APPENDIX 6

REQUIREMENTS FOR HEALTH, SAFETY AND ENVIRONMENTAL PROTECTION - HSE ANNEX TO THE CONTRACT

This HSE Annex to the Agreement shall enter into force: 6th December 2024
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1. OBJECTIVES, ENTRY INTO FORCE AND ACCEPTANCE OF AMENDMENTS

The aim of the Sustainable Development, Health, Safety and Environmental Protection, Appendix to the Agreement (hereinafter referred to as the Appendix) is to familiarize:

1) contractors and suppliers of goods in INA Group companies (hereinafter: Contractors) as well as their subcontractors with the rules of sustainable development, health protection, occupational health and safety and environmental protection (hereinafter: HSE) which must be complied with when performing contracted works, performing/providing services and during the delivery of goods, in order to carry out activities in a manner safe for people, environment and property.
2) With HSE on-site inspections and
3) Sanctions for non-compliance with the HSE Rules

Contractors within the meaning of this HSE Appendix are contractors, executors/service providers and suppliers of goods (hereinafter: Contractor, Contractors).

Within the meaning of this HSE Appendix, the HSE Rules are the rules prescribed by this HSE Appendix and all positive regulations that regulate the HSE area that do not interfere with or change the legal and economic/commercial nature of the existing contractual relationship. If a mutually acceptable agreement is not reached, the current HSE Appendix will continue to apply.

During the revision of the HSE Annex to the Contract by INA Group, the contractor receives a written notification and the amended HSE Appendix. If the Contractor does not respond to INA Group within the specified period of 10 (ten) calendar days, it shall be deemed that the Contractor has accepted the amended HSE Annex. If a mutually acceptable agreement is not reached, the current HSE Appendix will continue to apply.

2. OBLIGATIONS OF CONTRACTORS AND SUBCONTRACTORS

1) All contractors and their subcontractors are obliged to perform works in full compliance with this HSE Appendix, all positive regulations, especially in the field of HSE, as well as internal regulations of the Client or the owner or possessor of the place where the works are performed;
2) All contractors and their subcontractors are obliged to perform works/activities in such a way as not to cause incidents and prevent injuries at work;
3) The contracted works must be carefully planned, the hazards identified, the risks assessed and controlled throughout the duration of the contract;
4) Contracted goods identified as HZSO relevant must be selected in such a way that the risks (including but not limited to hazards to human health and the environment, physical hazards, packaging and labelling of goods, transport of dangerous goods) are assessed and controlled throughout the duration of the contract and the use of the goods;
5) The supplier of goods to which the provisions of Regulation (EC) No 1907/2006 of the European Parliament and of the Council on the Registration, Evaluation, Authorisation and Restriction of Chemicals (hereinafter: the REACH Regulation) is obliged to comply with the provisions of the REACH Regulation and legislation in the field of chemicals;
6) The Contractor is obliged to prepare **a Works Plan**, based on the information from the preliminary risk assessment, for **complex works of high risk**, and submit it no later than in the pre-mobilization phase;
7) The Contractor is responsible for its subcontractors and is obliged:

- notify the Client of subcontractors at least 8 days before the start of work;
- check that the subcontractor has all the necessary documentation and certificates in accordance with the legal requirements and requirements of the HSE Appendix;
- ensure the availability of subcontractor documentation at all times at the site of works;
- limitation of the number of subcontractor levels in relation to the contractor. In the case when *SSC* (*single service company) is a* contractor, a maximum of 2 levels of subcontractors are possible;
- In the case of investment works, 2 levels below the main contractor (a total of 3 below the organizational unit that manages the investment works) are acceptable. Exceptions to this rule are agreed by the Contractor with the Client in accordance with the contractual conditions;
- inform and explain to subcontractors the requirements of INA Group from the aspect of the HSE and oblige them to apply them;
- supervise the work carried out by subcontractors;
- oblige subcontractors to pay fines to the contractor for violating the HSE Rules;
- pay a fine for subcontractors to INA Group companies in case of violation of the HSE Rules;
- ensure that each subcontractor worker has appropriate training and is trained and competent to perform the tasks;
- **ensure that each subcontractor is aware of the hazards associated with the work and the work process: potential fires, explosions or releases of hazardous substances**;
- ensure that each subcontractor is familiar with and understands the safety rules on site: how to deal with emergencies, escape routes, work safely, etc.;
- ensure and document that each employee of the subcontractor has attended the training and that they have accepted the instructions and passed the test;
- ensure that each of the subcontractors' workers complies with the HSE Rules and applicable work procedures in a safe manner;
- establish a programme to ensure that subcontractors working in process facilities and handling dangerous goods are trained and not exposed to external influences;
- warn the Client of any danger due to the subcontractor's work, or any danger identified during the execution of works;
- **ensure that the general principles of OSH prevention (elimination, replacement, redesign, isolation, administrative measures and personal protective equipment) are applied in order to reduce or eliminate the risk during the execution of works**;
- ensure that each worker of the subcontractor has adequate personal protective equipment (PPE) and, where appropriate, collective equipment, if so required by the risk assessment. In operational technology areas, contractor workers must have a minimum of non-combustible antistatic clothing and S3 protective boots;
- ensure that only persons employed on the site and persons who have permission to enter, and who are trained for the risks of the site and works, have access to the work site;
- ensure that only persons who are employed and persons who have permission to enter have access to the area where food is prepared.

8) The engagement of a subcontractor by the Contractor is defined in the contract, and in the event of a change or addition of a new subcontractor, it is necessary to obtain the written consent of the Client. All employees of the Contractor and subcontractors are obliged to attend the training on the

specificity of the location and familiarize themselves with the HSE Rules, defined by this HSE Appendix;

9) The Contractor is obliged to participate in the handover of the work site. The following must participate in the process of handing over the worksite:
   - responsible persons of the Contractor and subcontractors;
   - the maintenance organization of the client;
   - responsible person of the plant/organizational unit of the CLIENT of the place of works;
   - in the case of investment works, the responsible person of the organisational unit in charge of investments, e.g. the project manager;
   - a representative of the competent organisational unit/person in charge of the HSE responsible for the location where the works are being carried out;
   - representatives of other organizational units of the CLIENT involved in the works regarding the field or business.
10) Contracted works can only begin with a valid Work Permit issued by the CLIENT.
11) The Contractor is obliged to continuously supervise its workers and the workers of its subcontractors in order to perform the works in accordance with the Works Plan and the Work Permit. **In the case of complex, high-risk works, the contractor's HSE experts are obliged to always carry out continuous supervision during the execution of works.**
12) In the event of non-compliances identified during the inspection, the inspection team/person may impose the penalties set out in *Appendix 3 of* this document;
13) Authorized representatives of the Client and the representative of the Contractor inspect the work site and determine the completion of works, including waste disposal by the Contractor, and sign the handover record thereof;
14) Contractors are evaluated on the basis of the fulfilled requirements of the HSE, and they relate to the violation of the TPS, the number and severity of incidents and the amount of penalties for violating the HSE Rules;
15) **The contractor is obliged to provide its foreign workers and foreign workers of its subcontractor with adequate communication at the location of the works in a language they understand so that they can understand the hazards related to the work they will perform and so that they can apply the measures required of them**;
16) All related documents listed in the HSE Appendix must be submitted at the tender stage;
17) For the avoidance of doubt, all the obligations set forth herein relating to subcontractors engaged by the contractor shall also apply to subcontractors engaged by the contractor and any further subcontractor in the contracting chain, if any.

3. CONTRACTOR'S OBLIGATION

1) The Contractor is obliged:
   - Possess proof of the competence of their workers and the workers of their subcontractors to perform a certain type of work at the workplace – at least: proof of professional qualifications, competence to work in a safe manner and to protect against fire, competence to provide first aid.
   - Submit a valid medical certificate for its workers and the workers of its subcontractors working on jobs with special working conditions.

- put all existing certificates for their employees and the workers of their subcontractors, chemicals and equipment into the INA Group information system, for which they will receive a username and password for the duration of the contract;
- Regularly conduct a preparatory security meeting before each shift/start of more complex operations that, due to their complexity and risk, pose an increased threat to the safety of people and the environment;
- Perform the works in accordance with the issued Work Permit;
- Possess legally prescribed documentation at workplaces, technological documentation, regulations, instructions for working in a safe way for all operations and all phases of work with technological schemes and designations of elements, procedures, instructions for working in a safe way, attestations, certificates, checklists with inspection deadlines, safety and technical data sheets, instructions for safe work with chemicals, certificates of correctness of work equipment, Noise level test certificate;
- Perform mandatory technical inspections and adjustment of safety elements and devices in accordance with the regulations and instructions of the manufacturer;
- Perform all prescribed functional tests and prescribed measurements;
- Properly maintain the means of work;
- Ensure and supervise the use of personal protective equipment;
- Mark the places of work with the necessary prohibition signs, warnings and notices;
- Organize and ensure the provision of first aid to workers in the event of injury at work or sudden illness until their referral to a health institution for treatment.
- At workplaces or temporary workplaces where up to 20 workers work at the same time, at least one of them must be trained and designated to provide first aid, and one more for every additional 50 workers.

2) All incidents, unwanted actions, potentially dangerous situations should be reported immediately upon occurrence to the responsible persons at the INA Group location.
3) Supervise its own workers and the workers of its subcontractors during the execution of works.

4. GENERAL PART

4.1 Critical activities and hazardous area

1) The following activities are Critical activities within the meaning of the HSE:

No.	Type of works	which includes:
I	Excavation work and work at height	All activities in technological areas/technological environments involving excavations at least 0.8 m deep in relation to the original level, regardless of the nature of the work (manual or machinery) and the reasons (digging, foundation for any structure, drilling, landscaping, etc.) All work carried out at height requires: - a fixed work platform with a fence with a minimum height of 1 meter and other legal requirements.

		- use of equipment for work or protection when working at height
II	Work with chemical or biological substances	- Work on the opening of equipment containing hazardous refrigerants, deposits, and substances that lead to spontaneous combustion in contact with fresh air - Dry cleaning/washing/rinsing - Use of hazardous chemicals for cleaning/washing/rinsing of technological vessels/equipment and for chemical treatments, protection of process equipment and product additive.
III	Works in the field of ionizing and non-ionizing radiation	- Wall thickness measurement, non-destructive testing, e.g. radiography, etc.
IV	Work in the vicinity of high-voltage electrical installations	All installations above 1,000 V
v	Work with explosive and highly flammable substances	- Open flame work, autogenous cutting and welding, electric arc welding, cutting and grinding with a grinder, soldering, annealing, heating insulation(s). - Works using internal combustion engines. - Works in which pneumatic tools are used. - Any other operating techniques that produce heat that can cause, spark, fire and explosion.
VI	Works in areas endangered by explosive atmospheres	Works in technological plants, tank space in accordance with the Ex-manual and in accordance with the legal regulations for chemicals (where applicable)
VII	Work with machinery and equipment with increased hazards	- Construction machinery - High-pressure or mechanical cleaning/washing/rinsing
VIII	Assembly and disassembly work on heavy parts and/or assemblies	- Lifting above equipment/technology in ex-zones, - Lifting special loads, such as structures, mobile cranes, etc.,
IX	Works indoors	- Tanks, tunnels, communal and other technological vessels, vessels, columns, reactors, separators, ventilation holes, sewage, etc. Entering/working indoors means that any part of the body is inside an enclosed space. - Excavation works involving the entrance to pits, ditches, embankments deeper than 1.0 m.
X	Assembly and disassembly work	Scaffolding, pipelines, supporting structures, equipment in the process of work
XI	Works where there is a risk of drowning	Diving work, installation of protective barriers
XII	Digging, underground and tunnel cleaning work	Related to t. IX (work indoors)

XIII	Works in diving with the use of pressurized air	Diving work, work in areas where the oxygen concentration is less than 17% GVI
XIV	Works with traffic on roads and railways and other works not listed from I-XIII	Works with traffic on roads and railways

2) A hazardous area is any operating area of INA Group companies where there are hazardous substances or hazardous energy sources that have the potential to cause damage. The division of areas endangered by explosive atmospheres at the locations of INA Group companies into danger zones (EX zones) was carried out based on the frequency and duration of the occurrence of explosive atmospheres in accordance with legal regulations.

4.2 Explosion hazard zones (EX zones)

1) In accordance with legal regulations, the following is not allowed in danger zones:
   - Holding and use of tools, devices and equipment with manual, mechanical, pneumatic, rotating, etc. propulsion and starting, which may cause a spark or otherwise release heat,
   - smoking and the use of open fire in any form,
   - holding of oxidizing, reactive or self-flammable substances,
   - disposal of flammable and other substances not intended for the technological process,
   - access to vehicles that may spark at work,
   - wearing clothing and footwear that can be charged with a dangerous charge of static electricity, e.g. **synthetic clothing and footwear without antistatic properties, etc., except in zone 2, unless otherwise determined by a special regulation**,
   - the use of work equipment that is not properly protected against static electricity, if there is a possibility of generating static electricity.
2) All works in danger zones are carried out under the special supervision of PEX protection experts and fire protection and occupational safety experts.

4.3 LIFE SAVING RULES

1) Every employee working for INA Group companies, as well as every employee working at the locations of INA Group companies, must be familiar with the INA Group LIFE SAVING RULES (*Appendix 1*);
2) The authorized person of the Client must ensure that all employees of the Contractor are familiar with these Rules, and that failure to comply with them **results in the permanent removal of the violator from the location** and **the initiation of penalization proceedings against the Contractor** (*Appendix 3*).

4.4 Stop Card System ('SCS')

1) SCS is a tool for the integration of behaviour-based safety programs, LIFE SAVING RULES and work stop authorizations, in order to prevent injuries and occupational diseases in the workplace through training of INA Group employees and contractors in observing each other's activities, recognizing hazards, and in order to build a culture in which it is possible to openly discuss unsafe actions and

unsafe conditions, as well as reward positive behaviour (recognizing the best card - identifying/identifying unsafe actions/conditions). The SCS is based on the following cycle:

- identifying/identifying unsafe actions/unsafe conditions; the immediate correction of unsafe actions and unsafe conditions, which includes action to stop the unsafe action by stopping the work.
- Recognizing safe actions and behaviours
- in the Stop card it is necessary to enter the details related to the findings; where immediate corrective action could not be taken, recommendations shall be made.

2) Stop cards should be reviewed regularly (recommended daily or as the longest frequency per week) and corrections made to the management system, operating instructions, procedures, etc. when necessary.
3) In case of observed unsafe action or unsafe condition during a visit to check behaviour, routine or unplanned presence at the workplace, it is necessary to fill in the Stop card stating the details of the findings.
4) The completed STOP card is handed over to the construction site manager or HSE expert.
5) The number of completed STOP cards is one of the criteria for awarding and it is desirable to fill in as many cards as possible.
6) Stop cards in paper form are available at locations/places of work.

4.5 ALCOHOL, OTHER ADDICTIVE SUBSTANCES AND SMOKING

1) It is prohibited to work under the influence of alcohol and other addictive substances, as well as to bring them into INA Group locations.
2) If the person conducting supervision at the location of the works suspects that the worker performing the works is under the influence of alcohol, the person conducting the supervision is obliged to take the following measures:
   a) Request the Contractor to conduct an on-site breathalyser test of the worker in the presence of a person supervising the Client and the contractor's work manager, or
   b) Conduct breathalyser testing of the contractor's workers in the presence of the contractor's work manager;
   c) A state under the influence of alcohol is a condition in which the measured value of alcohol in the exhaled air is more than 0.0 mg/l, or more than 0.0 g/kg of weight in the blood.
   d) In the event that the result of the breathalyser test is positive, the person supervised by the Client is obliged to ask the contractor's representative to remove the worker from the INA Group location;
   e) If the contractor's employee refuses to take a breathalyser test, the Client's supervisor is obliged to request the contractor's works manager to remove the worker from the INA Group site;
   f) In the event that the results of the primary breathalyser test on the spot are negative, but there is still a suspicion of alcohol intoxication due to the ability of the worker in question to perform the work, the person conducting the supervision is obliged to remove such a worker from the INA Group site in the presence of the works manager and recommends a comprehensive medical examination to ensure the safety of the person concerned;
   g) The procedure of verifying whether a worker is under the influence of alcohol can be carried out in writing by the named persons of the Client or the Contractor, and they must be trained for this by an authorized company.

3) In the event of suspicion that the employee is under the influence of other addictive substances that affect the mental state, the person conducting the supervision is obliged to remove such worker from the INA Group location and refer him for a medical examination
4) In the case of sending a worker for a medical examination due to suspicion of alcohol intoxication and the influence of other addictive substances, the absence of the influence of alcohol and other addictive substances on the change of consciousness of the contractor can only be proven by presenting a certificate of physical and mental fitness issued by a doctor after the examination. An employee may continue to work on the premises of INA Group only if the contractor presents a certificate of physical and mental fitness of the worker in question, issued by a doctor after the examination.
5) . In all cases in which the worker moves away from the location of the works due to the above reasons, the Contractor is obliged to ensure the safe transport of the worker from the INA Group location to the employee's place of residence.
6) The contractor bears the burden of proving that his employee was not under the influence of alcohol or other addictive substances that alter consciousness.
7) In the event of removal of an employee from the INA Group location for the reasons specified in this Chapter, INA Group shall be entitled to collect the penalty prescribed by this document, *Appendix 3*;
8) Smoking in the premises of INA Group companies is allowed only in designated and marked areas.

4.6 HSE QUALIFICATION

HSE qualification is carried out:

1) In the case **of a low level of risk,** the potential contractor must undertake by a Statement that he and his subcontractors will comply with the legal requirements and the requirements of the HSE of INA Group companies prescribed in this document;
2) In the case **of a medium level of risk**, the potential contractor must pass the HSE qualification in accordance with the minimum expectations: the existence of the necessary permits/authorizations to perform certain activities, proof of the workers' qualifications and medical fitness with regard to the type of work, proof of no criminal record in the last 3 years, indicators of the HSE (serious incidents caused by their own fault) in the last three years. The bidder shall demonstrate the existence of a safety management system:
   - Contractor Safety Certificate SCC** SCCp **or**
   - ISO 45 000 certificate, **or**
   - A successful SD&HSE qualification audit conducted by an accredited, certification body contracted by INA Group (renewed within two years), **or**
   - Successful HSE qualification audit valid for 5 years (for the same types of papers) and post-evaluation by INA Group companies;
3) In the case **of a high Risk level**, the potential contractor, in accordance with the proposal of the evaluation team, must pass the HSE qualification by proving the established system with a certificate of safety of the contractor SCC** or SCCp for the company and workers and the HSE qualification audit.
4) In the case of works on high-risk offshore exploitation facilities, the potential contractor, in accordance with the proposal of the Tender Committee, must pass the HSE qualification in the tender phase by proving the established system with the ISO 45001 certificate and the mandatory implementation of the HSE qualification audit at the Bidder. SCCp certification is

desirable but not mandatory. The report from the HSE qualification audit is recorded in SAP Ariba by the HSE expert in charge of the HSE qualification.

4.7 ON-SITE TRAINING

1) Every employee of contractors and subcontractors who performs works at the locations of INA Group companies (on land and at sea) is obliged to participate in the training of the HSE. **Without training and passing the exam, the contractor's and subcontractor's workers cannot start performing works.** The education shall at least contain the following areas:
   - LIFE SAVING RULES,
   - STOP card system,
   - Work permits,
   - Arrangement of the worksite, general information,
   - Sources of danger at the work site,
   - Possible risks on the job site,
   - Code of Conduct, Rules for the Execution of Works,
   - Rules of conduct in emergency situations,
   - Surveillance
   - The results of the training are recorded by testing and minutes.
2) In addition to the introductory training, the contractors discuss the issues of health, safety and environmental protection with the competent organizational unit/person in charge of the HSE and the construction site manager:
   - Daily before the start of the work (*eng. Toolbox meeting*),
   - at weekly meetings,
   - at daily and coordination meetings, and
   - at the place of execution of works before the issuance of the Work Permit.

4.8 EMERGENCY INSTRUCTIONS

1) An extraordinary event is an event that may pose a danger to the safety and health of people, a danger to property, or have a negative impact on the environment;
2) Extraordinary events are:
   - Injury at work;
   - Fire and explosion;
   - Harmful impact on the environment (leakage, spillage, release of hazardous substances into the working environment...);
   - Production losses, damage to equipment and facilities;
   - Potentially hazardous situations (POS) with possible consequences for people, equipment or the environment.
3) Each worker is obliged to immediately report the perceived danger to the manager in charge of the location where the danger was detected.
4) In the event of an emergency:
   - Stop working;
   - Turn off/close all sources of possible ignition – internal combustion engines, electrical equipment, gas lamps, fire pipes in use, turn off machinery and equipment, ventilation, etc.;
   - Follow the instructions;

- For the continuation of works, the re-issuance of the Work Permit by all participants is mandatory.

4.9 REPORTING AND RECORDING OF EVENTS

1) INA Group companies record and report all events that occurred at the place of works, and it is the obligation of contractors and subcontractors to report and participate in all activities related to the event that occurred during the execution of works.
2) Contractors and subcontractors **are obliged to immediately, without delay, inform the works manager/HSE expert/coordinator/manager in charge of the location about the occurrence of a potentially dangerous situation (POS) and HSE incident at INA Group locations.**

4.10 ROADS AND PARKING ON SITE

1) To enter and stay at the location of the vehicle, they must have an approval with regard to the purpose and time of stay;
2) Vehicles may be present at the location only for as long as they have been granted permission and may only move on those roads for which they have been approved;
3) The approval must clearly indicate what the permissible height of the vehicle is;
4) Parking spaces for vehicles that are necessary on the site should be agreed in advance and clearly marked, whereby parked vehicles must not interfere with the process of performing works;
5) Cables and pipelines that pass over the roads at the location should be raised to the appropriate height to avoid getting stuck by vehicles. If this is not possible, it is necessary to put up information and warning signs;
6) Parking spaces for cars used by workers for transport should be separated from the place where vehicles with bulk and dangerous goods are parked and as far as possible from the place where the works are carried out;
7) If the work is carried out at night, it is necessary to provide adequate lighting of the parking lot;

Parked vehicles must not obstruct access to firefighting equipment and be on fire roads!

4.11 DATA ENTRY INTO THE INFORMATION SYSTEM

1) All contractors and subcontractors are obliged to enter all necessary data on workers, work equipment and dangerous substances into the INA Group information system (*INA HSE WebCorner*) immediately after the conclusion of the contract and for the entire duration of the contract, and access to the application will be provided in the procurement process,
2) Contractors are obliged to ensure that all their subcontractors fully implement the requirements of point 1 of the Act. 1 while performing works at INA Group locations,
3) All contact information in the database must be available.
4) Each company only has access to its own data and does not have the ability to access the data of another company; However, the Contractors are obliged to ensure that all their subcontractors fully implement the requirements from point 1 of the Act. 1 while performing works at INA Group locations.

4.12 MAINTENANCE OF THE WORKPLACE

1) It is the obligation of the contractor and all subcontractors to keep the place of work, buildings, the area in which they are located and where they perform works clean:
   - Clean immediately with an absorbent agent in case of spillage,

- Passages and walking paths must be clean, cables and pipes 2 m above the head,
- Do not obstruct the driveway of emergency exit, firefighting equipment, electrical junction boxes, etc.,
- Materials and chemicals (if used) must be properly stored, considering their compatibility, and stored on the ground, stable in designated places,
- Combustible waste must be in the prescribed containers for this type of waste, with a lid away from flammable sources,
- Waste material must be sorted at the place of origin and disposed of in prescribed designated containers (marked with the name and key number of waste),
- Cylindrical objects must be locked to prevent their uncontrolled movement, full gas cylinders must be separated from empty ones, fixed with a chain to prevent overturning, and must have caps on the cylinders (valve protection),
- Places for washing and consuming food must be clean, hygienic and in good condition,
- Food should not be kept and consumed on work surfaces, but in places intended for food consumption during the execution of work,
- Maintain sanitary facilities.

4.13 ENVIRONMENT

1) All materials and chemicals used by the contractor in their work on site must be properly stored to prevent any spillage. The Contractor shall take appropriate measures to prevent spills and/or spills into the environment;
2) The contractor is responsible for installing accessories for the remediation of minor environmental pollution (spills up to 5 liters) at the work site: dispersant, absorbent, agent for collecting oil, petroleum and petroleum products from dry surfaces, shovel, broom, metal spatula, absorbent rags in a roll, stainless material container;
3) Use fuel transfer pumps according to the manufacturer's instructions to prevent fuel from spilling on surfaces when refuelling;
4) The contractor rationally uses natural resources and energy in the most favourable way for the environment;
5) All water waste generated by the execution of works by the contractor shall be treated at the wastewater treatment plant, if such a plant is available, or enter the sewerage system at the site;
6) Damaged exhaust systems on vehicles, machinery and internal combustion equipment must be repaired before entering the work site, and if damage occurs during operation, then immediately remove them from operation until they are repaired;
7) Upon completion of the work, it is mandatory to clean the work site and remove all residual material.

4.14 HAZARDOUS CHEMICALS

1) Hazardous chemicals are all substances and mixtures that have an adverse effect on human health and/or the environment;
2) A hazardous chemical may not be supplied and/or used without the prior approval of an expert appointed by the Client;

3) The Contractor (depending on whether it is a Contractor, Service Provider or Supplier of Goods) should:
   - in cooperation with the owner of the worksite, agree on the storage location of hazardous chemicals on the worksite and the maximum amount they are allowed to bring into the worksite;
   - submit a list of hazardous chemicals with the corresponding Safety Data Sheets for each hazardous chemical;
   - have a Safety Data Sheet (SDS) for each chemical in accordance with the legal regulations of the country in which INA Group operates;
   - mark all hazardous chemicals with prominently displayed hazard pictograms showing the hazardous properties of the chemical and hazard pictograms related to transport in accordance with the legal regulations of the country in which INA Group operates;
   - in cooperation with the competent organizational unit/person in charge of the HSE, all locations on the site where hazardous chemicals are located should be appropriately marked, the maximum possible quantities stored should be defined, the handling of hazardous packaging should be provided, and fire extinguishers should be provided.
4) Workers working with hazardous chemicals must:
   - be informed of the presence of hazardous chemicals at their workplaces, SDS and instructions for working with hazardous chemicals must be available to all workers;
   - when working with chemicals, wear appropriate protective clothing, footwear and other protective equipment in accordance with the SDS and applicable regulations on occupational safety, and in accordance with the activity they perform;
   - be professionally trained, i.e. they must have the necessary knowledge of protection against hazardous chemicals with which they work;
   - depending on the properties of hazardous chemicals, have responsible persons under whose supervision all parts of the work with hazardous chemicals are performed, with the prescribed knowledge of protection against hazardous chemicals in accordance with the legal regulations of the country in which INA Group operates;
   - perform medical examinations before starting work with hazardous chemicals and be obliged to refer them to periodic health examinations in accordance with occupational safety, chemicals and risk assessment regulations;
   - have hazardous chemical equipment that is resistant to the chemicals with which it comes into contact;
   - have the means to provide first aid and decontamination;
   - have rooms for maintaining the general hygiene of workers;
   - have containers for contaminated personal protective equipment.
5) The following instructions must be prominently displayed at the workplace where chemicals are handled:
   - instructions for working safely with hazardous chemicals;
   - phone number 112;
   - a short and clear instruction on how to report to responsible persons and state bodies, i.e. services in the event of an accident;

- a means of wireless communication within the reach of workers in field conditions, i.e. the transport of chemicals;
- a list of workers who are trained to provide first aid.

4.15 MARKING THE PLACE OF EXECUTION OF WORKS

1) Any person who performs work that is dangerous to others or creates a danger is responsible for erecting and maintaining an appropriate fence,
2) The tapes are only provided with visual warnings ("psychological fencing"), they do not provide physical protection. The strips must be placed at a distance of 1.5 m from the place of danger of falling, and if this is not possible, a protective fence must be installed,
3) A protective fence is installed if there is a risk that a worker may fall from a height into a depth or excavate through openings,
4) Guardrails are required about:
   - Places from which there is a possibility of equipment and materials falling on workers passing by that road,
   - Excavation
   - Openings in the floor, raised podiums or roofs,
   - Danger zones below the place of work at heights,
   - Areas where cranes and loads are swaying,
   - Radiographic danger zones.
5) Signs must be used with fences in such a way as to identify the specific hazard that exists,
6) Illuminated/flashing signals must be used on fences in low-light areas where traffic is expected at night and must be discernible from a distance.
7) In the event of a traffic safety hazard, mobile prohibitor signs are temporarily placed on the road for all vehicles.

4.16 WORK PERMITS

1) Works can only begin with a valid Work Permit.
2) A work permit is a written document that prescribes measures and conditions for the execution of works at a specific location, for a certain period of time;
3) The issuance of the Work Permit is preceded by an Occupational Safety Analysis (JSA), which the contractor is obliged to prepare and submit immediately before the issuance of the Work Permit, and is obligatory for works of medium and high risk. The preparation of an Instant Risk Assessment (LMRA) is mandatory before the start of any activity, carried out by the contractor, to determine whether all safety requirements for the execution of works are met. The minimum content of the forms for JSA and LMRA is defined in INA Group's internal documents (document: *Safe Work and Work Practices*).
4) There are several types of work permits, and which ones will be applied depend on the type of hazard,
5) The Contractor and all its workers are obliged to comply with the provisions and requirements of the Work Permit;
6) All issued Work Permits are an integral part of the technical documentation at the work site and must be available at the place of work;

7) A work permit must be issued for each work activity and the contractor or its authorized representatives must participate in the process of issuing the Work Permit;
8) The work permit must be issued and signed by all participants listed in the Permit. Each of the signatories retains his or her copy of the Permit;
9) A work permit can be issued only for one type of work and only for one contractor. If more than one contractor performs works, each contractor is issued a separate Work Permit with mandatory coordination of activities;
10) The work permit is valid only for the time periods specified therein;
11) The issuer of the Permit may extend the validity of the permit only if the permitted works have not been completed within the given deadline and the circumstances have not changed;
12) Upon completion of the works, the Operating Permit should be closed by the representatives of the issuer and the recipient and should contain the reason for the closure, the date and time of the closure;
13) **Upon completion of the works, the Contractor is obliged to clean the location of the remaining materials and means of work, and only after that it is possible to conclude the Work Permit and perform the handover of the works**.

See document:

Issuance of Work Permits in INA Group Companies
Safe Work and Work Practices in INA Group Companies

4.17 PERSONAL PROTECTIVE EQUIPMENT

1) It is forbidden to work without the prescribed personal protective equipment (PPE);
2) The Contractor is obliged to provide its workers with adequate PPE in accordance with the Work Permit and the requirements of the location where the works are performed, and to continuously monitor the proper use;
3) The following PPE is mandatory at operational technology sites:
    a. Non-combustible antistatic clothing
    b. Protective high boots S3
    c. Safety helmet with drawstring
    d. Goggles
    e. Protective gloves
    f. Hearing protection
4) When working at height, the use of equipment for work at height is mandatory;
5) When working indoors and when working with hazardous substances, it is mandatory to wear respiratory protection equipment;
6) Other PPE shall be used as necessary with regard to the works being carried out;
7) An employee is obliged to work:
    i. use the prescribed PPE continuously;
    ii. keep PPE in good condition;
    iii. inform the immediate supervisor of the works about errors and damages to PPE;
8) Failure to use adequate protective equipment, especially life-saving equipment (equipment for working at height and respiratory protection equipment) is severely punishable.

4.18 WORK EQUIPMENT

1) The contractor must provide and maintain workers with correct, work-adapted safe work equipment, which must not endanger their safety and health, property and the natural environment during work;
2) Work equipment in use must bear the manufacturer's mark in a visible place;
3) If the safety of workers is not ensured by structural solutions, then appropriate technical protection measures (protection, protective device, etc.) must be taken to prevent workers from entering the dangerous area of work equipment during work;
4) Work equipment must correspond to the type and manner of performing work tasks, i.e. it must be appropriately adapted for this purpose, so that its use does not endanger the safety and health of workers;
5) Work equipment may only be used for work tasks and under the conditions for which it is intended;
6) After installation or relocation and before the start of use, the work equipment must be inspected by an authorized person and approved for its commissioning or, when provided for by a special regulation, the authorized person must issue a document showing that the work equipment has been correctly installed and can be used in accordance with the instructions;
7) Work equipment must be equipped with a safe device for a complete and safe stop of moving parts;
8) Work equipment must be equipped with adequate protection against direct or indirect action of electric current;
9) Work equipment must be tested and test documentation must be made available on site.

4.19 ENERGY CONTROL/ISOLATION (LOTO – LOCK OUT TAG OUT)

1) When performing maintenance/servicing work on equipment, machinery, systems and installations, it is necessary to isolate energy sources in a way that prevents unintentional or unauthorized activation, initiation or release of energy that could lead to adverse consequences for people, property, the environment and/or reputation. Energy sources include, but are not limited to, all electrical, mechanical, hydraulic, pneumatic, gravity, chemical, radiation, thermal or other sources of energy.
2) The isolation of the energy source shall be documented (e.g. energy isolation certificate) and associated with the
3) If the Work Permit provides for the isolation of energy sources, the Contractor may not allow its workers to perform the works until all energy sources are isolated and do not pose a danger to workers.
4) **Contractor workers shall not move/move the energy isolation equipment.**

See document:

Issuance of Work Permits in INA Group Companies

Safe Work and Work Practices in INA Group Companies

4.20 LIFTING AND MOVING

1) Only trained and authorized workers may operate lifting and moving equipment and devices.
2) The equipment and appliances used must be in working order and serviced in accordance with the manufacturer's instructions.
3) Lifting equipment must be fit for purpose (e.g. rated capacity) and appropriate for the load.
4) A signaller shall be appointed whenever necessary (e.g. blind lifts, critical lifts) and positioned in such a way that he has constant visual contact with the crane operator. If visual contact with the

crane operator is not possible, it is necessary to use voice communication equipment. Only one person may be appointed as a signalling person.

5) Manual straightening ropes when lifting loads is the preferred method of load control. In cases where the load must be physically directed or manually placed, precautions and assistive tools/devices should be applied to reduce the exposure of workers.
6) It is prohibited to restrain or allow workers to stay under the load, and it is prohibited to lift the load above the worker.
7) The area in which the lifting of the load is carried out must be secured (e.g. ribbons, obstacles) and the lifting path clear. If there is a possibility of persons entering the area where the lifting is performed, a worker must be appointed to control access to the area.
8) The lifting operation must be terminated immediately if safety is compromised (e.g. weather conditions), when instructions are unclear or in the event of a communication breakdown.
9) A lifting plan should be developed for critical lifting activities. Withdrawal plans shall include at least the following:
   - General information (date, location, description of the lift);
   - Information about workers (crane operator, fitter, signaling person);
   - Information about the crane (type, capacity of the crane at the radius of the lifting point and the angle of the arm);
   - Load information (weight, configuration of slings and links);
   - Methods of communication;
   - Approval.
10) All lifting and moving activities must comply with current regulations.

4.21 WORKING AT HEIGHT

1) All workers who are on a walking surface or work surface with an unprotected side, unprotected edge or surface hole, where there is a possibility of falling from 1 or more meters, must be protected against falling by using:
   - Guardrail systems, safety nets, fall arrest systems or fall protection systems, or;
   - Alternative safe access to the walking or working surface such as mobile raised platforms, vehicles with baskets, etc.
2) In all cases where work is carried out above a risky environment, such as water or equipment with moving parts, sharp edges, regardless of height, **safety measures must be put in place to protect workers from falling.**
3) Selection and application of fall arrest system components:
   - Only full-body belts are used, which are determined according to the weight of the user;
   - The ropes will cushion the fall or be used with a fall retardant device. The maximum applied fall arrest force shall be less than 8 kN.
   - Double or "Y" rope that allows permanent attachment to the anchorage or lifeline;
   - All components of the fall arrest system must carry 1,500 kg without breaking, breaking or permanently deforming;
   - Ropes must be secured above the waist or above the head where possible to reduce the actual length of the fall.

- The components of the fall stop system must be configured to ensure that the total length of the fall is less than the distance between the work surface and the ground or any obstacle in the fall path.

4) In the event that the fall is stopped by a fall arrest system, rescue within 15 minutes must be provided to the person concerned to prevent trauma due to suspension.
5) The components of the fall arrest system should be inspected periodically and by visual inspection before each use.
6) Components of the fall arrest system exposed to shock and damage must be immediately taken out of service and must not be used again until they have been inspected by a competent person and have been determined to be undamaged and suitable for reuse.
7) Fall prevention systems must be configured to keep a person at least a safety distance of 1 meter from the unprotected side, unprotected edges or surface holes where there is a possibility of falling.
8) The ladder can be used exclusively for access purposes or for simple work of short duration.
9) The maximum height to which a ladder can be climbed must be limited to:
   - 2 meters without the use of personal protective equipment to stop the fall
   - 6 meters with the use of personal protective equipment to stop the fall.
10) As a minimum, guardrail systems shall include top guides, central guides (in the absence of a wall or other structure with a minimum height of 0,5 metres) and edge boards to prevent objects from falling to the lower level.
11) The top guides must be between 1.0 and 1.2 meters above the level at which walking/working is carried out, except when conditions require otherwise, and the safety of persons exposed to the fall is not compromised. The middle guides must be placed at an intermediate distance between the upper edge of the protective equipment system and the level at which walking/working is carried out.
12) If items dropped may damage equipment under pressure or containing hazardous material, the area should be physically protected or insulated for energy.
13) Scaffolding inspected by scaffolding inspection officers may only be used if the appropriate handover marks are placed in a visible place.
    a) Scaffolding without a handover mark shall be considered to be under construction and not safe for operation.
    b) Handover signs shall be marked in red to indicate a prohibition of access and in green to indicate granted access.
    c) The installation, modification and removal of scaffolding may only be carried out by authorized and professionally trained scaffolders.
14) The scaffolding handover mark shall contain at least:
    - The location where the scaffolding is installed;
    - Name of the company that installed the scaffolding;
    - Date of handover;
    - Name and signature of the responsible person on behalf of the company that installed the scaffolding.
15) The takeover of the scaffolding must be carried out by each contractor who performs work from the scaffolding and is carried out as prescribed in *Appendix 4*.
16) All contractor workers must adhere to the prescribed measures when working at height.

17) All workers who work at height must undergo specific training for working at height, which consists of a theoretical and practical part. Proof of completed education is a certificate issued in the name of the worker and on which the education program is written.

See document:

Safe Work and Work Practices in INA Group Companies

4.22 EXCAVATIONS

1) All buried lines must be located and marked before excavation work begins.
2) The markings should remain in place during digging operations.
3) The excavated soil, materials and equipment must be more than 1 m away from the edge of the excavation.
4) The contractor is obliged to appoint a qualified and competent person who has the obligation to inspect the work site daily before the start of the shift.
5) Excavations are planned by a person who is familiar with the excavation project.
6) Excavations must be carried out in accordance with the excavation project, instructions for working in a safe manner, regulations and the Work Permit.
7) Precautions must be taken to prevent collapse, i.e. Excavations and trenches should be properly designed with secured escape routes.
8) Provide proper access/exit in the event of an emergency.
9) Avoid contact with overhead power lines (e.g. signs, lookouts).
10) The safety of excavator and nearby workers must be ensured as well as the safety of existing nearby above ground and underground facilities.
11) In the event of any danger, the works should be stopped immediately, and the Work Permit Issuer should be notified.

See document:

Instructions for working in a safe manner when performing excavation work and in excavations

4.23 ENTERING A CONFINED SPACE

1) An enclosed space is a limited space that is large enough for a worker to enter and perform work and has limited openings for entry or exit (containers, manholes, etc.).
2) It is possible to enter and perform work in limited areas only with a valid Permit for Work in an Enclosed Space, and after the measurement of chemical hazards and explosiveness 30 minutes before the start of the works,
3) The issued Indoor Work Permit is valid for the duration of the works, and max. 1 shift,
4) Prescribed means and equipment for work in an indoor space are an integral part of the Work Permit.
5) The contractor is obliged to provide its workers with moderate, portable or personal detectors for measuring the concentration of harmful gases and vapours in the surrounding atmosphere, which must be always used when performing works in closed spaces and must have a record of periodic calibration.
6) If the measured oxygen concentrations are lower and higher than the permissible limit values (GVI) and if the concentrations of hazardous and harmful gases and vapours are higher than the limit values, the work must be stopped immediately or after the alarm on the detector is activated,
7) The Contractor is obliged to record the records of gas testing in the Operating Permit or to submit a copy of the measured values to the issuer of the Operating Permit,

8) When entering and working indoors, work is carried out by at least two or more workers, where one is in charge of supervision,
9) For each point of entry/exit in the enclosed space, the Contractor must provide and appoint a Person for the supervision of works in closed spaces, who must be different from the workers entering (must have a red stripe on the upper arm) and who must keep a record of persons performing works in the closed space so that later there is a written confirmation of important information (e.g. the total number of workers entering the closed space, warnings, start/end time). .
10) If there is a large number of possible entry/exit points, the main points must be identified and listed, and the number of persons appointed to supervise the works depends on the possibility of controlling the entrance/exit.
11) The supervisor is prohibited from carrying out activities that could interfere with his or her primary responsibilities:
    - Identification of trained workers entering the enclosed space and the number of workers who are indoors at any given time;
    - Communication/sign language with trained workers entering a confined space to monitor their condition. Communication must be clear to everyone and agreed in advance,
    - Informing trained workers entering the enclosed space and the work manager if unauthorized workers/persons have entered the enclosed space,
    - Warn workers of the possibility of unexpected conditions in the enclosed space, negative effects of hazards on the behaviour of workers entering the enclosed space or dangerous situations outside the enclosed space due to which they can no longer perform the duty of supervising works in closed spaces,
    - Knowledge of emergency rescue measures and calling the emergency/rescue service as soon as it is determined that workers need to leave the workplace as soon as possible.
12) The works manager must familiarize the workers entering and performing works indoors with:
    - The hazards they may face when entering and working indoors, including the signs, symptoms and consequences of exposure to hazardous chemicals or energy sources,
    - Proper use of equipment (i.e. testing and tracking, ventilation, communication, rescue, etc.) required to enter and operate indoors,
    - The method of communication with supervisors to be able to monitor the condition of workers and warn workers about the need to evacuate from an enclosed space,
    - Method of confirming with the supervisor that the trained worker can enter the enclosed space,
    - Prescribed conditions from the Work Permit and compliance with them,
    - Emergency evacuation procedure. It is necessary to leave the enclosed area as quickly as possible when the worker notices dangers or when the alarm is triggered or when the supervisor or the manager orders.

See document:

Safe Work and Work Practices in INA Group Companies

4.24 WORKING WITH FIRE

1) A permit to work with fire is mandatory for any work that generates high temperatures or potential sources of ignition, in an area where flammable vapours, gases or combustible substances may be present. The permit to work with fire is countersigned by a fire protection expert and prescribes the measures to be implemented during the execution of works;

2) The permit to work with fire is valid for the works for which it was issued;
3) The place where the open flame will be used (welding, gas cutting, soldering) must be cleared of flammable material (wood, paper, flammable liquids, dry vegetation, etc.);
4) In addition to workers who perform work with fire, such works must also be attended by a firefighter if the same is determined by the permit;
5) At the place where fire work takes place, at least one fire extinguisher must be installed (or more if prescribed by the Permit for Work with Fire);
6) The area on which the work is carried out must be properly prepared (manhole and hatch cover, watering, cleaning) all in accordance with the Permit;
7) Manholes and drains must be covered to prevent the presence of flammable gases if provided for in the Permit;
8) In the area of open flame operation or where repairs are carried out on appliances of the "EX" design, other work that could ignite gases, vapours or liquids must not be carried out at the same time;
9) It is prohibited to use a sparking tool, a power tool of ordinary design or any other tool that may cause a spark without a fire or explosion permit in places where there is a risk of fire or explosion.
See document:

Safe Work and Work Practices in INA Group Companies
Issuance of Work Permits in INA Group Companies

4.25 GAS (AUTOGENOUS) CUTTING AND WELDING EQUIPMENT

1) Steel bottles must be marked with a label that shows the owner/company;
2) Steel gas cylinders must always be kept secured to the wall with clamps, or on a special trolley protected against falling;
3) Cylinders must be at least 3 m away from the welding site;
4) It is best to keep bottles outside work areas, but protected from the sun's rays, frost or rain;
5) The acetylene bottle must stand upright, or at an angle of not less than 45 degrees to the horizontal base;
6) Before starting work, it is necessary to check that the rubber gas supply pipes are in good condition and sufficiently flexible, that they are of the appropriate colour for each type of gas (blue for oxygen, red for combustible gas), that they are impermeable, especially at the joints, that they are well attached to the connection points with appropriate clamps (never with wire) and that they are protected from sparks and hot objects, as well as from damage to the passages;
7) If gases from steel cylinders are used for welding and cutting, flame recoil protection devices – check valves – must be installed on them. Check valves (dry fuses) must be installed on the cutter at the connection points of rubber pipes, as well as on the reducing valves;
8) Welding sites can be permanent and temporary:
9) Permanent welding sites:
    - Permanent welding sites shall be free from combustibility or from a fire-resistant structure for at least 1 hour (F 60), completely free from all combustible and flammable contents and conveniently separated from adjacent surfaces;
    - In cases where welding is carried out with acetylene and oxygen, the cylinders must be secured against falling. Cylinders must be placed at a distance of at least 2 meters from

heating devices (radiators, etc.), or 10 m from open sources of fire. The number of bottles should not exceed the one-day consumption of each user;

- Spare oxygen and acetylene cylinders must be stored in an approved storage area and separated from each other and placed in a covered area or in special rooms complying with the technical standards for the holding of gases;

10) Temporary welding sites:
    - Welding Authorization Contains / License: name of the authorizer; the number and date of issuance of the authorisation; the name of the organization or company in which the welding is performed, the plant, the department; welding place; description of works; welding time from – to; measures to be taken in order to carry out welding safely; the necessary equipment and the number and type of fire extinguishers; final verification of the work performed; personal name and surname of the works manager; personal name and surname and signature of the authorized persons of the granting authority;
    - In cases where the validity of the approval expires and the welding is not completed, the manager of the welding contractor (hereinafter: the works manager) is obliged to request an extension of the validity of the approval, and the authorized workers for issuing the approval are obliged to re-inspect the welding site and when they determine that the prescribed conditions are met, they extend the approval/permit;
    - The welding authorisation / Permit is issued in at least two copies. The first copy shall be handed over to the works manager, and the second shall be kept in the documentation of the approver;
    - Authorized persons issuing the approval/Welding Permit shall issue the approval only when it is determined that appropriate fire protection and PEX protection measures have been envisaged and taken;
11) A welding permit may not be issued in the following cases:
    1. for places that are not prepared for welding;
    2. in spaces with automatic fire-extinguishing devices, provided that these devices are not blocked or can be damaged by welding;
    3. when there is a risk of explosions due to mixtures of flammable gases, vapours or dust with air, then insufficiently cleaned containers, vessels, installations and other parts of the plant in which there were substances that can form explosive mixtures or are dangerous due to fire and explosion;
    4. when welding is to be carried out in an area near the storage of large quantities of flammable or explosive substances or other combustible materials, and this would directly endanger and cause a danger to property on a larger scale.
12) The contractor and the work manager, as well as the authorized persons of the company at whose facility/location the welding is performed, are directly responsible for the safe performance of welding in terms of fire and explosion protection;
13) Welding can be performed by workers who are professionally trained in the operation and use of welding equipment and are familiar with the prescribed fire protection measures to be taken during welding;
14) Welding must be carried out under the supervision of the on-site works manager, in the manner and at the time specified in the approval for welding;
15) After obtaining the welding permit, the works manager is obliged to check the fire and explosion protection measures taken at the place intended for welding, as well as to determine whether the possibility of causing fire or explosions in adjacent rooms and spaces, especially below, above or on the sides of the welding site, is excluded. To this end, the works manager should take measures to eliminate any deficiencies before the start of the works (removal of flammable material, closing all

openings, placing protective elements on all sides at the welding site, determining the remaining concentration of flammable gases, vapors or dust, setting up fire service, etc.);

16) After the completion of welding, the works manager checks whether the works performed have created a potential fire hazard;
17) Workers who perform welding may only weld in those places, in the manner and at the time specified in the approval;
18) After the welding is performed, the handover is performed, in which the works manager and the authorized person of the company on whose facility or premises the welding was performed participates;
19) The handover referred to in the previous paragraph shall be carried out in the minutes or by signing at the place for the final verification of the works performed in the welding permit;
20) If it is determined that there is a risk of fire after welding, the responsible persons are obliged to take appropriate measures to eliminate this danger or keep it under control (e.g. the presence of firefighters on duty at the welding site is ensured);
21) Commenced welding shall be suspended by authorized persons in cases where the working conditions in terms of fire or explosion protection or the nature of the welding itself are changed;
22) Welding may resume when the necessary fire or explosion protection measures have been taken and the welding approval has been supplemented and revalidated;
23) If the operating conditions or the character of the welding change significantly, a new welding authorisation / Permit must be requested;
24) A maximum of two oxygen cylinders and two acetylene cylinders (working and spare) can be kept at temporary welding points.

4.26 MANUAL LOAD HANDLING

25) Manual carrying of a load - any physical work involving lifting, carrying, lowering, pushing, pulling or carrying a load with human power and other similar operations (e.g. supporting, holding);
26) The Contractor is obliged to replace the manual manipulation of the load with suitable technical devices and aids (the so-called risk elimination),
27) The Contractor is obliged to determine and undertake organizational and technical measures and ensure adequate organization of work, in order to reduce the load on the back and the risk of spinal damage associated with it, if the manual transfer of the load is unavoidable,
28) The Contractor is obliged to consult with persons at work and their representatives on all measures related to safety and health protection,
29) The Contractor is obliged to take into account the physical capabilities of persons at work, their age and gender when allocating work tasks for manual load transfer,
30) The Contractor is obliged to provide an assessment by an authorized physician of the physical capabilities of the persons to whom he wishes to entrust the manual transfer of the load,
31) The contractor checks technical and organizational measures through internal supervision and, if necessary, is obliged to take measures to improve the situation.

4.27 SAFETY WHEN WORKING WITH ELECTRICITY

1) Electrical equipment used on metal structures (e.g. tanks) where "extraneous" electrical potential may occur should be supplied with electricity through an isolation transformer, in order to avoid the risk of electric shock.

2) For other rules related to safety when working with electricity, it is necessary to consult the applicable regulations.
3) All works must be carried out in accordance with the applicable regulations and the issued Work Permit.

4.28 PIPLINE

1) Contractor workers are not allowed to perform pipeline works on their own unless they have received a clear instruction/sign and confirmation from the owner of the worksite/equipment on how to proceed with the execution of works in a safe manner.
2) Without clear instructions, markings and approvals, works on the pipeline are not allowed.

4.29 OPENING OF PROCESS EQUIPMENT AND PIPELINES

1) When opening process equipment and pipelines (generally 'line breaking') containing or having contained any hazardous materials (liquids or gases), appropriate protective measures must be taken to avoid or reduce the risk of incidents occurring in the process.
2) Before cleaning and opening process equipment and pipelines, a risk assessment (e.g. job safety analysis) should be carried out to define how the system/equipment will be secured for maintenance.
3) The procedure for reducing pressure, discharging and handling hazardous material must be specified, with a definition of roles and responsibilities.
4) Isolation plan for energy sources retained in process vessels, pipelines, etc. (Locking and Marking Plan, LOTO) should be prepared/secured.
5) Before opening, it is necessary to confirm that the system is safe to open and that the operation on the system is safe.
6) The contractor must not allow or start the execution of works if the risks have not been assessed and the measures for the protection of workers have been determined and implemented.
7) Workers involved in the collection and disposal of hazardous materials must wear appropriate PPE appropriate for the job.
8) Hazardous materials collected during the opening of the system/equipment must be properly disposed of in a safe manner.

See document:

Issuance of Work Permits in INA Group Companies

4.30 VERIFICATION OF THE MECHANICAL INTEGRITY OF PROCESS EQUIPMENT (PRESSURE TEST)

1) Any integrity check must be planned and carried out in a way that minimises unnecessary exposure to procedural hazards.
2) The pressure test plan shall be based on equipment data, maximum allowable operating and test pressures, results of previous pressure tests, preliminary measurements of the rock thickness of the process equipment where appropriate, and other relevant technical data that must be known and verified in order to minimise the HSE risks of this test.
3) An appropriate risk analysis (e.g. job safety analysis) should be carried out in order to identify and mitigate observed and actual environmental and occupational hazards.

4) A written test plan should be prepared before pressure tests are carried out, including safety-related procedures and controls.
5) Workers involved in carrying out pressure tests must possess and use the "Stop Work" rating whenever dangerous conditions or potentially dangerous conditions are observed.
6) Signs, barricades or other protective barriers must be placed in such a way and at such a distance as are appropriate for marking the safety zone, in order to protect workers from unexpected pressure release or equipment failure.
7) Device installations must mark the boundaries of the exclusion zone.
8) Unauthorized workers are not allowed to enter the test area.
9) Workers at the site to which the test relates should be informed of the planned test.
10) Equipment and materials shall be arranged in such a way as to provide unobstructed access/exit during the test and in the event of an emergency.
11) During all phases of testing, reliable transport and communication systems should be used.

4.31 EXECUTION OF WORK ON FLANGES

1) Given the increased risk to workers when performing work with impact tools (hammer, impact wrenches, various types of wrenches for unscrewing and tightening, etc.), it is recommended to use a safety tool that moves the worker away from the danger area.

See document:

Instructions for safe operation when performing assembly and disassembly of flanges

4.32 HIGH-PRESSURE CLEANING

1) High-risk jobs are considered **high-risk jobs**

If excavation work or excavation work is carried out, multiple (even fatal) injuries can occur. The reasons why such injuries can occur are:

1. **Uncontrolled movement of the intestine when releasing pressure** due to

- loosening of a defective coupling when using an inadequate/damaged appliance or improper handling;
- The VT hose loses strength/rupture on the hose when using inadequate/damaged devices/hoses; lack of regular checking/inspection of equipment (visual/pressure tests); inadequate mechanical protection of hoses during the implementation of activities (breaking, cutting, driving over them)

2. **Incorrect or dangerous direction of the VT jet** due to

- poor / improper handling;
- lack of experience in working with equipment;
- lack of space for working with equipment;
- the presence of unauthorized personnel in the area where the works are carried out;
- using an inappropriate type and size of device for certain works (surface cleaning, pipe cleaning, tank cleaning, etc.)

3. **Risk of slipping and tripping** due to

- the presence of frozen water that occurs during VTČ works;

- the presence of bulk material after sandblasting;
- tripping over hoses that are laid on busy roads:
- separate pieces of equipment scattered on the floor.

See document:

Instructions for safe operation when performing high-pressure cleaning operations

4.33 CLEANING AND MAINTENANCE OF TANKS

1) Tank cleaning and maintenance jobs are considered high-risk jobs.
2) Before the start of works, it is necessary to obtain an appropriate work permit.
3) Before starting tank cleaning and maintenance activities, it is necessary to meet the general safety prerequisites and comply with local internal and external relevant regulations, for example:

- drain the work site, equipment and installations from residual liquid flammable medium by applying the best technologies to appropriate containers;
- ensure the availability of an appropriate workforce (with appropriate experience and training, adequate medical fitness to perform this type of work) with the necessary technology, developed instructions for the implementation of the process and appropriate tools;
- before the start of work, it is necessary to carry out preparations for the safe execution of work (properly secure and fence off the work area);
- isolate (armore) and physically separate the workplace from the rest of the workspace in such a way that all energy and technological connections are closed before prescribing the work permit
- after performing all preparatory actions and technological procedures, it is necessary to test the working environment for the presence of harmful-toxic gases, vapors and mists (ppm, mg/m^3);
- ensure adequate supervision of all works, and in the case of works indoors, ensure all the conditions prescribed by the work permit

See document:

Issuance of work permits in INA Group companies

Instructions for working in a safe manner when performing cleaning and maintenance of the tank

4.34 ROAD SAFETY

1) The following requirements apply as minimum requirements for all vehicles that are allowed to be used at INA Group locations:
   - The vehicle must be fit for purpose and must be kept in safe working order;
   - The number of passengers must not exceed the manufacturer's specification for the vehicle;
   - The load must be secured and must not exceed the manufacturer's specification and the limits prescribed by the applicable vehicle regulation;
2) Seat belts must be installed.
3) The following requirements apply as minimum requirements for all workers who are authorised to drive:
   - Drivers must possess a valid driver's license and be medically fit to operate the vehicle;

- Drivers must be adequately rested and alert;
- All passengers must wear seatbelts while the vehicle is in motion;
- Drivers must not be under the influence of alcohol or drugs, or any other substance or drug that could affect their ability to drive;
- Drivers are not allowed to use hand-held communication devices or make calls while driving. It is recommended to stop the vehicle instead of using the hands-free talk kit while driving.

4) The classification and transport of dangerous goods (HAZMAT) must be carried out in full compliance with international standards (i.e. ADR, RID, ADN), applicable provisions of applicable regulations and internal documents.
5) Speed limit in accordance with traffic signs.

4.35 ORGANIZATION OF HEALTH AND SAFETY AT WORK FOR FOREIGN NATIONALS AND FOREIGN EMPLOYERS PERFORMING WORKS AT THE LOCATIONS OF INA GROUP COMPANIES

1) The organization of occupational health and safety for foreign nationals and foreign employers who perform works at INA Group locations is prescribed on the website of the Ministry of Labor, Pension System, Family and Social Policy https://uznr.mrms.hr/rad-stranaca/.

4.36 INSPECTIONS AND SANCTIONS FOR VIOLATIONS OF THE HSE RULES

1) In addition to continuous communication at the location between the representatives of the Client and the Contractor, supervision of the execution of works from the aspect of the HSE is carried out;
2) All activities at the site must be monitored regularly:
   - from the competent organizational unit/person in charge of the Client's HSE and the issuer of the Client's Work Permit;
   - experts of the Contracting Authority's HSE;
   - the supervisory team;
   - by responsible persons and experts of the Contractor's ZNR/ZOP.
3) The responsible persons of the Contractor are obliged to carry out supervision with regard to the amount of risk, as follows:

Risk level of the works that have been contracted	Minimum frequency of supervision by HSE contractor experts
Low-risk works	If necessary
Medium-risk works	1x per week
High-risk works	1x a day
Complex, high-risk work	Continuous monitoring

4) The Contractor is obliged to appoint a person for supervision who will continuously monitor compliance with the HSE Rules;
5) A person who has noticed a violation of the HSE Rules is obliged to immediately verbally warn the Contractor at the workplace and request the immediate elimination of irregularities. In case of failure to act on the verbal warning, the competent organizational unit of the Client/person in

charge of the Client's HSE shall be notified. In the event of non-compliances found during the inspection, the following penalties may be imposed:

i. Stopping works
ii. Verbal warning
iii. Written warning
iv. Repetition of education
v. Cancellation of the Work Permit
vi. Temporary removal from the location (max. up to 7 days)
vii. Permanent removal from a location
viii. Termination of the contract
ix. Determination of the penalty *(Appendix 3)*

6) By paying the fine, the Contractor will not be exempt from further sanctions for breach of contract and/or from more serious legal consequences established by applicable regulations;
7) If the supervisory person/team repeatedly establishes the facts for the purpose of determining the penalty at the location of the inspection, the penalty may be determined more than once;
8) In the event that there are several deficiencies (violations of the HSE Rules) at the same time at the location, the penalty is determined for each defect, one by one;
9) Identified non-conformities during the inspection must be removed by the Contractor/subcontractor within the set deadline, regardless of the penalty.
10) If, contrary to the contractual conditions, the Contractor introduces a Subcontractor into the performance of the tasks without the prior written consent of the Client, the Subcontractor will be removed from the location until it proves that it meets all the HSE requirements of the Client prescribed by this document, and the Contractor will be obliged to pay the Client a contractual penalty in the amount of 10% of the value of the Contract or the Purchase Order or Disposition, depending on the manner in which the engagement of the Contractor is contracted.

4.37 HANDOVER OF COMPLETED WORKS FROM THE ASPECT OF HSE

1) The works are completed when the work site has been inspected by the Client's representative and the Contractor's representative, who determine that:
   - works completed,
   - The place of work has been cleaned,
   - unnecessary material and equipment removed, waste selected and transported according to the obligations in the contract,
2) The Work Permit is concluded and the Record of the handover of the completed works is signed.

4.38 SPECIFICS RELATED TO OIL AND GAS EXPLORATION AND PRODUCTION MEASURES FOR THE PROTECTION OF HEALTH, SAFETY AND ENVIRONMENTAL PROTECTION IN THE EXECUTION OF MINING WORKS IN WELLS

General part

1) When performing mining operations in wells for the purposes of oil and gas exploration and production, in addition to all other rules from this document, the provisions of this point 5.1 shall apply in addition.
2) The presentation of technical solutions for measures of sustainable development and protection of health, safety and environment (HSE) for works in the well, whether it is the construction of a new

well or the so-called overhaul works, including ongoing maintenance of well equipment, hydro-dynamic measurements in wells, capital overhauls of the seam, works on the stimulation of hydrocarbon deposits and fracturing, is based on a specific and detailed technical and technological description of mining works in the well, determining the risks of the operations being performed, the specifics of the location where the works are performed, the rules of occupational safety, environmental protection and fire protection defined by the applicable regulations in these areas;

3) The supervisor of mining works in the well is the official representative of the client appointed by the responsible person of the company. The supervisor is authorized and responsible for continuous technological and financial supervision of the execution of mining works, supervision of the application of protection measures prescribed in the company's project documentation;
4) Technical protection measures during the construction of wells must be in accordance with the measures prescribed in the mining project for each drilling rig;
5) If hazardous substances are used that may cause damage to the environment and/or endanger human life and health, the handling of these substances must take place in a closed process and such substances must be kept and disposed of in accordance with the applicable regulations in a safe manner so as to avoid hazards and damage to the environment;
6) Disposal of hydrocarbons, oil and solid waste material is not allowed in the drilled material landfill on the site;
7) In the payout pit and the area for the temporary receipt of solidifications, it is mandatory to install a PHD foil.

Description of possible significant impacts on the environment

1) The noise that occurs during the execution of works can have a negative impact on fauna in the form of their avoidance of these areas and potential migrations;
2) Before the start of the works, it is necessary to determine whether there are endangered species that permanently or occasionally inhabit the work area and constantly monitor the movement of these animal species in order to avoid a harmful impact on the fauna;
3) For each operation, hazardous and harmful substances that can cause damage to the environment and/or endanger human life and health should be defined. The handling of these substances must take place in a closed process and in a safe manner so as not to cause hazards and damage to the environment;
4) Before discarding, waste material must be classified into useful components and according to the hazard properties – non-hazardous and hazardous waste, depending on whether it contains hazardous substances or not;
5) The Supervisor of Mining Works will supervise the implementation of environmental protection by the Contractor in accordance with the aforementioned documents, and upon completion of the works, he will inform the responsible person of the location about possible irregularities before taking over the well from the Contractor;
6) The Contractor must keep documentation on all activities prescribed by the provisions of the law in the field of environmental protection, water and waste management.

MEASURES FOR THE PROTECTION OF HEALTH, SAFETY AND ENVIRONMENTAL PROTECTION IN THE EXECUTION OF WORKS ON OFFSHORE EXPLOITATION FACILITIES

1) When performing works on offshore exploitation facilities for the purpose of oil and gas exploration and production, in addition to all other rules from this document, the provisions of this point 5.2 shall apply in addition, and the provisions of points 6 and 7 shall not apply.

Working Hours at Offshore Exploitation Facilities

1) Working hours during work on the offshore facility are 12 hours a day, 7 days a week. In the case of work on an offshore facility, the contractor, i.e. Contractor workers must have:
    i. STCW D2 – Basic safety on board (A-VI/1) if they sleep on the platform;
    ii. a medical certificate of medical fitness (minimum points 3 and 17 according to the Ordinance on Jobs with Special Working Conditions – work at an oil facility and work at height) for each trip to an offshore facility and regardless of the time spent at an offshore facility.

Transport by boat to an offshore facility

1) Passengers and goods pass through the border control that applies in the Republic of Croatia when arriving at/departing from an offshore facility and the regulations in force must be respected. The representative of the Adriatic Region at the base obtains the necessary documentation and prepares a list of passengers and material/cargo. The goods must be accompanied by proof that they have passed customs control and must be registered in order to keep records of goods received and left the Free Customs Zone Pula, issued by the Central Office of the Customs Administration of the Republic of Croatia.
2) Contractors hired for radiographic imaging are allowed to carry radioactive sources in accordance with legal requirements, if it is in accordance with the procedures of the HSE.
3) In the absence of prior authorisation issued by the Adriatic Region, the following items may not be carried on a trip to an offshore installation:
    i. alcohol or empty alcohol bottles,
    ii. over-the-counter medicines and accessories,
    iii. flammable substances (solvents, gasoline for lighters)
    iv. corrosive substances (acids and alkalis),
    v. weapons, rockets for fireworks and explosives,
    vi. magnetic material,
    vii. radioactive materials or mercury.
4) Every passenger must have mandatory documentation defined by a preliminary risk assessment for travel to offshore installations before being allowed to pass through police and customs control to reach the check-in point. An independent technician in the production of the Tax Identification Number of the Adriatic Region checks each person according to the Passenger List and checks, if necessary, the validity of the documentation.
5) All passengers must report to the independent technician in the production of the NIP at least 30 minutes before the scheduled departure. After boarding, passengers store their luggage in a designated place on deck before entering the passenger cabin.
6) When planning transportation and transportation by sea, it is important to take into account the prevailing weather conditions and the weather forecast. Factors to consider are wind and sea conditions, visibility, and more. For the Adriatic Region, the following sea conditions apply to any sea transport: the maximum wave height must not exceed 1.5 m and/or the wind speed must be below 30 km/h. Except in the case of a written regulation issued by the Director of the Adriatic Region or in the event of sudden events, no movement to satellite offshore exploitation facilities or any departure of ships is permitted.

Requirements for diving work

1) The diving contractor must ensure that the diving project is planned, managed and managed in a manner that protects the health and safety of all personnel involved in the project. The diving contractor must ensure the following:
   - each person participating in the diving project must behave in accordance with the requirements of the diving project plan,
   - that the diving project is managed properly and safely,
   - Risk Assessment *RA)* should be carried out in accordance with the Operator's procedure,
   - the place from which diving work is carried out should be appropriate and safe,
   - a record of the diving project must be kept that contains the required details of the diving project,
   - the staff must be qualified and professional (supervisor according to IMCA standard, 2 years of experience, medical examination, divers trained according to standard certifications for offshore diving (IMCA, AODC, or national standard with the necessary experience assessed by the supervisor),
   - a suitable and sufficient plant with appropriate certification and maintenance;
   - that there are enough people in the diving team to enable the safe execution of the diving project - a team of 5 members,
   - that the supervisor and the dive team are instructed and familiar with the content of the dive project plan,
   - that all members of the diving team have undergone an appropriate familiarization and introductory program, and it may be necessary for other personnel involved in the diving project to also complete this program,
   - that divers are medically fit to dive,
   - that first aid and medical care are adequately organized - MEDEVAC - HEMS,
   - that there is a clear reporting and accountability structure in writing;
   - that diving supervisors are professional, have certificates (IMCA – Close bell diving supervisor with a minimum of 2 years of experience in similar projects, recognized IMCA HSE medical examination) and that they have been appointed in writing for jobs within their scope, which is described in detail and substantiated in the *HSE Manual for Diving Contractors,*
   - strict adherence to and full compliance with all relevant regulations,
   - The diving contractor is responsible for requesting any additional clarifications or deviations from the requirements prescribed by this document.

See document:

HSE Handbook for Diving Contractors

4.39 SPECIFICS RELATED TO REFINING

1) In addition to all other rules from this document, except for points 5 and 7, the provisions of this point 6 shall apply in addition to the execution of works in refinery processing.
2) Only people who have a valid ID card can enter refinery sites. This includes visitors and staff delivering materials to the construction site;
3) For Contractors, ID cards are obtained by the person supervising the works, and upon completion of the contracted works, the obligation to return the ID cards is required. ID cards must always be worn and shown when required. The ID Card is used only by the person to whom it was issued, and any misuse is punishable;
4) Entry of the Contractor's vehicle is possible only with the issued Vehicle Entry Permit;

5) All equipment and funds of the Contractor that are brought in and taken out must be recorded and reported to the security guard;
6) Failure to comply with safety rules leads to disciplinary proceedings and the application of measures, including a ban on entering and carrying out works on the site;
7) Parking and leaving vehicles without the presence of the driver is prohibited on all roads in danger zones;
8) Obey road signs, safety signs, and speed limits;
9) Only a professional person who holds a valid driving license for a vehicle/machine can drive/operate it;
10) If works are carried out on the roads, the Contractor is obliged to place the prescribed traffic warning signs;
11) If works are carried out where there is a possibility of sparking and there is a risk of ignition and fire, contractors who perform such works are obliged to have non-combustible canvases;
12) In the case of sounding the alarm siren, when it is necessary to carry out an evacuation, follow the instructions of the responsible persons and the evacuation signs. The evacuation leaders will direct you accompanied by a person from the scene to the meeting point. Evacuation rules of conduct are an integral part of the site-specific training before the start of work.

4.40 SPECIFICS RELATED TO CARRIERS

1) In addition to all the other rules of this document except Chapters 5 and 6, the provisions of this Chapter 7 shall apply in addition to the carriage of cargo.
2) The goal is to manage the key performance indicators of the service of contracted road, rail and water carriers in order to achieve customer satisfaction through timely delivery of products in the required quality and quantity while preserving health, safety and environmental protection.
3) The road transport operator is obliged to establish, maintain and develop a system of health, safety and environmental protection in order to avoid, identify and manage risks, *Appendix 6*. The goal is to provide carriers who, through compliance with the rules and requirements related to safety and health, will be recognizable in transport:
   - We expect that road transport contractors will operate in accordance with laws and regulations;
   - We expect the drivers to be competent and to have all the necessary licenses to perform the transport;
   - We expect all vehicles of road transport suppliers to meet the minimum requirements, including the use of seat belts, driver training and competence and competence, and meet an acceptable standard for equipment and maintenance.
   - We expect road transport contractors to report and investigate incidents, including injuries, traffic accidents and spills that occur during transport;
   - We expect our road transport contractors to have an emergency intervention plan;
   - We expect our road transport contractors to have a policy prohibiting the consumption of alcohol and other narcotic substances and their abuse;
   - We expect to be able to conduct audits of the application of the rules and inspections of equipment;
   - We expect subcontractors to follow the same rules.
4) A railway undertaking transporting dangerous goods at INA Group locations is obliged to comply with the HSE requirements from *Appendix 7*.

5) **A carrier transporting dangerous goods on inland waters** at INA Group locations is obliged to comply with the HSE requirements from *Appendix 8.*

TERMS AND ABBREVIATIONS

Terms and abbreviations	*Description*
HSE	Sustainable development and protection of health, safety and the environment
Alcohol	Considered any type of alcoholic beverage
Other addictive substances	Any substance of natural or artificial origin, including psychotropic substances, included in the schedule of psychotropic substances or drugs, or other substances that have an impact on the behaviour and normal psychophysical characteristics of a person
IMCA	International Marine Contractors Association
AODC	Association of Offshore Diving Contractors
Incident in the field of health, safety and environmental protection	An unplanned event or series of events that has resulted in, or may have resulted in, injury, illness or damage (loss) to property, damage to the environment or damage to the reputation of the company.
Use of chemicals	Use is the consumption, storage, treatment or any other handling of chemicals for one's own needs and the needs of carrying out the activity.
Qualification	Assessing the capabilities of the bidder based on the existence of relevant HSE certificates (npr. ISO 9001, ISO, 14001, ISO 45001 and SCC ** and a successful qualification audit depending on the Risk level) that prove compliance with the HSE requirements.
PEX-Responsible Person	The main knowledge carrier for explosion protection
Hazard pictogram	A graphic sign used to designate substances and mixtures in accordance with the legal regulations of the country in which INA Group operates (e.g. Regulation (EC) No. 1272/2008 (CLP), Globally Harmonized System (GHS), ADR)
Work plan	The work plan must be in accordance with the regulations and contains general information from the HSE that is specific to the location and area, a description of emergency procedures, a list of roles and responsibilities, and the

	contractor submits it no later than in the pre-mobilization phase.
Representative of the Client	A person appointed by the Client who monitors the implementation of the Contract on his behalf and is in charge of communication with the Contractor.
Preliminary risk assessment	The preliminary risk assessment assesses the risks and prescribes mandatory health insurance requirements and documentation. The Contracting Authority's expert prepares a preliminary risk assessment and submits it in the tender documentation. The potential contractor uses the prepared document as a basis for the preparation of the HSE Plan
Transport of dangerous goods	Safe transport of dangerous goods in road, rail or other traffic to which the provisions of the European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR), the Ordinance on the International Transport of Dangerous Goods (RID) and other legal regulations apply.
Monitoring Team	Appointed members of various organizational units who carry out HSE inspections at the location of works. E.g. representatives of the Client, HSE expert and representative of SSC.
Work Equipment	- devices, installations, means of carrying and transporting cargo and tools, Scaffolding and other means for occasional work at height.
Medevac	Global Air Ambulance
Owner of the worksite	Person/organisational unit responsible for the area in which the works are carried out.
Contract owner	Person/organisational unit in charge of defining, concluding, signing and monitoring the implementation of the contract
Complex works	Complex works: works (e.g. entire projects such as turn arounds.) that take more than 120 working days and involve more than 2 contractors at the same time (including all contractors and subcontractors; this usually means works such as construction, demolition, cleaning of large tanks, installation of installations, laying of pipelines,

	seismic testing, oil/gas drilling, etc.). The range of complex works can be extended locally if more stringent conditions are defined by local regulations or based on a local consideration of the hazard/risk of the area/activity involved.
Critical lifts	A critical lift is a lift that: (a) exceeds 75 per cent of the nominal capacity of the crane or crane, or 2. requires the use of more than one crane or crane
HSE Rules	HSE rules are the rules prescribed by this HSE Appendix and all positive regulations that regulate the HSE area.

APPENDICES

Appendix	Name of the attachment
Appendix 1	Life Saving Rules
Appendix 2	Scaffolding inspection by the contractor before use
Appendix 3	Penalties for violating the HSE Rules
Appendix 4	Health, Safety, Environmental and Social impact Policy
Appendix 5	Policy on the use of personal protective equipment in INA Group
Appendix 6	HSE requirements for goods transport by Road
Appendix 7	HSE requirements for goods transport by Rail
Appendix 8	HSE requirements for goods transport by Inland Waterways

APPENDIX 1

LIFE SAVING RULES

Pictogram and short description	Detailed description	Obligations
 *Use all necessary PPE and work equipment according to its intended use*	Safe work in hazardous conditions requires proper safety management starting with activity planning and followed by various safety measures. The ultimate goal is to keep workers away from danger. If this is not possible, appropriate personal protective equipment (PPE) should be used. All personal protective equipment is intended to protect our health and ultimately save our lives (whether directly or indirectly). Therefore, the use of PPE is inevitable when this is necessary based on a Job Safety Analysis or Permit to Work. Personal protective equipment called "life-saving equipment", such as personal fall arrest systems and personal respiratory protection equipment (other than dust masks), are considered direct life-saving means.	**In order for work to be performed in a safe manner, I must:** • Constantly use the necessary PPE where a fall can occur and where there is a hazard due to hazardous substances • Understand the importance of using life-saving PPE; ✓ always use a personal fall protection system ✓ I always use respiratory protective equipment if I may be exposed to hazardous substances or a hazardous work atmosphere • Inspect PPE before use • Provide protective tools and materials to prevent objects from falling • Bind to 100% approved anchor points when I am outside the protected area • Always react to and report it if there is a rule violation or any doubt regarding safety
 *Control the atmosphere and comply with the permit to work*	At all of our technological sites - which are considered hazardous areas - as well as during the performance of certain special works in all work areas, the atmosphere must be monitored continuously to prevent explosions and/or to ensure that I and other people at work can breathe safely. For special works, such as entering a confined space and hot works, an initial gas test is always	**In order for work to be performed in a safe manner, I must:** • Request a permit to work when needed • I and my entire team must understand and apply the permit to work • I must not allow anyone to start working before confirming that the hazards are under control and that it is safe to start working. • Be authorised to perform the works • Constantly use a personal detector to test the working atmosphere and respect signs indicated by the detector • Stop work and initiate a new permit to work request in case

	mandatory, and continuous testing is also required. The Permit to Work is more than a signature of the responsible person who signs the form: it requires and contains approval to start, continue or hand work tasks over. The issuer of the permit confirms that it is safe to start work, that safety measures have been applied and are effective, and the task may be performed as planned. Furthermore, it describes what hazards we are likely to encounter during work and how these hazards must be controlled to be safe. The Permit to Work, for example, must always be obtained before the start of activities and it must be applied throughout the course of the works, but it is not limited to HSE-critical works.	conditions change • Always react to and report it if there is a rule violation or any doubt regarding safety
 *Isolate hazardous energy sources and perform safety checks*	Energy isolation separates and protects people from the hazards related to various sources that may be present at any worksite, such as: electricity, pressurised and energised equipment, or even hazardous materials and ignition sources. Any stored energy (e.g. hydraulic or pneumatic energy) must also be blocked and/or discharged. Energy isolation also provides protection against potential energy sources, e.g. positioning valves to prevent unwanted material flow. For this purpose, it is necessary to use safety signs and safety critical equipment (such as isolation devices/emergency valves, blocking/releasing devices, shut-off systems, safety valves, fire and gas alarm systems,	**To prevent major accidents and any hazard related to fire or explosion, I must:** • Identify all sources of energy and start-up • Confirm that hazardous materials and energy sources are isolated, blocked and properly marked • Check that there is no energy, check for residual or stored energy, • Understand and use safety equipment and procedures related to the work tasks • Work only in those excavations that are secured by supports • Consume cigarettes in the permitted and marked smoking area • Before the start of hot works in technological areas (Ex. zones): - Confirm that hazardous and flammable materials have been relocated or isolated - Confirm that the working atmosphere in hazardous areas has been tested - Ensure that the working atmosphere is constantly monitored/tested - Obtain and apply the permit for hot works

	certain control levels, alarms, crane computers) as their purpose is to prevent injury, death or other major accidents. Performing hot works or using a flame source is extremely dangerous and prohibited without fire safety measures and a proper permit to work. As a special case of energy isolation, ignition sources should be isolated from flammable materials.	• Never allow the disabling or overriding of safety equipment, never deviate from the procedures, I am not allowed to cross the barriers without permission, and I must always ensure that temporary safety measures are in place where they are supposed to be • Always react to and report it if there is a rule violation or any doubt regarding safety
 *Obtain approval prior to entering a confined space*	A confined space such as a ship, tank or pipe, basement or excavation, etc. is always considered a hazardous area. Since such a space is not designed for living and working, hazardous substances or a hazardous atmosphere (e.g. lack of oxygen) may occur or concentrate within it. Access to and possibilities of escape from such spaces are limited, and they are not ventilated. Only authorised access can protect us from danger. The Permit to Work must always be obtained before starting any activities, and it must be applied throughout the course of work in a closed/confined space. The Permit must specify which hazards are likely to be encountered during indoor work and how these hazards must be controlled to ensure safe work.	**To ensure safe entry into confined spaces, I must:** • Confirm that the sources of hazard are isolated • Confirm that the working atmosphere was tested/measured and that it is constantly monitored/measured • Obtain authorisation in the form of permits to enter confined spaces • Check and use the isolation apparatus when necessary • Confirm that the person supervising the entry into the confined space is at the designated place and that there is an efficient method of two-way communication with the supervisor • Be familiar with the rescue plan and be able to do the part I am responsible for in an emergency • Always react to and report it if there is a rule violation or any doubt regarding safety

 *Apply the rules of safe lifting and transfer of load*	Operations of lifting and transferring loads are hazardous activities involving different risks. As gravity always acts contrary to the operation of lifting and transferring loads, such operations must be planned and performed by all workers who perform work with certified equipment. The use of damaged, undersized, incompatible lifting equipment or improper load lifting methods greatly increases the risk of a sudden drop of load. In order to protect all people in the vicinity from the load being lifted or transferred and all mechanical operations that occur during lifting and transfer of loads, it is necessary to use physical barriers and no access zones.	**To reduce the risk during operations of lifting and transferring loads, I must:** • Operate only the lifting gear that I am qualified to use • Confirm that the lifting equipment and the load have been inspected, marked with a colour code and are ready for use • Always make sure that a certified crane operator is involved and appoint a signalman • Ensure that the lifting and transfer path is passable • Establish and respect effective barriers and restricted zones • Never work or walk under a suspended load • Use safety tools for handling and positioning suspended loads (tag line) and avoid touching the load with my hands; • immediately stop lifting or transfer in the event of unexpected circumstances or loss of communication • Always follow the instructions of the person in charge of lifting and transferring the load • Always react to and report it if there is a rule violation or any doubt regarding safety
 *Drive safely*	Since driving has become a natural part of our daily lives, we often underestimate the risks that lie on the road. Driving is a hazardous part of our private and business lives, it still causes losses, but the safety of our colleagues and our families is mostly in our own hands. The driver and passengers should take responsibility for each other's safety, including checking whether all passengers are wearing a seat belt.	**To reduce the risk involved in driving and road travel, I must:** • Follow travel management requirements • Be ready, rested and focused on driving • Always wear a seat belt • Make sure that all passengers are wearing a seat belt before I start driving • Observe speed limits and adjust speed to road conditions • I must not use my mobile phone or operate other devices while driving • Always be focused on driving, refrain from consuming food, drinks, cigarettes or doing anything other than driving • As a passenger, always warn the driver when they do not follow the rules of safe driving

APPENDIX 2

SCAFFOLDING INSPECTION BY THE CONTRACTOR BEFORE USE

1) Guidelines for the inspection of scaffolding before use by **authorized persons (works managers) of the contractor** who will use the scaffolding to perform the work.
2) If the visual inspection reveals non-conformities, it is necessary to record them in the form and invite an authorized person/contractor for scaffolding.
3) **It is strictly forbidden to make modifications to the scaffolding on your own. Modifications to the scaffolding may only be done by a professionally trained scaffolding contractor who installed the scaffolding!**

Inspection of the scaffolding before use	
Performer (company name):	Scaffolding type:
Location/Plant:	Scaffolding green mark number:

Order. Number	Elements of the review	Requirements	Scaffolding inspected		
			I do	NO	Comment/Note
1.	Scaffolding mark	A green scaffolding mark is hung on the scaffolding, which confirms its serviceability. All required information on the label is clearly written, properly filled in, visible, and legible.			
2.	Scaffolding base (terrain, supports, etc.)	The ground is firm, tamped, the bases under the pillars/scaffolding supports are installed. Washers correct, in all places in contact with the ground.			
3.	Load-bearing columns, struts, longitudinal girders and cross girders, scaffolding stiffeners.	Scaffolding fixed and secured against displacement. Note: The height of the guardrail must not be less than 1m. The horizontal part of the guardrail should not exceed 25 cm. The			

		height of the border on the flooring should not be less than 7.5 cm.			
5.	Flooring	All elements of the scaffolding floor are stable and fixed (secured against movement). Complete floor elements intact and without damage. The distance of the scaffolding floor from the building such that workers cannot fall through the opening Flooring clean and safe for workers to move (no tools and objects left behind that can cause tripping, no slippery and oily surfaces, etc.)			
6.	Access to each scaffolding floor	Secure access to each level of scaffolding by properly constructed staircases or other equally secure accesses. There is no risk of workers falling when accessing the scaffolding.			
7.	Mobile Scaffolding	Mandatory brake on wheels, i.e. possibility of locking the wheels			

If it is not possible to mount the scaffolding in accordance with requirements 1-6, then the use of PPE for work at height is mandatory!

REMARK:

Contractor's authorizer/works manager (name and surname, signature):

_____

DATE OF SCAFFOLDING INSPECTION: _____

APPENDIX 3

PENALTIES FOR VIOLATING THE HSE RULES

Order. no.	Violation of HSE rules / non-compliance	Guidelines for determining violations of the HSE Rules	**Fine €/per violation**	**+ Additional measures/ per violation1**
1.	The documentation required by this HSE Appendix is not available and/or appropriate and/or in accordance with the requirements of the HSE Rules and/or valid	e.g. entry card, HSE pocketbook, appointment documentation, proof of education and training, construction diary, work permit, approved lifting plan, approved HSE plan, safety data sheet, reports/evidence of inspection and testing of the equipment used, e.g. electric hand tools, welding machines, lifting equipment, etc.	**200**	Immediate improvement of non-compliance and oral/written warning (depending on the severity of the case/possible consequences)
2.	Evacuation routes are not secured and passable.	It is not possible to leave the workplace easily and quickly in the event of an emergency. Evacuation routes are not passable (not congested, etc.).		
12.	Conditions in the workplace are not adequate	The workplace is not without the risk of tripping and slipping. The corridors are not passable. Fire departments are not free. The equipment is not disassembled, dismantled, isolated and stored in the place specified by the site manager.		
13.	The provision of first aid is not provided	Trained workers for providing first aid are not insured. First aid equipment is not adapted to the number of people. The first aid kit is not available and valid. Emergency phone numbers are not available.		

19.	All prescribed PPE is not used (it is not considered a violation of TPS) and is not suitable for the work being performed.	Required/prescribed PPE is not available and is not used for its intended purpose (if applicable). (e.g. safety goggles, safety helmet, hearing protection (earplugs, mouthphones), protective high shoes (low shoes are not acceptable), protective clothing (antistatic and flame retardant if necessary), protective gloves, respiratory protection (dust filter or mask), etc.)		
21.	The appliances, tools and equipment used are not in adequate/safe/undamaged condition.	Work devices, machines, tools and equipment do not have valid documentation/inspection markings and whether they are undamaged/safe for use (e.g. welding equipment, high-pressure cleaning equipment, hand mechanized tools and electric hand tools, etc.).		
22.	Safety procedures, work instructions and broader requirements than those prescribed by the work permit are not followed.	Instructions and safety rules are not followed when performing the work process (e.g. HSE plan, lifting plan, etc., with special emphasis on safety-hazardous activities not mentioned in the previous questions, e.g. hot work, high-pressure cleaning, first opening of technological systems, dry cleaning of technological systems, work at height (excluding scaffolding, ladders, portable platforms), pressure tests, parallel activities with a risk of interference, etc.)		
7.	Excavations/pits are not properly protected to prevent collapses and landslides.	The best solutions to prevent collapse are not used (e.g. sufficient slope, cladding, use of shields/linings for excavations, etc.). Suitable solutions for the visual marking of areas are not used (e.g. safety strips for warning of danger and/or guardrails, covering open channels, etc.).	**400**	Stopping the works until the non-conformities are eliminated **and** moving away from the site up to 7 days max.
14.	The person for supervision is not appointed and present at the place of work	A supervising person is not present at the place of works. This person is not listed on both the "Appointment" form and the Work Permit. The workers are not familiar with the information about the person who has been appointed to carry out the supervision.		

15.	The use, storage and labelling of hazardous substances is not adequate	All hazardous substances (including bottled gases) are not labelled correctly. Safety Data Sheets (SDS) are not available. All hazardous materials/substances are not stored properly (e.g. no damaged containers or potential leaks and spills, etc.). The openings are not closed on all containers with hazardous substances. Hazardous substances are not used in accordance with their intended purpose. Appropriate PPE is not used regarding hazards/harmfulness.		(depending on the severity of the case/possible consequences)
16.	The necessary firefighting equipment is not available and adequate.	The required type and quantity of firefighting equipment is not available. The firefighting equipment is not in good technical condition and is not properly marked. Hydrants are not connected to fire hose(s) in the ready-to-use position (if requested). Fire hoses are not protected against damage caused by vehicles crossing (e.g. by using a pipe bridge/ramps).		
17.	The scaffolding is not properly assembled and is not used in accordance with the rules.	Construction: the scaffolding is not well assembled, fixed and in good condition at every working level. The scaffolding does not have adequate guardrails (handrail bar, middle crossbar and protective edge) at each working level. There is no proper/safe access to each level of the scaffolding. The scaffolding is not marked with a card indicating the serviceability status of the scaffolding. Use: unauthorized persons make modifications to the scaffolding. The scaffolding was cleaned of materials, snow, ice, mud, etc. Scaffolding is used during adverse weather conditions such as heavy rain, thunderstorms, snow, or strong winds. A built-in climbing ladder is used instead of a scaffolding frame that is not intended for climbing. Climbing the fence is not avoided. PPE is not used to protect against falls, although a complete protective fence is not provided. Throwing/lowering objects from the scaffolding is not avoided if an observer is not available. Moving mobile scaffolding is not avoided even though someone is on it.		
18.	The ladders/portable platforms used are not in good technical condition. They are not used safely.	The use of ladders with unsafe treads, damaged or worn non-slip legs, loose screws and torn treads is not avoided. The ladder is not placed on a flat, stable surface. In the case of A-frame ladders, they are not fully open and secured. In the case of extension ladders, they are not inclined in a ratio of 1:4. In the case of extension ladders, they are not extended at least 1 m above the surface to which they provide		

		access. In the case of extension ladders, they are not secured at the top or someone is holding the ladder. The three contact points of the worker when using the ladder (two arms + one leg) are not maintained. Do not avoid moving around the ladder while it is in use. Exceeding the working load limit of the ladder is not avoided.		
20.	The work area is not adequately isolated, fenced off and adequately marked (including safety signs).	Hazardous areas where high-risk activities are carried out (e.g. high-pressure cleaning, vessel pressure testing, crane operation, differences in operating levels (height, depth) without other protection, etc.) are not marked by the use of hazard warning strips, protective barriers, fences, etc.? It is not ensured that only authorized (by the issuer of the work permit) persons are allowed to enter the prohibited areas.		
23.	Ancillary facilities/equipment are not in accordance with the requirements of the HSE. Temporary facilities, such as containers, steel structures (earthing, EPN, stability, maintenance, etc.) are also considered.	Ancillary facilities (e.g. for rest, kitchens, toilets, smoking, etc.) are not available and in good condition. Proper maintenance is not provided.		
24.	If all rules related to environmental protection (including separate collection, sorting and storage of waste) are not respected.	All waste generated or produced during the works was not collected and stored separately according to the type of waste (hazardous waste by type of waste, non-hazardous waste by type of waste, municipal waste). Waste is not collected and stored in an environmentally friendly manner (e.g. by preventing spills and discharges of pollutants into the sewage system, water and groundwater pollution, etc.). Containers for waste collection and separation are not marked according to the type/category of waste. Waste is not removed from the construction site at the end of the working day.		
1.	PPE "life-saving" and/or work equipment is not used for its intended purpose.	This PPE is not available and used for its intended purpose (if applicable). PPE for fall protection: full-body belt + energy absorber (or other fall arrest device) + anchor point; PPE for respiratory protection: insulating breathing apparatus with compressed air or respirators with filters to protect against gases, vapours, aerosols (except a simple dust respirator) with appropriate protection, use of personal detectors.	**700**	Stopping works until non-conformities **are eliminated and** permanent

2.	Prescribed rules and/or atmosphere control rules (prescribed in the work permit) are not followed	Previous/continuous/periodically prescribed gas concentration measurement has not been carried out and documented (e.g. potential development of a hazardous explosive mixture or the presence of oxygen). The work permit has not been issued and is valid. The minimum number of required persons is not present. No LMRA or/and JSA are documented. Not all prescribed tools are used, the prescribed rules are not followed.		removal from the site
3.	All hazardous substances and energy sources are not identified, controlled and isolated.	Hazards (e.g. from explosion, flammable, toxic, corrosive, hot substances, etc.) and energy sources (e.g. electricity, pressure, pneumatics, hydraulics, etc.) are not identified (recorded in the Operating Permit). Hazardous substances and energy sources are not controlled (e.g. no pressure, emptied, cleaned, switched off, inerted, etc.) Hazardous substances and energy sources are not isolated (e.g. armored, insulated, locked and marked, etc.).		
4.	Indoor entry rules are not followed (including the issuance of a permit to enter an enclosed space before entering an enclosed space).	The safety requirements for workers are not met (e.g. minimum number of workers required, assigned roles, etc.). Material conditions are not met (e.g. PPE for life-saving and other equipment, continuous measurement of gas concentration, provision of communication channels, etc.). Organisational conditions are not met (e.g. provision of rest time, ventilation, heating/cooling, etc.).		
5.	The rules for safe lifting of loads are not followed.	Workers are not assigned key roles (e.g. certified crane operator, certified machinist, signalling officer). No approved Lift Plan (if applicable). The equipment used is not in good condition. The maximum load capacity of the equipment is not taken into account and indicated. The lifting area is not secured. It is not ensured that there are no people under the hanging load. The operation of the lifting equipment is not under control (e.g. the operator does not leave the lifting equipment with the engine running or with the start key). A diary for lifting equipment is not kept and is not updated regularly.		
6.	Safe driving rules are not followed.[2] Applicable mainly on the construction site! Outside our locations, it is not realistic to carry out checking/control/punishment ...	The vehicle is not used for its intended purpose and is not in good technical condition. The driver is not fit to perform the duty/task. The driver and passengers do not wear a seat belt. Speed limits and traffic rules are not respected. The driver uses anything that could interfere with the ride (e.g. mobile phone, eating, smoking, etc.).		

8.	If the prescribed rules regarding the consumption of alcohol and other addictive substances are not followed.	Workers work under the influence of alcohol or other addictive substances. In case of doubt, testing should be carried out.		
9.	The rules related to smoking and the use of other prohibited sources of ignition are not respected.	Workers do not smoke in rooms/areas intended for smoking. Workers do not avoid using potential ignition sources (e.g. open flames, non-ATEX devices, etc.) in EX zones without obtaining a hot operating permit and without continuous measurement of the EX gas concentration.		

Remark:

1Depending on the circumstances of the case, in addition to the additional measures listed in the table above, the following additional measures may be determined: repetition of training, revocation of the work permit and termination of the contract, which will be determined by the person conducting on-site supervision.

2In the event of a violation of traffic rules, the driver's license may be suspended (within the Client's locations), e.g. a ban on the offender's entry for one month

APPENDIX 4

HEALTH, SAFETY, ENVIRONMENTAL AND SOCIAL IMPACT POLICY

HEALTH, SAFETY, ENVIRONMENT AND SOCIAL IMPACT POLICY

We are committed to:

- acting responsibly on the health, safety, environmental (HSE) and social impact of our activities as part of daily business operations
- improving asset integrity and preventing health, safety and environment events, whilst maintaining a high standard of emergency response capability
- reducing our environmental footprint, protecting natural values and adopting international efforts that target transition to net zero
- making a positive impact on the communities in which we operate, and on society in general
- raising awareness and promoting a culture in which all INA Group employees and contractors share this commitment and take an active role in continuous improvement of HSE management system

To achieve this INA Group companies:

- comply with legal requirements and INA Group standards following best practices
- control health, safety, environment and social risks and minimize impacts of our operations, products and services
- protect and strive to improve the health, safety and wellbeing of our employees, contractors and customers
- ensure that contractors are properly qualified, educated and they conduct themselves according to our standards
- appraise and reward employee and contractor behaviour accordingly
- continuously measure, evaluate and improve our HSE and social performance, consult it with employees and workers' representatives, and communicate it openly to stakeholders

All our employees and contractors have a responsibility to maintain high health, safety and environment standards, and management must take a leadership role in this.

INA Group Health, Safety, Environment and Social Impact Policy is valid for all INA Group companies. We also aim to promote this policy in non-operated joint ventures.

Péter Ratatics
President of the Management Board of INA

October 1, 2022

APPENDIX 5

INA GROUP PERSONAL PROTECTIVE EQUIPMENT POLICY

INA GROUP PERSONAL PROTECTIVE EQUIPMENT POLICY

Personal protective equipment (hereinafter PPE) is equipment which the worker carries, keeps, or in any way uses at work, so that it protects him from one or more of the risks related to his safety and health. When with organizational measures or with the basic rules of safety at work it is not possible to eliminate or sufficiently limit the risks to the safety and health of the worker, INA Group is responsible for ensuring appropriate PPE. PPE in use must be safe, well maintained, adapted to work, in good condition and should be used in accordance with the rules of safety at work, technical regulations and the manufacturer's instructions so as not to endanger workers.

When selecting and using PPE these principles should be respected:

- Type of PPE in the workplace is determined based on the level of risk, the frequency of exposure to risks, the characteristics of the workplace,
- PPE must be produced and marked in accordance with European standards,
- Workers are theoretically and practically trained for the proper use of PPE,
- Workers are timely and previously familiarized about the risks from which assigned PPE protect them,
- Workers are required to use prescribed PPE,
- Workers are required to use PPE according to its purpose, and in accordance with the adopted guidelines,
- PPE with a change due to which there are risks for the safety and health of workers should be excluded from use.

The type of PPE used in the fight against transmission of droplet diseases (as COVID-19) is based on the risk assessment and the transmission dynamics of the pathogen in accordance with *Instruction for use of personal protective equipment in during COVID-19 pandemic*:

- **High – FFP2 / FFP3 filter half mask** is mandatory
- **Medium – the use of a surgical mask** is mandatory
- **No risk and low risk** – no protection required

The use of PPE is mandatory for all employees of INA Group, for all contractual workers who perform work at locations within the competence of INA Group and present persons / workers / visitors at locations within the competence of INA Group.

INA Group employees have an obligation to use PPE in accordance with the valid risk assessments while performing work activities or while they are in the process units/facilities.

Contractors contracted by INA Group have an obligation to use PPE while performing the contracted work at all locations of INA Group. PPE type is determined by the type of works, work place, risk exposure, risks/hazards and permit to work.

Visitors (other INA Group employees who are at sites as visitor, representatives of external companies and relevant government agencies, general population, etc.) are obliged to use PPE during a tour of INA Group locations and when conducting surveillance/ inspection of work activities and/or operations/ plants at locations, and particular, while they are in the danger zones. Retail stores are not in the scope of these defined rules. Minimum PPE requirement is defined by HSE department in charge for the location and it depends of the purpose of a visit and visited zones.

Firefighters (INA Group employees and contractors) have an obligation to use the working PPE **during roundabout** at INA Group **locations** and **conducting preventive supervision** of fire protection measures. Minimum work PPE collection for firefighters consists of firefighters' work jackets, firefighters' trousers, firefighters' shirts, protective helmets, shoes and eye protection in accordance with valid regulations.

Firefighters (INA Group employees and contractors) have an obligation to use intervention PPE during the **special work duty and firefighting interventions**. Minimum intervention PPE collection for firefighters consists of firefighters' coat, firefighters' trousers, firefighters' gloves, firefighters' flash hood, firefighters' helmet with visor and firefighters' protective boots in accordance with valid regulations.

Péter Ratatics
President of the Management Board of INA

October 1, 2022

APPENDIX 6

HSE REQUIREMENTS FOR GOODS TRANSPORT BY ROAD

1) The business of the road transport contractor must be in accordance with the applicable laws and regulations.
2) Road transport contractors must be informed, competent and have all the necessary licenses for the work they perform.
3) All vehicles of road transport contractors and their operations must meet the minimum requirements of the INA Group, including the installation and use of seat belts, driver training and qualification, and that they meet an acceptable standard of equipment and maintenance.
4) In the event of any accident, fire, environmental pollution or similar incident during the performance of the transport service, the contractual carrier is obliged to **immediately, verbally (by telephone) report to the *Logistics Operations Centre* (LOC).**
5) We expect road transport operators **to report and investigate incidents**, including injuries, traffic accidents and spills, that occur while carrying out transport.
6) Road transport contractors must have an emergency plan.
7) Road transport operators should have a Drug and Alcohol Policy that refers to substance abuse.
8) Road transport contractors accept conducting audits according to the road transport management system, which includes, among others, the requirements of the Health, Safety and Environmental Protection Management System, as follows:

5. HSE - Health, Safety and Environmental Management System	a. Basic	69	Is there a certified system	Advanced: ISO 14001 ili OHSAS 18001 Extraordinary: ISO 14001 i OHSAS 18001	O	N	I
	b. Management and responsibilities	70	The company has a defined occupational health and safety policy signed by the director, copies of which have been delivered to all workers	Basic: has a developed HSE policy Advanced: revision every 5 years Extraordinary: revision every 5 years, part of driver's training and drivers must pass a test	O	N	I
		71	HSE topics are the subject of discussion at management meetings	Basic: casual conversations Advanced: regular conversations, meetings (e.g. quarterly reports) Extraordinary: HSE issues are regularly the subject of discussion at all meetings with various reports	O	N	I
		72	Drivers are informed and involved in the HSE issue	Basic: legally satisfied standards in the HSE area Advanced: basic + additional means of communication (through flyers, training, etc.) Extraordinary: HSE applies to all workers. There is a two-channel communication system for collecting and processing information from the HSE area	O	N	I
	c. Planning and strategic goals	73	Strategy, multi-year action plan	Basic: There is no systematic strategy Advanced: A strategy for 3-5 years has been developed, but it is not an integrated part of the business strategy Extraordinary: a developed strategy for 3-5 years that is an integral part of the business strategy	O	N	I
		74	Annual action plan in the HSE area	Basic: mainly about the activities of the company Advanced: Not associated with an actionable business plan	O	N	I

					Extraordinary: prepared plan dependent on business strategy and business processes			
		75	KPI - Performance Indicators	HSE targets are measurable; indicators are set, documented, communicated and monitored (RAR, RIR, LTI, TROIF...)	Basic: they are tracked, but without goals Advanced: set annual goals that management monitors at least through quarterly reports Outstanding: set all main indicators (including near misses), set annual goals that management monitors at least through quarterly reports. HSE indicators are present in the public annual report	O	N	I
	d. Organization	76	HSE responsibilities		Basic: not employed or a contracted worker outside the company responsible for the HSE area Advanced: there is a qualified person within the company responsible for the HSE area Extraordinary: there is a qualified person within the company responsible for the HSE area who is involved in the process of analysis and decision-making in the HSE area	O	N	I
	e.	77	Business procedures	There are written instructions on daily procedures and tasks that are regularly updated	Basic: they exist and are up-to-date Advanced: staff conduct regular training and education Extraordinary: the procedures are in the driver's book	O	N	I
	f.	78	Incident investigation and reporting		Basic: All major accidents (injuries, fires, spills, major property damage) are investigated, processed and findings reported Advanced: All accidents are investigated and reports and lessons learned are shared. There is a system of corrective measures. Extraordinary: All accidents are investigated including near misses, reports are shared as well as lessons learned. There is a system of corrective measures	O	N	I
	g. Audit and control	79	Inspection/audit		Basic: only an worker (whether internal or external) from the HSE area performs some form of supervision, Advanced: inspections and reviews are within the scope of HSE workers, but there is no systematic approach Extraordinary: there is a systematic annual plan for inspection supervision and implementation of audits. There is a system for implementing recommendations and default corrections through the audit report	O	N	I
		80	Supervision by management		Advanced: Annual reviews and audits are conducted by management Extraordinary: Annual reviews and audits are conducted by management. Findings from lessons learned are prioritized and monitored.		N	I
	h.	81	Planning and preparedness in case of incident situations		Basic: the company fulfils its legal obligations on how to deal with incident situations Advanced: the company manages incident situations on the basis of its own Management System in incident situations. Risk management.	O	N	I

				Extraordinary: Regular exercises are conducted and the results are used to improve the current situation			

9) All subcontractors engaged by road transport contractors should meet these same expectations.
10) When performing the service of transporting oil derivatives for the needs of the INA Group, the application and use of personal protective equipment is mandatory, in accordance with the required level of protection.

APPENDIX 7
HSE REQUIREMENTS FOR GOODS TRANSPORT BY RAIL

1) The carrier undertakes to fully comply with the HSE rules specified in the applicable laws and regulations (safety at work, safety, fire protection and environmental protection, traffic and other rules);
2) If the Carrier intends to hire the services of a subcontractor, then it assumes the obligation that its subcontractor fully complies with the relevant valid HSE regulations. The services of such a subcontractor can only be used if he is familiar with the relevant HSE regulations and undertakes to comply with them as mandatory rules.
3) The carrier may include a subcontractor for the execution of the service if it has notified such intention in advance in writing, using the appropriate form with a detailed explanation and with the written approval of INA Group.
4) The carrier will ensure that the HSE request system is also applied to contracted subcontractors. The carrier will be responsible for its subcontractors involved in the performance as well as for its own performance and services.
5) The carrier will take care of the health and safety of people working or staying at INA Group locations. The carrier will comply with and instruct its workers and subcontractors to comply with the rules and procedures described in this appendix, as well as the provisions specified in the legal regulations Transportation of dangerous goods by rail (hereinafter: RID).
6) At INA Group locations, the activity that is the subject of the contract can only be performed by a qualified worker of the carrier who has passed the ZNR and ZOP exams in accordance with current regulations, and a medical certificate on the ability of the worker to perform the above tasks.
7) Before starting work, the worker must undergo training for initial fire extinguishing and training for working in a safe manner.
8) The carrier is obliged to provide the workers with personal protective equipment (PPE) in accordance with the risk assessment, the same requirements as the workers of the INA Group. If work is carried out in several places or facilities with different categories of danger, then the regulations applicable to the area or facility with the highest danger prevail.
9) The carrier is responsible for defining, ensuring and auditing the use of protective equipment necessary for the performance of work. The client has the right to define additional protective equipment, and to revise the normal wear and use of protective equipment. Information about entering the area of work and the type and level of protection of the necessary personal protective equipment can be obtained from the contractor.
10) The carrier must have fire protection equipment (e.g. fire extinguishing equipment) in the type and quantity as required for the level of danger given the type of work being performed. The following rules apply to transport units transporting dangerous goods:
    - The carrier will regularly check the status of the above-mentioned protective equipment, whether it is fully functional and whether it can provide the required protection, as well as the possibility of replacement in case of damage.
    - In the case of carrying out work using damaged or inadequate protective equipment, or repeated or major violations of the rules, the INA Group representative (who is also authorized to supervise) will immediately suspend the activity, and the carrier will be responsible for compensation.
    - A worker of a transport company, who accepts dangerous goods at locations, has the obligations specified in the RID document.
    - If the carrier detects any irregularity during transportation that could jeopardize the safety of transportation, the shipment will be stopped as soon as possible, considering the safety of traffic, cargo and people, and will immediately notify the interested parties.
    - Transportation can only continue if the cargo can fully meet the requirements. The authorities responsible for the remaining part of the route (can) still issue a permit for continued transportation.

11) If an accident and extraordinary event occurs during the transportation of dangerous goods (outside any INA Group location) (derailment/jumping off the railway track, collision, overturning, fire, explosion, leakage, technical failure of the tank), and if the cargo is held for longer than 6 hours due to a technical failure of the railway tank, the carrier will immediately inform the dispatch service of the INA Group about the situation and submit the requested information within 24 hours after the event.
12) Data to be submitted:
    - Date/time of the event (year, month, day, hour);
    - Location of the event (railway station, name of marshalling yard or sections of the railway);
    - Type of event (jumping off the railway line, collision, overturning, fire, explosion, leakage, technical failure of a railway tank, etc.);
    - Id. the number of railway wagons involved;
    - Detailed description of the event;
    - Implemented actions;
    - Consequence of the event (personal injury, release of dangerous substances, estimated value of damage to goods/environment, intervention of competent authorities);
13) Carrier workers perform their activities at INA Group locations in such a way that no pollution or damage to the environment can occur. The carrier's workers will be responsible for the environmental damage they cause and will bear the costs.
14) The carrier will collect and treat/manage all hazardous and non-hazardous waste generated from materials and equipment that the carrier delivers to INA Group locations (eg: oily rags, etc.) in accordance with applicable laws and internal regulations of INA Group.
15) Workers of the INA Group who are authorized to carry out supervision (HSE experts, contract owners, etc.) have the right at any time to supervise the workers of the Transport Company in the area of sidings and related facilities within INA's locations, including compliance with the rules specified in this appendix . The worker of the transport company is obliged to cooperate during the supervision. If the prescribed conditions are missing or not ensured, the person in charge has the right to suspend the Carrier's activity until the prescribed conditions are met. The suspension of the carrier's company will not release the company from the obligation to fulfil its contractual obligations, and it cannot have any claims related to it.
16) The carrier will perform its activities within the scope of the contract in accordance with valid relevant regulations and procedures.
17) The carrier agrees and accepts that INA Group has the right to apply the following sanctions for violations of the rules established and documented during inspections, depending on the severity of the violation:
    - Immediate suspension of work
    - Implementation of corrections (immediately or setting a deadline);
    - Ordering extraordinary education from HSE;
    - Penalising;
    - Prohibition of work for a certain period of time for workers of the Carrier at the locations of the INA Group;
    - Termination of the contract with immediate effect.
18) The carrier agrees and accepts that because of irregularities observed during location monitoring by INA Group, INA may impose sanctions and prohibit the carrier from accessing locations!

1) The carrier undertakes to fully comply with the HSE rules that are specified in the applicable laws and regulations (occupational safety, safety, fire protection and environmental protection, traffic, etc. rules);
2) If the Carrier intends to hire the services of a subcontractor, then it undertakes that its subcontractor fully complies with the relevant applicable HSE regulations. The services of such a subcontractor may

be used only if it is familiar with the relevant HSE regulations and has undertaken to comply with them as mandatory rules.

3) The carrier may involve a subcontractor for the performance of the service if it has notified such intention in advance in writing, using the appropriate form with a detailed explanation and with the written approval of INA Group.
4) The carrier will ensure that the system of requirements of the HSE is also applied to the contracted subcontractors. The carrier will be responsible for its subcontractor involved in the performance as well as for its own performance and services.
5) The carrier will take care of the health and safety of people who work or stay at INA Group locations. The Carrier shall comply with and inform its employees and subcontractors to comply with the rules and procedures described in this Appendix, and the provisions specified in the legal regulations *Transport of Dangerous Goods by Rail* (hereinafter: RID).
6) At INA Group locations, the activity that is the subject of the contract can only be performed by a qualified employee of the carrier who has passed the exams in OHS and ZOP in accordance with the applicable regulations, and a medical certificate on the employee's ability to perform the aforementioned tasks.
7) Before starting work, the worker must undergo training for initial firefighting and training to work in a safe manner.
8) The carrier is obliged to provide workers with personal protective equipment (PPE) in accordance with the risk assessment, the same requirements as the employees of INA Group. If the performance of work is carried out in several places or facilities with different hazard categories, then the regulations applicable to the area or facility with the greatest danger prevail.
9) The carrier is responsible for defining, insuring and auditing the use of protective equipment necessary for the performance of operations. The Client has the right to define additional protective equipment, and to revise the usual wear and tear and use of protective equipment. Information on entry in the field of performance of work and the type and state of protection of the necessary personal protective equipment can be obtained from the contractor.
10) The transporter must have fire protection equipment (e.g. fire extinguishing equipment) in the type and quantity as necessary for the level of hazard in relation to the type of work being carried out. The following rules apply to transport units transporting dangerous goods:
    - The carrier will regularly check the status of the above-mentioned protective equipment, whether it is fully functional and whether it can provide the required protection, and the possibility of replacement in case of damage.
    - In the event of performing work using damaged or inadequate protective equipment, or repeated or major violations of the rules, the representative of INA Group (who is also authorized to supervise) will immediately suspend the activity, and the carrier will be responsible for compensation for damages.
    - An employee of a transport company, who accepts dangerous goods at the locations, has the obligations specified in the prescribed RID document.
    - If, during transport, the carrier identifies any irregularity that could jeopardise the safety of the transport, the shipment shall be terminated as soon as possible, taking into account the safety of traffic, cargo and people, and shall immediately inform the interested parties.
    - Transport can only be resumed if the cargo can fully meet the requirements. The authorities responsible for the rest of the route (may) still issue permission to continue the transport.
11) If an accident and an extraordinary event occur during the transport of dangerous goods (outside any place of the INA Group) (derailment/derailment, collision, overturning, fire, explosion, leakage, technical failure of the tanker), and if the cargo is detained for more than 6 hours due to a technical failure of the rail tanker, the carrier will immediately notify the dispatch service of INA Group about the situation and provide the required information within 24 hours after the event.
12) Information to be provided:
    - Date/time of the event (year, month, day, hour)

- Place of occurrence (railway station, name of marshalling yard or section of line)
- Type of event (derailment, collision, overturning, fire, explosion, leakage, technical failure of a railway tanker, etc.)
- Id. number of railway wagons involved
- A detailed description of the event
- Actions performed
- Consequence of the event (personal injury, release of hazardous substances, estimated value of damage to goods/environment, intervention by competent authorities);

13) The carrier's employees perform their activities at INA Group locations in such a way that there can be no pollution or damage to the environment. The workers of the carrier will be responsible for the environmental damage they cause and will bear the costs.
14) The carrier will collect and treat/manage all hazardous and non-hazardous waste generated by materials and equipment that the carrier delivers to INA Group locations (e.g. oily rags, etc.) in accordance with applicable laws and internal regulations of INA Group.
15) INA Group employees authorized to carry out supervision (HSE experts, contract owners, etc.) have the right to supervise the employees of the Transport Company in siding and related facilities within INA's locations at any time, including compliance with the rules specified in this Appendix. An employee of the transport company is obliged to cooperate during the inspection. If the prescribed conditions are missing or not met, the supervising person has the right to suspend the activity of the Carrier until the prescribed conditions are met. The suspension of the carrier company will not relieve the company of the obligation to perform its contractual obligations, and it cannot have any claims related to it.
16) The carrier will carry out its activity under the contract in accordance with the applicable relevant regulations and procedures.
17) The carrier agrees and accepts that INA Group has the right to implement the following sanctions for violations of the rules established and documented during inspections, depending on the severity of the violation:
    - Immediate suspension of work
    - Carrying out correctional (immediately or setting a deadline)
    - Ordering part-time education from the HSE
    - Sentencing
    - Prohibition of fixed-term work for the employees of the Carrier at INA Group locations
    - Termination of the contract with immediate effect.
18) The carrier agrees and accepts that because of irregularities observed during the location inspection by INA Group, INA may impose sanctions and prohibit the carrier from accessing the locations!

APPENDIX 8

HSE REQUIREMENTS FOR GOODS TRANSPORT BY INLAND WATERWAYS

1) The carrier undertakes to fully comply with the HSE rules specified in the applicable laws and regulations (safety at work, safety, fire protection and environmental protection, traffic and other rules).
2) If the Carrier intends to hire the services of a subcontractor, then it assumes the obligation that its subcontractor fully complies with the relevant valid HSE regulations. The services of such a subcontractor can only be used if he is familiar with the relevant HSE regulations and undertakes to comply with them as mandatory rules.
3) Evidence of the worker's qualifications to perform work.
4) Submit the risk assessment regarding the main dangers in the docks:
    a. Falling from a height
    b. Vehicles and equipment in motion
    c. Falling objects
    d. Slips and trips
    e. Fire and explosion
    f. Hazardous substances
    g. Disorders of the musculoskeletal system
    h. Dangers from bad weather
    i. Hazards from low tide and tide movements
5) Submit a report on the key performance HSE indicators for review