



EXCERPT FOR EXTERNAL ENTITIES

from

**Manual on Personnel Traffic
at ORLEN Południe S.A.**

of 1 August 2023

DEFINITIONS:

Pass Office – a separate organisational unit within ORLEN Ochrona Sp. z o.o. that e.g. issues and accepts identification cards at the Protected Area of ORLEN Południe S.A., located at fixed posts (“PS”) – (Trzebinia, PS 4; Jedlicze, PS 1).

Visitor – a person who does not have an identification card or access rights to a specific Protected Area, who is not an employee of ORLEN Południe S.A. or Company, External Entity operating at the Protected Area or rendering services for ORLEN Południe S.A. or for External Entities and Companies operating at the Protected Area based on concluded contracts.

Main Contractor – an entity which pays for the invoice issued by ORLEN Południe S.A. for the issue of identification cards. Examples of Main Contractor include:

- An External Entity carrying out executive or service activity within the Protected Areas, without a registered office or production facilities located within the Protected Area, operating under an agreement with ORLEN Południe S.A. or the Company.
- An External Entity having a registered office or production facility located within the Protected Area.

Head of organisational unit – a person managing a team of employees and responsible for the subordinate area of activity at ORLEN Południe S.A. or the Company, who holds the position of manager, director, etc. depending on internal regulations. The President of the Management Board, a Member of the Management Board or an authorised person of an External Entity the registered office or facility of which is located at the Protected Area of ORLEN Południe S.A. shall also be understood as the Head of organisational unit.

Operations Coordinator – an employee of the Security Service, reporting directly to the Head of Domestic Security Department at ORLEN Ochrona Sp. z o.o., in charge of Security Service employees at the Production Plant in Trzebinia or the Production Plant in Jedlicze.

Drug test – a multi-parameter test for the detection of drugs in saliva.

Protected Area – premises of production plants in Trzebinia and Jedlicze, and internal area of floors or buildings used by ORLEN Południe S.A.

Supervisor of a Visitor / Service Technician – a person appointed by the Head of organisational unit, who brings a Visitor / Service Technician in, accompanies him/her permanently during his/her stay at the Protected Area of ORLEN Południe S.A., providing safety instructions and personal protective equipment corresponding to the facility and situation. The Supervisor is obliged to pick up the Visitor / Service Technician from the Pass Office and escort him/her to the exit at the end of his/her visit. The Supervisor of the Service Technician, who is appointed by the Head of organisational unit where service activities are performed, is also responsible for ensuring that the Service Technician observes occupational health and safety and fire protection regulations while performing service activities.

External Entity – an entity other than ORLEN Południe S.A. and the Company/Companies carrying out executive or service activity activities at the Protected Area.

The list of external entities having a registered office or production facility located at the Protected Area can be found in the Guidelines of Security, Critical Infrastructure and Internal Control on organisation of personnel traffic at ORLEN Południe S.A. The person in charge of Non-Production Asset Management Department is obliged to notify the person in charge of the Security, Critical Infrastructure and Internal Control Department of the need to update the list each time a change occurs.

Subcontractor – an entity providing services to the Main Contractor.

Fixed Post (PS) – the place of duty of a security guard (ORLEN Ochrona Sp. z o.o.) located at an entrance gate or other place, as required.

Employee of External Entity – a person employed at the External Entity on the basis of an employment contract or a person providing services on the basis of a civil law contract, in particular on the basis of a mandate contract or a contract for specific work.

Service Technician – an employee of the External Entity who does not have an identification card or access rights to a specific Protected Area and who performs service activities.

Security Service – organisational units of ORLEN Ochrona Sp. z o.o. performing tasks related to the protection of persons and property and operation of Pass Offices on behalf of ORLEN Południe S.A under concluded contracts.

Company/Companies – companies belonging to ORLEN Group.

Security Zone – a designated area of the Protected Area to which access is restricted by means of an access control system or an area of the Protected Area specially marked to restrict access by unauthorised persons.

Special Surveillance Zone – a designated area within a Security Zone, to which access is restricted to persons working there or who have been approved by the person in charge of the Special Surveillance Zone. Access rights to the Special Surveillance Zone are granted by the Security, Critical Infrastructure and Internal Control Department upon written request of the person in charge of that zone (e-mail, fax, letter). Access rights to technical premises managed by the Head of IT and Cyber Security (server rooms, node points, etc.) shall be managed by the Head of IT and Cyber Security or his/her designee, by means of access control system. Restrictions on access, with the exception of technical premises of the area managed by the Head of IT and Cyber Security, are not applicable to the Members of the Management Board and Members of the Supervisory Board of ORLEN Południe S.A.

I. GENERAL PROVISIONS

1. ORLEN Południe S.A. is subject to special protection on the basis of the Act of 22 August 1997 on Protection of Persons and Property (uniform text: Journal of Laws of 2020, item 838) and is:
 - a) operating a plant with an elevated risk or a plant with a high risk of a major industrial accident pursuant to the Act of 27 April 2001 – The Environmental Protection Law (uniform text: Journal of Laws of 2020, items 1219, 1378, 1565, 2127, 2338),
 - b) operator of critical infrastructure referred to in the Act of 26 April 2007 on Crisis Management (uniform text: Journal of Laws of 2020, item 1856).

2. Due to the specific nature of Protected Areas, it is necessary to register persons entering and staying in these areas. In the event of an emergency, it is essential to know how many people are present and where they are.
3. It is strictly prohibited to bring any weapons or ammunition to the Protected Areas. These will include, in particular, the following:
 - a) firearms, including combat, hunting, sporting, gas, blank, and flare weapons;
 - b) pneumatic weapons;
 - c) tear gas sprays;
 - d) tools and equipment which may endanger life or health if used, including, among others:
 - white arms, in accordance with the current Weapons and Ammunition Act,
 - string weapons in the form of crossbows,
 - items designed to overpower persons by means of electricity;
 - e) explosives and pyrotechnics in accordance with the current Act on Explosives.
4. The prohibition of carrying weapons referred to in paragraph 3 shall not apply to weapons and means of physical coercion available to employees of the Security Service. Violation of the ban on carrying weapons and ammunition results in the withdrawal of authorisation to enter Protected Areas by a person who brings in such weapon or ammunition referred to in paragraph 3.
5. Employees of the Security Service are authorised to observe persons who enter the Protected Areas for behaviour that may indicate a suspicion that they are under the influence of alcohol, narcotic drugs, psychoactive substances or psychotropic drugs.
6. It is prohibited to photograph, film and sketch at the Protected Areas. The conditions for obtaining authorisations for the listed activities are **set out in Chapter VIII of this Manual**.
7. Identification cards are required to enter Protected Areas with an electronic access control system, the list of which is available in the "Guidelines of Security, Critical Infrastructure and Internal Control on organisation of personnel traffic at ORLEN Południe S.A." (hereinafter referred to as: **Guidelines**).
 - a. An identification card may also be used as a pass to enter the Protected Area with a motor vehicle. Detailed rules of access to Protected Areas are **provided for in Chapter III of the Guidelines**.
 - b. The access list for Trzebinia and Jedlicze can be found in **Chapter IX of the Guidelines**.
8. In the event of failure of the access control system (as specified in the list of OPD protected areas), personnel traffic is carried out on the basis of the identification card held, controlled by the ORLEN Security Service employee at the Pass Office in Trzebinia and Jedlicze. The registration of personnel traffic for persons without a valid identification card is carried out on the basis of a single-entry paper pass ("single-entry paper pass"), and the registration of vehicle entry is carried out based on the vehicle traffic log. The specimen pass is provided for in the Guidelines.

9. As soon as an identification card becomes invalid, it must be returned immediately, within a maximum of seven days, to the relevant Pass Office. If the card is not returned, the provisions of paragraph 14 of this Chapter shall apply.
10. The identification card is the property of ORLEN Południe S.A. Persons holding an identification card are obliged to protect it against damage, loss and theft.
11. Making one's identification card available or using the identification card of another person is subject to sanctions **laid down in Chapter VII of this document**.
12. In the event of **loss or theft of an identification card**, the relevant Pass Office must be informed immediately by means of a written statement. The identification card will be blocked by a member of the Security Service. A "Visitor" identification card will be issued for a period of seven days. If the lost identification card is found during this period, it will be activated without any consequences. For the recovered identification card to be activated, the "Visitor" identification card must be returned.
13. In the event of **destruction of an identification card**, the relevant Pass Office must be informed immediately by means of a written statement.
14. Fees for the loss or destruction of an identification card are set out in **Chapter II of the Guidelines**. Fees shall not apply to identification cards lost or destroyed under circumstances for which the holder is not at fault.
15. Once lost or destroyed, the re-issue of identification cards shall take place in the following way:
 - for Company employees – upon presentation of proof of payment by the Employee of the amount resulting from the fee for the loss or destruction of the identification card to the indicated bank account. Information on the current account number and the amount of the fee can be obtained from the relevant Pass Office. The transfer description shall read: identification card fee, first and last name,
 - for other entities – on the basis of a card application, with ORLEN Południe S.A. charging the Main Contractor.
16. A person can only have one identification card. It shall not be permissible for an identification card to be issued to a person who has been assigned an identification card in the system, except for the situation described in paragraphs 13, 17 and 18.
17. If an identification card holder forgets his/her card, a "Visitor" identification card may be issued, but no more than twice a month, with one period lasting no more than seven days. Each time a "Visitor" identification card is issued, it is recorded in the access control system. A "Visitor" identification card can be issued only if the employee's identification card is active. The issue of a "Visitor" identification card is automatic and does not require any confirmation from superiors. If the above limit is exceeded (an identification card has been issued twice in a given month), the superior shall be notified each time a "Visitor" identification card is issued (this does not apply to Members of the Management Board and Members of the Supervisory Board).
18. A person whose authorisation to enter the Protected Area has been revoked under the rules referred to in Chapter VII (Penalties) of this document can receive an identification card for one-off entry after obtaining written approval from the Head of Security, Critical Infrastructure and Internal Control.

19. The identification card is a pre-numbered form and is subject to registration in the access control system.
20. It is possible to replace an identification card due to a change of image or overprint on the front side with any of applicable templates, when requested by the holder of the identification card or an External Entity.
21. **The amount of the fee for issuing an identification card and of the fee for losing, destroying or failing to return an identification card** shall be set by the Head of Security, Critical Infrastructure and Internal Control. Information on the current fee is also displayed in a prominent position in the Pass Offices. In addition, the information concerning the fees referred to in the previous sentence is provided in the **Guidelines**.
22. **An up-to-date photo for the identification card** is attached to the application for identification card. A colour photo (ID or passport photo) must be submitted in paper or electronic form (recommended resolution: 300x399 pixels and 300dpi).
23. **Each holder of an identification card should wear it** in a visible place, unless otherwise specified in relevant on-the-job instructions.

It is not permitted to carry identification cards in a visible place when being outside the plant.

II. TYPES OF IDENTIFICATION CARDS

1. The following types of identification cards shall be used at ORLEN Południe S.A.:
 - 1.1. grey – for the employees of ORLEN Południe S.A. and Companies,
 - 1.2. yellow – for the employees of External Entities,
 - 1.3. green – for Visitors and a replacement card for an employee of ORLEN Południe S.A., Company, and External Entity,
 - 1.4. red – service technicians.
2. The templates, rules for issuing, using and returning identification cards referred to in paragraph 1 are available in the **Guidelines**.

III. RULES OF ENTRY TO PROTECTED AREAS

1. An identification card with assigned entry authorisation entered into the access control system database is a document authorising to enter the Protected Area.
2. Detailed rules of the rules of entry to Protected Areas are provided in the **Guidelines**.
3. The movement of State Fire Service vehicles, in the event of an emergency, is carried out on a basis agreed between the Company Fire Department, the Security, Critical Infrastructure and Internal Control Department, and the Security Service.

IV. TOURS

1. Tours of Protected Areas shall be made by organised groups.
2. Detailed provisions on the organisation of tours are included in the **Guidelines**.

V. GRANTING OF ACCESS RIGHTS TO SPECIAL SURVEILLANCE ZONES

1. The employees of ORLEN Południe S.A., Companies and External Entities shall be granted rights according to the place where they work or provide services, without access to other Special Surveillance Zones.
2. For identification card holders, the granting of permanent rights of access to a Special Surveillance Zone (which is not a place where they work or provide services) shall be carried out on the basis of an application, the specimen of which is available in the Guidelines.
3. Detailed rules for the management of access rights to Special Surveillance Zones are set out in the Guidelines (**not applicable to “Visitor” and “Service Technician” cards**).

VI. RULES FOR CARRYING OUT SOBRIETY CHECKS ON EMPLOYEES AND TESTING EMPLOYEES FOR THE PRESENCE OF AGENTS ACTING SIMILARLY TO ALCOHOL IN THEIR BODIES.

In order to ensure the protection of life and health of employees and other persons and the protection of property, employees shall be subjected to sobriety checks and tested for the presence of agents acting similarly to alcohol in their bodies within the Protected Areas in compliance with the following regulations:

- the Act of 26 June 1974 – Labour Code,
- the Regulation of the Minister for Health of 16 February 2023 on tests for the presence of alcohol or agents acting similarly to alcohol in the employee's body,
- the Regulation on the implementation of Work Regulations for ORLEN Południe S.A., currently in force at ORLEN Południe S.A.,
- the Act of 26 October 1982 on Upbringing in Sobriety and Counteracting Alcoholism,
- the Act of 29 July 2005 on Counteracting Drug Addiction,
- this Manual and the Guidelines.

1. Sobriety checks and tests for the presence of agents acting similarly to alcohol may be conducted with respect to the employees of ORLEN Południe S.A., natural persons performing work for ORLEN Południe S.A. on a basis other than employment relationship and natural persons being sole proprietors whose work is organised by ORLEN Południe S.A.
2. Sobriety checks and tests for the presence of agents acting similarly to alcohol may be conducted with respect to the employees and natural persons referred to in paragraph 1 above that cross the line of access control devices or the line of fences of the ORLEN Południe S.A. premises where production processes are carried out and with respect to employees remaining on those premises.
3. Sobriety checks and tests for the presence of agents acting similarly to alcohol may be conducted both before and during work, multiple times a day, and each and

every day of the week. The Protected Areas of ORLEN Południe S.A. shall be subject to a total ban on the presence of persons who are under the influence of alcohol or in a state of intoxication within the meaning of Article 46(2) or (3) of the Act of 26 October 1982 on Upbringing in Sobriety and Counteracting Alcoholism and persons under the influence of agents acting similarly to alcohol, as well as on the consumption of alcoholic beverages and the use of agents acting similarly to alcohol.

4. The premises of ORLEN Południe S.A. where production processes are carried out shall be subject to a total ban on carrying or bringing in a vehicle any alcoholic beverages or agents acting similarly to alcohol.
5. A sobriety check and test for the presence of agents acting similarly to alcohol must not violate the dignity and other personal rights of the employee.
6. Sobriety checks and testing employees for the presence of agents acting similarly to alcohol in their bodies include tests using methods that do not require laboratory testing.
7. Sobriety checks are conducted with the use of electronic breath testers (breathalysers) that measure alcohol concentration in exhaled air using a mouthpiece by infrared spectroscopy or electrochemical oxidation, as well as analysers not equipped with a mouthpiece and digital display of the result, having a valid certificate of calibration, taking into account item 8 of this Chapter and the provisions of Chapter. V(5) of the **Guidelines**.
8. Checks for agents acting similarly to alcohol are conducted using drug tests for the immunological determination of agents acting similarly to alcohol, which are taken non-invasively from saliva samples.
9. A positive test result from a breathalyser not equipped with digital display of the result should be verified immediately with a breathalyser that is capable of reading the result.
10. The sobriety check referred to in paragraph 6.1 shall consist in establishing the absence of alcohol in the employee's body or the presence of alcohol, indicating that the person in question is under the influence of alcohol or in a state of intoxication within the meaning of Article 46(2) or (3) of the Act of 26 October 1982 on Upbringing in Sobriety and Counteracting Alcoholism. The absence of alcohol in the employee's body shall be deemed to be equivalent to cases where the alcohol content does not reach, or does not lead to, the values inherent in being under the influence of alcohol.
11. The test for the presence of agents acting similarly to alcohol in the body, as referred to in paragraph 6.2, consists of establishing the absence of the agents specified in § 10 of the Regulation of the Minister of Health of 16 February 2023 in the body by testing saliva samples taken non-invasively from the employee using a tester.
12. The employer may not allow an employee or natural person referred to in paragraph 1 to work if a sobriety check reveals that the person in question is under the influence of alcohol or in a state of intoxication or there is a reasonable suspicion that the employee has come to work while being under the influence of alcohol or in a state of intoxication or has consumed alcohol while at work.

Information on the grounds for non-admission shall be communicated to the person tested for sobriety by providing a copy of the test report.

13. Where an employee has not been allowed to work in connection with a reasonable suspicion that he/she reported for work while being under the influence of alcohol or in a state of intoxication, or in connection with a reasonable suspicion that he/she has consumed alcohol while at work, and the result of the test does not indicate that the employee in question is under the influence of alcohol or in a state of intoxication, the period during which the employee is not admitted to work is a period of excused absence from work, for which the employee retains the right to remuneration.
14. At the request of the employer or of the employee not admitted to work, the employee sobriety test shall be carried out by the competent law enforcement authority.
15. When checking the body for agents acting similarly to alcohol, the provisions set out in paragraphs 11 to 12 shall apply accordingly.
16. In the event of failure to undergo the test referred to in paragraphs 8 and 9, the competent law enforcement authority shall be asked to carry out the test. Should the employee leave the premises of ORLEN Południe S.A. before the arrival of the law enforcement authority, the identification card shall be seized, and an appropriate note shall be made. The rules referred to in Chapter VII (Penalties) of this Manual shall apply accordingly.
17. In cases not covered by this Chapter, decisions concerning sobriety checks and tests for the presence of agents acting similarly to alcohol in the body shall be made by the Head of Security, Critical Infrastructure and Internal Control in consultation with the Director of Human Resources and the Head of Health, Safety and Information Security.

VII. PENALTIES

In the event that the employees of the Security Service or the employees of ORLEN Południe S.A. (the employees of the Security, Critical Infrastructure and Internal Control Department) find that there has been a violation of employee duties in the Protected Areas by an employee of ORLEN Południe S.A. or a violation of the applicable safety rules by an employee of a Company / External Entity / Visitor with which they have been acquainted, ORLEN Południe S.A. reserves the right to:

- impose a financial penalty for each violation of the applicable safety rules,
- temporarily or permanently suspend the pass authorising the employee of ORLEN Południe S.A. / Company / External Entity / Visitors to enter the premises of ORLEN Południe S.A.,
- impose disciplinary sanctions against the ORLEN Południe S.A. employee, in the event of a violation of employee duties:
- file a notice to the law enforcement authorities in relation to the employee of ORLEN Południe S.A. due to a gross violation of basic employee duties, and in relation to the employee of Company / External Entity / Visitor due to a violation of the applicable safety rules.

1. Making one's identification card available, allowing a person to enter using one's own identification card or using another person's identification card:

- 1.1. by an employee of ORLEN Południe S.A. will be treated as a **violation of employee duties** that may result in holding this person accountable or terminating the employment contract and withdrawal of authorisation to enter the Protected Areas,
- 1.2. by an employee of an External Entity or Company will be treated as a **violation of applicable safety rules** resulting in the imposition on that External Entity or Company employing the employee of a financial penalty provided for in the appendices to the Environmental and Occupational Health and Safety Rules applicable on the premises of ORLEN Południe S.A. and withdrawal of authorisation to enter the Protected Areas;
- 1.3. by a Visitor will be treated as a **violation of applicable safety rules** and result in withdrawal of authorisation to enter the Protected Areas.

2. The seizure of property belonging to ORLEN Południe S.A.:
 - 2.1. by an employee of ORLEN Południe S.A. will be treated as a **gross violation of basic employee duties**, which may result in termination of the employment contract without notice, due to the employee's fault, and withdrawal of the employee's rights to enter the Protected Areas and filing a notice to the law enforcement authorities,
 - 2.2. by an employee of an External Entity or Company will be treated as a **violation of applicable safety rules** resulting in a financial penalty of up to PLN 10,000.00 being imposed on that External Entity or Company employing the employee and withdrawal of authorisation to enter the Protected Areas by that employee and filing a notice to the law enforcement authorities,
 - 2.3. by a Visitor will be treated as a **violation of applicable safety rules**, resulting in withdrawal of authorisation to enter the Protected Areas and filing a notice to the law enforcement authorities.
3. The seizure of property not belonging to ORLEN Południe S.A.:
 - 3.1. by an employee of ORLEN Południe S.A. – the injured party is obliged to notify the law enforcement authorities and the Head of Security, Critical Infrastructure and Internal Control of ORLEN Południe S.A. The decision to revoke access rights to the Protected Areas is taken by the Head of Security, Critical Infrastructure and Internal Control or a person authorised by the same;
 - 3.2. by an employee of an External Entity or Company will be treated as a **violation of applicable safety rules** resulting in a financial penalty of up to PLN 10,000.00 being imposed on that External Entity or Company employing the employee. The injured party is obliged to notify the law enforcement authorities and the Head of Security, Critical Infrastructure and Internal Control of ORLEN Południe S.A. The decision to revoke access rights to the Protected Areas is taken by the Head of Security, Critical Infrastructure and Internal Control or a person authorised by the same;
 - 3.3. by a Visitor will be treated as a **violation of applicable safety rules**, resulting in withdrawal of authorisation to enter the Protected Areas. The injured party is obliged to notify the law enforcement authorities and the Head of Security, Critical Infrastructure and Internal Control of ORLEN Południe S.A.

4. Reporting for work, remaining within the Protected Areas while under the influence of alcohol, in a state of intoxication of or under the influence of agents acting similarly to alcohol as well as the consumption of alcoholic beverages or the use of agents acting similarly to alcohol by:

- 4.1. **an employee of ORLEN Południe S.A.** will be treated as a gross violation of employee duties resulting in termination of the employment contract without notice, due to the employee's fault, subject to employer's individual decisions, in particular to amend the terms and conditions of the employment contract and to revoke access rights to the Protected Areas.
- 4.2. **an employee of a Company or an External Entity** will be treated as a violation of applicable safety rules resulting in the imposition on that External Entity or Company employing the employee of a financial penalty provided for in the appendices to the Environmental and Occupational Health and Safety Rules applicable on the premises of ORLEN Południe S.A. and withdrawal of authorisation to enter the Protected Areas.

In the event that **an employee of ORLEN Południe S.A.** fails to undergo the check referred to in Chapter VI, paragraphs 8 and 9 and leaves the Protected Area before the arrival of the law enforcement authority, described in Chapter VI, paragraph 14, it will be treated as gross violation of employee duties resulting in termination of the employment contract without notice, due to the employee's fault, subject to employer's individual decisions, in particular to amend the terms and conditions of the employment contract and to revoke access rights to the Protected Areas.

5. Violation of safety rules within the Protected Areas:

5.1. Smoking and use of e-cigarettes in non-designated areas:

5.1.1. by an employee of ORLEN Południe S.A. will be treated as a **violation of employee duties** that may result in holding this person accountable or terminating the employment contract and withdrawal of authorisation to enter the Protected Areas,

5.1.2. by an employee of a Company or an External Entity will be treated as a **violation of applicable safety rules** resulting in the imposition on that External Entity or Company employing the employee of a financial penalty provided for in the appendices to the Environmental and Occupational Health and Safety Rules applicable on the premises of ORLEN Południe S.A. and withdrawal of authorisation to enter the Protected Areas,

5.1.3. by a Visitor will be treated as a **violation of applicable safety rules**, resulting in withdrawal of authorisation to enter the Protected Areas.

5.2. Conducting particularly hazardous work without authorisation or with gross violation of regulations and principles of occupational health and safety, fire protection and fire safety will result in immediate removal from the Protected Area, resulting in the imposition on the External Entity or Company employing the employee of a financial penalty provided for in the appendices to the Environmental and Occupational Health and Safety Rules applicable on the premises of ORLEN Południe S.A. and withdrawal of authorisation to enter the Protected Areas.

6. Traffic violations within the Protected Areas:

- 6.1. Speeding between 10km/h and 20km/h – withdrawal of authorisation for entry for a period of 1 week:
 - 6.1.1. by an employee of ORLEN Południe S.A. will be treated as a **violation of employee duties** that may result in holding this person accountable,
 - 6.1.2. by an employee of a Company or External Entity will be treated as a **violation of applicable safety rules**, resulting in a financial penalty of up to PLN 10,000.00 being imposed on that External Entity or Company employing the employee,
 - 6.1.3. by a Visitor will be treated as a **violation of applicable safety rules**, resulting in withdrawal of authorisation to enter the Protected Areas.
- 6.2. Speeding more than 20 km/h – withdrawal of authorisation for entry for up to 1 month:
 - 6.2.1. by an employee of ORLEN Południe S.A. will be treated as a **violation of employee duties** that may result in holding this person accountable,
 - 6.2.2. by an employee of a Company or External Entity will be treated as a **violation of applicable safety rules**, resulting in a financial penalty of up to PLN 1,000.00 being imposed on that External Entity or Company employing the employee,
 - 6.2.3. by a Visitor will be treated as a **violation of applicable safety rules**, resulting in withdrawal of authorisation to enter the Protected Areas.
- 6.3. Causing a culpable traffic collision – withdrawal of authorisation for entry for up to 2 weeks:
 - 6.3.1. by an employee of ORLEN Południe S.A. will be treated as a **violation of employee duties** that may result in holding this person accountable,
 - 6.3.2. by an employee of a Company or External Entity will be treated as a **violation of applicable safety rules**, resulting in a financial penalty of up to PLN 1,000.00 being imposed on that External Entity or Company employing the employee,
 - 6.3.3. by a Visitor will be treated as a **violation of applicable safety rules**, resulting in withdrawal of authorisation to enter the Protected Areas.
- 6.4. Non-compliance with other traffic regulations not listed above will result in withdrawal of entry rights for a period of up to 2 weeks.

7. Photographing, filming and sketching:
 - 7.1. Violation of the rules concerning photographing, filming and sketching at the protected areas by an employee of ORLEN Południe S.A. will be treated as a **violation of employee duties** that may result in holding this person accountable or terminating the employment contract and withdrawal of authorisation to enter the Protected Areas,
8. The person representing the Company/External Entity undertakes to pay a financial penalty, the amount of which is specified above and provided for in the appendices to the Environment and Health and Safety Rules applicable on the premises of ORLEN Południe S.A. within 14 days from the date of issuing an accounting (debit) note by the competent services of ORLEN Południe S.A. In unregulated cases, the

Head of Security, Critical Infrastructure and Internal Control decides on the amount of the financial penalty.

9. The Security Service makes a note about each incident at the Protected Area that is sent to the Head of Security, Critical Infrastructure and Internal Control and to:
 - 9.1. the superior of the person suspected of committing the offence – for the employees of ORLEN Południe S.A.,
 - 9.2. the company registered address – for the employees of Companies and other External Entities.
10. In the event that irregularities and grounds for the imposition of the penalty have been identified, the employees of the Security Service or the employees of Orlen Południe S.A. – Security, Critical Infrastructure and Internal Control are obliged to prepare a memo to be used as a basis for a penalty for violation of employee duties and the applicable safety rules. The memo is submitted to the Head of Security, Critical Infrastructure and Internal Control, who takes a decision of whether these actions are justified and the amount of the financial penalty. This decision is written down in the aforementioned note and then it is submitted to the competent services of ORLEN Południe S.A. in order to carry out activities, including bookkeeping (debit) note being issued.
11. A person whose authorisation to enter a Protected Area has been withdrawn may submit a written request, together with justification, for reinstatement of such authorisation to the Head of Security, Critical Infrastructure and Internal Control.
12. Only a person whose authorisation to enter Protected Areas has been withdrawn may file such a request.
13. The Head of Security, Critical Infrastructure and Internal Control may appoint a team to analyse requests for reinstatement of access rights to Protected Areas. The team will be composed of: the Head of Health, Safety and Information Security, Director of Human Resources, Head of Security, Critical Infrastructure and Internal Control or persons authorised by them.
14. The Security, Critical Infrastructure and Internal Control Department shall keep a record of incoming requests referred to in paragraph 10 and, no later than seven days before the scheduled meeting date, shall forward copies of the requests to the Team for examination.
15. The Team's task is to:
 - 15.1. analyse and examine filed requests for reinstatement of rights to enter the Protected Areas;
 - 15.2. make a note documenting the meeting and the decisions taken,
 - 15.3. forward written decisions to:
 - 15.3.1. the Applicant – for information purposes,
 - 15.3.2. the Head of Security, Critical Infrastructure and Internal Control – the Accard base administrator,
 - 15.3.3. ORLEN Ochrona Sp. z o.o. – in order to perform operations compliant with the issued decision relating to the reinstatement of rights to enter the Protected Areas;

15.3.4. the Director of Human Resources – to be recorded in the personnel file and to be used for any future HR processes.

16. An ordinary erasure of penalty, resulting in possible reinstatement of rights, shall take place automatically after five years from the penalty date, except for individual decisions of the Head of Security, Critical Infrastructure and Internal Control taken in consultation with the Director of Human Resources and the Head of Health, Safety and Information Security.

VIII. PHOTOGRAPHING, FILMING AND SKETCHING

1. It is prohibited to photograph, film and sketch at the Protected Areas without permission.
2. The permit to photograph, film and sketch at the Protected Areas is issued by the Head of Security, Critical Infrastructure and Internal Control or a person authorised by the same. Permission to photograph, film and sketch is tantamount to permission to bring the equipment necessary to perform this activity into the Protected Areas.

IX. FINAL PROVISIONS

1. While performing inspection activities, inspectors and state officials may enter the Protected Areas in accordance with the principles laid down in generally applicable law.
2. Personnel traffic of foreigners in the Protected Areas of ORLEN Południe S.A. shall take place on the terms and conditions set out in this Manual.
3. In cases not referred to in these Manual, the Operations Coordinator in consultation with the Head of Security, Critical Infrastructure and Internal Control shall resolve any personnel traffic issues on an ongoing basis.
4. In the event of failure of the access control system, emergency procedures shall apply to switch to a paper-based system.
5. In the event of an emergency, etc., all persons in the affected area shall be bound by the procedures contained in the internal organisational acts currently in force.

Subject to the provisions on documentation and examination to confirm the existence of reasonable suspicion as referred to in Chapter VI, paragraph 6, paper documentation related to personnel traffic shall be submitted periodically – at the end of each month – to the Security, Critical Infrastructure and Internal Control Department by ORLEN Ochrona Sp. z o.o. and retained for a period of three years. After this period, it shall be destroyed immediately, which shall be confirmed by a destruction report.