Appendix to the Contracts concluded with external Contractor Companies

HSE (Health, Safety, Environment and Property protection) regulations

for external contractor companies working on site of BorsodChem Zrt.

CONTENT

1.0 INTRODUCTION 4
2.0 LIST OF ANNEXES REFERENCED IN THE INSTRUCTION 5
ANNEXES OF INSTRUCTIONS IN SAFETY TECHNOLOGY 5
LIST OF ANNEXES ON ASSET PROTECTION 5
3.0 ENTERING AND EXIT PROCEDURE OF EMPLOYEES EMPLOYED BY EXTERNAL COMPANIES AND OTHER COMPANIES PERFORMING WORK AT BC SITE: 6
4.0 GENERAL SAFETY REGULATIONS 12
5.0 PROVISION AND HAND-OVER OF WORK SITE 15
6.0 SITE PLANS 16
7.0 MEDICAL EXAMINATIONS, HEALTH SERVICES 17
8.0 SUPPLY OF PROTECTIVE CLOTHING, PROTECTIVE EQUIPMENT AND FIRE PROTECTION EQUIPMENT 17
9.0 PROTECTIVE FILTER CARTRIDGE TYPES PROVIDING PROTECTION AGAINST MATERIALS OCCURRING MORE FREQUENTLY AT SITE OF BC: 20
10.0 WORK PERMITS 21
RULES OF WORK PERMITTING 22
AT WORK SITES PROVIDED TO CONTRACTORS IN WRITING 22
AT AREAS IN THE VICINITY OF OPERATING PLANTS 22
IN THE AREA OF OPERATING PLANTS 22
11.0 EMERGENCY REGULATIONS 23
12.0 SAFETY EXAM 26
13.0 FIRE-ALARM, ALARM 27
14.0 HSE INSPECTION 28
15.0 COMMUNICATION WITH CONTRACTORS' SITE MANAGERS 29
16.0 RETURNING OF WORK SITE 29
17.0 LIST OF APPENDICES ON SAFETY REGULATION 30
WORK AREA HANDOVER PROTOCOL 31
EMERGENCY CALL NUMBERS 33
NOTIFICATION ON WORKS ACCIDENT OF CONTRACTOR 34
LIST OF PERSONAL PROTECTIVE EQUIPMENT THAT BC CAN PROVIDE 35
CONTRACTOR DECLARATION 36
TO ENGINEERING WORK 36
CONTRACTOR DECLARATION 37
FOR ELECTRICAL WORKS 37
CONTRACTOR DECLARATION 39
FOR MECHANIC WORKS 39

SCAFFOLD HANDOVER PROTOCOL..... 41
ENVIRONMENTAL REGULATIONS 44
18.0 PROTECTION OF WATER 44
19.0 WASTE MANAGEMENT: 46
20.0 OTHER ENVIRONMENTAL REGULATIONS: 47
PROPERTY PROTECTION REGULATIONS..... 49
21.0 INTRODUCTION..... 49
22.0 GENERAL BEHAVIOR RULES AND INSPECTIONS..... 49
23.0 SYSTEM OF MATERIAL TRANSPORTATION AND TRANSPORTATION DOCUMENTS..... 53
MATERIALS AND GOODS TRADING GATES AND THEIR OPENING HOURS: 54
RULES OF TRAFFIC ON BC SITE..... 55
STOPPING OF VEHICLES AND THEIR PARKING..... 58
24.0 RULES OF PROPERTY SECURITY 59
25.0 LIST OF PROPERTY PROTECTION APPENDICES 61

HSE Regulations
for external Contractor Companies's employees working
on the site of BorsodChem

1.0 Introduction

Compliance with the requirements of this Annex is mandatory for everyone from the 8th day after the publication of the BC-EHS-217 regulation!

Contractor companies in this order: any other third person (natural and legal) outside the BorsodChem Zrt. who working, giving service or their employee stay or communication inside the BorsodChem Zrt. Those companies which are determined in Site Safety Regulation (fixed in Annex 3 of BC-HSE-202, internal contractors engaged in production and directly related to the basic activity of BorsodChem in the area of Borsod Chem) are not involved into it.

The significant part of substances used, manufactured and stored by the plants on the site of BorsodChem Zrt. (hereinafter BorsodChem, BC) is dangerous, toxic and/or inflammable or explosive.

With a view to safe work and to avoid health risks, Contractors' employees shall be aware of the major potential hazards at BorsodChem and protection against them as well as they shall know and apply HSE rules relevant to work performance. These dangers, risk classification and the relevant measures need to be included in its own workplace risk assessment.
For information related to dangers, technologies and materials occurring in the area of Borsod Chem, please contact the Department of Labour and Health Protection at mevo@borsodchem.eu.

BorsodChem's aim is that the work discipline, labour and health protection, environment protection requirements and the fire risk involved in the work of contractor companies on its site shall reach the same HSE standard as that of BorsodChem.

„ARROWS TO ZERO"

We believe that zero accidents, zero events and zero emissions can be achieved, so in our daily activities we set the goal of achieving zero value during safety and environmental events.
To this end, the "Arrows to ZERO" logo will be displayed on all relevant documents and events.



Basic steps of security at our company:
SAFETY FIRST! - THINK ABOUT IT! - 3 minutes for safety

1. The first minute
• You need to know what you are going to do!
• Think about the steps of working!

2**. The second minute**
• If necessary, apply for a work permit.
• Understand the dangers of your job.
• Use suitable, impeccable work tools!
• Make sure that the work area is safe!
• Pay close attention to hot surfaces and objects or rotating and moving equipment.

3**. The third minute**
• Check your personal protective equipment.
• Do not allow unauthorized persons in the work area.

2.0 LIST OF ANNEXES REFERENCED IN THE INSTRUCTION

Annexes of instructions in safety technology

Annex B1: Sample work area use report
Annex B2: Emergency telephone numbers
Annex B3: Notification of a constructor work accident
Annex B4: List of protective equipment that can be given to construction companies
Annex B5: Contractor's declarations for mechaniocal, electrical, instrumentation, architectural work
Annex B6: Pre-commissioning and periodic inspection of scaffolding, safety requirements

List of Annexes on asset protection

Annex V1: Entry permission request (email format)
Annex V2: Sanctions for external companies

3.0 Entering and exit procedure of employees employed by external companies and other companies performing work at BC site:

Employees of companies applied on BC site can use access points with entrance card with photo or visitor card issued by Company Security and use of entering system.

Contractor company shall initiate arrangement of entrance cards **at least 3 days before the start of work and if medically fit and after a successful security check.**

Procedures of entrance:

The contractor company at least 3 Before the start of the work, the entry card can only be issued to the employee who has been pre-loaded by the construction company into the EWP (e-work permit) system.
The link is available at https://bcextranet.borsodchem.eu/ewp/Login.aspx

The subcontractor company also confirms the existence of an employment rights voucher by accepting the declaration and uploading employee data to the EWP.

To start accessing, the subcontractor company will receive an email from BorsodChem containing the company's unique EWP ID and password. This identifier provides the necessary data for employees / vehicles / containers through the EWP system.
In order to issue a photo and/or vehicle access card, a request must be made through the EWP system. Access card withdrawal or extension must be requested there. Requesting and initiating requests is the responsibility of the given company.

Subcontractors will be given their own EWP code and will upload their own employee data.
The main contractor is not allowed to upload the employee data of the subcontracted company.

Subcontractor notification is done by filling in the form below:

Subcontractor approval
Alvállalkozó engedélyeztetése

BorsodChem Chemistry for generations 1 / 1

1. Main Contractor information / Fővállalkozói információk — To be filled by contractor / A Fővállalkozó tölti ki!

Company name: Cégnév:		Representative of the company: A cég képviselője:	
Company address: Címe:	Phone Nr.: Telefonszám: E-mail address: E-mail cím:	Phone Nr.: Telefonszám:	E-mail address: E-mail cím:

Subcontractor information / Alvállalkozói információk

2. To be filled by Main Contractor!
A Fővállalkozó tölti ki!

Company name: Cégnév:	Register of firms, Tax number **Cégjegyzékszám, adószám**
Address, email **Címe, email címe**	Established: Alapítás éve:
Reason for using subcontractor: Az alvállalkozó alkalmazásának oka:	
Duration of the subcontractor's contract (start-end date): Az alvállalkozói szerződés kezdete és vége:	Date: Dátum:

3. Contract information / Információk a szerződésről — To be filled by Project Manager(PM)/Supervising Unit(SU) / A Project Manager(PM)/Felügyelő Szervezet(FSz) tölti ki!

ID-number of the contract: Szerződés azonosító:	Title or short description of the contract: A szerződés címe vagy rövid leírása:	Contractor's supplier ID-number: A Fővállalkozó szállítói azonosítója:
Duration of the contract (start-end date): Szerződés kezdete és vége:		Name and signature: Név és aláírás:

The form must be sent to **ewp@borsodchem.eu.**

Contractual relations are put together by EWP!

Entry for people

For the entry of persons, the contractor company records its employees in the EWP along with the necessary data. Only employees who have been enrolled in this system can be booked for medical examination and safety exam under the “in the "EÜ Time booking" and "BT time booking" menu items”. After a successful medical examination and a safety examination, the employees must personally enter the access card for the access card. The face-to-face access card may only be issued after the existence of a security exam and a valid medical examination issued by the Company's Medical Officer. at the Security Department, on working days between 8:00 a.m. and 2:00 p.m. (Monday-Thursday) and 8:00 a.m. to 1:00 p.m. (Friday).

Types of entrance cards:

Entrance card with photo: (It is duty for Company Security supply contract)
Card for authorization to entrance with availability of regular medical examination and safety exam and issued for enterprises having site in BorsodChem site and other companies staying BC site.It can only be issued on the basis of a valid aptitude test and a safety test.

The card is VALID until the deadline written in the Security Service Contract, but not later than the expiration date of the safety as well as the medical examinations.

Guest card with photo:
Temporary guest card issued for the contractors and external employees arrived for the purpose of work bound to **continuous work** performance permission, lasting 2 to 30 days.

The condition of the issuance of entrance card with photo is the valid medical and safety examination. The card shall be submitted when the last check out takes place.

When working exceeds 30 days as result of non-expectable reasons then prolongation of temporary card validity can be permitted by Director HSE and in case of his (her) absence the Manager Corporate Security for maximum 5 days duration taking into consideration the written request and reasons of BC contact person.
In case of further work entrance card with photo authorizing for permanent entrance shall be requested for which the base is Security Service Contract.

Guest card: it can be given for 1 day only once a week to entrance of other guests.
It can be provided on the basis of the request of the BC technical inspector or head of company having the site (not bound to examination).
(Appendix V/4)

In case of working with permit more than 1 day the contractor company is allowed to bring an employee on to BC Site who has:

- work contract,
- valid health and work availability inspection certificate approved by health service of BC, (registration in the EWP),
- valid certificate of participation in labor safety training (registration in the EWP),
- valid entering card with photo.

After the entrance, during the work, the card with photo **has to be kept by the subcontractor employees in the area of BC all the time** and is obligated to present on request. If the work is require authorization, the employee is obligate to keep them his/her permits, for example (but not exclusively): copy of driving license, lifting machinery's license, specialised fire protection examinations.

If the construction company wants to bring foreign visitors / workers to BC, it can be done in the "Temporary Visitors and Foreign Citizens Entry Permit Application" e-mail format (Annex V1). In addition, foreign workers must be recorded in the EWP system. In this case, check the check box for the foreign worker. For visitors, just send the email format to the email addresses below.
In their case, it is not possible to enter a social security number, so you must tick the box for foreign workers.

The Deputy EHS Director (denes.liktor@borsodchem.eu) and a copy shall be sent to the entry permit applications at least three working days prior to the rendeszet@borsodchem.eu address entry.
When entering and leaving the BC premises, employees of external companies must be blocked at the access terminals located at the gates with the access card issued to them. It is prohibited to move around without using the access control system.
The loss of a badge must be reported by the employee to his/her manager and to the Security Department on the next working day following the loss or as soon as possible after discovery. The Security Department shall arrange for the card to be blocked in the access control system. A new access card may be issued in place of a lost or damaged access card due to negligent handling or use, against reimbursement.

Entrance card for vehicles

Entry of a vehicle is only possible after registration and evaluation of the EWP system and its approval that is carried out by the Department of Security and Protection.
A key criterion for issuing the licence is the number of vehicles - vehicle ratio and, in the case of passenger cars, the environmental classification of the vehicle concerned. No permit will be issued for EURO 3 or below.

After approval, the Corporate Security will issue a card for the vehicles of the outside companies, with the registration number and the name of the company.

For vehicles of those external companies which arrived for work exceeding 1 day and bound to work permission on BC site the Corporate Security shall issue entrance card for vehicle in reasonable cases which is valid until date indicated on EWP system.

In case of employee of external company any misuse of card, including transfer of card and unauthorized use of it will result withdrawal of card and expulsion of the employees.
For all contractor vehicles, the name of the company and the mobile phone number of the vehicle user must be clearly displayed on the vehicle or in the vehicle. Failure to comply with this obligation will result in penalties.

Order of Medical examination

EPW registration is the basic condition of medical examination. Only a person who is on the EWP system database can apply for medical examination. You must apply for medical examination through the EWP system.

Employee shall have following documents to perform medical examination:

- The employee must fill in the “Health Risks” in the EWP system. It must be stated whether the employee who comes to BC Zrt will work in the technology field.
- To start the medical examination, the "Health Risks " form printed (Ctrl + P) from the system must be handed over to the Medi-Prevent Ltd. with the signature and seal of the employer.
- The employee shall present his (her) preceding medical and hospital evidences for the medical examiner (e.g. epilepsy, cardiac and hematopoietic system problems) or certifications of family doctor on its and dispensary report dated within a year or X-ray examination evidence on breast.
    - Employees can have medical expert opinion requested for entrance card after completion of examination. The opinion, together with any work restrictions, is recorded by the occupational health service provider in the EWP system.

After booking an appointment, opening time of medical service: between 7:30 a.m. and 14:30 p.m. every workdays, the subcontractor employees can present oneself on the Prior medical eligibility examination. The cost of medical examination shall be paid by contractor with cash or by credit card. Validity of medical fitness examination issued based on medical examination is max. for 1 year. If you have further questions you can contact the medical centre by email: orvosirendelo@borsodchem.eu or phone: +36/30 671 20-54.

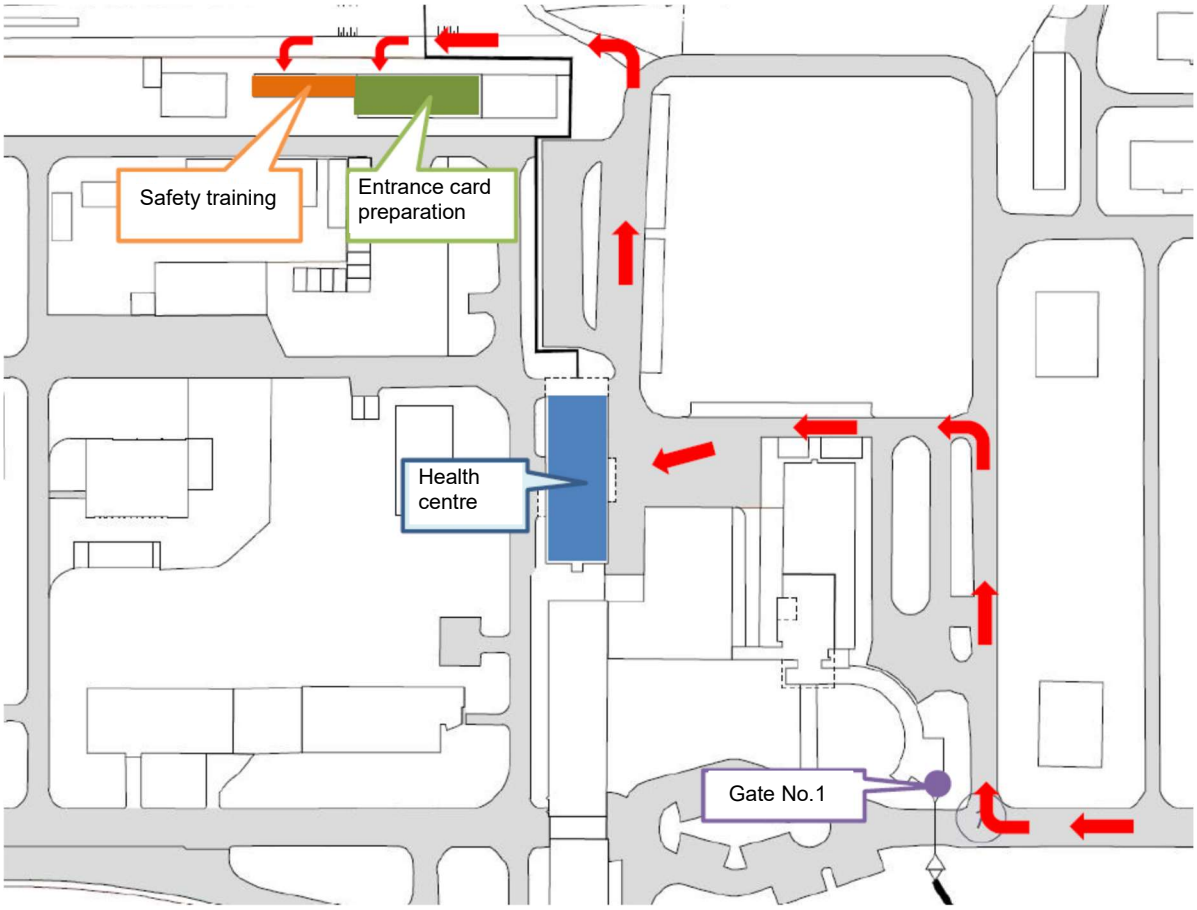
Safety exam

The safety knowledge of Borsodchem Zrt. must be learned independently by the external workers coming to the company on the basis of a training film by EBK.
Contact information for the SFBC training film:

https://borsodchem.com/en/safety-first
or
https://www.youtube.com/embed/GyCouvcXt8A

Each contractor carries out the safety training independently at his own site. The educational film is available via the link provided at the time of signing the contract. The labour safety exam takes place from 10:00 in training room of HSE Management on every Monday and Wednesday. In case of any demand as well as foregin language training/exam shall be agreed with Work Safety & Health Protection. (Phone No. is **+ 36/30 671 13-15** or “mevo@borsodchem.eu”).
You must apply for labour safety training through the EWP system, also you can follow our new appointments.
To request a separate appointment (minimum 15 people), please contact mevo@borsodchem.eu

The **entering card with photo** is taken by the Corporate Security every work day between 8-14 (M-T) and 8-13 (F) only after having valid medical permission and labour safety examination which are registrated in EWP system.



The contractor company is responsible for every delay when their employees do not possess entrance authorization to the site of BorsodChem in case if they do not comply with the above mentioned criteria.

Employees of external companies may enter the BorsodChem premises on weekends and public holidays, as well as at night, using their access cards with special permission. The authorisation is issued by the Security Department on the basis of the request of the department concerned. Weekend work can be requested by e-mail to rendeszet@borsodchem.eu. Requests must indicate the persons concerned by means of a unique identification (name, doc. number).

Representatives of contractor companies performing continuous service activities can be enter with car into BC site if size and quantity of instruments used for servicing and distance of places to be visited make it reasonable. Corporate Security is authorized to permit this entering based on request of organisational unit operating device to be serviced and this request shall send in writing and electronic format.

The employees of contractor companies shall use their issued entrance cards at access control terminals located at the gates in case of entry and leave of BC site. Run without use of access control system is prohibited.

The employee shall announce the losing of entrance card on next working day or as soon as possible after its observance to his (her) leader and Corporate Security. The Corporate Security shall arrange disabling of card in the access control system. Instead of lost and damaged card caused by careless treatment or use a new entrance card can be issued for a fee.

Employees of external companies can enter without any separate permission into the site of BC by use of their entrance card in time different from normal work order. At BC site the work permit shall be presented for request of that employee of HSE Department who perform inspection of involved external company.

4.0 General safety regulations

Performing of work is allowed to be fulfilled on the site of BorsodChem only in case of the possession of the valid work permit!

No smoking or use of naked flame is permitted on the site of BorsodChem and in the driver's cab too including e-cigarette too!

The subcontractor must to employ workers who has the adequate education and safety trainings for the dedicated works.

The full face mask and filter are obligated to standby on technology areas in BC with **ABEK-CO-NO-Hg-P3** filter!

Contractor shall provide its employees with proper hygienic and resting facilities in line with public health requirements. Contractor companies' employees may not use social blocks or rooms of BC.

In the case of its employees and subcontractors the contractor company is obliged to ensure the observance of the restrictions, which are determined by BC for the purpose of forcing back smoking.

BorsodChem stores toxic gases on all it three factory sites, for this reason, gas mask with canister shall be kept on standby.

Contractor's workers may not enter areas beyond their own work site. The work site shall be accessed via the shortest possible route.

Non-explosion-proof type electric equipment and tools producing sparks may be used on areas of "explosion hazardous" grades only in possession of a hot work permit and may be used only after the required preliminary hazard assessment, if necessary with continuous explosion concentration measurement, with a work permit or a work permit for work involving a fire hazard. The use of mobile phones in these areas is STRICTLY FORBIDDEN!
Explosion dangerous places:



No igniters, cell phones, synthetic clothing and shoes producing sparks are allowed in plants of "explosion hazardous" grades.

All roads and stairs shall be kept clear. Fire hydrants and fire-fighting equipment shall be used only for their proper purpose.

During work involving a fire hazard, the work environment must always be surrounded by a fireproof tarpaulin to prevent sparks and molten material from flying or falling and the path of sparks and molten material must be reduced to the shortest possible distance.

Where the nature of the work (e.g. flame cutting) so warrants, the tarpaulin must be wetted.

The fire-resistant tarpaulin shall comply with the standard MSZ EN ISO 25980 or have a quality certificate attesting its suitability for the purpose.

If there are drains, manholes or sumps in the vicinity of the work or in the area where work is carried out at height where there is a risk of fire, they must be measured by an instrument. If they contain flammable material, in addition to covering the work area with a fire tarpaulin, the drains, manholes or sumps must be cleared of material or covered before work commences.
The working area and its surroundings shall be kept continuously in good order and clean. Any oily rags, etc. generated in the course of the activity shall be stored in containers made of non-flammable material and removed at the end of the shift.

According to the related standards (OTSZ, environmental protection) only a minimal amount of inflammable and explosion hazardous material that is required for work can be held in containers in the working area.

After work the working area can only be left and closed if the possibility of inflammability and explosion hazard is impossible, and could not occur later. The containers and vessels for “explosion hazardous” grade materials must be marked according to OTSZ standards.

After finishing daily work, the work leader shall carry out a safety check of the working area.

Temporary site facilities shall be used for their purpose by avoiding any fires or explosions in them.

Any accidents that may have occurred during work performance shall be reported immediately by the mechanic supervisor to the plant contact person/technical inspector and the BorsodChem Dispatcher Service (36-48-51-1515, +36-30-671-1515).
Failure to notify will result in sanctions!

Datasheet according to Appendix No. B3 must be filled and delivered to the department responsible for work safety at BC within 24 hours of the injury or accident as soon as possible. (mevo@borsodchem.eu)

Pipelines on BC Ltd's premises must not be loaded, even temporarily, with scaffolding or by any other means, nor used as a mooring point for fall protection, nor may hand or winch hoists be attached to pipelines

In case of several contractors carry out work simultaneously at a given area, the projects shall be coordinated by BC’s locally competent professional (plant’s personnel, technical supervisor, etc.).

If several construction companies are performing work in a given area at the same time on the territory of BorsodChem Zrt., the coordination of the work is the responsibility of the regionally competent BC specialist (authorized plant representative, technical inspector, etc.) indicated on the EWP work permit.

The subcontractor must be selected and trust a site work leader by area and workgroup.
The site work leader can be (in addition of the general employment aspects):

- Who is competent in the lead more people.
- Who knows the dangers and danger source of the work condition.
- Who knows the HSE regulations (work safety, environmental and fire protection)
- Who stay under full work time on the work area.

Subcontractors' contractors activities and number of employees shall be coordinated by the subcontractor companies that hired the contractors.
The control of subcontractors' contractors works is carried out by subcontractors leader.

The professional supervision of work performed by contractors (contractors or subcontractors) shall be controlled by the leader in charge of the implementation.

The leaders of the construction work and the employees of the contractors shall observe and execute the safety and fire protection instructions of BC's technical supervisor, the representative of the HSE Management or the relevant leader that issued the work permit or the manager of the adjacent hazardous technological unit.

Materials like hazardous substances with health risks produced and used by BC Zrt., such as hypo, hydrochloric acid, shall be used in compliance with regulations and shall not be used for private purposes.

Food storing and packaging materials shall not be used for storing of hazardous substances.

Contractors may carry in and use machines and equipment that comply.

The machines and equipment have to be operating documentation, certificate, harmfulness proper installation, certificate of conformity, reviews, and periodical review with the requirements in the safety regulations, may apply work methods and technological procedures that ensure conditions for safe and health risk-free work performance.

In the case of work equipment used for work that is subject to periodic inspection, the external company must affix a clearly visible sign on the work equipment certifying that the last periodic inspection has been carried out, or provide other documentation (e.g. lifting equipment logbook, periodic inspection reports, etc.) on site upon request.
For the revision of periodic review required to work equipment and machines that used in work is the contractor duty. It provided must be given for example: visibly sign, document etc.).

All work tools (that required reviewing) must have a unique identifier (serial number or accession number) for identification, which must be permanently marked.

The Subcontractor Company must draw up an electricity supply contract with the Power Management Department if it is necessary for electricity for their activity.

- According to the concluded energy supply contract, the Electricity Distribution provides electrical distribution boxes for the subcontractor companies and they do the wiring, voltage, and touch measurement standardization of them.
- The subcontractor companies can use their own electrical distribution boxes, if these electrical distribution boxes has got corresponding certificate and an electrician did not find mistakes in the boxes. On this basis, the electrical distribution boxes - which are approved - are put into the determined plant by the Electrical Distribution. The Electrical Distribution energizes and does to the touch measurement standardization of them.
- Unauthorized use of energy (ex.: lack of electricity supply contract, use of not approved boxes etc.) shall be made for sanctions for subcontractor companies.

The Subcontractor companies shall not use a safety transfomers and transmission devices which do not have valid document that is approved by the electrician.

Avoid laying electrical cables across sidewalks and roads. However, if the crossing becomes unavoidable, cables must be always protected against expected loads so that they can not be damaged.
In the work areas, make sure that the electrical cables are routed properly at the base of the wall or containment tray, if necessary, the cables must be in rail, avoiding any risk of accident or injury.
All organizational distributors must be marked with voltage, the distributors have a lockable door, which must be locked.
Any unused distributor must be disconnected in all cases.

If requested, BC's HSE Management assists Contractors to specify the special requirements regarding safe work avoiding health risks. Contact: mevo@borsodchem.eu

The main contractor company must hand over the documentation containing the HSE requirements, which is an annex to the construction contract concluded with BorsodChem Zrt., to its subcontractors.
The subcontractor must give the document to the contractor which contain the HSE requirements.
The external company is responsible for the fulfilment of the requirements. The EWP system data can be used by the EWCFO to check compliance with the requirements.

Emergency phone numbers indicated on Appendix No. B2 shall be posted up in containers of contractor companies.

5.0 Provision and Hand-over of Work Site

Such work sites where the technologies and hazardous substances of the plants on the site of BC Zrt. do not directly impose a risk on Contractor company's employees and in turn, no activities by Contractor company may endanger BorsodChem can be handed over to Contractor companies for the purpose of work in writing (appendix No. B1.).The hand-over shall be recorded in minutes indicating the limits of the work site and listing indirect hazards and their control.

The safety-, fire protection regulations regarding the safework performance shall be written in the minutes of the area handover in accordance with the followings:

- name of the area handed over, exact denotation of the work area limits,
- denomination of the dangerous technologies, materials which can be found in the environment,
- protection against the hazards coming from specialities of BC, the determination of protective equipments which are minimal necessary,
- necessary tasks in case of emergencies taking place in the environment, the method of alert,
- others (safety-, fire protection regulations which become necessary due to the specialities of the area handed over, etc.)
- other (HSE regulation is become necessarey by specifiy of passed area).

The role of the Safety and Health Protection Coordinator (hereinafter referred to as the "Coordinator") according to Joint Decree 4/2002 (II. 20.) of the Ministry of Health and Social Affairs of the Republic of Hungary is as follows:

Plant in operation, brownfield works: if several external companies are working on the same site at the same time, the plant is responsible for coordinating the works.
In the case of green and brownfield investments where BC has a contract: external coordinator or, under the contract with BC, the general contractor is responsible.

In the case of green and brownfield projects where BC has more than one contract: an external OHS coordinator or a contractually appointed general contractor is required and is the responsibility of the Construction Bureau.

The above rules also apply to maintenance tasks.

Handing over the area is the task of the organisational unit of BC liable for the area. The HSE spacilast must be invited to the hand over of work site.

Contractor company shall ensure safe working conditions eliminating health exposures in the areas taken over in writing.

In case of activities performed in operating plants and in their vicinity and non taken over area the safety requirements regarding the hazards of the technologies shall be specified by the relevant organisational unit. The regulations shall be included in the work permits.

6.0 Site Plans

The department of BC Zrt. that is responsible for the investment draws up site plans for the organised and safe implementation of capacity expansion and associated investment projects with the approval of HSE Management. A site plan shall include:

- safety systems to be installed (explosion concentration meter, gas detectors, syrens, warning lights, wind sleeves);
- limits and name of the construction area, short-term and long-term material storages;
- location of social blocks (resting room, toilet);
- places and methods of marking off of hazardous technologies (railing, concrete barriers, etc.);
- location of waste containers;
- escape paths, assembly points;
- parking spaces; and
- placement of safety information signs.

The site plans are delivered to the Contractor company(ies) by the department that is responsible for the investment before starting work.

Contractor companies shall display the site plan(s) in the resting room of Contractors' employees. The site plan shall be communicated to the leaders and employees of contractor companies and subcontractors.

Contractor companies shall forward the site plan to each of their subcontractors.

7.0 Medical Examinations, Health Services

All external Company employees MUST attend the BC Occupational Health Service and undergo a work fitness test for BC.

Contractor's employees shall have a full-scope and valid screening test, which considers harmful effects of the given work place related to BC's work areas, in order to prevent occupational health conditions and accidents. Biological monitoring, pertaining to work aptitude tests and relevant to specific hazardous sources, shall be carried out by BC Zrt.'s occupational health service provider in case of each employee.

If the contracted work requires mandatory vaccination by law, but does not have such vaccination, it shall be provided to the external company by BC Zrt.'s occupational health service provider, which the external company shall comply with.

It is the responsibility of the manager of the external company to ensure that the screening test and vaccination is carried out and to monitor its validity.

The clinic located on BorsodChem Zrt.'s site is on constant first aid duty, which can be used in justified cases!

In the event of any injury or suspected injury or exposure in the BC area, the medical clinic will receive employees of the external company free of charge on an unscheduled basis, 0-24 hours.

In case of serious poisoning, accident or malaise, aid have to be requested via the 0-24h dispatcher service who immediately informs the company emergency services and the doctor's surgery:

Phone: +36-48-51-1515,
+36-48/311-225
+36-30-671-1515

Injury, accident, exposure MUST be reported to the dispatcher, workplace manager, permit issuer!

8.0 Supply of Protective Clothing, Protective Equipment and Fire Protection Equipment

The emloyees, including the drivers who have the occasionaly entry license of contracting companies or drivers of companies perform forewarding for them as well as performing inspection shall have equipments the personal protective equipment required for the given activities and entering BorsodChem site.

In these instructions, the term ``executing company'' means any third party (natural and legal) other than BorsodChem Zrt., who performs work / provides services on the territory of BorsodChem Zrt., and whose employees reside or travel there. This does not include companies that are subject to the Site Safety Regulations (BC-EHS-202).

For the work processes it carries out, the Contractor is obliged to provide special protective clothing, protective footwear and other protective equipment to the specific work area

appropriate to the hazards of the work processes and working conditions - with at least the same level of protection as that used by employees working at BorsodChem Zrt.'s premises, as well as protective equipment appropriate to the dangers arising from the Contractor's own activities. to provide its employees with protective equipment (in accordance with Section 54 (6) point g of the XCIII.tv of 1993) and to require their use.

Failure to comply with the above will result in a penalty!

The Contractor companies are obliged to provide spare protective clothing - it is advisable to keep a group stock - for their employees. If the clothing becomes heavily soiled or worn during work, it must be replaced immediately.

For any dangerous of technology In BorsodChem area, the personal protective equipment and personal protective equipment change are ensured by customer, according to **appendix No. B4.**The personal protective equipment giving must to be documented in work permit every shift. Furthermore, it must be totalized in the building installation journal.

In case of unauthorized use of personal protective equipment owned by BC, proceedings may be initiated against the Executor company and compensation may be ordered.

Personal protective equipment that can be given to the Executor companies:
- only the contractor can NOT plan in advance, it can be given for construction, investment and other ad hoc work.
- In special cases specified in advance in the contract.

The handing over of personal protective equipment by BC Zrt. for occasional work must be recorded on the work permit per shift, and the Executor must also total it up daily.

The Executor company is responsible for the determination, provision and control of the use of the protective equipment required for the activities based on a risk assessment

Contractor’s employees carrying out work on site of BorsodChem shall each have their personal protective equipment as listed below:

- safety helmet with chin strap;
- (full) gas mask;
- - by default, a filter insert (ABEK-CO-NO-Hg-P3), or a filter insert suitable for the nature of the work,
- - safety glasses (if there is a risk of splashing liquid, CLOSED safety glasses, mechanical safety glasses, a full mask or a protective mask that can be mounted on a protective helmet are used!) in accordance with the operating regulations,
- fully closed safety clothes and shoes for workers in technological areas.
- Every employees should wears acid and also flame resistant and antistatic protective clothing (MSZ EN 13034:2005 + A1:2009 / PB[6] type, MSZ EN 1149 – 5:2019, MSZ EN ISO 11611:2016/A1 class 1, MSZ EN ISO 11612:2016 / A1 B1 C1 E1 F1 protective clothing certified according to standards) or chemical-resistant coveralls with at least this level of protection (e.g. Microchem 3000/4000)

and closed safety shoes with S3 certification according to the MSZ EN ISO 20345: 2012 standard are required.

- standard S3-rated closed protective footwear (safety sandals are not accepted) is required.
- - tinted safety glasses can only be used in open spaces, in sunny weather, for specific work (carpenter scaffolder, car driver, forklift driver, crane operator, alpine technology).
- - wearing a high-visibility vest: mandatory in the investment area until technical handover / start of trial operation!

Distribution documents for protective equipment and clothing must be available on request.

The management of BorsodChem Zrt. reserves the right to introduce stricter temporary regulations!

For pre-planned construction and investment works, as well as in the area handed over in writing to the contractor for work, protective equipment and protective clothing must be used according to the regulations in force by BC Zrt., which are set out in the protocol for the use of the work area (BC-EHS-217 Instruction on the HSE requirements of Construction Companies, Annex B1) must be recorded or indicated on the organizational plan.

Facilitating the use of protective clothing and protective equipment (e.g. heat alarm, fogging glasses) is authorized by the MEVO manager/EBKFO Director on the recommendation of the plant manager.

If this happens, it must be recorded in the protocol for the use of the work area (BC-EHS-217 Instruction on the HSE requirements of Contractor Companies, Annex B1) or in the work permit, or it must be indicated on the organizational plan.

9.0 Protective filter cartridge types providing protection against materials occurring more frequently at site of BC:

Type	Area of application	Gases belonging to this group at BC
A	**Organic gases and vapours of solvents**	**Vinyl chloride, Dichloroethane, Aniline, ODCB, TDI, Formaldehyde, Toluene and MDI**
B	**Inorganic and acidic gases and vapours**	**Chlorine, Hydrochloric acid and Phosgene**
K2	**Ammonia and organic amine derivatives**	**Ammonia**
A2-B2	**Organic and inorganic gases and vapours**	**In case of substances listed at filter cartridge types A2 and B2**
ABEK-CO-NO-Hg-P3	**Organic and gases and vapours, inorganic gases and vapours, acidic gases and vapours, Ammonia and Carbon monoxide, Mercury vapours and toxicity dust**	**In case of presence of any above listed substances**

A combined filter insert (ABEK-CO-NO-Hg-P3) is typically required at the site!

BC Zrt. replaces the filter element free of charge in the event of an abnormal operating event or emergency! The exchange can be initiated by the foreman.
The expiration date of the filter insert must be periodically checked, which is the responsibility of the manufacturer!

The gas mask and the filter insert must be assembled and screwed in and kept ready at the place of work (you must be able to put on the gas mask within 1-2 meters or max. 20 seconds)!

The implementing company must ensure the equivalence of the personal protective equipment and have it approved in advance by the BC MEVO protective equipment specialist.

The Contractor is responsible for the use and preservation of the respiratory protective devices (Spiro, Draeger) provided in writing. (In EWP, it must be recorded on the work permit!)
If the protective equipment becomes unusable or is damaged, the Contractor is obliged to reimburse BorsodChem Zrt. for its current use value or repair costs.

The fire protection equipment insurance is charged by the subcontractors (for example: Fire-extinguishers, tarpaulin)

10.0 Work Permits

Permits are required for carrying out any work, accessing tanks and pits as well as hot work on the site of BorsodChem Zrt. Work permit is done through the EWP (e-work permit) system at 01.06.2019.
Activities involving boarding/embarking in hazardous equipment may only be carried out under the conditions laid down in the relevant standard and with a valid boarding permit. In the territory of BorsodChem Zrt., boarding work with a risk of fire may be carried out beyond the limits of the standard only if ARH 0% is required. Below 19 % vol. oxygen level boarding is only possible with isolation respiratory protection.
Only employees authorized in writing by the BC may issue boarding permits, as well as work and fire-hazardous permits in non-transferred areas.

1. *Work and hot work permit valid till one shift (Appendix No. B2):* Any activity in operating plants may be carried out only in the possession of and as specified by the relevant work permit.

2. *Confined space work permit (Appendix No. B4):* Accessing hazardous chemical equipment, tanks, pipes and shafts shall be authorized in writing. Access permits for working areas not officially delivered shall only be provided by employee of BC who is charged with writing.

   The personal conditions for boarding work are as follows:
   - 18 years of age or older
   - has a medically and physically fit and valid medical examination
   - has the necessary professional, safety and fire protection knowledge for the job
   - They have been trained on the task to be performed and the expected dangers
   - Familiarity with mandatory rules of conduct
   - The boarding pass was entrusted by name and confirmed by signing.
   - min. 3 persons (1+2 persons): 1 person doing the work - 1 person observer and 1 person supervisor who can also be an observer.
   - limitation of the number of persons in the installation

   For boarding activities, a person who has the necessary PRIORITY ASSIGNMENT KNOWLEDGE may be assigned as an observer.

   Continuous instrument airspace monitoring MUST be carried out during all boarding activities on the BorsodChem site! Where there is no appropriate material specific measuring equipment, oxygen levels must be monitored continuously.
   The necessary gas detectors are provided by BC Zrt.

   THE USE OF A GAS MASK WITH A FILTER INSERT IS PROHIBITED WHEN WORKING WITH INGRESS!

   For respiratory protection purposes, only respiratory protective equipment providing breathable air independent of the direct ambient air (isolation) may be used. Backpack respirator, mobile fresh air device, mains fresh air system.
   Companies using lifting equipment are subject to additional regulations, so please contact the BC Technical Supervision Department Manager for current regulations:
   tunde.tiszai@borsodchem.eu

Rules of Work Permitting

At work sites provided to Contractors in writing

Contracting Company shall ensure safe working conditions by eliminating health exposures in the areas provided to the Contractor in writing.

Occasional hot work shall be authorized by Contracting Company's work leader.

Contractor's work leader shall ensure safe working and fire protection conditions as well as authorize activities on the work site provided in writing. It is the responsibility and liable of the leader of subcontractor company. Contractor's leader may not specify such safety and fire protection requirements that are contradictory to relevant laws, standards and other HSE regulations.

At areas in the vicinity of operating plants

The competent technical inspector specifies the work and related coordination, communicaton and basic safety requirements for the managing contractor on the form "Description of Work Conditions" (Appendix No. B1) for not longer than a week. The document shall be signed by the manager / deputy manager of the relevant plant.

If contractor work is performed in the close proximity of hazardous technologies, by considering the document (Appendix No. B1) issued by the technical inspector, Contracting Company having a contractual relationship with our Company, shall authorise its employees or subcontractors for work performance (Appendix No. B2). The permit shall be signed by the representative of the relevant plant. Contractor activity may take place only when the relevant plant raises no safety concerns. Contractor shall submit a daily list of workers to the relevant technological plant.

Authorisation of hot work: Hot work may be authorised by the leader or representative of the company that carries out the activities (Appendix No. B3). The permit shall also be signed by the relevant technological plant. Hot work may be executed only when no concerns are raised due to the technology and this fact is also spelt out in the permit.

The authorisation procedure may be applied only to the first hazardous material intake. Afterwards, the work permit and the hot work permit are issued by the relevant plant.

In the area of operating plants

The "*Work and hot work permit valid till*" may be issued by teritorially competent plant manager or head of department or person assigned by them (who has an exam with permittion writtening). The permit is valid for the duration of one shift. If necessary, and the conditions of work performance are in place, the permit may be extended on shifts.

Contracting Company's work leader shall be responsible for the personnel and material conditions of professional and safe work performance.

Confined Space Work Permits are issued by the competent plant manager or head of department or person assigned by them (who has an exam with permittion writtening).

Any inflammable work to be performed in hazardous chemical equipment, pits or sewage shall also be authorized by the representative of the On-Site Fire Department.

If the construction activity requires soil work, so the representatives of the Electricity Distribution (electro, water, and steam) and the BC Geoinformatics group have to perform site inspection. The work they are required to be authorized. Soil work shall not be started in the lack of authorization. The inclusion of the back gauge minutes prepared by the Geoinformatics group upon completion the work.

Any activity performed on electric equipment shall also be authorized by the Electricity Distribution Department. Equipment voltage may be switched off or turned on only by the Electricity Distribution Department.

11.0 Emergency Regulations

The properties of, method of protection against and occurrence of hazardous substances available in industrial quantities on the premises of BorsodChem Zrt. are as follows:

AMMONIA
It is a colorless gas with a pungent, irritating odour. Liquid ammonia rapidly transforms into gaseous state, and combined with air, it forms a cold mist, which is caustic and explosive.
It is present in the Ammonia and Nitric acid Plant, MDI Plant, TDI Plant.

CARBON MONOXIDE
It is a colorless, odorless, toxic and combustible gas. When inhaled, the gas inhibits the oxygen uptake of the blood and leads to asphyxia (death caused by suffocation due to lack of oxygen).
It is present in the Ammonia Nitric acid Plant, MDI Plant, TDI Plant.

PHOSGENE
A colourless, highly toxic, non-flammable gas, its odour resembles green corn. Inhalation of the gas may damage the lungs in particular. In greater concentration it can lead to death. Symptoms may appear within few hours after the impact.
It is present in the MDI Plant, and TDI Plant

CHLORINE
A yellowish green, highly caustic and poisonous substance, its odour is disagreeable and suffocating. In the moment when it is inhaled, the gas causes respiratory spasm and suffocation if present in high concentration.
It is present in the Chlorine Plant, MDI Plant, TDI Plant and VCM Plant, HCl Conversion Plant

HYDROCHLORIC ACID
A colourless gas with pungent odour. When inhaled in high concentration, it has a corrosive effect on the mucous membrane of the nose and the pharynx, causing laryngismus and eventually death.
It is present in the Chlorine Plant, MDI Plant, TDI Plant and VCM Plant, HCl Conversion Plant

VINYL CHLORIDE
A sweet smelling colourless gas. The gas has narcotic effects and irritates the respiratory system. It quickly evaporates and drives out oxygen from the air. Hydrochloric acid gas generates in the combustion process.
It is present in the VCM Plant and Polymer II Plant.

DICHLOROETHANE

A colourless, oily, inflammable liquid. Its vapour easily combusts and forms an explosive compound. Its odour resembles to chloroform. Its vapour is narcotic in high concentration.
It is present in the VCM Plant.

ORTHO-DICHLOROBENZENE (ODCB)
An oily, flammable liquid with a pungent odour. Its vapour is narcotic and highly irritates the eyes, the respiratory tracts and the skin. Its vapour expands over the soil and combusts from hot surfaces, sparks or naked flames.
It is present in the MDI Plant and TDI Plant.

FORMALIN
A colorless, combustible liquid. It has a pungent, highly irritating odour. Its vapour highly irritates the eyes and the respiratory tracts. It combusts from hot surfaces, sparks or naked flames.
It is present in the MDI Plants.

ANILINE
An oily, toxic and combustible liquid with a brownish colour. Its odour is unpleasant. As a highly toxic poison, it affects the blood and is absorbed through the skin.
It is present in the MDI Plants, Aniline plant

TOLUENE
A combustible liquid, its vapour combusts easily. The liquid easily evaporates, its vapour forms an explosive compound with air, the density of which is higher than that of air. It combusts from hot surfaces, sparks or naked flames. Its vapour is narcotic in high concentration and irritates the eyes and the respiratory tracts. The liquid may be absorbed through the skin.
Place of occurrence: DNT Plant.

NITRIC ACID
Strong caustic effect on the whole body. During the decomposition, nitrogen oxide compounds are formed. The resulting corrosive gases and vapors can irritate the eyes, respiratory tract and lungs. The nitric acid and NOX gases inhalation can causes chest pain, eye inflammation, and respiratory problems. This effects is seen in the on the eyeballs and teeth.
Place of occurrence Ammonia and Nitric acid plant, DNT Plant, Aniline plant

NITROUS GASES
Reddish brown, pungent, toxic gas, soluble in water.The substance is irritating to eyes and the respiratory system. Inhalation may cause pulmonary edema. Inhalation abdominal pain, cough, headache, drowsiness, burning sensation, nausea, dizziness, confusion, may occur. The symptoms may be delayed
Place of occurrence: Ammonia and Nitric Acid Plant; DNT Plant, Aniline plant

NITRO-BENZOL
Colourless or pale yellow, highly refractive liquid. It has an odour reminiscent of bitter almonds. Slightly soluble in water, more soluble in alcohol and ether. It is used in large quantities to produce aniline, which is used, for example, in the manufacture of paints. It is a strong poison. Toxic by absorption from the stomach, contact with the skin and inhalation of vapours. Mild symptoms of poisoning are headache and nausea. More severe poisoning causes visual disturbances and can lead to death.
Occurrence: Aniline plant

BENZOL
Colourless liquid with a characteristic odour. Insoluble in water but freely miscible with most organic solvents and benzene itself is an excellent solvent. Genotoxic, carcinogenic compound. Benzene is highly toxic, inhalation causes unconsciousness and death in larger quantities. It increases the risk of cancer and other diseases such as aplastic anaemia, acute leukaemia and bone marrow diseases.
Location of occurrence: aniline plant

TETRAHYDROFURAN
Tetrahydrofuran (THF) is an organic compound. It is a colourless liquid with an odour similar to diethyl ether. It is freely miscible with water, alcohol and hydrocarbons. It is a highly flammable liquid and vapour. Causes severe eye irritation. Possible carcinogen. May cause respiratory irritation.
Location of occurrence: HPM ÜZEM

When the sirens sound or other alarm signals are used, stop the current activity, put on the stand-by respirator, create safe conditions on the work site (switch off electric equipment, cool off glowing surfaces, closing gas cylinders etc.), and leave the area in a direction perpendicular to the wind. The direction of the wind is indicated by wind-sleeves.

Contractor company's employees shall proceed to the meeting points designated by the site and rescue plans.

In case of gas out-flow, the instructions of the organizational unit shall be followed that issued the work permit. After an emergency situation any activity may be resumed only after new work authorization.

Siren sound warns against gas hazard in the Ammonia, Nitric Acid, Chlorine, HCl Conversion, VCM, MDI, TDI and HPM, ANILIN Plants.

Contractors and their subcontractors shall prepare a rescue plan before starting work. The rescue plan shall be drawn up by the Contractor company which is contracted with BC Zrt. The aspects of the rescue plan shall contain the followings:

- the course of actions to be taken in case of emergency (required and prohibited actions),
- protective equipment to be used,
- escape paths,
- assembly points,
- headcount methods,
- name, tasks and contact information of the responsible of the rescue,
- other special prescriptions.

A copy of the rescue plan shall be sent to the HSE Management without delay and another copy shall be displayed at Contractor's site.

Contractors shall communicate the contents of the rescue plan to their employees and document it.

The employees shall comply with the points of the rescue plan drawn up by the Contractors. Not less frequently than annually, BorsodChem shall conduct alarm exercises on contractor area in the proximity of hazardous technologies.

If requested, Contractors shall participate in the emergency response exercises held in the hazardous technological plants.

12.0 Safety exam

The employees of the construction companies can only work in BC after passing a safety test.

Centrally organized exam:

Security exam

The safety knowledge of Borsodchem Zrt. must be learned independently by external employees on the basis of a training film by the EBK.
Contact information for the SFBC training film:

https://borsodchem.com/biztonsag-mindenekelott

Or

https://www.youtube.com/embed/GyCouvcXt8A

If the appointments are full, the Occupational Health and Safety Department can open new appointments, which can be tracked in the EWP system under "BT appointment booking".

To request a separate appointment (minimum 15 persons), please contact mevo@borsodchem.eu.

The external company shall be liable for any delays resulting from the failure of its employees to have access to the territory of BorsodChem due to non-compliance with the above conditions.

Employees of external companies may enter the premises of BorsodChem on weekends and public holidays and at night with special permission using their access cards. The authorisation is issued by the Security Department on the basis of the request of the department concerned. Weekend work can be requested by e-mail to rendeszet@borsodchem.eu. Requests must indicate the persons concerned by means of a unique identification (name, doc. number).

HSE Management held HSE exam regularly for employees of Contractor Company. The HSE exam is held on every Monday and Wednesday from 10:00 and 12:00 a.m. in contractor training room of HSE Management. Current training dates can be tracked by logging in to the EWP Contractors page (https://bcextranet.borsodchem.eu/ewp/Login.aspx) under the menu item “Safety appointment booking”. In case of demand and English language education shall be agreed on date with Work Safety and Health Protection Department (phone number: +36/30 671 13-15), as well as at the e-mail address "mevo@borsodchem.eu".
The date of the exam is recorded in the EWP software.
An appointment for the HSE exam must be booked in advance in the EWP system.

The HSE exam is valid for 1 year, after which the exam must be repeated.

The test is based on this document or a BC's subcontractor safety training video.
This document (contract annex) and the BC Contractors' Safety Training film are the material for the briefing. The training film is available at:

https://borsodchem.com/en/safety-first
Or
https://www.youtube.com/embed/GyCouvcXt8A

Training sessions for managers and directors of external companies are provided by the SFBC Department in response to requests. The external company issues the work permit for itself and for other persons working in the area in which it is contracted. Training on the correct completion of permits, the issuance of permits and the management of the work will be provided on request at the contractor's FBC instructor or at the site of the transferred work area.

Local and plant level trainings:

When contractor work is carried out in a hazardous technological plant, the Contractors' employees shall receive specific local safety training before starting work. The training shall be conducted by the unit that issues the work permit.
The topics of the training are:

- health damages related to the technologies;
- locations of first aid stations, emergency showers, wind bags, etc;
- other jobs and hazards taking on site;
- potential accident sources, their elimination;
- required protective equipment and their use; and
- actions to take in breakdown and accident.

Training by Contractor

The site manager of Contractor shall provide safety training to its employees and the subcontractors' employees as regulated by Contractor. The safety trainings held by BC do not exempt Contractor Company from conducting the required trainings.

Safety Information for occasional entrants by car

The drivers of Contractors with single entry authorisation and the drivers of Contractors' suppliers receive BC Safety Information Sheet from the gate personnel when accessing the premises.

- The drivers shall acknowledge with their signature that they have taken over the information sheet and learnt its contents.
- The signed acceptance and learning the contents of the information sheet are considered safety training.

13.0 Fire-alarm, Alarm

The emergency phone numbers and the alarm area numbers shall be displayed in the Contractor's resting rooms.

Any fire shall be reported to the dispatcher centre of BorsodChem without delay

+36-48/311-225

+36-30-671-1515

All fire cases, including extinguished fire shall be reported immediately to the dispatcher centre.

When reporting a fire, please explain

- exact place (area code) and date of fire;
- what is on fire;
- what is at risk;
- whether any person is in jeopardy;
- the caller's name;
- the phone number used for reporting the fire.

Proper behaviour in case of fire:

All Contractor's employees must initiate the fire-fighting, life and property rescue efforts with the equipment available. All Contractors' employees shall join in the fire-fighting, life and property rescue efforts. The instructions of the fire-fighting leader and rescue leader shall be executed in fire-fighting and rescue activities without delay. Anyone not engaged in the rescue shall stay away from the site of the fire because by their presence they may increase the risk of accident and may hinder fire-fighting. Any standby fire extinguisher (which is equal to type of fire) available on the company premises may be used for fire-fighting such as surface, underground and wall-type hydrants, hoses in hydrant boxes, sprinklers and other equipment. Failure to report a fire, refusal of participating in fire-fighting or non-compliance with fire protection rules may entail sanction (in money).

14.0 HSE Inspection

BorsodChem regularly inspects contractor work implementation in line with safety requirements.

Safety inspections may be held at the Contractor by the following authorised organisations or persons:

- CEO,
- Chief Officer
- Vice Presidents,
- HSE Management,
- Guarding Protection Department
- organizations responsible for the engineering and implementation,
- organizations responsible for maintenance,
- EHS Engineers
- relevant units (according to responsible unit where the work on).

If any severe non-compliance is detected at the Contractors by BC inspectors that may put at risk the safety, assets or reputation of the company, the inspectors are authorised to suspend the work with immediate effect or, if necessary to prohibit further work performance

The offender committing severe insubordination shall be removed from the premises and misdemeanor proceedings shall be initiated against the offender and the sanctions must be paid. in Annex 3 of the BC-EHS-215 regulation (https://borsodchem.com/en/safety-first)
In case of serious event the BC has a right to start the authority process.
As detailed in the general safety regulations, the contractor is responsible for maintaining the physical order and cleanliness of the work area handed over to him.
The contractor accepts and acknowledges that his responsibility is objective (i.e. culpability or fault does not count), if the BorsodChem's authorised inspection bodies or persons find traces of smoking or open flame use (e.g. abandoned cigarette butts, matchboxes, abandoned lighters, etc.) in the work area handed over to him.) or traces of alcohol consumption (empty bottles, cans or other objects containing alcoholic beverages, in whole or in part) and cannot clearly identify the person(s) who has (have) smoked or consumed alcoholic beverages. In such a case, BorsodChem shall be entitled to sanction the contractor and the contractor shall pay the sanction fee set out in the Sanction Table.
If more than one contractor is working on a given work site and BorsodChem is unable to determine which contractor employs the person who smokes or consumes alcohol, each contractor shall be sanctioned separately.

An electronic or paper record of the inspection is made.
The person inspected may comment on the findings of the inspection in the documents.
Refusal to sign the documents does not mean that no sanction will be imposed.

During the period of the 2023 turn around, all aspects of the inspection during the work of the contractor companies will be concluded with a positive result, in which case the person in charge of the work will receive a HUF 1,000 voucher from the person performing the inspection. A more detailed description of this is contained in Annex B7.

15.0 Communication with Contractors' site managers

The organization responsible for the engineering and implementation and organization responsible for maintenance inform the site managers of Contractors about any shortcomings, coordination or communication faults experienced in Contractors' performance as well as report their observations concerning any events at necessary case preferably in the course of site inspections.

16.0 Returning of work site

Final invoice of Contractor Company shall only be settled if the returning of work site takes place accordingly to the following:

The work sites delivered in writing shall be returned to BC by the work site returning procedure. The clarity, health and safety hazardous conditions of the area must be checked during the procedure. The procedure shall be initiated by the organizational unit responsible for the construction according to the proposal of contractor. The HSE must be invited to the procedure.

Work sites not delivered to contractors shall be returned by signing the work permit by the organizational unit that issued the permit.

17.0 List of appendices on safety regulation

Appendix B1: *Work area handover protocol**

Appendix B2. Emergency call numbers

Appendix B3. Notification of contractor work accident

*Appendix B4. List of PPE for the subcontractors**

Appendix B5. Contractor declarations for mechanical electrical, instrumental and architect work

*Appendix B6**

* contains the regulation only on Hungarian language

Appendix B7 Encouraging the safety technical dedication of construction companies working in the area of BC Zrt

Appendix B8. Regulations for lifting

Work area handover protocol*

(sample)

Subject:

Created by: BorsodChem Zrt. 3700 Kazincbarcika

Attendees: For custamers:
For subcontractors::

Details of Customer, Contractor's Agent:
Customer: BorsodChem Zrt.
Adress: 3700 Kazincbarcika, Bolyai tér 1.
Agent:

Contractor:
Adress:
Agent

Work safety specialist of the contracting company:
Name:
Qualification:
Availability:

Main contract details:

Date of order:
Start date of construction:
Completion date of completion work (according to basic order):

1. **Name of the hand overed-area, exact designation of the boundaries of the workspace (in accordance with the organizational plan):**

2. **Name of hazardous technologies and materials in the environment:**

3. **Protection against hazards inherent in the characteristics of BC, defining the minimum protective equipment required:**

4. **Work, fire-risk, occupational work permit** (who issues, offsets, off-site work):

5. **What to do in the event of an emergency in the environment, the type of alarm (siren, live word, etc.):**

6. **Other (HSE requirements, declarations, etc. required due to the characteristics of the area transferred):**

This Protocol is valid with the approved organization plan. Any change in the area should be indicated immediately on the plan. If necessary, the organization plan should include a text description.

After completing the work or taking any technological media, the transferor must document the area in a documented manner.

Transfering (name):	Receiving person (name):
……	…….
signiture	signiture

Kazincbarcika, 20

Emergency call numbers
for contractor companies working in BC site

In case of fire, accident, poisoning and malaise

+36-48-51-1515;

+36-30-671-1515

Health, Environmental and Safety Management

+36-48-51-11-55,
+36-48-51-13-15,
+36-48-51-11- 09

or BC Dispatcher

+36-30-671-1515

Work Safety and Health Protection Department BorsodChem reg. No.: …..../ 20...

Notification on works accident of Contractor

Employee of victim.……..……..…….…….
Name of person who completing the form:……..……...Contacts:...……..……..…..
Name of victim:…….Job……position:……..……..……..
His (her) mother's name:……..…….……...
Place and date of birth (year, month and day):……..……..……..
Health Insurance (TAJ) No.:……..…….
Date and place of the accident:..……..……..……

Background and description of the accident:

Medical attendances of the victim:

Measures taken to prevent similar cases:

Attached Appendices:

Rating of the accident:□ injury without loss of working days
□ number of lost working days are 1 to 3
□ more than 3 lost working days

Leader in charge:…..……..... Contacts……..……..

Date::……. l.s.

List of personal protective equipment that BC can provide

Personal protective equipment provided to contractor companies in special cases	Personal protective equipment provided by exporting companies (used by BC or equivalent).
Hand protection: MSZ EN ISO 21420:2020, MSZ EN ISO 374-4:2020, **Acid and alkali resistant pl:** • Polysol **Protective against organic substances pl:** • Grip it Oil C1 • Taskmaster • Jersette 301	**Hand protection suitable for the nature of the work:** MSZ EN ISO 21420:2020, MSZ EN ISO 374-4:2020, MSZ EN 407:2020, MSZ EN 388:2016+A1:2019, MSZ EN 455-1:2020+A1:2022, MSZ EN 407:2020, • Eurolite Inidg • Matrix S-grip • 6110,6130-as • Hőálló • Hegesztő • Harpon 319 • Würtz szerelő • Pamut cérna • Titán 391, 392-es • Ipari • Egyszerhasználatos
Respiratory protective devices: MSZ EN 136:2000, MSZ EN 148-1:2019, ABEK-CO NO Hg-P3-as combined or plant-specific filter insert (We only provide replacement after a BC extraordinary event) • INTERSPIRO breathing apparatus • DRAEGER breathing apparatus	**Respiratory protective devices :** MSZ EN 136:2000, MSZ EN 148-1:2019, • full mask (Draeger FPS 7000) • Moldex 7000/7002- half mask • A2-B2 filtert • B2 filter • ABEk-CO NO Hg-P3-filter • Against dust half mask
Body protection MSZ EN 1149, MSZ EN 14605:2005+A1:2009, MSZ EN ISO 13982-1:2004/A1:2011, MSZ EN ISO 13688:2013 • Chemichal protective overalls (Microchem 1800,3000,4000,5000-es) • SUNIT 4/A Body protection • Chemichal protective socks	**Body protection:** MSZ EN 1149, MSZ EN ISO 13982-1:2004/A1:2011, MSZ EN ISO 13688:2013, • Against dust overalls(pl: Microchem 1500)
other • Phosgene plaque	**other** • gas bag
	eye protection
	Head protection
	ear protection
	Fall protecion

CONTRACTOR DECLARATION
to engineering work

The name of the technical delivery and acceptance as part of the facility/section/equipment:……
……
Order number: ……..

The engineering works were prepared in accordance with issued in plan documentation as well as modifications agreed designers have become necessary during construction. Technical solutions used during the construction correspond to the regulations, standards, labour protection provisions which are in force as well as labor protection requirements communicated by the customer.

We performed the contractor work according to the following rules and regulations:

16/2008. (VII.30.) NFGM Decree on machinery safety requirements and certification of conformity.
44/2016. (XI.28.) NGM Decree on the safety requirements and certification of conformity of the pressure equipment and systems.
3/2003. (III. 11) FMM-ESZCSM Decree on minimum safety requirements for workplaces in potentially explosive environment.
10/2016 (IV.5) NGM Decree on the minimum level of safety and health requirements for work tools and their use.
1/2016 (I.5.) NGM Decree on the technical safety requirements and official supervision of the storage tanks and storage facilities of dangerous liquids or melt.
2/2016. (I.5.) NGM Decree on the technical safety authority supervision of pressure equipment, filling equipment, low power compressed gasfilling equipment and periodic inspection of autogas tanks.
□213/2019.(VIII.27.) Government Decree on the Technical Safety Supervision of Pressure Equipment, Systems and Facilities
□216/2019.(IX.5.) Government Decree on the technical safety supervision of storage tanks and storage facilities for hazardous liquids or melts
□8/2018 (VIII.17.) ITM Decree on the conditions for performing bulk welding
31/1995. (VII.25.) IKM Decree on issuing Iron- and Metal Industry Installation Safety Code.
143/2004 (XII.22) GKM Decree on issuing Welding Safety Code.
54/2014 (XII. 5.) BM Decree on National Fire Safety Code.
44/2000. (XII.27.) EüM Decree on the detailed rules for certain procedures and activites related to dangerous substances and dangerous preparations.

We make a statement that adhered during the construction work to the regulations of Labour Protection Law (Law of XCIII of 1993 year), and Fire Protection Law (Law of XXXI of 1996 year), the related safety rules, decrees and BorsodChem Ltd.

Detected shortcomings:

The facility is suitable for normal use, it is fulfil the terms of safety working, operating near correct management.

We make a proposal to the technical takeover-transfer/take into operate/operating of the facility based on the performed measurements.

Annex: measurement records

……., 20……

……..
Contractor

CONTRACTOR DECLARATION
for electrical works

Denomination of facility/part/equipment forming the subject of technical transfer: ……
……

Order number: ……

The electrical construction works prepared accordance with the given plan documentation contained and modifications became necessary, agreed the designer during the construction. The technical options which were used during the contraction complies the standards in force, the labour protection regulations and the labour protection requirements provided by the customer.

The construction work was performed based on the following electrical standards and regulations:

☐ LR EN 62305 standard series Lighting protection
☐ MSZ EN 62561 standard series Elements of a lightning protection device
☐ LR 453:1987 Safety panels for heavy-current electric devices.
☐ LR 1585:2016 Operating of electric devices (EN 50110-1:2013 and its national additions)
☐ LR 1600-11:1982 Electric operator spaces and laboratories;
☐ LR 1600-16: Establishment safety regulation for heavy-current electric devices which is not bigger than 1000 V. Installing of localized batteries, establishment of battery premises and –loading stations. Establishment of electric devices of buildings, establishment of heavy-current electric devices rated voltage maximum 1000 V, law voltage electric devices:
☐ LR 2364 standard series
☐ LR HD 60364 standard series
☐ LR 4851 standard series – Shockproof protection inspection methods.
☐ LR 4852:1977 Measuring of insulation resistance of electric devices.
☐ MSZ 10900:2009 Periodic (fire safety) inspection of low voltage electrical equipment
☐ LR 13207:2000 choosing, cabling and load ability of nominal voltage heavy-current cables and control cables from 0,6/1kV to 20,8/36kV.
☐ LR EN 60079-0:2013 Explosive mediums. Part 0: Products. General requirements (IEC 60079-0:2011)
☐ LR EN 60079-1:2015 Explosive mediums. Part 1: Protection of products with pressure jacketing „d” (IEC 60079-1:2014)
☐ LR EN 60079-2:2015 Explosive mediums. Part 2: Protection of products with pressurized jacketing „p” (IEC 60079-2:2014)
☐ LR EN 60079-7:2016 Explosive mediums. Part 7: Protection of products with increased security, "e" (IEC 60079-7:2006)
☐ LR EN 60079-10-1:2016 Explosive mediums. Part 10-1: Area classification. Explosive gas mediums (IEC 60079-10-1:2008)
☐ LR EN 60079-10-2:2015 Explosive mediums. Part 10-2: Area classification. Explosive powder mediums (IEC 60079-10-2:2015)
☐ LR EN 60079-11:2012 Explosive mediums. Part 11: Products protection with lighting spark free "i" (IEC 60079-11:2011)
☐ MSZ EN 60079-13:2011 Explosive mediums. Part 13: Product protection with overpressure „p” (IEC 60079-13:2010)
☐ LR EN 60079-14:2014 Explosive mediums. Part 14: Planning, choosing and fitting of electric devices (IEC 60079-14:2013)
☐ MSZ EN 60079-15:2011 Explosive mediums. Part 15: Product protection with overpressure „n” (IEC 60079-15:2010)
☐ MSZ EN 60079-19:2011 Explosive mediums. Part 19:: Repair, restoration and repair of appliances (IEC 60079-19:2010)
☐ LR EN 60079-25:2011 Explosive mediums. Part 25: electric systems lighting spark free (IEC 60079-25:2010)
☐ MSZ EN 60079-28:2016 Explosive mediums. Part 28: Protection of devices and transmission systems using optical beam (IEC 60079-28:2015)

☐ MSZ EN 60079-29-1:2008 Explosive mediums. Part. 29-1.: Gas Sensors. Functional requirements for the sensors of combustible gases (IEC 60079-29-1:2007, módosítva)
☐ MSZ EN 60079-29-2:2015 Explosive mediums. Part. 29-2.: Gas Sensors. Selection, creation, use and maintenance of combustible gases and oxygen sensor (IEC 60079-29-2:2007)
☐ MSZ EN 60079-29-3:2014 Explosive mediums. Part. 29-3.: Gas Sensors. Guidance on the functional safety of fixed gas detection systems (IEC 60079-29-3:2014)
☐ MSZ EN 60079-29-4:2011 Explosive mediums. Part.. 29-4.: Gas Sensors. Functional requirements for open optical measurement probes for combustible gases (IEC 60079-29-4:2009)
☐ MSZ EN 60079-30-1:2007 Explosive mediums. Part.. 30-1.: Electrical resistive accompanying heating. General and testing requirements (IEC 60079-30-1:2007)
☐ MSZ EN 60079-30-2:2007 Explosive mediums. Part.. 30-2.: Electrical resistive accompanying heating. Application guide for planning, installation and maintenance (IEC 60079-30-2:2007)
☐ IM Decree of 54/2014. (5.XII.) National Fire Protection Regulation
☐ 225/2015. (VIII. 7.) Government Regulation of on the detailed rules for activities related to hazardous waste

We make a statement that adhered during the construction work to the regulations of Labour Protection Law (Law of XCIII of 1993 year), and Fire Protection Law (Law of XXXI of 1996 year), the related safety rules, decrees and BorsodChem Ltd.

Detected shortcomings:

The facility is suitable for normal use, it is fulfil the terms of safety working, operating near correct management.

We make a proposal to the technical takeover-transfer/take into operate/operating of the facility based on the performed measurements.

Annex: measurement records:

……, 20……

……..
Contractor

CONTRACTOR DECLARATION
for mechanic works

Denomination of facility/part/equipment forming the subject of technical transfer: ……
……

Order number: ……

The mechanic construction works prepared accordance with the given plan documentation contained and modifications became necessary, agreed the designer during the construction. The technical options which were used during the contraction complies the standards in force, the labour protection regulations and the labour protection requirements provided by the customer.

The construction work was performed based on the following electrical standards and regulations:

☐ LR 1585:2016 Operating of electric devices (EN 50110-1:2013 and its national additions)
☐ LR 2364 standard series
☐ LR HD 60364 standard series
☐ LR 4851 standard series – Shockproof protection inspection methods.
☐ LR 4852:1977 Measuring of insulation resistance of electric devices.
☐ LR EN 60079-0:2013 Explosive mediums. Part 0: Products. General requirements (IEC 60079-0:2011)
☐ LR EN 60079-1:2015 Explosive mediums. Part 1: Protection of products with pressure jacketing „d” (IEC 60079-1:2014)
☐ LR EN 60079-2:2015 Explosive mediums. Part 2: Protection of products with pressurized jacketing „p” (IEC 60079-2:2014)
☐ LR EN 60079-7:2007 Explosive mediums. Part 7: Protection of products with increased security, "e" (IEC 60079-7:2006)
☐ LR EN 60079-10-1:2009 Explosive mediums. Part 10-1: Area classification. Explosive gas mediums (IEC 60079-10-1:2008)
☐ LR EN 60079-2:2015 Explosive mediums. Part 2: Protection of products with pressurized jacketing „p” (IEC 60079-2:2014)
☐ LR EN 60079-7:2016 Explosive mediums. Part 7: Protection of products with increased security, "e" (IEC 60079-7:2006)
☐ LR EN 60079-10-1:2016 Explosive mediums. Part 10-1: Area classification. Explosive gas mediums (IEC 60079-10-1:2008)
☐ LR EN 60079-10-2:2015 Explosive mediums. Part 10-2: Area classification. Explosive powder mediums (IEC 60079-10-2:2015)
☐ LR EN 60079-11:2012 Explosive mediums. Part 11: Products protection with lighting spark free "i" (IEC 60079-11:2011)
☐ MSZ EN 60079-13:2011 Explosive mediums. Part 13: Product protection with overpressure „p” (IEC 60079-13:2010)
☐ LR EN 60079-14:2014 Explosive mediums. Part 14: Planning, choosing and fitting of electric devices (IEC 60079-14:2013)
☐ MSZ EN 60079-15:2011 Explosive mediums. Part 15: Product protection with overpressure „n” (IEC 60079-15:2010)
☐ MSZ EN 60079-19:2011 Explosive mediums. Part 19:: Repair, restoration and repair of appliances (IEC 60079-19:2010)
☐ LR EN 60079-25:2011 Explosive mediums. Part 25: electric systems lighting spark free (IEC 60079-25:2010)
☐ MSZ EN 60079-28:2016 Explosive mediums. Part 28: Protection of devices and transmission systems using optical beam (IEC 60079-28:2015)

☐ MSZ EN 60079-29-1:2008 Explosive mediums. Part. 29-1.: Gas Sensors. Functional requirements for the sensors of combustible gases (IEC 60079-29-1:2007)
☐ MSZ EN 60079-29-2:2015 Explosive mediums. Part. 29-2.: Gas Sensors. Selection, creation, use and maintenance of combustible gases and oxygen sensor (IEC 60079-29-2:2007)
☐ MSZ EN 60079-29-3:2014 Explosive mediums. Part. 29-3.: Gas Sensors. Guidance on the functional safety of fixed gas detection systems (IEC 60079-29-3:2014)
☐ MSZ EN 60079-29-4:2011 Explosive mediums. Part.. 29-4.: Gas Sensors. Functional requirements for open optical measurement probes for combustible gases (IEC 60079-29-4:2009)
☐ IM Decree of 54/2014. (5.XII.) National Fire Protection Regulation
☐ 225/2015. (VIII. 7.) Government Regulation of on the detailed rules for activities related to hazardous waste
Other standards and standards considered.

Detected shortcomings:

The facility is suitable for normal use, it is fulfil the terms of safety working, operating near correct management.

We make a proposal to the technical takeover-transfer/take into operate/operating of the facility based on the performed measurements.

Annex: measurement records:

……, 20……

……..
Contractor

Scaffold handover protocol

Scaffold handover protocol are always made in Hungarian language and you can find the appendix no. B6 in the hungarian regulation

Encouraging the safety engineering commitment of construction companies working on the territory of BorsodChem Zrt

1. Purpose

During the period of the overhaul, the positive encouragement of the implementing companies and their employees is a business policy goal to strengthen compliance with the rules, regulations and expectations of BorsodChem Zrt. EBK.

2. Field of application

The incentive system covers construction companies and their employees working at BorsodChem Zrt.'s site in Kazincbarcika.

3. References

- CXVII of 1995 Act on personal income tax
- BC-EHS-215 Territorial responsibility HSE violation Instruction
- BC-EHS-217 Instruction on HSE requirements of Executor Companies

4. Regulation of the incentive system

4.1. HSE inspection
If all aspects of the inspection during the work of the contractor companies are concluded with a positive result, in that case the person in charge of the work will receive a voucher with a face value of HUF 1,000 from the person performing the inspection.
4.2. The place of use of the voucher
The HUF 1,000 voucher can only be redeemed at facilities operated by Polimer Szolgáltató Kft., a subsidiary of BorsodChem Zrt.
These:
- Buffets and restaurants located on the territory of BorsodChem Zrt
- a bowling alley outside the company's premises,
- Hotel BorsodChem,
- Hotel Fremon,

4.3. Documentation of issued vouchers

The HUF 1,000 voucher given after a positive inspection result is handed over in a documented form, on the handover form according to Annex No. 1 of this instruction.

This includes:
- voucher serial number,
- date,
- name of the receiving company,
- name and signature of the recipient
- name and signature of the transferor

4.4. Duration of usability

The vouchers can be redeemed until 31.12.2024.
5. Management and settlement of vouchers
The HSE Department is responsible for the procurement, preservation and registration of the vouchers. You must have an invoice and an accounting document for the purchase in the name of BorsodChem Zrt. Vouchers handed over in the subject month must be sent on the 1st working day after the subject month from the organization managing the vouchers to the General Accounting Department, which takes care of the necessary bookkeeping and taxation.

Technical Supervision Department
Safer crane practice

Main specifications:

• The machine operator designates the lifting zone necessary for safe lifting.
• The designated operator can override this lifting zone in a positive direction.
• The lifting zone is min. It must be surrounded with a 75 mm wide tape. (red-white or black-yellow)
• The tape must be placed at chest height, so that if the passage is free, it can be hidden under it and not torn. (approx. 120-150 cm)
• A three-sided sign with the following inscription must be placed in front of the tape:
• PASSING IS PROHIBITED WHEN THE CRANE'S FLASHING LIGHT IS ON!
• ITS VIOLATION WILL RESULT IN HSE SANCTIONS!
• If the crane's light is flashing, you must not drive through the fenced area!
• Passing with a flashing light will result in a fine.
• If the crane does not have a light, a cigarette lighter must be placed on it.
• If the crane's light is not on, you can move through the area by looking carefully around.
• During the lifting works, the operator also acts as a supervisor, and unauthorized persons must leave the area on his instructions.
• The bandager wears a red vest with the word BINDER CONTROLLER written on the back.
• In the case of lifting above a building or steel structure, the work must be organized in such a way that no unauthorized person can stay in the area during the lifting!
• If a load of more than 5 tons is lifted above a steel structure or building, the lifting must be announced in advance, and due to the difficulties of evacuation, it must be done after 6 p.m. / on weekends.
• The lift must be announced on the loudspeaker and unauthorized persons must leave the area.
• With the help of buoys, the machine operator can demarcate an extra area outside the taped area with the approval of the company during material handling.

Environmental regulations

for employees of contractor companies
working on the site of BorsodChem

In the course of work emitting the harmful substances into the environment shall be inhibited, but the rate of emission shall be minimized by all means in case it cannot be avoided to happen. Preserve and protect our close environment and the nature! Due to observing the regulations of the relevant legal provisions this is not only the task of every single employee, but this is also their personal interest.
During the work should be pursued in an environmentally and energy-efficient solutions are applied. In accordance with the need to save BorsodChem basic philosophy of using of the energy products.

18.0 Protection of water

On the site of our company waste water and rainwater are collected by various sewer systems, and then collected waters - depending on their contamination, the quality of the contaminant substances, after various cleaning processes - are transferred into the receiver. In order to ensure that the waste water shall leave our company site only after proper cleaning, and that a given contamination should not cause any trouble, it is necessary to observe the regulations regarding them.

In accordance with the regulation of legal provision BorsodChem possesses the Plant's Damage Elimination plan (hereafter: plan) which is approved by the environment protection authority. The representatives of contractor companies working on the company's area are allowed to take a look at the plan on the Environmental Department or at the Dispatcher service. BorsodChem's every unit, and the building contractors shall perform the tasks with taking the regulations written in the plans into consideration.

The plan concerns the surface water as well as the underground water, the geological medium, the species of appointed or protected animals and plants which have wildlife, their hatching and resting places, the natural habitats, the Natura 2000 areas and their protection.

We can consider the following activities and the fields of activity within the plan as potential environment contaminant sources:

- Production technologies, production activities
- Material storage
- Moving and delivering the material within the site
- Material handover through pipelines among the plants

In the course of fulfilling these activities the material effluences, which get into the open air and endanger or can endanger the environmental media and areas listed above –

either directly or indirectly – require damage elimination, that is to say, the tasks shall be performed in a way collecting the effluent material in order that the material effluence as well as the spread will be terminated in, in order that the endangerment of the sewers and the waste water treatment system will be avoided in addition to informing the affected persons.
Even in the cases of the activities and the potential contaminant sources that are listed above, fire, explosion and natural disaster can emerge, and there is special regulation for their elimination and the elimination leading manager is named in it. However these events can also induce such situations and material effluences that require those elimination activities which are regulated in the damage elimination plan of the plants.

BorsodChem eliminates the water quality damages within the site by involving its own organisational units. The contractor companies that work on the area of BorsodChem, shall observe the following rules in order to the determinations, which are written in the plan, will be fulfilled. The contractor company's workplace manager shall teach, expound the rules for the contractor company's employees in a way that is regulated at their own company.

Every employee is obliged to report to the dispatcher service if they observe flowing material – anywhere on the area of the company – that get to the sewer system, or to the surface water, onto the ground, to the underground water, that influences the operation of waste water treatment or that endangers the surface as well as the underground water, for the purpose of making additional arrangements.

The fluid materials generating in the course of eliminating the material and washing with chemicals are not allowed to be loaded into the sewer, those have to be treated as wastes.

The waste water is allowed to be loaded by only the approval of the affected plant or the BC's employee, who is entrusted with the work supervision, to the place which is denoted by them in case of waste water is generated or the waste water reloading becomes necessary during the performance of work.

Washing the vehicles, the storage wagons, the containers on the area of BorsodChem are allowed to be fulfilled only in case of the possession of special permit on this.

During the demolition work an enhanced attention shall be paid in order that those materials which cause plugging will not get into the sewer system, and the pits, the cover plates as well as the sewers will not be damaged.

In cases of accidents or other extraordinary situations when large amount of contaminant substance got/can get into the sewer the dispatcher service of BC or the territory's manager shall be informed immediately.

The water quality damage elimination shall be started immediately in addition to the notification in case of the material, which is emitted during the incident of loss, is owned by the company that performs the work, or the material is delivered to the area of BC by this company for fulfilling its work. In the interest of this the contractor company shall possess the instruction related to the material/materials, which are necessary for performing the damage elimination (for instance: material for soaking up, collecting vessel and instruments suited for collecting the contaminated materials suitable for soaking up).

In case of the material effluence, which comes from the production technologies as well as the equipment of BC during the contractor company is performing its work and requires damage elimination, is possible to emerge (for instance: disassembling the device, the tube section, the equipment and the machine), the instructions that are given by the BC's manager, who is entrusted

to lead the work or the plant, shall be executed in order to eliminate the material effluence. In these cases the materials, which are available on the area of the given plant and can be used at the damage elimination, are allowed to be utilised in accordance with the BC representative's information, and the way of access to these materials shall be expounded for the contractor company's employees and the access to these materials shall be ensured for them.

BC pays key attention to the protection of the ground as well as the underground water. Significant results can be reached by paying attention, by observing the job discipline, by the appropriate care in addition to the technical interventions.

Clearing away the materials as well as the cleaning procedures are allowed to be fulfilled only on that area which is supplied with a cover.

Pouring the contaminant materials or let them flow directly on the ground is prohibited!

The materials are decontamination, cleaning procedures can only be performed on a paved area.

Efforts have to be made in order to the quantity of the effluent material will be minimized. Soaking up and/or collecting the material, which flowed on the cover, shall be fulfilled in every case according to the instruction of employee appertaining to BC who is entrusted to supervise the work or the plant.

Enhanced attention shall be paid to preserve the status of the cover in the course of performing work on the covered surface or in the retention trays.

There are more underground water inspection wells on the area of BC. (The wells are well-distinguishable and supplied with numbers.) Enhanced attention shall be paid to preserve the status of the wells during the work, it has to be impeded that foreign material, contaminant material will flow into the tube of the well. It has to be reported to the Environmental Department or to the dispatcher centre when the well is damaged during the period of work performance.

19.0 Waste management:

BC Plc. takes strong efforts for selective collection of produced waste and utilisation of waste materials and complying with rules of law on waste management. In order to be successful in impementation of our efforts and upkeeping the current physical order, it is requested that employees of foreign companies working on our site also must comply with following rules valid for the site of BC.

Wastes produced during work must be collected selective to the place assigned by the affected plant, or technical supervisor with the assistance of Environmental Department and Waste- and Waste water Treatment Plant.

Only that much waste can be stored in the working area that will not prevent smooth operation. Wastes can only be held in the proper receptacle. Wastes shall be collected and stored in the proper container and must be removed regularly to upkeep the physical order continuously. Wastes must not be collected and stored except for the place assigned. Work area as well as area of preparatory works must be left free of wastes in compliance with its original condition.

Companies working on the site of BC shall register, arrange transportation and disposal of its own wastes produced by the company's own materials during its work performance (empty paint cans, cladding materials, adhesive material leftovers, parting-sand, etc.).

Durring the annual shot down, the subcontarctor is obtigated to collect the produced waste whics is produced by manintenance/repair working. The BC appoints the proper container and method of store. The additional useage is done by the BC.

The containers for collecting and storing the produced hazardous and non-hazardous wastes must be provided by the company concerned with the work but non-hazardous waste collection container also be rented from Waste Management Plant.
In the rented buildings and containers and work area wastes can only be held in the appropriate containers at the properly assigned and signed places. In order that the community's generating solid wastes to be collected a contract shall be concluded with the territorially competent public supplier. The availability of contract concluded with the territorially competent public supplier is checked by BorsodChem.

Wastes produced by the work of contractor company but owned by BC (e.g. soil, concrete, demolished vessels, pipes, insulations, etc.) will be managed by BC Wastes owned by BC will be removed from the area of the plant with the co-ordination of the assigned employee of the plant concerned, or the technical supervisor if it is an investment or the employee of organisational unit supervising the demolition in the case of demolition and these employees issue the necessary documents.

The wastes produced must be collected and stacked in such place and amount that it will not generate accident danger, or fire hazard and the conditions of fire-fighting, escape, rescue are not going to decline, or violate the environmental regulations, otherwise BC will take it as a foul and will impose sanction fee. Violating the regulations of environmental pollution and waste management are qualified as serious insubordinations.

The technical supervisor and the employees of the Environmental Department (ED) and Waste Management Plant (WMP) will examine if the requirements recorded in the contract are fulfilled. The examining organization will document the examinations and its statements.

The contracting companies working on the site of BC must comply with related to waste management:

- the legal regulation rules of the requirements of hazardous waste related activities
- waste related legal regulation rules of registration and the obligation to supply data
- the legal regulational rules of managing constructional and demolishing wastes

20.0 Other environmental regulations:

Parks, plants and proper physical order produce pleasant impression and provide better general feeling for everybody and it has an important role also in judgement of BC. Protection of these is important for all employees which is also requested by our company from foreign employees. For this reason:

It shall be strived for establishing well-arranged working site and after finishing the work physical order and field shall be restored.

Damaging of parks, grass-covered sites and public domains shall be avoided. Perpetrator of damage shall reimburse cost of renovation.

During transportation the scattering and leakage of freight shall be avoided. If it is occurred, then cleaning of the roads shall be performed, which is task and costs of foreign company, performing the work.

The perform of the activities that along with strong dusting (e.g. sand-blasting) have to apply dust separator (e.g. foil) - in order to minimize the environmental dust load - enclosed work area demarcations.

Environmental noise emission limits have to be observed during all works along with environmental noise effect which relates to the area of the industrial BorsodChem. Above the noise emission limit have to be avoided during works.Consideration have to be given stricter limits applies to residential areas during at night, so we have to strive the contractors to carry out the works along with environmental noise emission only during the day.

If the BC receives a claim announcement, or employee of the BC HSE shortcomings opens up in monitoring because of activity of foreign company or employee of foreign company, then the foreign company shall co-operate fully and promptly in investigation of announcement and elimination and solving of the problem.

Property Protection Regulations

for employees of conctracting companies
working on the site of BorsodChem Zrt.

21.0 Introduction

High-value technique concentrated on the site of BC , quality and quantity of produced and sold products, number of employed staff, location affecting protection position and that statement of authority that BC belongs to highlighted companies of national economy both in strategic and guarding respects. It requires that contractor companies working on the area of BC and their employees shall strictly comply with property protection and safety rules. In order to control the complying of regulations the company operates a surveillance system with cameras on the inter alia whole site.

The basic aim of property protection in our company is to prevent, interrupt, and investigate the activities damaging company property. It is also important that asset as well as other devices under management of the company to be used and increased as planned and economically. Additionally it is also a basic aim to comply with rules of corporate order, conformance with general rules of law on working morale and legality.

Entrance permits granted for contractors and their vehicles based on due justifications are reviewed regularly by the company from the viewpoints of lawfulness and authorization.

22.0 General behavior rules and inspections

All persons leaving site of BC shall show content of his (her) package or bag without notice to the personnel traffic and trade executive. Based on notice of the executive (s)he is obliged to go into inspection room, facilitate the inspection and give the requested information. Armed security guards of BC have the right to check even the clothes in a reasonable case. The passenger and goods transport executive has the right to stop all person until the Armed Guard or Police arrive at the gate in a reasonable case for the purpose of checking the clothes of the affected person(s).

If such object is found at leaving person by the executive which can not carry out from the site of BC without transportation document, or which ownership and origin is doubtful then the service shall keep back it, make a protocol and for further arrangement transfer it to the Corporate Security.

Prohibited area of BorsodChem Zrt. Drink alcohol, narcotic, psychotropic or intoxicating agent to enter or be consumed in the area of the company.

The perpetrator is obliged to comply with the measures and calls made to eliminate or prevent the irregularity or violation detected by the employee of the Department of Health, Safety and Environmental Protection (HSE) and the Guarding and Security Department (PPSD)

Due to the potentially high risk of fire and explosion of the Company's technology, the presence of toxic substances, and to protect the life and limb of employees, it is prohibited to allow any person under the influence of alcohol, drugs or intoxicants to enter, work or remain on BC premises.

It is prohibited to bring alcoholic beverages, narcotic, intoxicating substances or mind-altering substances into the territory of BorsodChem Zrt. Or to consume them on the territory of the company.

These acts of **zero tolerance** will prevail.

Persons under the influence of alcohol, drug or any narcotic medicines are prohibited to let them enter the area of BC, to set them to work on the area of BC and such persons are prohibited to stay on the area of BC in order that the company technology's potentially large inflammability and explosion danger, the toxic substances presences and the employees' life and good health to be protected.

It is prohibited to carry any alcoholic drinks on the area of BorsodChem or to drink alcohol on the area of the company.

Zero tolerance is valid concerning these actions.

In case of detecting signs referring to that the affected person(s) consumed narcotic, consciousness expanding substance, the concerned organisational unit manager/ employer – in a given case the competent employee of Corporate Security – has the employee delivered to Medical Center of BC with the company's ambulance service. On the basis of medical examination result and medical opinion the competent employee of Corporate Security shall inform the direct police for the purpose of taking further measures.

In case of the employee does not submit himself/herself to the above mentioned medical checking voluntarily, competent employee of Corporate Security shall escort him/her outside the area of the Company, shall take away his/her entrance card from him/her and shall hand the affected employee over to police. The manager exercising employer rights/ the employer obligates the affected employee refusing medical examination to comply with onsite physician examination with the presence of competent employee of Corporate Security on the next working day. In case of the medical examination certifies that the affected employee's behaviour in the concerned time period took place due to narcotic, consciousness expanding substances were consumed, the procedure shall be conducted based on the sanction specified in the section of Appendix 3.

The company's concerned manager issuing the work permit/ concerned superior manager, the competent representatives of Corporate Security and Work Safety & Health Protection, and the EHS engineers are authorised to submit the foreign companies' employees to breathanalyser checkings in addition to their employers.

In case of contraventions committed by foreign companies or their employees, Corporate Security notifies the concerned employer in letter about the contraventions and about the sanctions applied against them.

If result of breathanalyser alcohol test is positive and employee admits it by his (her) undersign in the „Logbook and protocol for drunken state recording" (s)he shall be prohibited from working activity, removed from the company site, his (her) entrance card shall be withdrawn and expel from site of the company.

A blood alcohol test sample will only be taken if the person concerned is unable to blow out the certified breathalyser. If the result of the blood alcohol test proves alcohol consumption, the costs of the test will be borne by the employer of the person subject to the measure.

If employee argues against result of test (s)he has right to ask blood test which shall be performed in the factory medical surgery of BC in presence of representative of inspection organisational unit. After the blood test employee shall exempt from current shift working activity.

In case of employee who participated on blood test and his (her) result is positive organizational unit performed the inspection shall arrange reimbursement of occurred cost by the employee within the frame of compensation procedure. If result of blood test is negative then cost shall be born by BC.

If employee refuses the perform of breathanalyser alcohol test or undersigning of the protocol it shall be considered as violation and rules regarding to persons under alcoholic effect shall be applied.

Prohibition of carrying in materials and valuables which are not necessary for work performance

Employees of contractor companies can also carry with them clothes and articles necessary for access to the workplace and to perform the work.

Clothes and articles for personal use (should contractor company requested accomodation in locker room) employee shall put into locker room locker provided by BC and lock it by own safety locking device.

Valuables, not necessary for work and for access to the workplace shall not be carried into the site of BC. In case of the employee carries such valuables in the area of the Company, the Company does not undertake financial responsibility for them.
Radio, television, equipment able for recording of sound and video as well as playing them and objects able for recording IT data can be take in only with written permission! Mobile phone is an exception but making of video and sound record by devices taken legally into site of the company is also FORBIDDEN!

The mobilphone is exceptionally but taking a foto or recording of sound and video is prohibited with own equipment.

If taking a photo is necessary to working in any area of BC, the subcontractor will be obligated to require a permit from the Director EHS. In the absence of Director EHS , The Manager Corporate Security can give a permit.

Director HSE have to be informed before take a photo or video which is relate to the work

To contact's or technical inspector's allowing, Director EHS have to be informed in written In the absence of Director EHS , The Manager Corporate Security can give a permit. Contains:

- Pretender name, who wants to take a photo or video
- Taking a photo or video
  ….. reason, purpose, field of use envisaged, method, level of publicity, date and area.

The BC contact cheked the all procedure of photo or video taking.

It is strictly FORBIDDEN to take photos or videos for personal purposes on the premises of BorsodChem Zrt.

It is strictly forbidden to make the pictures, video recordings or the content of telecommunication activities (video telephony) carried out on the territory of BorsodChem Zrt. available to unauthorized persons or to share them on internet social networking sites!

Authorised employees of the SFGB and the Security and Safety Department are entitled to inspect the equipment of external persons for taking and storing their own photographs or video recordings and the content of the recordings made.

The BorsodChem can look into the photo or video equipment with the subcontractor's or subcontractor's employee's concurrence or without it.
If the staff carrying out the inspection find unauthorised recordings made by the external persons during the inspection of their own equipment, BC Ltd is entitled to impose a sanction fee or ban the offenders. In case of refusal to give consent, the person concerned may be expelled from the territory of BorsodChem.

If the subcontractors take illegal photo or it is found with outsuide/subcontractor's employee, and this photos would be likely to be seriously prejudicial to the BorsodChem Zrt., the Company can apply sanctions which could be imposing of penlaty, or banning of the preparator. The refusal of consent BorsodChem perceives as a lack of cooperation and submission of the circumstances of the case in view of suspicions of unauthorized photos - and / or record a video regarding the individual worker is banned from the territory of BorsodChem.

Taking a photo without permit, and catch the preparatot on the hop, the preparator can be sanctioned with penalty or ban.

During the cheking, the checking assistant of BorsodChem Zrt find other data, photo which is not relate to the BC, the BC Zrt is obliged to maintain strict confidentiality.

If the checking assistant of BorsodChem Zrt find a photo or video on the subcontractor website without permit, the BC can require to clear away. Furthermore the company could be deemed by be imposing of penlaty and/or banning.

If the checking assistant of BorsodChem Zrt find a photo or video on the subcontractor website or communty profile (Facebook, Google+, LinkedIn, MySpace, etc.) or related website without permit, the BC can require to clear away. Furthermore the company could be deemed by be imposing of penlaty and/or banning.

Carrying firearms, any types of firearms and ammunitions, flaubert firearms, gas and alarm firearms, deactivated firearms, explosives, pyrotechnics materials-devices, paint shooting guns, narcotic drugs and alcohol in the area of the company in any way is prohibited.

Despite of prohibition against contractor breaking the regulation the Corporate Security initiates hold of responsibility and escort him/her outside the area of the company with the concerned device after Corporate Security entered it in the minutes.

If contractor company intends to entrance foreign experts (foreign visitors) to its working place located on the site of BC then it can be initiated by BC organizational unit in connection with the contractor on form „Entrance card administrationdata sheet" (Appendix No. V1) or via sending email which will be received by Corporate Security after the director of HSE Management permitted.

23.0 System of material transportation and transportation documents

Material, devices can be delivered from the site of Company exclusively only with forwarding documents having proper form and content.

Names, telephone numbers of user firm and/or organization shall be written on tool storage cabinets, on workbenches, on office and warehouse containers even before their admittances take place. Placing container on the area of the BC is allowed to be executed only in case of permit on it was granted beforehand. The permit is granted by the organization in charge of the service and reception service checks the permit's existence at the entrance.

<u>If contact person or technical controller of contractor company not having fixed place of business on the area of BC is the organizational unit of BC:</u>
Contractor companies are allowed to transport their own devices, materials from the area of the Company on their own delivery notes only in case of they have the forms countersigned (signature, stamp mark) by the technical controller with whom they have contact and they indicate it as a remark that the items transported outside the area of the company do not contain any device, material owned by BC.

<u>If contact person or technical controller of contractor company not having fixed place of business on the area of BC is the firm having fixed place of business on the area of BC:</u>
Contractor companies are allowed to transport their own devices, materials from the area of the Company on their own delivery notes only in case of they have the forms countersigned (signature, stamp mark) by the technical controller with whom they have contact and they indicate it as a remark that the items transported outside the area of the company are not owned by the firm having fixed place of business on the area of BC.
Contractor companies, which have fixed place of business on the area of BC, are allowed to transport their own materials, devices outside the area of the Company with their own delivery notes. There is no need for ask other organizational units of BC to countersign them.
Condition of transporting outside the area of the company is that the firm stamp mark to be left previously at Corporate Security by contractor companies having fixed place of business on the area of BC in order that the delivery notes' conformities are able to be checked at the gates in case of transporting outside the area of the company.

Reception service checks the vehicles leaving the area of the Company on the basis of shipping documents. In case of detailed, pervasive scrutiny becomes necessary to be fulfilled in the course of the checking, this scrutiny shall be performed only on vehicles which engines were stopped previously. The vehicles shall be driven out-of-the-way for the period of their scrutinizes in case of those hinder the traffic.

If material to be delivered is indicated on transportation document in weight unit then there is a possibility for checking of weight on bridge scale located near to Gate 4, from this checking a Scales ticket (Appendix No. V2) will be issued by personnel traffic and trade executive.

Shipments, which cannot be controlled at the goods traffic gate, are checked by the competent employee of Corporate Security on the place where the loading is fulfilled. Corporate Security can be asked to check the loading activities by submitting a request on it in writing or orally beforehand.
At the end of loading activities the fulfilments of checking on shipping documents are certified by the signature of employee in charge of checking and he/she escorts the shipment to the gate.
Employees of Security Management of Corporate Security Department check shipments as well as shipping documents prior to non-ferrous metal materials (e.g. copper, alumina, acid-proof materials)

are transported outside the area of BC. Exit procedure of such shipments are allowed to be performed only in case of existence of shipping documents which were countersigned by the above mentioned employees with their signatures. Checking the shipments is performed at the parking place in front of Corporate Security Department in the case of 7.5 tons permitted largest total weight trucks.

Prior to the delivery of copper materials, the staff of the ŐVO-Vagyonőri Szolgálat (Guardian of the Guardian of the Property) checks the cargo and the transport documents, and then escorts the cargo to the gate. Such consignments may leave the port accompanied by a document signed by the security guard.
Prior to the delivery of a noble metal material (eg., platinum, silver, gold), or titanium in ŐVO Administration Law Enforcement staff checks the shipment, which can be escaped the reception accompanied countersigned the signature document.

The following materials are prohibited to be transported outside the area of the company after 16:00 p.m. on working days and on holidays:

- loads from employee sales.
- precious metals or titanium, unless their delivery is necessary for exceptional work, in which case the on-call staff of the ŐVO may authorise delivery, but prior to delivery a loading control must be requested from the FBŐ and accompanied by them to the exit point.
- those materials, devices, which cannot be reviewed and which require that their loading activities to be checked,
- shipments derived from sales of employees.

Checking the loading activities shall be asked from the ŐVO Property Guard Service prior to storage –as well as staying containers, boxes, cases and non-reviewable shipments are transported outside the area of the company.
The shipment content shall be indicated on the shipping documents. Site guard supervises the process of loading, he/she locks storage devices by using lead seal or security label and he/she escorts the shipment to the gate in case of necessity.

Foreign companies, which do not have fixed place of business on the area of the company, are allowed to transport their own materials, devices outside the area of the company only in case of they possess shipping documents certified by reception service at the admittance. If you want to deliver change in the material, device content compared to previously shipped, the new certificate shall be issued. For companies without an establishment this Act is necessary, confirmation stamp and signature of BC, or "Inside the Company" contact, technical supervisor for.

The construction companies established in the routed delivery of the material using your device delivery note. In their case, it is not necessary or contact technical inspector signature on the delivery note. The loading and shipping them for certification rules of procedure, according to the "Guarding Protection Department and Contractor Information Societies relations" will be personal information. In addition, this policy is available on the website.
https://borsodchem.com/en/safety-first

Materials and goods trading gates and their opening hours:

Gate 1: on working days from 05:00 a.m. to 23:00 p.m., at weekends: closed

Gate 2: every day from 05:00 a.m. to 23:00 p.m.

Vehicle gate: from 05:30 a.m. to 21:45 p.m.

Gate 4: from 0 to 24 hours

Gate 5: from 0 to 24 hours

Gate 23: on working days from 05:00 a.m. to 22:30 p.m., at weekends: closed,
Vehicle gate: from 05:30 a.m. to 21:30 p.m.

Sales Directorate:
on working days from 07:30 a.m. to 16:00 p.m., at weekends: closed**.**
Gate 41: weekdays and Saturdays 0 - 24

Rules of traffic on BC site

In order to maintain the safety and smooth flow of traffic on the internal roads of the Company's premises, which are closed to public traffic, BorsodChem has established traffic regulations primarily, but not exclusively, in accordance with the provisions of the Highway Code.
The quantities of hazardous materials and the applied technologies, which can be found on the area of the company, give the reasons for applying special rules on the area of BC.

- On the area of BC the traffic is allowed to be performed only with such vehicle, which shipment is fixed in accordance with relevant legal provision (Highway Code).
- Passenger transport with vehicles is allowed to be performed only in accordance with 46.§ of relevant legal provision (Highway Code).
- Only such vehicle, which complies with relevant technical - as well as security regulations and does not induce fire or explosion hazard in case of keeping technical- security regulations or in case of its proper usage, is allowed to be used for transportation.
- Flammable fluid and gas are allowed to be transported only in undamaged, closed vessel in conformity with the relevant regulations (bottle, can, barrel).
- Allowed maximum speed of vehicles within the site of the company is 30 km/hour provided that no indicated other on traffic sign prescribing the speed limit.
- Vehicles transporting on the area of BC are allowed to transport only on the built roads and in order to reach their destinations they shall transport on the shortest possible roads in all cases.
- Allowed maximum speed of vehicles within the site of the company is 30 km/hour provided that no indicated other on traffic sign prescribing the speed limit.
- Employees of firms having fixed place of business on the area of the company and building contractors working temporarily on the area of the company are allowed to drive their own vehicles exclusively on the shortest routes among their fixed place of business, their working area and the gates used by them for checking in the area of the company and for checking out from the area of the company.
- Employees of firms having fixed place of business on the area of the company and contractor companies working temporarily on the area of the company are allowed to drive their own vehicles exclusively on the shortest routes among their fixed place of business, their working area and the gates used by them for checking in the area of the company and for checking out from the area of the company.
- In cases of transporting oversized equipment as well as devices, using the route for reaching the destination shall be performed based on the previously prepared route plan, and by taking traffic signs restricting height and placed on pipe bridges crossing the roads into consideration, and by notifying Corporate Security Department about the transportation in advance.

- In case of traffic takes place with a crane, the jib shall be fixed in standstill position.
- Driving tipper trucks is PROHIBITED when their tipper part is raised.
- In cases of performing loading activities, the places for stopping vehicles or vehicles' waiting places shall be assigned in such a way that the traffic is not hindered by these assigned places.
- Driving vehicles on operating plants' internal service roads is allowed to be performed only in case of the affected plant granted the written permit on it previously and in case of barrier, red light signal or signalman does not prohibit it.
- Special attention and circumspection shall be paid to driving vehicles on BC's internal routes at railway crossings, on crossings of narrow-estuary roads, on plants' internal routes and on areas where loading activities are performed.

  On the site of the company several water cooling equipment are operating which can produce hazardous situation depending on the weather conditions. Dense fog-like vapour in their vicinity can restricts the visual distance even for 5 to 10 m additionally condensation of vapour can causes hazard of slipping on the road. To eliminate hazardous situation on such sites vehicle shall be driven according to the visibility and road conditions. Features of vehicle, passangers and load shall be considered.
- Vehicles drivers shall be responsible for complying with the relevant fire protection regulations concerning vehicles.
- In case the vehicle stay in the area BC must bear the name of operator (logo) and the name and phone number of the driver.
- • Do not use hand-held cell phone use while driving.

The driver who braking the speed limit regulations could be sanctioned by" (Appendix No. V3). The sanction is obligatory on all, who travels to the area of BC.

Contractor companies entering the area of BC recognise results of measurements measured by certified speed meter devices on the area of BC.

Disregarding the no entry sign, stop! and give way sign, traffic light barrier's red light, barrier as well as exceeding the allowed maximum speed limit are considered as most serious traffic infraction because of extremely fire and explosion hazard character of BC. Entrance to sites protected by these tables and barriers respectively service roads of plants can be implemented with additional permission in special cases (Work permit Page 2 Point IV "Others"). Permission can be issued by plant manager of relevant site.

In case of HSE infraction of contractor companies, BC invoices sanctioning fee toward contractor companies and in case of traffic infraction the vehicle and/or drivers can be expelled from the site by BC. Table contents the sanctions in Appendix No. V3.

Pedestrians are obliged to go on the pavements built up on the area of BC.
In case of no special route, which is assigned for pedestrians to go on, Highway Code rules are valid.

Competent employees of Corporate Security Department check the vehicles' boots, storage compartments, passenger and engine compartments to a marked degree at the gates in each case. In reasonable case they perform such checkings also on the internal company areas.

Smoking on site of BC is not allowed. Smoking in passanger compartement of vehicles is also FORBIDDEN!

It is forbidden to leave the vehicles alone in such a way that they are able to be accessed and driven by unauthorised persons.

At observance of syren sound warning of an emergency situation all drivers of vehicles and machines are obliged to stop immediately in such a way that traffic is not hindered. Engines shall be stopped and gas mask maintained in stand-by condition shall be put on and leave the area perpendicular to the wind direction, and move to the assembly point.

Special attention and circumspection shall be paid to driving vehicles on BC's internal routes at railway crossings, on crossings of narrow-estuary roads, on plants' internal routes and on areas where loading activities are performed.

On entire site of BC driving, waiting on park sites and covered with breakstone is forbidden. Parking is permitted only in assigned sites. Leaving of vehicle providing it for using by unauthorized person is prohibited. It is forbidden to leave the vehicle that you start using your unauthorized person.

Employees of Corporate Security on the site of BC are entitled to inspect compliance with internal traffic rules. In case of serious or several traffic infraction of contractor companies employees, the perpetrator can be expelled by Corporate Security from the site of the company and in serious case accusation to relevant authority can be initiated.

In the event of a traffic accident resulting in personal injury or death, the competent territorial police authority must be notified via the Dispatch Service and the scene must be left unchanged until their arrival. The scene of the accident may be changed only in order to save life or to rescue and care for the injured, but a record of the changes must be made and communicated to the police officer who intervened at the scene.

Traffic accidents involving personal injury are investigated jointly by the Security and Safety Department and the Health and Safety Department.
Persons, who take part in traffic on the area of BC, are obliged to:

- keep laws regarding road traffic and internal instructions regarding protection of internal roads as well as environment of BC;
- comply with regulations of road signs and keep signals of "signalman" (armed security guard, site guard, railway signalman or employee of reception service) in case of traffic management, diversion;
- transport in such a way that it does not endanger personal and property security, and does not disturb and hinder the others in their transport unreasonably.

Drivers of cars, vehicles not qualified as cars are not allowed to use mobile phone and radio transceiver held in their hands on the way.

Personal conditions of driving vehicles

Persons are allowed to drive vehicles in case of he/she:

- possesses valid permission for driving vehicle in accordance with relevant legal provision and he/she is not forbidden to drive vehicle,
- he/she is in the status making him/her able to drive vehicle safely,

- he/she is not under influence of any drug or narcotic material having detrimental effect on his/her driving ability and no alcohol resulting from alcohol consumption is in his/her body,

Vehicle operator mustn't grant the permit on driving vehicle, or building contractor manager mustn't grant the permit on driving vehicle for such person who does not comply with conditions specified above.

Drivers shall have drivers licence on themselves in the course of driving vehicles. Vehicle drivers shall possess the vehicle owner's written commission or permission which entitles them to drive vehicle.

Criteria of traffic of vehicles

Only such vehicles, which comply with the following criteria, are allowed to be used in the traffic:

- vehicles which possess valid authority licence specified in legal provision,
- vehicles equipped with authority number plate which type, quantity as well as location are in conformity with prescription of special legal provision, and in case of company's internal vehicles, those which are equipped with BC number plate,
- vehicles complying with technical as well as environment protection criteria specified in legal provision;
- vehicles not damaging roads and their accessories and not polluting their environment.

Vehicle drivers are obliged to check the status (operation) of steering device, brake device, tyres as well as obligatory prescribed lighting– and light signalling devices, the existence, the status of authority signal(s), number plate(s) – in justified manner under the given circumstances – before they leave the place of business on the area of the company by driving the affected vehicle (thus especially when they leave their garage).

Vehicle drivers shall have vehicle's authority licences on themselves in the course of driving vehicle unless legal provision prescribes other.

Competent employees of Corporate Security Department of BC are allowed to check whether granted vehicle driving licences are possessed or not and/or whether vehicle registration log books are valid or not.

Stopping of vehicles and their parking

- Parking vehicles on the area of BC is allowed only on places assigned for parking vehicles.
- For the purpose of waiting, stopping vehicles above sewer manholes are Prohibited!
- Parking and waiting with vehicles on plant areas are Prohibited. Staying of vehicles are permitted exclusively for period of materials as well as tools loading activities are performed. After these loading activities were performed, vehilces are allowed to be parked only on places assigned for their parking.

  In case of such works, when work processes make necessary that vehicles to be parked in the close vicinity of affected working area, the organisational unit issuing permit shall indicate it on working permit. (E.g. on area covered with crushed stone.)
- Contact data (full name, mobile telephone number) of drivers shall be indicated well visibly on the place behind windscreens of parking vehicles.
- Full or partial block or closing of traffic routes by vehicles for the purpose of parking, waiting or stopping is PROHIBITED also even TEMPORARILY!

- Half-Track to be a roadblock to the Dispatch Center indicated. Full Roadblock done by enabling the Dispatch Center and the Fire and Disaster Management and Corporate Security enabled.

It is forbidden to stop vehicles in every case when Highway Code also prohibits to stop vehicles.

Checking and sanctioning

- Employees of Corporate Security can carry out breathalyser checkings, which concern vehicle drivers, randomly at every gate when vehicle drivers check in the area of the company and check out from the area of the company. Everybody shall submit themselves to these checkings. In case of positive result, reception service refuses the entrance and withdraw the entrance card of the affected person.
- In case of driver intends to drive vehicle on the area of BC in a status influenced by alcohol drinking, reception service refuses the entrance and notifies territorially competent police through dispatcher service.
- In case of positive result of breathalyser checking, which was performed on the company's internal area and concern vehicle driver (e.g. waiting, goods transportation), Armed Security Guard escorts the affected vehicle driver outside the area of the company. Hereafter the next shift's vehicle driver is allowed to drive vehicle, in case of his/her absence the vehicle driver compartment is closed with placing a security label on it. Subsequently the affected vehicle driver is allowed to drive vehicle outside the area of the company only after new breathalyser checking was performed on him/her and the result is negative and ASG escorts vehicle driver on his/her way on the area of the company.
- Corporate Security checks whether speed limit is observed or not on the area of BC by using certified measurement device.
- In case of infraction of traffic rules, if perpetrators are guests not having contracts or vehicle drivers arrived with transportation purpose, the Company can apply sanctions which can be warning, or the vehicle's and/or the vehicle driver's expulsion.

24.0 Rules of property security

BC Plc is not responsible for guarding of materials and means owned by contractor companies working on the site of the company. Contractor companies shall arrange independenly guarding their valuables also both on premises provided for them and building sites.
Companies are required to take basic asset protection measures for both their own and company property. In particular, they must ensure that premises, containers and tool banks are properly locked, that they are used, that property is supervised during working hours and that it is not accessible to unauthorised persons outside working hours. Negligent failure to do so may result in penalties.

Contractor companies' places of business (buildings, containers) shall be supplied with name of their COMPANIES as well as name and phone number of person to be notified. Corporate Security is authorised to check it and in case of detecting any shortcoming or abnormality, Corporate Security is authorised to take necessary measures. The affected Company is to meet the charge in order that necessary measures to be fulfilled.

In case of crime against property committed to the injury of contractor companies, accusation report to police can be fulfilled by leader of Contractor Company after informing the Corporate Security about the crime.

Contribution of BorsodChem in property protection of Contractor Companies

Based on security service contract

Corporate Security can check how contractor companies fulfilled their property protection obligations, and notifies affected contractor company manager about shortcomings in letter in case of necessity.

Contractor Companies working on the area of the Company shall provide guarding their valuables also both on premises provided for them and building sites.

Ensure the check of persons as well as vehicles traffic at the gates.

Take prompt measures in case of extraordinary events take place, or crime takes place and secure the scene in reasonable case.

Carry out preventive as well as target checkings in order that enforcement of property protection and physical order to be facilitated.

Procedure in case of infringement committed to the injury of External Company

In case of crimes committed to the injury of companies performing activities on the area of BC, the person detecting committed crime shall notify it promptly to Corporate Security. Corporate Security takes primary measures and provide help in reporting it to relevant Authority.

In case of unlawful action or its established suspicion, reporting it to police is the competence of the affected company's manager.

In order to prevent activities against properties in site of the company doors of buildings, office-containers, tool storage places and other warehouses shall be provided with safety locks and windows overlooking external areas shall be covered with protective grilles or films protecting against burglary and with alarm in reasonable case.

Machines, equipment, materials can be storaged outdoor only if their storage can not be solved at indoor places because of their size and quantity.

After working time and on holidays workplaces (workshop, warehouse, office, etc.) shall be safety locked.

Leaders of contractor companies are responsible for locking of site under their management of which performance is inspected by Corporate Security.

After finishing the work rooms and sites shall be closed by assigned persons after they arranged closing of windows and doors and also performed other safety measures (cut off electrical power, locking of water and gas valves, prevention of fire hazard, etc.)

Before holidays locking shall be performed with special care and before several days holiday safety measures determined casually by Corporate Security shall be done.

25.0 List of property protection appendices

Appendix V1: Permit request for temporary entrance in e-mail format

Appendix V2: Sanctions regarding to the contractor companies

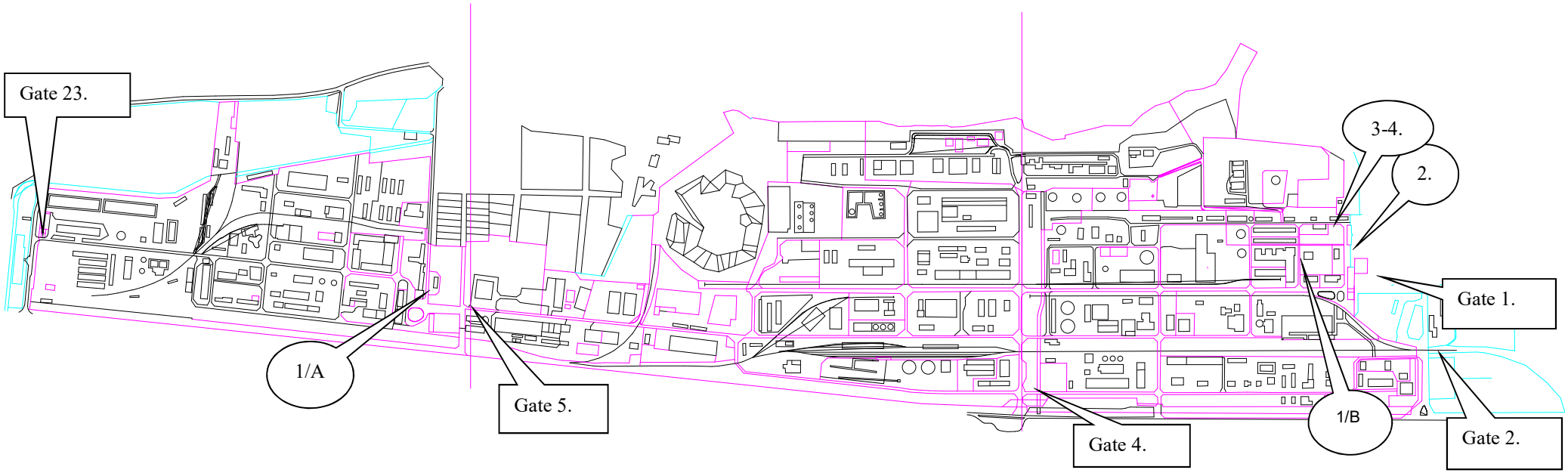
ENTERING GUIDE FOR CONTRACTORS/SUBCONTRACTORS

1. Entering at the nearest Gate of place the signing contract. The contract should be undersigned in **Engineering & Project Implementation** building (1/A) or in **Maintenance Coordination** building (1/B). After signing the contract, the company will e-mail you the access ID and password for https://bcextranet.borsodchem.eu/ewp/Login.aspx

2. The contractor records the employee through https://bcextranet.borsodchem.eu/ewp/Login.aspx and applies for medical examination.

3. With valid medical permission the contractors have to participate in Labour Safety training in training room of **Environment, Health Protection and Safety Management.**

4. With the properly filled forms that verify the medical permission and safety training (mentioned in 1. section), the contractors have to go to **Corporate Security** in order to get their contractor entering cards with photo.



Appendix No. V1
Property Protection Regulations

Permit request for foreign visitor(s)/employee entrance
(e-mail format)

Data of entrance claimant

Name/company name:

Phone No. of official in charge:

Mailing address:
Object of the entrance:
Date of entrance:
Date of departure:
Place of entrance:

Data of entering person(s)
Citizenship:
List:
Company name:

Vehicle
License plate number:
Type:
Is work subject to authorisation or not:

Appendix No. V2

http://www.borsodchem-group.com/Our-policies/Safety.aspx