

Subcontractor Safety Book

Rules of conducting works, safety and environment requirements for all Subcontractors performing works at the premises of:

- Saint-Gobain Innovative Materials Polska Sp. z o.o. Sekurit Polska, concerning the Locations: Dąbrowa Górnicza, Sosnowiec
- Saint-Gobain Innovative Materials Polska Sp. z o.o. Encapsulation Unit in Żary
- Saint-Gobain Innovative Materials Polska sp. z o.o. Iłowa Mobility Center

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Saint-Gobain Innovative Materials Polska

SUBCONTRACTOR SAFETY BOOK

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APPLICATION FORM No. M01-F-02 AND SUBMIT IT TO THE
QUALITY DEPARTMENT

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Date: 02/02/2025

Date: 02/01/2025

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Saint-Gobain Innovative Materials Polska
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November 2023

Welcome to our Company,

*As your safety is very important to us and our main objectives are ‘**Zero accidents at work**’, zero occupational diseases, zero environmental accidents, minimising the influence of our activity on the natural environment, we hereby present you a document stating our requirements, rules, principles and internal regulations.*

This Book includes the basic requirements and rules applicable at the premises of SGIMP with regard to occupational health and safety, environmental protection and fire protection. All subcontractors are obliged to observe these rules and any additional requirements set out by applicable provisions of law and the SGIMP Representative.

SGIMP Management Board

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1. REVISION HISTORY

DATE	INDEX OF CHANGES	INTRODUCED CHANGES
14/06/2006	Rev 1	New document
04/01/2016	Rev 2	A complete revision of the document was made
28/11/2017	Rev 3	Requirements extended to include environmental considerations
07/02/2019	Rev 4	The Book updated based on the new law on personal data
12/12/2019	Rev 5	Update of the book with passports of subcontractors
17/07/2020	Rev 6	Update of the book with COVID-19 restriction
15/01/2021	Rev 7	Update of the book with important telephone numbers
12/04/2021	Rev 8	Update of the book with point 4.2
30/09/2021	Rev 9	Update of the book with point 10.6
25/01/2022	Rev 10	Update of the book with point 4.5
13/06/2023	Rev 11	Update of the book with point 3.8,4.5,14.1
10/11/2023	Rev 12	Update of the book with point 2, 3.2, 3.3, 3.8, 4.2, 4.5, 6.2, 7.6, 7.7,13, 14.2, 14.4, 15
02/01/2025	Rev 13	Update of the book with point 2, 3.2, 3.3, 3.4.3, 8.3, 15

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2. TERMS AND DEFINITIONS USED

Subcontractor – a company or its subcontractor(s), other than SGIMP, which received under any written arrangement (for instance, an agreement, purchase order, letter of intent) a written order to perform a specific task at the premises of an SGIMP plant or at the premises or to the extent which is under the control of SGIMP, represented by the Subcontractor Representative / Coordinator / Supervisor.

Guest – a person visiting the Premises of SGIMP, entitled to a temporary stay at the premises of the plant, who does not interfere in the plant's internal processes and does not carry out ground works, repairs or construction works, for instance: concern representatives, customer representatives, third-party auditors, applicants.

SGIMP – the ordering party: Saint-Gobain Innovative Materials Sp. z o.o., branches: Sekurit Polska and Encapsulation Unit in Żary.

Premises of SGIMP – the entire site of SGIMP plant, sectioned off with a fence (including ground and underground structures, roads, yards, buildings, production halls).

Subcontractor Representative / Coordinator / Supervisor – an employee of the Subcontractor.

APT – Temporary Work Agency

HS – Health and Safety

Subcontractor Supervisor – Subcontractor Representative designated to supervise the the works performed at the Premises of SGIMP in terms of safety and environment. The Subcontractor Representative (i.e. the supervisor) is indicated in the agreement with the Subcontractor or in the *Subcontractor Task Sheet*. The appointment of the Coordinator does not release the individual Subcontractors from the duty to ensure healthy and safe working conditions for their employees.

SGIMP Representative / Supervisor / Coordinator – an employee of SGIMP or other person authorised in writing by the Director or the Plant Manager to issue relevant documents before commencement of works at the Premises of SGIMP and to contact the Subcontractor directly with regard to the works performed by this Subcontractor set out by an order or agreement. He or she exercises the substantive supervision of performance of the works and is authorised to immediately interrupt them in the event of a breach of safety rules and environment. This employee accepts the works when completed.

The SGIMP Representative / Supervisor / Coordinator has the right to:

1. control all Subcontractor employees at their workplaces at the Premises of SGIMP,
2. issue orders concerning the improvement of work conditions and observing health and safety, environment and fire protection regulations,
3. apply to individual Subcontractors with recommendations to remedy the identified accident hazards and EHS deficiencies,
4. immediately stop the operation of a machine or equipment in case of a direct threat to employees' lives or health,

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5. immediately remove from work an employee whose behaviour or method of conducting work poses a direct threat to their own life or health, or to the life and health of other persons.

EHS Officer – holds the same rights as the SGIMP Representative / Supervisor / Coordinator.

Subcontractor Task Sheet – a form presenting SGIMP requirements to be met by the Subcontractor before performance of the works at the Premises of SGIMP.

Subcontractor Risk Assessment – information about the result of a risk assessment conducted for the works performed by the Subcontractor (focusing on the use of prevention measures adequate to the level of identified threats related to the works performed by the Subcontractor at the Premises of SGIMP).

Subcontractor Passport – individual book for each subcontractor which contains records for medical examinations, safety trainings and any authorisations held by the subcontractor. In the book, there is also space for records to be made by the controllers/coordinators regarding positive and negative comments in respect of compliance with rules EHS provisions.

3. GENERAL REQUIREMENTS OF SGIMP

3.1. Safety and Environmental Policy

SGIMP has in place the EHS policy authorised by its top management presenting overall objectives in this regard as well as an undertaking to improve the operating EHS results.

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POLITYKA BEZPIECZEŃSTWA I ŚRODOWISKA



Jako firma majacej nadzieję być konkurencyjnym i progresywnym przedsiębiorstwem, zgodnie z przysięgą (naszej Spółki) pragniemy być wzorem w zakresie stanowienia, wdrażania i przestrzegania standardów BHP i minimalizacji wpływu na środowisko. Bezpieczeństwo i zdrowie naszych pracowników wyznaczają nam priorytetowe wartości i nieustannie musimy je realizować, nie tylko w aspekcie ekonomicznym.

NASZE CELE:

- ZERO wypadków przy pracy
- ZERO chorób zawodowych
- ZERO wypadków środowiskowych
- MINIMALIZACJA wpływu naszej działalności na środowisko naturalne

OSIĄGAMY JE POPRZEZ:

- Spełnianie wszystkich wymagań prawnych, standardów Saint-Gobain oraz wewnętrznych związanych z bezpieczeństwem i higieną pracy oraz wpływem na środowisko;
- Budowanie wzajemnych relacji zawodowych i biznesowych zgodnie z zasadami Saint-Gobain;
- Zaangażowanie, współdziałanie i konsultacje z pracownikami, podwykonawcami, dostawcami i klientami;
- Analizę ryzyka zagrożeń oraz aspektów środowiskowych i ich ciągłą eliminację;
- Ciągłe doskonalenie i samodoskonalenie jako kulturę pracy naszej Organizacji;
- Dialog pomiędzy wszystkimi zainteresowanymi stronami (pracownikami, współpracownikami, władzami, sąsiadami, klientami, dostawcami);
- Dedykowanie odpowiednich zasobów i wiedzy oraz programów takich jak: WCM, ISO 45001, ISO 14001 stanowiących fundamenty naszej kultury;
- Rozwijanie i wdrażanie bezpiecznych dla środowiska i ergonomicznych metod pracy i procesów produkcyjnych.

Zarząd Saint-Gobain Innovative Materials dostarcza zasobów i kompetencji niezbędnych do osiągnięcia powyższych celów.




 Dąbrowa, Górnicza | 16 Luty 2020

SAINT-GOBAIN INNOVATIVE MATERIALS POLSKA SP. Z O.O.
 Jest czołowym producentem szyb samochodowych.

General Manager
 Etloi Guenet

3.2. Sobriety checks of employees of outsourcing companies

SGIMP checks the sobriety of employees in justified cases and conducts preventive sobriety checks of its employees. SGIMP requires such checks from its subcontractors. Sobriety checks of employees of subcontracting companies will be carried out by authorized persons at the time and place indicated by SGIMP.

- a) Subcontractors providing services on the premises of SGIMP indicate designated persons to carry out sobriety checks
- b) SGIMP subcontractors have their own appropriate equipment for sobriety checks, which is properly calibrated and supervised
- c) SGIMP subcontractors have their own sobriety check procedure taking into account SGIMP requirements and GDPR requirements
- d) Subcontractors are responsible for the correctness of the check and compliance with applicable legal regulations.

At the request of SGIMP, a person authorized by the Subcontractor to carry out a sobriety check shall appear at the designated time and place.

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- a) In the case of preventive inspections, SGIMP informs about them one day in advance
- b) Inspections take place in the same place as inspections of SGIMP employees (screens at the exits from production halls and first aid clinic in the case of an inspection with a printout of the result)
- c) In the case of inspections in justified cases, the inspection takes place in the production foreman's office
- d) If the person authorized by the subcontractor does not appear at the designated time and place, SGIMP calls the police to conduct a sobriety test

In the case of a subcontractor's employee being intoxicated, SGIMP imposes a penalty in accordance with the Subcontractor's Book and the employee is banned from entering the SGIMP premises.

3.3. General rules

- While performing work, you must not expose yourself or other employees to injuries, expose SGIMP's property to loss or cause environmental hazards.
- The SGIMP Representative / Supervisor / Coordinator need to be informed about any identified violations of safety regulations, threats to human life or health, threats to the environment and near-miss incidents.
- A failure to observe the safety regulations might result in interruption of works, removing employees from the Premises of SGIMP, imposing contractual penalties and, finally, termination of the agreement/order.
- The Subcontractor is obliged to observe the EHS regulations applicable in the territory of the Republic of Poland.
- APT employees are not employees of subcontractors, and SGIMP is their employer-user. Consequences for these employees for violating health and safety rules are drawn on the same principles as for SGIMP employees in agreement with APT

3.4. Threats to safety and health at the Premises of SGIMP

Before commencing work, the ordering party and the subcontractor assess the risk for the work performed on the subcontractor's task card or hazardous work permit, depending on the type of work performed.

3.4.1. Major threats

Major threats are threats that might result in a serious and irreversible damage to health or death. In most cases, they are related to performance of works classified as particularly hazardous. The major threats identified at the Premises of SGIMP include:

- noise,
- electric shock,
- explosion of a gas cylinder,
- contact with and inhalation of chemical substances and mixtures,
- contact with moving machinery and its elements (impact, drawing in),
- impact by falling/overturning objects (falling glass).
-

3.4.2. Other threats

While performing works at the Premises of SGIMP, the following threats should be taken into account:

- a. In case of internal transport:
 - forklift traffic;
 - construction site;
 - loading and unloading;

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- pedestrian traffic;
- condition of the subfloor.
- b. Works at a height:
 - scaffolding, platforms, ladders;
 - works performed on a ladder;
 - roof covering;
 - fall of an employee;
 - falling objects and tools.
- c. Temperature:
 - removing glass during a furnace failure;
 - touching hot parts of machines and equipment,
- d. Other hazardous works:
 - work in a confined space;
 - work in an excavation, hollow or manhole;
 - loss of consciousness, poisoning.
- e. Contact with sharp edges (structure components, glass)

3.4.3. Making Subcontractor employees familiar with the threats

The person who orders the work is obliged to ensure that the Subcontractor is familiar with the following:

- a. Subcontractor Safety Book,
- b. List of particularly hazardous works;
- c. Subcontractor Task Sheet,
- d. Permission for hazardous works – if such works are performed.

All Subcontractor's employees performing work on the SGIMP Premises are obliged to read the presentation or video for subcontractors by the person ordering the work. The Subcontractor prepares a list of names of its employees with signatures confirming that they are familiar with possible threats on the SGIMP Premises.

3.5. Permit for work performance

- Works may not be started without arrangements and permission to perform them (the *Subcontractor Task Sheet*).
- The Subcontractor is obliged to take in account the activities of other Subcontractors while performing the works.
- In case the works are interrupted, they may only be resumed under a new permit for performance.

3.6. Rules of hiring other companies by the Subcontractor

Hiring other companies by the Subcontractor as its own Subcontractors for the performance of works at the Premises of SGIMP needs to be formally agreed with the SGIMP Representative / Supervisor / Coordinator. In such a situation, the Subcontractor shall request that the Ordering Party issues documents for its Subcontractors. It is the Subcontractor's liability to hand over the documents received from the Ordering Party to its own Subcontractors. The Subcontractor shall submit the following documents to the Ordering Party:

1. List of Subcontractors,
2. Subcontractor Task Sheet,
3. signed Subcontractor Safety Book,

3.7. Professional secrecy

The Subcontractor undertakes to treat all information received during the performance of works at the Premises of SGIMP as trade secrets. This information cannot be disseminated without consent of the Management Board of SGIMP.

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3.8. Cleanliness and order

- The Subcontractor is obliged to maintain cleanliness and order in the place of performing the works and while moving around the Premises of SGIMP.
- The waste and tools need to be removed at the end of each working day and whenever they pose a threat.
- All used devices, tools, containers, cylinders, vehicles, ladders and scaffoldings must not pose a threat to other persons and might only be stored in designated places.
- All spillages should be removed immediately and reported to the SGIMP Representative / Supervisor / Coordinator.
- After the works are completed, the workplace must be left in a condition compliant with the safety requirements.

3.9. Summary of basic requirements

Offer	We require submitting a written offer.
General rules of conducting works	We require observing the EHS principles and regulations as well as familiarising oneself with our <i>Subcontractor Safety Book</i> is required. The Coordinator needs to be appointed.
Certificates / safety indicators	We require submitting copies of held certificates. The number of accidents during the last 3 years should be specified.
Licences and qualifications	The Subcontractor Coordinator / Supervisor / Representative shall submit the list of persons with licences and qualifications to perform the works (before the commencement of works) for inspection. The SGIMP Coordinator/Supervisor/Representative shall verify the conformity of held professional licences and certificates confirming the qualifications of the Subcontractor employees to perform the works. The Subcontractor Coordinator / Supervisor / Representative shall provide each subcontractor's employee with the Subcontractor Passport where all data shall be recorded, such as medical examinations, safety trainings and any other authorisations. He or she shall record the number of passport issued in the subcontractors' database.
Threats and risk assessment	You should become familiar with the hazards occurring at the plant while watching a film or presentation and prepare a list with employee signatures confirming that you are familiar with the hazards at the SGIMP Premises.
Clothing and protective equipment	We require the use of marked long-sleeved work clothes with reflectors on the pants ((company name/logo), covering the ankles and the use of your own protective equipment.
Chemical mixtures and substances	We require submitting the list of chemical products used and relevant MSDSs (for inspection) as well as personal and environmental safeguards in compliance with the provisions set out in these sheets (absorbents, fire extinguishers etc.) are required.
Equipment, machines, specialist tools	We require safe equipment, machines and specialist tools approved for use (if so required by provisions of law). The list of equipment, machines and specialist tools including data concerning approvals for use (for instance, those issued by the Office of Technical Inspection (UDT)) should be drawn up.
Waste management	All waste generated as a result of work should be collected selectively at the source, in appropriate containers adapted to the type and properties of the waste. As a rule, the owner of the waste is the entity that provides the service, unless the service provision agreement provides otherwise
Participation of further Subcontractors	The list of proposed Subcontractors should be drawn up and the following documents should be filled in and submitted: list of Subcontractors, Subcontractor Task Sheet, Subcontractor Safety Book.

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Safety Instructions	Safety Instructions to be used when performing works at the Premises of SGIMP should be prepared and made available for inspection on request of SGIMP.
Procedure in case of an emergency, work accident and near miss	In case of an emergency, the Subcontractor shall remedy its consequences or bear the costs of remedying it. We require that work accidents and near misses are reported.
Protocol	We require that the acceptance protocol is drawn up and signed at the end of works.

4. SUBCONTRACTOR EMPLOYEES

4.1. Register of Subcontractor employees

The Subcontractor shall draw up and update the list (full name, position, held licences used for performance of a given task) of its own employees and employed Subcontractors. The identification of the Subcontractor shall be agreed with the SGIMP Representative / Supervisor / Coordinator.

The Subcontractor shall submit the list of employees to the SGIMP Representative / Supervisor / Coordinator.

Each day, before starting the work, the Subcontractor shall inform about the number of employees to perform the work on this day.

Any change needs to be made in writing and must be communicated to the SGIMP Representative on the date of its introduction at the latest.

4.2. Entering / leaving the Premises of SGIMP by Subcontractor employees

Coordinator / Supervisor / Subcontractor's representative managing the works on the Subcontractor's side provides Security with a list of the Subcontractor's employees. The Plant security officer registers people entering / entering the Saint Gobain site in the Chomguard suite Access Control program and gives the guest / subcontractor a pass). Each employee receives a pass. The pass is issued by security personnel on the basis of the Subcontractor's Task Card. When issuing passes, the Security Service employee may request to present an identity document. The subcontractor's employees must voluntarily undergo baggage inspection upon entering and leaving the SGIMP premises, as well as a breathalyzer test for alcohol content. The pass is the basis for admission to the premises of SGIMP or release from the premises of SGIMP on the employees of the Subcontractor by Security. The passes must be returned to the concierge upon completion of the work. If the issued passes are not returned within 14 days of the completion of the work, SGIMP has the right to charge the Subcontractor PLN 100 for each unreturned pass. A permanent or temporary subcontractor may obtain a pass for the duration of work if the contract is longer than 6 months for a maximum period of up to 1 calendar year

4.3. Verification of held authorisations, periodic training and medical examinations

The Subcontractor employees need to have completed valid EHS training, medical examinations and licences adequate to the actions performed as part of the task commissioned to them. Detailed licences and qualifications are set out by the provisions of Polish law.

We would like to draw your attention to some of the basic requirements (however, the following does not represent a full range of them):

Requirement	Type of work
Appropriate EHS training (periodic and initial)	All works
Medical examination - capacity for work	All works

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Medical examination - capacity for work at height Polish Electricians Association's licence, G1, G2, G3	Work at a height greater than 1 metre Work with electrical, power and gas plants, devices and grids
Ban on the use of frame scaffolding	Work with scaffolding
Motor-driven trucks – the Subcontractor employee / contractor who has the qualifications to drive trucks required by law and the required medical certificates of no impediment to perform works related to truck driving may only be allowed to drive trucks in the Premises of SGIMP Polska Sp. z o.o.	Motor-driven truck driver
Overhead crane operator's licence, psychotechnical tests	Operation of overhead crane

The information on the validity of the above-mentioned documents must be included in the passport issued.

4.4. Supervision of Subcontractor's works

The SGIMP Representative, EHS Officer, Managers of individual departments may verify the Subcontractor's compliance with EHS rules.

The SGIMP Representative / Supervisor / Coordinator shall draw up a surveillance plan based on the risk assessment.

4.5. Work clothing and footwear, and personal protective equipment. Clothing labelling

The Subcontractor shall equip its employees with work clothing with reflectors on the trousers (labelled with a visible Subcontractor's logo or in other way to clearly identify the Subcontractor, trousers should cover the ankles), protective footwear (with steel or composite toecaps) with minimum safety protection level SP1 equipped in anti-cut midsole and protective equipment adequate for the kind of work performed by its own means. Subcontractors PPE equipment should have appropriate approvals and in accordance with the law (if required) and have valid documented inspections - copies, original documents for inspection by SGIMP.

The condition of the subcontractor's PPE should not be damaged and should not raise doubts as to its performance. The Subcontractor employees are obliged to wear reflective vests if this does not pose an additional threat during the performance of works. It is obligatory to wear long trousers at the Premises of SGIMP (it is forbidden to wear shorts and skirts when staying at the production and storage halls). A detailed list of personal protective equipment shall be taken into account and approved in the Subcontractor Task Sheet, depending on the type of works performed by the Subcontractor.

In case of drivers who enter the Premises of SGIMP to participate in (supervise) the loading / unloading operations need to be obligatorily provided with long trousers, safety work footwear, safety goggles, reflective vest and protective helmet.

The Subcontractors' drivers who arrive for loading and unloading need to be equipped with the personal protective equipment as described above.

5. SUBCONTRACTOR'S EQUIPMENT ENTERED INTO THE PREMISES OF SGIMP

5.1. Entry by cars and other vehicles

The entrance into the Premises of SGIMP by Subcontractor's cars and other vehicles (mobile man lift, lifting equipment, excavator, etc.) shall be allowed based on the written permission of the SGIMP Coordinator's (*Subcontractor Task Sheet*). Each car/vehicle entering the Premises of SGIMP shall receive an entrance pass that should be placed in a visible place behind the windscreen. It is forbidden that vehicles enter and stop at the production halls. In case it is necessary to enter a hall by a vehicle, an approval from the SGIMP Representative is necessary.

Drivers entering the plant need to observe the rules set out in the brochures for drivers.

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5.2. Bringing in equipment, tools and devices

The Subcontractor shall arrange the amount and type of equipment, tools or devices to be brought into the Premises of SGIMP with the SGIMP Representative / Supervisor / Coordinator from time to time. An up-to-date list of high value specialist equipment should be submitted by the Subcontractor to the Security on the entrance to the Premises of SGIMP. The list is verified by the Security guards when leaving the Premises of SGIMP.

The SGIMP Representative / Supervisor / Coordinator should have information about the equipment, tools and devices used by the Subcontractor to perform works at the Premises of SGIMP. The equipment, tools and devices need to be in good condition, regularly inspected and provided with appropriate certificates. The certificates, approvals etc. need to be available for inspection over the entire period of conducting works at the premises of SGIMP.

5.3. Bringing in chemical mixtures and substances

The Subcontractor shall agree on the amount and type of any chemical substances and mixtures to be brought into the Premises of SGIMP with the SGIMP Representative / Supervisor / Coordinator from time to time and submit their MSDSs.

See also 9.2.

6. TRANSPORT OF INDIVIDUALS AND VEHICLES AT THE PREMISES OF SGIMP

6.1. Rules of moving at the Premises of SGIMP

The Subcontractor employees use only the traffic routes and areas needed for them to perform their works.

It is forbidden for the Subcontractor employees to stay in places where they do not perform the commissioned works (production departments, offices, storehouses).

It is forbidden to use parts of the Premises of SGIMP other than those set out by traffic routes.

6.2. Rules of vehicle traffic

At the Premises of SGIMP, the maximum speed limits apply outside of the production halls, which is informed by speed limit signs. The road traffic rules apply.

A security employee checks compliance with road regulations by drivers driving around the plant premises.

Particular attention should be drawn to the forklift traffic - a forklift has the right of way at the production hall. In areas outside production halls, forklifts comply with road traffic rules.

A defective vehicle or mobile equipment posing a threat to other users of the internal traffic routes and to the natural environment shall be removed from the Premises of SGIMP. SGIMP reserves the right to refuse further access of vehicles removed in that way into its Premises.

6.3. Stopping and parking spaces

Parking spaces and spaces for Guests are marked at the Premises of SGIMP. Vehicles may be parked at the Premises of SGIMP upon the consent of the SGIMP Representative / Supervisor / Coordinator only. The Subcontractor shall receive an entrance pass, which should be placed in a visible place behind the windscreen. The pass should be returned to the Porter's Lodge when leaving the Premises of SGIMP. The parking spaces are marked with vertical or horizontal signs. Vehicles should be reverse parked at the available parking lots.

7. SPECIFIC REQUIREMENTS

7.1. Stimulants

Persons under the influence of alcohol or drugs must not enter the Premises of SGIMP. It is forbidden to bring and consume the above-mentioned substances in the Premises of SGIMP.

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Any persons remaining under the influence of the said substances shall be immediately removed from the Premises of SGIMP. SGIMP reserves the right to refuse such person further access at the premises of SGIMP.

Smoking is forbidden at the Premises of SGIMP anywhere other than in the designated spaces.

7.2. Photographing, audio and video recording

Photographing, audio and video recording, copying documents is only allowed with consent of the Management Board of SGIMP.

7.3. Subcontractor guests

All visits of Subcontractor guests need to be agreed with the SGIMP Representative / Supervisor / Coordinator.

7.4. Damages caused by Subcontractors

The Subcontractor shall be liable for any damages caused to SGIMP or other Subcontractors performing works at the Premises of SGIMP caused by actions of the given Subcontractor employees (including its own Subcontractors).

In case of discovering a damage, SGIMP reserves the right to take any actions provided for by the Polish law.

7.5. Theft

It is forbidden to take any materials owned by SGIMP or other Subcontractor from the Premises of SGIMP.

It is allowed to take out materials or goods from the Premises of SGIMP only after submitting a materials pass at the Porter's Lodge.

The materials pass is issued and signed by the SGIMP Representative / Supervisor / Coordinator.

In case the Subcontractor fails to observe the said provision, SGIMP reserves the right to take any legal steps.

SGIMP is not liable for theft of Subcontractors' materials and equipment; an insurance in this regard remains the Subcontractor's sole responsibility.

7.6. Other restrictions

The Subcontractor employees are not allowed to stay in the immediate proximity of operating machines or to touch the machines, products, half-finished products not directly related to the works performed.

Moreover, the following prohibitions apply at the Premises of SGIMP:

- ✓ ban on children's access,
- ✓ ban on animals' access,
- ✓ prohibition of bringing in and carrying firearms,
- ✓ prohibition of playing radio/music and using audio equipment (radio sets, tape recorders, MP3 players etc.) at the premises of SGIMP,
- ✓ ban on talking on the phone while moving around the plant,
- ✓ it is forbidden to wear loose or pinned hair falling below the shoulder line.

7.7. Violation of Health and Safety and firefighting regulations

In case of violating EHS regulations and the provisions of this Book, the Subcontractor may be:

- ✓ charged with a penalty of PLN 500 net per small case of violating EHS regulations,
- ✓ **charged with a penalty of PLN 500 net for breaking firefighting regulations,**
- ✓ charged with a penalty of PLN 1,500 net for breaking the Golden Rules,
- ✓ charged with a penalty of PLN 5,000 net - employee's intoxication found (attempting to enter/exit and being at the plant under the influence of alcohol),
- ✓ removed from the Premises of SGIMP,

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- ✓ refused further access to the Premises of SGIMP,
- ✓ charged with the costs related to work interruption, necessity to clean the Premises of SGIMP, if any, remove wastes and use of firefighting devices,

The EHS regulations referred to in this Book shall mean the provisions of the generally applicable European law which become effective in the territory of the Republic of Poland pursuant to the obligations arising from the membership agreements, provisions of domestic acts and regulations, provisions of internal arrangements and rules, and provisions of agreements and documents annexed to such agreements.

If it is identified that EHS regulations and/or provisions covered by this Book have been violated and actions referred to in 7.7 have been taken against the Subcontractor, the violation must be formally recorded on the form annexed to this Book. The form shall be completed in three copies to be provided as follows:

1. Copy 1 – to the finance department in order to issue the debit note or set-off document as part of payment for the services rendered,
2. Copy 2 – to the Coordinator / Supervisor / Representative of the Subcontractor who was managing the works at the time when the violation was identified and against whom a decision was made to impose a contractual penalty,
3. Copy 3 – to the SGIMP Coordinator.

The following are authorised to impose the of contractual penalties: EHS Department Representative, SGIMP Representative / Supervisor / Coordinator who coordinates the Subcontractor’s works, Manager of the area in which works are performed by the Subcontractor, and SGIMP employees in managerial roles up to the Shift Leader level inclusive.

The Subcontractor Coordinator / Supervisor / Representative shall record negative behaviours of a subcontractor’s employee in the HSE Remarks of the Subcontractor Passport and mark misconducts using the “minus points” system for the subcontractor.

8. RULES FOR USING THE REST AND REFRESHMENT ROOM

8.1. Toilets, showers

The Subcontractor may use the designated toilets and showers of SGIMP upon consultation with SGIMP Representative / Supervisor / Coordinator.

8.2. Meals

SGIMP canteen may be made available to the Subcontractor with the consent of the SGIMP Representative / Supervisor / Coordinator. It is forbidden to have meals at the production hall.

8.3. Drinking water

There are drinking water dispensers on the premises of the SGIMP plants, which can be used to fill closed bottles brought with you. It is prohibited to use open bottles and drinking containers on the production floor.

9. USING THE RESOURCES OF SGIMP

9.1. Electric energy

SGIMP shall provide connection to the facility’s power grid upon consultation with the SGIMP Representative / Supervisor / Coordinator. The Subcontractor shall get appropriate cables, in line with the applicable standards, by its own means.

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9.2. Water and compressed air

SGIMP provides an opportunity to use the facility's water supply networks and compressed air to the Subcontractor – the amount and type of connection requires consultation with SGIMP Representative / Supervisor / Coordinator.

The costs of connection and additional installations are borne by the Subcontractor, unless agreed otherwise.

9.3. SGIMP equipment, devices and machines

The Subcontractor may use tools, equipment and machines owned by SGIMP with the SGIMP Representative / Supervisor / Coordinator's consent only. In case of borrowing equipment owned by the Ordering Party, the Subcontractor shall confirm the condition of such equipment before and after use on the equipment lending form (acceptance protocol).

Tools, equipment and machines are used under the Subcontractor's responsibility.

The Subcontractor may only allow qualified and appropriately trained persons for their operation.

10. SPECIAL REQUIREMENTS FOR THE CONDUCTED WORKS

10.1. Performing hazardous works

The Subcontractor should be made familiar with the types and mode of hazardous works to be performed at the Premises of SGIMP by the SGIMP Representative.

Hazardous works shall be conducted exclusively after the Subcontractor has obtained a written permission for them (*Permission for Hazardous Work - depending on the type of conducted works*).

Hazardous works include:

- working at height,
- working in confined spaces,
- working in hollows and manholes,
- construction works, demolition works, repairs and assemblies conducted in active or partly active production facilities,
- works related to power generation equipment and installations,
- Works involving use of hazardous materials and in premises where asphyxiating gases occur.
- works requiring blocking at least 3 different energy sources,
- hot works.

10.2. Use of hazardous substances and chemical mixtures

Before use of chemical substances and mixtures at the Premises of SGIMP, the Subcontractor shall be obliged to submit the appropriate MSDSs to the SGIMP Representative/Supervisors/Coordinators. The sheets need to be drawn up in Polish language and be available at the given Subcontractor's work station. It is not required to submit the MSDSs in case of using substances and mixtures used by SGIMP. Chemicals should be kept in original packaging or in properly labelled replacement packaging.

The Subcontractor should train its employees in reading information labels, precautionary measures and first aid with respect to the used chemical substances and mixtures.

The Subcontractor shall provide the appropriate personal protective equipment and ensure that it is properly used by its employees.

The SGIMP Representative / Supervisor / Coordinator, EHS Officer and Department Managers may request the Subcontractor to present the MSDSs for the substances and mixtures used during the performance of works and evidence of making the Subcontractor employees familiar with any threats to their health and lives.

The Subcontractor must have appropriate neutralisers to be used in case of spillage of a chemical substance/mixture.

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10.3. Labelling the workplace and threats

The location of the Subcontractor's works needs to be properly labelled (boards informing about threats) and separated (warning tape, protective barriers) until the completion of any works related to the specific service.

10.4. Use of gas cylinders

Gas cylinders, welding and metal cutting equipment needs to be operated and stored as laid down by applicable provisions (in a vertical position, properly protected against the risk of falling, dirt, etc.).

The place of their storage should always be agreed with the SGIMP Representative / Supervisor / Coordinator.

10.5. Explosives and radioactive materials

Bringing in materials that might cause an explosion or radioactive materials needs to be previously agreed with the SGIMP Representative / Supervisor / Coordinator.

10.6. Power equipment and systems

The term 'Subcontractor' shall be understood as an organisational unit, legal entity or natural person engaged in the operation of power equipment and systems entrusted to it under applicable agreements/orders with Saint-Gobain Innovative Materials Polska Sp. z o.o

The term 'operating works with power equipment and systems' shall be understood as performing works with power equipment and systems covering: operation, maintenance, repair, inspection, control & measurement, assembly or disassembly in accordance with the requirements of applicable regulations and instructions.

As part of operating works, the Subcontractor shall ensure that it is ready to perform any activities involving maintenance, shutdown or putting power equipment and systems back into operation.

Within the scope of operating works specified in the agreement/order, the Subcontractor shall ensure the proper functioning of entrusted power equipment and systems which are owned and operated by SGIMP.

The Contracting Entity, i.e. SGIMP shall entrust an external Contractor with the performance of operating works on power equipment and systems within the specified operating limits and scope (operation, maintenance, repair, assembly as well as control & measurement works).

When performing the operating works, the Subcontractor shall be responsible for:

- technical condition and operational safety of the power equipment after their handover by the Contracting Entity,
- safe organisation of works carried out on power equipment and systems in accordance with the guidelines and rules laid down in the Instruction for the Organisation of Safe Work with Power Equipment applicable in Saint-Gobain Innovative Materials Polska Sp. z o.o. (Document no. M01-P-23-A).

The Subcontractor shall be granted the status authorising it to carry out operating activities on power equipment and systems when the following conditions are met:

1) In accordance with the provisions of the Regulation of the Minister of Economy, Labour and Social Policy of 28 April 2003 detailed rules for determining the qualifications of persons involved in the operation of equipment, installations and networks (Journal of Laws of 2003, no. 89, item 828) persons assigned by the Subcontractor and responsible for operation of the Contracting Entity's power equipment and systems are required to have qualifications confirmed by a certificate issued by qualification commissions - as per Article 54(1) of the Energy Law Act.

2) The Subcontractor shall submit a statement in writing that it has familiarised itself with the instructions required for carrying out works and that it has accepted them for use in order to implement the agreement/order.

3) Prior to the commencement of works and at the written request, the Subcontractor - for the entrusted power equipment and systems (within the specified operational limits and scope) - shall provide

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the Contracting Entity, i.e. SGIMP, with the document “Appointment of a team of workers who will be responsible for the performance of works and persons who will be responsible for the organisation of works with power equipment and systems in Saint-Gobain Innovative Materials Polska Sp. z o.o.”. At the same time, this document shall constitute an authorisation to carry out these works and operating activities.

4) The Subcontractor shall implement the subject-matter of the Agreement with the due care, efficiency and utmost diligence, and in accordance with best professional practice to ensure that the works covered by the Agreement are planned so as to be completed within the time limits resulting from the instructions received.

When performing the works being the subject of the agreement/order, the Subcontractor undertakes to comply with the provisions of applicable law and act with due diligence, in line with the state of the art and Contracting Entity’s rules, instructions and standards.

The Subcontractor shall comply in particular with:

1. the Act of 10 April 1997 - Energy Law (uniform text: Journal of Laws of 2012, item 1059);
2. the Act of 7 July 1994 - Construction Law (uniform text: Journal of Laws of 2013, item 1409);
3. the Act of 24 August 1991 on Fire Protection (uniform text: Journal of Laws of 2009, no. 178, item 1380 as amended);
4. Regulation of the Minister of Energy of 28 August 2019 on occupational health and safety during works performed with power equipment (Journal of Laws of 2019, item 1830);
5. Regulation of the Minister of Economy, Labour and Social Policy of 28 April 2003 on detailed rules for determining the qualifications of persons involved in the operation of equipment, installations and networks (Journal of Laws of 2003, no. 89, item 828 as amended);
6. Regulation of the Minister of Labour and Social Policy of 28 May 1996 on the types of work requiring particular psycho-physical fitness (Journal of Laws no. 62, item 287);
7. Regulation of the Minister of Labour and Social Policy of 26 September 1997 on general requirements for occupational health and safety (uniform text: Journal of Laws no. 169 of 2003, item 1650 as amended);
8. Regulation of the Minister of Infrastructure of 6 February 2003 on occupational health and safety in construction works (Journal of Laws no. 47, item 401);
9. Regulation of the Minister of Economy of 8 July 2010 on minimum requirements for occupational health and safety of workers potentially at risk from explosive atmospheres (Journal of Laws of 2010, no. 138, item 931);
10. Operating instructions for power equipment and systems in Saint-Gobain Innovative Materials Polska Sp. z o.o., manufacturer’s instructions for this equipment (or operating and maintenance manuals /DTR/) and other documents relating to the safe performance of works;
11. Instruction for the Organisation of Safe Work with power equipment in Saint-Gobain Innovative Materials Sp. z o.o.;

As far as the organisation of safe work is concerned, the Contracting Entity, i.e. SGIMP, ordering the performance of operating works with power equipment and systems, may perform - with respect to the Subcontractor - the following functions:

SUPERIOR ISSUING INSTRUCTIONS TO PERFORM WORKS

COORDINATOR (responsible person only on the part of the Contracting Entity, i.e. authorised SGIMP Representative / Supervisor / Coordinator)

APPROVER

or may delegate functions concerning the organisation of safe work with power equipment and systems to persons acting on behalf of the Subcontractor, i.e.:

SUPERIOR ISSUING INSTRUCTIONS TO PERFORM WORKS

APPROVER

These arrangements shall be determined between the Subcontractor and the SGIMP Representative/Supervisor/Coordinator prior to the commencement of works.

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Prior to the commencement of works by the Subcontractor, the Contracting Entity shall provide the Subcontractor with instructions and documents necessary for the performance of work involving operation of power equipment and systems, including:

- Instruction for the Organisation of Safe Work with power equipment applicable in Saint-Gobain Innovative Materials Sp. z o.o.;
- Operating instructions for power equipment and systems, manufacturer's instructions for this equipment (or operating and maintenance manuals /DTR/) and other documents relating to the safe performance of works.

The Subcontractor shall acknowledge receipt of these instructions.

When instructed to do so in writing, the Subcontractor shall organise the work in accordance with the guidelines and rules set forth in the Instruction for the Organisation of Safe Work with Power Equipment applicable in SGIMP.

SGIMP Representative/Supervisor/Coordinator, HSE Officer, Managers of Departments shall be entitled to verify whether the Subcontractor's teams perform work in an appropriate manner, in particular with respect to observance of health and safety regulations and rules, instructions, quality of performed work, application of technologies compliant with the technical documentation and standards applicable at the Contracting Entity.

It is the responsibility of the Subcontractor to provide safe and healthy working conditions. In order to fulfil this obligation, only the following persons shall be allowed to perform work:

- 1) persons who have a valid medical certificate stating that there are no contraindications to perform work at the position held in the Contractor's company;
- 2) persons who have a valid certificate of training in the field of occupational health and safety, in accordance with the relevant regulations in force, as well as certificate confirming the completion of internal SGIMP training;
- 3) persons who have qualifications confirmed by a certificate issued by qualification commissions - pursuant to Article 54(1) of the Energy Law Act - and have been authorised by the Contractor to perform works specified in the agreement;
- 4) persons who have been informed about the occupational risks associated with their work and methods to reduce the level of risk at work;
- 5) persons who have been entrusted to use at work machinery and equipment, chemical substances, work clothing and footwear, collective and personal protective equipment relevant to the work performed and meeting the requirements specified in regulations, standards, instructions and procedures applicable in SGIMP.

APPOINTMENT OF A TEAM OF WORKERS WHO WILL BE RESPONSIBLE FOR THE PERFORMANCE OF WORKS AND PERSONS WHO WILL BE RESPONSIBLE FOR THE ORGANISATION OF WORKS WITH POWER EQUIPMENT AND SYSTEMS IN SGIMP - reference document no. 5.

11. FIRE ISSUES

a. Fire protection

Hot works are classified as hazardous and need to be performed based on a written permission (*Permission for hazardous works*).

It is forbidden to perform any activities that may cause fire, the spreading of fire or any actions that may hinder rescue or evacuation operations and, in particular, using open flames, smoking and using ignition agents in the facilities and their immediate vicinity, especially:

- where fire hazardous materials are found,

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- where other combustible materials, defined so by their owner or user and labelled in line with the Polish Standards, are found,
- at the points of designated fire-extinguishing installations.

Strict adherence to the prohibition to use open flame in places where easily flammable materials are found is one of the basic fire safety regulations.

According to the applicable provisions, it is forbidden to prevent or limit access to:

- fire extinguishers and fire-fighting equipment;
- explosion relief equipment;
- water sources for fire extinguishing purposes;
- actuators of fire extinguishing systems and devices controlling such systems and other installations that have an impact on fire safety of the facility;
- emergency exits;
- circuit-breakers and electric current switchboards as well as main gas installation taps.

Access to fire protection equipment enables effective fire fighting operations in case of a fire.

b. Fire fighting equipment

In case of a fire or fire hazard, no restrictions apply to the use of portable fire fighting equipment (fire extinguishers, water hoses and nozzles, indoor hydrants etc.) to extinguish the fire!

The use of any portable fire fighting equipment needs to be reported to the SGIMP Representative / Supervisor / Coordinator as soon as reasonably possible.

Fire fighting equipment placed in marked locations should be used for extinguishing fire only. The integrity of its location guarantees that it is going to be there whenever it is urgently needed.

c. Fire

In case of a fire, everyone is obliged to take actions aimed at extinguishing it and should immediately alarm the persons staying in the hazard zone as well as the SGIMP Representative / Supervisor / Coordinator, the appropriate Department Manager or EHS Officer using all available measures. The extinguishing of fire should be initiated immediately with use of the on-site fire extinguishing measures – the portable fire extinguishing equipment is generally available.

The effective alarming and immediate fire extinguishing actions guarantee human safety and minimise fire losses.

During rescue operations, the employees need to be evacuated outside of the Plant with shortest possible routes.

The assembly point shall be designated on information leaflets and visibly labelled with a board bearing the inscription *EVACUATION ASSEMBLY POINT*.

The Subcontractor Coordinator/Supervisor/Representative shall be obliged to:

- evacuate all of its employees to the assembly point,
- check the number of employees,
- provide the information on completion of the evacuation to the SGIMP Representative / Supervisor / Coordinator immediately after counting the employees,
- follow instructions of the rescue operation manager.

12.ACCIDENTS AND FIRST AID

a. Accidents

Any work accident resulting in an injury to any Subcontractor employee should be immediately reported to SGIMP Representative / Supervisor / Coordinator or EHS Officer.

Reporting an accident does not release the Subcontractor from the obligation of completing the post-accident proceedings as set out in appropriate provisions of the labour law.

The procedure of investigation on accidents occurring at the Premises of SGIMP should always be consulted with an employee of the EHS Department. The SGIMP employee designated by the Management Board of SGIMP shall always participate in the post-accident investigation.

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b. Incidents classified as near misses

When a near miss (no injuries) has occurred, a witness of such an incident shall immediately report it to the SGIMP Representative / Supervisor / Coordinator or to the EHS Department.

c. Procedure in case of an accident

In case of an accident, the Subcontractor shall be obliged to:

- o immediately provide first aid to an injured person,
- o secure the scene of the accident,
- o report the accident at the emergency telephone number, if required,
- o immediately notify the accident to the SGIMP Representative / Supervisor / Coordinator, EHS Officer or Manager of the Department in the area of which the accident has occurred.

d. First aid

Each person that has had an accident at the Premises of SGIMP should be given first aid. The SGIMP's first aid cabinet may be used without limitation. Using its contents should be reported to the Ordering Party and/or to the EHS Officer.

Each SGIMP's first aid cabinet is provided with the list of persons trained on first aid.

13. ENVIRONMENTAL PROTECTION

a. Waste

The Subcontractors are obliged to observe the rules of separated collection of waste generated by them. Subcontractors selectively collect large-size and hazardous waste generated during the execution of their orders at the SGIMP Premises in containers belonging to the Subcontractor, and then transport it to the place of its temporary collection.

The Subcontractor determines the places of temporary waste storage with the Supervising/Coordinating Representative of SGIMP.

As a rule, all waste generated during the provision of services is the property of the entity providing the service. The following types of waste might be treated exceptionally (upon consultation with the SGIMP Representative / Supervisor / Coordinator) and collected in designated areas indicated by the SGIMP Representative / Supervisor / Coordinator or EHS Officer:

- o steel scrap,
- o non-ferrous metal scrap,

Any derogations from the above-mentioned rules need to be agreed and approved by SGIMP Representative / Supervisor / Coordinator.

b. Waste water

It is forbidden to pour any waste water to sewage entrances, to the ground or to holding tanks.

The Subcontractors are obliged to remove all liquid waste generated by them outside of the Premises of SGIMP pursuant to the provisions of law and appropriate approvals in order to dispose of them appropriately, in line with the provisions of the Environmental Law.

c. Neutralisation of chemical substances and mixtures

In case of a spill or leak of chemicals, including oils and fuels, the Subcontractor shall be obliged to use an appropriate neutraliser (e.g. sorbent) specified in the MSDS and collect it into a tight and properly labelled container. The container and neutraliser need to be provided by the Subcontractor on its own. The waste generated by collecting a chemical should be handled pursuant to 13.a. Waste.

The Subcontractor shall be obliged to immediately notify the SGIMP Representative / Supervisor / Coordinator or EHS Officer of the occurred incident.

d. Vehicle breakdowns

The Subcontractor shall be obliged to ensure the appropriate technical condition of the vehicles entering the Premises of SGIMP. In case of a vehicle breakdown leading to an environmental hazard

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(such as spills of engine oils, hydraulic oils, fuels, brake fluids), the Subcontractor shall be responsible for taking the appropriate actions (see point 12.3. Neutralisation of chemical substances and mixtures).

It is forbidden to make repairs, cleaning and washing of vehicles at the Premises of SGIMP. Exceptions include replacing tyres and other simple operations, which require an approval from the SGIMP Representative / Supervisor / Coordinator from case to case.

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14. IMPORTANT TELEPHONE NUMBERS

14.1. For Żary Unit

Porter's lodge / Security	511 702 014
EHS	600 421 887
Ambulance Service	112 / 999
Fire Brigade	112 / 998

14.2. For Sekurit Unit

Porter's lodge / Security	510 012 520
EHS	662 136 534
Ambulance Service	112 / 999
Fire Brigade	112 / 998
Administrative Office	032 295 31 07

14.3. For Sosnowiec Unit

Porter's lodge / Security	510 015 844
EHS	724 210 125
Ambulance Service	112 / 999
Fire Brigade	112 / 998
Administrative Office	032 295 31 07

14.4 For Ilowa Unit

Portiernia /Ochrona zakładu	607045733
BHP i OŚ	600 421 887
Pogotowie Ratunkowe	112 / 999
Straż Pożarna	112 / 998

15.RELATED DOCUMENTS

- 1.Subcontractor Task Sheet.
- 2.List of Employees reported or work performance – Permission for Work (depending on the type of performed works).
- 3.Request for calculation of a contractual penalty for a failure to comply with ehs regulations.
- 4.Passport of the subcontractor.
- 5.Appointment of a team of workers who will be responsible for the performance of works and persons who will be responsible for the organisation of works with power equipment and systems in Saint-Gobain Innovative Materials Polska Sp. z o.o

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