

## Terms and Conditions of the "SAFE CARD" Programme

### Article 1 Objective of the Programme

The "SAFE CARD" Programme - hereinafter also referred to as the Programme - is intended to ensure that the Contractor, including its subordinate Employees and persons working for the Contractor on a basis other than an employment agreement, and/or its Subcontractors, including the Subcontractor's Employees and persons working for the Subcontractor on a basis other than an employment agreement, comply with health and safety regulations and rules when carrying out work on the Employer's premises. Whenever these Terms and Conditions refer to the Contractor, it shall also be understood to mean the Supplier, the Seller, the Vendor – according to the definition of the party to the agreement in the agreement referred to in Art. 2 of these Terms and Conditions.

Whenever these Terms and Conditions refer to the Contracting Authority, it shall also be understood to mean the Recipient, the Purchaser, the Ordering Party – according to the definition of the party to the agreement in the agreement referred to in Art. 2 of these Terms and Conditions.

### Article 2 Identification Data

The identification data of the Contractor and the Contracting Authority are specified in agreement no.

.....  
....., to which the Terms and Conditions of the "Safe Card" Programme constitute an appendix, hereinafter referred to as the Agreement.

### Article 3 Terms and Definitions

**Yellow Card** – a warning – a form issued to a Contractor's Employee and/or an individual performing work for the Contractor on a basis other than an employment agreement, and/or to a Subcontractor's employee and/or an individual performing work for the Subcontractor on a basis other than an employment agreement, for a violation of health and safety regulations and/or principles that does not constitute a gross violation, expressed by at least one of the following behaviours:

1. Failure to use or improper use of personal and/or collective protective equipment.
2. Lack of order and cleanliness at the work site, including: blocking evacuation exits, access to fire-fighting equipment, and safety showers.
3. Lack of signs and required protective equipment for hazardous work areas.
4. Storing/using substances and preparations contrary to their intended purpose.
5. Eating outside designated areas.
6. Moving around/entering areas, zones, installations subject to prohibition: "NO UNAUTHORISED ENTRY".
7. Leaving machines, equipment, or rooms unattended (e.g. key in the forklift ignition, open doors to electrical switchboard, etc.),
8. Other violations of rules, discipline, and procedures.

**Red Card** – a penalty – a form issued to a Contractor's employee and/or an individual performing work for the Contractor on a basis other than an employment agreement, and/or to a Subcontractor's employee and/or an individual performing work for the Subcontractor on a basis other than an employment agreement, for a gross violation of health and safety regulations and/or principles, expressed by at least one of the following behaviours:

1. Non-compliance with procedures/instructions specified in the Agreement.
2. Performing special work without the required authorisations and qualifications.
3. Frequent non-compliance with personal and/or collective protective equipment requirements.
4. Performing work without permits or outside areas specified in permits for work requiring written permits (e.g. fire hazardous work, earthworks, electrical work).
5. Storing materials and waste outside designated zones.
6. Failure to follow a work order.
7. Other serious or gross violations of discipline, rules, and procedures.
8. Failure to respond to environmental emergencies (fires, leaks).

Employee – a person employed by the Contractor and/or its Subcontractor on the basis of an employment

agreement.

Issuing Person – a representative of the Contracting Authority's supervision or a member of the Health and Safety Team at GBH PCC Rokita S.A., who, upon identifying specific behaviours of the Contractor's employee and/or an individual working for the Contractor on a basis other than an employment agreement, and/or the Subcontractor's employee and/or an individual working for the Subcontractor on a basis other than an employment agreement, is authorised to issue the appropriate card.

#### Article 4 Procedures and Responsibilities

The Issuing Person is obliged to:

1. notify the Contractor's employee and/or individual working for the Contractor on a basis other than an employment agreement, and/or the Subcontractor's employee and/or individual working for the Subcontractor on a basis other than an employment agreement, about the reason for issuing the card,
2. tear off the completed part of the card, marked as a copy for the Issuing Person,
3. provide the Contractor's employee and/or individual working for the Contractor on a basis other than an employment agreement, and/or the Subcontractor's employee and/or individual working for the Subcontractor on a basis other than an employment agreement, with the issued card,
4. register the issued card in the NUXEO database,
5. store issued cards for the period specified in Art. 8 of these Terms and Conditions and destroy them afterwards.

The Contractor's employee and/or individual working for the Contractor on a basis other than an employment agreement, and/or the Subcontractor's employee and/or individual working for the Subcontractor on a basis other than an employment agreement, who receives a Yellow or Red Card is required to comply with the health and safety regulations and/or principles that were the basis for issuing the Yellow or Red Card.

#### Article 5 Incentive System

The cards are used to shape the behaviour of the Contractor's employees and/or individuals working for the Contractor on a basis other than an employment agreement, and/or the Subcontractor's employees and/or individuals working for the Subcontractor on a basis other than an employment agreement. Thus, issuing a Yellow or Red Card aims to eliminate inappropriate behaviours that are contrary to health and safety regulations and/or principles.

#### Article 6 Card Regulations

1. For the same behaviour of the Contractor's employee and/or an individual working for the Contractor on a basis other than an employment agreement, and/or the Subcontractor's employee and/or an individual working for the Subcontractor on a basis other than an employment agreement, the employee/individual can receive the relevant card only from one Issuing Person.
2. If the Contractor's employee and/or an individual working for the Contractor on a basis other than an employment agreement, and/or the Subcontractor's employee and/or an individual working for the Subcontractor on a basis other than an employment agreement, receives 2 Yellow Cards for the same behaviour, this is equivalent to receiving 1 Red Card.

#### Article 7 Appeal Procedure

In the event that a Yellow or Red Card is issued to an employee of the Contractor and/or an individual working for the Contractor on a basis other than an employment agreement, and/or an employee of the Subcontractor and/or an individual working for the Subcontractor on a basis other than an employment agreement, the employee/individual shall have the right to appeal to the Director of the Safety and Prevention Office at GB PCC Rokita S.A. The Director of the Safety and Prevention Office at GB PCC Rokita S.A. shall make a decision regarding the issued card after thoroughly reviewing the appeal. The said decision shall be final.

## Article 8 Final Provisions

1. Completed and issued cards are non-returnable.
2. Copies of the issued cards are stored for the grace period by the Issuing Persons.
3. Data regarding the quantity and type of issued cards are collected and processed in the electronic NUXEO database for a period of 365 calendar days.
4. Summaries of issued cards will be published in internal reports on the operation of the Programme within the Company, in compliance with data protection regulations.

The templates for the cards are included in Appendix No. 1 to these Terms and Conditions.

ŻÓŁTA KARTKA							
							
za nieprzestrzeganie zasad punktu:							
1.	2.	3.	4.	5.	6.	7.	8.
a dokładnie:							
data	imię i nazwisko					dział	
nr przepustki						podpis osoby wystawiającej	
* Część dla os. otrzymującej karę							
ŻÓŁTA KARTKA							
za nieprzestrzeganie zasad punktu:							
data	imię i nazwisko					dział	
nr przepustki						podpis osoby wystawiającej	
** Część dla osoby wystawiającej							

ŻÓŁTA KARTKA	
	
	
<b>Żółta Kartka może być przyznana za:</b>	
<ol style="list-style-type: none"><li>1. Niestosowanie lub niezgodnie z przeznaczeniem stosowanie środków ochrony indywidualnej i/lub zbiorowej.</li><li>2. Brak ładu i porządku na stanowisku pracy w tym: zastawianie wejść/wyjść ewakuacyjnych, dostępu do sprzętu ppoż. i przysznica bezpieczeństwa.</li><li>3. Brak oznakowania i wymaganego wyposażenia zabezpieczającego dla miejsc prowadzenia prac niebezpiecznych.</li><li>4. Przechowywanie/stosowanie substancji i preparatów niezgodnie z przeznaczeniem.</li><li>5. Spożywanie posiłków poza wyznaczonymi miejscami.</li><li>6. Poruszanie się/wchodzenie w obszary, strefy, instalacje objęte zakazem: „NIEUPOWAŻNIONYM WSTĘP WZBRONIONY”.</li><li>7. Pozostawianie bez nadzoru maszyn i urządzeń, pomieszczeń (kluczyk w stacyjce wózka widłowego, otwarte drzwi do rozdzielni elektrycznej itp.).</li><li>8. Inne naruszenie zasad, dyscypliny i procedur.</li></ol>	
<b>UWAŻAJ! LAMIESZ ZASADY BHP! TWOJE ZACHOWANIE JEST NIEBEZPIECZNE!</b>	
	
a dokładnie:	

## YELLOW CARD

for non-compliance with the rules of point:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

8.

and specifically:

date:

name and surname:

department:

pass number:

signature of the issuing person:

*\*Part for the person receiving the card*

### **YELLOW CARD**

for non-compliance with the rules of point:

date:

name and surname:

department:

pass number:

signature of the issuing person:

**\*\*Part for the issuing person**

### **YELLOW CARD**

A Yellow Card may be issued for:

1. Failure to use or improper use of personal and/or collective protective equipment.
2. Lack of order and cleanliness at the work site, including: blocking evacuation exits, access to fire-fighting equipment, and safety showers.
3. Lack of signs and required protective equipment for hazardous work areas.
4. Storing/using substances and preparations contrary to their intended purpose.
5. Eating outside designated areas.
6. Moving around/entering areas, zones, installations subject to prohibition: "NO UNAUTHORISED ENTRY".
7. Leaving machines, equipment, or rooms unattended (e.g. key in the forklift ignition, open doors to electrical switchboard, etc.),
8. Other violations of rules, discipline, and procedures.

**WARNING! YOU ARE BREAKING SAFETY RULES! YOUR BEHAVIOUR IS DANGEROUS!**

### **YELLOW CARD**

and specifically:

**CZERWONA KARTKA**

**pcc**  
*praca*

za nieprzebranie zasad punktu:

1.    2.    3.    4.    5.    6.    7.    8.

a dokładnie:

data            imię i nazwisko            dział

nr przepustki                            podpis osoby wystawiającej

\* Część dla os. otrzymującej kartkę

**CZERWONA KARTKA**

za nieprzebranie zasad punktu:

data            imię i nazwisko            dział

nr przepustki                            podpis osoby wystawiającej

\*\* Część dla osoby wystawiającej

**CZERWONA KARTKA**

**pcc**  
*praca*



**Czerwona Kartka może być przyznana za:**

1. Niestosowanie się do procedur / instrukcji.
2. Wykonywanie prac szczególnych bez wymaganych uprawnień i kwalifikacji.
3. Nagminne nie stosowanie środków ochrony indywidualnej i / lub zbiorowej.
4. Wykonywanie bez zezwoleń lub poza miejscami określonymi w zezwoleniu prac wymagających zezwoleń pisemnych (np. pożarowo niebezpiecznych, ziemnych, energetycznych).
5. Składowanie materiałów i odpadów poza wyznaczonymi strefami.
6. Niewykonanie polecenia służbowego.
7. Inne ożkie lub rażące naruszenie dyscypliny, zasad i procedur.
8. Niereagowanie na awarie środowiskowe (pożary, wycieki).

**ZŁAMAŁŚ PRZEPISY BHP!  
STWARZASZ ZAGROŻENIE  
DLA SIEBIE I INNYCH!**

**CZERWONA KARTKA**

**pcc**  
*praca*

a dokładnie:

## RED CARD

for non-compliance with the rules of point:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

and specifically:

date:

name and surname:

department:

pass number:

signature of the issuing person:

*\*Part for the person receiving the card*

## RED CARD

for non-compliance with the rules of point:

date:

name and surname:

department:

pass number:

signature of the issuing person:

**\*\*Part for the issuing person**

## **RED CARD**

A Red Card may be issued for:

1. Non-compliance with procedures/instructions specified in the Agreement.
2. Performing special work without the required authorisations and qualifications.
3. Frequent non-compliance with personal and/or collective protective equipment requirements.
4. Performing work without permits or outside areas specified in permits for work requiring written permits (e.g. fire hazardous work, earthworks, electrical work).
5. Storing materials and waste outside designated zones.
6. Failure to follow a work order.
7. Other serious or gross violations of discipline, rules, and procedures.
8. Failure to respond to environmental emergencies (fires, leaks).

**YOU HAVE VIOLATED HEALTH AND SAFETY REGULATIONS! YOU ARE CREATING A HAZARD FOR YOURSELF AND OTHERS!**

**RED CARD**

and specifically: