

SAFETY RULES ON THE PREMISES OF BRENNTAG POLSKA SP. Z O.O.

Brenntag Polska is a distributor of a wide range of standard and specialty chemicals, plastics and synthetic rubbers as well as packaging for multiple applications. The Company business activities also include the production and distribution of liquid and solid feed additives. Being aware of our responsibility to ensure safe trade in chemical materials, we conduct our activities pursuant to legal requirements, quality standards, good practice - and most of all - Safety First principle.

1. GENERAL PROVISIONS

- 1.1 In order to ensure the safety of persons and property and to meet the requirements set out in specific regulations, Brenntag Polska uses video monitoring and access control to the premises and the area managed by the Company. The data collected in this way are not used for any other purpose.
- 1.2 Access to Brenntag Polska facilities is possible upon presentation of an identity document or a permanent pass. The security personnel verify the need to enter the facility and issue an appropriate document (card/pass). Failure by a visitor to provide identification data and to verify their identity on the basis of an appropriate document may result in the refusal of access to the facility.
- 1.3 Brenntag Polska attaches particular importance to respecting the privacy of the users of our services, including all guests and contractors visiting our facilities. Processing of personal data such as name, surname, vehicle plate numbers and (in case of drivers) personal identification number (PESEL) or passport number/residency permit – is for identification purposes necessary to execute the agreement by the administrator (sales, delivery, transport, etc.).
- 1.4 Detailed information on the processing of personal data is contained in the Privacy Policy and in the relevant information clauses made available on the Company's website: <https://www.brenntag.com/en-pl/brenntag-polska/polityka-ochrony-prywatno-ci.jsp> and at Brenntag Polska facilities.
- 1.5 The Controller of personal data is Brenntag Polska. You can contact the Controller:
 - in writing to the following address:
Brenntag Polska Sp. z o.o., ul. J. Bema 21, 47-224 Kędzierzyn-Koźle, Poland
 - using electronic mail to the following e-mail address: **bodo@brenntag.pl**

2. BASIC SAFETY RULES

- 2.1** All persons at our facility (employees, suppliers, customers, drivers, visitors) are responsible for their actions and should perform their tasks safely. All persons who work and stay on our premises must be particularly careful, especially when staying outside the office areas.
- Employees of third party companies and visitors are forbidden to stay or move outside the areas
- 2.2** (rooms) made available to these persons. There are zones in the warehouse where special hygienic requirements need to be strictly observed (referred to as the HACCP zone).
- 2.3** On the premises of Brenntag Polska facilities - except for office areas - it is obligatory to wear reflective vests and in warehouse areas additionally helmets and safety glasses.
- 2.4** Visitors entering the warehouse area should be dressed in full clothing and footwear. It is not allowed to enter the warehouse in shorts or skirts, short-sleeved clothing and shoes with exposed toes or heels. In justified cases, warehouse director/manager may give the consent to enter the warehouse in clothes and shoes different than required, after prior analysis of threats and determination of conditions of the visitor's stay in the warehouse.
- 2.5** Smoking on the premises of the facility is allowed only in separate and specially marked places.
- 2.6** In order to avoid accidents and incidents, all persons at the facility of Brenntag Polska must comply with applicable laws, including health and safety regulations, health and safety signs and other rules, which are communicated in writing or orally.
- 2.7** Working with hazardous chemical substances brings about risks associated with e.g. explosion, fire, poisoning, chemical burns or environmental damage. For the execution of tasks, that are not considered routine storage operations and may pose a threat, it is necessary to have a special permit issued by the warehouse director/manager or an authorised person.
- 2.8** Tasks performed by third party companies must be carried out in a safe manner in compliance with all health and safety rules and must be preceded by making appropriate arrangements with warehouse director/manager or an authorised person.
- 2.9** In the event of an accident or incident, it is necessary to immediately notify the facility manager or the job supervisor/coordinator or another Brenntag Polska employee.
- 2.10** All persons at our facility in the event of announcing emergency situation (audio or acoustic alarming signal or staff instructions) are obliged to proceed to the evacuation area immediately and stay there until the emergency situation is called off or follow other instructions given by a person leading the evacuation.

Detailed information on the rules of movement and staying on the premises of the facility can be obtained from the warehouse director/manager or his deputy.

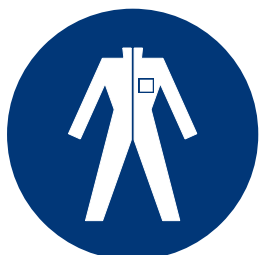
3. DETAILED SAFETY PROVISIONS

3.1 On the premises of Brenntag Polska it is forbidden to:



- smoke cigarettes, use lighters and open fire outside designated places
- drive a vehicle into a warehouse in a manner incompliant with safety instructions
- drive over 15 km/h
- maneuver vehicles in a manner posing a threat
- move away from a vehicle unreasonably
- leave the engine on during loading/unloading
- drop litter within the warehouse area (please use the provided bins)
- use electrical appliances (mobile phones, vehicle radios) in Ex zones
- send any acoustic signals without justified need
- wear clothes that may pose a threat to the performed works
- use sparking materials
- repair vehicles within the warehouse area
- eat and drink outside designated places
- touch any products or use any appliances without permission
- carry hazardous substances and objects into a warehouse without permission
- leave any product samples in the warehouse (they should be taken to the office or laboratory)
- allow unauthorised persons (e.g. family or acquaintance) to stay in a warehouse
- tow a motor vehicle or other vehicle against traffic regulations
- drive into a warehouse when all valves and access panels are not tightly closed
- load/unload without required personal protective measures and the approval of the warehouse staff
- start the engine of a vehicle in the event of a leak or ongoing loading/unloading operations
- conduct any hazardous activities

3.2 On the premises of Brenntag Polska it is necessary to:



- comply with traffic regulations (forklift truck always have the right of way on the premises of Brenntag Polska facilities)
- behave in a disciplined manner
- lift railing before getting on a cistern and pull the railing down after getting off a cistern (bulk goods)
- connect motor vehicle with earthing before starting any process of loading/unloading (bulk goods)
- be exceptionally careful while moving. Use protective gloves, shoes, helmets
- use protective glasses and visors while servicing valves and pipeline connections (bulk goods)
- use helmets, clothes and individual protective measures ensuring protection according to the Product Data Sheet of the transported product
- observe the instructions of warehouse employees and request their assistance in the event of doubts
- close all access panels and outlet valves as well as side valves after loading/unloading. All liquid goods must be unloaded in a safe manner not causing hazard to the natural environment

3.3 Signs defining hazards connected with warehouse operations:



- hazard connected with warehousing and operations on flammable products
- risk of inhalation or contact with any poisonous or harmful substances
- hazards connected with vehicular traffic
- warning on moving vehicles and transport means



NOTE!
Forklift truck have the right of way on the premises of Brenntag Polska facilities.

4. SAFETY PROVISIONS DURING TRANSPORT AND LOADING/UNLOADING OPERATIONS

The driver must observe:

- all information signs placed in front of the entrance to the facility and at the security desk
- the emergency evacuation plan
- the general safety regulations applicable on the premises of the company placed on the reverse side of a one-time pass
- the internal instructions for moving around the facility.

There are specific rules of using protective clothing and personal protective equipment on the premises of Brenntag Polska. Drivers must comply with them regardless of the requirements of individual transport companies.

1. **When delivering packaged goods** the driver should wear a helmet, safety glasses, gloves, safety boots, protective clothing and a visibility vest.
2. **When delivering goods in bulk** the driver should wear a helmet, safety goggles or visor, safety boots, gloves, chemical suit (applies to caustic products), a visibility vest (unless the work clothes meet the requirements of increased visibility).
3. **When delivering goods in bulk (solvents)** the driver should wear a helmet, safety goggles, safety boots, gloves, intrinsically safe and non-flammable protective clothing, a visibility vest (unless the work clothes meet the requirements of increased visibility). Protective clothing, footwear and personal protective equipment should meet the requirements for work in explosive atmospheres.

Drivers should be equipped with clothing and personal protective equipment (depending on the product being carried and in accordance with the safety data sheet).

4.1 Examples of the correct selection of clothing and personal protective equipment

Safety boots - generally S3/S2 standard boots (EN 20345), additionally ESD safety boots (EN 61340) or boots offering resistance $<10^8 \Omega$ when operating in hazardous areas 0,1.

Protective clothing - if there is no contact with caustic or flammable products, it is sufficient to use plain polyester/cotton solid working clothes. Private clothing must not be used.

If exposure to caustic products is possible, use all working clothes that protect against liquid chemicals, type 6 according to EN 13034. For bulk unloading of caustic products, use type 3 or 4 chemical suits according to EN 14605.

When working with flammable products, clothing should also be:

- slow-burning - according to EN 531
- antistatic - according to EN 1149 in ATEX zones 0,1

Gloves - resistant to the product being transported and should comply with EN 420 and EN 388.

If the driver does not have suitable protective clothing and personal protective equipment, the Operator shall indicate where it is possible to buy such equipment. Drivers who do not have the proper equipment shall not be allowed to perform loading/ unloading operations on the premises of Brenntag Polska.

5. SPECIAL PROVISIONS FOR LOADING

5.1 Driver

Each driver who performs loading operations on the premises of Brenntag Polska should be notified in writing. The notification should contain driver and vehicle data and Brenntag Polska's order number. The notification does not apply to loading operations performed on behalf of Brenntag Polska.

Each driver appearing to perform loading operations on the premises of Brenntag Polska should have the following valid documents:

- identity document
- driving license valid for the appropriate class of vehicles
- ADR training certificate if the loading concerns such goods
- written instructions for the vehicle crew if the loading concerns the transport of dangerous goods

5.2 Vehicle

All vehicles to be used for loading operations may be subject to a random check as follows:

- visual damage control of external vehicle components
- visual inspection of the tires
- checking the validity of extinguishers, seals
- checking the validity of drain hoses
- checking the equipment required by ADR regulations for the carriage of this type of goods
- checking the cleanliness of the cargo space

The vehicle should be equipped with straps used for securing the load.

The vehicle intended for loading bulk goods should be equipped with the so-called driver restraint harness. A certificate of washing the tanker and a certificate of washing the hoses are required for loading vehicles that are intended to transport goods in bulk.

A resistance certificate, i.e. a document confirming which products are suitable for unloading, should be available for hoses.

At the request of Brenntag Polska employee responsible for loading the goods, the driver or forwarder shall provide a list of goods from the three preceding transports.

6. SPECIAL PROVISIONS FOR UNLOADING

6.1 Driver

Each driver who performs loading operations on the premises of Brenntag Polska should be notified and should have agreed on the unloading in a specific time window.

Each driver appearing to perform loading operations on the premises of Brenntag Polska should have the following valid documents:

- identity document
- driving license valid for the appropriate class of vehicles
- ADR training certificate if the loading concerns such goods

6.2 Vehicle

All vehicles to be used for unloading operations may be subject to a random check as follows:

- visual damage control of external vehicle components
- visual inspection of the tires
- checking the validity of extinguishers, seals
- checking the validity of drain hoses
- checking the equipment required by ADR regulations for the carriage of this type of goods
- checking the cleanliness of the cargo space

The vehicle should be equipped with straps used for securing the load.

The vehicle intended for loading bulk goods should be equipped with the so-called driver restraint harness.

A certificate of washing of the tanker and hoses is required for unloading vehicles transporting bulk goods.

At the request of Brenntag Polska's employee responsible for accepting the goods, the driver or forwarder shall provide a list of goods for the three preceding transports.

7. INSTRUCTIONS FOR LOADING AND UNLOADING GOODS SUBJECT TO HACCP AND GMP STANDARDS

7.1. Loading

- the vehicle must have documented and valid admission issued by the Sanitary Station
- the load bed must be covered with easily washable material
- the vehicle must be clean, without foreign odors (with confirmation of washing or records of washing)
- the vehicle shall not have damaged load bed panel protecting against weather conditions
- should the load require controlled temperature, the vehicle should be equipped with appliances necessary for maintaining and registering the temperature

7.2. Unloading

Vehicles intended for bulk goods transport must:

- be used solely for this purpose and made of materials intended for contact with food
- be labelled via permanent placing of an inscription, indicating the application of this vehicle on its outer surface
- have confirmation of washing. Such confirmation must include information on washing of individual chambers, hoses and accessories

Sided trucks:

- the panel of the load bed (protection against weather conditions) may not be damaged
- the load must be secured against moving
- the load bed must not have foreign odors
- should the load require controlled temperature, the vehicle must be equipped with appliances necessary for maintaining and registering the temperature

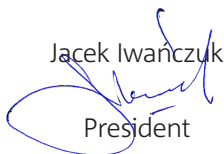
7.3 Driver

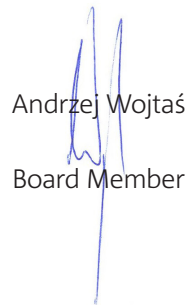
Apart from documents specified in section 3.1, the driver who is loading goods, subject to HACCP and GMP Standards, should also have a valid medical record book for sanitary and epidemiological purposes.

8. INSTRUCTIONS FOR THE DRIVER IN CASE OF EVACUATION

In the event of announcing emergency situation (audio or acoustic alarming signal or staff instructions), stop loading/ unloading. Close all access panels and valves. If possible or requested, park your vehicle in such a manner so as not to obstruct the rescue action. If you cannot move your vehicle, turn off the engine and leave the keys in the ignition switch and then proceed to the evacuation area and stay there until the emergency situation is called off. All strategic areas are equipped with emergency switches which may be used only by warehouse employees.

**PERSONS VIOLATING THE ABOVE MENTIONED INSTRUCTIONS
SHALL BE IMMEDIATELY REMOVED FROM THE WAREHOUSE AREA**


Jacek Iwańczuk
President


Andrzej Wojtaś
Board Member