

Safety and Environmental Protection Rules Applicable on the Premises of Brenntag Polska sp. z o.o.

Brenntag Polska is a distributor of a wide range of standard and specialty chemical raw materials, plastics and synthetic rubbers, and packaging for various applications.

The Company's activities also include the production and distribution of liquid and solid animal feed additives. As we are aware of the responsibility for ensuring the safety of trading in chemical raw materials, we conduct our business in accordance with the requirements of the law, quality standards, good practices, and above all in accordance with the principle that **safety** comes first in everything we do (in accordance with the principle of "Safety First").

1. GENERAL RULES

- 1.1** In order to keep the persons and property safe and to meet the requirements of special regulations, Brenntag Polska uses video surveillance and access control to the facilities managed by the Company. The data collected in this way is not used for any other purposes.
- 1.2** One may enter the facilities of Brenntag Polska after presentation of his/her identity document or a permanent pass. The security service verifies the need to enter the site and it issues the appropriate document (card/pass) which authorizes a visitor to enter the premises. When the potential visitor fails to provide his/her identification data, and when it is impossible to verify his/her identity on the basis of a proper document, he/she may be refused to enter the facility.
- 1.3** Brenntag Polska is committed to respecting the privacy of users of our services, including all guests and contractors who visit our facilities. The personal data in the form of name, surname, vehicle registration number (e.g. in the case of drivers) and PESEL number or passport/residence card number – are processed for the purpose of identification which is necessary for the administrator to perform the contract (sale, delivery, transportation, etc.).
- 1.4** The detailed information regarding the processing of personal data is contained in the Privacy Policy and in relevant information clauses, and it is made available through the Company's website (link: <https://www.brenntag.com/pl-pl/brenntag-polska/polityka-ochrony-prywatnosci.jsp>); and it is also available at individual locations of Brenntag Polska.
- 1.5** Brenntag Polska, which is the controller of personal data, can be contacted as follows:
 - in writing, at the address:
Brenntag Polska sp. z o.o.,
ul. J. Bema 21,
47-224 Kędzierzyn-Koźle,
 - through e-mail, at the address: bodo@brenntag.pl.

2. BASIC RULES OF SAFETY

- 2.1** All the persons present in our facilities (employees, suppliers, customers, drivers, visitors) are responsible for their actions and they should perform their tasks in a safe manner. All the persons who work and /or stay in our facilities should exercise extreme caution.
- 2.2** It is prohibited for the employees of external companies and contractors and/or other visitors to be present and/or to move around outside the zones (rooms) which are made available to them. There are separate zones on the premises of the warehouse in which special hygienic requirements are strictly observed (they are called HACCP zones).
- 2.3** In the facilities of Brenntag Polska – except for office spaces – it is mandatory to wear, as a minimum, reflective waistcoats, protective helmets, full footwear, clothing with long sleeves and legs, and protective goggles. The detailed requirements as to the personal protective equipment depend on the type of work to be performed.
- 2.4** The visitors entering the warehouse should wear full clothing and full footwear. The visitors in short shorts or skirts, in short-sleeved clothing or in shoes with open toes or heels will not be allowed into the warehouse. In justified circumstances, however, permission to enter the warehouse in clothing and footwear different from that required may be granted by the director/manager of the warehouse after he/she analyses the risks and defines the conditions for the visitor’s stay in the warehouse.
- 2.5** Smoking cigarettes/e-cigarettes on the premises is allowed in designated and marked areas only.
- 2.6** In order to avoid accidents and/or incidents, all the persons present on the premises of Brenntag Polska must comply with applicable regulations, including health and safety regulations, and they must obey health and safety signs and other rules which are communicated in writing or verbally.
- 2.7** Those working in contact with hazardous chemicals are exposed to the risks associated with, for example, explosion, fire, intoxication, chemical burns or environmental damage. To carry out any work which is not part of routine warehouse operations and which may pose hazards, it is necessary to have a special permit which is issued by the director/manager of the warehouse or a person authorized by him/her.
- 2.8** Any work performed by external contractors must be carried out in a safe manner and with compliance with all health and safety rules, and the work may be commenced only after arrangements have been made with the director/manager of the warehouse or a person authorized by him/her.
- 2.9** In the event of any accident or incident, the person in charge of the facility or the supervisor/coordinator of specific work or any other employee of Brenntag Polska must be notified immediately.
- 2.10** When an alarm is announced (audible or other acoustic alarm signal, or order of an operator/employee), all the persons who are present on the premises or in the facilities of Brenntag Polska are obliged to proceed in accordance with point 8. The detailed information on the rules of getting around and/or staying on the premises or in the facility is available from the director/warehouse manager or from his/her deputy.

Immediately report any comments regarding safety on the premises to any employee of Brenntag Polska sp. z o.o.

3. DETAILED RULES OF SAFETY

3.1 It is prohibited and banned on the premises of Brenntag Polska to:



- smoke cigarettes/e-cigarettes, use sources of open flames and/or use sparking materials, except in designated areas
- bring into the warehouse those motor vehicles which do not comply with safety regulations
- drive at speeds higher than 15 km/h
- manoeuvre motor vehicles in a way which creates a danger
- walk away from the vehicle which no justification
- leave the vehicle with the engine running while the vehicle is being loaded/unloaded
- not to comply with the rules of environmental protection – point 8
- use non-certified electrical devices (mobile phones, car radios, etc.) in the designated EX danger zones
- send any acoustic signals with no legitimate need
- wear any clothing which may pose a danger
- repair any motor vehicles in the warehouse
- eat and/or drink in the warehouse outside designated areas
- touch any products or use any instruments without permission
- bring hazardous substances and/or objects into the warehouse without permission
- leave any product samples in the warehouse (they must be handed over to the office or laboratory)
- let any unauthorized outsider(s) and/or animal(s) in to the warehouse area
- tow any motor vehicle or other vehicle in violation of traffic regulations
- drive into the storage area (or warehouse) when all the valves and hatches on the vehicle are not tightly closed
- load/unload the vehicle without the required personal protective equipment and permission of the warehouse staff
- start the engine of the motor vehicle in case of a leak or when the loading/unloading operation is in progress
- carry out any hazardous activities
- take any video and/or audio recording with no permission of the facility manager
- obstruct fire roads
- undertake any vehicle repairs and/or window washing
- bring and/or consume and/or be under the influence of alcohol and/or any intoxicants.

3.2 When on the premises of Brenntag Polska, one has to:



- observe traffic regulations (priority is always given to forklift trucks on the premises of Brenntag Polska sites)
- behave in a well-disciplined manner
- lift up the handrail before climbing onto the tanker and to lower it after descending from the tanker (bulk goods), and generally to use fall protection equipment
- connect the motor vehicle to earth before starting any loading/unloading operation (selected bulk goods)
- be extremely careful when moving around
- use personal protective equipment, including gloves, boots, helmets, etc.
- use safety glasses or goggles and visors when operating valves and pipeline connections (bulk goods)
- use protective clothing, helmets and other personal protective equipment to provide adequate protection in accordance with the Safety Data Sheet for the product to be transported
- follow the instructions of the warehouse staff (storage yard operators)
- ask for help from the warehouse staff (storage yard operators) in case of any doubts
- close all manholes and outlet valves, and in particular the bottom valve, after loading/unloading the vehicle; all liquid goods must be unloaded in a safe and environmentally sound manner
- walk along the designated traffic routes only; in the absence of such routes, walk on the extreme left-hand side of the thoroughfare
- hold on to the handrail when climbing up or going down the stairs.

3.3 Signs which describe hazards associated with warehouse operations:



- risks associated with the storage and handling of hazardous products (risk of explosion, fire, exposure to chemical substances - chemical burns, poisoning, irritation)
- traffic hazards - hitting, crushing, collision
- hazards associated with moving around, falling to a lower level - falling from a height, slipping, tripping
- danger resulting from sharp, protruding and/or falling elements - impact, crushing, abrasion, cut.

WARNING!

Priority is always given to forklift trucks within Brenntag Polska sites.

4. SAFETY RULES TO BE OBSERVED WHEN TRANSPORTING GOODS AND WHEN PERFORMING LOADING/UNLOADING OPERATIONS

The driver is required to comply with:

- signage placed in front of the entrance to the facility in question, at the gatehouse and at unloading/loading stations
- emergency evacuation plan
- general provisions for security on the Company’s premises, as posted in the information brochures/folders which are available at the gatehouse or on the reverse side of the single-use pass.

There are specific rules on the use of protective clothing and personal protective equipment to be observed on the premises of Brenntag Polska. If the requirements applicable at Brenntag Polska for the use of PPE are stricter than the carrier’s requirements, the requirements of Brenntag Polska shall apply.

4.1 Personal protective equipment which is required, depending on the work involved:

Pre-packaged goods – When delivering pre-packaged goods, the driver should wear: helmet, safety goggles, gloves, protective clothing, safety shoes and reflective waistcoat.

Goods delivered in bulk – The table below lists the personal protective equipment items as required, taking into account the risks from the products supplied:

	Corrosive products	Flammable products	Other products
Type of PPE	Safety helmet	Safety helmet	Safety helmet
	Protective goggles	Protective goggles	Protective goggles
	Protective visor	Protective boots	Protective boots
	Sealed and corrosion-resistant boots, e.g. suitable rubber boots, wellingtons	Product-resistant chemical gloves	Product-resistant chemical gloves
	Product-resistant chemical gloves	Protective clothing, intrinsically safe and non-combustible, suitable for work in potentially explosive atmospheres	Protective clothing
	Reflective waistcoat (when the clothing used is not reflective)	Reflective waistcoat suitable for work in potentially explosive atmospheres (when the clothing used is not reflective)	Reflective waistcoat (when the clothing used is not reflective)
	Chemical suit		

4.2 Examples of properly selected protective clothing and PPE:

Safety helmet – Appropriate certified safety helmet (EN 397)

Safety glasses – Safety glasses with side shields (EN ISO 166)

Safety goggles – Tight-fitting goggles which are chemically resistant to the product in question (EN ISO 16321)

Protective boots – In general, S3/S2 standard shoes (EN 20345) and/or additionally ESD standard shoes (EN 61340) or shoes with the resistance of $< 108 \Omega$ for the work in explosive zones 0 and 1. In the areas where one can be exposed to corrosive substances (unloading of tanks), sealed and corrosion-resistant footwear should be used, e.g. suitable rubber boots, wellingtons.

Protective clothing – If there is no contact with corrosive or flammable products, ordinary polyester/cotton full-length workwear is sufficient. Private clothing must not be used. If any exposure to corrosive products is possible, use full workwear to provide protection against liquid chemicals, type 6 according to EN 13034.

When working with flammable products, the operator's clothing should additionally be:

- flame-retardant – in accordance with EN ISO 11612
- anti-static – in accordance with EN 1149 in ATEX zones 0 and 1.

Chemical suit – When discharging bulk corrosive products, a type 3 or 4 chemical suit must be used, in accordance with EN 14605.

Protective gloves – Gloves which are chemically resistant to the product transported; they should comply with EN ISO 21420 and EN 388 standards.

The drivers with no suitable equipment will not be allowed to load/unload their vehicles in the facilities of Brenntag Polska.

4.3 Rules for supervising the unloading operation of the goods which are delivered in bulk

It is essential that the unloading or loading operations of road tank cars is monitored by a Brenntag Polska employee and the driver in continuous co-operation. Unless otherwise agreed upon in the transport order, the unloading operation shall be supervised by a Brenntag Polska employee, with the driver continuously supervising the connection to the tank car. An employee of Brenntag Polska shall designate the zone in which the driver may move around. The persons involved in the unloading process: (i) must wear full personal protective equipment to be able to take immediate action whenever necessary, (ii) in the event of noticing any irregularities in the unloading process, they are obliged to immediately notify the person supervising the unloading operation or to take other actions as required to ensure safety.

Before starting any unloading/loading operation, the driver must know the location of the emergency stop buttons, the necessary emergency equipment in the area (safety showers, eyewash stations, emergency equipment, fire extinguisher, first aid kit, etc.) and must have the adequate communication system established with the Brenntag person (telephone, call button, telephone contact).

When a driver refuses to co-operate in observing the safety rules established for the premises of Brenntag Polska, a Brenntag employee should stop the loading/unloading operation and he/she should inform the warehouse manager thereof.

5. SPECIAL RULES APPLICABLE TO LOADING OPERATIONS

5.1 Driver

Every arrival of a driver who comes to a site of Brenntag Polska to take any product(s) should be notified to Brenntag Poland in writing beforehand. The notification should contain details of the driver and of the vehicle as well as the instruction number of Brenntag Polska. No notification is required for any loading ordered by Brenntag.

Every driver reporting for loading on the premises of Brenntag Polska should have the following documents with him:

- identity document
- driving licence which is valid and applicable for the class of vehicle being driven
- ADR training certificate if the loading involves such goods
- written instructions for the vehicle crew if the loading concerns dangerous goods.

5.2 Vehicle

All vehicles which appear for loading may be subject to a random check the purpose of which is to verify the following:

- no damage to external vehicle components
- condition of tyres
- dates of expiry for fire extinguishers and whether the seals are intact
- technical condition of discharge hoses and their certificates
- equipment the presence of which is required by ADR regulations for the carriage of such goods
- cleanness of the cargo space.

Every vehicle should have tie-down straps with which to secure the cargo and/or its items.

Every vehicle intended for carrying bulk materials should have what is known as a safety harness for the driver.

For the vehicles transporting bulk materials, a tank cleaning certificate and hose cleaning certificates are required. In addition, resistance certificates should be available for discharge hoses, i.e. the documents confirming which products can be unloaded with the use of those hoses.

The driver or forwarder is obliged to provide a list of goods from three previous transports when requested by the Brenntag Polska employee who is responsible for loading the goods.

6. SPECIAL RULES APPLICABLE TO UNLOADING/LOADING OPERATIONS

6.1 Driver

Every arrival of a driver who comes to a site of Brenntag Polska to take any product(s) should be notified to Brenntag Poland and scheduled for unloading in a specific time window.

Every driver reporting for loading on the premises of Brenntag Polska should have the following documents with him:

- identity document
- driving licence which is valid and applicable for the class of vehicle being driven
- ADR training certificate if such goods are involved in the transport operation.

6.2 Vehicle

All vehicles which appear for unloading may be subject to a random check the purpose of which is to verify the following:

- no damage to external vehicle components
- condition of tyres
- dates of expiry for fire extinguishers and whether the seals are intact
- technical condition of discharge hoses and their certificates
- equipment the presence of which is required by ADR regulations for the carriage of such goods
- cleanness of the cargo space.

Every vehicle should have tie-down straps with which to secure the cargo and/or its items.

Every vehicle intended for carrying bulk materials should have what is known as a safety harness for the driver.

For the vehicles transporting bulk materials, a tank cleaning certificate and hose cleaning certificates are required.

The driver or forwarder is obliged to provide a list of goods from three previous transports when requested by the Brenntag Polska employee who is responsible for loading the goods.

7. RULES FOR LOADING AND UNLOADING OF GOODS WHICH ARE SUBJECT TO HACCP AND GMP STANDARDS

7.1 Loading

The means of transport intended for the transport of such goods must:

- have a documented and valid approval from the Sanitary Inspectorate
- have their load boxes covered with easily washable materials
- be clean, with no foreign odours (must have washing certificates or washing records)
- have undamaged panels or other covering (lining) in the cargo area which protects the cargo against weather conditions

- be equipped with the devices to maintain and record the temperature if the cargo requires that its temperature must be controlled.

7.2 Unloading

The means of transport intended for the transport of bulk goods/materials must:

- be used exclusively for that purpose and be made of materials intended for contact with food
- be marked by permanent inscriptions on their outer surfaces to indicate the purpose of such means of transport
- have washing certificates; those certificates must include information about washing individual chambers, hoses and accessories.

As regards box-type means of transport:

- the panels or other covering (lining) in the cargo area (i.e. protection against weather conditions) may not be damaged
- the cargo must be secured against any unintended movements
- no foreign odours may be smelled in the cargo area
- these must be equipped with the devices to maintain and record the temperature if the cargo requires that its temperature must be controlled.

7.3 Driver

The driver who loads the goods subject to HACCP and GMP standards should, in addition to the documents listed in 3.1, also have his up-to-date health/medical record book for sanitary and epidemiological purposes.

8. EMERGENCY PROCEDURES

EVACUATION

In the event of any alarm being sounded (modulated audible alarm signal lasting 3 minutes or an order of a local operator), remain calm and stop loading/unloading. Close all hatches and valves. Secure equipment and materials which present any hazard. Inform those in the immediate vicinity about the danger. If possible, or if instructed to do so, park your vehicle so as not to impede the rescue operation. If it is not possible to drive your vehicle to any different location, just switch off the engine and leave the key in the ignition switch, then go to the evacuation assembly area and remain there until the alarm is cancelled (continuous audible alarm signal lasting 3 minutes or information from a local operator).

There are emergency stop buttons provided in all strategically important areas; these can only be used if justified.

ACCIDENT

In the event of any accident, the injured person should be given first aid in accordance with the instructions provided in the first aid kits, taking into account the rescuer's own safety. Immediately notify any Brenntag Polska employee, his/her superior, and if necessary call for medical assistance – dial 112.

There are life-saving devices (AED defibrillators) located in marked places on the premises of Brenntag Polska. They can be used in the event of a loss of vital functions.

9. ENVIRONMENTAL PROTECTION

When on the premises of Brenntag Polska, one should put all municipal wastes into appropriate containers, in accordance with the descriptions on those containers. In order to minimise exhaust fumes and noise emissions when the vehicle has to wait in line and then during unloading/loading operations, the driver is obliged to switch off the vehicle engine. It is forbidden to pour any liquid waste to sewer inlets, to soil or to any drainless tank(s)/reservoir(s).

In the case of any spill or leak/escape of any product/substance/chemical mixture, including oils and fuels, the driver is obliged to immediately report such an event to any employee of Brenntag Polska and to prevent the substance from entering the sewage system by all available means.

**THOSE WHO VIOLATE THE AFOREMENTIONED RULES
WILL BE IMMEDIATELY REMOVED FROM THE SITE**

Kędzierzyn-Koźle, December 2023.