

# RULES ON REQUEST OF ISSUATION OF ENTRANCE CARDS FOR THE AREAL

1. Fill in the form primarily with the machine font (on PC) and send in Word.
2. Send the form at the latest 24 hours before the training begins.
3. Rules on filling in the obligatory fields in the request:
  - a. **Applicant** field: In case of Mondi Štětí a.s. is the applicant Mondi Štětí company (Mondi employee).
  - b. **External company** field: the name of the company that sends its own workers to training (may be a subcontractor of the company that has contractual relations with MONDI)
  - c. **MONDI contractor** field: the company that has contractual relations with MONDI (is a general contractor, that has ordered an external company as its subcontractor or realizes its work as an external company)
  - d. **Contact person** field: external company representative whose own workers ask for training
  - e. **Personal number** field: do not fill in (an M2C employee who gives out card will fill in)
4. Safety training:
  - a. Dates of safety training:
    - a. In Czech language during workdays from 7:30 to 9:30, from 13:00 to 15:00.
    - b. In English language during workdays from 10:00 and 12:00.
    - c. Outside of set time training is available only after contacting the trainer.
  - b. Trainings are led in Czech or English languages. For translation into other languages, a translator must be present. If that is not the case, applicants will not be trained.
  - c. In case the applicants are more than 10 minutes late, they will not be trained, and they will have to arrange another appointment, to which they will show up on time.
  - d. Appointments reserve on the phone number 416 802 172 or in shortened option 2172.
  - e. Training is valid for 1 year. The employee does not return the card and keeps her for future entries.
  - f. Training takes place in the training center.



5. In case the card is damaged or lost and the worker wants to enter the area, he is obliged to pay 500,- Kč work safety manager's office in the personnel gatehouse. After the payment has been given, a new card can be issued. Existing cards do not have to be changed immediately – they will be changed continuously during the restoration of safety training.

Transition to new entrance cards with a photo is free if:

- a. The employee has returned the card back to the training center in the past.
- b. Returns an old entrance card to exchange it for a new one with a photo.
- c. If he asks for it for the first time.

**The card becomes personal property of the employee.**

## 6. Training process and card issuance

- a. For the entrance card to be ready, it must be filled out correctly and delivered a request of an issuance of an identity card for entry in time.
- b. Next, a check of name must be carried out according to the attendance list from the training and a request for personal card issuance.
- c. Workers, who are not mentioned in the request, will not receive an entrance card, and must wait for a complementary request to be added to the system and a card to be issued to him. Complementary request is solved by the requester, who is not mentioned in the request, through his superiors.
- d. After completing the entry safety training, based on attendance lists, successful graduate of the test with positive results will be photographed in the training center and after submission of a proof of identity (ID card, driver's licence, passport, ...) will according to signature be given an entrance card with a photo. The card is immediately active. It is not possible to take more created cards per one person (every applicant can, after identification and signature, take only his own card).
- e. In case the worker already has an entrance card with a photo, an activation or extension of validity by a year will occur based on a graduation of safety training and completing the final test.
- f. The entrance card is **IMMOVABLE**.