

INSTRUCTION
on Access Control System, Rules of Presence on the Company Premises and Rules
for Material Movement applicable to CMC Poland sp. z o.o.
(Traffic Instruction)

PART I

Instruction on Pass System and Rules of Presence on the Company Premises

§1. General provisions – the objectives of the instruction:

1. Defining the rules for organizing the pass system for pedestrians and vehicle traffic as well as the movement of materials on the premises of CMC Poland sp. z o.o.
2. Establishing detailed procedures and methods of bringing and taking materials, products, and other assets of the Company or External Entities or Units in or out of the Company's premises.
3. Defining the rules for controlling pedestrian and vehicle traffic participants, their rights and responsibilities, as well as specifying the main tasks in this area for the Security Service operating on the Company's premises.

§2. Definitions and abbreviations

Company	CMC Poland sp. z o.o.
Company's Premises	the area of the company and facilities thereon managed or owned by CMC Poland Sp. z o.o.
External Entity	natural or legal persons without registered seat or place of conducting business activity on the Company premises.
External Unit	legal or natural persons conducting business activity or having their registered seat on the area located within the external outline of the Company's property without the access to the public road other than through the properties to which the Company holds rights to; and which has no capital relations with the Company or its subsidiaries.
Security Service	Any entrepreneur holding a license to provide personal and property protection services, with whom the Company has a valid agreement for the protection of persons and property on the Company's premises.

External Inspection Institution	<p>entities authorized under generally applicable law to conduct inspections on the Company's Premises and to enter the premises based on a relevant authorization and official identification, including in particular:</p> <ul style="list-style-type: none"> - Supreme Audit Office, - National Labor Inspectorate, - Environment Protection Inspectorate, - Office of Technical Inspection, - Railway Technical Inspection Office, - Railway Transport Office, - National Sanitary Inspectorate, - Tax Control Authorities, - Law enforcement agencies, - Internal Security Agency, <p>And also:</p> <ul style="list-style-type: none"> - members of local fire brigade responding to rescue and firefighting operations, - police officers and emergency medical personnel entering the Company's premises in connection with a crime or accident.
Checkpoint	A location where participants of traffic (documents, vehicles) are inspected by the Security Service, also referred to as a "guard post".
Materials	Any goods and equipment, including those intended for production, investments, finished goods, low-value fixed assets, fixed assets, office supplies,.
Buffer Parking Area	The Company's Premises located near the Logistics Dept. and the scrap scale designated for vehicle parking during servicing of the Company's contractors in connection with material loading, equipped with an IT system (LED display board).
Delivery Document (DD)	A document confirming the release of the Company's materials to external parties, generated from the SAP system. It contains information about a recipient and is approved by authorized personnel (template in Appendix No. 7 hereto) .
WZ Document	A document confirming the release of the Company's materials to external parties, containing information about a recipient, approved by authorized personnel, and issued manually.

DW Document	A document used by the Company's Fabrication departments, containing information about the recipient, specifying the weight of the material and the acceptable weight tolerance deviations.
Magnetic card	A card handed to the carrier by the Security Service upon arrival to collect materials, authorizing entry to the Buffer Parking Area.
Pick-up List	A document authorizing an external entity (carrier) to load the Company's materials in the finished goods warehouse and/or billets at the Melt Shop.
Traffic Instruction	This instruction concerning the Pass system, Rules of Presence on the Company's Premises and Rules of Material Movement of CMC Poland sp. z o.o.
Traffic Participant	The employees of the Company, External Entities and Units and their employees and persons acting on their behalf as well as any other persons such as: carriers, representatives of state authorities or emergency rescue teams moving within the the Company's Premises.
Material Pass (OM)	A document authorizing the movement of materials owned by traffic participants within the Company's premises, excluding items assigned to Company employees under property responsibility (e.g., laptop).
Waybills	A document confirming, together with attached specifications, the execution of material transport to or from the Company's premises by rail

List of abbreviations and sings:

PS1	Guard Post at ul. Piłsudskiego –pedestrian traffic service
PS2	Guard Post at ul. Piłsudskiego- goods, vehicle, and pedestrian traffic service
PS3	Guard Post at ul. Łośnicka – goods, vehicle, and pedestrian traffic service
PS4	Guard Post at ul. Kolorowa /slag road/
PS6	Guard Post at ul. Okólna - pedestrian traffic service
PS7	Guard Post at ul. Okólna - goods, vehicle, and pedestrian traffic service
PS8	Guard Post at ul. Piłsudskiego – Management Building- pedestrian (employee and visitors) traffic service

PS9	On-site Guard Post near warehouses- pedestrian and vehicle traffic service
PS10	Guard Post at the Buffer Parking Area – vehicle traffic service
PS11	Guard Post at the Fabshop
MWGiE	Finished Goods and Shipment Warehouse
RCP	Time and Attendance System

§3. Scopes of obligations

1. Traffic Participants, unless explicitly exempted from a specific scope of traffic organization on the Company's premises as stated in the following content of the Traffic Instruction or based on individual authorizations, are, among others, entitled and obliged to:
 - a) Use the appropriate documents authorizing them to enter the Company's premises and to leave the premises,

- b) Follow instructions of the Security Services regarding the management of pedestrian and vehicle traffic on the Company's Premises, including submitting to relevant inspections and checks,
- c) Not to bring in to or take out of the Company's Premises any materials without required documents, ensuring proper registration, and observing prohibitions concerning bringing in Materials specified in § 5 section 6,
- d) Possess the required protective equipment as specified in § 3(1)(f), when on the Company's premises.
- e) **Compliance with General Rules of the Company's Internal Traffic:**
 - ✓ Strict compliance with traffic regulations, traffic signs applicable on the Company's premises, and the provisions of this Traffic Instruction,
 - ✓ Observance of a rule to follow the shortest possible route to get to the destination i.e. to handling points of document formalities and material movement, as indicated by the Security Service personnel;
 - ✓ All vehicles moving within the Company's Premises must be technically fit i.e. have valid technical inspection. Responsibility for ensuring safe technical condition of vehicles not owned by the Company lies with the vehicle owner and the driver.
 - ✓ Speed limit of up to 50 km/h for passenger cars, motorcycles and scooters; 30km/h for trucks,
 - ✓ Mandatory use of dipped headlights and daytime running lights throughout the year,
 - ✓ Strict prohibition on parking in unauthorized areas,
 - ✓ Strict prohibition on unauthorized vehicles entering production halls;
 - ✓ Strict prohibition on taking photos or videos using any recording devices, especially cameras, camcorders, or mobile phones;
 - ✓ Compliance with other requirements applicable during a given period and indicated by the Security Service;
 - ✓ Strict prohibition on bringing in or consuming alcohol or substances with similar effects, as well as smoking tobacco products outside designated areas.
- f) **Compliance with General Rules for Vehicle Drivers:**
 - ✓ Upon entering the Company's premises, traffic participants arriving for delivery or collection of materials (excluding those visiting only administrative buildings or the technical warehouse reception section) must be equipped with:
 - Safety helmet,
 - Protective footwear,
 - High-visibility vest.

NOTE: Security Service has the right to check whether a Traffic Participant possesses the above protective equipment and may deny entry to the premises in case of non-compliance.

- ✓ if required by applicable health and safety regulations, they should also have:
 - Working clothes,
 - Personal protective equipment, in particular safety glasses and hearing protection;
- ✓ On the premises of production halls and department yards where work is being carried out, drivers must:
 - Wear a safety helmet,
 - Wear protective clothes and footwear,
 - Use personal protective equipment,
 - Follow instructions of the Company employees responsible for loading/ unloading activities, ongoing works,
 - Comply with the speed limit inside production halls — maximum speed: 5 km/h,
- ✓ The following are strictly prohibited in production halls and department yards:
 - Staying on the vehicle platform during loading

- Remaining inside the vehicle during loading
- Moving around the production hall independently

NOTE! During loading/unloading, the driver must remain outside the danger zone. Operators of material handling equipment (e.g., cranes, hoists, forklifts) are required to ensure that the driver leaves the vehicle cabin and stays outside the danger zone..

- ✓ The driver is responsible for properly securing and fastening the material and the vehicle to prevent any shifting of the load during transport.
 - ✓ A summary of the basic occupational health and safety, fire protection, and environmental requirements for entities providing transport services on the Company's premises is included in Attachment 12 hereto.
2. The Security Service is authorized and obliged, among others, to:
- a). manage pedestrian and vehicle traffic within Company premises in accordance with the provisions of the Traffic Instruction,
 - b). exercise the highest diligence in enforcing the rules of entering/leaving the Company's Premises by all Traffic Participants,
 - c). verify the identity of Traffic Participants,
 - d). inspect all documents authorizing entry/exit and presence on the Premises of the Company, including issuing and registering single-entry passes, confirming authorization by phone and ensuring the return of passes,
 - e). conduct tests for presence of alcohol or substances with effects similar to alcohol based on rules defined in Attachment 11 hereto – Instruction for testing for the presence of alcohol or substances with effects similar to alcohol,
 - f). respond to any violations of the Traffic Instruction by Traffic Participants,
 - g). Inspect items being carried or transported,
 - h). prevent individuals from passing through the Checkpoint if they attempt to bring alcohol, weapons, or other hazardous materials (as defined in §5 section 6) onto the premises, or if their documents appear suspicious, invalid, or issued for another person, vehicle, or material
 - i). deny entry to traffic participants without valid documents authorizing access to the premises
 - j). maintain a register of traffic participants who have been granted access based on single-entry passes or who entered without a pass using official IDs and authorizations from External Inspection Institutions,
 - k). ensure the register mentioned in point j is kept electronically and includes at least: date of entry, full name, ID/passport/service ID number, name of the inspecting/intervening institution (for external control bodies), and purpose of entry.
 - l). Archive the register electronically for 9 months from the date of entry. Paper passes are archived for up to 3 months.
 - m).store and issue keys to office rooms and record key issuance in the key logbook.
 - n). Provide necessary information and explanations to External Entities regarding delivery or pickup locations for materials,
 - o). Notify appropriate emergency services or law enforcement upon request from Company employees or on their own initiative in justified cases (including emergency phone handling),
 - p). check whether external entities possess the required personal protective equipment,
 - q). take action upon requests from the Health & Safety Service or other departments regarding violations of the Traffic Instruction.
 - r). Exercise the highest diligence in protecting Company property, report acts of vandalism or damage to the Infrastructure Coordinator (including documenting

incidents, injuries, property damage, or attempts to enter the premises under the influence or commit theft, etc.),

- a) distribute an information leaflet prepared by the Company to individuals entering the premises for the first time, outlining the rules they must follow,
- b) Inform individuals about the prohibition of bringing certain items onto the premises and the requirement to leave them in deposit,
- c) verify and confirm the correctness (including duration) of stay, and in case of discrepancies, confirm the stay on the single-entry pass,
- d) if necessary, detain traffic participants at checkpoints to clarify document or material discrepancies.

§4. Documents Authorizing Entry and Presence on the Company's premises and Rules for their Issuance and Revocation

1. Documents authorizing entry and presence on the Company's premises for pedestrian traffic include:
 - a) Permanent electronic pass in the form of a *legic* magnetic card with a blue stripe
 - b) temporary paper personal pass (green)
 - c) temporary electronic pass labelled VISITOR with a blue stripe,
 - d) permanent paper or electronic pass issued by External Units whose registered office is located on the Company's premises, authorizing access to the Company's Premises,
 - e) Single-use personal paper pass,
 - f) Single-use personal paper pass for participants of group tours,
 - g) Onboarding clearance form (employment circulation card),
 - h) Official ID of representatives of External Inspection Institutions, along with appropriate authorization for inspection/search warrant, etc.

2. Documents authorizing entry and presence on the Company's premises for vehicle traffic include:

- a) Permanent electronic pass in the form of a *legic* magnetic card with a blue stripe
- b) Temporary paper vehicle pass (yellow);

Note: Company-owned vehicles enter and exit the premises based on a driver's pass, regardless of whether the employee has a blue stripe on their electronic pass.

3. Types of Passes Referred to in Sections 1–2 Above:

- 1) **Permanent electronic passes** issued in the form of *legic* magnetic cards functioning within the Time and Attendance System (RCP) are issued by the HR Administration Office to:

- a). the Company employees,
- b). to External Entities or Units - their employees or persons acting on their behalf - if the Company's Management Board decides that such passes are required for those Entities or Units.

Details regarding the appearance of magnetic cards, the data they contain, the rules for their issuance and use by traffic participants as well as the consequences of their loss or damage are specified in a separate Instruction on Time and Attendance Registration.

The financial terms for the use of *Legic* magnetic cards by External Entities or Units, as well as the costs of issuing such cards and any RCP-related reports shall be each time regulated individually between the Company and those entities or units under separate agreements.

- 2). **Temporary personal pass:**

- a) issued by the HR Administration Office to:

- ✓ Pupils and students undergoing vocational training or internships on the Company's premises, and to trainees – based on a written request from the organizer,
 - ✓ Employees providing services to the Company under civil law contracts; employees of External Entities or Units performing work on the Company's Premises – upon a written request from a given Entity, confirmed by the head of the organizational unit for which the work is being performed by that Entity; and employees of External Units, in cases where such units do not issue their own permanent passes
 - b) Issued for a period not exceeding 12 months, with the possibility of extension,
 - c) Does not contain a photo and is valid only when presented with an ID card, school ID, or student ID,
 - d) Is subject to registration in the order of issuance and must be acknowledged with a signature by a receiving person;
 - e) Is valid until the date specified on the pass or until it is revoked under the rules set out in §5 section 9 below.
 - f) The template of the temporary personal pass is provided in Attachment 1 hereto.
- 3) **Temporary Electronic Pass with the Label "VISITOR" and a Blue Stripe:**
- a) Issued by the HR Administration Office to individuals visiting the Company at the request of the employee inviting the guest and upon the approval of HR Director.
 - b) The Company employee who requested the pass is responsible for ensuring that the visitor complies with trade secret confidentiality and the prohibition on taking photos or videos using any recording devices, especially cameras, camcorders, or mobile phones,
 - c) Authorizes the visitor to enter the Company's Premises,
 - d) A guest using the temporary electronic "VISITOR" pass is required to register their entry and exit times using the Time and Attendance System (RCP) readers.
- 4) **Permanent Personal Passes:**
- a) **are issued by External Entities,**
 - b) are intended for employees of these entities for the duration of their employment relationship. The Company's HR Office, upon verifying the scope of duties and the identity of the individual with the External Entity, confirms the validity of the passes by stamping them with the Company's official seal (provided it is permitted by the agreement between the Company and the External Entity),
 - c) External Entities are obliged to include their company name or logo on the personal pass,
 - d) External Entities must maintain a register of permanent personal passes.
 - e) Authorize to move only along routes permitted under the right-of-way or under the terms specified in the agreement with the Company.
- 5) **Single-Use Personal Pass:**
- a) issued by a Security Service pass office employee to an incoming Traffic Participant provided that one of the conditions listed in point b below is met,
 - b) Conditions for issuing a single-use personal pass:
 - ✓ Possession of a document authorizing the delivery or collection of materials to/from the Company's Premises;
 - ✓ Presentation of a business trip order of an External Entity along with an ID card or other identification document – confirmed by phone with the person the visitor is meeting;

- ✓ Instruction from the Director of the Company organizational unit, provided that a person responsible for the visitor from the moment of entry until their departure from the Company Premises has been designated;
 - ✓ Phone confirmation that the visiting person, who does not have an electronic pass, has been invited. In each case of inviting a guest to the Company Premises, the Company employee is obliged to inform their direct supervisor (it does not apply to Company Directors or Management Board Members);
 - ✓ Phone confirmation that a person visiting an External Unit (who does not have an electronic pass) has been invited. The confirmation is each time obtained by Security Service from persons authorized by External Units contained on the list provided to the Security Service by the Company;
 - ✓ A statement submitted by the Company or External Entity or External Unit's employee declaring the loss or absence of a permanent or temporary pass. In such cases, the Security Service employee must inform the employee's supervisor by phone and obtain confirmation of consent for entering the Company Premises.
- c). Is issued in two copies and must include: time of entry and exit (return of the pass), name and position of the employee, and the organizational unit (name of the person who authorized the entry),
- d). Must be confirmed by an employee of the organizational unit which is being visited by the visitor and then returned to the Security Service employee who, after collecting both copies, submits them to the shift supervisor,
- e). The template of a single-use personal pass is provided in **Attachment 2 hereto.**

In case of any doubts regarding the eligibility of individuals applying for single-use passes, the decision to issue the pass is taken by the HR Administration Office Manager.

If the HR Administration Office Manager is unavailable or after 4:00 PM, the decision is taken by the Director/Manager/Shift Supervisor of the Department/Office which the person is visiting.

6) Single-entry personal pass for members of group tours:

- a) A single entry to the Company premises for group tours is permitted on the basis of an application of a tour organizer approved by the President of the Management Board/Member of the Management Board;
- b) The application should contain the list of tour participants (by surname) and statement on personal accident insurance (or copy of insurance policy) that covers all tour participants;
- c) The presence of tour groups on the Company's premises is permitted only under the supervision of a guide appointed by the Company and only on dates agreed upon in advance;
- d) The group supervisor appointed by the Company is responsible for ensuring that all tour participants receive health and safety training, are informed about items prohibited on the Company's premises, and are instructed on the importance of remaining calm, exercising heightened caution, observing instructions, and refraining from leaving the group;
- e) Single-entry passes for participants of group tours are registered in the order in which they are issued and must be acknowledged with a signature by the person receiving them.

7) Employee Onboarding Clearance Form

The Employee Onboarding Clearance Form issued by the Company's HR Administration Office authorizes its holder to enter the Company's premises during the period of completing employment formalities, from the date of issuance by the HR Administration Office until the first day of employment.

8) Official Identification of External Control Institutions

In the case of individuals conducting external inspections and entering the Company's premises based on official identification, Security Service personnel shall, after verifying the official IDs and appropriate authorizations for the inspection, and notifying (by phone) the Director/Manager of the organizational unit where the inspection will take place, allow the inspectors from External Control Institutions to enter the Company's premises. Each time, the individuals conducting the inspection must be received by an employee of a relevant organizational unit designated by the Director/Manager or by the Director/Manager personally.

9) Permanent Electronic Pass in the Form of a Magnetic Card with a Blue Stripe:

- a) Issued as a *legic* magnetic card operating within RCP (Electronic Time and Attendance System), authorizing the holder to enter, exit, and move around the Company's premises in a private passenger car or by motorcycle.
A motorcycle is understood as a motor vehicle equipped with an internal combustion engine with a displacement exceeding 125 cm³, either two-wheeled or with a sidecar (multi-track); this definition also includes three-wheeled vehicles with symmetrically arranged wheels. **This pass does not authorize entry, exit, or movement within the Company's premises using other types of vehicles, such as delivery vans, trucks, etc.**
- b) issued to employees holding director or managerial positions, as well as, upon request of Directors/Managers of organizational units, to employees who, due to their functions or the nature of their work, must move quickly around the Company's premises in the interest of the Company.,
- c) issued in each case based on a decision of the HR Director and is granted within the limit assigned to the organizational unit,
- d) issued also to certain employees of External Entities or Units who use permanent electronic personal passes upon a written request of those Entities or Units, approved by the HR Director or HR Administration Office,
- e) A template of the permanent electronic pass is provided in Attachment 3 hereto.

Each employee who has been granted the right to enter and move around the Company's premises using a private passenger car or motorcycle is required to sign an appropriate statement at the HR Administration Office. A template of this statement is provided in Attachment 4 to this Traffic Instruction. The employee is also obliged to promptly update the abovementioned statement in the event of any changes regarding the ownership of the means of transport specified in the most recent statement.

10) Temporary Vehicle Pass (Yellow):

- a) The temporary vehicle pass is issued by the Manager of HR Administration Office for:
 - ✓ Company vehicles of External Units with a permanent presence on the Company's Premises. A company vehicle is understood as a vehicle registered to a company, with an appropriate entry in a registration certificate, issued upon a written request from these units;
 - ✓ Private passenger cars and motorcycles of Board Members and Management Staff of External Units, issued upon their written request and subject to approval by the Manager of HR Administration Office;
 - ✓ Company and technical vehicles of External Entities delivering materials or performing work (construction, services) on the Company's Premises and on its behalf – issued upon a written request from the External Entities, confirmed by the Director/Manager of the organizational unit commissioning the delivery/services;

- ✓ Company vehicles of Poczta Polska and courier companies delivering shipments to the Company, their employees, or, in justified cases, to External Entities and Units – issued upon a written request from these companies,
 - ✓ Temporary vehicle passes are issued for a period not exceeding 12 months, with the possibility of extension;
- b) A template of the temporary vehicle pass is provided in **Attachment 5 hereto**.

No pass is required for entry to the Company's premises with single-track vehicles, including scooters (excluding motorcycles). A summary of the basic rules for the use of bicycles, electric bicycles, and electric scooters on the Company's premises is provided in **Attachment 13** hereto.

- 11) In justified cases, a **single-entry personal pass** may be issued by a Security Service employee with a handwritten note that the person is moving within the Company premises in a private car. Such a single-entry permit for entry with a private passenger car is granted only in justified cases and requires prior approval from the HR Administration Office Manager. In the absence of HR Administration Office Manager or after 4:00 PM, the decision is taken by the Director/Manager of the Department/Office or the Department Supervisor to whom the driver reports..
- 12) In the event of the loss of any of the documents listed above that authorize entry/access and presence on the Company's Premises, the person to whom the document was issued is required to immediately notify the issuing unit by submitting a written statement regarding the loss of the document, including an explanation of the cause and circumstances of the loss. Based on the submitted statement and after verification procedures, the issuing unit will issue a new electronic pass (invalidating the previous one in the system) or a duplicate of the paper document. Until a new electronic pass or duplicate is issued, the person who lost the document may remain on the Company's Premises only on the basis of a single-entry personal pass valid on the day of issuance.

§5. Rules for the Movement of Persons and Vehicles on the Company's Premises

1. Pedestrian and vehicle traffic is operated 24/7 through the following checkpoints: PS1, PS2, PS3, PS6, PS7, PS8, PS9, PS10; PS11.
2. A Security Service employee has the right to request from any person crossing a checkpoint:
 - 1) presentation of documents authorizing entry/access, transport of items onto or off the Company's premises, and presence within the premises;
 - 2) presentation of identification documents;
 - 3) presentation of the personal, luggage, and cargo compartments of the vehicle, as well as any carried items or loads;
3. Submission to the test for the presence of alcohol or substances with effects similar to alcohol, in accordance with the rules set forth in Attachment 11 - Instruction on testing for the presence of alcohol or substances with effects similar to alcohol. The Security Service employees are obliged to respect personal rights of individuals being controlled when performing their duties.
4. Persons passing through checkpoints and present on the Company's premises are required to:
 - 1) behave in a manner that allows for the proper conduct of inspections;
 - 2) present, without being asked, the appropriate documents authorizing entry;
 - 3) comply with the instructions of the Security Service regarding the presentation of items or loads;
5. In justified cases, a Security Service employee has the right to personally verify the authenticity of a presented document. Upon request, the document must be handed

over to the Security Service employee. Refusal to comply with this obligation will be treated as an attempt to cross the checkpoint without authorization.

6. It is prohibited to bring onto or possess on the Company's premises:
 - 1) Alcohol and substances with effects similar to alcohol;
 - 2) Firearms and items intended to incapacitate individuals using chemical agents, electric charges, or other energy sources, as well as bladed weapons;
 - 3) Explosives or any military-origin materials, even if they no longer contain explosive substances;
 - 4) Other materials and items that may pose a threat to human health or life, in particular:
 - substances, including those classified as hazardous under the REACH and CLP regulations,
 - all types of waste, especially hazardous waste,with the exceptions specified in section 7 below and the police and law enforcement authorities.
7. The prohibition referred to in section 6, items 2–4, does not apply to individuals who bring in or transport weapons or explosives based on contracts concluded with the Company or under special authorization granted by the Company, and who are authorized to conduct activities or provide services involving firearms, explosives, or other hazardous materials.
8. Persons entering the Company's premises who are in possession of items for which they do not have the appropriate documentation, or whose entry is prohibited, will not be allowed access to CMC Poland's premises. In the case of removing or transporting items (not materials, e.g., projectors, printers, etc.) without the appropriate documentation, written consent from the manager of the organizational unit employing the person exiting or transporting the items is required.
9. A Security Service employee shall detain, and the HR Office Administration Manager, or a person authorized by them shall invalidate the documents authorizing entry/access/stay on the Company's premises for individuals apprehended on the premises or at checkpoints in the following cases:
 - 1) Attempting to bring in or possess alcohol or substances having similar effects to alcohol on the Company's premises, or entering the premises under the influence of alcohol or such substances;
 - 2) Consuming alcohol or using substances with similar effects on the Company's premises, or being present on the premises under the influence of such substances;
 - 3) Attempting to bring in, possess, or remove materials from the premises without the required documentation;
 - 4) Attempting to enter or exit the premises using invalid documents or documents issued to another person or vehicle;
 - 5) Failing to comply with instructions issued by the Company's Health and Safety Services or Security Service;
 - 6) Misusing the right of access to the Company's premises, particularly by being present in unauthorized areas.
10. A person, who has been caught in circumstances described in section 9 above, is entered on the list of people holding invalidated pass kept by the HR Administration Office and must not enter the Company premises for the period of one year following the date of violation, unless there are other circumstances as stipulated in section 13 below. The holder of invalidated pass is allowed to apply for a new pass upon the expiry of the period of 12 months following the violation, unless there are other circumstances as stipulated in section 13 below.
11. Individuals entering or present on the Company's premises are strictly required to remain sober. As part of this obligation, the following is prohibited:

- 1) Working at or entering the Company's premises after consuming alcohol or substances with similar effects;
 - 2) Consuming alcohol, using substances with similar effects to alcohol during working hours, or bringing/possessing such substances on the Company's premises.
12. The amount of penalty imposed on an External Entity or Unit for the violation of the sobriety rules specified in Attachment 11 shall be determined each time upon the request of the Manager of the HR Administration Office, the HR Director in consultation with the Management Board. For other violations of the Traffic Instruction, the HR Director, in consultation with the Management Board, may decide to:
- Impose financial penalties ranging from PLN 500 to PLN 5,000;
 - Impose a ban on movement within the Company premises.
- The penalties discussed herein may be imposed on the Company employees with consideration of provisions of the Labor Code.
13. In cases where a ban on movement within the Company's premises has been imposed, a written request of the head of the department employing the sanctioned individual (or the head of the unit on whose behalf the individual operates) justified by exceptional circumstances may be the only basis for reissuing a document authorizing passage through a checkpoint. The decision in this matter is taken by the HR Director in consultation with the Company's Management Board.
14. Pedestrians moving within the Company's premises are required to use only designated external and in-department traffic routes. The following actions are strictly prohibited:
- 1) Crossing roadways and railway tracks in unauthorized areas;
 - 2) Walking under suspended loads;
 - 3) Moving independently within the Company's premises by individuals present as visitors.

§6. Liability

1. Any person who violates the provisions of this Traffic Instruction shall be personally liable for such violation. However, if the violator is a person who received documents authorizing entry/access to the Company's premises at the request of or issued by an external Entity or Unit, that Entity or Unit shall be jointly liable with the violator for the breach of the Traffic Instruction, including any financial penalties imposed on them.
2. Traffic Participants release the Company, within the meaning of Article 392 of the Civil Code, from any obligation to provide compensation or other benefits to third parties, including their employees, subcontractors, or suppliers, if such obligation arises from the performance, non-performance, or improper performance of this Traffic Instruction by Traffic Participants. This includes, but is not limited to, compensation for damage or destruction of third-party property, death or bodily injury, legal violations, or infringement of third-party intellectual property rights, etc.

PART II

Instruction on the Rules for Material Movement

§7. Documents Authorizing the Removal/Dispatch of Materials from the Company's Premises

1. The following organizational units are authorized to issue documents permitting the removal of materials from the Company's premises:

- 1) **Security Service** – for issuing material passes (OM) for external materials
- 2) **Chief Specialist for Material Management** – for materials intended for sale, surplus materials, and those resulting from the liquidation of materials and equipment (fixed assets and low-value fixed assets); for the removal of materials for disposal, processing, or regeneration; for returning materials to the supplier (e.g., due to non-compliance with the order or complaints); for returnable packaging, firewood, non-ferrous metal scrap and alloys, alloy steel scrap, used cleaning cloths, used oil from production departments, equipment sent for repair, materials issued for processing, and graphite electrode scrap,
- 3) Head of the Finished Goods Warehouse and Dispatch Department – for the removal of finished products, semi-finished products, and second-grade products (cuttings) by road or rail transport,
- 4) Melt Shop Department for furnace dust and mill scale (by the Production and Maintenance Coordinator or CO₂ Specialist),
- 5) Rolling Mill Department – for mill scale from the Rolling Mill warehouse (by the Senior Administrative and Economic Specialist).
- 6) Documents authorizing the dispatch of materials, i.e.
 - Template of Material Pass (OM) - **Attachment 6** hereto;
 - Template of the Delivery Note (DD) - **Attachment 7** hereto;
 - Template of the WZ Document - **Attachment** hereto;

§8. Principles governing organization of finished goods and semi-finished goods transportation (sale of the Company Materials)

1. **Movement of finished goods and semi-finished goods (excluding reinforcement constructions) intended for sale proceeds as follows:**
 - 1) The recipient of the goods (carrier), possessing a loading number, enters the Company Premises through Gate PS2 and proceeds to the scale at this checkpoint, directed by a Security Service employee, to calibrate the vehicle's weight – applicable in the case of loading billets (semi-finished products).
 - 2) For finished products, after the Security Service verifies that the driver is equipped with protective clothing, helmet, and safety glasses in accordance with §3(1)(f), and issues a Magnetic Card, the driver proceeds to the Buffer Parking Area, where the vehicle is weighed in the presence of a Security Service employee and then parks.
 - 3) The driver collecting finished products receives a route map from a scale operator and a Magnetic Card from the Security Service. In the case of billet collection, the driver receives a weight slip and a Pick-Up List and proceeds directly to the Melt Shop Department according to the provided map. The Loading Plan Map constitutes **Attachment 9** hereto.
 - 4) Entry to the Buffer Parking Area is enabled by opening the barrier using the Magnetic Card,
 - 5) Upon entering the Buffer Parking Area, the driver (as instructed by the Security Service) proceeds to the scale operator office to verify personal data entered into the SAP system based on the notification from the Road Transportation Office or the Company Sales Back Office. The driver must present an identity document and registration documents for the vehicle – the truck tractor and trailer. After verification, the driver receives a Pick-Up List authorizing the loading of specified goods from the warehouse
 - 6) Entry from the Buffer Parking Area to the Warehouse for loading is based on information displayed on the screen, indicating the order, product group, and available loading space in the warehouse as marked on the map. Drivers collecting

- up to 6 tons (partial loads, small recipients) of Materials are loaded out of sequence and enter upon display of their vehicle registration number on the screen,
- 7) In the case of export sales, after loading, the driver exits the Warehouse following the designated route and proceeds to the MWGiE Office to collect the CMR document. For domestic sales, the driver proceeds directly to the scale at PS2 for final weighing and dispatch of the load.
 - 8) After final weighing at PS2 and dispatch, the driver confirms receipt of the Material by signing the Delivery Note, one copy of which is archived by the Company. The driver returns the Magnetic Card, weight slip, and Pick-Up List to the Security Service,
 - 9) If the weight difference exceeds the permissible tolerance, the vehicle is redirected to the MWGiE for verification of loading accuracy.
Permissible weight difference – weight tolerance – between the Delivery Note and the control weighing is:
 - Rail transport: -100 kg to +260 kg net weight
 - Road transport: -60 kg to +150 kg net weight
 This applies to Materials without barcodes, such as billets, angles, straightened wire rod, and Materials produced before the barcode system was implemented.
For finished products marked with barcodes, the permissible weight difference is:
 - Rail and road transport: -200 kg to +300 kg net weight
 In case of greater discrepancies, the delivery is verified by the Shift Supervisor. If conformity with barcodes is confirmed and noted on the Delivery Note, the Material is dispatched with the barcode-compliant weight.

2. Movement of Finished Products – Reinforcement Constructions for Sale

- 1) The recipient of goods (carrier) enters the Company's Premises through PS2, PS7 based on personal authorization sent by the Fabshop and proceeds to the scale operator office to verify personal data entered into the SAP system,
- 2) Security Service checks the driver and the vehicle in accordance with §3(2)(f) above,
- 3) The recipient (carrier) proceeds to the scale directed by the Security Service to calibrate the vehicle's weight, receives a weight slip, and proceeds to the Fabshop for loading,
- 4) After loading, the recipient receives: Delivery Note, Declaration of Conformity, and DW Document for weighing,
- 5) At the Fabshop warehouse, the recipient signs the Delivery Note and Declaration of Conformity to confirm receipt of the Material,
- 6) After loading, the driver exits the Fabshop Warehouse following the designated route and proceeds directly to the scale at PS2 for final weighing and dispatch,
- 7) If the weight difference exceeds the tolerance specified in the DW Document, the Security Service redirects the vehicle back to the Fabshop Warehouse for clarification,
- 8) After confirmation by the warehouse foreman that the load matches the DW Document, the vehicle exits the Company Premises through PS2,
- 9) The documents listed in section 4 are collected from the driver by the Security Service upon exit and handed over to the scale operator at the respective checkpoint.
- 10) Exceptionally, in the event of a SAP system failure, the dispatch of reinforcement structures is permitted based on a manually issued "Wz" document by authorized personnel, with the approval of the Prefabrication Director or the Financial Director.
- 11) The DW Document template constitutes **Attachment 10 hereto**.

§9. Rules for the Organization of Waste Removal from Production Processes

1. Movement of Graphite Electrode Waste:

- 1) The recipient of graphite electrode waste, possessing a loading number, enters the Company Premises through PS2 and proceeds to the scale, directed by the Security Service, to determine the vehicle's weight.
- 2) The Security Service verifies the driver and vehicle in accordance with §3(2)(f) above,
- 3) The driver receives a weight slip issued by a scale operator at PS2 and proceeds to the Melt shop for loading,
- 4) After loading, the driver returns to the scale for re-weighing, receives a weight slip and Pick-Up List, and proceeds to the Technical Warehouse to collect the Delivery Note generated from the SAP system.
- 5) Upon receiving the Delivery Note, the driver exits the Company Premises through PS2.

2. Dust movement:

- 1) The recipient of dust from the Melt Shop must first report to the scale office for verification of personal and vehicle data before entering the Company Premises,
- 2) The recipient of dust (designated by P33 – Environment Protection Office), possessing a loading number, enters through PS3 and proceeds to the scale, directed by the Security Service, to determine the vehicle's weight,
- 3) The recipient receives a weight slip (3 copies) issued by the scale operator at PS2 and proceeds to the Melt shop for loading,
- 4) After loading at the Steel Plant (Dedusting Section) and receiving a handwritten WZ document (5 copies), the recipient returns to the scale at PS2 for re-weighing,
- 5) After weighing, the recipient leaves 3 copies of the WZ document along with 3 copies of the weight slip and exits the Company Premises.

3. Movement of Mill Scale:

- 1) The recipient/carrier of mill scale, possessing a loading number, enters the Company Premises through PS2 and proceeds to the scale, directed by the Security Service, to determine the vehicle's weight.
- 2) The Security Service verifies the driver and vehicle in accordance with §3(2)(f),
- 3) The recipient/carrier receives a weight slip and Pick-Up List issued by a scale operator at PS2 and proceeds to the Rolling Mill/ Melt Shop for loading,
- 4) After loading, the recipient/carrier returns to the scale at PS2 for re-weighing, receives a weight slip and Delivery Note, and exits the Company Premises through PS2.

§10. Rules for the Organization of Other Waste Removal:

1. The removal of Company-owned waste not specified in §9 is carried out through PS2.
2. The document confirming waste removal is Delivery Note generated from SAP or WZ document approved by authorized personnel, issued for each type of waste.
3. The Security Service is obliged to verify the consistency of the waste card information with the Material being removed.
4. External Entities generating their own waste on the Company Premises while performing services for the Company may remove such waste based on required waste transport documents and applicable environmental protection regulations, and upon confirmation by the Investment Office or other relevant Company department that the waste is their property.
5. External Entities or their contractors generating their own waste on the Company's Premises may remove such waste based on required waste transport documents and applicable environmental protection regulations, and upon confirmation by authorized persons indicated in §5(4)(b) to the Security Service that the waste is their or their contractor's property.

6. Municipal waste is removed from the Company's Premises by specialized companies under service agreements.

§11. Rules for Bringing In and Taking Out Materials to/from the Company Premises.

1. When bringing in Materials, the Security Service employee must verify the load against the delivery specification and direct it to the Warehouses, however:
 - 1) If the unit of settlement is different than the Material's weight, the vehicle is not weighed at the checkpoint,
 - 2) The warehouse/receiving section employee may direct the vehicle to the scale if clarification of the delivery documentation is required.
2. When bringing in Materials intended for service execution, the Security Service must issue a Material Pass (OM) each time.
3. It is not permitted to bring in Materials used by External Entities for services for the Company based solely on the supplier's specification without an OM pass. The OM pass, along with attachments (invoice, delivery specification, delivery note, waybill, external WZ, etc.), must include the purpose of bringing in the Materials and their destination (Company department or External Entity).

Upon vehicle exit from the Company's premises, the Security Service must verify that the inbound document is confirmed by the Warehouse and that no Company-owned Materials are being removed.

§12. Rules for the Movement of Materials Owned by External Entities and External Units.

1. External Entities based outside the Company performing services on the Company Premises may bring in and remove only Materials necessary for the execution of commissioned work based on the OM Material Pass. The basis for issuing the OM pass must be the contractor's WZ document, another internal document, or a collective material list. A copy must be attached to the OM pass. These entities are prohibited from manufacturing products on the Company's Premises using their own materials and then removing them from the site.
2. External Entities based on the Company's Premises may bring in, take out, and move their own materials based on OM passes issued upon presentation of documents compliant with their internal material turnover regulations, signed by authorized personnel. A copy of the material turnover document must be attached to the OM pass.
3. To ensure proper material movement, entities based on the Company's Premises must provide their internal instructions or normative acts regulating material turnover and signature samples of authorized personnel to the following Company departments: BO and Security Service.
4. The Security Service stores a copy of the OM pass and the material turnover document for 5 years, after which the documents are destroyed in consultation with the BO employee responsible for the Company Archive.

§ 13. Sending Materials for repairs, overhauls and replacement beyond the Company premises

1. The entity (carrier/recipient) collecting the Material designated for overhaul, repair, or replacement in accordance with the Company's order collects the Material from a relevant department and is then directed to the Warehouse to collect the necessary documents.
2. If, in accordance with the Company's order, the Material designated for overhaul, repair or replacement is located in the Warehouse, the recipient proceeds directly to the Warehouse.

3. The Warehouse issues a "Delivery Note" in the SAP system, which must correspond to the order number and be signed by an employee authorized to perform this action. The Delivery Note is issued in four copies:
 - One copy remains in the Warehouse (first),
 - Two copies are given to the driver transporting the Material for repair, overhaul, etc. (second and third),
 - One copy is sent to the relevant department (fourth).
4. At the checkpoint, the Security Service verifies the documents against the quantity and type of Material being removed by the recipient. One copy of the Delivery Note is retained by the Security Service for control purposes, confirmed with a signature, date, and stamp, and kept until the Material returns to the Company Premises.
5. The absence of an order number on the Delivery Note is an exception and is only permitted in the case of "emergency" dispatch of Materials for repair. An emergency situation is defined as one in which the Material must be sent for repair outside of regular administrative working hours or on non-working days. Such a document must be signed by a Foreman, Manager, or Head of Maintenance with the approval of the Department Director or Deputy, who must notify the Security Service by phone of the emergency situation.
6. Exceptionally, it is permitted to dispatch Material based on a manually issued WZ document, signed by a Foreman, Manager, or Head of Maintenance, with the approval of the Department Director or Deputy, who must notify the Security Service by phone of the inability to issue a Delivery Note. Emergency dispatch must be justified, particularly in situations that threaten production continuity. This procedure also applies to emergency dispatches, and all required documents must be completed without delay (during the next available administrative working hours). „Delivery Notes" are kept in archives by the Security Service in compliance with principles on the Company documents archiving.
7. The Security Service archives the "Delivery Notes" in accordance with the Company's document archiving procedures

§ 14. Control of Materials Removed from the Company Premises.

1. After verifying the consistency of the Material with the documents authorizing its removal from the Company's Premises, confirming the proper completion of the documents, and ensuring that the driver's name and vehicle registration number match the actual data, the Security Service employee authorizes the dispatch by entering the date and time and signing the document authorizing the removal. The vehicle is then allowed to exit with the load.
2. If the quantity or type of Material does not match the information in the removal document, the Security Service is obliged to halt the dispatch of the entire load until the matter is clarified, and must immediately notify the Shift Supervisor.
3. Authorization to release a disputed load may only be granted after the Shift Supervisor of the Security Service has clarified the matter with the organizational unit that issued the removal document and a corrected document (bearing the named stamp of the warehouse employee) has been presented. The shift supervisor is required to prepare a written note documenting the clarification process.
4. Under no circumstances may a Security Service employee allow the removal of Material from the Company's Premises if:
 - 1) the removal document is incorrectly issued,
 - 2) the document contains alterations,
 - 3) the document is issued and signed by an unauthorized person,
 - 4) the basis for issuing the removal document is not stated,
 - 5) the document content does not match the actual Material being removed..

5. If the volume of Materials being removed makes inspection difficult, a representative of the Security Service must perform the inspection at the loading site and escort the load until it exits the Company's Premises. In such cases, relevant department managers are obliged to inform the Security Service in advance.

§15 Monitoring and Personal Data Protection

1. For the purpose of ensuring safety and property protection, the Company uses monitoring systems on its premises.
2. The Traffic Participants are informed about monitored areas through clearly visible signs stating "monitored area/premises" and appropriate pictograms.
3. The Company uses the following monitoring systems: Intrusion and Assault Alarm System, Access Control System, CCTV Surveillance System, and Fire Alarm System.
4. Recordings from these systems are stored only for the time necessary to ensure safety and are protected against unauthorized access.
5. To maintain a secure and efficient system for the movement of people and property, the Company maintains documentation related to the pass system, including the processing of personal data obtained from Traffic Participants. The Company ensures a high level of data security through technical and organizational measures that prevent unauthorized access, theft, alteration, loss, damage, or destruction of personal data, in accordance with the Personal Data Protection Act.
6. A Traffic Participant whose personal data is processed has the right to review and/or update their data, object to its processing, or request its cessation, in accordance with applicable law, by contacting the Company.
7. Personal data is stored only for the time necessary to ensure safety and control of material movement, i.e., for the periods specified in this Traffic Instruction.

§16 Final provisions

1. The bringing in or taking out of official documentation by Company employees must be based on written authorization from the head of the unit requesting such movement of Materials.
2. The provisions of this Traffic Instruction apply accordingly to all Company facilities, within the scope of their respective operations at various locations in Poland.
3. Supervision over compliance with the provisions of this Traffic Instruction shall be exercised by the respective division directors within their areas of responsibility.
4. This consolidated version of the Traffic Instruction shall enter into force on January 16, 2024, and fully replaces the content of the Instruction dated January 20, 2015, incorporating all amendments introduced by Annexes No. 2 and 3.

Attachments:

Attachment 1	Temporary Pass for Individuals - template
Attachment 2	Single-Entry Personal Pass - template
Attachment 3	Permanent Electronic Pass with a Blue Stripe - template
Attachment 4	Statement of a Driver – CMC Employee - template
Attachment 5	Temporary Vehicle Pass - template
Attachment 6	OM Pass
Attachment 7	Delivery Note
Attachment 8	WZ (Goods Issue Document) - template
Attachment 9	Loading Plan Map
Attachment 10	DW Document
Attachment 11	Instruction on testing for presence of alcohol or substances with similar effects

Attachment 12

OHS and Fire Protection Requirements
for Entities Providing Transport Services on the premises of CMC Poland
sp. z o.o. (CMCP)

Attachment 13

Basic rules for the use of bicycles, electric bicycles, electric scooters
on the Company's premises

[illegible]

Attachment 2 - Single-Entry Personal Pass – template



Przepustka jednorazowa

Na wstęp/wjazd do

Wydana
(imię i nazwisko)

.....
(nazwa firmy)

.....
(nazwa i numer dokumentu tożsamości, przez kogo wydany)

.....
(imiona i nazwiska osób towarzyszących)

Data i godz. wejścia wyjścia

.....
(podpis wystawcy)

Potwierdzenie załatwiającego

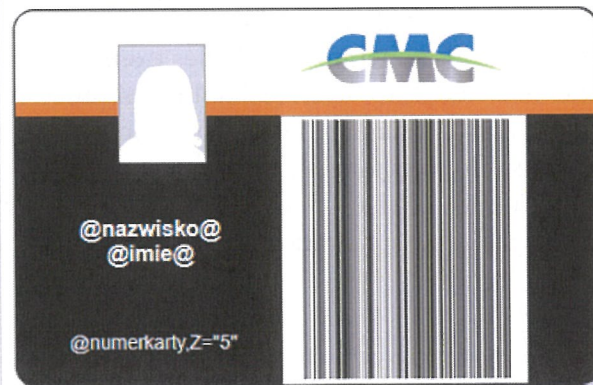
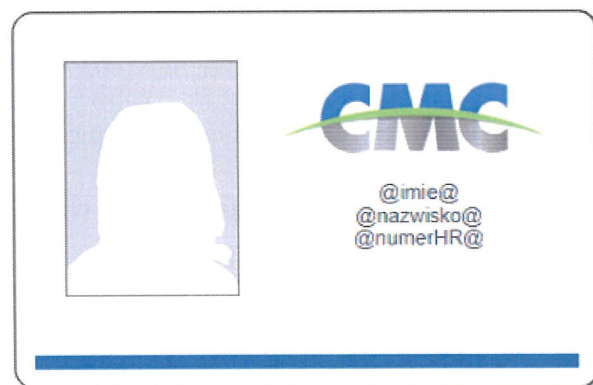
Wjazd samochodem
(marka i numer rejestracyjny)

Attachment 3 - Permanent Electronic Pass with a Blue Stripe - template

Note:

Permanent Electronic Pass in the form of a *legic* mangetic card with a blue stripe is used for vehicle traffic and allows to enter and stay on the Company premises.

The same Permanent Electronic Pass in the form of a *legic* mangetic card without a blue stripe is used for pedestrian traffic and allows to enter and stay on the Company premises.



Attachment 4 - Statement of a Driver – CMC Employee - template

Zawiercie, on

.....
(Employee name)

.....
(Job position / Department)

.....
SAP no.

.....
Car /motorcycle registration plate no. * (1)

.....
Car /motorcycle registration plate no. * (2)

CMC POLAND Sp. z o.o. hereby informs, and the Employee acknowledges, that a private car or motorcycle* on the Company's Premises is used entirely at the Employee's own risk and responsibility.

The Employee declares that they are aware of the hazards associated with operations on the premises of CMC POLAND Sp. z o.o., and that they shall exercise the utmost caution when moving within the site. The Employee also confirms that they have read and understood the rules for driving a private car or motorcycle on the Company's premises (attached).

The Employer shall not be held liable for any damage caused by technological vehicles not authorized for operation (vehicles exempt from registration under road traffic regulations) or other incidents resulting from technological processes.

In the case of damage involving vehicles authorized for road traffic (registered in accordance with road traffic regulations), the provisions of the Civil Code shall apply.

The Employee also undertakes to promptly notify the HR Administration Office of any changes to the make or registration number of their car or motorcycle:

.....
(Date and Employee signature)

*Delete, as appropriate

Rules for Driving a Private Car or Motorcycle on the premises of the Mill

1. Every authorized employee must sign an Employee Statement (a template attached) regarding the rules for driving a private car or motorcycle on the premises of the Mill. The Statement may include up to two vehicle registration numbers (car or motorcycle) that the employee intends to use for entering the premises;
2. In the event of the change of the car(s) or motorcycle, the employee is obliged to immediately notify the HR Administration Office thereof by submitting a new Employee Statement. Failure to do so will result in refusal to admit a car/motorcycle to the Mill premises by the Security Service.
3. In the case of unforeseen circumstances preventing an employee from using the previously registered vehicle(s) (e.g., use of a replacement vehicle), the employee must promptly inform the Manager of HR Administration Office. In justified cases, a single-entry permit may be issued for a different vehicle.
4. Entry to or exit from the the Mill premises during working hours (including passengers in the vehicle) is permitted only in the following cases:
 - 1) to handle official business outside the premises of the Mill,
 - 2) to handle personal matters outside the premises of the Mill,
5. The basis for leaving the Mill premises during working hours for personal matters is a pass authorizing departure from the workplace during business hours approved by the employee's supervisor.

Attachment 5 - Temporary Vehicle Pass - template

 <div style="display: inline-block; vertical-align: middle; margin-left: 10px;">PRZEPUSTKA TYMCZASOWA SAMOCHODOWA</div>	
nr	
..... marka samochodu	
..... nr rejestracyjny	
..... Firma/właściciel pojazdu	
Ważna do dnia	
..... Data wydania podpis wystawiającego

PRZEDŁUŻONO DO DNIA	
..... data ważności data ważności
..... podpis podpis
..... data ważności data ważności
..... podpis podpis
..... data ważności data ważności
..... podpis podpis

Uwaga!

- przepustka ważna wyłącznie z przepustką osobową
- CMC Poland Sp. z o.o. nie ponosi odpowiedzialności za powstałe straty i szkody na terenie Spółki.

C002783B

Attachment 6 – Material Pass (PL: OM)

Dnia 20..... r.

PRZEPUSTKA MATERIAŁOWA „OM”

Nr

Zezwala się Ob. Nr przepustki osobowej,
zatrudnionemu w na wywóz – przywóz – wyniesienie^{a)} w dniu
w godz. od do przedmiotów, materiałów^{a)}).

Dane odnośnie materiałów: 1. Pochodzenie materiałów

2. Miejsce i cel wywozu – (wywozu)

3. Podstawa wydania przepustki

Podpis i pieczęć osoby upoważnionej
do wystawienia przepustki

^{a)} Niepotrzebne skreślić

SPECYFIKACJA WWOZU (WNIESIENIA), WYWOZU (WYNIESIENIA) MATERIAŁU

SPECYFIKACJA WWOZU (WYŁĄCZENIA) TYTUŁOWE																
Lp.	Nazwa materiału	J.m.	Ilość wwożona (wwożona*)	Podpis wartownika	Nr bramy	Data	Godz.	Opakowanie		Ilość wywożona (wywożona*)	Podpis wartownika	Nr bramy	Data	Godz.	Opakowanie	
								Typ	Ilość						Typ	Ilość
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
16																
17																

*) Niepotrzebno skreślać

Attachment 7 - Delivery Note



Nr rejestrowy BDO

Sprzedawca/Wysylacz

Odbiorca

Warunki
Wysyłka
Dostawa

Dowód dostawy

Inf. dot. wysyłki
Nr dowodu dostawy
Nr/data zam.klienta
Nr zlecenia
Nr kontraktu
Nr klienta
Data sprzedaży

Waga - objętość
Waga całkowita
Waga netto

Nr transportu:

Pozycja	Material Oznaczenie	Ilość	Waga
---------	------------------------	-------	------

Lista pakowania

Nr wiązki	Wytok	Waga	Nr dostawy	Nr poz. dost.
-----------	-------	------	------------	---------------

Nr dowodu dostawy:

Nr wiązki	Wytap	Waga	Nr dostawy	Nr poz. dost.
-----------	-------	------	------------	---------------

Uwagi

Zabrania się rozporządzania przesyłką i zmiany adresu rozładunku bez wiedzy Spedytora i pisemnego potwierdzenia zmiany przez CMC Poland Sp. z o.o.

Potwierdzam zgodność
wagi w ramach
dopuszczalnej tolerancji

Wystawił:

Zatwierdził:

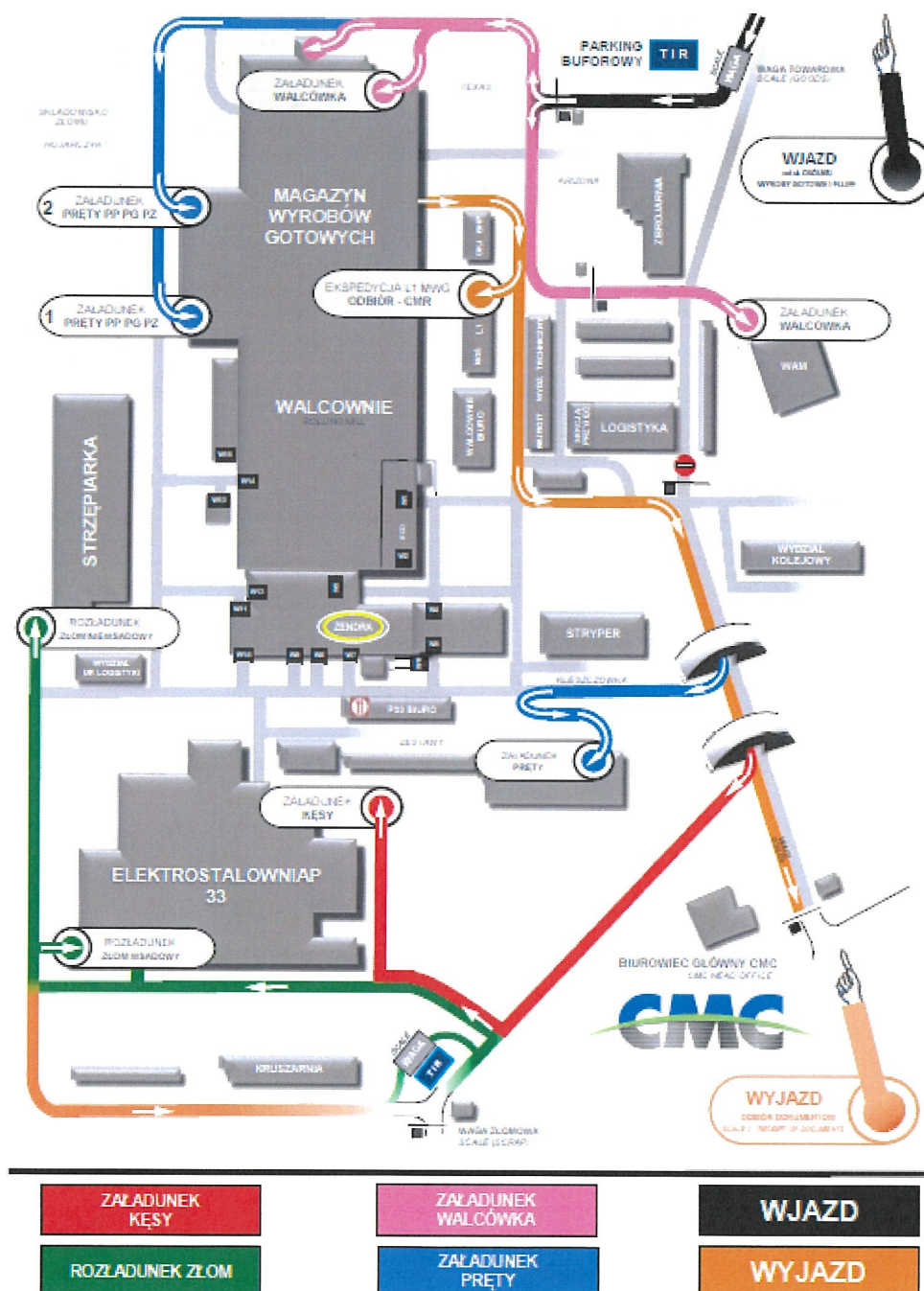
Odebrał:

.....

.....

.....

Attachment 9 – Loading Plan Map



Dokument DW dla wagi elektronicznej Schenck
CMC Poland Sp. z o.o.

Dokument DW dla wagi elektronicznej Schenck

CMC Poland Sp. z o.o.

1. Zleceniodawca		Data	
2. Nazwa wyrobu			
3. Zlecenie			
DEKLARACJA ZGODNOŚCI NR			
DOKUMENT WYDANIA		Nr	
Ilość	Mg	Waga min	Waga max
W przypadku przekroczenia zakresów wagowych proszę o kontakt z brygadziłą.			
Uwagi			
Wydął	Podpis	Data	Nr rej samochodu
Adres dostawy			Podpis
Nazwisko Kierowcy			Podpis
Uwagi			Podpis

Attachment 11 – Instruction on testing for the presence of alcohol or substances with effect similar to alcohol

1. Instruction defines:

- 1.1. Purpose, conditions and methods of conducting tests by CMC Poland sp. z o.o. for the presence of:
 - 1.1.1. Alcohol
 - 1.1.2. Substances having similar effect to alcoholin the body of employees or other persons present on the premises of CMC Poland sp. z o.o.
- 1.2. Methods of documenting the tests

2. Test for the Presence of Alcohol

- 1.1. Alcohol testing shall be conducted using an electronic device that measures the concentration of alcohol in exhaled air by means of electrochemical oxidation, either with or without a mouthpiece or by means of infrared spectrometry.
- 1.2. indicating a state of alcohol consumption or intoxication as defined in Article 46(2) or (3) of the Act of 26 October 1982 on Upbringing in Sobriety and Counteracting Alcoholism (Journal of Laws of 2023, item 165).
- 1.3. A mouthpiece referred to in sec. 1.1. above shall be replaced each time prior to each measurement. The mouthpiece packaging should be opened in the presence of a person tested.
- 1.4. A breathalyzer test shall not be performed until at least 15 minutes from the moment a person tested finished consuming alcohol, smoking tobacco products, including smoking novel tobacco products, electronic cigarettes or consumed smokeless tobacco products.
- 1.5. In the event the first measurement is taken with a breathalyzer that does not display a digital result or is performed without a mouthpiece and the test indicates the presence of alcohol in exhaled air, a follow-up test shall be immediately conducted using an infrared spectrometry breath analyzer with a mouthpiece.
- 1.6. In the event the first measurement is taken with the use of a breathalyzer equipped with a digital display and a mouthpiece and the result exceeds 0.00 mg/dm³, a follow-up test shall be performed after 15 minutes.
- 1.7. In the event the first measurement is taken with a breathalyzer equipped with a digital display and a mouthpiece and shows the result equal or greater than 0,10 mg/ dm³ and the second measurement indicates the result 0,00 mg/dm³, the third measurement shall be conducted immediately. If the result of the third measurement is 0,00 mg/dm³, then the test shall not be considered indicative of a state after alcohol consumption.
- 1.8. At the request of an employee subjected to an electrochemical oxidation-based breath test that yields a result above 0.00 mg/dm³, the result shall be verified using an infrared spectrometry breathalyzer with a mouthpiece.

3. Test for the Presence of Substances with Effects Similar to Alcohol

- 1.1. Testing for substances with effects similar to alcohol involves the non-invasive collection of saliva samples and their placement in a device designed to detect such substances using immunoassay methods, in accordance with the device's operating instructions.
- 1.2. The purpose of the test is to determine the presence in the body of the person being tested of substances with effects similar to alcohol, namely: opioids, amphetamines and their analogues, cocaine, cannabinoids and benzodiazepines.

4. Testing conditions

- 1.1. Testing shall be carried out by an authorized and trained Security Service employee or CMC employee appointed by the Employer.
- 1.2. Group or individual employee testing shall be carried out upon the request of the Manager of HR Administration Office, HR director or an authorized employee of HR Administration Office or the supervisor of an employee being tested ("**Employer's representative**").
- 1.3. In justified cases, individual employee testing or testing of other persons entering or present on the premises of CMC shall be conducted by an authorized and trained Security Service employee or the employee of CMC Poland with no need for a separate order.
- 1.4. In each case, testing shall be performed in a closed room.
- 1.5. Only the following individuals may be present during the testing:
 - 1.5.1. a person/persons (if necessary) conducting the tests,
 - 1.5.2. a person to be tested and
 - 1.5.3. at the request, a person designated by the person being tested.
- 1.6. Testing shall be carried out with respect of dignity and other personal rights of a person tested.
- 1.7. The testing results shall be communicated by a person performing the test solely to:
 - 1.7.1. the person tested,
 - 1.7.2. the Employer's representative
 - 1.7.3. a person attending the test at the request of a person tested.
- 1.8. A test report shall be prepared in accordance with the template provided in Attachment 1 or 2 if the result indicates a state after alcohol consumption or intoxication. Otherwise, a report is not required.
- 1.9. In the event the employee refuses to sign the alcohol test report, a person conducting the test shall note this fact in the content of the report. In such a case, the police shall be called to retest the person in question.
- 1.10. The test report shall be prepared in a single copy. If a subsequent test is conducted using a different breathalyzer, a separate report shall be prepared for each test.
- 1.11. Upon request of the individual tested, a copy of the report shall be issued to them. No other copies shall be made.
- 1.12. Immediately after the test, the security employee shall deliver the report to the Employer's Representative.
- 1.13. In the event the test result indicates the presence in the body of a person tested:
 - 1.13.1. An alcohol concentration of 0,1 mg in 1 dm³ or more in exhaled air, or
 - 1.13.2. substances with effects similar to alcohol,the person conducting the test shall:
 - 1.13.3. immediately notify the Employer's Representative of this fact;
 - 1.13.4. call emergency services to provide medical assistance, if necessary,
 - 1.13.5. prevent the person tested from entering or moving within the premises of the facility or assist them out of the Company's Premises,
 - 1.13.6. inform the individual of their right, or the right of CMC Poland sp. z o.o., to request that the test be conducted by law enforcement authority.
- 1.14. A result indicating an alcohol concentration below the threshold for a state after alcohol consumption shall be considered equivalent to the absence of alcohol in the employee's body.
- 1.15. If the case described in item 1.13.1 or 1.13.2 concerns employee, the Employer's Representative referred to in 1.1 above provides them with the Statement of refusal

to admit employee to work stating the reason thereof. Attachment no. 3 and 4 constitute the templates of such statements.

- 1.16. In case alcohol content of up to 0,1 mg in 1 dm³ of exhaled air has been found in the body of a person other than employee, their access rights to the Company's Premises shall be revoked for a period of 12 months from the date of the incident.
- 1.17. In case alcohol content of 0,1 mg in 1 dm³ of exhaled air or more has been detected or the presence of substances having similar effect to alcohol has been found in the body of a person other than employee,
 - 1.17.1. they shall be banned from entering the Company's Premises and
 - 1.17.2. CMC Poland sp. z o.o. shall have the right to impose a penalty of up to PLN 5 000 PLN (five thousand zlotys) for each infringement of the sobriety obligation on a person tested, Entity or External Unit employing the person tested or Entity that requested a pass for the person in question.
- 1.18. A testing device shall be stored and used in accordance with the manual enclosed and its calibration or verification shall be performed in accordance with the manufacturer's requirements.
- 1.19. A person entrusted with a testing device shall be responsible for its storage, operation, calibration, or verification.

Attachments:

1. Report on testing for the presence of alcohol (template).
2. Report on testing for the presence of substances having similar effect to alcohol (template).
3. Statement of refusal to admit employee to work due to the result of testing for the presence of substances having similar effect to alcohol (template).
4. Statement of refusal to admit employee to work due to the result of alcohol testing (template).

REPORT ON CONDUCTING TESTS FOR THE PRESENCE OF ALCOHOL

1.	Date and location of testing	Zawiercie, dn./ on		
2.	Name of Employee tested			
3.	Tested Employee number*			
4.	Personal ID of a person tested			
5.	Type and serial number of a breathalyzer			
6.	Validity date of a document confirming the calibration/verification of a breathalyzer used for testing			
7.	Statement of a person tested:			
		A mouthpiece packaging was opened in the presence of a person tested	YES**	NO**
		I drank alcohol in the last 15 minutes before testing	YES**	NO**
		I smoked tobacco products, including novelty tobacco products, electronic cigarettes or smokeless tobacco products in the last 15 minutes before testing	YES**	NO**
9.	Name of a person conducting the test			
10.	Name of a person present at the test***			

11. Table of measurements of alcohol content in exhaled air.

	Measurement	Measurement time: ____.____. 202__ .	Measurement result (mg/dm ³)
1	First measurement	____.____. (godz/h. min.)	
2	Second measurement	____.____. (godz/h. min.)	
3	Third measurement	____.____. (godz/h. min.)	

12.	<i>Attachments:</i>	<i>Copy of a valid document confirming calibration of breathalyzer used for testing.</i>
13.	<i>Legible signature of person conducting the test</i>	
14.	<i>Legible signature of a person tested</i>	
15.	<i>Legible signature of person present at the test ***</i>	

* concerns employees only

** delete as appropriate

*** complete if a third person's presence has been requested by the employee

OŚWIADCZANIE O NIEDOPUSZCZENIU PRACOWNIKA DO PRACY
STATEMENT OF REFUSAL TO ADMIT AN EMPLOYEE TO WORK

1.	Date and location	Zawiercie, dn. / on	
2.	Employee name		
3.	Employee number		
4.	Personal ID number		
5.	Date and location of the employee's test for the presence of alcohol		
6.	<p>I refuse to admit you to work due to the presence of alcohol in your body confirmed by a sobriety control indicating your condition as:</p> <p>AFTER ALCOHOL USE** or STATE OF INSOBRIETY**</p> <p>within the meaning of art. 46 sec. 2 or 3 of the Act of 26th October 1982 on upbringing in sobriety and prevention of alcoholism.</p>		
	Legible signature of the Employer's representative		
	Legible Employee signature		
7.	<p>I hereby instruct you that you may request to have the sobriety test conducted by an authorized body appointed to protect public order *</p>		
	Does the employee request to have the sobriety test conducted by an authorized body established to protect public order?	YES **	NO**
	Legible signature of the Employer's representative		
	Legible Employee signature		

* concerns employees only

** delete as appropriate

*** complete if a third person's presence has been requested by the employee

Report on Conducting tests for the presence of substances having similar effect to alcohol

1.	Date and location of testing	Zawiercie, dn. / on				
2.	Name of Employee tested					
3.	Tested Employee number					
4.	Personal ID of a person tested					
5.	Type of a device for determination of the presence of substances having similar effect to alcohol by immunological method					
6.	Test validity date					
7.	Name of a person conducting the test					
8.	Name of person present at the test***					
9. Table of measurement performer for the presence of substances having effect similar to alcohol						
<table border="1"> <tr> <td></td> <td>Measurement</td> <td>Time of measurement ____.____. 202__ r.</td> <td>Measurement result _____</td> </tr> </table>				Measurement	Time of measurement ____.____. 202__ r.	Measurement result _____
	Measurement	Time of measurement ____.____. 202__ r.	Measurement result _____			
10.	Attachments:	Copy of the instruction Test packaging – validity date Test – test result				
11.	Legible signature of a person conducting the test					
12.	Legible signature of a person tested					
13.	Legible signature of a person present at the test ***					

* concerns employees only

** delete as appropriate

*** complete if a third person's presence has been requested by the employee

STATEMENT OF REFUSAL TO ADMIT AN EMPLOYEE TO WORK
Due to the result of testing for the presence of substances having similar effect to alcohol

1.	Date and place	Zawiercie, dn. / on
2.	Employee name	
3.	Employee number	
4.	Personal ID	
5.	Date and place of testing for the presence of substances having similar effect to alcohol	
6.	I refuse to admit you to work due to the positive result of tests for the presence of substances having similar effect to alcohol in your body within the meaning of §10 of the Resolution of the Minister of Health of 16 February 2023 on tests for the presence of alcohol or substances having similar effect to alcohol in employee's body	
	Legible signature of the Employer's representative	
	Legible Employee signature	
7.	I hereby instruct you that you may request to be tested for the presence of substances having similar effect to alcohol in your body by an authorized body established to protect public order.	
	Does the employee request to have the tests conducted by an authorized body established to protect public order?	YES * NO*
	Legible signature of the Employer's representative	
	Legible Employee signature	

* concerns employees only

** delete as appropriate

*** complete if a third person's presence has been requested by the employee

for Entities Providing Transport Services on the premises of CMC Poland sp. z o.o. (CMCP)

3. PROHIBITED ACTIVITIES

- Walking between stored materials, machinery, equipment, etc. on the premises of CMCP is strictly prohibited.
- The use of open flames in any form including i.e. gas stoves, gas burners, heaters, etc. is strictly forbidden.
- Transferring petroleum-based substances, i.e. refueling, pouring, or topping up diesel, engine oil, gear oil, etc., is strictly prohibited
- Entering or exiting production halls through gates designated for vehicles or rail traffic is strictly forbidden.

- Any person present on the premises of CMCP is required to immediately report any observed irregularity or hazard, such as accidents or fires, to the employee responsible for coordinating unloading/loading operations.
- Any person who witnesses an accident is required to immediately provide assistance to the injured party after ensuring that there is no direct threat to their own health or life and then report the incident to the CMCP's security service and to their immediate supervisor.
At Zawiercie site: employees must call the emergency number 32 672 5310
- All individuals entering the premises of CMCP accept full responsibility for any type of accident that may occur during or as a result of their activities, including movement within the premises of CMCP, and shall assume the full risk and liability for any penalties or sanctions resulting from violations of occupational health and safety regulations or internal traffic rules.



5. LOAD SECURING

- According to the general classification of load securing methods, the following techniques are distinguished: locking, blocking, direct securing, top-over lashing and combinations of these methods in conjunction with friction.
- The choice of the most appropriate method for securing a load on a vehicle depends on the type and structure of the cargo. Vehicles should be equipped with securing equipment suitable for the type of load being transported.
- The required number of tie-downs must be used to secure the load.
- Only equipment with clearly marked securing capacity may be used.
- The permissible vehicle weight must be observed.
- The permissible axle loads of the vehicle must be observed.
- The load should be arranged optimally, e.g., lighter items on top, heavier items at the bottom.
- Ensure that there are no unnecessary gaps between the load units.
- Check that the securing elements are fastened at the correct angles.
- Check that all securing elements are in good technical condition and free from damage.
- In the event of sudden emergency braking or other unusual conditions, the load must be checked at the nearest safe location.
- Each time the load is partially unloaded from the vehicle or repositioned, the securing must be adjusted and checked accordingly.



OHS and Fire Protection Requirements

for Entities Providing Transport Services on the premises of CMCP Poland sp. z o.o. (CMCP)

1. VEHICLE REQUIREMENTS

Vehicles operating on the premises of CMCP:

- should be in a proper technical condition with no leaks of operating fluids,
- may not emit exhaust gases beyond permissible environmental limits,
- may not generate noise levels exceeding acceptable standards;

2. RULES FOR VEHICLE MOVEMENT ON THE PREMISES OF CMCP

While operating vehicles on the premises of CMCP, it is strictly forbidden to:

- leave the engine running when it is not necessary, e.g.: during weighing, loading/unloading, or handling administrative matters in the CMCP offices,
- leave a vehicle unattended while the engine is running,
- damage vegetation located on the premises of CMCP,
- bring or transport hazardous substances (materials with dangerous properties) onto the premises of CMCP that may contaminate the air and/or groundwater and/or soil, as well as abandon such substances on the premises of CMCP,
- bring / transport waste onto or abandon it on the premises of CMCP (it does not apply to scrap metal purchased by CMCP),
- wash transport vehicles or equipment,
- burn any substances or objects,
- **In addition, all individuals entering the premises of CMCP are required to segregate municipal waste in accordance with applicable regulations.**

3. EMERGENCY SITUATIONS

In the event of an **environmental hazard**, such as a spill of substance that may contaminate soil and/or water, a person operating on the premises of CMCP must immediately notify the employee responsible for coordinating unloading/loading operations. If necessary, the standard emergency response and notification procedure must be followed, including calling the emergency number 32 672 5310.

4. EMERGENCY NUMBERS IN ZAWIERCIE:

EMERGENCY PHONE NUMBERS	
CMCP'S INTERNAL PHONE NO.	5310
FROM MOBILE PHONES	672 5310
OHS and Fire Protection Office:	5240
Environment Protection Office:	5201

Metals and plastic	Paper	Glass	Organic waste	Mixed waste
We dispose of: <ul style="list-style-type: none">• unscrewed and crushed plastic beverage bottles• plastic caps• plastic packaging from food products• multilayer packaging (e.g., milk and juice cartons)	We dispose of: <ul style="list-style-type: none">• paper packaging• cardboard and corrugated board• catalogs, leaflets, brochures• newspapers and magazines• school and office paper• printed sheets• notebooks and books• wrapping paper• paper bags and sacks	We dispose of: <ul style="list-style-type: none">• bottles and jars from beverages and food• glass packaging from cosmetics (if they are not made of permanently combined multiple materials)	We dispose of: <ul style="list-style-type: none">• vegetable and fruit waste (<i>including peels, etc.</i>)• branches from trees and shrubs• mown grass, leaves, flowers• sawdust and tree bark• untreated wood• food leftovers	We dispose of: <ul style="list-style-type: none">• greasy/oily paper• hygiene materials (<i>e.g. used tissues and paper towels</i>)• broken cups and plates• ceramics

Attachment 13 - Basic rules for the use of bicycles, electric bicycles, electric scooters on the Company's premises

1. General requirements

Users of bicycles, electric bicycles and electric scooters moving on the Company's premises are required to observe the generally applicable traffic regulations and rules, and to comply with the provisions of the Traffic Instruction, vertical, horizontal signs and traffic lights in force on the Company's premises taking into consideration the following rules.

2. Equipment required for bicycles, electric bicycles, scooters and their users:

a) bicycles, electric bicycles, electric scooters used by employees on the Company's premises must be equipped with:

- at the front - at least one white or yellow selective position light;
- at the rear - with at least one red reflector of a shape other than a triangle and at least one red position light (flashing light is acceptable);
- at least one effectively functioning brake;
- a bell or other warning signal with a non-startling sound.

b) After dark, the operator of a bicycle, electric bicycle, electric scooter should wear clothes with reflective elements or containing high-visibility colors to improve visibility (a reflective vest or reflective armbands, etc.).

3. Moving by bicycle, electric bicycle or electric scooter:

a) when riding a bicycle, electric bicycle, electric scooter on the Company's Premises where no designated bicycle paths are available, an extreme caution shall be exercised and only designated traffic routes shall be used.

b) Parking of bicycles, electric bicycles, electric scooters:

- bicycles, electric bicycles, electric scooter should be parked in designated areas, such as shelters or racks located outside buildings or production halls, etc.;
- in the absence of areas designated for parking, it is permissible to bring the bicycle, electric bicycle, or electric scooter inside production halls and park them near control bridges or social containers, provided that they do not obstruct traffic routes, violate any health and safety regulations, or interfere with operational requirements or the functioning of equipment, etc.;
- in all cases justified by technical, operational, safety, etc. reasons, the Company reserves the right to move the bicycle, electric bicycle, electric scooter to another safe location.

c) Users of bicycles, electric bicycles, electric scooters are not allowed to:

- Ride in:
 - production halls,
 - finished goods warehouses,
 - billet warehouses,
 - roads intended exclusively for technology vehicles
 - the above rule **does not apply to labelled CMC company bicycles.**
- ride on sidewalks;
- ride across pedestrian crossings;
- ride on the left side of the road;
- carry passengers;
- talk on the phone while riding;
- carry loads in hand (e.g. bags, shopping bags, backpacks);
- ride a bicycle, electric bicycle, electric scooter during heavy snowfall, icy conditions, or on snow-covered roads – in such cases, the bicycle, electric



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- bicycle, or electric scooter should be walked along the sidewalk or, if there is no sidewalk, along the edge of the road.

Each user of a bicycle, electric bicycle, electric scooter is responsible for securing their property against damage or theft. When entering the Company's Premises, bicycles, electric bicycles, electric scooters are not registered and are therefore not subject to inspection. The Security Service does not perform any protective duties with respect to the items in question.