

Date of printing: 19. 1. 2022

Scope of Validity:

ORLEN Unipetrol a.s.
ORLEN Unipetrol Doprava s.r.o.
ORLEN Unipetrol RPA s.r.o. (without branches)



ENTRY AND DRIVING IN THE PREMISES OF ORLEN UNIPETROL RPA S.R.O., KRALUPY REFINERY UNIT

Approved by: CEO / Executive directors
Valid from: 01/02/2022
Document administrator: ORLEN Unipetrol RPA s.r.o. - Management Systems Department
Prepared by: ORLEN Unipetrol RPA s.r.o. – Control and Security Section – Mgr. Alexandr Valina
English version prepared by: External translation services

For internal use only



List of changes

Change No.	Page No.		Subject changed	Valid from	Approved by (position, signature)
	deleted	added			
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Warning: The change management of this document is carried out according to Directive 821.



Table of Contents

1	Purpose	4
2	Scope of Validity	4
3	Terms, Definitions and Abbreviations	4
4	Entering and Driving in the Premises of the Company	5
4.1	Conditions and Documents for Entering and Driving in	5
5	Prohibition of Entry of Electric Vehicles	6
6	Hybrid and Alternative Propulsion Vehicles	7
7	Requirements and Information to Ensure the Protection of the Premises	10
7.1	Protection of Persons and Property, Guarding	10
8	Entry of Visits and Meetings on the Premises	11
9	Tours	12
10	Loss or Destruction of Identity Cards	12
11	Taking Photographs on the Premises	12
12	Prohibition of the Use of Recording Equipment in Vehicles	13
13	Foreign Visits, Tours	13
14	Foreign Employees	13
15	Special Provisions	13
16	Marking of UKOB Members, Use of Warning Lights in Vehicles	14
17	List of Related Documents	14
	Appendix A “Sample Letter of Violation of Safety Rules Valid on the Premises – English Language”	15
	Appendix B “Sample Letter of Violation of Safety Rules Valid on the Premises – Czech Language”	16
	Appendix C “Application for a Permit to Take Photographs”	17
	Appendix D “Sanctions in the Field of Driving in and Entries”	18

1 Purpose

The Directive lays down rules for persons and vehicles passing and driving through the premises of ORLEN Unipetrol RPA s.r.o. in Kralupy nad Vltavou (SDS – Road Distribution Centre, SKP – Liquid Gas Storage).

2 Scope of Validity

The document is valid in the following marked companies/branches:

- ORLEN Unipetrol a.s.
 ORLEN Unipetrol RPA s.r.o.
 BENZINA, odštěpný závod
 POLYMER INSTITUTE BRNO, odštěpný závod
 ORLEN Unipetrol Doprava s.r.o.
 PARAMO, a.s.
 SPOLANA s.r.o.

This edition replaces Directive 135 “Entering and Driving in the Premises of UNIPETROL RPA, s.r.o., Kralupy Refinery Unit”, 1st edition of 01/ 06/ 2020.

3 Terms, Definitions and Abbreviations

Premises	– The territory of the company in the context of this directive means the premises of the company in Kralupy nad Vltavou, i.e. SKP, SDS. The company's area of interest is the area in which the company has ownership or other rights to the land, including protection and hygiene zones or other interests.
AB	– Administrative building AB 1011 Kralupy nad Vltavou
BA	– Security agency (ORLEN Ochrana Sp. z o.o.), performing protection and guarding of persons and property of the Premises
BOZP	– Occupational safety and health
CCTV	– Camera monitoring system
ČR	– Czech Republic
EZS	– Electronic security system
EV	– Electric cars, e-bikes, electric tri-wheelers
HZS	– Fire Rescue Brigade
IZS	– Integrated Rescue System (Fire and Rescue Brigade, Emergency Medical Service, Police of the Czech Republic)
Contractor	– A legal or natural person that is in a commercial law or civil law relationship with a company of the ORLEN Unipetrol Group and as a contracting party is obliged to provide contractual performance.
MU	– Emergency, emergency in the context of this Directive means an anthropogenic event (especially technogenic emergencies, e.g. operational and infrastructure accidents) or of naturogenic origin (especially fires, floods, inundations, etc.) that has the potential to cause damage on the property, lives, health, environment and other interests of the company.
Identity card	– Entry card with an employee's photo issued by the company, entitling to enter the Premises, or supplemented by a holographic print.
Ř UKOB	– Security and Control Director of ORLEN Unipetrol RPA s.r.o.
SDS	– Road Distribution Centre – block 47
SKP	– Liquid Gas Storage – block 86
Company	– ORLEN Unipetrol RPA s.r.o.



UKOB	– Control and Security Section of ORLEN Unipetrol RPA s.r.o.
UBEZ	– Safety Section of ORLEN Unipetrol RPA s.r.o.
Employee	– Employees of ORLEN Unipetrol Group companies and contractors who have been issued an entry card authorising permanent entry into the secured premises of AB 1011 office building, SDS and SKP in Kralupy nad Vltavou.

4 Entering and Driving in the Premises of the Company

4.1 Conditions and Documents for Entering and Driving in

4.1.1 Procedure before the Start of the Approval Procedure

Applicants for entry are applying in advance if the circumstances allow it well in advance (min. 48 hours if the situation allows), stating:

- name, surname,
- proof of identity numbers (identity card, passport),
- place of residence of the person for whom entry to the Premises is requested.

Legal persons requesting entry for their employees shall, if the situation allows, provide comprehensive lists of such persons with the above-mentioned requirements, natural persons shall request individually. The above data is necessary for the preparation and activation of magnetic entry cards. Upon successful completion of the initial training, these persons will receive a card to enter the Premises for the period of activity according to the valid contract/order.

- 4.1.2 Entering and driving in the company's Premises is allowed only to persons and vehicles equipped with the relevant documents.
- 4.1.3 Prohibition of entry of all vehicles into the Premises without **statutory vehicle insurance**.
- 4.1.4 The identity card is a basic document of an employee and other natural and legal persons operating on the Premises (contractor) to verify their identity and to enter the Premises. Cards are issued by BA (reception) after meeting the initial conditions (occupational safety and health training, proof of identity).
- 4.1.5 When passing through the entrance turnstile located in Building No. 4713 at the Road Distribution Centre (hereinafter referred to as SDS) and the entrance turnstile at the Liquid Gas Storage in Building No. 8608 (hereinafter referred to as SKP), each employee/contractor is required to put his/her identity card to the terminal located at the turnstile with the attendance system. The identity card is issued in the name and is non-transferable.
- 4.1.6 Tanker vehicles driving in the Premises will be allowed to drive in after inspection by BA employees, according to BA's internal document "Instructions for the Performance of the Guard Duty" and applicable regulations according to ADR.
- 4.1.7 Driving in cars and trucks entering the Premises for repairs or transport of goods, etc. will be allowed only with the prior written consent of the relevant company's employee, depending on the purpose for which the driving in for these vehicles is required (logistics, operation, property management, etc.). Written consent must be sent to the responsible UKOB employee, who will then notify BA to allow driving in. The written consent must include basic information about the driver, vehicle, reasons for driving in. Without providing basic information, the vehicle will not be allowed to drive in the Premises.
- 4.1.8 When passing through the entrance turnstile to the Premises, each employee/contractor is obliged to present an identity card to the BA guard for inspection upon request. Cards for the entry are put to the terminal or turnstile visibly, separately and individually from other documents driver cards.
- 4.1.9 During the passage or driving through employees/contractors are obliged to present their luggage for inspection upon request, or to allow BA to inspect the entire interior of the vehicle, the engine compartment and the luggage compartment by opening the vehicle door by driver himself/herself. He/she will open the bonnet of the vehicle at the request of the BA guard.
- 4.1.10 Working visits are allowed to move on the Premises accompanied by a company's employee, who is responsible for their safety. The visiting card will be issued by BA upon presentation of a person's identity document. The visitor will confirm his/her acquaintance with the safety instructions and the accompanying employee will sign the acceptance of the visit.



- 4.1.11 Entry and driving in the Premises is allowed only to persons over 15 years of age (except for participants in the tour) who have been issued an identity card to enter the premises.
- 4.1.12 Cards are issued by BA at the card centre (company reception in building AB 1011, Kralupy nad Vltavou), cards for visitors can also be issued at the SDS and SKP lodge.
- 4.1.13 Any misuse of the card (such as lending to another person/employee to pass the Premises, unreported loss of the card) will be dealt with as a gross violation of the rules applicable on the Premises and the person/employee concerned will be prohibited from entering the Premises. This measure does not preclude possible sanctions in the field of labour law..
- 4.1.14 Entry of persons into the Premises for the performance of inspectional activities stipulated by law (Labour Inspectorate, State Office for Nuclear Safety, Regional Hygienic Station, Fire Rescue Brigade, Police of the Czech Republic, Czech Environmental Inspectorate, Customs Administration, etc.) is allowed by all gates after proving with a service card together with the identity card of the person. These inspecting persons must be accompanied on the Premises (by BA employees or an authorised person). In the event that there is no danger of delay or extraordinary event, a valid entry card to the Premises must be issued to the person.
- 4.1.15 If the person fails to return the identity card, he/she will not receive another identity card. This person is obliged to first pay a fee for the loss of the identity card – the amount according to the price list of services for the given calendar year specified in this Directive. After paying the fee, a new card will be issued. In the case of repeated failure to return the card / loss of the card, no other card will be issued to the person.
- 4.1.16 Persons driving an IRS rescue vehicle are entitled to enter the Premises without an identification card and without the obligation to stop the vehicle and submit to a check when crossing the gate. In the case of calling an emergency vehicle, with the exception of the security service, the security service employee may admit the emergency vehicle on the territory of the protected building only if the authorised person (corporate control room, HZS) informs about this fact.
- 4.1.17 Persons who hold a Crisis Staff cards, HZS cards are entitled to enter the Premises by a company car, a private vehicle without inspection when passing through the gate.
- 4.1.18 The owner of the vehicle (operator) is obliged to secure the vehicle (e.g. lock it) against unauthorised manipulation and possible illegal actions.
- 4.1.19 The user of the building, garage, office, is obliged to secure this building (lock it) so as he/she would not increase the risk of illegal actions and breach of safety rules on the Premises.

5 Prohibition of Entry of Electric Vehicles

Electric cars, electric bicycles, electric motorcycles and electric scooters – these are electric vehicles (EV) powered by electric. All these vehicles are FORBIDDEN TO ENTER THE AREA.

EV must not be parked together with vehicles with an internal combustion engine.

Fuel: **batteries and electric motor only**

Marking of parking spaces for electric vehicles



6 Hybrid and Alternative Propulsion Vehicles

Hybrid vehicles (**Hybrid** propulsion is a **vehicle designation** for the combination of several energy sources for the propulsion of a single vehicle). This most often means a combination of electric and other traction, as in the case of a **hybrid** car, which is a combination of an electric motor and an internal combustion engine. These vehicles can enter the premises, they are not allowed to park and they enter the production premises. All these vehicles must be visibly marked with a sign that they are hybrid vehicles. This sign must be visible throughout the whole stay on the Premises. The designation is issued by the card centre, upon presentation of the vehicle document (vehicle registration certificate) that it is a hybrid propulsion.



OZNAČENÍ HYBRIDNÍCH VOZIDEL

PLUG-IN HYBRID - vysokonapěťový elektromotor s možností zapojení spalovacího motoru.

Palivo:BA+EL **rozdíl oproti výše uvedenému je, že jeho malou baterii lze nabíjet ze sítě.**



FULL HYBRID - pro plný hybrid - vysokonapěťový elektromotor v kombinaci se spalovacím motorem - vůz může být poháněn oběma zároveň i samostatně

Palivo : BA+EL



MILD HYBRID - pro mild hybrid, tj. částečný hybrid - spalovací motor ve většině případů s pomocným 48V elektromotorem.

Palivo : BA + EL



ORLEN Unipetrol

**VOZIDLO S HYBRIDNÍM
POHONEM- MILD HYBRID**

RZ:

Vozidlu je **ZAKÁZÁNO PARKOVAT A VJÍŽDĚT** do všech výrobních prostorů

FUEL CELL HYBRID - pro elektromobily s vodíkovými tl. nádobami, palivovým článkem a vysokonapěťovým elektromotorem .

Palivo: Vodík



ORLEN Unipetrol

**VOZIDLO S HYBRIDNÍM
POHONEM- FUEL CELL HYBRID**

RZ:

Vozidlu je **ZAKÁZÁNO PARKOVAT A VJÍŽDĚT** do všech výrobních prostorů



7 Requirements and Information to Ensure the Protection of the Premises

7.1 Protection of Persons and Property, Guarding

7.1.1 The protection of persons and property and guarding on the Premises are performed by BA, inter alia, on the basis of the relevant contract. BA employees in uniform are during the activity in the interest of the company entitled to:

- 7.1.1.1 upon entering the Premises, require proof of the employee's identity by means of an identity card. In the case of suspicion of misuse of the identity card upon entering the premises, BA may request and is entitled to request the person to prove his/her identity by presenting valid documents (identity card, passport),
- 7.1.1.2 require the person to provide information in the event that he/she was caught committing an illegal action of property or other nature or if he/she witnessed such conduct, including the submission of evidence relevant to the assessment of the conduct in question, or detain him/her until the arrival of the Czech Police¹,
- 7.1.1.3 require the presentation of documents authorising driving in motor vehicles, construction machinery and small motor vehicles certifying their owner (operator), together with the presentation of the relevant documents certifying the eligibility of freight transport. In justified cases (e.g. where breaches of the obligations laid down in the relevant organisational and management standards are detected), also the relevant management authorisation and the work permit issued,
- 7.1.1.4 require that a person undergoes an orientation breath test for the presence of alcohol or a test for the presence of addictive and narcotic substances in the body after entering the Premises. The breath test for alcohol in the breath is performed by the BA or UKOB employees. Tests (tests) to determine the presence of addictive or narcotic substances in the body are performed by a UKOB employee,
- 7.1.1.5 conduct a breath test to detect alcohol in the breath (on the territory of the entire Premises there is a complete ban on the stay of persons whose alcohol content is higher than 0.0‰ or the presence of alcohol in the exhaled air is higher than 0.0 mg in 1 dm³ or who are under the influence of narcotic or psychotropic substances, there is a complete ban on bringing in, transporting or consuming alcoholic beverages – sanction report),
- 7.1.1.6 when passing / driving through the gate, inspect personal luggage, vehicle space intended for passengers, luggage and engine compartment, vehicle spaces intended for spare tires, storage spaces under the seats in the vehicle cabin and transported material and use technical equipment such as mobile mirrors, detection frames, metal detectors, X-ray scanner for this activity,
- 7.1.1.7 in the case of reasonable suspicion of a possible connection with the detected illegal conduct, inspect persons, premises, buildings and means of transport located in the area of the Premises,
- 7.1.1.8 prohibit the entry, driving in or movement on the Premises of a person/employee who is obviously under the influence of alcohol or other addictive substances and who refuses to undergo the relevant test or for whom the consumption or abuse of other addictive substances has been confirmed by such a test²,
- 7.1.1.9 UKOB employees who manage BA performance may carry out inspections of persons and vehicles in civilian clothes, for this purpose they will use an issued identity card with a grey stripe and the inscription "INSPECTING"³. They have the same rights as BA employees in this activity. In addition, they are entitled to:
 - block the validity of the entry card and not allow entry to persons / employees who have violated or are violating the security rules of the Premises,
 - block the validity of the entry card and not allow vehicles that do not respect the rules of road traffic valid on the Premises and supplemented by safety regulations of the Premises (parking under pipeline

¹ Section 14 of Act No. 89/2012 Coll., the Civil Code, as amended
Section 76(2) of Act No. 141/1961 Coll., Criminal Procedure Code, as amended

²In the event that a person/employee suspected of consuming alcoholic beverages or abusing other addictive substances refuses to undergo the relevant test, even on the basis of an instruction issued by an authorised person (see Directive 401 "Basic Regulations in Occupational Safety and Health), BA informs his/her superior and the Control and Security Section of this fact.

³ the issuance of a card with a grey stripe with the words "INSPECTING" is authorised by the Security and Control Director based on the justification and the sent request of the director of the department/unit.



bridges, speeding, use of mobile phone while driving in the vehicle, not wearing seat belts for all occupants of the vehicle, does not apply to hands-free.

7.1.2 BA employees, UKOB employees and other persons authorised by the Premises owner are entitled to:

- 7.1.2.1 prohibit entry or driving in designated areas on the Premises in justified cases (e.g. equipment accident, vehicle accident or other situation which does not allow normal operation and regime without risk of injury or property damage),
- 7.1.2.2 stop vehicles, order them the direction of drive or prohibit further driving on the Premises for the necessary time,
- 7.1.2.3 prohibit driving in the Premises for the vehicles which visibly pollute or damage the road, until the defect which gives rise to such a prohibition has been remedied,
- 7.1.2.4 prevent the unauthorised entry of persons into the Premises, or expel a person/employee who stays on the Premises without the appropriate authorisation,
- 7.1.2.5 detain an employee caught committing a crime or immediately after such a finding and hand him/her over to the Police of the Czech Republic for further proceedings,
- 7.1.2.6 in the event of a finding or reasonable suspicion that a person/employee has violated the obligations arising from generally binding legal regulations or organisational and management standards in such a way that by such conduct directly or indirectly endangered the lives and health of other persons moving on the Premises, property or environment, take necessary measures to prevent such conduct⁴.
- 7.1.2.7 in justified cases, e.g. in the event of an emergency or crisis situation (i.e. declaration of a state of danger, state of emergency, state of threat or state of war), some of the measures taken may be of a more intensive nature (increased inspection of vehicles, increased inspection of persons, restrictions on the movement of vehicles and persons within the Premises, closure of part of the Premises, etc.).

Warning

BA shall inform the superior of the person concerned or the contractual partner, if known, of the above. If required by the nature of the matter, it will summon the members of the Police of the Czech Republic of the District Department of the Police of the Czech Republic in Kralupy nad Vltavou to resolve the matter.

8 Entry of Visits and Meetings on the Premises

- 8.1 Before entering the Premises, each visitor will receive a "Visit with an Accompaniment" entry card, which he/she must visibly wear throughout the visit, mark it for passage at installed terminals and throw it into the absorption reader or hand it over in another specified manner, which is communicated to the visitor upon receipt of the entry card.
- 8.2 The employee responsible for the visit designated by the head of the organisational unit, who accompanies the visit during the stay on the Premises, will provide safety briefing and individual protective equipment corresponding to the requirements of the building and the situation. The responsible employee is obliged to take over the visitor at the reception or SDS, SKP and take him/her to the exit after the visit. The employee responsible for the service worker, who is appointed by the head of the organisational unit in which the service activities take place, is also responsible for ensuring that the service worker complies with occupational safety and health regulations and fire regulations when performing service activities.
- 8.3 The visit is accompanied for all the time by a responsible person (employee/contractor with a permanent entrance card to the Premises), who is responsible for the safety of the person throughout the visit. In addition, he/she is obliged to provide the visitor with training on safe behaviour and movement in the area according to Directive 402 "Safety Rules for Employees of Other Organisations", equip him/her with suitable protective equipment, issue instructions and require their observance.

⁴ BA informs his/her superior and Control and Security Section about this fact. If required by the nature of the matter, it will summon the members of the Police of the Czech Republic of the District Department of the Police of the Czech Republic in Kralupy nad Vltavou to resolve the matter.



9 Tours

- 9.1 The requests for the tour are permitted by the responsible manager of the relevant workplace where the tour is to take place.
- 9.2 The request for the tour must contain a justification, a list of participants with the date of birth and the number of the proof of identity, including the name of the accompanying responsible person from the place of the tour. The request must be submitted to BA and UKOB at least 3 working days before the date of the tour. The leader of the tour will also submit – the tour programme, the route plan, which operations of the Premises will be visited or the statement on the possibility of taking photo and video recordings.
- 9.3 The entry of the participants of the tour is handled and the cards are issued by BA at the card centre (reception AB1011).
- 9.4 The participants of the tour are taken over at the point of entry by the responsible person / employee from the affected workplace, who is responsible for the observance of the set programme of the tour and for the safety of the participants. The maximum number of participants per tour per accompanying person is 15.
- 9.5 At the end of the tour, the accompanying person will take the participants of the tour back to the point of entry.

10 Loss or Destruction of Identity Cards

It is the responsibility of all holders of personal identity cards authorising entry to the Company to report the loss or destruction of such documents without delay. The loss/destruction is reported by the person/employee to the BA Reception workplace (tel. 312 887 200 or SDS 312 887 286). To have a new identity card issued, the person/employee must present their proof of identity at the card centre of the BA Reception AB 1011. The costs of issuing one new card listed in the current price list (available at the AB 1011 reception) are covered by the person/employee. In the event of an unreported loss of an identity card, the superior/employer of the relevant person is notified of this fact.

11 Taking Photographs on the Premises

Throughout the Premises, it is strictly forbidden to take photographs, video recordings or video sequences by mobile phone, on-board camera installed in the vehicle, or otherwise take recordings (videos) without the prior permission of Ř UKOB.

The permit is issued at the request of the employee who heads the organisational unit responsible for the operation of the building that is the subject of taking photographs, filming or his/her immediate superior.

In the event that it is found that taking photographs is carried out without permission, this is considered a gross violation of security rules and the person/employee will be prohibited from entering the Premises. The ban on taking photographs and recording videos does not apply to UKOB, UBEZ (Security Section) and HZS employees for business activities.

In exceptional cases, the permit is issued by UKOB on the basis of a written application stating:

- name of the company/person for whom the permit is issued (the company/person must be authorised to enter the Premises) contract number, order number, lease agreement, etc.,
- reason for which the permit is issued (investment projects, occupational health and safety, etc.),
- exact specification of the place (building block numbers, designation of bridges, streets or facilities, technology) for which the permit is issued, including the type and number of photographic equipment (mobile phone, camera),
- name, surname of the person to whom the permit is issued,
- number of the card (or identity card / passport) of the persons to whom the permit is issued,
- time, date of the permit to take photographs.

The permit will be issued to persons directly connected with the event (managers, technicians, occupational health and safety workers) and only for the company that covers/arranges the entire event (contractor).

Each permit is issued on the basis of a written application submitted to Ř UKOB by authorised employees of the Control and Security Section at least 3 days before the planned start date of taking photographs, shooting.



The possibility of approving the application sent to Ř UKOB by fax or in the form of a scanned copy (pdf file) by email is permitted, provided that the original application is also sent by post.

Taking photographs can only be performed with the equipment that meets local conditions, needs, and the location where the photograph is taken. The permit to take photographs is issued with a maximum validity of one calendar year.

Permit to take photographs on the premises of SKP, SDS may be combined under one permit to take photographs only for own employees to perform their job and function.

Photographs of the Premises are subject to copyright; in the case of their use without the permission of the owner of the Premises (Approver – the Corporate Communications Section), the generally binding valid legal regulations will be followed.

12 Prohibition of the Use of Recording Equipment in Vehicles

The use of recording equipment in the vehicle – car cameras, black-box, on-board cameras and other recording devices – **is strictly prohibited** throughout the Premises. These recording devices must be **OFF** when moving on the Premises.

In the event that it is discovered that THIS EQUIPMENT is used for taking photographs or recording, this is considered a gross violation of security rules and the person/employee will be prohibited from entering the Premises.

Taking photographs and recording videos by these means does not apply to UKOB, HZS, BA and UBEZ employees.

No permission to record and take photos is issued for this equipment.

13 Foreign Visits, Tours

Managers who receive foreign visits or tour participants are obliged to report all foreign visits and tours that will move in the production, administrative area of the Premises at UKOB and before the visit to the Premises, but at least 5 working days in advance. These are third-country nationals who are not citizens of EU Member States.

14 Foreign Employees

A company that does not belong to the ORLEN Unipetrol Group and employs nationals with citizenship outside the EU or requests their entry into the Premises is obliged to notify Ř UKOB of this fact through UKOB and the Facility Management Section of the Premises, in writing, where it will be indicated:

- name, surname of the employee, nationality of the person,
- proof of identity number,
- company applying for entry of the employee,
- reason for entry, the period for which the person's entry is required.

If it is found that the company requesting entry for these persons will not do so, entry will be blocked for these persons.

15 Special Provisions

There is a total ban on bringing weapons and ammunition, which includes in particular:

- a) firearms, including combat, hunting, sports, gas, alarm and signal weapons,
- b) pneumatic weapons,
- c) paralyzing sprays,
- d) tools and equipment the use of which may endanger life or health, including, but not limited to:
 - i. stabbing and cutting weapons in accordance with applicable laws on weapons and ammunition,
 - ii. bows and crossbows,
 - iii. and other similar,
- e) stun guns explosives and pyrotechnic materials according to the valid law on explosives.

An exemption for entry with a firearm may not be granted!



It does not apply to security service weapons and direct coercive measures that are part of the security service employees' equipment. The provision does not apply to members of the armed forces and armed security forces according to generally binding applicable legal regulations.

Furthermore, there is a ban of smoking in the whole company premises except for designated places. The use of the so-called "electronic cigarette" is also considered smoking. The ban also applies in places where work with fire is executed, i.e. welding and similar. The ban also applies at open grounds, in the cabin of a motor vehicle and working machines, and also in workplaces where smoking is also exposed to non-smokers.

16 Marking of UKOB Members, Use of Warning Lights in Vehicles

BA vehicles may use warning lights located inside the vehicles within the Premises and lands of the Premises owner, or a beacon and a light ramp of orange colour or use to delimit, marking the area with a light "light puck" of orange colour.

UKOB vehicles may use warning lights located inside the vehicles or the beacon and light ramp of orange and blue within the Premises and lands of the Premises owner.

Sleeve designation



Vehicle identification – vehicle screen



Reflective vests with the inscription UNIPETROL SECURITY, UNIPETROL INSPECTOR and UNIPETROL TRANSPORT INSPECTOR can also be used.

17 List of Related Documents

Directive 133 "Security of Service Premises in Building AB 1011 Kralupy nad Vltavou"

Directive 401 "Basic Regulation in the Field of Occupational Safety and Health"

Directive 402 "Safety Rules for Employees of Other Organisations"

Directive 694 "Material Movement, Passes"

Appendix A “Sample Letter of Violation of Safety Rules Valid on the Premises – English Language”

Sample letter of violation of the rules of conduct on the Premises, traffic offences, smoking outside the permitted places

In Kralupy nad Vltavou

NOTIFICATION OF THE BREACH OF SECURITY RULES

Date of Breach of Security rules:

Place I – ORLEN Unipetrol RPA s.r.o. building No.:

Name - Person/driver:

Pass no.:

Type of vehicle:

Registration number:

Entrance card no.:

Company:

detained by the security guards in area Kralupy nad Vltavou, Czech republic

BREACH SECURITY RULES

blocking entrance to the factory ORLEN Unipetrol RPA s.r.o. for person.....

cause: smoking in the truck

ORLEN Unipetrol RPA s.r.o. is chemical factory, where employees work with highly flammable substances and there is high risk of explosion. Fire can be used only in places, where this is permitted. Please note this information.

Each driver before entering the factory is informed about safety rules.

On behalf of ORLEN Unipetrol RPA s.r.o.

.....(name and surname)

.....(working position)



Appendix B “Sample Letter of Violation of Safety Rules Valid on the Premises – Czech Language”

V Kralupech nad Vltavou.....

OZNÁMENÍ O PORUŠENÍ BEZPEČNOSTNÍCH PRAVIDEL

Datum porušení bezpečnostních pravidel:

Místo – ORLEN Unipetrol RPA s.r.o. stavba č.:

Jméno – osoba/řidič:

Vstup č.:

Typ vozidla:

Registrační značka:

Vstupní karta vozidla č.:

Společnost:

zadržený BA v areálu společnosti ORLEN Unipetrol RPA s.r.o., Česká republika

PORUŠENÍ BEZPEČNOSTNÍCH PRAVIDEL

Zablokování vstupu do areálu společnosti areál Kralupy nad Vltavou, s.r.o. pro osobu.....

příčina:.....

ORLEN Unipetrol RPA s.r.o. je chemický podnik, kde zaměstnanci pracují s vysoce hořlavými látkami a je zde vysoké riziko výbuchu. Oheň může být použit pouze na místech, kde je to dovoleno. Prosím vezměte na vědomí tuto informaci.

Každý řidič je před vstupem do podniku informován o bezpečnostních pravidlech.

Za ORLEN Unipetrol RPA s.r.o.

.....(jméno příjmení)

.....(pozice)



Appendix C “Application for a Permit to Take Photographs”

APPLICATION FOR A PERMIT TO TAKE PHOTOGRAPHS calendar year 20..

Name of the company for which the permit is issued

(the company must be authorised to enter the Premises)

contract number, order number, lease agreement

A person applying for a permit to take photographs

contact details (phone or mail)

Reason for which the permit is issued (investment projects, occupational safety and health...)

State the exact specification of the place (building block numbers, designation of bridges, streets or facilities, technology) for which the permit is issued, including the type of photographic equipment (mobile phone, camera).

Name, surname of the person to whom the permit is issued

Identity card number

Company

Time, date for a permit to take photographs

The permit will be issued to persons directly connected with the event (managers, technicians, occupational safety and health employees) and only for the company that covers/arranges the entire event. Taking photographs can only be performed with the equipment that meets local conditions, needs, and the location where the photographs are taken (for example, the camera must meet the conditions of an explosive zone Ex). The permit to take photographs is issued with a maximum validity of one calendar year. Taking photographs is not issued for the “whole Premises”.

The photographs of the Premises are subject to copyright, and in the event of their use without the permission of the owner of the Premises, the applicable legislation will be followed.



Appendix D “Sanctions in the Field of Driving in and Entries”

CONTROL AND SECURITY SECTION (HEREINAFTER REFERRED TO AS UKOB)

The company has the right to demand payment of a contractual penalty in the specified amount*), for each individual case, if the contractual partner or its employees commit a breach of duty within the **Control and Security** area in the following cases:

Description of the breach	Amount of the sanction		
	Group employee Unipetrol	External employees	Visits
Abuse of entry of persons using the “visit” card for a period longer than the permitted period without completing the necessary initial training for stays on the Premises.	Letter to the manager	Deposit of CZK 10,000 or prohibition of entry of a person to the Premises for a period of 1 year	Deposit of CZK 10,000 or prohibition of entry of a person to the Premises for a period of 1 year
Failure to return the issued BA entry card at the gate after the end of the card validity, termination of employment on the Premises, failure to return the card upon departing/leaving the Premises	Letter to the manager	Deposit of CZK 10,000 or prohibition of entry of a person to the Premises for a period of 1 year	Deposit of CZK 10,000 or prohibition of entry of a person to the Premises for a period of 1 year
Failure to report the loss of an entry card issued for entries to the Premises also applies to cards issued for a vehicle	Letter to the manager A letter of reprimand to a person who did not attend the training	Deposit of CZK 5,000 or Prohibition of entry of a person for a period of 6 months	Deposit of CZK 5,000 or Prohibition of entry of a person for a period of 6 months
Anyone who intentionally provides false information in the application about the persons (vehicles) for whom (which) entry to the Premises is requested (applicant + person applying) will be penalised	Prohibition of entry of an applicant to the Premises for a period of min. 1 year.	Deposit of CZK 25,000 or Prohibition of entry of an applicant to the Premises for a period of min. 1 year.	Deposit of CZK 25,000 or Prohibition of entry of an applicant to the Premises for a period of min. 1 year.
Unauthorised access to the Premises using other cards	Prohibition of entry of a person to the Premises for a period of min. 1 year	Deposit of CZK 25,000 or Prohibition of entry of an applicant to the Premises for a period of min. 1 year.	Deposit of CZK 25,000 or Prohibition of entry of an applicant to the Premises for a period of min. 1 year.
Unauthorised driving in of vehicles using other cards	Prohibition of entry of an applicant to the Premises for a period of min.	Deposit of CZK 25,000 or	Deposit of CZK 25,000 or



Description of the breach	Amount of the sanction		
	Group employee Unipetrol	External employees	Visits
	1 year.	Prohibition of entry of an applicant to the Premises for a period of min. 1 year.	Prohibition of entry of an applicant to the Premises for a period of min. 1 year.
He/she fails to ensure compliance with the ban on filming and taking photographs without the consent of the Control and Security Section of ORLEN Unipetrol RPA s.r.o. and without ensuring the conditions for this activity	Prohibition of entry of a person for a period of 1 year	Deposit of CZK 30,000 or Prohibition of entry of a person for a period of 1 year	Deposit of CZK 30,000 or Prohibition of entry of a person for a period of 1 year
The employee is forbidden to perform activities on the Premises under the influence of alcohol or other addictive substances. Furthermore, the employee is forbidden to bring alcohol and other addictive substances to the Premises and enter the Premises under their influence. At the request of the persons referred to in Directives 401 and 402, he/she underwent an indicative breath test for the presence of alcohol in the breath or test for the presence of other addictive substances. The employee is obliged to undergo a medical examination to determine whether he/she is under the influence of alcohol or other addictive substances within 1 hour of finding a positive test for alcohol or other addictive substances	Prohibition of entry of a person for a period of 3 years Persons with a measured value of more than 1.0 per mille of alcohol in the breath are prohibited from entering for an indefinite period, without the possibility of a deposit.	Deposit of CZK 50,000 or Prohibition of entry of a person for a period of 3 years Persons with a measured value of more than 1.0 per mille of alcohol in the breath are prohibited from entering for an indefinite period, without the possibility of a deposit.	Deposit of CZK 50,000 or Prohibition of entry of a person for a period of 3 years Persons with a measured value of more than 1.0 per mille of alcohol in the breath are prohibited from entering for an indefinite period, without the possibility of a deposit.
He/she fails to obey the instructions of authorised persons – BA, HZSP, production technicians, operators, employees with a grey identity card, senior employees of the customer	Prohibition of entry of a person to the Premises for a period of min. 1 year.	Deposit of CZK 25,000 or Prohibition of entry of a person to the Premises for a period of min. 1 year.	Deposit of CZK 25,000 or Prohibition of entry of a person to the Premises for a period of min. 1 year.



Description of the breach	Amount of the sanction		
	Group employee Unipetrol	External employees	Visits
He/she fails to ensure compliance with the ban on smoking outside the designated areas (the ban also applies in the cabin of a motor vehicle) also applies to electronic cigarettes	Prohibition of entry of a person for a period of 3 years	Deposit of CZK 50,000 or Prohibition of entry of a person for a period of 3 years	Deposit of CZK 50,000 or Prohibition of entry of a person for a period of 3 years
Vehicles on the territory of the Premises with expired validity of cards for entry of vehicles	Warning via BA to remedy the fault within 24 hours, in the event of failure to remedy Prohibition of entry of the vehicle into the Premises for the period of min. 6 months	Warning via the BA to remedy the fault within 24 hours, in the case of failure to remedy Deposit of CZK 5,000 or Prohibition of entry of the vehicle into the Premises for the period of min. 6 months	Warning via BA to remedy the fault within 24 hours, in the event of failure to remedy Deposit of CZK 5,000 or Prohibition of entry of the vehicle into the Premises for the period of min. 6 months
Entry to the Premises outside the reserved inspected places (outside the gates, places where it is necessary to load the entry documents issued for the stay on the Premises)	Prohibition of entry of a person into the Premises, lodging a complaint to the Police of the Czech Republic	Deposit of CZK 50,000 or Prohibition of entry of a person into the Premises, lodging a complaint to the Police of the Czech Republic	Deposit of CZK 50,000 or Prohibition of entry of a person into the Premises, lodging a complaint to the Police of the Czech Republic
BREACH OF A BAN OF ANIMAL FEEDING on the Premises, the establishment of pens and lairs for animals that may be located on the Premises is considered a gross breach of safety	Letter to the manager, and compensation for damage caused by the employee's conduct (e.g. capture of animals)	Letter to the manager, and compensation for damage caused by the person's conduct (e.g. capture of animals)	Letter to the manager, and compensation for damage caused by the person's conduct (e.g. capture of animals)
Theft on the Premises	prohibition of entry of a person to the Premises	prohibition of entry of a person to the Premises	prohibition of entry of a person to the Premises
Loss of entry card Compensation for damage for the loss of the card CZK 300.	Failure to pay no new card will be issued	Failure to pay no new card will be issued	Failure to pay no new card will be issued.
Violation of entry to the production area of the	Letter to the manager	Deposit of CZK 5,000 or	Deposit of CZK 5,000 or



Description of the breach	Amount of the sanction		
	Group employee Unipetrol	External employees	Visits
Premises by a vehicle with HYBRID PROPULSION		Prohibition of entry of the vehicle into the Premises for the period of min. 6 months	Prohibition of entry of the vehicle into the Premises for the period of min. 6 months
Unsecured vehicles	Letter to the manager	<p>First offence notification of the owner – agreement without sanction</p> <p>Second offence notification of the owner – sanction of CZK 2,000</p> <p>Third offence – notification of the owner – sanction of CZK 2,000</p> <p>Fourth offence notification of the owner – prohibition of entry for the vehicle in question for a period of 5 days</p>	<p>First offence notification of the owner – agreement without sanction</p> <p>Second offence notification of the owner – sanction of CZK 2,000</p> <p>Third offence – notification of the owner – Sanction of CZK 2,000</p> <p>Fourth offence Notification of the owner – prohibition of entry for the vehicle in question for a period of 5 days</p>
Unsecured buildings	Letter to the manager	<p>First offence notification of the owner – agreement without sanction</p> <p>Second offence notification of the owner – sanction of CZK 2,000</p> <p>Third offence – notification of the owner – Sanction of CZK 2,000</p> <p>Offence 10 times or more – cancellation of the lease agreement within 1 month</p>	<p>First offence notification of the owner – agreement without sanction</p> <p>Second offence notification of the owner – sanction of CZK 2,000</p> <p>Third offence – notification of the owner – Sanction of CZK 2,000</p> <p>Offence 10 times or more – cancellation of the lease agreement within 1 month</p>

Note **The deposit is non-refundable.**

Funds from deposits will be transferred for the purposes of the ORLEN Unipetrol Foundation.

The decision on lifting the prohibition of the entry is made by the CEO of ORLEN Unipetrol on the basis of a written request sent through the Security and Control Director.

