

Detailed cooperation conditions for Contractors on the premises of Kompania Piwowarska S.A.

1. Contractors performing works on the premises of or for Kompania Piwowarska S.A. (hereinafter: KP), are obliged, before commencing the works, to:

- a) legally employ workers the Contractor will entrust with services on the premises of or for KP and provide a list of the workers' names to a KP representative,
- b) ensure a suitable composition of the team that will perform the service, including knowledge, qualification, and skills,
- c) ensure validity of obligatory occupational medical examination and sanitary and epidemiological risk certificates for the employees who perform the service (applies to filling lines area only). The manager of the area decides whether a confirmation is necessary of testing for sanitary and epidemiological purposes in the area of production and storage,
- d) Contractors are obliged to ensure maintaining valid obligatory OHS certificates and on-the-job training certificates relevant for services performed in the KP premises, acknowledged by relevant personnel signatures,
- e) familiarize the employees with occupational risk assessment, including risks present at KP sites, co-identified with KP representatives, and specific to the service performed for KP,
- f) equip the employees with job-specific and certified work clothing and personal protection equipment agreed with the KP representative contracting works on behalf of KP and high-visibility vests; the clothing should be consistent, aesthetic, complete and marked with the company name,
- g) equip the employees with tools / devices / equipment that are in good working order, with shields, marked with the required safety markings, with valid inspection certificates, tests, and permits,
- h) agree with a KP representative a place for a marked welfare unit and supply of utilities (if required),
- i) ensure supervision over the services performed by employing a Coordinator, a person with periodical OHS training certificate for team managers who will always be present at the site when the works are performed,
- j) ensure supervision of the Contractor's own OHS service and over first aid measures,
- k) agree with a KP environmental protection specialist an intent to leave waste generated when performing the contracted works in containers located on KP premises,
- l) explain with the Employer whether the work in question is energy-intensive. If it is, then the Contractor is **a)** charged for the energy used up and **b)** required to ensure works optimum energy effectiveness (by the current state of knowledge and applicable general standards). The requirement is a result of the implemented Energy Management System - ISO50001 in KP S.A.

2. Contractors' employees, when performing the works, are obliged to:

- a) perform the works according to good engineering practice, documentation, and observing the OHS regulations, fire safety and environment protection regulations, using the assigned working clothes, tools, and personal protection equipment,
- b) use lubricants, seals, and other materials that may come into contact with food products, with a declaration of conformity, confirming that they are intended for the food industry,
- c) if possible, limit the number of tool boxes / bags / belts brought to the area of production and packaging. All tools should be supervised by employees who perform the work. Tool boxes / bags / belts should be kept in order and loose elements (screws, nuts, etc.) kept closed containers to minimize the risk of getting into the product / packaging,
- d) remove jewelry and wrist watches,
- e) use, if necessary, repair / temporary solutions that do not threaten the safety of the product and remove them immediately thereafter.

- f) check if tools, sharp tools, lubricants, cleaners, screws, nuts, and other components that may contaminate food products are not left in the leaking system and its area/place of work,
- g) wear disposable aprons, hats, and gloves at work in the critical zone (the area where there is a direct contact with food products and clean packaging: on bottle lines - from the Empty Bottle Inspector to the closing machine, and on can lines - from can washing to closing machine) and use disinfected tools in this zone,
- h) stay only in places where works are performed and other (canteen, toilets, sanitation rooms) specified by KP representatives,
- i) park their vehicles in the main parking lot or a place designated on KP premises; entry and parking on KP premises is allowed only to deliver materials or tools,
- j) store equipment and materials where the works are performed, except for flammable materials, including compressed and combustible gas cylinders that have to be stored outside production areas, in amounts and places agreed with KP Risk Control Manager,
- k) use only hazardous materials with valid safety datasheets and labels on the original manufacturer's packaging, suitable for the material type; flammable liquids with ignition temperatures below 55°C have to be stored in amounts not greater than the daily supply, in a place agreed with a KP representative, outside the production area,
- l) report to a KP representative the amounts, types, and designation of hazardous materials and an intent to bring the materials to KP premises,
- m) leave security personnel keys to the containers and vehicles left on KP premises overnight,
- n) fence off safety risk areas and work areas and mark them according to the risk,
- o) keep order in the work area, failing which the place may be ordered upon works completion at the cost of the Contractor,
- p) inform the person responsible for the area or other authorized person of work completion,
- q) smoke only in designated places,
- r) not block with materials, vehicles, equipment, and other objects lanes, passages, fire protection equipment, fire and escape routes, distribution panels and switchboards,
- s) move around KP premises on sidewalks and pedestrian crossings, if marked,
- t) in warehouse loading and unloading zone use safety shoes, long pants, and high visibility vests,
- u) hold personal entry passes, used only by persons they were issued,
- v) follow all instructions of KP security and supervision personnel and respect all the safety signs and signals, including road traffic signs,
- w) subject themselves to random checks for the presence of alcohol performed in KP,
- x) promptly inform KP representatives of any hazardous situations (particularly accidents and environmental hazard incidents) that occur when performing the works on KP premises and cases of violating regulations, rules, and procedures by the Contractor employees, subcontractors, and other contractors.

3. Securing works performed

Kompania Piwowarska S.A., caring about the safety of its own and the Contractor's employees as well as the safety of KP facilities requires that all the hazardous works on the premises are performed according to the safety procedures in force in KP, which should be known and followed, and in particular:

- a) confined spaces (in tanks, ducts, inside machines): the works require a prior written permit to proceed,
- b) application of hazardous materials and chemical substances: the Contractor is obliged to identify the risks related to the application of the substances or materials and coordinate risk prevention measures with KP,

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- c) works at height and using scaffoldings and ladders: the Contractor is obliged to have current medical certificates and documents confirming no counter indications to perform the works (up to 3 m and above 3 m) for all the employees concerned; moreover, the Contractor and a KP representative should jointly accept the scaffolding and document the acceptance of the scaffolding erected by authorized personnel, and have the structure appropriately marked,
- d) hot works, such as welding, spark-generating cutting, etc., require obtaining by the Contractor a hot works permit from KP,
- e) works related to utilities lockout require obtaining by the Contractor a relevant permit from KP and following the local lockout procedure: no company that performs work in KP may proceed with such work unless it confirms that the work permit system described in the PS / 4.4.7 / 01 procedure is applied in KP. The above information is a part of information about threats and it is forwarded to the Ordering Party with a written acknowledgement.
- f) works in areas adjacent to explosion areas or combustible materials, including flammable insulation, require coordination of the works with KP fire safety personnel and KP unit manager,
- g) construction works - they must be coordinated by a construction site inspector, and when required on the basis of a permit for submission or notification, under the supervision of the Conservation Officer and based on the BIOZ plan. In the case of using the loading / unloading area (generally applies to warehouses) it is necessary to enclose and mark the area. Construction works on the walls of fire separation should be completed by supplementing the deficiencies with certified material approved by the KP fire service and a protocol,
- h) earthworks - the Ordering Party covers the contractor with the utility infrastructure,
- i) works at which waste may arise - the Contractor manages the waste on his own and at his own cost; follow the guidelines of the KP environmental specialist; the waste generating company must have a current BDO entry, if it is required. When carrying out construction or demolition work, the contractor is also obliged to separate the waste he creates into wood, metals, glass, plastics, gypsum and mineral waste (concrete, ceramic materials and stones). In the event that the Contractor subcontracts the segregation to another entity with the relevant permits, he must present a contract confirming such subcontract.
- j) works requiring the container to be set up or the technical gas cylinders left on the area of KP - this is only possible outside the production area and this fact should always be agreed with the Manager of the Risk Control; containers and cylinders shall be described and spare keys transferred to the security,
- k) work requiring entry to the protected area of the Brewery - passes are required, for which the Ordering Party applies. The pass should be worn at all the time with you and must not be shared with anyone,
- l) work causing injury to other people - the contractor should provide for his employees a first aid kits, and in any accidents, injuries and potential accidental incidents should be notified to the Ordering Party / OHS Service at KP, who is involved in determining their causes,
- m) work causing danger to other people- the workplace must be separated by barriers or, as a last, marked with white and red foil tapes.

4. Non-conformities

- a) Consequences of a failure to follow the provisions specified in these General Cooperation Terms and Conditions, including operational health and safety, fire safety, environment protection, engineering practice, contracted subject matter:
- verbal reproach,
 - written warning (signed by the Contractor's employee),
 - temporary suspension of the works until non-conformities are eliminated,
 - removal of the employee or the whole team from KP premises (until revoked or permanently),



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- removal of the company from KP premises permanently and an assignment of the works to a substitute company at the cost of the removed company,
- banning the company from performing works in or for Kompania Piwowska,

The basis for termination of the contract are in particular:

- Work performed in a manner inconsistent with the requirements recorded in the risk assessment.
- Non-compliance with occupational health and safety requirements.
- Abusive behavior towards KP employees supervising/observing work.
- Ignoring reasonable health and safety instructions.
- Positive alcohol test result (in this case, the employee is removed).
- Willful disregard of safety rules.

The works may be controlled by KP representatives, OHS services, a fire safety company, security or KP supervision personnel.

Moreover, every employee, having noticed a non-consistency, is obliged to report it to a KP representative. Works are immediately stopped when health or life is at risk or KP property may be damaged. A decision about removing an employee or a whole team performing the works on behalf of the Contractor is taken by Brewery Director or Distribution Center Manager or relevant Risk Control Manager.

- In case of illegal possession of KP property, destruction of KP property, possession or consumption of alcoholic beverages or drugs, the Contractor's employee will be immediately and permanently removed from KP premises, with an option of reporting the incident to prosecuting authorities or state agencies supervising workplace conditions and equipment safety.
- In case of an accident at work, the Contractor shall report it to the representative of KP and KP OHS personnel and ensure their participation in post-accident investigation.
- For damage to KP property resulting from the culpable act of persons with the help of which the Contractor performs work, its subcontractors and business partners, the Contractor is liable in the amount and on general terms and conditions stipulated in the Civil Code, unless the contract between KP and the Contractor specifies otherwise. The provision also applies to the replacement value of passes not returned.

5. Statement by the Contractor

Contractor acknowledges and applies the principles specified in this document and undertakes to familiarize all persons who perform the works for KP on his behalf.