

## SAFETY

### § 1

#### GENERAL PROVISIONS

1. The safety rules specified in this document apply at the Ordering Party's site, i.e.: the Ordering Party's port facility, on platforms and on any offshore units at the disposal of the Ordering Party or performing tasks for the Ordering Party and / or entities from the Ordering Party's Capital Group (Ordering Party's vessels).
2. The Contractor's representatives shall mean: the Contractor himself, if he is a natural person, all persons performing work under the Contract on behalf of the Contractor, regardless of the legal relationship between those persons and the Contractor, including a subcontractor if he is a natural person, employees of subcontractors and all other persons with the help of which the Contractor performs its obligations.
3. The Contractor's representatives shall protect property from damage and people from occupational accidents and diseases that would result from the work.
4. Due to the priority treatment of safety issues by the Ordering Party, any violation by the Contractor's representative of the obligations in this respect described in the Contract and appendices thereto, as well as obligations directly resulting from mandatory provisions of law, shall constitute, irrespective of other provisions of the Contract, the grounds for cancellation of the Contract due to the Contractor's fault, as well as grounds for claiming liquidated damages provided for in the Contract, which does not exclude the Ordering Party's claim for compensation exceeding the amount of the stipulated liquidated damages. The Contractor undertakes to include relevant provisions in contracts concluded with its subcontractors. A termination notice of the Contract pursuant to this paragraph may be submitted by the Ordering Party no later than within three months of becoming aware of the circumstances justifying such termination.
5. The provisions of this document shall not exclude the obligations of the Contractor and its representatives to ensure the safety of the work provided for on the basis of the contract and other annexes thereto.

### § 2


#### TRAINING

1. Prior to commencing any work or entering any of the Ordering Party's platforms or vessels, the Contractor's representatives are required to undergo safety training.
2. In case of performing work at the Ordering Party's site, such training shall be conducted using an e-learning platform, the instructions for which are provided in §12 hereof.
3. Contractor's representatives who plan to stay at the Ordering Party's platform or vessels shall be obliged to undergo training in the "Hazards and rules of conduct on LOTOS Petrobaltic S.A. platforms" which is conducted using an e-learning platform, the instructions for which are provided in § 12 hereof. Immediately after arriving at the platform, the Contractor's representatives shall report to the platform manager and follow his instructions.
4. Each representative of the Contractor shall obtain from the Ordering Party an information brochure "Safety Rules" which constitutes a set of basic rules of conduct when performing work for the Ordering Party and shall be obliged to comply with them.

### § 3

#### CONTRACTOR'S OBLIGATIONS

1. The Contractor declares that it has adequate material and technical resources and services to ensure the safety of its representatives.
2. Prior to entering the Ordering Party's site, platform or the Ordering Party's vessels, the Contractor shall prepare an occupational risk assessment, taking into account the conditions of presence and performance of contracted work, and to familiarize with it his representatives assigned to perform the contracted work.
3. The Contractor and his representatives present at the Ordering Party's site, platforms and the Ordering Party's vessels are required to have all the documents required by law, in particular:
  - 3.1 a valid medical test certificate stating the lack of objections concerning the work at a given position,

- 3.2 current training in occupational health and safety required by regulations (preliminary general training and workstation training),
- 3.3 required professional qualifications and skills to perform the contracted work confirmed by a relevant certificate.
- 4. Depending on the type and location of the work to be performed, the Contractor and its representatives are obliged, in particular, to:
  - 4.1 use equipment that is in good working conditions and undamaged (if required to perform the commissioned work), with valid approvals and inspections.
  - 4.2 have documents certifying the ability to perform work at heights exceeding three metres, including a medical certificate,
  - 4.3 have data sheets for chemicals used in the course of the execution of assigned tasks,
  - 4.4 in the case of performing work in an ex zone, use operational, undamaged tools adapted to the work in Ex zones,
  - 4.5 use, in accordance with the Ordering Party's guidelines, the required work clothing, footwear and personal protective equipment, i.e.:
    - a) coveralls,
    - b) footwear with a protective toe cap,
    - c) safety helmet compliant with EN 397 standard,
    - d) safety goggles conforming to EN 166 standard,
    - e) protective gloves suitable for the work assigned,
    - f) protective mask or ear defenders (if there is danger to the respiratory or auditory system),
    - g) when working at heights – fall protection equipment.
- 5. Additionally, the Contractor's representatives present on the Ordering Party's platforms and vessels shall:
  - 5.1 hold valid completion certificates of an integrated training in accordance with STCW 95 (BST – Basic Safety Training), which includes specific training compliant with: IMO 1.21 Self safety and joint responsibility, IMO 1.19 ITR (Individual Rescue Techniques), IMO 1.2 Basic Fire Protection Training, IMO 1.13 Elementary Medical First Aid. This requirement does not apply to persons staying on the platform on behalf of the Contractor whose planned stay on the platform does not exceed 3 days and no overboard work will be performed by them, including the Contractor, its employees and collaborating parties.
  - 5.2 when performing work outside the hotel part of the platform, in addition to protective measures referred to in § 3 section 4.5, apply the following:
    - a) antistatic inflammable work suit labelled 
    - b) non-slip, antistatic footwear.
  - 5.3 use electrical equipment adapted for work under voltage prevailing on a given platform or vessel.
- 6. The requirement referred to in § 3 section 5.1 does not apply to the Ordering Party's platforms and vessels moored to the quay and undergoing an overhaul at anchorage, which are not a mining plant in operation and are not conducting geological or mining work.
- 7. If the Contractor fails to provide all necessary materials, tools, technical equipment to perform the contracted work and the required protective measures, the Ordering Party shall have the right to suspend the work until the Contractor supplies the equipment. The work suspension by the Ordering Party for reasons mentioned above does not waive the Contractor's obligation to complete the work in a timely manner.

#### § 4

##### RULES APPLICABLE TO HELICOPTER TRANSPORT

- 1. The Contractor, the Contractor's employees and persons travelling to the platform on behalf of the Contractor by helicopter shall comply with the established rules regarding safety during the flight.
- 2. Prior to departure, the Contractor who is a natural person, the Contractor's employees and persons going to the platform on behalf of the Contractor shall undergo training on safety rules during transport by helicopter. The training is part of the training referred to in § 2 section 3. Each passenger shall comply with the rules presented during the training.

3. All passengers in the helicopter shall be transported in immersion suits to be provided by the Ordering Party. During the flight, the immersion suit shall be worn, fastened and it is forbidden to remove it or its parts until disembarkation from the helicopter.
4. During the flight, each passenger shall be obliged to use hearing protectors available on board the helicopters or ear plugs.
5. It is forbidden to carry additional baggage in the cabin of a helicopter and to keep electrical equipment on, i.e. cell phones, laptops, etc.
6. During the helicopter flight each passenger shall have their seatbelts fastened. Unfastening seat belts is possible only at the express command of the helicopter crew.
7. Each passenger shall comply with the instructions issued by the helicopter crew.
8. Persons who fail to comply with the specified rules shall be charged with a penalty as set forth in the tariff in § 11. The Contractor whose representatives violated safety rules during the transport by helicopter may be charged with a penalty specified in § 6.

## § 5

### REPORTING OF NEAR MISSES AND ACCIDENTS

The Contractor agrees that its representatives will immediately notify the Ordering Party's supervisor and Safety Office if they notice a lack of adequate health and safety conditions at work, regardless of the reasons, and will suspend work. The Contractor shall immediately notify the Ordering Party of any hazardous event occurring at the site, e.g.: accident at work, fire, breakdown or other local hazard. Written reports shall be submitted by the Contractor immediately after completion of the proceedings to determine the circumstances and causes of accidents at work.

## § 6

### OCCUPATIONAL SAFETY AND HEALTH PENALTIES

1. If the action of omission of the Contractor or its representatives violates in any way the rules related to maintaining safe and hygienic working conditions, including fire safety regulations or other regulations and requirements governing safety at the Ordering Party's site, as well as environmental protection, the Ordering Party shall be entitled to charge the Contractor a contractual penalty in the amount of PLN 1,000.00 (in words: one thousand zlotys 00/100) per each occurrence of such action or omission. Additionally, if an event occurs as referred to above, the Ordering Party may unilaterally decide to suspend the operation of machinery or other technical equipment, as well as the conduct of work in whole, in part or by individual persons at the Ordering Party's site until confirmation is received that the breach has been remedied. Suspension of work shall not affect the deadline for completion of work specified in the Contract and all consequences from this suspension shall be borne by the Contractor.  
Persons authorized to inspect the above requirements, as well as to stop the work in whole or in part, are supervisors of the work on behalf of the Ordering Party or the Ordering Party's OHS service or employees of entities providing security services for property and persons at the site.
2. In each case of non-compliance by the Contractor or its representatives with the regulations concerning safety at work, fire protection and physical safety that are in force at the Ordering Party's site, the Ordering Party's OHS service or the entity providing security services at the Ordering Party's site shall apply the sanctions as specified in § 11 hereof.
3. The Contractor declares that he has become acquainted with the Tariff of Offenses and agrees to the penalties specified therein. Should the Contractor's representatives be denied access to the Ordering Party's site, all consequences shall be borne by the Contractor.

## § 7

### POLICY ON ALCOHOL AND OTHER DRUGS

The Contractor shall ensure that its representatives do not bring any alcoholic beverages or intoxicants or other drugs of similar effect to the Ordering Party's site or the place where work is performed. The Contractor's representatives shall also not perform any work under the influence of alcohol, drugs, or any other substances with controlled consumption, nor shall they possess, distribute, or sell alcohol, substances with controlled consumption or other intoxicants or narcotics. Accordingly, the Contractor agrees to ensure that the place

where its duties under the Contract are performed is free of the aforementioned substances. For the purpose of this paragraph, "substances with controlled consumption" are authorized but misused narcotic substances.

§ 8

**PENALTIES FOR INTOXICATION**

The Contractor shall pay the Ordering Party a contractual penalty of PLN 1,000.00 (in words: one thousand Polish zloty and 00/100) for each event of detection of state of intoxication (from 0.2‰ alcohol in blood or from 0.1 mg alcohol in 1 dm<sup>3</sup> of exhaled air) in the first two representatives of the Contractor in a given calendar year. For each subsequent event in a given calendar year, the Contractor shall pay PLN 10,000.00 (in words: ten thousand Polish zloty and 00/100). The limit of two persons in a calendar year, in which the lower penalty will be calculated, shall be applicable to all contracts concluded with the Ordering Party, and the number of persons with detected state of intoxication who perform work related to the Contract and other contracts concluded with the Contractor shall be added together. The Contractor shall ensure that appropriate provisions are included in its contracts with subcontractors. The parties agree that the Ordering Party will issue a debit note, addressed to the Contractor and payable within 14 calendar days, for the stipulated contractual penalty if a state of intoxication or under the influence of alcohol is detected. Each such debit note shall contain information on the assignment of receivables in favour of LOTOS Ochrona Sp. z o. o. with indication of a proper bank account number of LOTOS Ochrona Sp. z o. o., to which the Contractor hereby irrevocably consents. Refusal to undergo a sobriety test shall be treated equally to the disclosure of an intoxicated condition referred to above. A person found to be intoxicated within the meaning of this paragraph may immediately have his or her pass revoked with an indefinite ban on entering the Ordering Party's site. The Ordering Party shall be entitled to claim damages in excess of the stipulated contractual penalties.

§ 9

**WORK PROTECTION**

1. Prior to commencing any work that may pose a hazard of fire or any other hazardous work (if any), including work recognized as such by the Ordering Party, the Contractor shall agree with the Ordering Party's supervisor a method to safeguard such work and this shall be reflected in a document – work permit approved by the Ordering Party and by the Contractor. The work for which a written permit has been issued shall be safeguarded in accordance with the provisions of the permit.
2. In case of work that requires special protective measures, particularly hazardous work, including work that requires the Ordering Party's permission and that may affect the health and safety of the Ordering Party's employees, the Contractor shall notify the Ordering Party well in advance in order to ensure that the Contractor is able to meet its OHS obligations. The Contractor shall be liable for any damage resulting from failure to comply with this obligation.

§ 10

**MARKING OF CONTRACTOR'S REPRESENTATIVES AND VEHICLES**

The Contractor's representatives shall wear protective clothing, in accordance with health and safety requirements, legibly and permanently marked with the Contractor's company name. All Contractor's vehicles entering the Ordering Party's site will be marked with the Contractor's company name (at a minimum, a plate with the Contractor's name and contact telephone number of the driver and Contractor located behind the windshield of the vehicle).

§ 11

**TARIFF OF OFFENCES**

1. If Contractor's representatives violate the rules of physical security and occupational safety in force at the Ordering Party's site, irrespective of the consequences for the Contractor, shall be subject to sanctions specified in the tariff provided below, which the Contractor accepts. Any sanctions imposed on representatives of the Contractor shall not release the Contractor from its duty to duly perform its obligations to the Ordering Party.

**Offences related to the violation of physical security:**

<b>ALCOHOL / NARCOTIC DRUGS AND SUBSTANCES</b>	<b>attempt to enter / presence at the site and facilities of LOTOS Petrobaltic S.A. (hereinafter referred to as LPB S.A.) under the influence of alcohol or any other intoxicant</b>	
	state after consumption of alcohol (blood alcohol content > 0.2 ‰ / alcohol content in exhaled air from 0.1 mg in 1 dm <sup>3</sup> ) or under the influence of narcotic drugs or substances	indefinite ban on entry to the site and facilities of LPB S.A.
	<b>attempt to bring in / possession of alcohol at LPB S.A.</b>	
	each time	indefinite ban on entry to the site and facilities of LPB S.A.
	<b>attempt to bring in / possession of narcotic drugs or substances at LPB S.A.</b>	
	each time	indefinite ban on entry to the site and facilities of LPB S.A.
<b>MOTOR TRAFFIC</b>	<b>providing narcotic drugs or substances to other persons at LPB S.A.</b>	
	each time	indefinite ban on entry to the site and facilities of LPB S.A.
	<b>causing a road collision</b>	
	first time	ban on driving vehicles at the site of LPB S.A. for 3 months
	any subsequent time	ban on driving vehicles at the site of LPB S.A. for 6 months
	<b>causing a road accident</b>	
each time	ban on entry to the site and facilities of LPB S.A. from 6 to 24 months depending on the consequences of the incident <sup>1</sup>	
<b>DISCIPLINARY</b>	<b>driving without safety belts, driving without turning external lights on, using a GSM phone while driving in a manner inconsistent with applicable regulations, failing to yield right of way</b>	
	first time	written statement by the person that misconducts, made immediately on the day of committing the offence, admitting to the offence and containing an obligation to comply in future with rules and regulations in effect at the site and facilities of LPB S.A.
	any subsequent time	ban on driving vehicles at the site of LPB S.A. for 1 month
	<b>attempt to bring in hazardous items</b>	
	first time	caution
	any subsequent time	indefinite ban on entry to the site and facilities of LPB S.A.
<b>DISCIPLINARY</b>	<b>smoking / e-cigarettes in a place not designated for that purpose</b>	
	each time	ban on entry to the site and facilities of LPB S.A. for 3 months
	<b>parking vehicles in an unauthorized place at the site of LPB S.A. (including in a place designated for other vehicles)</b>	
	first time	caution
	any subsequent time	ban on driving vehicles at the site of LPB S.A. for 1 month
	<b>entry to LPB S.A. site without registration in the access control system (SKD), lending a SKD Card to another person / using SKD Card of another person, entry to LPB S.A. site using an unauthorized SKD Card <sup>2</sup>, failure to report or delay<sup>3</sup> in reporting the loss of a SKD Card, misappropriation of a SKD Card</b>	
	first time	ban on entry to the site and facilities of LPB S.A. for 1 month
	any subsequent time	indefinite ban on entry to the site and facilities of LPB S.A.
	<b>using GSM phones in prohibited places</b>	
	first time	written statement of the person that misconducts, made immediately on the day of committing the offence, admitting to the offence and containing an obligation to comply with the rules and regulations in effect at the site and facilities of LPB S.A. in the future.
	any subsequent time	ban on entry to the site and facilities of LPB S.A. for 1 month
	<b>attempted theft / theft of property</b>	
	first time	ban on entry to the site and facilities of LPB S.A. from 6 months to an indefinite ban on entry to the site and facilities of LPB S.A. (depending on the threat posed to LPB S.A. / subsidiary company or external company as a result of the theft or social harmfulness of the act)
	any subsequent time	indefinite ban on entry to the site and facilities of LPB S.A. - regardless of other sanctions provided by law

<sup>1</sup> The decision regarding the penalty is made by the Head of Safety and Environmental Protection Office of LPB S.A.

<sup>2</sup> Unauthorized SKD Card - a card issued to a former employer or used after termination of work at LPB S.A.

<sup>3</sup> Delay - violation of the provisions of Ordinance PBA/ZA/005/11/RB, which requires immediate notification of the loss of a SKD Card

	<b>removal / disposal of property / waste without notification to the security service or without the required documentation</b>	
	first time	ban on entry to the site and facilities of LPB S.A. from 14 days to 3 months (depending on the degree of infringement of procedures, the type of property/waste removed, as well as the risk posed to LPB S.A. / subsidiary or external company as a result of the disclosed event)
	any subsequent time	indefinite ban on entry to the site and facilities of LPB S.A.
	<b>failure to report damage to property of LPB S.A. / subsidiary company / external company to the security / site operators / supervisors</b>	
	first time	ban on entry to the site of LPB S.A. for 1 month
	any subsequent time	ban on entry to the site of LPB S.A. for 3 months
	<b>failure to report to the security service, prior to leaving the site of LPB S.A., of finding any unattended SKD Cards, documents, cash or valuable items</b>	
	first time	ban on entry to the site of LPB S.A. for 1 month
	any subsequent time	ban on entry to the site of LPB S.A. for 3 months
	<b>OTHER</b>	<b>creating a risk of failure, e.g. as a result of a road collision, smoking</b>
each time		ban on entry to the site and facilities of LPB S.A. from 1 to 12 months depending on the assessment of the scale of the threat and the consequences of the incident
<b>failure to comply with instructions of the operating / supervisory staff, security service, occupational health and safety service, emergency manager or rescue services</b>		
first time		ban on entry to the site and facilities of LPB S.A. for 14 days
any subsequent time		ban on entry to the site and facilities of LPB S.A. for 1 month
<b>insulting behaviour towards operating / supervisory personnel, security service, occupational health and safety service, the manager of rescue operations or rescue services</b>		
first time		ban on entry to the site and facilities of LPB S.A. for 14 days
any subsequent time		ban on entry to the site and facilities of LPB S.A. for 3 months
<b>filming, taking photographs without permission or contrary to permission</b>		
first time		warning
any subsequent time	ban on entry to the site and facilities of LPB S.A. for 1 month	

**Occupational safety violations:**

<b>FIRE EXTINGUISHERS AND FIRE FIGHTING EQUIPMENT</b>	<b>missing fire extinguisher, blocked fire hydrant</b>	
	first time	caution
	any subsequent time	ban on entry to the site and facilities of LPB S.A. for 1 month
<b>FIRE AND ESCAPE ROUTES</b>	<b>blocked escape route or fire escape route</b>	
	first time	caution
	any subsequent time	ban on entry to the site and facilities of LPB S.A. for 1 month
<b>WORKPLACE</b>	<b>failure to protect the workplace, work with defective or uncertified tools</b>	
	first time	caution

	any subsequent time	ban on entry to the site and facilities of LPB S.A. for 1 month
PERSONAL PROTECTIVE EQUIPMENTS	<b>lack of required working and protective clothing, lack of required PPE, inter alia: helmet, protective gloves, safety goggles, no reflective vest, etc.</b>	
	first time	caution
	any subsequent time	ban on entry to the site and facilities of LPB S.A. for 1 month
WRITTEN PERMITS	<b>missing required written permit, failure to comply with the conditions specified in the permit</b>	
	first time	ban on entry to the site and facilities of LPB S.A. for 1 month
	any subsequent time	ban on entry to the site and facilities of LPB S.A. for 6 months
TRANSPORT OF CARGO AND WORK AT PORT FACILITY	<b>improper protection of transported cargo and lifting works</b>	
	first time	caution
	any subsequent time	ban on entry to the site and facilities of LPB S.A. for 1 month
	<b>leak of a hazardous substance resulting in environment pollution (irrespective of the costs of removal of the leak effects)</b>	
	first time	ban on entry to the site and facilities of LPB S.A. for 1 month
	any subsequent time	ban on entry to the site and facilities of LPB S.A. for 6 months
WORK AT HEIGHT	<b>lack of safety harness / safety harness not attached to a fixed structure, work at height equipment not in good working order or without valid certificates and inspections</b>	
	first time	caution
	any subsequent time	ban on entry to the site and facilities of LPB S.A. for 1 month
ELECTRICAL EQUIPMENT AND CABLES	<b>damaged insulation to electrical cables, use of damaged extension cords</b>	
	first time	caution
	any subsequent time	ban on entry to the site and facilities of LPB S.A. for 1 month
TECHNICAL GASES	<b>lack of protection of cylinders with technical gases, improper storage of cylinders with technical gases, use of substances without knowledge of material safety data sheets (MSDS), use of substances not complying with MSDS</b>	
	first time	caution
	any subsequent time	ban on entry to the site and facilities of LPB S.A. for 1 month
DRILLS ON EMERGENCY RESPONSE AND OTHER HAZARDS	<b>failure to comply with instructions of the person in charge of rescue operations during rescue, fire-fighting, evacuation or exercises</b>	
	first time	caution
	any subsequent time	ban on entry to the site and facilities of LPB S.A. for 1 month

<b>TRAINING AND QUALIFICATIONS</b>	<b>lack of or outdated training / qualifications of persons to perform work on their given workstation, while operating equipment and tools that require special authorization</b>	
	first time	caution
	any subsequent time	ban on entry to the site and facilities of LPB S.A. for 1 month
<b>WASTE</b>	<b>storage of waste in a place not intended for it or in a non-selective manner, illegal storage of waste in containers or at the site or facilities at LPB S.A.</b>	
	first time	caution
	any subsequent time	ban on entry to the site and facilities of LPB S.A. for 1 month
<b>HELICOPTER FLIGHT</b>	<b>failure to use ear protectors during the flight, failure to fasten safety belts or unfastening safety belts before crew command, taking of all or part of the immersion suit during the flight</b>	
	first time	caution
	any subsequent time	indefinite ban on flying helicopters at LPB S.A.
<b>OTHER</b>	<b>failure to comply with health and safety regulations</b>	
	first time	warning or ban on entry to the site and facilities of LPB S.A. from 14 days to an indefinite ban on entry to the site and facilities of LPB S.A. - depending on the assessment of the scale of threat and potential consequences of the incident
	any subsequent time	ban on entry to the site and facilities of LPB S.A. from 14 days to an indefinite ban on entry to the site and facilities of LPB S.A. - depending on the scale of the threat posed
	<b>causing an imminent danger to life or health as a result of failure to comply with health and safety regulations</b>	
	first time	indefinite ban on entry to the site and facilities of LPB S.A.

2. Each offence (violations of occupational safety rules and physical safety rules) committed by employees of external companies shall be recorded by the Security and Environmental Protection Office (hereinafter FB Office) of LPB S.A., in a register of persons violating the rules of conduct at the site and facilities of LPB S.A.
3. Rules of conduct in case of offences not included in this document remain at the discretion of the Head of the FB Office.
4. In the event of breach of physical or occupational safety rules, an external company may appeal against the decision made regarding the ban on entry to the site and facilities of LPB S.A. to the Head of the FB Office.
5. After reviewing an appeal against a penalty, Head of the FB Office may:
  - maintain the penalty imposed,
  - suspend the execution of the penalty for a period of time – no longer than 3 months,
  - cancel the penalty, stating the reasons for the decision.
6. In the event of committing another offence by the same person during the suspension of the penalty, the Head of the FB Office shall impose a new penalty on the person in accordance with this tariff, which shall be added to the suspended penalty..
7. Any offence by a person is considered as a subsequent offence, if committed by the same person within 12 months from the first offence.
8. If another offence is committed within 12 months, a higher penalty shall be imposed for the next offence.
9. If two or more offences are committed in the course of one reported incident:
  - in case of offence relating to physical safety and security – the highest penalty provided for in the tariff shall apply,
  - in case of offence relating to occupational safety – Head of the FB Office shall decide upon the



penalty.

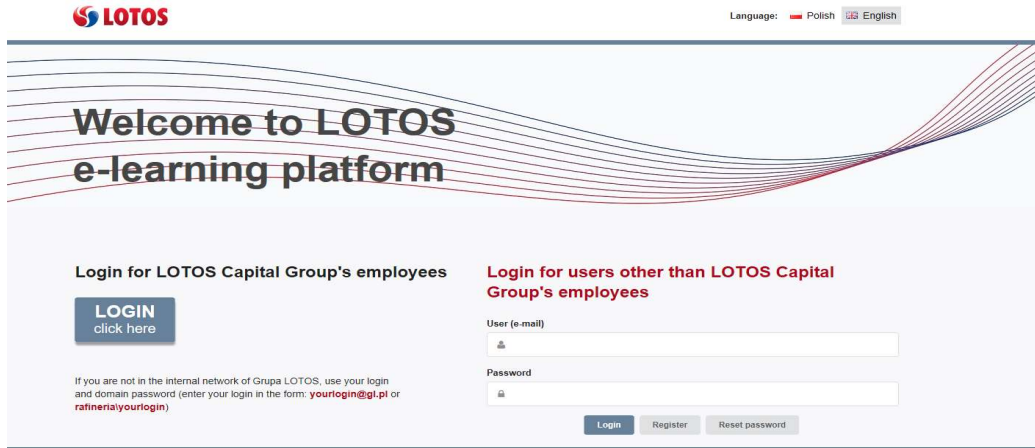
10. Stipulations of § 11 also apply if a company of LPB S.A. Capital Group is the Ordering Party.

§ 12

E-LEARNING PLATFORM

In order to commence work at the Ordering Party’s site, each representative of the Contractor is required to undergo the training referred to in § 2. For this purpose, follow the guidelines specified below:

1. In order to enter the training platform, the person who is to receive the training is required to go to the link: <https://e-learning.lotos.pl/>
2. click **Registration (Login for users other than LOTOS Capital Group's employees):**



3. In the registration panel, complete all the required fields and make sure they have been completed correctly.

### REGISTER USER

**First name \***

Choose the language

**Surname \***

**Email \***

E-mail - that's address, which will be used as your login, to which the activation link will be sent

**Password \***

Password - must be longer than 8 and shorter than 50 characters and should consist of at least characters.

Required personal data

rs, numbers, special

**Confirm password \***

e-mail address as a ID

**Company name \***

Password which is needed to login


**Terms**

Read the terms

 I accept terms of usage \*

Security code – may differ from the one on the drawing

**CAPTCHA \***



**Information**

Fields marked with (\*) symbol are required.  
If you click on "Save" button, information, if your account was activated, will be sent to you by e-mail.

4. Read the terms and confirm by ticking the appropriate box.

Terms  
 Read the terms  
 I accept terms of usage \*

5. When all the fields have been completed, click the **“SAVE”** button.

**Save** Cancel Back

6. After registration, you will receive an email with an activation link to the provided e-mail address, which you must follow to activate your account.

7. Once the account has been activated, log in to your profile using the e-mail address provided during registration.

8. After logging in, from the training panel, select the appropriate training dedicated to the place of work performance and start the course.

8.1. If you will be working at a port facility, please select training as specified below:

**1. Hazards and procedures applicable at LOTOS Petrobaltic S.A. base** **Course**

Training name: Hazards and procedures applicable at LOTOS Petrobaltic S.A. base

8.2. Then start the course by clicking on the **“Start”** button.

**Start ▶**

8.3 In case of work on platforms, please select training course as specified below:

**2. Hazards and procedures applicable at LOTOS Petrobaltic S.A. rigs** **Course**

Training name: Hazards and procedures applicable at LOTOS Petrobaltic S.A. rigs

8.4 Then start the course by clicking on the **“Start”** button.

**Start ▶**

9 Follow the instructions provided during the training.

10 After the examination at the end of the training, the trainee should print the certificate he has received and carry it with him at all times when performing work for the Ordering Party.

**Please note:**

**Training is mandatory for all persons working at the site and facilities of the Ordering Party**

**IN CASE OF ANY TECHNICAL DIFFICULTIES, PLEASE CONTACT SERVICE DESK:**

**Grupa LOTOS S.A. Service Desk Call Center**

- Phone +48 58 308 8888
- Helpit.grupalotos.pl\*

\* Access through the portal (Helpit.grupalotos.pl) applies to employees of Grupa LOTOS S.A. Capital Group.

§ 13  
OTHER

1. In the event of a justified suspicion of a violation of safety, alcohol, drugs, smoking regulations, the Ordering Party may – at its own discretion inspect the Contractor's property and vehicles and its representatives while at the Ordering Party's site. Any person who refuses to cooperate in such inspection shall be issued an indefinite ban on the entry to the Ordering Party's site. At the request of the Ordering Party, the Contractor shall remove the person indicated by the Ordering Party from the work and replace him with another of his staff, if the person nominated by the Ordering Party is found to have violated any of the health and safety and/or alcohol or drug regulations. The Ordering Party shall be entitled at any time to verify the actions undertaken by the Contractor and its procedures implemented to comply with the regulations referred to herein
2. Upon request of the Ordering Party, the Contractor shall submit its Health and Safety Plan indicating the persons (with their contact telephone numbers) responsible for Health and Safety or analysis of the work in terms of risks and how these risks are planned to be eliminated or mitigated.
3. The Contractor and its representatives shall not, under any circumstances, without a prior written consent of the Ordering Party, seek or enter into negotiations with any authority or body for the purpose of obtaining approval for variances or amendments to health and safety, environmental protection or excessive noise laws and regulations relating to this Contract.
4. The Contractor declares that it complies with the applicable legal regulations on environmental protection in a broad sense, in particular with respect to obtaining the necessary permits, notifications and submission of information and respect the restrictions on use of the environment, including, in particular, those arising from sound waste management. Furthermore, the Contractor declares that it operates in a sustainable manner and takes actions to limit the negative impact of its own activities on the environment. The Contractor shall ensure that its representatives comply with standards and regulations in this respect. Upon request of the Ordering Party, the Contractor shall immediately submit all documents proving compliance with the above requirements, in particular all approvals, decisions and permits.
5. Should any sanctions be imposed on the Ordering Party as a result of violation of the standards and regulations referred to in section 4 by the Contractor or its representatives, the Contractor shall immediately reimburse all costs and expenses incurred by the Ordering Party on this account.
6. In the event that the Contractor or its representatives, in the course of performing this contract, intend to employ foreign nationals in the territory of the Republic of Poland who are not citizens of the European Union or to commission them to perform certain work or activities related to the performance of the contract, the Contractor shall be obliged to notify the Ordering Party of this fact and to provide the Ordering Party with all permits and documents required by applicable laws and regulations, authorizing the foreign national to take up legal employment or perform work in the Republic of Poland. Failure by the Contractor to comply with the obligations referred to in the previous sentence constitutes a breach of contract and results in the fact that the Contractor is not entitled to order a foreigner to perform any work or activities related to the contract in the Republic of Poland.
7. In the event of a breach of obligation referred to in § 13 section 6, the Contractor shall pay the Ordering Party, at its first demand, a contractual penalty in the amount of PLN 1,000.00 (in words: one thousand Polish zloty 00/100) for each violation, which does not exclude other rights of the Ordering Party, including the right to claim additional compensation in the event of suffering a higher damage