětí a.s. representatives with monthly information on the hours worked at MONDI Štětí a.s. workplaces no later than the 7th calendar day of the month following the month for which the information is submitted.

6.5.6 The Contractor shall take over the workplace from the Client (the Client's authorised person) by completing a work permit before entering the Client's workplace. In the case of a dedicated workplace (construction site), the handover will be made in the form of a separate protocol indicating the HSE status, specification of connection points to utilities, etc. according to the requirements of the applicable regulations

6.5.7 Changes, such as a change of subcontractor or a change in the agreed method of work or equipment, etc., must be notified in writing and approved by the Customer.

6.5.8 The Contractor is required to manage the HSE area and ensure that safety is discussed at all its meetings, as well as participate in site safety audits, mandate safety measures identified by audit or incident investigation, report safety incidents, ensure safety issues are communicated to its teams, reward safe behaviour and include safety in those aspects of the project that relate to planning, competencies and equipment.

6.5.9 The Supplier is obliged to ensure the participation of the responsible employee in regular meetings of the Customer's management bodies (shutdown staff, inspection days, meetings, meetings). The Supplier shall be obliged to perform the tasks assigned at the meetings of the governing bodies and to provide all relevant H&S data at the Client's request.

6.5.10 The Contractor shall ensure that the most appropriate equipment (CE certified, compliant with EU standards or approved by Mondi) is used during the project and is operated by competent and appropriately qualified personnel in accordance with the manufacturer's instructions, local legislation and Mondi's requirements

6.5.11 Valid documentation or copies of documentation must be available for the work equipment and devices on request (Manuals, logs, inspection results, documents proving that all tools, equipment of dedicated devices are regularly checked according to the requirements of legislation, as well as manufacturer's instructions, etc.) In case of deficiencies in the technical devices of the Supplier, the Client has the right to suspend their operation or ban them from his premises. Any delay in performance shall not be deemed to be caused by the Client

6.5.12 The supplier must have its own first aid kit on site and have at least one person trained in first aid. In addition, there must be one first aid kit for every 50 employees

6.5.13 If 25 or more of the Supplier's employees, including its subcontractors, are present at the Client's workplace at any one time, the Supplier undertakes to ensure the continuous presence of a safety engineer on each shift where 25 or more employees are present. The Client reserves the right to request the appointment of additional safety engineers for Contractors with more than 50 employees.

**6.5.14** Designated areas and assembly workplaces must be demarcated by fixed barriers (where possible and taking into account local conditions) and marked in accordance with the OHS and OHS regulations. Work areas must be marked with the name of the company carrying out the work, including the name of the responsible manager and a telephone number. Cells, containers or boxes intended for storage of tools, etc. must also be marked in this way.

**6.5.15** It is strictly forbidden to operate equipment for which this is prescribed without the appropriate authorisation, especially battery or motorised trolleys, goods lifts, cranes, electric hoists and all dedicated equipment. When using cranes, a qualified person must be demonstrably familiar with the system of safe working of cranes in the workplace.

**6.5.16** **When lifting with a crane**, a person authorised by the Contractor to organise the lifting work must be designated and properly labelled. This person shall be responsible for demarcating the lifting area, where only members of the lifting crew shall have access. Access to the defined area is prohibited to other persons. In the event of an unauthorised person entering the designated area, the binder shall be obliged to remove that person immediately or take other measures to prevent injury. The load lifter must have handling ropes and bars available and must use them in such a way that no one enters the load's impact zone, even when directing the load. The contractor shall provide a lifting plan for lifting operations over 10 t or when multiple cranes are involved. The lifting plan must be attached to the relevant permit

**6.5.17** **When working at heights** (above 1.5m) outside of collective security (platforms, scaffolding, etc.), the Contractor's employees must use fall arrest PPE - a full-body harness to which 2 locking ropes with carabiners are attached. This will enable the employee to be secured by at least one safety line at all times when moving from place to place. He must also wear a helmet with a four or three point attachment under the chin when doing this work.

**6.5.18** To process the material (grinding, drilling, bending, etc.), the Supplier must have workbenches with the possibility of fixing the material in a vice.

**6.5.19** Extension leads, cables or hoses must be routed in such a way that they do not create a tripping or slipping hazard and do not increase the risk of electric shock and must be protected against mechanical damage.

**6.5.20** Joints on hose lines with a working pressure of 200 MPa or more (e.g. pneumatic tools, high pressure cleaners) must be fitted with a safety lanyard or other restraint

**6.5.21** The Supplier is obliged to ensure that its employees use only designated entrances and exits, and stay only at the workplace related to the performance of the contractual performance, After the completion of the contractual performance, the Supplier is obliged to hand over the workplace tidy and free of OSH defects.

**6.5.22** The Contractor shall ensure that the Contractor's senior employees check compliance with the OHS regulations during the execution of the works. The Contractor

shall remedy any deficiencies found during these inspections without undue delay. The Contractor shall submit the inspection record to the Client upon request. **The Client's authorised person shall have the right to order a test for the presence of alcohol and the ingestion of narcotic and/or psychotropic substances for the Contractor's employee. The following shall be followed in accordance with clause 6.3.8.**

**6.5.23** The Supplier shall allow the Client's responsible persons (OHS Manager, OHS Coordinator, Safety Engineer and others) unrestricted access to the construction site/workplace for the purpose of inspecting compliance with OHS, OHS and OHS at the workplace in with the applicable legislation, documentation issued by the Client and MONDI Štětí a.s. rules for OHS. The subject matter of the inspections may also include a review of the Supplier's OHS management system, as well as a review of the personnel, technical, material and organisational prerequisites for the implementation of the subject matter of the Contract from an OHS perspective. To negotiate remedies, the Client's responsible representatives or the person authorised by the Client for inspection activities may apply the consequences pursuant to Article 6.9.

**6.5.24** In case the project meets the construction parameters according to the valid legislative requirements and a Health and Safety Coordinator is appointed on the construction site, the Contractor must submit a "Contractor's Declaration" to the Client no later than 8 working days before the start date of the work and update it regularly (always in case of change). In the case of another project, where the OSH Coordinator may not be designated according to the legislative requirements, the Contractor shall submit a "Contractor's Declaration" to the Client at the latest 8 working days before the commencement date of the work and update it regularly (each time it changes) upon the Client's request.

**6.5.25** The Supplier shall prepare a **safety risk identification and assessment** (hereinafter referred to as the **Risk Register**) for the projects referred to in this clause for activities related to the performance of the subject of the Contract to be performed at the MONDI Štětí a.s. site. Prior to commencement of work, effective risk reduction measures shall be implemented and briefly described based on the risk management hierarchy. The Contractor shall submit this information to the Client (authorised person/person responsible for the execution of the works), for the first time as part of the "Contractor's Declaration" at least 8 working days before the commencement date of the works, and update it regularly (always in case of change) during the execution period. The client reserves the right to approve the methodology used.

**6.5.26** In accordance with the Client's requirements, safe working practices will be applied, the description of the safe working system (Safe Working Practices) will be submitted by the Supplier to the Client (Authorised Person) together with the "Supplier's Declaration" and Risk Assessment at least 8 working days before the commencement of work.

**6.5.27** The Contractor is obliged to monitor the current concurrence of work with adjacent workplaces and to ensure mutual awareness of the risks between these

workplaces through the Customer's safety representative (OHS coordinator, OHS and PO manager or safety technician authorised by the Customer)

**6.5.28** The Supplier shall provide assistance for emergency response training, including fire, if required.

**6.5.29** The Supplier is obliged to fulfil the obligations related to the occurrence of all emergencies (all accidents, fires, accidents, dangerous events, etc.) towards the relevant state authorities and to immediately notify the Customer (control room, responsible manager or supervisor) of the occurrence of such an event for the purpose of objective investigation and preventive measures. In the case of an accident where an alcohol test could not be carried out on the injured worker, the Supplier shall ensure that such a test is carried out as soon as possible. The record of the test shall be submitted to the Client without delay. The Contractor shall conduct its own investigation of the incident and shall cooperate fully with the Client in the investigation of the incident. The Supplier shall provide the Customer with all relevant information about the incident necessary for the investigation of the incident. A similar procedure shall apply to the reporting and investigation of hazardous events (incidents). The contact persons for the Supplier and the Customer for reporting incidents and hazardous events and the responsibilities and authorities of the various parties involved in their investigation and implementation of corrective measures shall be set out in the 'Supplier's Declaration'.

**Failure to immediately report an emergency (all accidents, fires, dangerous events, accidents, etc.) is considered a very serious breach and the Supplier is obliged to pay the Customer a contractual penalty according to Article 6.9**

The contractor is fully responsible for compliance with the rules of occupational health and safety in the performance of the work. **Violation of legal regulations by the Contractor resulting in a dangerous event or danger to health or life of persons or where property damage is threatened is considered a very serious violation of the rules and the Contractor is obliged to pay the Client the contractual penalty according to Article 6.9, including sanctions imposed by state authorities, incurred in connection with the violation of the regulations on ensuring the safety and health of the Contractor, the Contractor undertakes to pay the Client within 15 days of the Client's request.**

**6.5.30** The Supplier shall allow the Client's HSE representatives and persons authorised for this activity by the Client unrestricted access to the workplace for the purpose of inspecting compliance with HSE at the workplace in accordance with the applicable legislation and documentation issued by the Client for HSE. The Client's employees and other persons authorised by the Client are entitled to stop any activity that would contradict the working conditions set out in generally binding regulations and the Client's internal regulations. **Failure to obey the Client's request to stop the activity shall be considered a very serious violation of the rules and the Contractor shall be obliged to pay the Client a contractual penalty pursuant to Article 6.9.**

**6.5.31** The Supplier is obliged to comply with an order to interrupt the contractual performance issued by an authorised person of the Client or a person authorised by the Client (e.g. a safety engineer) due to a threat to the operation, health and life of persons or when there is a threat of property damage, until further notice. If an order to interrupt contractual performance is issued by an employee of the Client for reasons on the part of the Supplier, any delay in performance shall not be considered to be a delay caused by the Client.

**6.5.32** The contractor is responsible for fire safety during the execution of the work with open flames, including subsequent supervision after the completion of the work (min. 8 hours). After the site has been demonstrably handed back by way of termination of the work permit, follow-up supervision may be provided by the person in charge of the site on which the open flame work was carried out or by an employee authorised by him. This shall always be in writing

**6.5.33** The Supplier is obliged to comply with the applicable legal and other regulations in the field of fire prevention in the premises entrusted (leased) to him.

**6.5.34** The Contractor must comply with the obligation to notify the competent government authorities and the Client's authorised person in the event of a fire.

**6.5.35** In the event of a fire and its subsequent liquidation by firefighting units and the use of extinguishing agents, if the fire is the fault of the Supplier, the Supplier undertakes to pay the costs associated with the liquidation of the fire within 15 days of the Customer's request.

**6.5.36** Upon request, the Supplier is obliged to provide the Customer with the basis for creating and updating materials for initial training in the field of OSH and OHS and to actively participate in the evaluation of the effectiveness of the training.

## **6.6 Transport and movement around the area**

**6.6.1** All road transport vehicles must be in good roadworthy condition, fitted with seat belts where prescribed by the manufacturer and comply with the Road Traffic Act. Where junctions are not marked with traffic signs, all roads must be considered to be on the same level. Pedestrians must use designated access routes which are marked with blue stripes. When walking on traffic roads, walk on the left as a matter of principle.

**6.6.2** Use only those means of transport that are designated for this purpose by the manufacturer and also by Mondi Štětí a.s. It is forbidden to transport on e.g. forklift trucks (except for the driver), multi-cab trucks, cranes, loaders, etc.

**6.6.3 The maximum speed limit on the company's roads:**

- in external areas **30 km/hr**
- in enclosed spaces and premises (building roads) **5km/hr**

Drivers are obliged to adjust their speed to the circumstances, in particular the immediate traffic situation, the nature of the road, visibility and the load. All communication by mobile phone or radio while driving must only be made using a "Hands Free" set. In accordance with applicable laws, persons in vehicles must wear seat belts. Vehicles that are not equipped with seat belts due to their age are prohibited from entering the company premises.

#### **6.6.4 Parking of vehicles in the company's premises**

The parking of vehicles of external organisations on the premises of the company, which have a contractual working relationship with the company, is only allowed on the basis of a permit issued and in the places designated by the relevant manager of the centre. Parked vehicles must not obstruct the passage of fire and rescue service vehicles on the roads and on the approaches to all construction and operational facilities.

A card with the driver's contact information must be placed behind the window of each vehicle and include the following:

- Name of the company operating the vehicle (if the car is a company car)
- Driver's name and surname
- Telephone number of the driver

Parking in the external area of the so-called "small parking lot" near the main administration building is reserved for vehicles owned by Mondi Štětí a.s., dispatching service vehicles and medical facilities.

Trucks arriving in the evening with cargo that can no longer be unloaded or waiting to be loaded are parked in the outer parking lot in front of the loading gate.

#### **6.6.5 Loading and unloading area - ramps**

The loading and unloading areas are designated by the operator as all eligible loading bays in the company (dispatch, purchasing, etc.), the location and operating conditions for health protection are described in separate instructions which are part of the safety instructions of the respective centre. Other loading and unloading outside these areas must be arranged by the driver in such a way as to avoid endangering the employees involved in the loading or unloading (driver, wagon driver, crane operators, binders and other employees involved) or endangering the safety of transport or other work activities.

#### **6.6.6 Loading and unloading of material**

The supplier/contractor shall ensure that the following requirements are met by the driver when loading/unloading any material brought in by truck:

- before starting to load/unload, switch off the engine, remove the keys from the ignition and brake the vehicle
- wearing a helmet, safety shoes and a reflective vest.
- lock the vehicle and keep the keys with you in case the forklift truck enters the loading area of the vehicle,
- Place chocks under the wheels (when loading/unloading, when the vehicle is not attached to the loading ramp, place chocks on both sides of the wheel),
- stand at the designated place (if he/she is not loading/unloading himself/herself),

If the driver of the vehicle is loading/unloading using lifting equipment that is part of the vehicle, he must have a work permit for this work. The only exception to this is the handling of logs at the Timber Yard. A work permit must be issued whenever a load is being loaded/unloaded by lifting equipment and there is no approved work procedure for the loading/unloading.

#### **6.6.7 Getting around the area on foot**

It is forbidden to walk on roads and areas where access is forbidden or the area is bordered by a barrier. The employee is obliged to observe the instructions, information and safety signs, not to damage or remove the signs and to respect them.

Arrival and departure to and from the workplace is only possible via the designated access routes set out in the safety instructions for each workplace.

It is forbidden to walk on the tracks of the internal transport. Crossing the tracks is only permitted at crossings, always perpendicular to the tracks. Pay increased attention to railroad crossings when exiting buildings.

It is forbidden:

- a) cross the tracks in front of approaching trains or vehicles
- b) enter the spaces between the loading ramp and the moving vehicles - wagons, stay in the doors or openings through which the vehicles pass
- c) crossing the tracks through the gap between the buffers, even when wagons or vehicles are standing close to the buffers of the last wagon
- d) to crawl and climb over the carriages, even when they're standing
- e) walk on wagon buffers or on wagon switchgear
- f) jumping or hopping onto moving wagons

When walking, pay close attention to places that are wet, slippery, bordered, elevated and, in winter, to paths that have not yet been gritted.

#### **6.6.8 Cycling**

Cyclists must have properly equipped bicycles to allow smooth and safe operation on roads. SBS staff will not allow inadequately equipped bicycles to enter the MONDI premises.

It is forbidden to operate bicycles on the MONDI premises:

- Use a bicycle that is not equipped with the prescribed compulsory equipment
- Use a bicycle whose technical condition does not allow safe riding
- Use a bicycle in low visibility without proper lighting. The bicycle must be equipped with a white light or flasher at the front and a red light or flasher at the rear.
- Use your bicycle for any purpose other than to get to and from your workplace. Moving around the premises by bicycle for work reasons is prohibited
- Cycling in places where cycling is not allowed - outside of internal paved roads (pedestrian walkways, inside buildings, in dormitories, on grassy areas)
- Crossing a level crossing with a road by bicycle (a complete ban on crossing a level crossing applies)
- Cycling in adverse weather conditions (ice, continuous snow)
- Ride a bike with two or more people
- Ride a bike on campus if the traffic light at the passenger gate is red
- Ride a bike without holding the handlebars
- Keep clear of another vehicle when driving
- Leading a second bicycle while driving
- Carrying objects that would make it difficult to steer the bike and endanger other road users
- Riding a bicycle without a protective bicycle helmet (work helmets are not accepted) and without a strap under the chin
- Bicycles are not allowed through the entrance gate

#### **6.6.9 Movement of other personal means of transport**

It is forbidden in the MONDI area:

- Rollerblading
- Ride a skateboard
- To ride on any other personal vehicle designed for the transport of persons other than those approved

The following is allowed in the MONDI area:

To ride a scooter, provided that all rules applicable to bicycle or service multi-wheelers are observed.

It is forbidden to operate scooters in the MONDI area

- Use a scooter whose technical condition does not allow safe riding
- Use a scooter in low visibility without proper lighting. The bike must be equipped with a white light or flasher in front and a red light or flasher in the rear.
- Use the scooter for any purpose other than getting to and from the workplace. Moving around the premises on a scooter for work reasons is prohibited
- Riding scooters in places where they are not allowed - outside of internal paved roads (pedestrian walkways, inside buildings, in dormitories, on grassy areas)
- Crossing a level crossing with a road on a scooter (a complete ban on crossing a level crossing applies)

- Cycling in adverse weather conditions (ice, continuous snow)
- Ride a scooter with two or more people
- Riding a scooter on the premises if the traffic light at the passenger gate is red
- Keep clear of another vehicle when driving
- Ride a bicycle or scooter while driving
- Carrying objects that would make it difficult to drive the scooter and endanger other road users
- Riding a scooter without a protective bicycle helmet (work helmets are not accepted) and without a strap under the chin
- No scooters are allowed through the entrance gate

**Penalties for violations of the rules related to cycling or scootering on the premises are listed in Article 6.9.**

## **6.7 ENVIRONMENTAL PROTECTION**

### **6.7.1 Management of chemicals and chemical mixtures**

**6.7.1.1** The Contractor shall use chemical substances (**CHL**) and mixtures (**CHS**) in accordance with the following regulations:

- Act on chemical substances and chemical mixtures ( Chemical Act No.350/2011 Coll.)
  - Act on the Prevention of Major Accidents (Act No.224/2015 Coll.)
  - Relevant EU regulations (REACH, CLP) as amended
- a/ Upon request, the Supplier is obliged to submit to the Customer's authorised person, who is the representative for the environment, a list of CHL and CHS that will be used in its activities on the Customer's premises. For this purpose, he shall use the list in Annex 1 of this document. The Customer shall submit Safety Data Sheets (SDS) for the hazardous CFCs and HCFCs used and, upon request, shall notify the pre-registration or registration numbers of the CFCs and HCFCs in accordance with the relevant EU Regulation. The SDS shall be in the Czech language
- b/ The Employer shall have the right not to approve the use of the Contractor's CHL or CHS if there is a suitable equivalent or a risk that its use may endanger the environment or cause disposal problems.
- c/ The Supplier is obliged to store CHL and CHS in the original packaging properly labelled or in containers designated for this purpose.
- d/ The packaging of all CHL and CHS used by the Supplier shall be marked with warning symbols and descriptive labels in the Czech language in accordance with applicable legislation.

- e/ The Supplier undertakes to inform the Customer's representative of all incidents that may potentially affect the quality of wastewater, air and other environmental components, including nuisance components (odour, noise, dust, etc.).
- f/ The Supplier undertakes to handle chemical substances and mixtures (including hazardous ones) according to the Material Safety Data Sheet of the substance in question using defined and appropriate protective equipment so as to minimize the potential risk associated with its handling.

6.7.1.2 The Supplier is obliged to allow the Customer's qualified personnel (Environmental Protection) to inspect the handling of CHL and CHS in order to verify the correctness of the procedures used in connection with the performance of the contract.

**If the Supplier fails to comply with the obligations for the handling of chemicals and chemical mixtures during activities on the Customer's premises, the Customer has the right to interrupt or completely stop the Supplier's contractual performance due to obstacles on the Supplier's side.**

## **6.7.2 Waste management**

6.7.2.1 The Supplier is obliged and undertakes to handle waste in accordance with the Waste Act:

- a/ Preventing and reducing waste and prioritising the recovery of waste,
- b/ to follow the instructions of the Client's competent technical supervisor in accordance with the internal regulations applicable to waste in the respective facility/ premises when performing the contractor's activities related to waste generation,
- c/ collect waste sorted according to the type of waste and secure it from degradation, theft or other unwanted leakage, while the premises for the collection (collection point) of hazardous waste will be assigned to the Contractor by the Client (technical supervision),
- d/ collect hazardous waste separately according to its types at the collection point, label it in the specified manner (waste name, graphic symbol of hazardous properties and waste identification sheet), secure the collection point (collection point) of hazardous waste against leakage of pollutants into soil, water and air or other contamination,
- e/ the originator and the holder of waste generated during service, cleaning or maintenance work performed on the premises of MONDI Štětí a.s. is the Customer for whom such work is performed,
- f/ if the Supplier's obligation to recover or dispose of waste is part of the subject of the Contract, the Supplier shall submit a copy of its own authorisation to recover or dispose of waste, or a copy of the authorisation of the organisation that will carry out this activity for the Supplier, to the Customer's environmental department well

in advance of the commencement of the performance of the subject of the Contract. If the Supplier will provide treatment and recycling of used batteries and accumulators, recovery and/or disposal of waste oils, treatment of waste electrical and electronic equipment, it must also submit the authorisation for this activity, i.e. the authorisation granted by the Ministry of the Environment of the Czech Republic. In the case of handling and/or transport of hazardous waste by MONDI Štětí a.s. to the Supplier's waste recovery or disposal site, the Supplier must submit a copy of the valid consent for handling and/or transport of hazardous waste. The Supplier shall submit to the Customer's environmental department copies of the newly issued documents from the relevant state waste management authorities well in advance of the expiry of the authorisations and/or consents and/or decisions and/or authorisations referred to in this paragraph, throughout the term of the contractual relationship. The Supplier shall preferably recover hazardous waste in the Czech Republic in accordance with the Waste Management Plan of the Czech Republic.

- g/ In accordance with the Waste Act, the Supplier is the originator of waste arising as a result of construction and demolition work and the construction, maintenance, reconstruction and demolition of roads, with the exception of ferrous scrap, non-ferrous metals and waste parts specified by the Customer, including waste suitable for further use in the household.
- h/ The Supplier is obliged to inform the Customer once a month and within 5 days after the completion of the contractual performance about the method of disposal of the waste produced, indicating the catalogue number of the waste, its quantity, the authorised person who took over the waste for recovery or disposal, the date of export of the waste from the premises/facility, the waste management code and copies of the registration sheets for the transport of hazardous waste. The client reserves the right to specify the scope and form of documentation required to prove the method of management of the waste produced.

The Supplier is obliged to allow the Customer's qualified personnel (environmental department and the Customer's technical supervision) to inspect the waste management in order to verify the correctness of the procedures used.

**Breach of the obligations of this provision by the Supplier shall be considered by the Parties to be a breach of the Contract in a material manner with the possibility of immediate withdrawal or termination of the Contract without notice by the Customer. Termination or cancellation of the Contract shall be without prejudice to the right to payment of liquidated damages**

## **6.8 THE CONDITIONS FOR THE PERFORMANCE OF THE CONTRACT AND THE TECHNICAL EQUIPMENT OF THE SUPPLIER**

### **Common provisions**

The Client shall maintain a current list of all Contractors, including subcontractors of

Contractors, who are approved to operate on the Client's premises.

**6.8.1** The Supplier is obliged to submit to the Customer for approval all its subcontractors who will participate in the performance of the subject of the Contract at least 14 days before the commencement of the performance of the subject of the Contract. The Supplier is obliged to report any changes in subcontractors to the Client without delay. The Supplier's subcontractor may participate in the performance of the subject of the Contract only after approval by the Customer. The Supplier is obliged to ensure that only subcontractors approved by the Customer will work on the subject of the Contract. This obligation also applies to the operation of the Supplier's subcontractors on the Customer's premises.

**6.8.2** The contractor of the construction (project) according to the Construction Act, before entering the Client's workplace/site, shall take over the workplace/site from the Client's responsible representative, indicating the OSH status, of which the Client shall make a record. The record shall clearly define the boundaries of the workplace/site, including media connection points and other necessary information. The handover/acceptance of the site does not remove the site from the Customer's premises and does not change its status in terms of Mondi's rules, unless specifically stated otherwise.

**6.8.3** The contractor of the construction (project) according to the Construction Act undertakes to carry out the works in accordance with the conditions agreed in the Project or other documentation or according to the Client's order. The Contractor undertakes to observe all agreed work procedures and technological discipline in the preparation and execution of the subject of the Contract. The Contractor shall be responsible for the application of work and technological procedures, the organisation of the contractual performance and the marking of the work site,

**6.8.4** The Supplier is obliged to comply with the applicable rules and conditions for the preparation, implementation and coordination of contractual performances on individual operational parts during their operation as well as during their shutdown, according to the Customer's instructions.

**6.8.5** The contractor shall ensure that the workplace and employees are adequately equipped to perform the work.

**6.8.6** Construction, repair, modification or other interference with the scaffolding structure may only be carried out by qualified employees of scaffolding companies according to the Customer's list of suppliers. The Scaffolding Contractor shall only construct scaffolding in accordance with the Client's applicable legislative and normative regulations and standards. The Contractor shall comply with the conditions for the use of scaffolding imposed by the applicable legislation as well as MONDI's internal regulations and rules. The scaffolding must be implemented and marked according to the applicable CSN. The scaffolding must comply with the requirements of the Client (Guidelines for the construction and use of scaffolding structures on the premises of

Mondi Štětí a.s.) throughout the entire period of its use. When working on the scaffold, including its construction and demolition, a protection zone must be marked out around the scaffold as prescribed for work at heights depending on the height of the scaffold.

6.8.7 The Supplier shall perform all tests and inspections specified in the technical standards, applicable legislation and the quality management and control project during the period of performance of the contract. The Supplier shall invite the Client (the Client's technical supervisor) to carry out the tests and inspections three working days in advance and, if necessary, the state technical supervision authority in person or via the Client five working days in advance.

6.8.8 An authorised employee of the Supplier shall keep the Client informed of the status of the contractual performance at review meetings and operational management meetings organised by the Client.

6.8.9 The Contractor shall carry out the contract work on site/construction site in such a way as not to damage utilities and equipment.

6.8.10 The Contractor's employees are required to familiarise themselves with their tasks prior to carrying out the Contract Work and to demonstrate that they are familiar with the risks and measures to eliminate them as set out in the Permit to Work. The Contractor shall invite the Client in writing at least 2 working days in advance to inspect the contract work to be covered or to become inaccessible, or at the times agreed in the contract.

6.8.11 The contractual performances during the period of commissioning of the subject of the Contract on the operational parts can be performed only on the basis of prepared, issued and signed "Permits to Work", where he briefly describes the procedure of his activities on the premises of MONDI Štětí a.s., possible dangers and risks resulting from these activities and measures taken to eliminate these risks.

6.8.12 The supplier is obliged to familiarize himself with the document "TOP OSH 3.2.1 OSH and PO for external companies" to ensure occupational health and safety and fire protection.

6.8.13 The Client reserves the right to apply the disciplinary system according to Article 9 for violation of legislative and normative regulations in the field of OSH, OHS and environmental protection as well as internal rules and requirements of MONDI Štětí a.s., with which the Contractor has been acquainted.

6.8.14 The Supplier shall, at its own responsibility and expense, procure and arrange for the loading and unloading, distribution and proper storage of all materials and equipment necessary for the proper performance of the Contract.

#### **Common provisions on general documentation requirements:**

6.8.15 In the event that the subject of performance under the Contract or part of the subject of performance will be the preparation of design and technical documentation

and/or accompanying technical documentation, the Supplier is obliged to proceed with the preparation of the documentation in accordance with the terms and conditions specified in the technical specification received from the Customer.

**6.8.16** The contractor is obliged to prepare the design, technical and/or accompanying technical documentation in accordance with the generally binding applicable legislation (Decree on Construction Documentation) and applicable CSN standards.

**6.8.17** The Supplier shall be obliged to base the preparation of the design, technical and/or accompanying technical documentation on the existing SO/PS/IO codebook provided by the Client and valid within the Client's respective area.

**6.8.18** If the Supplier fails to meet the deadlines for delivery of the clean copies of the individual documents that are part of the subject of the Contract (e.g. Execution Project, Accompanying Technical Documentation, Actual Execution Documentation, Technological Procedure for Construction and Assembly Works, Commissioning Project, Operating Rules and Regulations for Maintenance and Repairs, Schedule for Contract/Work Execution, etc.), the Supplier will not be allowed to perform the work due to obstacles on the Supplier's side.

**6.8.19** The contractor is obliged to keep a construction/installation diary and regularly record relevant facts in it. The logbook must be kept in the Czech language. The Contractor shall submit the logbook to the Client for inspection or recording upon request.

## **6.9 Consequence**

The seriousness of the violation of BTP requirements and legal and other regulations is determined as follows:

### **a) very serious (violation of cardinal rules)**

- Endangering your own life or the life of others
- Entering the load impact zone
- When working at height, do not use fall protection measures
- Failure to use prescribed personal protective equipment when handling chemicals
- Unauthorized tampering on running equipment near converging points without installed guards and barriers
- Work on equipment without prescribed provision of all energies (LOTO)

### **b) Other violations of the requirements of the contract, generally applicable laws and regulations.**

In the case of other violations, the entry of a person may be revoked with immediate effect upon the first violation, for a period to be determined by the Customer.

**If a government authority imposes sanctions against the Customer for such a violation, the Supplier undertakes to pay them in full within 15 days of the Customer's request.**

**Violations of regulations and rules by the Supplier resulting in a dangerous event, registered or fatal work injury to the Client's employees, the Supplier's employees or employees of other third parties shall be considered a very serious violation of the rules and the Supplier shall be obliged to pay the Client a contractual penalty according to Article 6.9 for each such individual case. If a governmental authority imposes sanctions on the Customer for such a breach, the Supplier undertakes to pay them in full. The Supplier also undertakes to pay for all demonstrable damages caused to the Customer within 15 days of the Customer's request.**

**For violation of regulations and rules by an employee of the Supplier, the Client may require the Supplier to provide additional HSE training for that employee of the Supplier at the Supplier's expense. The Supplier's employee may be permanently banned from entering the premises of Mondi Štětí a.s. for a very serious violation of legal regulations and HSE rules.**

**A very serious breach of the BTP requirements by the Supplier shall be considered by the Parties as a breach of the Contract in a material way with the possibility of immediate withdrawal or termination of the Contract without notice by the Client. Withdrawal or termination of the Contract shall be without prejudice to the right to payment of liquidated damages**

**For breach of obligations under these GTP, the Supplier is obliged to pay the Customer a contractual penalty in the amount specified below for each individual case of breach of obligation.**

AREA	BREAKING	THE MADE CARD	CONSEQUENCE (warning or prohibition of entry of a person into the premises of Mondi Štětí)	POKUTA (in CZK without VAT)	RECORD (of the Customer)
ALCOHOL	up to 0,20 per mille	red card	for 1 day	10.000,-	SharePoint
	0,21 - 0,29 per mille	red card	1 month, when driving a car, report to the Police of the Czech Republic	10.000,-	SharePoint and attendance
	0,30 per mille and more	red card	1 year, when driving a car, report to the Police of the Czech Republic	10.000,-	SharePoint and attendance
	refusal of the test	red card	1 year, when driving a car, report to the Police of the Czech Republic	10.000,-	SharePoint and attendance
	repeated failure or refusal to take the test	red card	permanently	10.000,-	SharePoint and attendance
DUMB SUBSTANCES	Positive test for narcotics in the body	red card	for 1 day	10.000,-	SharePoint and attendance
BEHAVIOR	inappropriate behaviour (vulgarity, disobeying orders from security, Mondi staff, etc.)	yellow card	Reminder	-	SharePoint
	repeated reminders to the person	red card	6 months	10.000,-	SharePoint and attendance
	serious breaches of the Code of Ethics and Conduct	red card	permanently	10.000,-	SharePoint and attendance
	Theft	red card	permanently	10.000,-	SharePoint and attendance

	misuse of the access card	red card	permanently	10.000,-	SharePoint and attendance
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<b>PARKING</b>	Parking without a contact card behind the glass or inappropriate parking	red card	Entry ban for up to 1 month	-	SharePoint and attendance
<b>MOTION OF VEHICLES</b>	Failure to comply with the driver's obligations under the Road Traffic Act	red card	Entry ban for up to 3 months	5.000,-	SharePoint and attendance
<b>CYCLING OR SCOOTERING</b>	Violation of rules related to cycling or scootering	red card	No bicycles/scooters for 1 month	-	SharePoint

<b>OHS</b>	Other violations of BTP, OHS	1st yellow card in the last 6 months	Notice	-	SharePoint
	Repeated other violations of BTP, OSH	2nd yellow card in the last 6 months	Notice	-	SharePoint
	Very serious breach of BTP requirements a 2. Repeated other violations of BTP, BOPZ in the last 6 months. Other violations of BTP, OHS	red card	for 1 day to 1 year (assessed by the Customer according to the violator's behavior), interview, completion of initial training	10.000,-	SharePoint and attendance

The contractual penalty will be applied via invoice.

## **7 - Related documentation**

TOP 3.2.1 Occupational health and safety for external companies  
TOP OSH 3.6.3.14 Safety and technical provision of energy and machinery on site  
TOP 2.1.0 Risk assessment  
TOP 5.1.0 Monitoring and measurement in the field of OSH  
TOP OSH 3.6.3.4 Protection against alcoholism, smoking and substance abuse  
TOP OSH 3.7.1 Handover of workplace and work permitting  
TOP OHS 3.6.3.0 General OHS instructions

## **8 - Attachments**

Annex 1: List of chemicals  
Annex 2: Mandatory points of the SHE Plan, Technology Procedure and Risk Assessment