

The content of this document applies to all persons intending to enter/from the AKK premises and for the duration of their presence in the AKK premises.

1 Preamble

Pursuant to the requirements of the "Integrated Management System", the "Company" hereby notifies "Contractors" about the system employed to secure occupation health and safety and environmental protection applicable to any person(s) entering the premises with permission from the "Company".

These "Operation Rules of the Company AUTO – KABEL Krupka s.r.o. Applicable to Contractors and Visitors" also represent an agreement in writing in terms of § 101 section 3 of the Act No. 262/2006 Coll. whereas coordination of works shall be the responsibility of the "Company's Authorised Representative".

2 Legend

Company - refers to "**AKK**" - **AUTO – KABEL Krupka s.r.o.**, i.e. that includes all the premises (storage, manufacturing and office areas together with open areas inside and outside the plant) owned/leased to the "Company".

OHS - Occupational Health and Safety

FP - Fire Protection

EMS - Environmental Management System

Security - security

ENmS – Energetický management

GDPR - General Data Protection Regulation: REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016 on the protection of natural persons in connection with the processing of personal data and on the free movement of such data and on the repeal of Directive 95/46/EC (General Regulation on personal data protection)

Company's Authorised Representative - refers to the employee of the "Company" with the right to act on behalf of the latter in technical matters and in connection with the particular work/operation (the relevant employee, who hires the "Contractor" to perform works/operations), unless the contract/order specifies otherwise.

Contractor – refers to any physical or legal entity performing an operation (e.g. agreed service, control or inspection activity, etc.) for the "Company" pursuant to the contractual relation/agreement or a job order in writing. This term also refers to entities used by the "Contractor" as their "Sub-contractors".

Sub-contractor - refers to a legal or physical entity assisting the Contractor with partial and/or full performance of the subject matter of the contract with the "Company".

Emergency - refers to an event related to works with occurrence an injury or disease, regardless of its severity, or even death, including situations with potential occurrence of such incidents. "Emergency" then also defines such event with no injury, disease or death incurred and it is seen as "near-accident" or "near-injury".

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internal use only	The printout of the document is not subject to the revision service	Page 1 of 10

Operation Rules of AKK Applicable to Contractors and Visitors serves for fulfilment of requirements within the fields of OHS/FP/EMS/S applicable to personnel from cooperating companies as well as the company AKK and environmental protection. The contents of this document must be strictly followed for sake of personnel from each cooperating party. Provisions stipulated by § 101 of the Labour Code, as amended employees from two or more employers working at the same site when performing their tasks a work site with personnel from two or more employers working on tasks shall obey the rule stating that the employers concerned **are obliged to exchange information in writing** with respect of risks present and the remedial measures taken within the environment of AKK per directive **PA_40_000-32** Mutual Exchange of Risk Details between AKK and Its Contractors.

Personal data protection (GDPR)

The company Auto–Kabel Krupka s.r.o. processes the personal data of persons who enter for the purpose of visiting or perform activities on the Company's premises based on a contractual relationship that is not related to activities based on an employment relationship with the knowledge of the Company. The company processes the personal data of these persons on the basis of legitimate interests or legal requirements and only to the extent strictly necessary. Information on the processing of personal data for data subjects is provided in the appendix to this document.

3 Employees of "External companies" are obliged:

- to commence their work only after contact with the "Company's Authorised Representative",
- to perform their work pursuant to the Written Permission issued by the "Company's Authorised Representative", if required with regard to the nature of work to be done. Work may neither commence nor resume, if the Written Permission has expired,
- to have their valid professional licences/badges available (e.g.: welding licence, crane operator's/slinger's licence, forklift operator's licence for specific category, etc.),
- to prove their valid training in the fields of OHS and FP on request at any time, together with the professional medical fitness by presenting their valid documents to the "Company's" Authorised Representatives,
- to respect instructions from the "Company's Authorised Representative",
- to perform assistance supervision in terms of fire patrols over operations with higher risk of fire occurrence recruited among their own duly trained personnel,
- to designate any areas of their operation that overlap with the layout of marked thoroughfares including walkways, that is from each direction of the affected thoroughfare, e.g. using cones, conspicuity tape etc., unless the "Written Permission" allows otherwise,
- to pay greater attention when walking through the premises of the "Company", especially with respect to operation of vehicles, technological equipment and weather conditions,
- to obey instructions from the security personnel in case of any hazard to the internal order, health or damage to property and buildings situated within the premises of the "Company",
- to access their workplaces using only the designated external or internal thoroughfares designed for pedestrians,
- to notify the "Company's Authorised Representative" about completion of their work immediately, to keep their workplace(s) clean and tidy with regular cleaning in place,
- to undergo a test, or even a medical examination to determine the presence of alcohol or another addictive substances (pursuant to the order from the particular "Company's Authorised Representative" or another authorised body (e.g. the Police of Czech Republic),

4 Employees of "External companies" are forbidden:

- to enter roof areas, distribution plants, cable ducts and any underground areas, unless accompanied by an employee of the "Company" or issued with the particular Written Permission.
- to keep their stowed material and parked vehicles in such locations, where these obstruct emergency routes and emergency exits, access roads, boarding areas for fire fighting vehicles, electric power distribution plants, control panels, caps or fittings, mobile or carried fire extinguishers or any other equipment for emergency or accident containment;
- to use the power lines, water lines, sewerage, pneumatic lines or any other utilities without the prior written consent of the "Company",
- to invent short cuts to their agreed workplace(s) via passages through production lines, where they are not contracted for any work, or even through handling areas around machinery and equipment over bridges on the rail track and the warehouse area, along stands and crates stored in there,
- to enter workplaces or locations not required for completion of the contracted work,
- to use electrical appliances, tools and equipment not necessarily needed for accomplishment of the agreed task(s),
- to use any technical and reserved equipment of the "Company" without a prior written consent from the "Company's Authorised Representative",
- to make video footage, photographs or any other documentation covering the buildings, plant and other equipment within the "Company's" premises,
- to wash and repair their vehicles within the "Company's" premises,
- to bring in any chemical substances or mixtures possessing even at least one of the following characteristics: explosive, extremely flammable, highly toxic or caustic; unless given a special permission to do so,
- to keep any chemicals and solutions in packaging of the shape, colour and appearance similar to packaging of foodstuffs, medicines or beverages,
- to keep any heating or electric appliances in operation after their use,
- to leave any flammable materials on heating units or in their vicinity,
- to use any mobile simple ladders on smooth floors without any anti-slip pads or without backup from another person or fixing their ladders to a rigid frame

5 Safety and health protection at work

- Before commencing their activity within the AKK premises, all the personnel from the cooperating contractors shall receive instructions from the "Company's Authorised Representative" responsible for the process affected by such activity.
- Once the provisions set forth by § 101 of the Labour Code have been fulfilled, the exchange of risk details will follow in accordance with the directive referred to above. Instructions of the supervising staff must be followed unconditionally.
- Each person to commence works in the plant area must be duly instructed before performing any activity! Unless agreed otherwise, the personnel from Contractor(s) may not roam the Company's premises unsupervised.
- Any Contractor shall deploy only personnel with adequate qualifications with respect to the relevant statutory, tariff and other regulations.
- Any technical operation means and technical equipment used by personnel of Contractor(s) to perform their activity in the AKK premises must comply with the applicable statutory and professional regulations in force with regard to occupational health and safety, environmental protection, as well as preventive protection, these must be used properly and bear valid revision certificates/plates.

- The personnel from Contractor(s) shall be obliged not to leave any appliances, machinery, chemicals or even tools unattended.
- If necessary or specified for completion of planned works, the personnel of Contractor must be provided with the personal protection equipment by their employer and this equipment shall be used and worn as specified.
- The personnel of Contractor(s) shall be obliged to notify the authorised representative of AKK immediately of any accident or injury incurred within the Company's premises, whereas such authorised representative shall be obliged to report the incident to personal responsible at the Contractor(s).
- The personnel from Contractor(s) shall be obliged to notify the authorised representative of AKK of any hazard that may cause an injury, fire, environmental disaster or another situation with potential health or property damage risks.
- The personnel of Contractor(s) are obliged to obey the ban on using of alcoholic beverages and addictive substances and the ban to enter the premises of AKK under the influence of such substances.
- In the AKK area, the movement of people and vehicles is governed by the Rules of Procedure and Traffic of Auto – Kabel Krupka s. r. o. (PA_40_000.38)
- It is forbidden to drink any beverages from unsealable contained or eat any food inside production facilities of the AKK premises.

6 Activities strictly subject to Written Permission

- works with open fire,
- works in areas with explosion hazard,
- works on electrical appliances,
- works at heights and over open deep pits,
- works requiring access into confined areas (collecting pipes, sludge pits, sewerage, underground areas, transformer stations, natural gas control stations, tanks, etc.)
- works above water level or in its close vicinity,
- works under water,
- excavation works,
- works with chemicals and solutions posing higher risk (the maximum local temporary excess over the maximum permissible concentration at a workplace, temporary local excess over 20% of the lower explosiveness threshold, etc.), explosive, highly toxic, toxic, extremely flammable and caustic
- works with expected occurrence of biological agents
- works associated with assembly and disassembly of heavy construction components
- works with sources of ionising radiation
- works that require shutdown of production line/technological equipment and its securing against spontaneous restart, except for a regular total shutdown

The "Written Permission" shall be always issued by the employee of the "Company" responsible for performance of the specific work(s).

The "Written Permission" must be always issued and signed using the designated form, whereas the issuance/extension must take place **strictly before** commencement of the particular work(s).

The "Written Permission" shall be issued in at least two originals, whereas the "Issuer of Permission" keeps one original and the other original is handed over to the "Recipient of Permission".

No "Written Permission" is needed for interventions required to contain an "Emergency".

7 Fire protection

- **The AKK premises are non-smoking** - except for specially designated and labelled areas.
- The entire AKK premises have been classed in the higher fire risk category.
- As far as fire protection is concerned, you shall be obliged to act in such manner to avoid causing a fire, especially when using open flame, electrical appliances or chemicals.
- No fire extinguishing equipment or the relevant instruction labels may be obscured, blocked or rendered inapplicable any any other means.
- In case of fire, persons present within the AKK premises shall be obliged to assist in extinction of the fire as they can, using the portable extinguishing equipment (fire extinguishers + hydrants), distributed within the Company's premises.
- In case of emergency evacuation in the AKK premises, you shall be obliged to follow this order and instructions of your accompanying employee or to follow the duly marked emergency exits and leave the affected building/AKK premises as soon as possible to reach the evacuation (gathering) point.

8 Security

- The AKK premises are not accessible by public and designated by technical equipment or another evident means.
- The AKK premises are monitored by a CCTV system.
- Any handling of products or materials within the AKK premises may be only done with supervision of the AKK employees responsible.
- Any entry/exit into/from the AKK premises shall be subject to prior registration and permission at the security personnel within the AKK premises or the AKK employee responsible.
- Every person entering the AKK premises agrees to prove their identity on request from the security personnel or the authorised person accordingly.
- Should any person fail to prove their identity, the security personnel or the authorised employee shall be entitled to call the Police of Czech Republic in case of suspicion for offence or a criminal act and to hold the inspected person until the patrol arrives.
- Every person entering the AKK premises or intending to do so agrees with the check-in and check-out at the entry/exit point of the AKK premises and to undergo personal check and inspection of any items and luggage brought in/out, if requested by the security personnel. The same shall apply to the duration of stay right within the AKK premises.
- Personal checks and inspections of belongings and luggage shall be conducted at designated locations - areas or spots designated by the members of AKK management board responsible.
- Personal checks and inspections of personal belongings and luggage shall be conducted using technical means and manually. The persons subject to checks are obliged to undergo the inspection by technical means for detection of unauthorised transport of material out of the premises.

- A person does not need to undergo the inspection by technical means, if they are able to prove their medical unfitness for such inspection, especially if pregnant, wearing a pacemaker, etc. Such persons may be inspected only manually, in accordance with the procedure outlined below.
- Technical detection equipment used for checks and inspections comply with the relevant legal regulation and these are duly approved.
- When requested by security personnel or authorised employees, the persons subject to checks shall be obliged to present full contents of their luggage brought in or out, their outer clothing or other item, as applicable.
- The persons subject to check shall be obliged to present the contents of their pockets and other storage space in their clothes.
- Every person entering the AKK premises or intending to do so - agrees to follow the request of AKK security personnel at the time of their entry/exit into/from the AKK premises and to enable inspection of the luggage space, cargo and and cabin space of the vehicle intended to enter/exit the AKK premises. The same regulation shall apply throughout their stay within the AKK premises.
- Should the check of luggage, storage, cargo or cabin space of the vehicle belonging to an employee or any other person reveal such facts implying potential commitment of an offence or a criminal act, the security personnel shall be entitled to follow the directives of AKK and call the Police of Czech Republic, while retaining the employee or person concerned until arrival of the police patrol.
- Each person subject to check shall be obliged to provide proper collaboration. Should a person subject to check refuse collaboration during the personal check or inspection of their belongings or luggage, the security personnel may, in case they suspect such person from committing an offence or a criminal act, call the Police of Czech Republic and retain such person until arrival of the police patrol.
- The AKK premises are restricted for children under 15 years of age, any children aged 15-18 and entering the premises must be accompanied by an adult.
- Bringing of objects, items and substances harmful to human life, health and property into the AKK premises is strictly forbidden.
- It is forbidden to take any animals into the AKK premises, except for guard dogs used by law enforcement units and members of the Integrated Rescue System on duty.

9 Environmental Management System

9.1 Environmental Policy of the Auto-Kabel Group and the Production Plant of AUTO-KABEL Krupka s.r.o.:

Preamble:

We are responsible for product quality and ensuring ecologically and energy efficient production processes. Through our actions, we convince all interested parties of the need to contribute to the sustainable development of society.

Sustainable environmental protection and conscious use of energy sources are a fixed part of our actions. The AK Group has an environmental protection system in place and is certified according to the ISO 14001 standard.

9.2 Main points of AKK's environmental policy:

- adherence to legal requirements in the field of occupational safety and environmental protection
- prevention of negative impacts on the living environment and careful handling of natural resources, energy and input materials

9.3 Respect the environmental policy of AK Group

As far as the environmental protection is concerned, you are obliged to follow the legal regulations, internal regulations focused on environment, especially the system for sorting and gathering of waste, handling of chemicals and solutions, protection of the atmosphere and water.

9.4 Duties of Contractors and Visitors

Handling of waste

- Assured removal of all the waste generated by their operations within the AKK premises, presentation of documents proving removal of waste in compliance with legal requirements, provided on request.

Handling of chemicals and solutions

- The volume and types of chemicals and solutions used shall be notified to the Company's representative in writing.
- Any chemicals kept in stock or stored shall be prevented from mutual mixing and leakage into the living environment.

Water handling

- The volume and kinds of waste water discharged must be notified to the Company's representative in writing.
- Discharging any chemicals or solutions into sewerage.

Air protection

The volume and types of emissions released into atmosphere must be notified to the Company's representative in writing

Emergency situations

- Any leakage of chemical or solution shall be notified to the Company's representative.
- Any vehicles, machinery or plant with visible defects that may have a negative impact on the living environment will be kept outside/sent off the Company's premises.

10 Energy management

10.1 Energy Policy of the Auto-Kabel Group and the Production Plant of AUTO-KABEL Krupka s.r.o.

Preamble:

We are responsible for product quality and ensuring ecologically and energy efficient production processes. Through our actions, we convince all interested parties of the need to contribute to the sustainable development of society.

Sustainable environmental protection and conscious use of energy sources are a fixed part of our actions. The AK Group has an environmental protection system in place and is certified according to the ISO 50001 standard.

10.2 Main points of AKK's energy policy

We are committed to complying with all legal regulations and taking social responsibility.

To ensure these aspects across all phases of the product life cycle, we maintain a process-oriented integrated management system, namely globally across all locations.

11 Notice

The company Auto-Kabel Krupka s.r.o. reserves the right to expell personnel of Contractor(s) or visitor(s) from its premises, if such person(s) has(ve) failed to observe any of the rules stipulated above, they may be banned from any further activity for the Company and face an indemnity claim for the damage/loss caused.

The company Auto-Kabel Krupka s.r.o. shall not be held responsible for any delays or increased costs incurred by the failure to observe instructions imposed on the personnel of Contractor(s) or visitors.

Basic information on OSH / PO / ŽP and instructions on risks and safe behavior are given to persons intending to enter the Company premises at the entrances or entrances, in the form of an information leaflet - attachment No. 2 of this document.

Upon signing, you engage yourself to observe all the aforementioned rules, operating AKK policy, related internal and the relevant legislation, and confirm that you have understood everything. In case of repeated visits of the particular worker, it is possible to keep the familiarization with the aforementioned valid for the maximum period of 3 months.

Drivers will write:

Společnost: _____ Datum příjezdu: _____
Company Arrival date

Jméno řidiče: _____ Čas příjezdu: _____
Name of the driver Arrival time

RZ: _____ Čas odjezdu: _____
Vehicle registration number Departure time

Vývoz Dovoz Servis Ostatní 24t 8t 3,5t 1,5t jiné
Export Importation Services Other Other

Podpis řidiče: Platnost do: _____
Signature driver Valid until

Návštěvy a pracovníci externích společností, kteří nevjíždí do areálu s vozidlem vyplní:
Write all visitors without vehicles:

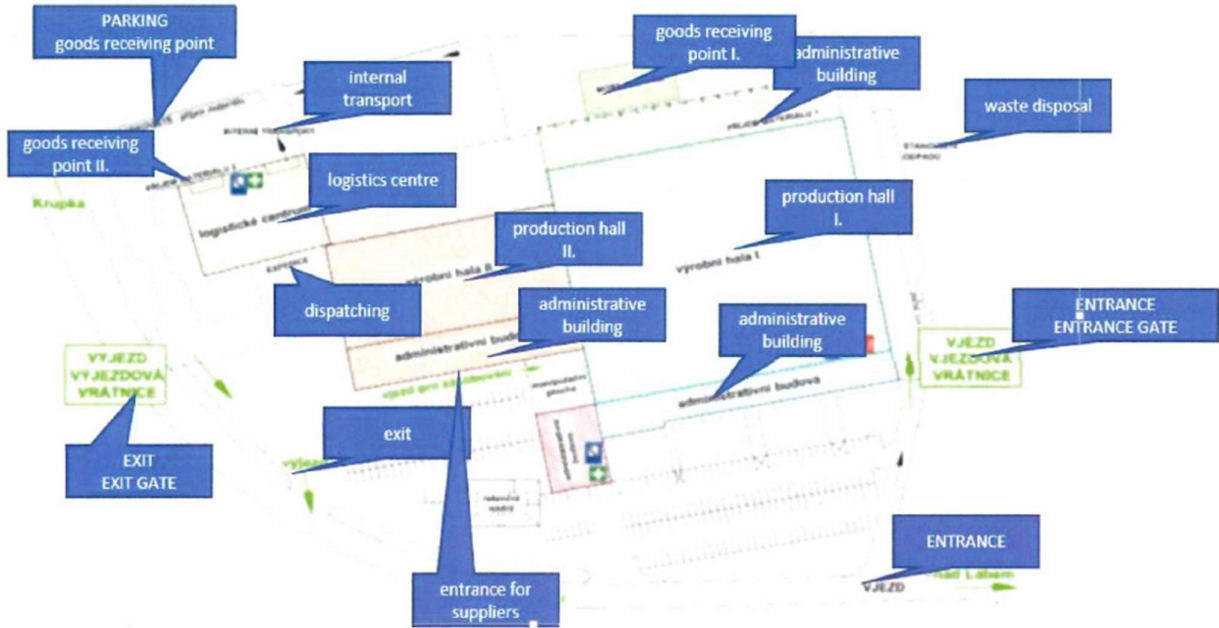
Společnost: _____ Datum/Platnost: _____
Company Validity

Jméno: _____ Jméno: _____
Name Name

Podpis: Podpis:
Signature Signature

12 Attachments

Attachment No..1 Layout Auto –Kabel Krupka s. r. o.



Attachment No.2 Information about hazards and safe behaviour

VISITORS, EXTERNAL COMPANIES
The operations rules of AUTO – KABEL Krupka s.r.o. for external companies and visitors, located as a hard copy at the entrances, informs you about hazards and operations conditions in the premises of the company. A person entering the company premises confirms by his/her signature in the visitors' book that he/she has read the rules, understands their content and undertakes to adhere to the instructions therein!
Wear visibly the identification pass, always inform security services/entrance gate staff about your visitor
Follow the instructions of the responsible AKK employees
Take extra caution when in the production and logistics area, watch out for high-lift trucks.
- **DO NOT RUN** in the premises!
It is prohibited to use personal telephones in the production area; it is prohibited to wear headphones.
Before starting work, get familiar with the alarm directives and hazards at the workplace
Observe banning orders and respect all safety signage

In the event of a fire

- Inform the supervisor or security staff
- (+420 417 719 379)** and fire brigade at **150** including details about the fire and the status of evacuation
- Start evacuation (evacuation route)

Use of a fire extinguisher

- can be used only in compliance with the user's manual
- use it only if lives or health are not at risk
- always call security staff or fire brigade, try to extinguish the fire

Medical assistance

- if life or health are not at risk, do not move the injured person
- immediately inform emergency medical services by calling **155** and security staff in the premises **(+417 719 379)**
- provide first aid immediately

Information for emergency medical services

- Name/place where the incident happened
- Details about the injury and incident

INFORMATION ABOUT HAZARDS AND SAFE BEHAVIOUR

Basic information
HSE/FP
Health, safety and environment, fire protection in the company

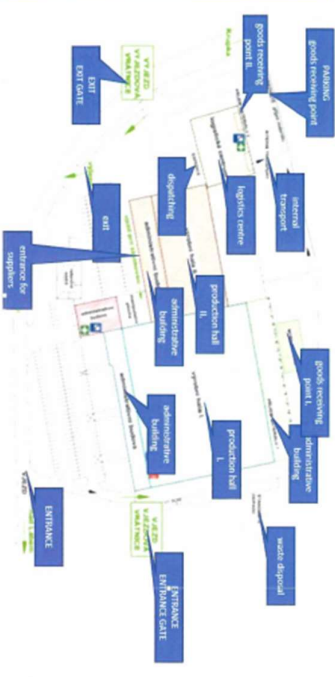
Auto-Kabel Krupka s.r.o. Pod Dolní drahou 87 41741 Krupka
ID No. 27151531

Telephones:

Reception	+420 417 719 311
Security	+420 417 719 379
Safety manager	+420 417 719 300

Smoking and naked flames are prohibited in the entire area. Smoking is permitted only in the designate area

Situational plan of the area Auto – Kabel Krupka s.r.o.



Safety in the workplace
In the whole area the highest permitted speed is 20 km/h; in the loading area and inside buildings it is 5 km/h.

When working with safe substances, observe the warning signs and use the mandatory PPE (gloves, goggles)

explosives * combustible agents * oxidising agents * gasses under pressure * caustic and corrosive agents
toxic agents * irritants * hazardous to health * hazardous to the environment * substances with unknown properties

Zero tolerance of alcohol and drugs applies the whole area.
The most severe hazards

- Collision with high-lift trucks passing by
- Failure to observe banning orders and orders issued in individual workplaces including wearing the mandatory PPE
- Injury caused by electricity
- Slipping and falling

Observe the instructions by the workplace supervisor; entry to the hall is permitted only by an authorised person
It is prohibited to come close to containers with flammable liquids and pressure bottles and tamper with them

Further health and safety rules for suppliers

- Every day, begin work only after contacting the authorised supervisor or operations manager or after obtaining a written permission
- Only a worker, meeting the requirements for professional competency or qualification and fitness for work regarding the given activity on the day the work is done, is permitted to perform any work in the area
- Report any occupational injury immediately to the supervisor who will record the injury into the Book of Injuries at the entrance gate and provide first aid
- Do not enter in unsuitable shoes and clothes
- It is forbidden to block any emergency exits with any material
- Supplier's staff must be trained by their supervisor in compliance with the requirements of the Labour Code (Section 101-108) including a written hand-over and information about hazards

It is prohibited to use electric appliances that are not absolutely necessary to perform the agreed work. Failing to adhere to the safety regulations, the company reserves the right to order the external workers or visitors to leave the premises, prohibit their further activities and request compensation for the damage incurred