

Inowrocławskie Kopalnie Soli Solino S.A.

Appendix No. 13
to Personnel Traffic Guidelines
of Inowrocławskie Kopalnie Soli SOLINO S.A.



EXTRACT
FROM PERSONNEL TRAFFIC GUIDELINES
of INOWROCŁAWSKIE KOPALNIE SOLI SOLINO S.A.
FOR THIRD PARTIES

I. DEFINITIONS:

Guidelines – Personnel Traffic Guidelines of Inowrocławskie Kopalnie Soli SOLINO S.A.

Security Coordinator – member of the Security Personnel supervising their activities.

SOLINO Facility / Facility – complex of buildings, structures, installations and equipment owned or operated by SOLINO S.A.

Visitor Assistant – person assigned by the relevant manager of a SOLINO organisational unit to introduce Visitors and assist them at all times during their visit to a SOLINO Facility, and to provide them with safety & security instructions and personal protection equipment, as required at the Facility and applicable to the circumstances. The Visitor Assistant is required to meet and pick up Visitors at the Front Desk and see them off to the exit at the end of the visit.

Third Party – external entities providing services to SOLINO S.A. or other Third Parties under applicable agreements.

External Personnel - people employed by a Third Party under a contract of employment or other civil law contracts, such as commission contracts or specific task/work contracts.

Security Personnel – employees of a Consortium led by ORLEN Ochrona Sp. z o.o. providing physical and property protection services for SOLINO S.A. under applicable contracts.

SOLINO S.A., Company - Inowrocławskie Kopalnie Soli SOLINO S.A.

MOB – The Company's Management Office Building

II. GENERAL PROVISIONS

1. This Extract complements the provisions of the Guidelines and is intended for Third Parties. It is a stand-alone document.
2. There is an absolute prohibition on bringing weapons and ammunition onto the premises of SOLINO Facilities.
3. The following are strictly forbidden at the Facilities:
 - bringing and drinking alcoholic beverages,
 - consuming alcohol,
 - having a blood alcohol content over 0.0‰, or being under influence of alcohol or intoxicated, i.e. having a breath alcohol content over 0.0 mg per 1 dm³.
4. In order to check the compliance with the prohibitions in Cl. 3 an individual may be asked to undergo a sobriety test by means of a device designed for breath alcohol testing¹, to which the individual should give consent. If the individual refuses to be tested for alcohol content, a relevant test will be performed by a police officer called on site by the SOLINO Security Personnel.
5. On the premises of SOLINO Facilities taking photographs, videos or making sketches is forbidden unless a specific permit has been granted. Application for a Photo/Video/Sketching Permit for a

¹ It is a contactless device which indicates the presence/absence of breath alcohol. It is signalled by LEDs. The left LED shows the operating status of the device (stand-by), the right one is of tri-colour type and it indicates the test result.

There are three test results:

- Green colour means that breath alcohol content is below 0.05 mg/l (or about 0.1‰)
- Orange colour means that breath alcohol content is between 0.06 mg/l and 0.10 mg/l (or 0.13-0.21‰)
- Red colour means that the content of alcohol in the tested individual's breath exceeds 0.11 mg/l (over 0.23‰)

Third Party can be obtained from the SOLINO employee in charge of the contract or order. A template for an application for a Photo/Video/Sketching Permit is enclosed in Schedule No. 1 to this Extract.

6. Entry onto the premises of a SOLINO Facility, whether on foot or in a vehicle, is possible using a yellow ID card or a pass shown to a member of the Security Personnel.
7. When entering/leaving the premises of a SOLINO Facility, every holder of an ID card is required to bring the assigned card to the reader located at the entrance/exit (according to the authorisation level), which records the activity in the Access Control System.
8. In cases not regulated in this Extract, the Security Coordinator in communication with the Classified Data Protection Officer, shall resolve any matters related to personnel traffic on the premises.

III. YELLOW IDENTIFICATION CARDS FOR THIRD PARTIES OPERATING ON THE PREMISES OF SOLINO FACILITIES

1. Yellow ID cards are intended for Third Parties performing continuous services on the premises of SOLINO Facilities (i.e. Security Personnel, Cleaning and Housekeeping Staff, etc.) and are also used by members of the company band.
2. ID cards for External Personnel continuously operating on the premises of SOLINO Facilities are issued upon application attached in Schedule No. 2 to this Extract, signed by the person(s) indicated in the application.
3. The application referred to in Cl. 2 above is issued by a member of External Personnel and submitted to an employee of SOLINO S.A. in charge of the relevant contract or order.
4. ID cards are issued to individuals who have completed OHS and Fire Safety training, as acknowledged in the application for the card.
5. ID cards are valid until the relevant contract with the Third Party expires and remains a property of SOLINO S.A. at all times. Once the contract term expires the ID cards must be returned to the Security Coordinator who is required to return it to the Classified Data Protection Department.
6. ID cards have certain authorisations required to perform services on the premises of SOLINO Facilities.
7. One person may only have one active ID card. ID cards may not be issued to persons who already hold any active ID cards according to the Access Control System.
8. It is prohibited to share ID cards with other individuals or to use ID cards issued to another person.
9. Each holder of an ID card is required to carry it in a visible manner.
10. In order to obtain an ID card the member of External Personnel is required to enclose a current colour photograph (ID or passport type) in printed or electronic form (recommended resolution: 300 x 399 pixels, 300 DPI) with the application.
11. If an ID card is damaged, lost or stolen, the holder is obligated to notify a member of External Personnel authorised to represent the Third Party, who shall notify the Classified Data Protection Officer via the assigned SOLINO contact person.
12. Schedule No. 3 to this Extract contains the template for an application for a replacement ID card in the case of loss / theft / damage.
13. If the employment relationship (or any other civil law contract) with a member of External Personnel is terminated, the Third Party is obligated to submit their ID card to the Classified Data Protection Department within 7 days from the effective date of such termination.
14. If a member of External Personnel fails to return the ID card, the person authorised to represent the Third Party shall notify the Classified Data Protection Department in writing with the details (name and ID card number) of the person whose contract or services have been terminated.

Non-returned ID cards are immediately disabled in the Access Control System on the basis of such written notification.

15. Upon request of the Classified Data Protection Department, Third Parties are required to provide a current list of their employees, subcontractors etc. issued with ID cards (name, company name, ID card number).

IV. PASSES

1. Holders of passes are obliged to protect them from damage, loss or theft.
2. It is prohibited to share passes with other people.
3. Passes are issued upon application. Schedule No. 4 to this Extract contains a template for the Application for the issue/extension of a Third Party Pass to enter SOLINO Facilities.
4. The application referred to in Cl. 3 above shall be submitted to the Security Office at the MOB at least 3 days prior to the date of planned entry of External Personnel onto the premises of the Facility.
5. The application can be made for a period not exceeding the end of the calendar year.
6. The following types of passes are used at SOLINO S.A.:
 - Personnel Entry Pass
 - Vehicle Entry Pass
7. The above-mentioned passes are issued exclusively to Third Parties providing services to SOLINO S.A. on the basis of agreements and contracts (i.e. contractors, suppliers, service companies etc.). Schedule No. 5 to this Extract contains specimens of the passes.
8. Passes are issued to individuals who have completed OHS and Fire Safety training, as acknowledged in the application.
9. Applications can be approved electronically (as regards signatures). Individuals whose signature is required on the application shall specifically approve or reject the application by sending a relevant e-mail with their decision to everyone indicated in the application. A completed electronic application must be attached with such an e-mail. An e-mail with all required approvals (in the form of attachments) shall be sent to: przepustki@solino.pl
10. On the basis of the application received from the organisational unit, or the above-mentioned e-mail with all required approvals sent to przepustki@solino.pl, the Security Coordinator shall issue the passes and submit them to the Classified Data Protection Department for acceptance.
11. When the Security Personnel at the MOB receives the accepted passes, they shall advise the relevant organisational unit that the passes can be collected and handed over to the person representing the applying Third Party.
12. When the pass expires the Third Party representative is obliged to return it to the organisational unit of SOLINO S.A. that endorsed it.
13. Once the pass expires, the organisational unit of SOLINO S.A. that approved the application is required to make sure the pass is returned within 7 days.
14. All printed passes are recorded by the Security Personnel and the relevant register is kept at the MOB.

V. TERMS AND CONDITIONS OF VEHICLE ENTRY ONTO THE PREMISES OF SOLINO FACILITIES FOR EXTERNAL PERSONNEL

1. The following documents authorise vehicle entry onto the premises of a SOLINO Facility:
 - A yellow ID card with vehicle entry authorisation registered with the Access Control System,
 - A vehicle pass.

2. Vehicle movement on the premises of all SOLINO Facilities is regulated by the current Road Traffic Law.
3. Each driver must have an appropriate licence to drive the vehicle, and a registration certificate including a valid technical inspection certificate/stamp. At the entrance to a SOLINO Facility the Security Personnel may ask the driver to produce above-mentioned documents to verify their validity. If the driver does not have the documents required under the Road Traffic Law, the Security Personnel is obliged to refuse entry of the vehicle onto the premises of the SOLINO Facility.
4. Drivers of vehicles carrying dangerous goods must observe the provisions of the European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR). Such drivers must be wearing anti-static clothing and footwear with a CE mark and be equipped with PPE, such as a safety helmet/hard hat, safety goggles and gloves.
5. Emergency vehicles are permitted to enter onto the premises of SOLINO Facilities without an ID card/pass; they are not required to stop and undergo inspection when passing the entrance. If emergency services are called on site without notifying the Security Personnel, the emergency vehicle(s) may only be granted entry onto the premises of a SOLINO Facility when the Security has been notified by the party that called the service. If possible and practicable the Security Personnel guide the emergency vehicle to the destination on site.
6. Security Personnel have the right to inspect the vehicle cabin and boot.
7. If any tools, materials, equipment etc. owned by SOLINO S.A./Third Party needs to be moved onto/out of the premises, a Property Movement Pass, duly completed and approved, must be shown to the Security Personnel. / Third Party. Templates for such passes are shown in Schedule No. 6 to this Extract.
 - If any pallets need to be moved onto/out of the premises of a SOLINO Facility, a Pallet Movement Pass is required as shown in Schedule No. 7 to this Extract.
8. In the event that a member of External Personnel leaving the premises of a SOLINO Facility carries any tools, materials or equipment etc. but does not have a Property Movement Pass, they shall be refused to leave the said premises and detained for clarification/investigation (the police shall be called at the same time).
9. The following security procedures are in force on the premises of SOLINO Facilities:
 - regarding External Personnel:
 - Personnel and vehicle entry onto the premises of SOLINO Facilities is granted under a relevant printed pass.
 - Security Personnel may raise the barrier and allow vehicle entry onto the premises of a SOLINO Facility once all the formal requirements are met.
 - regarding transport companies (applicable to Salt Packaging Division):
 - Security Personnel verify the vehicle and driver details on the basis of information advised by the Customer Service Department.
 - Security Personnel verify and record vehicle and driver data in the system,
 - After loading and weighing of the vehicle the driver has to submit relevant documents to Security Personnel for verification and signing off.
 - Only Security Personnel may raise the barrier and allow vehicle entry (exit) onto (from) the premises of the Salt Packaging Division, once all the formal requirements are met.
10. Movement of State Fire Service vehicles, in emergencies, is subject to the principles agreed between the Company Fire Service Department, the Fire Safety Officer and Security Personnel.

VI. NON-COMPLIANCE AND VIOLATION

1. If a member of External Personnel should share their ID card, enable unauthorised entry using their card or enter the premises using another ID card, it shall be considered as a breach of applicable security regulations and such a person's right to enter the premises of SOLINO Facilities shall be denied.
2. Appropriation of SOLINO property by a member of External Personnel shall be considered as a breach of applicable security regulations and in such a case the person's right to enter the premises of SOLINO Facilities shall be revoked and law enforcement authorities shall be notified.
3. In the event that a member of External Personnel is found on the premises of a SOLINO Facility:
 - under influence of alcohol,
 - intoxicated,
 - under influence of narcotic, psychotropic or psychoactive substances,
 - smoking tobacco or e-cigarettes etc. in a non-smoking area,this shall be treated as a breach of applicable security regulations and such a person's right to enter the premises shall be revoked.
4. Violating safety regulations by carrying out hazardous work without a relevant permit or with gross negligence of occupational health and safety principles, fire safety and prevention on the premises of SOLINO Facilities shall result in revoking of the right to enter the premises.
5. Violating the terms and conditions of taking photographs, recording videos and making sketches on the premises of SOLINO Facilities by SOLINO personnel shall be considered as a breach of employee duties and obligations which may result in disciplinary action or termination of employment and revoking of the right to enter the premises.
6. Any safety or security incident shall be reported in a memo by Security Personnel, forwarded to the Classified Data Protection Department and to the Third Party's head office/seat.

VII. LIST OF SCHEDULES

- Appendix No. 1** Photo/Video/Sketching Permit application template
- Appendix No. 2** ID Card / Data update application for a member of External Personnel providing continuous services on the premises of SOLINO Facilities
- Appendix No. 3** Application for a replacement ID card in the case of loss / theft / damage
- Appendix No. 4** Application for the issue/extension of a Third Party Pass to enter SOLINO Facilities
- Appendix No. 5** Pass specimens
- Appendix No. 6** Property Movement Pass for materials owned by SOLINO S.A. / Third Party
- Appendix No. 7** Property Movement Pass for pallets and other materials

Schedule No. 1
to the Extract from Personnel Traffic Guidelines
of Inowrocławskie Kopalnie Soli SOLINO S.A.
For Third Parties

Our ref. _____ / _____, date: _____

**Classified Data Protection Officer
on site**

Photo/Video/Sketching Permit¹

1. Date and time of the intended photo/video/sketching¹, i.e. from _____, _____ hours to _____, _____ hours.
2. Name and address of the company employing personnel listed in Item 3.
(Organisational Unit in the case of SOLINO personnel)

.....

3. Names of persons allowed to take photographs/make videos and/or sketches¹ under this Permit:

#	Surname	First name	PESEL/National ID ² (Passport or Personal ID number if PESEL is unavailable)
1.			
2.			
3.			

4. Supervision of photo/video/sketching activities¹ on the part of SOLINO agreed with Mr/Ms¹
IT System No. (not applicable to SOLINO personnel)
5. The photo/video/sketching¹ will concern the following facilities:
6. Purpose:
7. Equipment to be used to take photographs/make videos and/or sketches*:
- Photo/video camera¹, model: _____, S/N: _____

Contact person:
Telephone No.: E-mail:

The above-named persons are aware that their particulars will be stored and processed by SOLINO S.A. seated in Inowrocław at Św. Ducha 26a, under applicable personal data protection regulations.

.....
(Applicant's legible signature or name stamp and signature)

¹ delete as appropriate
² IT System Number in the case of SOLINO personnel



Approvals:

Legible signature or name stamp and signature:

Photo/video/sketching Supervisor¹

.....

SOLINO employee responsible for the Facility concerned³

.....

.....

APPROVED

Classified Data Protection Officer
(or their superior)

.....

³ In the case of taking photographs/videos/sketches on the premises of more than Facility, signatures of all responsible parties are required.

**ID Card/Data update* Application for a member of External Personnel
providing continuous services on the premises of SOLINO Facilities**

First name Surname

PESEL/National ID No.

IT System No.

Organisational unit: Unit code:

Location of work/services:

.....
(place, address, building/structure denomination, room number(s))

Acknowledgment of preliminary **OHS** instruction

.....
(date, position and legible signature
or signature and name stamp)

Fire Safety instruction.....

(date, position and legible signature
or signature and name stamp)

.....
Personnel/HR Department

(date, position and legible signature or
signature and name stamp)

Number of the ID card issued:

.....

ID Card collected by:

(date, position and legible signature or
signature and name stamp)

*delete as appropriate

Application for a replacement ID card in the case of loss / theft / damage⁴

First name Surname

PESEL/National ID No.

IT System No.

Organisational unit: Unit code:

Location of work/services:

.....
(place, address, building/structure denomination, room number(s))

Date loss/theft/damage reported:

Circumstances of the loss/theft/damage:

.....
.....
.....

.....
(date and signature of the Applicant)

.....
(date and signature of a Member of the Board)

Issue of the ID card requested by:

.....
(date and signature of the Manager of Personnel/HR Department)

⁴ Delete as appropriate

Application for the issue/extension of a Third Party Pass to enter a SOLINO Facility

Valid from until (no longer than until the end of the calendar year)

SOLINO Facility:

- SOLINO S.A. Head Office
- GÓRA Salt Mine & Underground Oil and Fuel Storage
- MOGILNO Salt Mine
- Salt Packaging Division

Third Party name:

Third Party registered address:

Number of personnel:

#	First name	Surname	Nationality	PESEL/National ID (Passport or Personal ID No. if PESEL is not applicable)	Pass No.
1.					
2.					
3.					
4.					
5.					
6.					

List of vehicles:

#	Make	Registration number	Vehicle type
1.			
2.			
3.			
4.			
5.			

Detailed reasons for entry:

.....

.....

.....

Signatures:

.....
 SOLINO S.A. employee
 submitting the application

.....
 Third Party representative


.....
 Acknowledgment of OHS training


.....
 Acknowledgment of Fire Safety training

.....
 MFMM or their superior

.....
 Investment & Development Director or their superior

Pass specimens

<p>Pass authorising personnel entry onto the premises of SOLINO S.A.</p>	<p style="text-align: right;"></p> <p>Przepustka Nr</p> <p>wydana Panu/Pani</p> <p>..... (imię i nazwisko)</p> <p>..... (nazwa zakładu pracy)</p> <p>..... (PESEL)</p> <p>upoważniająca do wejścia na teren</p> <p>.....</p> <p>Data wystawienia:</p> <p>.....</p> <p>Ważna do dnia:</p> <p>..... (podpis wystawiającego)</p>
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<p>Pass authorising vehicle entry onto the premises of SOLINO S.A.</p>	<p style="text-align: right;"></p> <p>Przepustka Nr</p> <p>wydana dla</p> <p>..... (nazwa zakładu pracy)</p> <p>..... (nazwa zakładu pracy)</p> <p>..... (marka pojazdu)</p> <p>..... (nr rejestracyjny pojazdu)</p> <p>upoważniająca do wjazdu na teren</p> <p>.....</p> <p>Data wystawienia:</p> <p>.....</p> <p>Ważna do dnia:</p> <p>..... (podpis wystawiającego)</p>
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Schedule No. 6
to the Extract from Personnel Traffic Guidelines
of Inowrocławskie Kopalnie Soli SOLINO S.A.
For Third Parties

.....
Company name or stamp

Date:

Property Movement Pass No.
for materials owned by SOLINO S.A./Third Party⁵

Mr/Ms⁶ is authorised to move onto/out of the premises
in the period from until,
vehicle registration number (if applicable):,
the following property (materials/equipment etc.):

#	Description of property moved	Quantity	Unit of measure	SKU/ Serial No.	Remarks
1.					
2.					
3.					

Place of destination for the moved property:

.....

Reason/purpose:

.....

.....

Signatures:

.....
Legible signature of the applicant

.....
Signature of the applicant's superior

.....
Legible signature of the inspecting Security Officer at entry

.....
Legible signature of the inspecting Security Officer at exit

⁵ delete as appropriate

⁶ Identity is verified using an ID Card, pass or personal identification document.

Property Movement Pass No.
for pallets and other materials

	Entry	Exit
Date		
Time		
Vehicle/Trailer reg. no.		
Driver's first name and surname		
Facility		

I, the undersigned driver of the vehicle above confirm:

- details of the pallets moved into/out of the Facility:

	Quantity (pcs)
Moved in	
To hand over	
Own	
Released	
Moved out	

- details of other materials moved into/out of the Facility:

Material description	Quantity (pcs)

I, the undersigned, declare that the above-named vehicle intended for transportation of salt products is clean (free from any residues or scent of previous loads).

I agree to have the above-named vehicle inspected by the Security Personnel.

NOTE: In case of a discrepancy between the declared and the actual quantities/state the driver and the vehicle will be retained on the premises of SOLINO S.A. until the police arrive. The same procedure will apply if the driver fails to present this document upon departure. The driver will be liable for any damages resulting from the retention of the vehicle, as acknowledged by the driver's personal signature below.

.....
Driver's signature (legible)

.....
Legible signature of the inspecting Security Officer at entry

.....
Legible signature of the inspecting Security Officer at exit