

## ANNEX 6

# HEALTH, SAFETY AND ENVIRONMENTAL PROTECTION REQUIREMENTS IN THE COMPANIES OF THE INA GROUP - HSE APPENDIX TO THE CONTRACT

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## 1 OBJECTIVES, ENTRY INTO FORCE AND ACCEPTANCE OF CHANGES

- 1) The purpose of this Health, Safety and Environmental Protection Appendix (hereinafter: HSE Appendix) is to ensure that:
  - Contractors and suppliers of goods engaged by INA Group companies (hereinafter: Contractors), as well as their Subcontractors, are familiar with all health, safety at work, and Environmental protection rules (hereinafter: HSE Rules) that must be observed when performing contracted works, providing services, or delivering goods, in order to conduct activities in a safe manner for people, the Environment, and property.
  - Contractors understand the HSE controls implemented at INA Group locations.
  - Contractors are informed about sanctions arising from non-compliance with HSE Rules.
- 2) To this HSE Appendix the term Contractors includes Contractors, service executors/service providers, and suppliers of goods.
- 3) HSE Rules include all rules prescribed by this HSE Appendix as well as all applicable legal and regulatory requirements governing the HSE area.
- 4) This HSE Appendix enters into force on the date specified on the first page of this document. By concluding a Contract with the INA Group, the Contractor confirms that it is familiar with the content of the HSE Appendix, that it is clear and fully understandable, and that the Contractor accepts it entirely.
- 5) INA Group reserves the right to amend and/or supplement the provisions of this HSE Appendix at any time. Any amended HSE Appendix will be published on the INA d.d. website. INA Group will notify the Contractor (in accordance with the “Official Communication” clause of the Contract or by delivery to the e-mail address registered in the court register) no later than 15 calendar days prior to the entry into force of the amended Appendix.
- 6) If the Contractor disagrees with the amended HSE Appendix, it must notify the INA Group within 10 calendar days from the date of receiving the notification, stating the reasons for disagreement. In such a case, the contracting parties will negotiate mutually acceptable conditions for continued contractual cooperation. The Contractor may not dispute amendments that do not affect or alter the legal or economic/commercial nature of the existing contractual relationship. If no mutually acceptable agreement is reached, the current version of the HSE Appendix remains in force.
- 7) If the Contractor fails to respond within the 10-day period, it will be deemed that the Contractor has accepted the amended HSE Appendix.

## 2 OBLIGATIONS OF CONTRACTORS AND SUBCONTRACTORS

- 1) All Contractors and their Subcontractors must perform work in full compliance with this HSE Appendix, all applicable laws and regulations (especially those related to HSE), and the internal regulations of the Client or the owner/manager of the workplace.
- 2) All works/activities must be performed in a manner that prevents incidents and avoids injuries at work.
- 3) All contracted works must be carefully planned, hazards identified, and risks assessed and controlled for the entire duration of the contract.
- 4) Contracted goods relevant to HSE must be selected in a way that ensures all associated risks (including, but not limited to, risks to human health and the Environment, physical hazards, packaging and labelling, and transportation of dangerous goods) are assessed and controlled throughout the contract period and during the use of such goods.

- 5) A supplier of goods subject to Regulation (EC) No. 1907/2006 (REACH) must fully comply with the requirements of REACH and all applicable chemical safety legislation.
- 6) **For complex high-risk works**, the Contractor must develop a **Work Execution Plan, defining the minimum requirements for safety and health protection on site**, based on a preliminary risk assessment. The plan must be submitted no later than the pre-mobilization phase.
- 7) The Contractor is responsible for its Subcontractors and must:
  - notify the Client of all Subcontractors at least 8 days before the start of work;
  - verify that Subcontractors possess all required documentation and certificates required by legislation and this HSE Appendix;
  - ensure that Subcontractor documentation is available at the worksite at all times;
  - comply with the limitation on subcontracting levels when an SSC (single service company) acts as the Contractor, a maximum of 2 subcontracting levels is permitted;
  - for investment projects, a maximum of 2 levels below the main Contractor (total 3 levels below the investment-managing organizational unit) is permitted; exceptions may be approved by the Client;
  - inform Subcontractors about all INA Group HSE requirements and ensure their implementation;
  - supervise Subcontractor work;
  - include contractual provisions obliging Subcontractors to accept penalties imposed for HSE violations;
  - pay penalties to the INA Group for Subcontractor violations of HSE Rules;
  - ensure each Subcontractor worker is properly trained and competent for the job;
  - **ensure workers are familiar with all hazards related to their work, including risks of fire, explosions, and releases of hazardous substances;**
  - ensure workers understand site safety rules, emergency response, escape routes, and safe work practices;
  - ensure all Subcontractor workers attend required training, understand the instructions, and pass any required tests;
  - ensure compliance with HSE Rules and safe work procedures at all times;
  - establish a programme ensuring workers in process plants or handling dangerous goods are properly trained and not exposed to undue influence;
  - immediately report any hazard arising from Subcontractor work;
  - **apply the general OSH prevention principles (elimination, substitution, redesign, insulation, administrative measures, PPE) to reduce or eliminate risks;**
  - ensure that each Subcontractor worker has appropriate PPE and, where required, collective protective equipment; In operational technological areas, a minimum of non-combustible antistatic clothing and S3 protective high-top shoes is mandatory;
  - ensure that only authorized and trained persons have access to the worksite;
  - ensure that access to food preparation areas is limited to authorized personnel.
- 8) Any Subcontractor engagement must be defined in the Contract. Any change or addition of Subcontractors requires prior written consent from the Client. All Contractor and Subcontractor

employees must attend site-specific training and be familiar with the HSE Rules set out in this Appendix.

- 9) Contractor must participate in the handover of the worksite. Participants must include:
  - responsible persons of the Contractor and Subcontractor,
  - maintenance unit of the Client,
  - responsible person of the facility/organizational unit where works will be carried out,
  - for investment works: the responsible person of the investment unit (e.g., project manager),
  - an HSE representative responsible for the location,
  - representatives of all other Client units involved in the works.
- 10) Contracted works may begin only with a valid Permit to Work issued by the Client.
- 11) The Contractor must continuously supervise its workers and Subcontractors to ensure compliance with the Work Plan and Permit to Work. **For complex, high-risk works, Contractor HSE experts must provide continuous supervision throughout the work.**
- 12) In case of non-conformities identified during inspections, penalties may be imposed as per Annex 3.
- 13) Authorized representatives of the Client and the Contractor must inspect the worksite upon completion, verify waste disposal, and sign a handover record.
- 14) Contractors are evaluated based on their compliance with HSE requirements, including level of LSR violations, number/severity of incidents, and penalties imposed.
- 15) **For its foreign workers and the foreign workers of its subcontractor, the Contractor is obliged to ensure adequate communication at the worksite in a language they understand, so they can comprehend the hazards related to the work they will perform and apply the measures required of them.**
- 16) .All documents referenced in the HSE Appendix must be submitted during the tender phase.
- 17) All obligations related to Subcontractors apply equally to all additional subcontracting levels within the contracting chain.

### 3 OBLIGATION OF THE CONTRACTOR

- 1) The Contractor is obliged to:
  - Possess valid evidence of the competence of its own workers and the workers of its Subcontractors to perform specific types of work at the workplace, including at minimum: proof of professional competence, competence for safe work and fire protection, and first-aid competence.
  - Submit a valid medical certificate for its workers and Subcontractor workers performing jobs with special working conditions.
  - Ensure that all existing certificates for its own employees and Subcontractor employees—as well as certificates for chemicals and equipment—are uploaded into the INA Group information system. A username and password will be provided for the duration of the contract.

- Hold safety meetings (toolbox talks) before each shift or before the start of complex operations that, due to their nature and risk level, may endanger people or the Environment.
  - Carry out works strictly in accordance with the issued Permit to Work.
  - Possess all legally prescribed documentation at workplaces, including technological documentation, regulations, safe-work instructions for all operations and phases of work, technological diagrams and equipment designations, procedures, instructions for chemical handling, attestations, certificates, inspection logs with defined deadlines, safety and technical data sheets, and certificates of equipment integrity, including noise level testing where applicable.
  - Perform mandatory technical inspections and adjustments of safety elements and devices in accordance with manufacturer requirements.
  - Conduct all prescribed functional tests and required measurements.
  - Properly maintain all work equipment.
  - Ensure and supervise the use of personal protective equipment (PPE).
  - Mark workplaces with all necessary prohibition, warning, and instruction signs.
  - Organize and ensure the provision of first aid to workers in case of workplace injury or sudden illness until transfer to a medical facility. At workplaces where up to 50 workers operate simultaneously, at least one trained person must be appointed for first aid. For every additional 50 workers, one additional first-aid-trained person must be appointed.
- 2) Immediately report all incidents, unwanted events, and potentially dangerous situations to the responsible persons at the INA Group location.
  - 3) Supervise its own employees and Subcontractor employees during the execution of works to ensure compliance with all HSE requirements.

#### 4 GENERAL PART

##### 4.1 Particularly Dangerous Works and Hazardous Areas

- 1) The following activities are classified as **particularly dangerous works** for the purposes of the HSE Rules:

No.	Type of works	which includes:
1	Excavation works and works at height	<p>All activities in technological areas/in the technological Environment that involve excavations at least 0.8 m deep in relation to the original level, regardless of the nature of the work (manual work or work with machines) and the reasons (digging, foundation for any building, drilling, landscaping, etc.)</p> <p>All work carried out at height requires:</p> <ul style="list-style-type: none"> <li>- a fixed work platform with a fence at least 1 meter high and other legal requirements;</li> </ul>

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

XII	Digging, underground and tunnel cleaning works	Related to T. IX (work in a confined space)
XIII	Diving work using pressurized air	Diving work, work in areas where the oxygen concentration is less than 17% GVI
XIV	Road and rail traffic works and other works not listed from I-XIII	Road and rail traffic works

- 2) A hazardous area is any operational zone of INA Group where dangerous substances or hazardous energy sources exist and may cause harm. EX zones at INA Group locations is defined based on the frequency and duration of explosive atmosphere occurrence, in accordance with legal regulations.

#### 4.2 Explosion hazard zones (EX zones)

- 1) In EX zones, it is strictly prohibited to:
- Use tools, devices, or equipment with manual, mechanical, pneumatic, rotating or similar propulsion that can create sparks or heat.
  - Smoke or use open flames.
  - Store oxidizing, reactive, or spontaneously flammable substances.
  - Store flammable or unrelated materials not intended for the technological process.
  - Allow access to vehicles capable of generating sparks.
  - Wear clothing/footwear that may generate static electricity (**e.g., synthetic clothing or non-antistatic shoes**), except in Zone 2 were permitted by specific regulation.
  - Use work equipment not properly protected against static electricity.
  - Use non-EX-rated electronic devices (including mobile phones).
  - All works in danger zones are carried out under the special supervision of PEX protection experts and fire and occupational safety experts.

#### 4.3 Life Saving Rules

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

#### 4.4 Stop Card System (hereinafter: SCS)

- 1) SCS is a tool for the integration of behaviour-based safety programmes, basic safety rules and authorisations to stop work, to prevent injuries and occupational diseases in the workplace through training of INA Group employees and Contractors in observing each other's activities, recognizing hazards and building a culture in which unsafe actions and unsafe conditions can be openly

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

- identifying/identifying unsafe actions/unsafe conditions; immediate correction of unsafe actions and unsafe conditions, which includes action to stop an unsafe action where work is stopped;
  - Recognizing safe actions and behaviours
  - in the Stop card it is necessary to enter the details related to the findings; where immediate corrective action could not be taken, recommendations shall be provided;
- 2) Stop cards need to be inspected regularly (it is recommended daily or as the longest frequency per week) and corrections should be made to the management system, work instructions, procedures, etc. when necessary.
  - 3) In the event of an unsafe action or unsafe condition observed during a behavioural check, routine or unplanned presence at the workplace, a Stop Card should be filled out with details of the findings.
  - 4) The completed STOP card is handed over to the site manager or HSE expert.
  - 5) The number of completed STOP cards is one of the criteria for rewarding and it is desirable to fill in as many cards as possible.
  - 6) Stop cards in paper form are available at locations/places of work.

#### **4.5 Alcohol, other addictive substances and smoking**

- 1) Working under the influence of alcohol or other intoxicating substances is strictly prohibited, as is bringing such substances onto INA Group premises
- 2) If the person conducting the supervision at the location of the works suspects that the worker performing the works is under the influence of alcohol, the person conducting the supervision is obliged to take the following measures:
  - a) Ask the Contractor to carry out breathalyser testing of workers on site in the presence of the person conducting the supervision by the Client and the Contractor's work manager, or
  - b) Conduct breathalyser testing of Contractor workers in the presence of the Contractor's work manager;
  - c) A state under the influence of alcohol is a condition in which the measured value of alcohol in the exhaled air is more than 0.0 mg/l, or more than 0.0 g/kg in blood.
  - d) In the event that the result of the breathalyser test is positive, the person supervised by the Client is obliged to ask the Contractor's representative to remove the worker from the INA Group location;
  - e) If the Contractor's worker refuses to undergo breathalyser testing, the person supervised by the Client is obliged to request the Contractor's work manager to remove the worker from the INA Group's location;
  - f) In the event that the results of the primary on-site breathalyser test are negative, but there is still a suspicion of alcohol intoxication due to the ability of the worker concerned to perform the work, the person conducting the supervision is obliged to remove such worker from the INA Group location in the presence of the works manager and recommends a comprehensive medical examination to ensure the safety of the person concerned;
  - g) The procedure of checking whether a worker is under the influence of alcohol can be carried out in writing by the appointed persons of the Client or the Contractor and must be trained by an authorized company.

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

#### 4.6 HSE Qualification

##### 1) HSE Qualification:

- In the case of **low-risk works**, the Bidder does not need to pass the HSE qualification if it has not caused incidents in previous years, but it must undertake with the Statement that it and its Subcontractors will comply with the legal requirements and the requirements of the HSE companies of INA Group;
- For **works of medium and high risk**, the Bidder must pass the HSE qualification in accordance with the minimum requirements. Evidence that the Bidder must provide:
  1. A signed statement as defined by the Preliminary Risk Assessment at the tender stage.
  2. Existence of a safety management system:
    - A. In the case of **works of medium risk**, the acceptable evidence, in order of importance, is:
      - a) A valid SCC\*\* or SCCp certificate for the company and employees, **or**
      - b) A valid ISO 45001 certificate, **or**
      - c) Successful HSE qualification audit conducted by an accredited certification body contracted by INA Group (valid for 5 years), **or**
      - d) A successful HSE qualification audit conducted by INA Group experts (*Form 3*), valid for 5 years, with a positive last HSE post-evaluation by INA Group (if the Contractor was previously hired), **or**
      - e) The Contractor is on the list of INA Group Contractors who do not have to pass the HSE qualification (e.g. Contractors with a monopoly for

certain works). The list is proposed by HSE experts and approved by the Director of HSE at INA d.d.

- B. In the case **of complex works with high risk**, the Bidder shall, at the tender stage:
- a) Have a valid SCC\*\* or SCCp certificate for the company and employees, or have proof that the company is in the certification phase, which will be completed by the end of the tender process, **and**
  - b) Accept and meet the requirements of the HSE qualification audit.
- 2) For **all Subcontractors who will perform works of medium and high risk**, the same rules for the HSE qualification apply as for the Contractor, which includes the mandatory implementation of the HSE qualification audit.
  - 3) During the tender procedure in the case **of complex works with a high degree of risk**, the Contracting Authority is obliged to ensure that the Bidder visits the location (in a coordinated manner if there are more than one places), before the deadline for submission of bids, with the aim of interpreting and clarifying the preliminary risk assessment, reviewing the location and future works, interpreting and clarifying any HSE requirements, etc.
  - 4) The required certifications (SCC\*\* or SCCp and ISO 45001) and the HSE qualification audit report must be available in SAP Aribu.
  - 5) Deviations from the prescribed rules are allowed in the following cases:
    - a) Works on **exploitation offshore facilities with a high degree of risk**: the potential Contractor must pass the HSE qualification in the tender phase by proving the established system with the ISO 45001 certificate and the mandatory implementation of the HSE qualification audit at the Bidder. SCC\*\* or SCCp certification is desirable but not mandatory.
    - b) To perform diving work, divers must be qualified in accordance with the international standard IMCA (International Marine Contractors Association) and the applicable national regulations of the country in which the work is carried out. SCC\*\* or SCCp certification is not applicable for this type of activity. If the works are of a high level of risk, it is mandatory to conduct an HSE qualification audit at the Bidder.
    - c) For works of high and medium risk **carried out under the Public Procurement Act (RH)**, the HSE audit is carried out at the Contractor's premises, after the conclusion of the contract and before the execution of works to determine the compliance of the Contractor's HSE system with the HSE requirements of INA Group. In the event of deviation from the HSE requirements of INA Group, it is necessary to define actions and deadlines for eliminating non-compliance. Identified non-conformities should be eliminated before the start of works.
    - d) In emergency situations (e.g. fuel spillage into the soil, rivers, sea, etc.), which require urgent action by the Contractor who is not qualified by the HSE Contractor, and due to the time constraint it is not possible to carry out the HSE qualification, the Contractor is obliged to sign a statement undertaking that all works will be carried out in accordance with the legal requirements of the HSE Contractor.

- e) For works that are planned to be carried out based on an existing framework contract for which an HSE qualification has been previously carried out. Potential Contractors are obliged to ensure the continuous validity of all certificates based on which they have acquired their HSE qualification. The certificates must be valid for the entire duration of the framework contract. In the event of the expiration of any of the certificates, the Contractor is obliged to provide new, valid certificates in a timely manner and make them available in the SAP Ariba system, without delay.

#### 4.7 On-site Education

- 1) Every employee of the Contractor and Subcontractor who performs works at the locations of INA Group companies (on land and at sea) is obliged to participate in the training conducted by the HSE expert of INA Group. **Without training and passing the exam, the workers of Contractors and Subcontractors cannot start performing works.** The education minimally includes the following areas:
  - The Life Saving Rules.
  - STOP Card System,
  - Permit to Works,
  - Arrangement of the work site, general information,
  - Sources of danger at the work site,
  - Possible risks on the job site,
  - Code of Conduct, Rules for the Execution of Works,
  - Rules of conduct in emergency situations,
  - Control,
  - The results of the training are recorded by testing and minutes.
- 2) In addition to the introductory education, the Contractors discuss the issues of health, safety and Environmental protection with the competent organizational unit/person in charge of the HSE of INA Group and the construction site manager:
  - Every day before the start of the work (*eng. Toolbox meeting*),
  - at weekly meetings,
  - at the Daily and Coordinating Meetings, and
  - at the place of execution of works before the issuance of the Permit to Work.

#### 4.8 Emergency Instructions

- 1) An emergency is an event that may pose a danger to the safety and health of people, a danger to property or have a negative impact on the Environment;
- 2) The following events are considered extraordinary:
  - Injury at work;
  - Fire and explosion;
  - Harmful impact on the Environment (leakage, spillage, release of hazardous substances into the working Environment ...);
  - Production losses, damage to equipment and facilities;

- Potentially hazardous situations (POS) with possible consequences for people, equipment or the Environment.
- 3) Each worker is obliged to immediately report the observed danger to the manager in charge of the location where the danger was observed.
  - 4) In case of emergency:
    - Stop working;
    - Switch/close off all sources of possible ignition – internal combustion engines, electrical equipment, gas lamps, fire pipes in use, turn off machinery and equipment, ventilation, etc.;
    - Follow the instructions;
    - For the continuation of the works, it is mandatory to re-issue the Permit to Work by all participants.

#### 4.9 Event Registration and Records

- 1) INA Group companies record and report all events that occurred at the site of works, and it is the obligation of Contractors and Subcontractors to report and participate in all activities related to the event that occurred during the execution of works.
- 2) Contractors and Subcontractors **are obliged to immediately, without delay, inform the works manager/HSE expert/coordinator/manager in charge of the location about the occurrence of a near miss situation (NM) and an HSE incident at INA Group's locations.**

#### 4.10 Roads and Parking on Site

- 1) Vehicles may enter and remain on site only with valid authorization, issued for a defined purpose and duration.
- 2) Vehicles must use only the roads specified in their authorization and may stay on site strictly within the permitted time frame.
- 3) The authorization must clearly state the maximum permitted height of the vehicle to ensure safe passage under overhead structures.
- 4) Parking areas for vehicles required for performing works must be agreed in advance, clearly marked, and arranged so that parked vehicles do not interfere with ongoing operations.
- 5) Cables and pipelines crossing roads must be elevated to a safe height to prevent vehicles from becoming caught.  
If elevation is not possible, appropriate warning signs must be placed, and cables/pipelines must be protected (e.g., routed under the road using protective covers).
- 6) Parking for workers' personal vehicles must be separated from areas designated for bulk-material vehicles and vehicles transporting hazardous goods and located as far away as reasonably practicable from the work area.
- 7) If work is performed at night, adequate lighting must be ensured in all active parking and traffic areas.

**Parking in areas that impede access to fire equipment or on marked fire roads is strictly prohibited!**

#### 4.11 Entering Data into the Information System

- 1) All Contractors and Subcontractors must enter all required information regarding workers, work equipment, and hazardous substances into the INA Group information system (INA HSE WebCorner) immediately upon contract award and throughout the entire duration of the contract. Access credentials to the application will be provided after contract conclusion
- 2) Contractors are responsible for ensuring that all Subcontractors fully comply with the obligation described in Point 1 while performing works at INA Group locations
- 3) All contact information stored in the database must be accurate, complete and available always
- 4) Each company may access only its own data and cannot view or modify the data of any other company. However, Contractors remain responsible for ensuring that all their Subcontractors consistently fulfil the data-entry requirements defined in Item 1 while performing works at INA Group locations

#### 4.12 Tidiness and Cleanliness of the Workplace

- 1) The Contractor and all Subcontractors are responsible for maintaining cleanliness and order at the workplace, within buildings, and in all areas where work is performed. This includes the following requirements
  - Spillages must be cleaned immediately using an appropriate absorbent.
  - Passages and walkways must remain clean and unobstructed; cables and hoses routed through walkways must be positioned at least 2 meters above head height or otherwise protected.
  - Access to emergency exits, firefighting equipment, electrical junction boxes and similar equipment must not be obstructed.
  - Materials and chemicals (where used) must be stored neatly, considering compatibility, and placed on stable, designated surfaces or storage areas.
  - Combustible waste must be disposed of only in prescribed containers, which must have lids and be placed away from ignition sources.
  - Waste must be segregated at the point of generation and disposed of in designated containers clearly marked with the waste name and waste code.
  - Cylindrical objects must be secured to prevent uncontrolled movement. Full gas cylinders must be stored separately from empty ones, secured with a chain or other restraint to prevent tipping, and fitted with protective valve caps.
  - Areas for food preparation and consumption must be clean, hygienic and well maintained.
  - Food may not be stored or consumed on work surfaces but only in designated dining or rest areas.
  - Sanitary facilities must be always maintained in a clean and functional condition.

#### 4.13 Environment

- 1) All materials and chemicals used by the Contractor on site must be properly stored to prevent any leakage or spillage. The Contractor shall implement appropriate measures to prevent the release of hazardous substances into the Environment.

- 2) The Contractor is responsible for providing spill-response equipment required for the remediation of minor Environmental pollution (spills up to 5 litres), including but not limited to: dispersants, absorbents, agents for collecting oil and petroleum products from dry surfaces, shovel, broom and metal spatula, absorbent rolls/cloths, stainless steel container for collected waste materials.
- 3) Fuel transfer pumps must be used in accordance with the manufacturer's instructions to prevent spillage during refuelling operations.
- 4) The Contractor must use natural resources and energy efficiently and in a manner that minimises Environmental impact.
- 5) All wastewater generated by the Contractor's activities must be properly treated, either at an available wastewater treatment plant or, if permitted, discharged into the site's sewer system.
- 6) Vehicles, machinery and equipment with damaged exhaust systems must not be used on site. Any such equipment must be repaired prior to entering the worksite or, if damage occurs during operation, immediately taken out of service until repaired.
- 7) Upon completion of the work, the Contractor must clean the worksite and remove all remaining materials, waste and equipment.

#### 4.14 Hazardous Chemicals

- 1) Hazardous chemicals are all substances and mixtures that have an adverse effect on human health and/or the Environment;
- 2) A hazardous chemical must not be supplied and/or used without the prior approval of a HSE expert appointed by the Client;
- 3) The Contractor (depending on whether it is a Contractor, service provider or supplier of goods) should:
  - in cooperation with the site owner, agree on the place of storage of hazardous chemicals on the site and the maximum amount that they are allowed to bring to the site;
  - provide a list of hazardous chemicals with the corresponding Safety Data Sheets for each hazardous chemical;
  - have a Safety Data Sheet (SDS) for each chemical in accordance with the legal regulations of the country in which INA Group operates;
  - mark all hazardous chemicals with visibly displayed hazard pictograms that show the hazardous properties of the chemical and hazard pictograms related to transport in accordance with the legal regulations of the country in which INA Group operates;
  - in cooperation with the competent organizational unit/person in charge of the HSE, it is appropriate to mark all locations on the site where hazardous chemicals are located, define the maximum possible quantities stored, handle hazardous packaging and provide fire extinguishers.
- 4) Workers working with hazardous chemicals must:
  - be informed of the presence of hazardous chemicals in their workplaces, SDS and instructions for working with hazardous chemicals must be available to all workers;

- wear appropriate protective clothing, footwear and other protective equipment while working with chemicals in accordance with the SDS and applicable regulations on occupational safety, and in accordance with the activity they perform;
  - be professionally trained, i.e. they must have the necessary knowledge about protection against hazardous chemicals with which they work;
  - depending on the properties of hazardous chemicals, have responsible persons under whose supervision all parts of the work with hazardous chemicals are performed, with the prescribed knowledge of protection against hazardous chemicals in accordance with the legal regulations of the country in which the INA Group company operates;
  - perform medical examinations before starting to work with hazardous chemicals and obligatorily refer them to periodic health check-ups in accordance with occupational health and safety regulations, chemicals and risk assessment;
  - have equipment for working with hazardous chemicals that is resistant to the chemicals with which it comes into contact;
  - have first aid and decontamination funds provided;
  - have premises for maintaining the general hygiene of workers;
  - have containers for contaminated personal protective equipment.
- 5) The following instructions must be prominently displayed at the workplace where chemicals are handled:
- instructions for working safely with hazardous chemicals;
  - telephone number 112;
  - short and clear instructions on how to report to responsible persons and state bodies, i.e. services in the event of an accident;
  - means of wireless communication within the reach of workers in field conditions, i.e. the transport of chemicals;
  - a list of workers trained to provide first aid.

#### **4.15 Marking of the place of execution of works**

- 1) Any person who performs work that is dangerous to others or creates a danger is responsible for erecting and maintaining the appropriate fence,
- 2) The strips only provide visual warnings ("psychological fence"), they do not provide physical protection. The straps must be placed at 1.5 m from the place of danger of falling, and if this is not possible, a protective fence must be installed,
- 3) A protective fence is installed if there is a risk that a worker may fall from a height into the depths or dig through openings,
- 4) Protective fences are mandatory around:
  - Places from which there is a possibility of equipment and materials falling on workers passing through that road,
  - Excavations,
  - Openings in the floor, raised podiums or roofs,
  - Danger zones below the place of work at heights,

- Areas where cranes and loads swing,
  - Radiographic danger zones.
- 5) Signs must be used with fences in such a way as to identify the specific hazard that exists,
  - 6) Illuminated/flashing signage must be used on fences in low-light areas where traffic is expected at night and must be discernible from a distance.
  - 7) In the event of a traffic safety hazard, mobile prohibitor signs for all vehicles are temporarily placed on the road.

#### 4.16 Permit to Work

- 1) Works can only begin with a valid Permit to Work.
- 2) An operating permit is a written document that prescribes the measures and conditions for the execution of works at a specific location, for a certain period of time;
- 3) The issuance of the Permit to Work is preceded by a job safety analysis (JSA), which the Contractor is obliged to prepare and submit immediately before the issuance of the Permit to Work, and is mandatory for works of medium and high risk. The preparation of an Immediate Risk Assessment (LMRA) is mandatory before the start of any activity, carried out by the Contractor, to determine whether all safety requirements for the execution of works are met. The minimum content of the forms for JSA and LMRA is defined in the internal documents of the INA Group (document: *Safe Operation and Work Practices*).
- 4) There are several types of Permit to Works, and which will be applied depends on the type of hazard,
- 5) The Contractor and all its employees are obliged to comply with the provisions and requirements of the Permit to Work;
- 6) All issued Permit to Works are an integral part of the technical documentation on the site and must be available at the site of work;
- 7) A Permit to Work must be issued for each work activity and the Contractor or its authorized representatives must participate in the process of issuing the Permit to Work;
- 8) The Operating Permit must be issued and signed by all participants listed in the Permit. Each of the signatories retains their copy of the Permit;
- 9) A Permit to Work can be issued only for one type of work and only for one Contractor. If more than one Contractor performs works, each Contractor is issued a special Permit to Work with mandatory coordination of activities;
- 10) The Permit to Work is valid only for the period of time specified therein;
- 11) The Permit Issuer may extend the validity of the Permit only if the permitted works have not been completed within the given deadline and the circumstances have not changed;
- 12) Upon completion of the works, the Permit to Work should be closed by the representatives of the issuer and the recipient and should contain the reason for the closure, the date and time of closure;
- 13) **Upon completion of the works, the Contractor is obliged to clean the location of residual materials and means of work, and only after that it is possible to conclude the Permit to Work and hand over the works.**

See the document:

*Issuance of Permit to Works in INA Group Companies*

*Safe work and work practices*

#### **4.17 Personal protective equipment**

- 1) It is forbidden to work without the prescribed personal protective equipment (PPE);
- 2) The Contractor is obliged to provide its workers with adequate PPE in accordance with the Permit to Work and the requirements of the location where the works are carried out, and to continuously monitor proper use;
- 3) At operational technological sites, the following protective equipment is mandatory:
  - a. Non-combustible antistatic clothing
  - b. S3 Safety High Boots
  - c. Safety helmet with drawstring
  - d. Safety glasses
  - e. Protective gloves
  - f. Hearing protection
- 4) When working at height, it is mandatory to use equipment for work at height;
- 5) In indoor work and in works where dangerous substances appear, it is mandatory to wear respiratory protective equipment;
- 6) Other PPE shall be used as necessary with regard to the works to be carried out;
- 7) The worker is obliged to do the following:
  - i. continuously use the prescribed PPE;
  - ii. maintain PPE in working order;
  - iii. inform the immediate manager of works about errors and damage to PPE;
- 8) Failure to use adequate protective equipment, especially life-saving equipment (equipment for work at height and respiratory protection equipment) is severely punishable and results in the removal of the offender from the location and the initiation of penalization proceedings against the Contractor (*Annex 3*).

#### **4.18 Work equipment**

- 1) The Contractor must provide and maintain the workers with correct, safe work equipment adapted for work, which must not endanger their safety and health, property and the natural Environment during work;
- 2) Work equipment in use must bear the manufacturer's mark in a visible place;
- 3) If the safety of workers is not ensured by construction solutions, then appropriate technical protection measures (protection, protective device, etc.) must be taken to prevent workers from entering the dangerous area of work equipment during work;
- 4) Work equipment must be appropriate to the type and manner of performing work tasks, i.e. it must be appropriately adapted for this purpose, so that its use does not endanger the safety and health of workers;
- 5) Work equipment may only be used for work tasks and under the conditions for which it is intended;
- 6) After installation or relocation and before the start of use, the work equipment must be inspected by an authorized person and approved for its commissioning or, where provided for by a special

regulation, the authorized person must issue a document showing that the work equipment is correctly installed and can be used in accordance with the instructions;

- 7) Work equipment must be equipped with a safe device for complete and safe stopping of moving parts;
- 8) Work equipment must be equipped with adequate protection against direct or indirect electric current;
- 9) Work equipment must be tested and test documentation must be available on site.

#### **4.19 Energy control/isolation (LOTO – lock out tag out)**

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

*See the document:*

*Issuance of Permit to Works in INA Group Companies*

*Safe work and work practices*

#### **4.20 Lifting and moving**

- 1) Only trained and authorized workers may operate lifting and handling equipment and devices.
- 2) The equipment and devices used must be in good working order and serviced in accordance with the manufacturer's instructions.
- 3) Lifting equipment must be fit for purpose (e.g. rated capacity) and appropriate to the load.
- 4) A signalling worker must be appointed whenever necessary (e.g. blind lifts, critical lifts) and positioned to have constant visual contact with the crane operator. If visual contact with the crane operator is not possible, it is necessary to use voice communication equipment. Only one person may be appointed as a signaller.
- 5) Manual straightening ropes when lifting loads is the preferred method of load control. In cases where the load must be physically directed or manually placed, precautions and auxiliary tools/devices should be applied to reduce the exposure of workers.
- 6) It is forbidden to hold or allow workers to be held under a load, and it is forbidden to lift a load over a worker.
- 7) The area in which the lifting of the load is carried out must be secured (e.g. straps, obstacles) and the lifting path free. If there is a possibility of persons entering the area where the lifting is carried out, it is necessary to appoint a worker to control access to the area.

- 8) The lifting operation must be terminated immediately if safety is compromised (e.g. weather conditions), when the instructions are unclear or in the event of communication breakdown.
- 9) A lifting plan should be developed for critical lifting activities. Lifting plans must include at least the following:
  - General information (date, location, description of the pick-up);
  - Information about workers (crane operator, fitter, signalling person);
  - Crane information (type, crane capacity at lifting point radius and arm angle);
  - Load information (weight, configuration of loops and connections);
  - Methods of communication;
  - Approvals.
- 10) All lifting and relocation activities must comply with applicable regulations.

#### 4.21 Work at height

- 1) All workers who are on a walking surface or working with an unprotected side, an unprotected edge or a surface hole, where there is a possibility of falling from 1 metre or more, must be protected from falling by using:
  - Guardrail systems, safety net systems, fall arrest systems or fall protection systems, or;
  - Alternative safe access to the walking or working surface such as mobile raised platforms, vehicles with baskets, etc.
- 2) In all cases where work is carried out above a risky Environment, such as water or equipment with moving parts, sharp edges, regardless of height, **safety measures must be in place to protect workers from falling.**
- 3) Selection and application of fall arrest system components:
  - Only full-body belts are used, which are determined according to the weight of the user;
  - The ropes will cushion the fall or be used in addition to the fall retardant device. The maximum applied fall arrest force shall be less than 8 kN.
  - Double or "Y" rope that allows constant tying to the anchorage or lifeline;
  - All components of the fall arrest system must carry 1,500 kg without cracking, breaking or permanently deforming;
  - The ropes must be secured above the waist or above the head where possible to reduce the actual length of the fall.
  - The components of the fall arrest system must be configured to ensure that the total length of the fall is less than the distance between the work surface and the ground or any obstacle in the fall path.
- 4) If a fall is stopped by a fall arrest system, rescue within 15 minutes must be provided to the person concerned to prevent trauma due to suspension.
- 5) The components of the fall arrest system should be inspected periodically and before each use by visual inspection.
- 6) Components of the fall arrest system subjected to shock and damage must be immediately decommissioned and must not be used again until they have been inspected by a competent person and have been determined to be undamaged and suitable for reuse.

- 7) Fall prevention systems must be configured to keep a person at a minimum safety distance of 1 meter from the unprotected side, unprotected edges or surface holes where there is a possibility of falling.
- 8) **The ladder** can be used exclusively for access purposes or for simple work of short duration.
- 9) The maximum height that can be climbed on a ladder must be limited to:
  - 2 meters without the use of personal protective equipment to stop the fall
  - 6 meters with the use of personal protective equipment to stop falling.
- 10) Systems with a protective fence shall contain at least upper guides, central guides (if there is no wall or other structure at least 0,5 metres high) and edge boards to prevent objects from falling to the lower level.
- 11) The upper guides must be between 1.0 and 1.2 meters above the level at which walking/working is carried out, except when conditions require otherwise and the safety of persons exposed to the fall is not compromised. The middle guides shall be positioned at the mean distance between the upper edge of the protective equipment system and the level at which the walking/working is carried out.
- 12) If objects that fall out may damage equipment under pressure or containing hazardous material, the area needs to be physically protected, or the energies should be isolated.
- 13) **Scaffolding** inspected by authorized inspection persons may only be used if the appropriate handover signs are placed in a conspicuous place.
  - a) Scaffolding without a handover mark must be under construction and not safe to operate.
  - b) Handover signs should be marked in red to indicate no access and green that access has been granted.
  - c) Installation, modification and removal of scaffolding may only be carried out by authorized and professionally trained scaffolders.
- 14) The scaffolding transfer designation shall contain at least:
  - The place where the scaffolding is installed;
  - Name of the company that installed the scaffolding;
  - Handover date;
  - Name and signature of the responsible person on behalf of the company that installed the scaffolding.
- 15) The takeover of the scaffolding shall be carried out by each Contractor who performs work from the scaffolding and shall be carried out as prescribed in *Annex 2*.
- 16) All Contractors must adhere to the prescribed measures when working at height.
- 17) **All workers who work at height must undergo specific training for working at height, which consists of a theoretical and practical part. Proof of completed education is a certificate issued in the name of the employee and on which the education program is written.**

*See the document:*

*Safe work and work practices*

#### 4.22 Excavations

- 1) All buried lines must be located and marked before excavation work begins.
- 2) The markings should remain in place during digging operations.

- 3) The excavated soil, material and equipment must be more than 1 m away from the edge of the excavation.
- 4) The Contractor is obliged to appoint a qualified and competent person who is obliged to inspect the worksite daily before the start of the shift.
- 5) The excavations are planned by a person who is familiar with the excavation project.
- 6) Excavations must be carried out in accordance with the excavation project, instructions for safe operation, regulations and the Permit to Work.
- 7) Precautions must be taken to avoid collapse, i.e. Excavations and trenches should be properly designed with secured escape routes.
- 8) Provide proper access/exit in case of danger.
- 9) Avoid contact with overhead power lines (e.g. signs, observers).
- 10) The safety of the excavator and nearby workers must be ensured, as well as the safety of existing nearby above ground and underground facilities.
- 11) In the event of any danger, the works should be immediately terminated and the Operating Permit Issuer notified.

*See the document:*

*Instructions for safe operation when performing excavations and excavations*

#### **4.23 Entry into enclosed spaces**

- 1) An enclosed space is a limited space that is large enough for a worker to enter and perform work, and has limited entry or exit openings (tanks, manholes, etc.).
- 2) Restricted areas may be entered and work performed only with a valid Indoor Permit to Work, and after the chemical hazard and explosiveness measurements have been carried out 30 minutes before the start of the works,
- 3) The issued Indoor Permit to Work is valid for the duration of the works, and max. 1 shift,
- 4) The prescribed means and equipment for indoor work are an integral part of the Permit to Work.
- 5) The Contractor is obliged to provide its workers with calibrated, portable or personal detectors for measuring the concentration of harmful gases and vapours in the surrounding atmosphere, which must be always used when performing works in closed spaces, and must have a record of periodic calibration.
- 6) If the measured oxygen concentrations are lower and higher than the permissible limit values (GVI) and if the concentrations of hazardous and harmful gases and vapours are higher than the limit values, the work must be stopped immediately or after the alarm on the detector is activated,
- 7) The Contractor is obliged to record the gas test records in the Operating Permit or submit a copy of the measured values to the Operating Permit issuer,
- 8) When entering and working indoors, work is performed by at least two or more workers, one of whom is mandatorily in charge of supervision,
- 9) For each entry/exit point in an enclosed space, the Contractor must provide and appoint a Person for the supervision of works in closed spaces, who must be different from the workers entering (must have a red ribbon on the upper arm) and who must keep a record of persons performing works in an enclosed space so that there is later a written confirmation of important information (e.g. the total number of workers entering the enclosed space, warnings, start/end time).

- 10) If there are many possible entry/exit points, the main points must be identified and listed, and the number of persons appointed to supervise the works depends on the ability to control the entry/exit.
- 11) A supervisor is prohibited from engaging in activities that could interfere with his or her primary responsibilities:
  - Identification of trained workers entering the confined space and the number of workers present in the confined space at any given time;
  - Communication/sign language with trained workers entering the enclosed space to monitor their condition. Communication must be clear to everyone and agreed in advance,
  - Notification of trained workers entering the enclosed space and the work manager if unauthorized workers/persons have entered the enclosed space,
  - To warn workers of the possibility of an unexpected situation in the enclosed space, the negative effects of the hazard on the behaviour of workers entering the enclosed space or dangerous situations outside the enclosed space due to which they can no longer perform the duty of supervising work in enclosed spaces,
  - Knowledge of emergency rescue measures and calling the ambulance/rescue service as soon as it is determined that workers need to leave the workplace as soon as possible.
- 12) The works manager must acquaint workers who enter and perform work indoors with:
  - The hazards they may face when entering and working indoors, including the signs, symptoms and consequences of exposure to hazardous chemicals or energy sources,
  - Proper use of equipment (i.e. testing and monitoring, ventilation, communication, rescue, etc.) necessary for entry and operation in a confined space,
  - The method of communication with supervisors to be able to monitor the condition of workers and warn workers of the need to evacuate from the enclosed space,
  - Method of confirming with the supervising person that a trained worker can enter an enclosed space,
  - With the prescribed conditions from the Permit to Work and compliance therewith,
  - Emergency evacuation procedure. An enclosed space must be vacated as quickly as possible when a worker notice hazards or when an alarm is triggered or when a supervisor or works manager orders.

*See the document:*

*Safe work and work practices*

#### **4.24 Working with fire**

- 1) A fire permit is mandatory for any work that generates high temperatures or potential sources of ignition, in an area where flammable vapours, gases, or combustible substances may be present. The fire Permit to Work is co-signed by a fire protection expert and prescribes the measures to be implemented during the execution of works;
- 2) The fire permit is valid for the works for which it was issued;
- 3) The place where the open flame will be used (welding, gas cutting, soldering) must be cleaned of flammable material (wood, paper, flammable liquids, dry vegetation, etc.);
- 4) In addition to workers who perform work with fire, such works must also be attended by a firefighter if the same is determined by the permit;

- 5) At the place where fire work takes place, at least one fire extinguisher must be installed (or more if prescribed by the Fire Permit to Work);
- 6) The area on which the work is carried out must be properly prepared (manhole and manhole cover, watering, cleaning) all in accordance with the Permit;
- 7) Manholes and drains shall be covered to prevent the presence of flammable gases if provided for in the Permit;
- 8) In the area of operation with open fire or where repairs are carried out on devices in the "EX" version, no other work may be carried out at the same time which could cause the ignition of gases, vapours or liquids;
- 9) It is prohibited to use a spark tool, a power tool in ordinary design or any other tool that may cause a spark without a Fire Permit in places where there is a risk of fire or explosion.

*See the document:*

*Safe work and work practices*

*Issuance of Permit to Works in INA Group Companies*

#### **4.25 Gas (autogenous) cutting and welding equipment**

- 1) Steel cylinders must be marked with a label that shows the owner/company;
- 2) Steel gas cylinders must always be held fastened to the wall by clamps, or on a special trolley protected from falling;
- 3) Cylinders must be at least 3 m away from the welding site;
- 4) It is best to keep the bottles outside the work areas, but protected from the sun's rays, frost or rain;
- 5) The acetylene cylinder must stand upright, or at an angle of not less than 45 degrees to the horizontal surface;
- 6) Before starting work, it is necessary to check whether the rubber gas supply pipes are in good condition and sufficiently flexible, whether they are of the right colour for each type of gas (blue for oxygen, red for combustible gas), whether they are leak-proof especially at the joints, whether they are securely attached to the connection points with appropriate clamps (never with wire) and whether they are protected from sparks and hot objects, as well as damage to the passages;
- 7) If gases from steel cylinders are used for welding and cutting, flame retardant protection devices – check valves – must be installed on them. Check valves (dry fuses) must be installed on the cutter at the connection points of the rubber hoses, as well as on the pressure reducing valves;
- 8) Welding sites can be permanent and temporary:
- 9) Places for permanent welding:
  - Permanent welding points must be non-combustible or from a fire-resistant structure for at least 1 hour (F 60), completely free from all combustible and flammable contents and suitably separated from adjacent surfaces;
  - In cases where welding is carried out with acetylene and oxygen, cylinders must be secured against falling. Cylinders must be placed at a distance of at least 2 meters from heating devices (radiators, etc.), or 10 m from open fire sources. The number of bottles shall not exceed the one-day consumption of each user;

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

determining the remaining concentration of flammable gases, vapours or dust, setting up fire duty, etc.);

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

#### **4.26 Manual load transfer**

- 1) Manual carrying of loads - any physical work that involves lifting, carrying, lowering, pushing, pulling or carrying loads by human power and other similar actions (e.g. supporting, holding);
- 2) The Contractor is obliged to replace the manual manipulation of the load with suitable technical devices and aids (the so-called risk elimination),
- 3) The Contractor is obliged to determine and take organizational and technical measures and ensure appropriate organization of work, to reduce the load on the back and the risk of spinal damage associated with it, if manual transfer of loads is unavoidable,
- 4) The Contractor is obliged to consult with persons at work and their representatives on all measures related to safety and health protection,
- 5) The Contractor is obliged to consider the physical abilities of persons at work, their age and gender when distributing work tasks for manual load transfer,
- 6) The Contractor is obliged to provide an assessment of the physical capabilities of the persons to whom he wishes to entrust the manual transfer of loads by an authorized doctor,
- 7) The Contractor checks technical and organizational measures through internal control and, if necessary, is obliged to take measures to improve the situation.

#### **4.27 Safety when working with electricity**

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

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

#### **4.28 Pipelines**

- 1) Contractors are not allowed to perform works on pipelines on their own unless they have received a clear instruction/designation and confirmation from the owner of the worksite/equipment on how to proceed to the execution of works in a safe manner.
- 2) Without clear instructions, markings and approval, work on the pipeline is not allowed.

#### **4.29 Opening of process equipment and pipelines**

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

*See the document:*

*Issuance of Permit to Works*

#### **4.30 Checking the mechanical integrity of process equipment (pressure test)**

- 1) Any integrity check must be planned and conducted in a manner that minimizes unnecessary exposure to procedural hazards.
- 2) The pressure test plan shall be based on information on the equipment, the maximum permissible operating and test pressures, the results of previous pressure tests, preliminary measurements of the wall thickness of the process equipment where appropriate, and other relevant technical data that must be known and verified to minimise the risks of this test.

- 3) An appropriate risk analysis (e.g., occupational safety analysis) should be carried out to identify and mitigate perceived and actual Environmental and occupational hazards.
- 4) A written test plan shall be prepared prior to carrying out pressure tests, including safety-related procedures and controls.
- 5) Workers participating in the performance of pressure tests must possess and use the "Stop Work" authorization whenever hazardous conditions or potentially hazardous conditions are observed.
- 6) Signs, barricades or other protective barriers shall be placed in such a manner and at such distance as are appropriate for marking the safety zone, to protect workers from unexpected pressure relief or equipment failure.
- 7) Appliance installations must mark the boundaries of the exclusion zone.
- 8) Unauthorised workers shall not enter the test area.
- 9) Workers at the site to which the test relates should be informed of the planned test.
- 10) Equipment and materials shall be arranged in such a way as to provide unobstructed access/exit during the test and in the event of an emergency.
- 11) During all phases of testing, reliable transport and communication systems should be used.

#### 4.31 Execution of work on flanges

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

*See the document:*

*Instructions for safe operation when performing flange assembly and disassembly*

#### 4.32 High-pressure cleaning

- 1) VTC jobs are considered **high-risk jobs**. When excavation or excavation work is carried out, multiple (even fatal) injuries can occur. The reasons why such injuries can occur are:
  1. **Uncontrolled movement of the hose when releasing pressure** due to
    - loosening of a faulty coupling when using an unsuitable/damaged device or improper handling;
    - The VT hose loses strength/rupture on the hose when using unsuitable/damaged devices/hoses; lack of regular check/inspection of equipment (visual/pressure tests); inadequate mechanical protection of the hose during the implementation of activities (breaking, cutting, crossing the vehicle)
  2. **Incorrect or dangerous direction of the VT jet** due to
    - poor / unprofessional handling;
    - lack of experience in working with equipment;
    - lack of space for working with equipment;
    - the presence of unauthorised personnel in the premises where the work is carried out;
    - use of the inappropriate type and size of the device for certain works (surface cleaning, pipe cleaning, tank cleaning, etc.)

3. **Risk of slipping and tripping** due to
  - the presence of frozen water that appears during HVAC works;
  - the presence of bulk material after sandblasting;
  - tripping over hoses that are laid on busy roads;
  - separate pieces of equipment scattered on the floor.

*See the document:*

*Instructions for safe operation when performing high-pressure cleaning operations*

#### 4.33 Tank cleaning and maintenance

- 1) Tank cleaning and maintenance jobs are considered **high-risk jobs**.
- 2) Before starting the works, it is necessary to obtain the appropriate operating permit.
- 3) Before starting tank cleaning and maintenance activities, it is necessary to meet the general safety requirements and comply with local internal and external relevant regulations, for example:
  - drain the workplace, equipment and installations from residual liquid combustible medium using the best techniques in appropriate containers;
  - to ensure the availability of an adequate workforce (with appropriate experience and training, adequate medical abilities to perform this type of work) with the necessary technology, developed instructions for the implementation of the process and appropriate tools;
  - before starting the execution of works, it is necessary to carry out preparations for the safe execution of works (properly secure and fence the work area);
  - isolate (armor) and physically separate the place of work from the rest of the work area in such a way that all energy and technological connections are closed before prescribing a Permit to Work
  - after performing all preparatory activities and technological procedures, it is necessary to carry out a test of the working Environment for the presence of harmful-toxic gases, vapours and mists (ppm, mg/m<sup>3</sup>);
  - ensure adequate supervision of all works, and in the case of indoor work, ensure all the conditions prescribed by the Permit to Work

*See the document:*

*Issuance of Permit to Works in INA Group companies*

*Instructions for safe operation when performing cleaning and maintenance of containers*

#### 4.34 Road safety

- 1) The following requirements apply as minimum requirements for all vehicles whose use is allowed at INA Group locations:
  - The vehicle must be fit for purpose and must be maintained in a safe working condition;
  - The number of passengers must not exceed the manufacturer's specification for the vehicle;

- The load must be secured and must not exceed the manufacturer's specification and the limits prescribed by the applicable vehicle regulation;
- 2) Seat belts must be fitted.
  - 3) The following requirements apply as minimum requirements for all workers authorised to drive:
    - Drivers must possess a valid driver's license and be medically fit to drive a vehicle;
    - Drivers must be adequately rested and alert;
    - All passengers must wear seat belts while the vehicle is in motion;
    - Drivers must not be under the influence of alcohol or drugs, or any other substance or drug that could affect their ability to drive;
    - Drivers are not allowed to use hand-held communication devices or make calls while driving. It is recommended to stop the vehicle instead of using the hands-free talk kit while driving.
  - 4) The classification and transport of dangerous goods (HAZMAT) must be carried out in full compliance with international standards (i.e. ADR, RID, ADN), applicable provisions of applicable regulations and internal documents.
  - 5) Speed limit according to traffic signs.

#### 4.35 Organization of health and safety at work for foreign citizens and foreign employers who perform work at INA Group locations

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

#### 4.36 Supervision and sanctions for violations of the HSE Rules

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

Degree of risk of works that have been contracted	Minimum frequency of supervision by experts of the HSE Contractor
Low-risk works	If necessary
Medium-risk works	1x per week
High-risk works	1x per day

<b>Complex works with a high degree of risk</b>	Continuous monitoring
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- 4) The Contractor is obliged to appoint a person for supervision who will continuously monitor compliance with the HSE Rules;
- 5) A person who has noticed a violation of the HSE Rules is obliged to immediately warn the Contractor at the place of work and request immediate removal of irregularities. In the event of failure to act on the warning, the competent organizational unit of the Client/person in charge of the Client's HSE shall be notified. In the event of non-conformities identified during the inspection, the following measures may be ordered:
  - i. Stopping works
  - ii. A verbal warning or
  - iii. Written warning
  - iv. Repetition of education
  - v. Cancellation of Permit to Work
  - vi. Temporary removal from the site for up to 7 days
  - vii. Permanent removal from a location
  - viii. Termination of the contract
  - ix. Initiating a fine (*Annex 3*)
- 6) Verbal warning:
  - It is given at the first detection of non-compliance from the first group of questions (questions 10,11,12,13,19,21 and 22 from *Annex 3*).
  - The warning shall be given orally to the Contractor on the spot.
  - It is recorded in the inspection report but is not sent to the Contractor in writing.
  - The purpose of the verbal warning is to inform the Contractor about the observed non-compliance with the rules and to encourage immediate correction.
- 7) Written warning:
  - a) It is given in the following cases:
    - in the case of repeated non-compliance from the first group of questions (questions 10,11,12,13,19,21 and 22 from *Annex 3*), for which the Contractor has already received a verbal warning, or
    - for non-compliances from the second group of questions (questions 7,14,15,16,17,18,20,23 and 24 from *Annex 3*), regardless of whether it is a first infringement or a repeat.
  - b) It can also be issued immediately for non-conformities from the first group of questions (questions 10,11,12,13,19,21 and 22 from *Annex 3*), if it is assessed that this is justified by the seriousness of the situation.
  - c) It is addressed to the Contractor in writing (e-mail).
  - d) A penalty is mandatory with every written warning.
- 8) By paying the fine, the Contractor will not be exempt from further sanctions for breach of contract and/or from more serious legal consequences determined by the applicable regulations;
- 9) If the person/supervisory team repeatedly establishes the facts for determining the penalty at the location of the inspection, the penalty may be determined more than once;

- 10) In the event that there are several defects at the site at the same time (violations of the HSE rules), the penalty is determined for each defect, individually;
- 11) Identified non-conformities during the inspection must be eliminated by the Contractor/Subcontractor within the set deadline, regardless of the imposition of a penalty.
- 12) If, contrary to the contractual conditions, the Contractor introduces the Subcontractor to perform the work of the Subcontractor without the prior written consent of the Client, the Subcontractor will be removed from the location until it proves that it meets all the HSE requirements of the Client prescribed by this document, and the Contractor will be obliged to pay the Client a contractual penalty in the amount of 10% of the value of the Contract or the Purchase Order or Disposition, depending on the manner in which the Contractor's engagement was contracted.

#### **4.37 Handover of completed works from the aspect of the HSE**

- 1) The works were completed when the site was inspected by the representatives of the Client and the representatives of the Contractor, who determined that:
  - The work has been completed,
  - The workplace has been cleared.
  - unnecessary material and equipment removed, waste selected and transported according to the obligations in the contract,
- 2) The Permit to Work is concluded, and the Record of Handover of the Works is signed.

#### **4.38 SPECIFICS RELATED TO OIL AND GAS EXPLORATION AND PRODUCTION**

##### **4.38.1 MEASURES FOR THE PROTECTION OF HEALTH, SAFETY AND ENVIRONMENTAL PROTECTION IN THE EXECUTION OF MINING WORKS IN WELLS**

###### **General part**

- 1) When performing mining operations in wells for the purpose of oil and gas exploration and production, in addition to all other rules from this document, the provisions of this item shall additionally apply;
- 2) The presentation of technical solutions for health, safety and Environmental protection measures (HSES) for works in the well, whether it is the construction of a new well or the so-called overhaul works, including current maintenance of well equipment, hydro-dynamic measurements in wells, capital overhauls of the seam, works on the stimulation of hydrocarbon deposits and fracturing, is based on a specific and detailed technical and technological description of mining works in the well, determining the risk of operations to be performed, the specifics of the location where the works are performed, the rules of occupational safety, Environmental protection and fire protection defined by the applicable regulations in these areas;
- 3) The supervisor of mining works in the well is the official representative of the client appointed after the responsible person of the company. The supervisor is authorized and responsible for continuous technological and financial supervision of the execution of mining works, supervision of the application of protection measures prescribed in the company's project documentation;
- 4) Technical protection measures during the construction of wells must be in accordance with the measures prescribed in the mining project for each drilling rig;

- 5) If hazardous substances are used that may cause damage to the Environment and/or endanger human life and health, the handling of these substances must take place in a closed process, and such substances must be kept and disposed of in accordance with the applicable regulations in a safe manner to avoid hazards and damage to the Environment;
- 6) The disposal of hydrocarbons, oil and solid waste material is not allowed in the dump of drilled material at the site;
- 7) In the discharge pit and the area for temporary reception of solidifications, it is mandatory to install PHD foil.

#### **Description of possible significant Environmental impacts**

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

#### **4.38.2 MEASURES TO PROTECT HEALTH, SAFETY AND ENVIRONMENTAL PROTECTION IN THE EXECUTION OF WORKS ON OFFSHORE MINING FACILITIES**

- 1) When performing works on offshore exploitation facilities for the purpose of oil and gas exploration and production, in addition to all other rules from this document, the provisions of this point shall apply in addition, and the provisions of points 4.39 and 4.40 shall not apply.

#### **Working hours at offshore exploitation facilities**

- 1) The working hours during work on the offshore facility are 12 hours a day, 7 days a week. In the case of work on an offshore facility, the Contractor, i.e. Contractors must have:
  - i. STCW D2 – Basic Safety on Board (A-VI/1) "and/or BOSIET (Basic Offshore Safety Induction and Emergency Training) certification if they sleep on a platform;
  - ii. medical certificate of medical fitness (minimum points 3 and 17 according to the Ordinance on Jobs with Special Working Conditions – work on an oil plant and work at

height) for each trip to an offshore facility and regardless of the time spent on an offshore facility.

#### **Transport by boat to an offshore facility**

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

#### **Requirements for diving work**

- 1) The diving Contractor must ensure that the diving project is planned, managed and operated in a manner that protects the health and safety of all personnel involved in the project. The diving Contractor must provide the following:
  - Each person participating in a diving project must behave in accordance with the requirements of the diving project plan,
  - that the diving project is managed properly and safely,

- Risk Assessment (Risk Assessment) *RA*) should be carried out in accordance with the Operator's procedure,
- the place from which diving work is carried out should be appropriate and safe,
- a record of the diving project must be kept, containing the required details of the diving project,
- staff must be qualified and professional (supervisor, 2 years of experience, medical examination, divers trained according to standard certifications for offshore diving (IMCA, or a national standard with the necessary experience assessed by a supervisor),
- a suitable and sufficient facility with appropriate certification and maintenance,
- that there are enough people in the diving team to enable the safe execution of the diving project - a team of 5 members,
- that the supervisor and the diving team have been informed and that they are familiar with the content of the diving project plan,
- that all members of the diving team have undergone an appropriate familiarization and familiarization program, and it may be necessary for other personnel involved in the diving project to also complete this program,
- that divers are medically fit for diving,
- that first aid and medical care are properly organized,
- that there is a clear reporting and accountability structure in writing;
- that diving supervisors are professional, have certificates (minimum 2 years of experience in similar projects, recognized IMCA ZHSO medical examination) and that they have been appointed in writing for jobs within their scope, which is described and substantiated in detail,
- strict adherence and full compliance with all relevant regulations,
- The dive Contractor is responsible for requesting any additional clarifications or deviations from the requirements prescribed by this document.

*See the document:*

*Management of requirements for diving activities on offshore exploitation facilities*

#### **4.38.3 HSE REQUIREMENTS FOR THE ESTABLISHMENT OF A CAMP**

When setting up camps and workshops, Contractors must comply with the minimum HSE requirements:

##### **1. Selection of a place for camping camp standards:**

In the tender phase, the Bidder is obliged to submit a detailed schedule of the proposed base camp at the observed location and request the approval of INA Group for its establishment. This detailed layout includes information about eating areas, bedrooms, cooking schedules, storage areas (food, water, and supplies).

##### **2. Minimum standards:**

- Proper paths should be made inside the camp.
- The campsite should be fenced (of acceptable material) with separate gates for normal and urgent needs and should be properly guarded.
- The rules of the camp should be displayed in visible places, and all workers should be familiar with them.
- Proper signs for increasing safety within the campsite should be placed around the entire campsite area.

### 3. Campsite hygiene

- Enough people should be available for cleaning to ensure the highest possible level of hygiene.
- A person should be appointed at the camp who will supervise the entire camp daily to maintain the hygiene of the camp.
- The campsite should have enough waste bins for garbage collection.
- The Contractor must provide drinking water that has been tested and regularly tested by an authorized laboratory.
- Disinfection should be carried out regularly.
- Regular complete fumigation is carried out according to the instructions, observing safety measures.

### 4. Accommodation

- The accommodation must be such that it provides protection from wind, rain and extreme temperatures.
- The adaptation must be adequately checked against insects.
- A minimum sleeping space of 4 m<sup>2</sup> / per person is recommended.
- When using tents, a floor covering that can be easily cleaned must be provided.
- In tents, candles or lanterns should not be used for lighting. Light is provided through bulbs (generator).
- Providing mosquito nets to all workers living in tents to prevent malaria.
- Proper hygiene should be maintained for each cabin/tent daily.
- Proper lighting of the living room/work area to prevent animal bites.
- A ditch should be made around the camp to prevent snakes from entering the camp.

### 5. Kitchen & Food Storage

- The kitchen should be in the right room or in a mobile/container cabin.
- Before mobilization, a risk assessment should be made in the cooking area.
- Campfire is strictly prohibited, and cooking in tents is not allowed.
- Gas cylinders used for cooking must be properly secured to avoid accidents.
- For cooking, use suitable burners and pots/pans with stable and correctly sized supports to ensure optimal heating during cooking.
- All food supplies must be stored in sealed containers.
- Fire blankets and fire extinguishers should be placed in places no more than 10 m away from people working in the kitchen.
- The Contractor provides food supplies for at least a week.

### 6. Dining room

- The dining area should be away from sanitary facilities and fuel depots.
- Provide sufficient ventilation and natural light.
- Place tables and chairs in such a way as to allow safe passage and movement of workers.

### 7. Chemical storage

- All cleaning and washing chemicals should be kept separate from food storage.
- Safety Data Sheets (SDS) for all on-site chemicals should be available.

- All containers for chemicals and detergents must be labelled according to their contents.

#### **8. Toilet, sanitary facilities and laundry**

- Sufficient hygiene and sanitary facilities must be provided for hygiene and washing.
- Washable floors are recommended for easier maintenance.
- The laundry should be cemented to facilitate the drainage of water into the septic tank.
- All laundry equipment (washing machine, etc.) should be properly grounded.
- Personal protective equipment (PPE) such as an apron and gloves should be used when handling washing chemicals.
- Wastewater from the camp is discharged in accordance with the legal and Environmental standards of the country.

#### **9. Electrical system**

The production and distribution of electricity must be carried out with the utmost care. The following minimum standards should apply to all electrical systems operated by the Contractor during the term of the contract:

- All generators should be placed on a concrete slab with appropriate embankments.
- All generators should be properly grounded according to internationally acceptable procedures.
- A qualified and competent person should maintain and operate the generators.
- Access to the generator area should be prohibited to all workers, except the operator.
- All electrical wires should be in PVC pipes when exposed to high physical wear or high ambient temperatures.
- Connection is not allowed in camping electrical installations; the connections must be through the junction box.
- All junction boxes should be weatherproof and have proper seals.
- Ground leakage switches must be installed in each switchboard.
- Use a separate ground wire to ground all metal enclosures.
- Wiring in damp areas (showers and bathrooms) must comply with the standards for such areas.
- All generators, distribution boxes, main circuit breakers, and distribution network must be inspected by a certified third party in accordance with acceptable international standards.
- All generators must comply with national limit values for noise and emissions, and the results should be available for inspection at the request of the Client.

#### **10. Fuel/oil storage**

Minimum standards for on-site fuel storage and handling:

##### **a. Diesel**

- Diesel tanks must be free of any leaks.
- Signs prohibiting smoking should be posted.
- Foam fire extinguishers should be installed in sufficient quantity for fire safety.

- Diesel storage facilities must be constructed with a cemented base and embankment protective walls, and the storage space should have a capacity of at least 1.5 times the total amount of diesel stored.
- For secondary containment, a leakage test must be performed to ensure that there are no leaks.
- Containers and rags must be provided in case of repairing minor spills.

**b. Petrol**

To store gasoline, the following requirements must be met:

- Gasoline should be stored in standard canisters with air vents.
- Gasoline should always be stored in the shade, away from diesel storage.
- Whenever gasoline is transferred, a container should be placed underneath to catch the droplets.

**c. Oils**

- Oils are stored in an enclosure.
- Whenever the oil is transferred, a container should be placed underneath to catch the droplets.

**11. Fire extinguishing and emergency response equipment**

The Contractor must provide appropriate first aid, appropriate fire extinguishers (based on flammable materials available on site) and other emergency safety equipment. These items should comply with the following minimum company standards:

- The equipment is maintained in a professional manner, according to legal and industry standards.
- Records of the production, testing and maintenance of all equipment are kept.
- The locations of the equipment must be clearly marked and easily accessible to all persons.
- Colour codes/visible markings are used to identify different types of fire extinguishers.
- All workers must have basic knowledge of the operation of the equipment and the procedures to be followed in the event of a fire.
- Meeting places for gathering in emergency situations should be designated.
- It is necessary to install an alarm system, which can be manual or automatic, in accordance with current safety standards.

**12. Vehicle Maintenance Area**

- Vehicle maintenance is carried out in a specific area.
- This area should be tamped and cemented.
- Open oil drainage must not be done inside or outside the campsite.
- Used oil should be collected in barrels and disposed of at authorized collectors.
- Used oil filters and other maintenance waste must be sorted and disposed of by authorized collectors.

**13. Septic tank**

- The septic tank on the site should be at least 20 meters from the living space and built according to standard engineering practices.

- The septic tank and drainage tank should be covered and equipped with adequate ventilation.
- The septic tank should be the right size for the size of the campsite.
- Wastewater from the septic tank must be managed in accordance with the Environmental regulatory requirements of the country where the campsite is located.

#### 14. Waste disposal

- Provide enough waste bins. Household wastewater should be disposed of properly.
- The waste is properly separated into appropriate barrels, i.e. glass, wood, metal, plastic, etc., and dispose of properly. Waste is collected and disposed of in accordance with the Environmental and regulatory requirements of the country in which the campsite is located. Data on the collected and disposed quantities of waste should be available to the Client upon request.

#### 15. Suggestions for improvements to set up camp in desert conditions

1. **Accommodation and infrastructure:** Use modular units with insulation against extreme conditions (temperature, sun, sand, etc.), air conditioning and ventilation systems with HEPA filters, canopies and blinds.
2. **Hygiene and water:** Introduce water desalination or filtration systems, provide cool rest zones, regular fumigation and pest control.
3. **Health and safety:** Implement protocols for heat stress (acclimatization, breaks, hydration), medical point with emergency equipment, UV and respiratory protection.
4. **Energy systems:** Use solar systems in addition to generators, install sensors to monitor temperature and humidity.
5. **Organization and social aspect:** Establish a space for recreation, a book of complaints, prohibit private shops and ensure a standardized food supply.
6. **Environmental aspect:** Install water recycling and waste disposal systems, plan secondary barriers for fuel and chemicals to protect the soil.

#### 4.38.4 DEFINING A BRIDGING DOCUMENT (*ENG. BRIDGING DOCUMENT*)

- 1) In situations where works are carried out for which it is not possible to ensure constant, direct and continuous supervision of Contractors — for example, in the case of seismic surveys, diving works, surveying of underwater pipelines carried out from the Contractor's means of work/facility — it is necessary to prepare a Bridging Document (*BRIDGING*). *Bridging document*). The purpose of this document is to ensure a clear definition of binding requirements and the harmonization of different management systems for occupational safety, health protection, process safety and the Environment. In this regard, the bridging document must:
  - To precisely determine which HSE procedures, standards and elements of the INA Group's management system are valid at the location in question.
  - Compare and harmonize the requirements of the HSE system of the contracting authority and the Contractor to ensure a uniform understanding and application of the rules during the execution of works.
  - Define the responsibilities and competencies of the client, Contractors and third parties involved in the works.
  - Identify communication and escalation mechanisms, especially under conditions of limited surveillance.

- Determine how to manage risks, including risk assessment, control measures, operating permits, and emergency protocols.
- Prescribe oversight and reporting requirements, with a clear level of minimum operational oversight to be ensured.
- Ensure that all members of the Contractor team are familiar with the rules of the HSE before the start of the activity.

By creating a bridging document, a unified HSE management system is established on site, which reduces the possibility of misunderstandings, increases the safety of works and ensures compliance with internal and legal requirements.

#### **4.39 SPECIFICS RELATED TO REFINERY PROCESSING**

- 1) In addition to all other rules from this document, except for points 5 and 7, the provisions of this point 6 shall apply additionally when performing works in refinery processing.
- 2) Only persons who have a valid identity card can enter the refineries. This includes visitors and staff delivering materials to the construction site;
- 3) For Contractors, ID cards are obtained by a person for supervision of works, and upon completion of the contracted works, it is mandatory to return the ID cards. ID cards must always be carried and shown when required. The ID Card is used only by the person to whom it was issued, and any misuse is punishable;
- 4) Entry of the Contractor's vehicle is possible only with an issued Vehicle Entry Permit;
- 5) All equipment and means of the Contractor that are brought in and taken out must be recorded and reported to the security guard;
- 6) Failure to comply with safety rules leads to disciplinary proceedings and the application of measures, which includes a ban on entering and carrying out works on the site;
- 7) On all roads in danger zones, parking and leaving vehicles without the presence of the driver is prohibited;
- 8) Obey road signs, safety signs, and speed limits;
- 9) Only a professional person who holds a valid driver's license for a vehicle/machine can drive/operate it;
- 10) If works are carried out on the roads, the Contractor is obliged to place the prescribed traffic information signs;
- 11) If works are carried out where there is a possibility of sparking and there is a risk of ignition and fire, Contractors who perform such works are obliged to have non-combustible canvases;
- 12) If the alarm siren sounds, when it is necessary to carry out an evacuation, follow the instructions of the responsible persons and evacuation signs. Evacuation leaders will direct you accompanied by a person from the scene to the assembly point. Rules of conduct during evacuation are an integral part of training specific to the work site before the start of work.

#### **4.40 SPECIFICS RELATED TO CARRIERS**

- 1) In addition to all other rules from this document, except for Chapters 5 and 6, the provisions of this Chapter 7 shall apply in addition to the carriage of cargo.

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- 2) The goal is to manage the key performance indicators of the services of contractual road, rail and water carriers to achieve customer satisfaction through timely delivery of products in the required quality and quantity while preserving health, safety and Environmental protection.
  - 3) **The road transport operator** shall establish, maintain and develop a system of health, safety and Environmental protection to avoid, identify and manage risks, *Annex 6*. The goal is to provide carriers who, through compliance with the rules and requirements related to safety and health, will be recognizable in transport:
    - We expect road transport Contractors to operate in accordance with laws and regulations;
    - We expect drivers to be competent and to have all the necessary permits to carry out transport;
    - We expect all vehicles of road transport suppliers to meet the minimum requirements, including the use of seat belts, driver training and competence and competence, and meet an acceptable standard for equipment and maintenance;
    - We expect road transport Contractors to report and investigate incidents, including injuries, traffic accidents, and spills that occur during transportation;
    - We expect our road transport Contractors to have an emergency intervention plan;
    - We expect our road transport Contractors to have a policy on the prohibition of the consumption of alcohol and other narcotic substances and their abuse;
    - We expect to be able to carry out audits of the application of the rules and equipment inspections;
    - We expect Subcontractors to follow the same rules.
  - 4) **A railway undertaking** transporting dangerous goods at INA Group's locations is obliged to comply with the HSE requirements set out in *Annex 7*.
  - 5) **A carrier transporting dangerous goods by inland waters** at INA Group locations is obliged to comply with the HSE requirements set out in *Annex 8*.

## 5 TERMS AND ABBREVIATIONS

<i>Terms and abbreviations</i>	<i>Description</i>
Alcohol	It is considered any type of alcoholic beverage
AODC	Association of Diving Contractors at Sea
The link document ( <i>eng. Document about the bridge</i> )	It is a key document that harmonizes safety procedures, standards and policies between two parties, usually the Client and the Contractor, before the start of work. Its purpose is to bridge the gaps between different management systems (e.g. HSE systems) to ensure consistent safety at the site.
Other addictive substances	Any substance of natural or artificial origin, including psychotropic substances, included in the list of psychotropic substances or drugs, or other substances that influence the behaviour and normal psychophysical characteristics of a human being
IMCA	International Association of Maritime Contractors
Incident in the field of health, safety and Environmental protection	An unplanned event or series of events that has resulted in, or could result in, injury, illness or damage (loss) to property, damage to the Environment or damage to the reputation of the company.
Complex works	Complex works: works (e.g. entire projects such as a turnaround.) that last longer than 120 working days and involve more than 2 Contractors at the same time (including all Contractors and Subcontractors; this usually means works such as construction, demolition, cleaning of large tanks, installation of installations, laying of pipelines, seismic testing, oil/gas drilling, etc.). The range of complex works can be extended locally if stricter conditions are defined by local regulations or based on local consideration of the hazards/risks of the area/activity involved.
Use of chemicals	Utilization is the consumption, storage, processing, or any other handling of chemicals for one's own needs and for the purpose of performing an activity.

Critical lifts	<p>Critical lifting is a lift that:</p> <ol style="list-style-type: none"> <li>1. exceeds 75 per cent of the rated capacity of the crane or crane, or</li> <li>2. requires the use of more than one crane or crane</li> </ol>
Qualifications	<p>Assessment of the bidder's capabilities based on the existence of relevant HSE certificates (for exp. ISO 9001, ISO 14001, ISO 45001 and SCC** or SCCp and a successful HSE qualification audit depending on the level of risk) demonstrating compliance with HSE requirements.</p>
PEX-responsible person	<p>The main knowledge bearer for explosion protection</p>
Hazard pictogram	<p>Graphic sign that identifies substances and mixtures in accordance with the legal regulations of the country in which INA Group operates (e.g. Regulation (EC) No. 1272/2008 (CLP), Globally Harmonized System (GHS), ADR)</p>
Work plan	<p>The work plan is an integral part of the project documentation determined by special regulations. The investor is obliged to ensure the preparation of the Works Plan prior to the establishment of the construction site</p>
Representative of the Client	<p>A person appointed by the Client who monitors the implementation of the Contract on its behalf and supervises communication with the Contractor.</p>
Preliminary risk assessment	<p>A preliminary risk assessment assesses risks and prescribes mandatory HSE requirements and documentation.</p> <p>The Contracting Authority's HSE expert prepares a preliminary risk assessment and submits it in the tender documentation. The potential Contractor uses the prepared document as a basis for the preparation of the HSE Plan</p>
Transport of dangerous goods	<p>Safe transport of dangerous goods in road, rail or other transport to which the provisions of the European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR), the Ordinance on the International Carriage of Dangerous Goods (RID) and other legal regulations apply.</p>

Work equipment	-devices, installations, means of carrying and transporting cargo and tools, - scaffolding and other means for occasional work at height
Monitoring Team	Appointed members of various organizational units that carry out HSE inspections at the location of works. E.g. representatives of the Client, HSE expert and representative of SSC.
Owner of the site	Person/organisational unit responsible for the area in which the works are carried out.
Contract Owner	Person/organisational unit in charge of defining, concluding, signing and monitoring the implementation of the contract
HSE	Health, safety and the Environment
HSE Rules	The HSE Rules are the rules prescribed by this HSE Appendix and all positive regulations governing the HSE area.

## 6 ANNEXES

Annex	Title of the attachment
Annex 1	Life Saving Rules
Annex 2	Scaffolding inspection by the contractor before use
Annex 3	Penalties for violating HSE rules
Annex 4	INA Group's Health, Safety, Environmental and Social Impact Policy
Annex 5	INA Group Personal Protective Equipment Policy
Annex 6	HSE requirements for goods transport by Road
Annex 7	HSE requirements for goods transport by Rail
Annex 8	HSE requirements for goods transport by Inland Waterways

**ANNEX 1**

**LIFE SAVING RULES**

Pictogram and brief description	Detailed description	Obligations
 <p><i>Use all required PPE and work equipment according to its purpose</i></p>	<p>Safe work in hazardous conditions requires proper safety management starting with activity planning and followed by various safety measures. The ultimate objective is to keep employees away from harm. If this is not possible, appropriate personal protective equipment (PPE) should be used.</p> <p>All personal protective equipment is intended to protect our health and ultimately save our lives (whether directly or indirectly). Therefore, the use of PPE is inevitable when this is necessary based on a Job Safety Analysis or Permit to Work.</p> <p>Personal protective equipment called “life-saving equipment”, such as personal fall arrest systems and personal respiratory protection equipment (other than dust masks), are considered direct life-saving means.</p>	<p><b>In order for the work to be performed in a safe manner, I must:</b></p> <ul style="list-style-type: none"> <li>• Continuously use the prescribed PPE</li> <li>• Understand the importance of using life-saving PPE; I always have to use a personal fall arrest system where a fall can occur; I always use respiratory protective equipment if I may be exposed to hazardous substances or a hazardous work atmosphere</li> <li>• Inspect PPE before use</li> <li>• Provide protective tools and materials to prevent objects from falling</li> <li>• Bind to 100% approved anchor points when I am outside the protected area</li> <li>• Always react to and report if there is a rule violation or any doubt regarding safety</li> </ul>
 <p><i>Control the atmosphere and follow the permit to work</i></p>	<p>At all of our technological sites - which are considered hazardous areas - as well as during the performance of certain special works in all work areas, the atmosphere must be monitored continuously to prevent explosions and/or to ensure that I and other people at work can breathe safely.</p> <p>For special works, such as entering a confined space and hot works, an initial gas test is always mandatory, and continuous testing is also required.</p> <p>The Permit to Work is more than a signature of the person responsible for the form: it requires and contains approval to start, continue or hand work tasks over. The issuer of the permit confirms that it is safe to start work, that safety measures have been applied and are effective, and the task may be performed</p>	<p><b>In order for the work to be performed in a safe manner, I must:</b></p> <ul style="list-style-type: none"> <li>• Request a permit to work when needed</li> <li>• Me and my entire team must understand and apply the permit to work</li> <li>• I must not allow anyone to start working before confirming that the hazards are under control and that it is safe to start working</li> <li>• Be authorized to perform the works</li> <li>• Constantly use a personal detector to test the working atmosphere and respect the signs indicated by the detector</li> </ul>

	<p>as planned. Furthermore, it describes what hazards we are likely to encounter during work and how these hazards must be controlled to be safe. The Permit to Work, for example, must always be obtained before the start of activities and it must be applied throughout the course of the works, but it is not limited to HSE-critical works.</p>	<ul style="list-style-type: none"> <li>• Stop work and initiate a new permit to work request in case the conditions change</li> <li>• Always react to and report if there is a rule violation or any doubt regarding safety</li> </ul>
 <p><b>Isolate the hazardous energy sources and conduct safety checks</b></p>	<p>Energy isolation separates and protects people from the hazards related to various sources that may be present at any worksite, such as: electricity, pressurized and energized equipment, or even hazardous materials and ignition sources. Any stored energy (e.g. hydraulic or pneumatic energy) must also be blocked and/or discharged.</p> <p>Energy isolation also provides protection against potential energy sources, e.g. positioning valves to prevent unwanted material flow. For this purpose, it is necessary to use safety signs and safety critical equipment (such as isolation devices/emergency valves, blocking/releasing devices, shut-off systems, safety valves, fire and gas alarm systems, certain control levels, alarms, crane computers) as their purpose is to prevent injury, death or other major accidents.</p> <p>Performing hot works or using a flame source is extremely dangerous and prohibited without fire safety measures and a proper permit to work. As a special case of energy isolation, ignition sources should be isolated from flammable materials.</p>	<p><b>To prevent major accidents and any hazard related to fire or explosion, I must:</b></p> <ul style="list-style-type: none"> <li>• Identify all sources of energy and start-up</li> <li>• Confirm that hazardous materials and energy sources are isolated, blocked and properly marked</li> <li>• Check that there is no energy, check for residual or stored energy,</li> <li>• Understand and use safety equipment and procedures related to the work tasks</li> <li>• Work only in those excavations that are secured by supports</li> <li>• Smoke cigarettes in the permitted and marked smoking area</li> <li>• Before the start of hot works in technological areas (Ex. zones):             <ul style="list-style-type: none"> <li>- Confirm that hazardous and flammable materials have been relocated or isolated</li> <li>- Confirm that the working atmosphere in hazardous areas has been tested</li> <li>- Ensure that the working atmosphere is constantly monitored/tested</li> <li>- Obtain and apply the permit for hot works</li> </ul> </li> <li>• Never allow the disabling or overriding of safety equipment, never deviate from the procedures, I am not allowed to cross the barriers without permission and I must always ensure that temporary safety measures are in place where they are supposed to be</li> </ul>

		<ul style="list-style-type: none"> <li>• Always react to and report if there is a rule violation or any doubt regarding safety</li> </ul>
 <p><b>Obtain a permit before entering an enclosed space</b></p>	<p>An enclosed space such as a ship, tank or pipe, basement or excavation, etc. is always considered a hazardous area. Since such a space is not designed for living and working, hazardous substances or a hazardous atmosphere (e.g. lack of oxygen) may occur or concentrate within it. Access to and possibilities of escape from such spaces are limited, and they are not ventilated. Only authorized access can protect us from danger.</p> <p>The permit to work must always be obtained before starting any activities, and it must be applied throughout the course of work in an enclosed/confined space. The permit must specify which hazards are likely to be encountered during indoor works and how these hazards must be controlled to ensure safe work.</p>	<p><b>To ensure safe entry into enclosed spaces, I must:</b></p> <ul style="list-style-type: none"> <li>• Confirm that the sources of hazard are isolated</li> <li>• Confirm that the working atmosphere was tested/measured and that it is constantly monitored/measured</li> <li>• Obtain authorization in the form of permits to enter enclosed spaces</li> <li>• Check and use the isolation apparatus when necessary</li> <li>• Confirm that the person supervising the entry into the enclosed space is at the designated place and that there is an efficient method of two-way communication with the supervisor</li> <li>• Be familiar with the rescue plan and be able to do the part I am responsible for in an emergency</li> <li>• Always react to and report if there is a rule violation or any doubt regarding safety</li> </ul>

 <p><i>Apply the rules of safe lifting and transfer of loads</i></p>	<p>Operations of lifting and transferring loads are hazardous activities involving different risks. As gravity always acts contrary to the operation of lifting and transferring loads, such operations must be planned and performed by all employees who perform work with certified equipment.</p> <p>The use of damaged, undersized, incompatible lifting equipment or improper load lifting methods greatly increases the risk of a sudden drop of load.</p> <p>In order to protect all people in the vicinity from the load being lifted or transferred and all mechanical operations that occur during lifting and transfer of loads, it is necessary to use physical barriers and no-access zones.</p>	<p><b>In order to reduce the risk during operations of lifting and transferring loads, I must:</b></p> <ul style="list-style-type: none"> <li>• Operate only the lifting gear that I am qualified to use</li> <li>• Confirm that the lifting equipment and the load have been inspected, color coded and are ready for use</li> <li>• Always make sure that a certified crane operator is involved and appoint a signalman</li> <li>• Ensure that the lifting and transfer path is passable</li> <li>• Establish and respect effective barriers and restricted zones</li> <li>• Never work or walk under a suspended load</li> <li>• Use safety tools for handling and positioning suspended loads (tag line) and avoid touching the load with my hands;</li> <li>• Immediately stop lifting or transfer in the event of unexpected circumstances or loss of communication</li> <li>• Always follow the instructions of the person in charge of lifting and transferring the load</li> <li>• Always react to and report if there is a rule violation or any doubt regarding safety</li> </ul>
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 <p><i>Drive safely</i></p>	<p>Since driving has become a natural part of our daily lives, we often underestimate the risks that lie on the road. Driving is a hazardous part of our personal and business lives, it still causes losses, but the safety of our colleagues and our families is mostly in our own hands.</p> <p>The driver and passengers should take responsibility for each other's safety, including checking whether all passengers are wearing a seat belt.</p>	<p><b>To reduce the risk involved in driving and road travel, I must:</b></p> <ul style="list-style-type: none"> <li>• Follow the travel management requirements</li> <li>• Be ready, rested and focused on driving</li> <li>• Always wear a seat belt</li> <li>• Make sure that all passengers are wearing a seat belt before I start driving</li> <li>• Observe speed limits and adjust speed to road conditions</li> <li>• I must not use my mobile phone or operate other devices while driving</li> <li>• Always be focused on driving, refrain from consuming food, drinks, cigarettes or doing anything other than driving</li> <li>• As a passenger, always warn the driver when they do not follow the rules of safe driving</li> </ul>
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ANNEX 2

**SCAFFOLDING INSPECTION BY THE CONTRACTOR BEFORE USE**

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

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

N b.	Elements of the review	Requirements	Scaffolding inspected		
			YES	NO	Comment/Note
1.	Scaffolding mark	A green scaffolding mark is hung on the scaffolding, which confirms its serviceability. All required information on the label is clearly written, properly filled in, visible, and legible.			
2.	Scaffolding base (terrain, supports, etc.)	The ground is firm, tamped, the bases under the pillars/scaffolding supports are installed. Washers correct, in all places in contact with the ground.			
3.	Load-bearing columns, struts, longitudinal girders and cross girders, scaffolding stiffeners.	Scaffolding fixed and secured against displacement.  Note: The height of the guardrail must not be less than 1m. The horizontal part of the guardrail should not exceed 25 cm. The height of the border on the flooring should not be less than 7.5 cm.			
5.	Flooring	All elements of the scaffolding floor are stable and <u>fixed</u> (secured against movement). Complete floor elements intact and <u>without damage</u> . The distance			

		of the scaffolding floor from the building such that workers cannot fall through the opening <u>Flooring clean and safe for workers to move</u> (no tools and objects left behind that can cause tripping, no slippery and oily surfaces, etc.)			
6.	Access to each scaffolding floor	<u>Secure access</u> to each level of scaffolding by properly constructed staircases or other equally secure accesses. There is no risk of workers falling when accessing the scaffolding.			
7.	Mobile Scaffolding	Mandatory brake on wheels, i.e. possibility of locking the wheels			
<p>If it is not possible to mount the scaffolding in accordance with requirements 1-6, then the use of PPE for work at height is mandatory!</p> 					
<p>REMARK:</p> <p>Contractor's authorizer/works manager (name and surname, signature):</p> <p>_____</p>					

DATE OF SCAFFOLDING INSPECTION: \_\_\_\_\_

ANNEX 3

PENALTIES FOR VIOLATING HSE RULES

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

13.	The provision of first aid is not provided	Trained workers for providing first aid are not insured. First aid equipment is not adapted to the number of people. The first aid kit is not available and valid. Emergency phone numbers are not available.		
19.	All prescribed PPE is not used (it is not considered a violation of TPS) and is not suitable for the work being performed.	Required/prescribed PPE is not available and is not used for its intended purpose (if applicable). (e.g. safety goggles, safety helmet, hearing protection (earplugs, mouthphones), protective high shoes (low shoes are not acceptable), protective clothing (antistatic and flame retardant if necessary), protective gloves, respiratory protection (dust filter or mask), etc.)		
21.	The appliances, tools and equipment used are not in adequate/safe/undamaged condition.	Work devices, machines, tools and equipment do not have valid documentation/inspection markings and whether they are undamaged/safe for use (e.g. welding equipment, high-pressure cleaning equipment, hand mechanized tools and electric hand tools, etc.).		
22.	Safety procedures, work instructions and broader requirements than those prescribed by the work permit are not followed.	Instructions and safety rules are not followed when performing the work process (e.g. HSE plan, lifting plan, etc., with special emphasis on safety-hazardous activities not mentioned in the previous questions, e.g. hot work, high-pressure cleaning, first opening of technological systems, dry cleaning of technological systems, work at height (excluding scaffolding, ladders, portable platforms), pressure tests, parallel activities with a risk of interference, etc.)		
7.	Excavations/pits are not properly protected to prevent collapses and landslides.	The best solutions to prevent collapse are not used (e.g. sufficient slope, cladding, use of shields/linings for excavations, etc.). Suitable solutions for the visual marking of areas are not used (e.g. safety strips for warning of danger and/or guardrails, covering open channels, etc.).	<b>400</b>	<b><u>Stopping the works</u> until the non-conformities are</b>

14.	The person for supervision is not appointed and present at the place of work	A supervising person is not present at the place of works. This person is not listed on both the "Appointment" form and the Work Permit. The workers are not familiar with the information about the person who has been appointed to carry out the supervision.		<p><b>eliminated and moving away from the site up to 7 days max.</b></p> <p><b>(depending on the severity of the case/possible consequences)</b></p>
15.	The use, storage and labelling of hazardous substances is not adequate	All hazardous substances (including bottled gases) are not labelled correctly. Safety Data Sheets (SDS) are not available. All hazardous materials/substances are not stored properly (e.g. no damaged containers or potential leaks and spills, etc.). The openings are not closed on all containers with hazardous substances. Hazardous substances are not used in accordance with their intended purpose. Appropriate PPE is not used regarding hazards/harmfulness.		
16.	The necessary firefighting equipment is not available and adequate.	The required type and quantity of firefighting equipment is not available. The firefighting equipment is not in good technical condition and is not properly marked. Hydrants are not connected to fire hose(s) in the ready-to-use position (if requested). Fire hoses are not protected against damage caused by vehicles crossing (e.g. by using a pipe bridge/ramps).		

<p>17.</p>	<p>The scaffolding is not properly assembled and is not used in accordance with the rules.</p>	<p>Construction: the scaffolding is not well assembled, fixed and in good condition at every working level. The scaffolding does not have adequate guardrails (handrail bar, middle crossbar and protective edge) at each working level. There is no proper/safe access to each level of the scaffolding. The scaffolding is not marked with a card indicating the serviceability status of the scaffolding. Use: unauthorized persons make modifications to the scaffolding. The scaffolding was cleaned of materials, snow, ice, mud, etc. Scaffolding is used during adverse weather conditions such as heavy rain, thunderstorms, snow, or strong winds. A built-in climbing ladder is used instead of a scaffolding frame that is not intended for climbing. Climbing the fence is not avoided. PPE is not used to protect against falls, although a complete protective fence is not provided. Throwing/lowering objects from the scaffolding is not avoided if an observer is not available. Moving mobile scaffolding is not avoided even though someone is on it.</p>		
<p>18.</p>	<p>The ladders/portable platforms used are not in good technical condition. They are not used safely.</p>	<p>The use of ladders with unsafe treads, damaged or worn non-slip legs, loose screws and torn treads is not avoided. The ladder is not placed on a flat, stable surface. In the case of A-frame ladders, they are not fully open and secured. In the case of extension ladders, they are not inclined in a ratio of 1:4. In the case of extension ladders, they are not extended at least 1 m above the surface to which they provide access. In the case of extension ladders, they are not secured at the top or someone is holding the ladder. The three contact points of the worker when using the ladder (two arms + one leg) are not maintained. Do not avoid moving around the ladder while it is in use. Exceeding the working load limit of the ladder is not avoided.</p>		
<p>20.</p>	<p>The work area is not adequately isolated, fenced off and adequately marked (including safety signs).</p>	<p>Hazardous areas where high-risk activities are carried out (e.g. high-pressure cleaning, vessel pressure testing, crane operation, differences in operating levels (height, depth) without other protection, etc.) are not marked by the use of hazard warning strips, protective barriers, fences, etc.? It is not ensured that only authorized (by the issuer of the work permit) persons are allowed to enter the prohibited areas.</p>		

23.	Ancillary facilities/equipment are not in accordance with the requirements of the HSE. Temporary facilities, such as containers, steel structures (earthing, EPN, stability, maintenance, etc.) are also considered.	Ancillary facilities (e.g. for rest, kitchens, toilets, smoking, etc.) are not available and in good condition. Proper maintenance is not provided.		
24.	If all rules related to environmental protection (including separate collection, sorting and storage of waste) are not respected.	All waste generated or produced during the works was not collected and stored separately according to the type of waste (hazardous waste by type of waste, non-hazardous waste by type of waste, municipal waste). Waste is not collected and stored in an environmentally friendly manner (e.g. by preventing spills and discharges of pollutants into the sewage system, water and groundwater pollution, etc.). Containers for waste collection and separation are not marked according to the type/category of waste. Waste is not removed from the construction site at the end of the working day.		
1.	PPE "life-saving" and/or work equipment is not used for its intended purpose.	This PPE is not available and used for its intended purpose (if applicable). PPE for fall protection: full-body belt + energy absorber (or other fall arrest device) + anchor point; PPE for respiratory protection: insulating breathing apparatus with compressed air or respirators with filters to protect against gases, vapours, aerosols (except a simple dust respirator) with appropriate protection, use of personal detectors.	700	<p><u>Stopping works until non-conformities are eliminated and permanent removal from the site</u></p>
2.	Prescribed rules and/or atmosphere control rules (prescribed in the work permit) are not followed	Previous/continuous/periodically prescribed gas concentration measurement has not been carried out and documented (e.g. potential development of a hazardous explosive mixture or the presence of oxygen). The work permit has not been issued and is valid. The minimum number of required persons is not present. No LMRA or/and JSA are documented. Not all prescribed tools are used, the prescribed rules are not followed.		

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

	alcohol and other addictive substances are not followed.			
9.	The rules related to smoking and the use of other prohibited sources of ignition are not respected.	Workers do not smoke in rooms/areas intended for smoking. Workers do not avoid using potential ignition sources (e.g. open flames, non-ATEX devices, etc.) in EX zones without obtaining a hot operating permit and without continuous measurement of the EX gas concentration.		

**Remark:**

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

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

ANNEX 4

HEALTH, SAFETY, ENVIRONMENTAL AND SOCIAL IMPACT POLICY



## HEALTH, SAFETY, ENVIRONMENT AND SOCIAL IMPACT POLICY

**We are committed to:**

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

**To achieve this INA Group companies:**

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

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

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

May 05th, 2025



Zsuzsanna Éva Ortutay

President of the Management Board of INA, d.d.



ANNEX 5

INA GROUP PERSONAL PROTECTIVE EQUIPMENT POLICY



## INA GROUP PERSONAL PROTECTIVE EQUIPMENT POLICY

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

When selecting and using PPE these principles should be respected:

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

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

**INA Group employees** have an obligation to use PPE in accordance with the valid risk assessments while performing work activities or while they are in the process units/facilities, may include but is not limited to: protective clothing, shoes, goggles, gloves, helmet, earplugs, respiratory protection mask, and fall protection PPE.

**The type of PPE** used to combat infection with highly infectious diseases (e.g. SARS, COVID-19) is based on an assessment of the risk of potential exposure and the dynamics of the spread of the disease. INA Group employees will be provided with PPE that best protects them from infection based on the latest knowledge and may include but is not limited to: goggles, visors, respirators, masks, coveralls and gloves.

**Employees receive training** on the proper use of PPE to ensure they understand when PPE is required, what types of PPE are necessary for specific tasks, how to correctly put on, wear, remove, and dispose of PPE and the limitations and capabilities of PPE.

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

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

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

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

May 05th, 2025

  
Zsuzsanna Éva Ortutay

President of the Management Board of INA, d.d.



ANNEX 6

HSE REQUIREMENTS FOR GOODS TRANSPORT BY ROAD

- 1) The operations of the road transport Contractor must comply with the applicable laws and regulations.
- 2) Road transport Contractors must be informed, competent, and have all the necessary licenses for the work they do.
- 3) All vehicles of road transport Contractors and their operations must meet the minimum requirements of INA Group, including the installation and use of seat belts, training and training of drivers, and meet an acceptable standard of equipment and maintenance.
- 4) In the event of any accident, fire, Environmental pollution or similar incident during the performance of the transport service, the contracting carrier is obliged **to immediately, verbally (by telephone) inform the Logistics and Operations Centre (LOC).**
- 5) We expect road transport Contractors **to report and investigate incidents**, including injuries, traffic accidents and spills that occur during the operation of transportation.
- 6) Road transport Contractors must have an emergency plan.
- 7) Road transport Contractors should have a Drug and Alcohol Policy relating to substance abuse.
- 8) Road transport Contractors accept the implementation of audits according to the road transport management system, which includes, among other things, the requirements of the Health, Safety and Environmental Management System, as follows:

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

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

	ع	81	Planning and preparedness in case of incident situations	<p>Basic: the company fulfils its legal obligations on how to deal with incident situations</p> <p>Advanced: the company manages incident situations on the basis of its own Management System in incident situations. Risk management.</p> <p>Extraordinary: Regular exercises are conducted and the results are used to improve the current situation</p>	O	N	I
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- 9) All Subcontractors hired by road transport operators should meet these same expectations.
- 10) When performing the service of transport of petroleum products for the needs of INA Group, the application and use of personal protective equipment is mandatory, in accordance with the required level of protection.

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## ANNEX 7 HSE REQUIREMENTS FOR GOODS TRANSPORT BY RAIL

- 1) The carrier undertakes to fully comply with the HSE rules specified in the applicable laws and regulations (occupational safety, safety, fire protection and Environmental protection, traffic, etc.);
- 2) If the Carrier intends to hire the services of a Subcontractor, then it undertakes that its Subcontractor fully complies with the relevant applicable HSE regulations. The services of such a Subcontractor can only be used if he is familiar with the relevant HSE regulations and has undertaken to comply with them as mandatory rules.
- 3) The carrier may engage a Subcontractor for the performance of the service if it has notified such an intention in advance in writing, using an appropriate form with a detailed explanation and with the written approval of the INA Group.
- 4) The carrier shall ensure that the system of HSE requirements is also applied to the contracted Subcontractors. The carrier will be responsible for its Subcontractor involved in the performance as well as for its own performance and services.
- 5) The carrier will take care of the health and safety of people working or staying at INA Group's locations. The Carrier shall comply with and inform its employees and Subcontractors to comply with the rules and procedures described in this Appendix, and the provisions set forth in the *Transport of Dangerous Goods by Rail* (hereinafter: RID) legislation.
- 6) At INA Group's locations, the activity that is the subject of the contract may only be performed by a qualified employee of the carrier who has passed the exams in H and FF in accordance with the applicable regulations, and a medical certificate on the employee's ability to perform these tasks.
- 7) Before starting work, the worker must undergo training for initial firefighting and training to work in a safe way.
- 8) The carrier is obliged to provide workers with personal protective equipment (PPE) in accordance with the risk assessment, with the same requirements as INA Group employees. If the performance of work is carried out in several places or facilities with different categories of danger, then the regulations applicable to the area or facility with the greatest danger prevail.
- 9) The carrier is responsible for defining, ensuring and auditing the use of protective equipment necessary to perform the work. The Client has the right to define additional protective equipment, and to revise the usual wear and use of protective equipment. Information on entry in performance of work and the type and state of protection of the required personal protective equipment can be obtained from the Contractor.
- 10) The transporter must have fire protection equipment (e.g. fire-fighting equipment) in the type and quantity as necessary for the level of hazard in relation to the type of work being carried out. The following rules shall apply to transport units transporting dangerous goods:
  - The carrier will regularly check the status of the above-mentioned protective equipment, whether it is fully functional and whether it can provide the required protection, and the possibility of replacement in the event of damage.
  - In the event of performing work using damaged or inadequate protective equipment, or repeated or major violations of the rules, the representative of INA Group (who is also authorized to supervise) will immediately suspend the activity, and the carrier will be responsible for compensating for the damage.
  - An employee of a transport company, who accepts dangerous goods at locations, has the obligations specified in the RID document.

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- If the carrier detects any irregularity during transport that could endanger the safety of transport, the dispatch shall be terminated as soon as possible, considering the safety of traffic, cargo and people, and shall immediately inform the interested parties.
  - Transport can only continue if the cargo can fully meet the requirements. The authorities responsible for the remaining part of the route (may) still issue a permit to continue the service.
- 11) If an accident and extraordinary event occur during the transport of dangerous goods (outside any place of the INA Group) (derailment/derailment, collision, overturning, fire, explosion, leakage, technical failure of the tanker), and if the cargo is held for more than 6 hours due to a technical failure of the rail tanker, the carrier will immediately notify the INA Group dispatch service about the situation and provide the required information within 24 hours after the event.
- 12) Information to be provided:
- Date/time of the event (year, month, day, hour);
  - Place of occurrence (railway station, name of marshalling yard or section of line);
  - Type of event (jumping off the railway tracks, collision, overturning, fire, explosion, leakage, technical failure of the railway tanker, etc.);
  - Id. number of railway wagons included;
  - A detailed description of the event;
  - Actions performed;
  - Consequence of the event (personal injury, release of dangerous substances, estimated value of damage to goods/Environment, intervention of the competent authorities);
- 13) The carrier's employees perform their activities at INA Group's locations in such a way that no pollution or damage to the Environment can occur. Carrier workers will be responsible for the Environmental damage they cause and will bear the costs.
- 14) The carrier will collect and treat/manage all hazardous and non-hazardous waste generated from materials and equipment delivered by the carrier to INA Group locations (e.g.: oily cloths, etc.) in accordance with applicable laws and internal regulations of INA Group.
- 15) Employees of the INA Group authorised to carry out inspections (HSE experts, contract holders, etc.) have the right to supervise the employees of the Transport Company in the field of siding and related facilities within INA's locations at any time, including compliance with the rules set out in this Appendix. An employee of the transport company is obliged to cooperate during the supervision. If the prescribed conditions are missing or not provided, the supervising person has the right to suspend the Carrier's activity until the prescribed conditions are met. The suspension of the carrier company will not relieve the company of the obligation to perform its contractual obligations, and it cannot have any claims related to it.
- 16) The Carrier will carry out its activity under the contract in accordance with the applicable relevant regulations and procedures.
- 17) The Carrier agrees and accepts that INA Group has the right to implement the following sanctions for violations of the rules established and documented during inspections, depending on the severity of the violation:
- Immediate suspension of work
  - Implementation of corrections (immediately or setting a deadline);
  - Ordering part-time education from the Health Insurance Fund;
  - Sentencing;
  - Prohibition of fixed-term work for the employees of the Carrier at INA Group locations;
  - Termination of the contract with immediate effect.

- 18) The carrier agrees and accepts that because of irregularities observed during the inspection of the location by INA Group, INA may impose sanctions and prohibit the carrier from accessing the locations!

## ANNEX 8

### HSE REQUIREMENTS FOR GOODS TRANSPORT BY INLAND WATERWAYS

- 1) The carrier undertakes to fully comply with the HSE rules specified in the applicable laws and regulations (occupational safety, safety, fire protection and Environmental protection, traffic, etc.);
- 2) If the Carrier intends to hire the services of a Subcontractor, then it undertakes that its Subcontractor fully complies with the relevant applicable HSE regulations. The services of such a Subcontractor can only be used if he is familiar with the relevant HSE regulations and has undertaken to comply with them as mandatory rules.
- 3) Proof of the worker's competence to perform the work.
- 4) To provide a risk assessment about the main hazards in the ports:
  - a. Fall from a height
  - b. Vehicles and equipment on the move
  - c. Falling objects
  - d. Slips and trips
  - e. Fire and explosion
  - f. Dangerous substances
  - g. Musculoskeletal disorders
  - h. Dangers of Weather
  - i. Dangers of tidal motion
- 5) Submit a report on the key performance indicators of the HSE for inspection.