


Page	1	Occupational Health and Safety	
Number of pages	29		
Version	013		
Revision Date	10/09/2021		

Rules applicable to Contractors rendering services for and at the premises of Mondi Świecie S.A. and its subsidiaries.

*Excerpt from Mondi Świecie S.A. safety operating standard
– RB-IZB-1*

Welcome to Mondi

This set contains minimum requirements that should be met to ensure occupational health and safety, environmental protection, and fire prevention. All your employees are obliged to follow these rules and all additional requirements specified by Mondi employees and the law.

We are pleased to co-operate with you and we do believe you will accept all our requirements.

Mondi Świecie S.A. Management Board

Table of contents

1. Aim of the instruction	1
2. Occupational Health and Safety strategy	1
3. Definitions.....	1
4. Rights and obligations of an employer, persons managing employees, and an employee.....	1
5. Forbidden actions.....	2
6. Cardinal rules.....	3
7. Hazards found on the site and at production facilities	3
8. Pedestrian and vehicle traffic at the premises.....	4
9. Operation of production machines, equipment and processes	5
10. Use of chemical substances/mixtures.	5
11. Requirements for machines, equipment and tools.....	5
12. Maintenance and repairs.....	7
13. Upgrades and new investments.....	8
14. Performing works in a railway track vicinity	8
15. Change management.	8
16. Works on power equipment and systems	8
17. Use of lifting equipment to lift and handle loads	9
18. Specially hazardous tasks.....	10
19. Lock out - Tag out (LOTO system)	10
20. Mobile and rotating equipment	11
21. Contractors - special requirements	11
22. Manual transport works.....	19
23. Safety colours and signs, danger zones	20
24. Risk assessment	20
25. Method Statements and Standard Operating Procedures.	23
26. Clothes, footwear and personal protective equipment (PPE)	23
28. Procedure in the event of injuries.....	26
29. Investigation on circumstances and causes of accidents at work	26
33. Fire Safety.....	26
34. Explosion hazard zones	27
35. Preventive medical care.....	28
36. Safety trainings.....	28
37. Audits and inspections	28
38. Maintenance and inspections of technical measures and equipment.....	28
39. A system of recognition and disciplining actions	28
40. Appendices.....	28

1. Aim of the instruction

Does not apply.

2. Occupational Health and Safety strategy

- 2.1. Human health and life represent the highest value.
- 2.2. In our business activities, we believe in a rule that all accidents, injuries, and occupational diseases can be prevented.
- 2.3. We are striving to create an accident-free and healthy work environment, with knowing and active cooperation of all employees and contractors.
- 2.4. We undertake to support the employee consulting process and their cooperation in creation of OHS management system.
- 2.5. Occupational health and safety rules in force at Mondi Świecie premises apply to all our employees, contractors and other persons present at our premises.
- 2.6. We strive to prevent accidents at work and occupational diseases.
- 2.7. Every employee is obliged to immediately respond to any immediate hazard to them or their peers, as well as to contractors and other persons at the premises.
- 2.8. Adherence to occupational safety rules is a precondition for employment at and cooperation with our company.

3. Definitions.

- 3.1. For the purpose of this standard, the name Mondi Świecie S.A. and its subsidiaries will be hereinafter used in an abbreviated form Mondi.
- 3.2. Mondi premises - an area owned or leased by Mondi.
- 3.3. Site - a part of Mondi premises that is fenced off and marked accordingly.
- 3.4. Contractor - all employees of a given entity and its subcontractors, hired employees or persons acting on behalf of a given entity, rendering services for and at the premises of Mondi, and employees of other entities providing maintenance service of own devices (e.g., mobile network antennas).
- 3.5. A subcontractor is understood as a company at which the Contractor ordered a part or all services for Mondi, provided Mondi agreed to that. Then subcontractors will be understood also as entities of lower tiers, at which a given subcontractor ordered a part or all services.
- 3.6. Persons at premises - Mondi employees, contractors, people visiting the site, and employees of companies having their registered offices at the site.
- 3.7. Visitors - people that can stay at the premises accompanied by an authorised Mondi employee.

4. Rights and obligations of an employer, persons managing employees, and an employee.

Does not apply.

5. Forbidden actions

- 5.1. Smoking (of cigarettes, e-cigarettes and novel tobacco products) is banned completely on the entire site.
- 5.2. It is forbidden to bring to and consume at Mondi premises alcohol and other intoxicants, and to remain there while being under the influence of such agents.
- 5.3. It is forbidden to start work without a valid medical fitness to work certificate for a given position and without completing required safety training sessions (for the Contractor, without a valid safety certificate).
- 5.4. It is forbidden to operate machines and equipment without valid professional licences and authorisations.
- 5.5. It is forbidden to work on equipment with a guard removed or damaged to the extent that its protective function is lost when no other temporary security measure is provided, ensuring effective protection against the hazard.
- 5.6. It is forbidden to perform works in which employees are not trained, excluding emergency situations; however, a shift leader or a master must provide instructions before such work is started, and must continuously and directly supervise its performance.
- 5.7. It is forbidden to start specially hazardous tasks without a written order, excluding situations specified in the instruction for specially hazardous tasks.
- 5.8. It is forbidden to start performance of a task when it is not certain that it can be performed in a safe way.
- 5.9. It is forbidden to work without required personal protective equipment (PPE) and/or to use PPE in a poor operating condition.
- 5.10. At the operating departments, it is forbidden to wear jewellery, including watches, earrings, wedding rings, chains, etc., during work. It is also forbidden to wear it during control activities, including auditing of tasks. This ban does not apply to administration and office employees, and to people visiting operating departments (visitors) accompanied by a guide.
- 5.11. It is forbidden to use machines, equipment and/or tools that are not in a good operating conditions, and do not meet OHS requirements.
- 5.12. It is forbidden to use control equipment, cable trays, shaft covers, clutches and motors, as well as furniture and any other random items as platforms when performing works above the floor level.
- 5.13. It is forbidden to continue work when an accident at work or a near miss of high potential occurs until the OHS services arrive and a permit to continue works is given.
- 5.14. It is forbidden to bring firearms, explosives, and pyrotechnic compositions to the site.
- 5.15. It is forbidden to use a mobile phone, a smartphone, or similar devices during:
 - cycling;
 - operating lifting equipment (excluding cases when a telephone is used for communication between an operator and a person controlling lifting operations);
 - assembling an disassembling a scaffolding, and performing works and moving on the scaffolding;
 - activities with a risk of a contact with rotating equipment and contact points.
- 5.16. It is forbidden to enter and go along roads and pavements using scooters or other electric/ motorised means of individual transport, excluding bicycles.
- 5.17. It is forbidden to use chainsaws on the plant.

In exceptional cases where it is not possible to apply a safer method of work, the use of chainsaws is allowed in such cases the following requirements apply:

 - the work will be carried out on the basis of a work order,
 - people carrying out the work will have appropriate training and authorizations,
 - PPE will be used in the form of: a protective helmet integrated with the visor, hearing protectors, reinforced chainsaw resistant trousers, safety shoes, leather gloves,
 - the technical condition of the saw will be checked each time before starting work.

5. Cardinal rules

- 5.1. Cardinal rules apply to situations where failure to observe them results in a threat to human life and health. Any breach of these rules will be treated as a serious breaches of safety rules and may form a basis for termination of the employment agreement with an immediate effect, or withdrawal of the safety certificate in the case of the Contractor employee.
- 5.2. Rule No. 1: It is absolutely prohibited to drink or be under influence of alcohol on the company premises.
- 5.3. Rule No. 2: It is obligatory to report a noticed incident when an injury requiring medical assistance occurred.
- 5.4. Rule No. 3: It is forbidden to work at a height exceeding 2 m without the safety harness attached in the following situations:
 - 6.4.1. leaning out or stepping outside the scaffolding;
 - 6.4.2. working on the scaffolding that is incomplete but it was certified for use;
 - 6.4.3. scaffolding erection and disassembling;
 - 6.4.4. being on a portable ladder;
 - 6.4.5. entering a service platform in a zone where barriers are incomplete;
 - 6.4.6. working in a basket that is suspended from a crane or a support structure;
 - 6.4.7. working on the self-propelled mobile elevating work platform (manlift);
 - 6.4.8. working on a flat roof (a slope not exceeding 10 degrees) at a distance of less than 3 m from the edge of the roof that is not provided with a structural protection against fall;
 - 6.4.9. working on a roof of a slope above 10 degrees;
 - 6.4.10. working on a structure that is not designed for people to stay on it;
 - 6.4.11. staying at/ next to an unprotected edge of a ceiling/ floor, or opening in a ceiling/ floor or exterior wall at a distance of less than 3 m;
 - 6.4.12. leaving an unprotected space in a ceiling / floor or in a platform, resulting in a hazard of a fall from a height.
- 5.5. Rule No. 4: It is forbidden to handle any loads over people's heads and to enter a drop zone of a suspended load or a load placed in a clamp of a lifting device, as well as a danger zone where any uncontrolled fall or lowering of a mechanism or machinery component (for example: a jubilee wagon, an excavator's arm) is possible, in the following cases:
 - 6.5.1. load handling over people's heads;
 - 6.5.2. load handling over a control room where people are staying in;
 - 6.5.3. load lifting and handling if a drop zone is not secured (fenced off with a red and white tape or directly supervised by an appointed person);
 - 6.5.4. entering a drop zone even when it is fenced off or after receiving a warning from a supervisor of such zone.

6. Hazards found on the site and at production facilities

- 6.1. Moving motor and railway vehicles.
- 6.2. Working equipment used to unload and load materials (self-propelled loaders, trucks, cranes, gantries).
- 6.3. Pressurised systems - e.g., with technical and flammable gases, steam, air.

- 6.4. Hazardous materials.
- 6.5. Slippery, uneven surfaces - e.g., wet or oil-covered floors, damaged surfaces.
- 6.6. Fire hazards.
- 6.7. Explosion hazard zones.
- 6.8. Mobile and rotating equipment.
- 6.9. Live devices and systems.
- 6.10. Hot surfaces.
- 6.11. Sharp edges, protruding parts of machines and devices.
- 6.12. Open tanks with wastewaters.
- 6.13. Hazardous biological agents.
- 6.14. Noise exceeding 80 dB.
- 6.15. Hot atmosphere.
- 6.16. Electromagnetic field.

7. Pedestrian and vehicle traffic at the premises

7.1. Pedestrian traffic rules

- 8.1.1. It is obligatory to use designated routes at the premises.
- 8.1.2. It is forbidden to use mobile phones, smartphones, and similar devices when crossing the streets or manoeuvring and storage yards.
- 8.1.3. Unauthorised people are forbidden to enter production facilities without a consent of a person conducting the process.
- 8.1.4. Hold a handrail when ascending/descending stairs.
- 8.1.5. Entering departments, and/or manoeuvring and storage yards use required personal protective equipment.
- 8.1.6. Visitors can enter and move around Mondi premises only when accompanied by an authorised Mondi employee.
- 8.1.7. Note: a guide does not have to be appointed for a person who were at Mondi premises within last 12 months.

7.2. Vehicle traffic rules at Mondi premises

- 8.2.1. Only a vehicle in a good operating condition can enter Mondi premises.
- 8.2.2. The applicable speed limit is 30 km/h on the site roads, and 10 km/h in storage yards.
- 8.2.3. The vehicle speed limit in buildings is 5 km/h.
- 8.2.4. The use of daytime running lamps is required.
- 8.2.5. All people in a vehicle must fasten their seatbelts.
- 8.2.6. A driver is forbidden to use a telephone, a smartphone, or a similar device when driving, excluding the use of a handsfree kit or headphones.
- 8.2.7. A driver must observe traffic signs.
- 8.2.8. A particular attention should be paid to railway crossings, and a driver must stop at the STOP sign.
- 8.2.9. It is forbidden to park vehicles within a dynamic envelope of railway tracks.
- 8.2.10. At the site, trucks and other mechanically driven vehicles can only be driven by people holding required licences and authorisations.
- 8.2.11. People can only be transported in vehicles designated for that purpose.
- 8.2.12. It is forbidden to drive unauthorised vehicles within unloading and storage areas for timber, biomass, and waste paper, and warehouses and paper storage areas.
- 8.2.13. It is forbidden to park on fire brigade access routes and at places obstructing access to fire fighting equipment.
- 8.2.14. It is forbidden to perform any repairs without Mondi permission.

8.2.15. Vehicles not provided with seatbelts are forbidden to enter the premises.

8.2.16. It is forbidden to leave vehicles at Mondi premises outside the time necessary to perform loading/unloading activities, or a vehicle can be removed at its owner's cost.

8. Operation of production machines, equipment and processes

9.4. Only persons having required professional licences, training and authorisation can operate production machines, equipment and processes.

10. Use of chemical substances/mixtures.

10.1. Chemical substances/mixtures can only be purchased, manufactured and put into use at Mondi premises when their Material Safety Data Sheets are available and verified by Mondi.

10.7. It is forbidden to store chemical substances/mixtures in containers not designated for this purpose and unlabelled.

11. Requirements for machines, equipment and tools

11.1. Machines.

11.1.1. All machines should meet fundamental requirements for machines specified by the law.

11.2. Power tools.

11.2.1. All power tools used should meet legal requirements, be registered as controlled, and periodically maintained.

11.2.2. Power tools can only be operated by trained persons.

11.2.3. All power tools, portable switch boards and extensions used at Mondi premises should have a certificate of periodic maintenance performed by a licensed and authorised company, and a label with a date of a next maintenance.

11.2.4. The required maintenance frequency depends on a tool category:

- a. Category 1 (power tools used on irregular basis, several times during one shift. Returned to a tool rental or used by the same employees) - every 6 months;
- b. Category 2 (power tools operated frequently during one shift and passed to successive shifts without returning them to a rental) - every 4 months;
- c. Category 3 (power tools operated continuously for more than one shift or installed permanently, e.g., in an assembly line) - every 2 months.

11.2.5. It is recommended to suspend power supply cables on hooks or placing them in drive over cable protectors within traffic routes.

11.3. Pneumatically or hydraulically powered tools.

11.3.1. Powered tools can only be operated when manually started by an operator.

11.3.2. It is forbidden to use all types of construction and installation guns.

11.4. Gas cylinders

11.4.1. Gas cylinders, welding and metal cutting machines with hoses and accessories should be in a good operating conditions and periodically maintained.

11.4.2. Gas cylinders should be equipped with caps securing valves, stored in a vertical position and correctly secured against falling or contamination.

11.5. Knives

11.5.1. When performing works requiring manual cutting, use only safe tools specially designed for a given task.

a. Safe cutting tools are such the tools the structure of which allows to have the contact with a blade or where a spring-loaded retraction mechanism is used at the moment where the blade loses its contact with the material cut or a user drops the tool. Such the tools eliminate the risk of accidental cut due to lack of caution as well as when handling or storing.

11.5.2. When performing tasks with safe cutting tools, protective gloves of at least level 4 cut resistance must be worn or minimum B .

11.5.3. In the cases when the use of a safe tool is not possible, the use of knives with a fixed blade is accepted, as an exception. Tools of this type can be available at the department, but cannot be a part of employee's individual equipment. In that case, the following requirements apply:

a. Tailor-made tools designed for the specific task shall be used.

b. Obtain line manager consent.

c. Select a knife appropriate for a task to be performed.

d. Use safety gloves of level 5 cut resistance or minimum C and long-sleeved clothes, or kelvar protective sleeves.

e. When operating a knife, always have it in your field of vision, never turn your eyes away from it.

f. Do not cut items keeping your hands too close to each other, and take the applied force into account - the greater the amount of force applied, the wider your hands should be spaced.

g. Ensure no other people are within a range of the operated knife.

h. When a given task is completed, immediately put the knife in a safe place.

i. Do not leave the knife with an uncovered, unprotected blade unattended.

j. It is forbidden to use a knife with a fixed blade when standing on a ladder or on a slippery surface.

k. It is forbidden to cut items stabilised by your body.

l. It is forbidden to make movements with a knife towards your body.

m. When you are not sure that a task can be performed in a safe way, do not do it.

11.6. Fixed ladders.

11.6.3. Climbing onto fixed internal ladders equipped with a fall arrester requires the use of a safety harness.

11.6.4. Climbing onto fixed internal ladders not equipped with a fall arrester does not require the use of a safety harness, unless the use of safety harness results from a risk assessment (e.g., performing manual tasks from a ladder).

11.6.5. Only authorised persons can climb onto fixed external ladders, and they should wear a safety harness with a double lanyard, a safety helmet for works at height, and protective footwear when climbing up/down.

11.7. Portable ladders.

11.7.1. Portable ladders can be used as a workstation for works at height only in conditions when the use of other, safer working equipment is not justified due to a low risk and their short use, or to existing circumstances that cannot be changed.

- 11.7.2. All portable ladders used should be registered as controlled devices, periodically maintained (at least once a year), and labelled with a date of a next maintenance.
- 11.7.3. A leaning ladder should extend for at least 1 m above the surface to which it provides access, and its incline should range between 65⁰ to 75⁰.
- 11.7.4. Portable ladders must be secured against moving during their use by binding them to a fixed structure using anti-slip devices at top or bottom ends of stiles, or using other equally effective solutions.
- 11.7.5. Multi-section ladders, connected or extendable, must be used in a way preventing movement of their various parts in relation to each other.
- 11.7.6. When the ladder is used, you should not lean beyond its outline to reach any item, etc., or stand with one foot on a ladder, and the other on another item.
- 11.7.7. When using a portable ladder, it is forbidden to:
 - a. use damaged ladders;
 - b. use a ladder as a permanent transport route or to move loads of a weight exceeding 10 kg;
 - c. use an A-ladder as a leaning ladder;
 - d. support a leaning ladder on slippery surfaces, light or tilting items, or stacks of materials not ensuring stability of the ladder;
 - e. place ladders in front of a closed door, when it is not locked on the side of the placed ladder;
 - f. place ladders in a direct vicinity of machines and other devices - in a way posing a hazard to employees using those ladders;
 - g. climb up and down a ladder with your back towards it;
 - h. a ladder longer than 4 m to be carried by only one person.

11.8. Fixed working platforms.

- 11.8.6. It is forbidden to climb up and down machine steps of an incline exceeding 60⁰ with your back towards them.

11.9. Mobile working platforms.

- 11.9.2. All mobile working platforms used should be registered as controlled devices, periodically maintained (at least once a year), and labelled with a date of a next maintenance.
- 11.9.3. Mobile working platforms should be stable and secured against unforeseen change of their position, and should have a sufficient load bearing capacity matching foreseen loads.
- 11.9.4. Mobile working platforms of a fall height of 0.50 m and higher should have barriers installed, if it is possible without obstructing production and technical operation of the machine.
- 11.9.5. Working platforms must meet the following requirements:
 - a. platform surface areas should be sufficient for workers, tools and necessary materials;
 - b. platform surfaces should have anti-slip finish and do not pose a hazard of tripping;
 - c. a floor should be horizontal and level, permanently fixed to structural components of the platform;
 - d. appropriate steps must be permanently fixed to structural components of the working platform, and legible information about the acceptable load bearing capacity should be placed on a visible part of the platform.

12. Maintenance and repairs

- 12.4. People organising repair works should ensure that tools, equipment, and working methods used are safe, and a risk assessment must be performed before starting work.

- 12.5. When conducting overhaul works on a system containing hazardous substances, an appropriate quality control of materials used must be ensured, in accordance with technical documentation, as well as quality control of welded joints.
- 12.6. When at one location and at the same time works are to be performed by workers employed by different employers, a department manager responsible for the area of works is also responsible for appointing a Safety Coordinator for such task.
- 12.7. During overhauls, a permanent supervision must be ensured by the contractor, in form of at least one Safety Specialist per each 15 to 50 employees.

13. Upgrades and new investments

- 13.5. During execution of projects, a permanent supervision must be ensured by the contractor, in form of at least one Safety Specialist per each 15 to 50 employees.
- 13.7. When constructing a system containing hazardous substances, an appropriate quality control of materials used must be ensured, in accordance with technical documentation, as well as quality control of welded joints.
- 13.8. Before starting up a new or upgraded system, operating instructions and HAZOP (if required) should be prepared, and people should be trained in operation of the process.

14. Performing works in a railway track vicinity

- 14.1. All overhaul, repair and maintenance works performed within a dynamic envelope of railway tracks should be notified in advance in writing or by e-mail to a traffic orderly at Świecie Rail - the operator of the Mondi siding:
(the traffic orderly contact numbers: landline +48 523321651; mobile +48 692217326)
- 14.2. In Mondi, the dynamic envelope of a railway track is understood as an area in the vicinity, of 2.5 m to the left and to the right, and 5 m up, measured from the middle of the track.
- 14.3. Works can only start with a consent of the traffic orderly of the Mondi siding operator, given by e-mail or in writing.
- 14.4. The traffic orderly is obliged to temporarily close the track and mark it with a sign D1.
- 14.5. A person performing a task is obliged to mark the area of works on the side of the track, with a red and white tape hang at a height of ca. 110 cm.
- 14.6. Completion of works should also be notified to the traffic orderly of the Mondi siding operator, by e-mail or in writing.

15. Change management.

Does not apply

16. Works on power equipment and systems

- 16.2. Works performed on power equipment, involving its operation, maintenance, repairs, overhauls, installation, dismantling, and monitoring and measurements, are called operating tasks.
- 16.3. Operating tasks can only be performed by licensed and authorised persons.
- 16.4. A licensed person is understood as person having necessary qualifications based on the Energy Law regulations.
- 16.5. An authorised person is understood as a person appointed by an employer to perform specific operating activities or tasks.

16.8. When operating tasks are performed by the Contractor on power (electrical, heat, and gas) equipment, it assumes tasks of an operator together with resultant responsibilities, as provided for in the Regulation of Minister of Energy of 28 August 2019 concerning occupational health and safety during works on power equipment. The responsibilities are taken over with a signature of a person managing a team for the Contractor, placed in the Task Description Sheet. The responsibilities are discharged with a signature of the Mondi Contractor Supervisor, placed in the Task Description Sheet in a section Task Acceptance.

Operating tasks on power equipment include its operation, maintenance, overhauls, installation, disassembling, and monitoring and measurements.

16.9. Detailed organisational rules and requirements for operating and auxiliary tasks for power devices at Mondi are specified in the General instruction for operation of power equipment at Mondi Świecie S.A. PU-IR-6.

17. Use of lifting equipment to lift and handle loads

17.1. Lifting equipment requiring approval of UDT and TDT for its commissioning includes:

17.1.1. Gantries

17.1.2. Cranes

17.1.3. Truck and railway cranes

17.1.4. Electric hoists

17.1.5. Manual hoists of a load bearing capacity exceeding 2 tonnes.

17.1.6. Forklift truck with a mechanically powered lift drive.

17.2. People operating the above-mentioned equipment should hold required licences and authorisations.

17.3. A danger zone associated with lifting and handling of loads should be appropriately secured and controlled.

17.4. Use of slings and booms.

17.4.1. Each sling and boom should be marked in a way enabling its identification.

17.4.2. Only slings and booms of known origin, with legible marking of AWL and free of disqualifying damage or signs of wear can be used to lift loads.

17.4.3. A selection of a sling or a boom must always depend on the load weight, type and size, and on conditions at the workplace.

17.4.4. The handled load must be free, i.e., it cannot be anchored or attached in any other way.

17.4.5. A person directly operating the device is responsible for selection of a sling or a boom.

17.4.6. A sling and a boom should be securely attached to a gripping element and to a load.

17.4.7. In justified cases, it is recommended to use devices securing the sling against being damaged by sharp edges of the load, by using protective sleeves or covers.

17.4.8. It is forbidden to knot the slings.

17.4.9. Before the sling or slings are attached to the load, its centre of gravity should be (roughly) determined - the load should be well-balanced.

17.4.10. The sling should be used in a way consistent with a diagram of load types graphically presented on a tag (polyester slings).

17.4.11. When a load is lifted, avoid impact loading - jerks.

17.4.12. Inspections of slings and booms.

a. Before each use, a sling or a boom must be inspected for possible damage.

b. Never use slings and/or booms that are unidentified or damaged.

17.4.14. Register of slings and booms.

a. A register of slings and booms must be maintained.

- b. Each sling and boom must have an indelible marking (apart from a factory label), permanently fixed and containing basic details, e.g.:
 - 1. department symbol (for Mondi);
 - 2. sling type, e.g., ZLS - steel rope sling, or ZP - polyester sling;
 - 3. AWL
 - 4. successive number.
- c. A person responsible for maintaining a register of slings and booms, and for their correct storage is a department manager in the case of Mondi equipment, and the Contractor in other cases.

17.4.15. Slings must be stored hung on stands or hooks, protected against weather conditions and exposure to high temperatures, chemical agents, and mechanical damage.

18. Specially hazardous tasks

18.1. Specially hazardous tasks are understood as tasks associated with a risk of a severe injury that may result in a disability or death.

18.2. Types of specially hazardous tasks:

- 18.2.1. Construction, overhaul and installation works conducted without stopping the plant or its part, at places where workers working on other tasks are present, or where machines and other technical equipment are in operation;
- 18.2.2. Demolishing works and punching openings in constructions;
- 18.2.3. Confined space entries;
- 18.2.4. Works with hazardous materials and on systems where dangerous forms of energy can occur;
- 18.2.5. Works at height;
- 18.2.6. Works on power equipment and systems;
- 18.2.7. Earthworks;
- 18.2.8. Works posing a fire hazard;
- 18.2.9. Works in explosion hazard zones;
- 18.2.10. Works using a water jet of a working pressure exceeding 200 bar (20 MPa)
- 18.2.11. Lifting and transport with a crane
- 18.2.12. Works with materials containing asbestos
- 18.2.13. Scuba diving and diving with air supplied from the surface;
- 18.2.14. Machine clothing replacement;

18.3. Detailed requirements for specially hazardous tasks are specified in instruction RB-IZB-4.

19. Lock out - Tag out (LOTO system)

19.1. The LOTO (Lock out - Tag out) system describes rules applying when isolating and blocking energy and hazardous substances, to limit risks for people performing maintenance and overhaul works on machines, devices or systems.

19.2. Types of energy and substances requiring locking and tagging out:

- 19.2.1. electricity;
- 19.2.2. thermal energy (steam, condensate, water, and other substances of temperatures above 50⁰C or below -5⁰C);
- 19.2.3. mechanical, kinetic and potential energy;
- 19.2.4. pneumatic energy (gas pressure);

- 19.2.5. hydraulic energy (fluid pressure);
- 19.2.6. hazardous substances and mixtures;
- 19.2.7. gravitational energy;
- 19.2.8. strain energy (e.g., a spring).

- 19.3. The Contractor should ensure that all its employees are equipped with personal padlocks to lock out energy. Padlocks should be equipped with one key and marked, including the Contractor name or logo, as well as numbered or marked with an employee name. Furthermore, the Contractor should ensure that each team performing works is provided with a LOTO storage box.
- 19.4. Detailed requirements for the LOTO system are specified in instruction RB-IZB-13.

20. Mobile and rotating equipment

- 20.4. Works requiring removal of guards or entering a zone secured against access of people requires a written order described in detail in the instruction for specially hazardous tasks.
- 20.5. When works requiring removal of guards are completed, they must be reinstalled as required.
- 20.8. When working on mobile and rotating equipment, it is forbidden to have unfastened or loose clothing, to wear a tie and/or jewellery, and have long hair unsecured.

21. Contractors - special requirements

- 21.1. Contractors performing services for and at the premises of Mondi are covered by all requirements specified in this document, as well as special additional requirements described in this chapter.
- 21.2. Safety, health and environmental (SHE) requirements.
- 21.2.1. The Contractor should perform its work in a way agreed with Mondi, not to pose any hazard to people and environment or disturb production and logistic processes.
 - 21.2.2. The Contractor undertakes to observe the law and local and EU standards concerning safety, health, fire prevention, and environment.
 - 21.2.3. The Contractor undertakes to observe special Mondi requirements resulting from the epidemiological hazard, about which it is informed at the contract conclusion stage.
 - 21.2.4. The Contractor is obliged to inform Mondi about a status of its compliance to the SHE requirements, before starting works.
 - 21.2.5. Mondi has a right to review conformance to the SHE requirements at any time.
 - 21.2.6. Mondi has a right to provide special SHE requirements to the Contractor, which may exceed requirements specified in this instruction.
 - 21.2.7. The Contractor will submit to Mondi a proof of its certification to ISO 45001 or equivalent before starting any works or services for Mondi.
 - 21.2.8. When the Contractor is not certified to ISO 45001 or its equivalent, Mondi can, at its own discretion, conduct the SHE conformance audit at the Contractor.
 - 21.2.9. On request, the Contractor will submit to Mondi its SHE policy and SHE data for last 5 years counted as of a day of the contract coming into force.
 - 21.2.10. The Contractor will describe the way in which ordered works are organised and SHE responsibilities of management, as well as:
 - a. develop an SHE plan when it is required by Mondi;
 - b. will have complete resources to perform ordered tasks;
 - c. provide required SHE training to its personnel;
 - d. ensure that devices and tools used for the task are in a good operating condition;
 - e. will have documentation confirming that materials used and connections made, including welded joints in particular, are executed in accordance with the technical design;

- f. will appoint one professional person responsible for SHE issues per 15 to 50 employees, and another such person when the number of employees exceeds 50;
- g. provide additional resources when required by Mondi, depending on a complexity of the task and the level of a risk;
- h. ensure replacement of SHE Specialist(s) on Mondi request if they do not have required qualifications.

21.2.11. Before performing a given task at the Mondi premises, the Contractor will prepare a list of own employees with full names, functions, and held licenses required to perform a given task. That list forms a basis for issuing passes.

ITEM	Name	Position	Licences

- 21.2.12. Each Contractor employee must have a pass when entering/leaving Mondi premises. The Security may request to see an identification document together with a pass.
- 21.2.13. The works can only be started after a consent to start them is issued by an authorised Mondi employee.
- 21.2.14. Before starting work, the Contractor must ensure its personnel are trained in Mondi Safety requirements and taking the exam to receive the Safety certificate.
- 21.2.15. The Contractor can approve for work only employees with valid medical screening certificates, required safety trainings, and the Mondi Safety certificate.
- 21.2.16. The Contractor undertakes to conduct audits, and to participate in audits conducted by Mondi.
- 21.2.17. The Contractor undertakes to report all incidents resulting in injuries and near misses (NM), as well as incidents with an environmental impact, to conduct investigations after such incidents, and to implement corrective and preventive actions.
- 21.2.18. If an employee is injured and requires medical assistance or a high potential near miss incident occurs, the Contractor is obliged to inform the Mondi Safety Service immediately, and no later than within one working shift.
- 21.2.19. Mondi reserves a right to participate in the above mentioned investigations.
- 21.2.20. After the end of each month, the Contractor is obliged to complete monthly Safety Reports (Appendix No. 1) and to submit them to the Mondi Safety Department by the second working day of the next month.
- 21.2.21. The Contractor itself will provide its employees and subcontractors with working clothes, working footwear and personal protective equipment.
- 21.2.22. The Contractor will ensure that working clothes of its employees are marked with the name of its company.

- 21.2.23. The Contractor workers are obliged to use working clothes, working footwear, and personal protective equipment in accordance with the risk assessment, a written order for specially hazardous tasks, safety signs installed on facilities, and additional requirements specified for performed tasks and workplaces.
- 21.2.24. For 12 months of the moment of starting work, new employees of the Contractor should wear clothes distinguishing them, for example, T-shirts or high visibility vests, or red safety helmets, depending on a nature and requirements at a given workplace.
- 21.2.25. The Contractor is responsible for all its employees and will ensure that they remain solely within designated access routes and at specified locations for works performance and at facilities at the Mondi premises.
- 21.2.26. The Contractor will also ensure that its employees will not be present at Mondi premises outside their working hours, and they will observe instructions issued by plant security employees.
- 21.2.27. All changes concerning the agreed way of tasks performance require a previous written consent of Mondi.
- 21.2.28. The Contractor undertakes to identify hazards and perform risk assessment for its activities, and prepare required documentation that will be made available on Mondi's request.
- 21.2.29. Before starting works, the Contractor will implement effective activities reducing risks in accordance with the hierarchy of control measures and inform Mondi about them (including a short description of these activities).
- 21.2.30. Mondi reserves a right to approve methods applied for risk assessment and to require from the Contractor the use of other methods, when the current methods are insufficient.
- 21.2.31. Method Statements will be in force and will include standard operating procedures, instructions, description of task performance, and the use of work permits for specially hazardous tasks, in accordance with Mondi requirements.
- 21.2.32. The Contractor must be equipped with equipment for safe transport and storage of materials, including hazardous materials and waste.
- 21.2.33. The authorised Mondi employee is authorised to stop all works performed by the Contractor, when these works pose a risk of an injury or a health risk to people, and/or damage to the environment or are conducted contrary to local regulations, agreement/contract and/or annexes and SHE plans.
- 21.2.34. When Mondi rules and requirements (i.e., Agreement/Contract and annexes to the Agreement and SHE plans) are breached, the Contractor agrees to pay a contractual penalty.
- 21.2.35. All delays caused by such necessary breaks are at the Contractor's cost and risk without any reimbursement of expenses by Mondi, unless the person other than Contractor's personnel or subcontractors caused the hazardous work.
- 21.2.36. The Contractor is held responsible for damages caused to Mondi or other Suppliers performing works at Mondi premises resulting from actions of the Contractor employees and subcontractors. In the event of any damage found, Mondi reserves a right to undertake actions provided for in the Polish law.
- 21.2.37. The Contractor will draw up a list of all vehicles, machines, and devices to be used at Mondi premises and will submit it for approval before starting any work or services at a location of works performance.
- 21.2.38. Machines and devices can only be operated by people having required professional licences and authorisations.
- 21.2.39. Any photographs can only be taken with a consent of a member of the Mondi Management Board.
- 21.2.40. Recording (e.g. of meetings) and copying of documents is only possible with a consent of the Contractor Supervisor.
- 21.2.41. It is forbidden to take from Mondi premises any materials being a property of Mondi or other Supplier.

- 21.2.42. Materials or goods can be removed from Mondi premises only when a material pass issued by authorised people from Mondi is submitted to the Security Services at the Reception.
- 21.2.43. When provisions of 21.2.42 and 21.2.43 are not observed, Mondi reserves a right to terminate an agreement with the Contractor, and to undertake all activities provided for in the Polish law.
- 21.2.44. The Contractor shall ensure that Mondi emergency number 52 332 1222 is saved on mobile phones of at least the Permit Issuer, Supervisor of Special Hazardous Tasks, Team Leader and a back-up person for working in the confined space.

21.3. Detailed requirements for the Contractor

21.3.1. SHE Plan

- a. The safety, health and environment (SHE) plan is a document drawn up by the Contractor to present a way in which it wants to manage safety of its employees and subcontractors.
- b. The management methods presented in the SHE Plan should ensure that Mondi and legal requirements concerning safety, health, and environmental protection are met.
- c. The Contractor should submit the SHE Plan developed according to the structure specified in Appendix No. 2 together with an offer for its services.
- d. When an agreement is signed with the Supplier, the SHE Plan will become an integral part of the agreement.
- e. The Contractor is obliged to perform only works specified in the SHE Plan, and fully conform to the safety requirements specified in that plan, and in particular, in safety standards, and in method statements (MS) and risk assessments.
- f. When any changes are made in relation/versus the SHE Plan, the work has to be stopped, and the SHE Plan must be updated and approved by the project manager.
- g. The works can only be continued when all people involved in that task are acquainted with the updated SHE Plan.
- h. In justified cases, Mondi can decide not to require the SHE Plan.

21.3.2. Use of Mondi resources

- a. Mondi will make available to the Contractor a connection to the plant power supply grid, water supply system, telephone network, and tools, devices and machines owned by Mondi, and, if possible, connection to the compressed air, following an agreement with the Contractor Supervisor/Task Supervisor.
- b. The Contractor provides its own cables and connecting devices required, in accordance with current standard and Mondi standards presented by TS.
- c. The Contractor uses tools, devices and machines at its own responsibility.
- d. The rules for the use and access to Mondi IT systems are specified in Appendix No. 20.

21.3.3. Machines and equipment

- a. All lifting equipment (including slings and booms), and other machines used for construction and earth works used by the Contractor will conform to local regulations and Mondi requirements, and will have a relevant proof that they are registered and controlled, and marked as safe for use (including a date of the next maintenance inspection).
- b. Maintenance records should be available to Mondi on request.
- c. Operators of the above mentioned machines and equipment must have required licenses, be authorised to operate them, and hold a current medical certificate.

- d. The Contractor performs and ensures, at its own responsibility and cost, safe loading and unloading, distribution and correct storage of all materials and devices/equipment required for correct performance of works.
- e. The Contractor can use tools, devices and machines being property of Mondi, after relevant agreement with Mondi.
- f. The Contractor is obliged to have its own handheld fire extinguishing equipment in a good operating condition, with a current verification status, in a quantity sufficient for the scope of performed works.

21.3.4. Training sessions for Mondi Safety Certificate

- a. The Contractor employees and people managing employees can only be approved to perform works at the premises and for Mondi when they have a personal "Safety Certificate of Mondi Świecie S.A.".
- b. To receive the Safety Certificate, a test exam must be passed, based on the training material developed by Mondi and entitled Material for certification training sessions for Contractors.
- c. The training material in a form of a leaflet or digital can be made available by the Mondi Safety Department.
- d. Contractors can organise a training session for their employees based on the training material themselves or participate in a training organised by Mondi.
- e. Employees can be registered for an exam or a possible training by email sent to adam.laszewski@wp.pl or by phone (landline 52 332 1718, mobile 604 798 771).
- f. Costs associated with obtaining the certificate are borne by the Contractor.
- g. The Safety Certificate is valid for 24 months of a date of its issuing.
- h. The Certificate should be held on person at a location of works performance and shown on each request of Mondi employees authorised to inspect them.
- i. The Safety Certificate is not required for:
 - 1. designers performing works under supervision of Mondi employees (measurements, site visits);
 - 2. people taking photographs, filming;
 - 3. people conducting audits, surveys, training sessions;
 - 4. people conducting technical surveys, and work environment and natural environment measurements;
 - 5. people servicing office and laboratory equipment.
- j. In such cases, an instruction on hazards and safety rules supplemented with information on current conditions at the works performance location conducted by a manager of a department ordering the service is sufficient. The training should be confirmed with a signature of a trained person.
- k. It is also accepted for employees of specialist maintenance service of production equipment and systems performing ad hoc maintenance service or design supervision over installation to work without the Safety Certificate.
- l. In such cases, a manager of a department ordering the service:
 - 1. will appoint a person to perform an ad hoc training on hazards and safety rules, using department safety training materials, confirmed with a signature of the trained person;
 - 2. an appointed person will perform a risk assessment and specify rules for safe performance of works;
 - 3. when the performed work belongs to specially hazardous tasks, will appoint a person to issue a written order and ensure continuous supervision.

21.3.6. Environmental protection

1. When performance of a task involves the environmental impact, before starting work the Contractor is obliged to prepare a written environmental impact plan, taking into account:
 - a. waste, specifying its types, estimated quantities, and disposal methods;
 - b. chemical substances/mixtures, taking into account their classification and quantities;
 - c. wastewaters, specifying their types and disposal methods;
 - d. emissions to the air, specifying their types;
 - e. other, e.g., water, compressed air, and/or power consumption.
2. The environmental impact plan must be approved by Mondi.
3. The Contractor will ensure that all materials brought to or used at Mondi premises do not have a negative environmental impact and do meet all local environmental requirements.
4. The Contractor will submit to the Mondi Task Supervisor a list of all chemical agents planned to be used at Mondi premises, including relevant Material Safety Data Sheets, before starting any works with such chemical agents.
5. The Contractor will ensure relevant labelling, storage and transport of chemical agents in accordance with requirements and standards provided in the relevant Material Safety Data Sheets.
6. It is strictly forbidden to:
 - place waste generated by the Contractor's activities in Mondi containers;
 - bring any waste to Mondi premises.
7. The Contractor will label, store and transport waste generated during performance of works, including hazardous waste and wastewaters in accordance with legal and specific Mondi requirements.
8. The Contractor is obliged to provide its own containers for selective collection of generated waste. The Contractors will sort waste generated during services performed at Mondi premises in the said containers, and then remove it outside the Mondi premises for its correct disposal in accordance with current regulations. The waste being Mondi property according to previous arrangements (e.g., a contractual provisions) are an exception to that requirement.
9. The Contractor undertakes to regularly provide to Mondi information on waste generated during performance of services in form of Appendix No. 4. That information must be provided immediately on completion of the service or at least once a year for long-term contracts.
10. A way for discharging wastewater into the Mondi sewage system must be agreed.
11. It is strictly forbidden to discharge any liquid waste, e.g., residues of paints, solvents, used oils, etc., into the Mondi sewage system!
12. When any chemical agents including oils and fuels, are spilled or leak, the Contractor is obliged to use neutralising agents (e.g., sorbents) specified in the substance/mixture Safety Data Sheet, and to collect the generated waste into a tight container labelled accordingly.
13. The Contractor itself provides the required container and neutralising agents.
14. The Contractor is obliged to immediately notify Mondi about the incident.
15. All costs incurred to remove consequences of the environmental impact are borne by the Contractor, provided its fault is clearly proven.

21.3.7. Location and area of works

- a. The Contractor will have required first aid kits and fire extinguishing equipment.
- b. The Contractor will ensure that at all locations of works performance (within its responsibilities), the cleanness, order, and safe and hygienic conditions are maintained all the time.

- c. When the Contractor does not tidy the area of conducted works within the specified deadline, Mondi reserves the right to put the area in order at the Contractor's expense.
- d. A location of works performance must be marked by the Contractor (an information board) and fenced off, when it is necessary due to possible hazards to any third parties (warning tape, security barriers).

21.3.8. The Contractor's assessment in terms of safety, environmental protection, quality, and punctuality.

- a. Tasks performed by the Contractor at MONDI premises are evaluated on the regular basis in terms of safety, environmental protection, quality and punctuality, on a scale of 0 to 3, according to the following criteria:

	3	2	1	0
Quality of performed work	No reservations as to the quality of performed work.	Small reservations concerning the quality of performed work.	Reservations concerning the quality of performed work, performance of which prolongs the planned performance date.	Serious reservations concerning the quality of performed work (a financial loss, a task ordered at another company)
Punctuality	Work performed on or before deadline	Performance time exceeded by up to 5% of planned performance time (not affecting the costs)	Performance time exceeded by up to 10% of planned performance time (not affecting the costs)	Performance time exceeded (a financial loss)
SHE	Task performed in accordance with current SHE requirements	Deviations found during performance of works concerning documentation or tools used	Hazardous behaviour of employees or hazardous/incorrect way of performing works noticed during performance of works.	During performance of works an incident with an injury occurred classified as a reported incident, i.e.: Medical Treatment Case, Restricted Work Case, Accident at Work, or High Potential Near Miss, a cause(s) of which are in the area of the Contractor's responsibilities. An environmental emergency occurred during performance of works.

- b. The results of the current assessment are taken into account during periodic assessment of Mondi suppliers; furthermore, they may result in initiation of the complaint process or taking other steps provided for in the agreement.

21.3.9. Employment by the Contractor

- a. The Contractor can employ other companies as its Subcontractors only when it is formally agreed between the Contractor and the Mondi Contractor Supervisor in the “Form - Agreement on Hiring a Subcontractor performing a service for and at the premises of Mondi” (Appendix No. 14) before starting any works or services for Mondi.
- b. The Subcontractor cannot entrust any works to lower tier subcontractors.
- c. The Contractor is responsible for damages caused by its Subcontractors.
- d. The Subcontractors’ activities will be taken into account in the Contractor assessment.
- e. The requirements and rules for the Contractor specified in this instruction will also apply to the Subcontractor.
- f. The Contractor can accept a Subcontractor to perform tasks when it accepts and meets “Rules applicable to Contractors rendering services for and at the premises of Mondi Świecie S.A. and its subsidiaries”, and conditions specified for a given tasks by the Mondi Task Supervisor.
- g. The Contractor is responsible for informing Subcontractors for hazards associated with performance of the service, applicable rules and safety requirements, providing relevant documents, e.g., instructions, or technical documentation, and agreeing the use of own instructions by Subcontractors.

21.3.10. Transport Contractors (TC)

- a. A transport contractor (TC) must ensure that during loading/unloading of any material a driver performs the following activities:
 - 1. When entering the site, they must wear safety footwear with toe caps and non-slip soles, and a high-visibility vest;
 - 2. Before starting loading/unloading, switch the motor off, remove the key from the ignition, and engage the brake;
 - 3. Insert wedges to block wheels (when a vehicle is not parked with its rear to the loading ramp, they must be inserted on both sides of the wheel);
 - 4. Remain in a designated marked safe location, and unauthorised leaving of that area should result in discontinuation of loading/unloading;
 - 5. Use safety goggles when delivering chemicals, or when staying at timber or biomass storage yards;
 - 6. Use a safety helmet with at least a three-point chin strap when climbing up a trailer of a height exceeding 1 meter.
- b. Trucks and other high vehicles can only drive along designated routes specified by an employee of an external entity providing security services at Mondi premises (Security Service). Driving along other routes may result in a damage to pipelines and other systems.

- c. When a driver performs unloading with a lifting equipment being a part of the vehicle, CT is responsible for ensuring that the equipment is approved by UDT/TDT, undergoes periodic maintenance and a relevant loading /unloading instruction has been developed with a driver trained in that respect.
- e. Required clothes for the truck driver:
 - 1. High-visibility vest;
 - 2. Safety footwear with toe caps and non-slip soles;
 - 3. Safety helmet with at least a three-point chin strap when:
 - climbing a platform of a height exceeding 1 m;
 - when preparing a vehicle for loading and after unloading, removing/installing components of the trailer support frame;
 - when unloading timber and biofuels.
 - 4. Safety goggles and personal protective equipment when participating in unloading/loading of a hazardous substance, or timber and biofuels.
- f. A material (load) transported on vehicles must be correctly secured against movement.

22. Manual transport works

22.1. General.

22.1.3. Appropriate technical and organisational measures should be applied to eliminate or limit manual transport works.

22.1.5. When it is not possible to eliminate manual transport works, organise the work in a safe way, equip the employees in necessary auxiliary equipment and personal protective equipment.

22.1.8. Before the employee is approved for manual transport works:

- a. employees must be trained in occupational health and safety, including, in particular, in correct methods for performance of manual transport works;
- b. provide to employees information on a transported item, and in particular: its weight and centre of gravity, especially, when its mass is not spread evenly;
- c. inform employees about all occupational safety and health aspects, and ergonomics requirements, including results of occupational risk assessment and safety measures preventing injuries, and spine injuries in particular.

22.2.2. For works representing a special accident hazard during manual transport works (transport of items that are bulky, unstable, and with shifting centre of gravity, etc., hazardous due to their weight, shape, or properties), people supervising these works are obliged to define detailed rules for safe transport of such items.

22.3.9. Team manual transport of items

- c. It is unacceptable for a team to manually transport items for a distance exceeding 25 m or of a weight exceeding 500 kg for men and 200 kg for women.
- d. When an item is transported by a team, a supervision by a leader - an employee experienced in the use of appropriate measures for manual transport of items and organisation of works, appointed for this purpose.
- e. Transport of long and very heavy items should be performed using an auxiliary equipment, enabling transport of such items while lifting them above the floor level to a lowest height possible.

22.3.10. Transport of harmful and hazardous materials.

- a. Organisation and methods of works associated with manual transport of materials that may pose a hazard due to their properties (corrosive, toxic, forming dust) should eliminate or limit these hazards.
- b. It is forbidden for one employee to carry liquids that are hot, corrosive or harmful to health, which weight with a container exceeds 25 kg for men and 10 kg for women.
- c. Glass carboys with acids or other corrosive liquid should be transported on special carts.
- d. In special cases carboys can be carried by two employees in sufficiently strong baskets with handles.

22.3.12. Transport of loads using manually powered cranes.

- a. The cranes must be clearly marked with their acceptable working load.
- b. Pulleys, pulley blocks and hoists used to transport loads must be attached to beams, hooks, girders or other structures of sufficient strength, in a way ensuring safety at work.
- c. Winches and capstans must have brakes in a good operating condition, and devices preventing rearward movement of a shaft or a drum

23. Safety colours and signs, danger zones

23.1.3. A red and white tape means no entry into a fenced off zone for unauthorised people. For example, red and white should be used to mark the place of lifting and handling loads, a zone around works on scaffolding, a location of works with a high pressure water jet, or work with hazardous materials. Any entry of an unauthorised person into a zone fenced off with a red and white tape represents a breach of safety rules.

23.1.4. A black and yellow tape means a warning about hazards in a fenced off zone associated with performance of a given task. Access to a zone marked this way should be limited, and a particular caution should be observed.

23.1.5. Danger zones - marking and securing.

- a. Danger zones should be identified, marked and secured against any unauthorised access.
- b. A size of a danger zone should be established depending on a type of hazard present, taking into account an area of possible exposure.

24. Risk assessment

24.1. Introduction

24.1.1. The risk assessment should be performed for tasks and for workstations.

24.1.2. The risk assessment should be performed for all identified hazards, taking into account the following factors:

- a) operations in normal and special circumstances;
- b) history of accidents and near misses;
- c) current operating condition of machines and devices;
- d) conditions of the work environment;
- e) information from employees.

24.1.3. The risk assessment should be performed using the Mondi Method.

24.1.4. According to the Mondri Method, the risk assessment is performed taking into account two factors:

- a) possible severity of the injury (S);
- b) likelihood of the event occurring (P).

24.1.5. Possible severity of the injury (S) is defined at five levels (table below).

Points	Description	S level
S=1	A minor injury requiring First Aid at the most;	S1
S=2	An injury requiring a medical assistance, not resulting in a lost time.	S2
S=4	A lost-time injury.	S3/S4
S=8	Severe injury resulting in an irreversible injury.	S5
S=15	Fatality.	S6

24.1.6. A likelihood of the event occurring (P) is defined at five levels (table below).

Points	Likelihood	Description
P=1	Highly improbable (practically impossible) (> 1/10,000)	A likelihood of the event to occur is defined as highly improbable, though it cannot be excluded. Similar incidents occurred in the industry, although they were exceptionally rare.
P=2	Unlikely (> 1/1,000)	An incident can occur, although it is unlikely, because there are numerous security barriers provided. However, the incident cannot be excluded, as the applied process shows certain weaknesses.
P=3	Possible (may occur) (> 1/100)	An incident is possible. There is evidence available that in these circumstances accidents occurred in the company and the industry.
P=4	Highly likely (occurred in the past) (> 1/10)	A risk of an incident to occur is estimated as highly probable, Many important security barriers are missing, increasing a likelihood of the event to occur.
P=5	Highly probable (>50%)	Employees are exposed to a very dangerous situation. The hazard is a part of a daily work of the employees.

24.1.7. The risk level (RL) is calculated by multiplying severity by likelihood:

$$RL = S \times P$$

Severity

		S=1	S=2	S=4	S=8	S=15
Likelihood	P=1	1	2	4	8	15
	P=2	2	4	8	16	30
	P=3	3	6	12	24	45
	P=4	4	8	16	32	60
	P=5	5	10	20	40	75

24.1.8. Risk levels and required actions.

24.1.9. It is acceptable for the Contractor to use own risk assessment method following a previous agreement with Mondi.

Risk level (RL)	Risk specification	Action
$1 < RL \leq 4$	Low	Acceptable, verification as a part of a risk management program
$5 \leq RL \leq 8$	Moderate	Actions are necessary and progress, taking into account that this risk should be monitored.
$10 \leq RL \leq 30$	High	Immediate actions required to ensure that the residual risk is reduced to a level as low as practically possible. Then a plan for risk reduction to a medium level must be prepared, taking into account 3 top elements in the hierarchy of control measures (elimination, substitution, engineering control measures). Responsible managers must participate in agreeing of action plans. When elimination, substitution or use of an engineering solution for the risk is not possible, effective control measures must be agreed with the managing director, and implemented.
$32 \leq RL \leq 75$	Critical	Stop activities until necessary measures are undertaken, taking into account 3 top elements in the hierarchy of control measures (elimination, substitution, engineering control measures). Take into account as a key risk and treat as a top priority. Responsible managers must participate in agreeing of action plans.

24.1.9. It is acceptable for the Contractor to use own risk assessment method following a previous agreement with Mondi.

24.2. Task risk assessment (TRA).

24.2.1. The aim of TRA is to ensure that all hazards associated with performance of the task were identified and relevant control measures were implemented to reduce to the acceptable level a risk for people performing that task, as well as to other people that may be exposed to it.

24.2.2. TRA should be performed before starting to perform any task.

24.3.20. Providing information about hazards and existing risks:

- e. When a Visitor visits a production facility, then the Facility Manager acquaints them with hazards occurring there, and this must be documented.
- i. Drivers are informed about hazards and safety rules in force at Mondi Świecie at Receptions, in form of a e-learning training or by reading a relevant file,

25. Method Statements and Standard Operating Procedures.

25.1. Method Statements are required in the case of construction, demolishing, assembling, and disassembling works, highly complex specially hazardous tasks, requiring cooperation of several people or teams, e.g., replacement of façade panels, or installation of a tank.

25.2. Method Statement is a document developed by a contractor before starting works, and its contents should be agreed with a department ordering works.

25.3. Standard Operating Procedures (SOP) are required for operating and cyclically performed highly complex maintenance and overhaul works, requiring cooperation of several people or teams, e.g., replacement of shafts, or machine clothing replacement.

25.4. SOP is a document developed by a department that will perform these works before starting work, and its contents should be approved by the department manager.

25.5. All changes in a way or a method of work in relation to the agreed/approved Method Statement or SOP require a new agreement/approval for these documents.

25.6. SOPs and Method Statements should contain:

25.6.1. Task name, location, deadline/delivery time;

25.6.2. A scope of works - a description of the performed task;

25.6.3. A sequence for performance of successive stages;

25.6.4. Required equipment/technical devices;

25.6.5. A list of hazardous materials used;

25.6.6. Requirements for occupational health and safety during performance of individual stages (activities) of the task;

25.6.7. Personal protective equipment used;

25.6.8. A number of employees foreseen for performance of the task, and their required licences;

25.6.9. Monitoring and supervision over conducted works;

25.6.10. A procedure for unplanned situations and emergencies (a fire, an accident);

25.6.11. Forbidden actions;

25.6.12. Task risk assessment;

26. Clothes, footwear and personal protective equipment (PPE)

26.1. Working clothes and footwear should be used according to technological, sanitary or occupational health and safety requirements, as well as when employee's own clothes can be damaged or significantly contaminated.

26.2. When construction works are performed associated with a puncture hazard, then class S3 footwear is required.

- 26.3. For 12 months of the moment of starting work, new employees should wear clothes distinguishing them, for example, T-shirts or high visibility vests, or red safety helmets, depending on specific requirements of their department.
- 26.4. When performing overhaul works or works at locations where there is a risk of cutting or exposure to hot surfaces, use long sleeve clothes or protective sleeves. This requirement also applies to supervisors or people conducting audits at locations where there is a risk of a cut or exposure to hot surfaces.
- 26.5. When there is a risk of exposure to chemicals, the protective sleeves mustn't be used; in such case long-sleeved clothes must only be used.
- 26.6. The used clothes should be buttoned up so there are no loose, hanging parts, and the footwear must be correctly laced.
- 26.7. When moving around operating facilities, the use of footwear with toe caps and non-slip soles is obligatory.
- 26.9. Within a designated and marked construction site, class 3 footwear must be used.
- 26.12. People using PPE should be trained in its use.
- 26.15. Personal protective equipment - required when staying at Mondi premises:
 - 26.15.1. Eye and face protection:
 - a. During welding works, a welder must wear a welding mask integrated with a safety helmet.
 - b. A person assisting during welding works should use protection against radiation occurring during welding.
 - c. During works involving cutting and grinding with a grinder, people performing these works, as well as other people within 2 m of a location of these works are obliged to use face covers in form of a face shield attached to a helmet.
 - d. Maintenance and overhaul service workers, and other people staying at departments where hazards associated with chemical substances/mixtures occur, are obliged to wear eye and/or face protection on a continuous basis.
 - e. The use of eye and/or face protection is also required at other departments, in designated zones, and when performing works associated with hazards posed by chemical substances/mixtures.
 - 26.15.2. Safety helmet:
 - a. All employees, contractors, and people present at facilities where overhaul works are conducted during downtime must wear safety helmets.
 - b. During works at height and when cycling, use a helmet with a chin strap attached to the helmet at least at three points.
 - c. Helmets used at WRL, WPC, ECE, ECR, and WMPCH departments, as well as helmets worn by electricians should not have ventilation openings due to hazards associated with chemical substances, steam, and electricity.
 - d. The following colours and descriptions of safety helmets apply:

For contractors:

 - blue-collar workers and technicians (including maintenance service workers performing works) - colour other than orange or white;
 - supervisors (managers) and maintenance service specialists - white, with a company name or logo on the helmet front, on helmet sides "full name - position";
 - new employees - red;
 - e. A helmet should be withdrawn from operation when any damage of its components was noticed or its life specified by the manufacturer expires.

26.15.3. High-visibility vest:

- a. It is obligatory to wear high visibility vests:
 1. at timber, chips, biofuels, coal, and wastepaper storage yards;
 2. at finished products warehouses, and at other locations where trucks are used;
 3. during construction works;
 4. when working within a dynamic envelope of a railway track and during manoeuvring activities;
 5. when working on roads;
 6. by drivers entering the site to deliver raw materials and other materials, or to collect finished products;
 7. by trainees, students and visitors when moving around internal site roads, or when staying at operating departments.

26.15.4. Protective gloves:

- a. The use of protective gloves is obligatory to wear during works when hands are exposed to a risk of bruising, cuts or abrasions.
- b. When operating trimming knives, scraper blades or replacing light sources in lamps, use gloves of level 5 cut resistance **or minimum C**.

26.15.5. Respiratory protection:

- a. At departments with a hazard of toxic gases, workers and people staying there should be equipped with gas detectors and with escape hoods.
- c. Workers and people entering zones with a hazard of toxic gases should be trained to act in emergency situations.

26.15.6. Personal protective equipment protecting against a fall from a height:

- a. Safety harness and lanyards should not be treated as a protection against a fall from a height for people who during their work are at a risk of being in the zone of a fall from a height, as this protective equipment only reduces consequence, and does not protect them from a fall and an injury.
- b. When performing works at a height use required PPEs as specified in standard RB-IZB-4.
- c. Personal protective equipment should be registered and undergo periodic maintenance according to manufacturer's instructions, and visually inspected before each use.

26.15.7. Hearing protection:

- a) At operating facilities where a noise level of 85 dB is exceeded, the use of hearing protection is obligatory.
- c) The hearing protection is also obligatory when performing works with a noise level above 85 dB.

27. Safety of visitors.

Does not apply

28. Procedure in the event of injuries

- 28.2. When an injury occurs, an injured employee is obliged to immediately notify their line manager, and a supervision employee.
- 28.3. When the injured employee requires help, a person witnessing the incident calls the Company Emergency Service (CES) and starts to provide aid to the injured person.
- 28.5. When calling the Company Emergency Service (Phone 52 332 1222), three most important information should be provided, answering the following questions:
- a) Where the incident occurred? (example: MP1, level 0, drying room)
 - b) What happened? (example: fall from height)
 - c) What is the condition of the injured person? (example: conscious, serious bleeding)
- 28.6. When the help of CES and/or a doctor was required, the line manager of the injured worker is obliged to immediately call:
- a) Safety Department Manager, Phone 1514, mobile 692 43 56 51, when the manager is not available, other employees at the Safety Department, Phone 1339, 1476, or mobile 602 414 555, 604 247 101, 606 345 305
 - b) department manager, or when the manager is not available, their deputy or the production/maintenance engineer, or a leader of a given area.
- 28.27. Procedure in the event of injuries of employees of external companies performing works at the premises of and for Mondi.
- a) When the injury requiring medical assistance occurred in the Contractor's employee performing works at the premises of and for Mondi, the injured employee or a witness should notify the line manager of the injured worker, and an authorised Mondi employee, who should then notify a manager of a department at which this incident occurred and the Safety Department Manager.
 - b) Circumstances and causes of the accident that occurred at Mondi premises are established by the incident investigation team appointed by the employer of the injured person, with participation of authorised Mondi representatives.
 - c) In justified cases, on the request of the employer of the injured person, Mondi Safety Service can establish circumstances and causes of the incident, and then submit post-incident documentation to the employer of the injured person.

29. Investigation on circumstances and causes of accidents at work

Does not apply

30. Procedure in the event of an accident on a way to/from work

Does not apply

31. First aid measures

Does not apply

32. Near-misses

Does not apply

33. Fire Safety

- 33.5. Procedure in the event of a fire:

33.5.1. When any fire or other local hazard is noticed, each employee is obliged to immediately:

- a. Alert people present in the danger zone.
- b. Notify the Company Emergency Service.

Phone number: when using a landline – 1222 ; when using a mobile – 52 332 1222

You must provide the following information:

- precise location of the incident;
 - incident type (fire, failure, etc.);
 - whether there is a risk to human life;
 - other important information (e.g, type of failure, what is on fire);
 - your name and phone number from which the incident was reported.
- c. Press the nearest fire alarm button.
 - d. After ensuring that you are not exposed to any hazards, start to contain the incident using available resources.
 - e. Before arrival of Emergency Services, the rescue action is managed by a person responsible for given facilities or another person at a most senior position.
 - f. After arrival of the Emergency Services, everybody is strictly obliged to adhere to commands of its commander.

33.6. Evacuation:

33.6.1. Note: when the fire or other event poses a hazard to health or life - leave the danger zone immediately.

33.6.2. A signal for evacuation is given in form of a message by people in the building or a fire alarm signal.

33.6.3. After hearing that signal, stop work in a safe way and quickly leave the building through the nearest evacuation exit.

33.6.4. Go to the nearest gathering point where the headcount will be verified and the information shall be given to the person managing the rescue action.

33.6.5. You can leave the gathering point and, possibly, re-enter the danger zone only when you receive a consent of the person managing the rescue action.

33.6.6. During evacuation, it is forbidden to:

- Use lifts
- Stop or move in a direction opposite to the direction of the evacuation

33.7. Works posing a fire hazard require a written order to be performed, as specified in standard RB IZB-4 in its part concerning specially hazardous tasks.

33.8. During performance of works at MONDI premises it is forbidden to obstruct or limit access to:

33.8.1. fire extinguishers and fire prevention equipment,

33.8.2. sources of water for fire fighting purposes,

33.8.3. devices starting and controlling fire extinguishing systems and other systems influencing a status of fire safety at the facilities;

33.8.4. evacuation exits, power supply switches and switchboards.

34. Explosion hazard zones

34.4. Overhaul works in the explosion hazard zones can be performed only when a written order is issued, as provided for in standard RB IZB-4 in its part concerning specially hazardous tasks

34.6. When performing works in explosion hazard zones, it is required to wear anti-static clothes and footwear, and use non-spark tools.

35. Preventive medical care

Does not apply

36. Safety trainings

Does not apply

37. Audits and inspections

Does not apply

38. Maintenance and inspections of technical measures and equipment

Does not apply to Contractors

39. A system of recognition and disciplining actions

- 39.1. As a recognition of positive safety behaviours and acts that are clearly outstanding when compared to previous practices, an employee may receive a Green Card.
- 39.2. In the case of behaviour posing a safety hazard, an employee may receive a warning in a form of a Yellow Card.
- 39.7. In the case of recurring or major violation of safety hazards, Mondi employees may receive a disciplinary penalty, and Contractor employees may have their certificate withdrawn.
- 39.8. In the case of the Contractor whose employees are responsible for a major violation of safety rules, relevant contractual penalties may be applied.
- 39.9. Other forms of recognising safe work of employees and Contractors can also be used.

40. Appendices

- Appendix No. 1 “Contractor Safety Report”
- Appendix No. 2 “SHE Plan structure”
- Appendix No. 3 “Driver’s statement of becoming acquainted with safety rules applying to drivers and undertaking to observe them, or being subjected to ensuing consequences”
- Appendix No. 4 “Register of volumes and types of waste generated by the Contractor at Mondi Świecie S.A. premises”
- Appendix No. 5 “Task Risk Assessment” form
- Appendix No. 14 “Confirmation of accepting rules applicable to Contractors rendering services for and at the premises of Mondi Świecie S.A.” and the “Form of agreeing employment of a subcontractor rendering a service for and at the premises of Mondi”.
- Appendix No. 20 “Rules for use and access to Mondi Świecie S.A. IT systems”

Safety report
Statistical data concerning safety of Contractor’s work

The report should be sent by e-mail to: Raporty-BHP.Dostawcow-Uslug@mondigroup.com

Contractor name:

Contract/agreement/order number:

Reporting month: for the month.....

Data	Description	Size	Report
Master data	Hours of work (manhours)	hours	
	Number of employees	number of	
Incidents	Fatality associated with work	number of incidents	
	Accident at work (LTI)	number of incidents	
	Lost-time accident at work (LTI) causing disability	number of incidents	
	Restricted Work Case (RWS)	number of incidents	
	Medical Treatment Case (MTC)	number of incidents	
	First Aid Case (FAC)	number of incidents	
	Near miss incident or situation (NM)	number of incidents	
	High potential near miss incidents	number of incidents	
	Significant hazardous incident - fire, explosion	number of incidents	
Hours lost due to LTI when working on Mondi Świecie premises and for Mondi Świecie S.A.		number of days	

1. Accident at work (LTI) a lost time incident occurs when a person is injured in the execution of their duties and as a result of their injury is unable to perform his/her regular duties for one full shift or longer on the day following the day on which the incident occurred, regardless of whether it is a scheduled day of work or not. In practice, it means that the injured person is on a medical sick leave as a result of the incident.
2. Restricted Work Case (RWC) – is a work related incident which results in the injured being able to return to work on a day following the day of the incident, but they are unable to conduct some or all of their regular duties and performs lighter, alternative work.
3. Medical Treatment Case (MTC) – is a work related injury which results in the injured person being treated by a medical professional. Treatment involves medicines usually obtainable only on prescription (e.g. antibiotic), removal of a foreign body from the eye, wound suturing , etc. The injured will be able to resume their regular duties on the day following the day of the injury. It does not involve a case of diagnostic examinations of the employee.
4. First Aid Case (FAC) – is a minor work related injury which in normal circumstances can be treated by the injured person themselves. This usually includes application of OTC medicines e.g. antiseptic ointment and small wound dressings. If the treatment is given by a medical professional, but limited only to that described in this definition, the case will remain an FAC. Precautionary diagnostic examinations by a medical doctor, such as an X-ray scan, are considered FACs if no further therapy is necessary.
5. Near miss - a dangerous incident related to work performed that did not result in injury or health deterioration, e.g. slip, fall, employee hitting a structure, employee being struck by a moving element, vehicles collision, dangerous driving, object falling from height, entering into the danger zone, etc.

Note. If a near miss may result in a severe injury, disability or death, it is classified as a significant (high potential) near miss.

6. Hours lost due to LTI when working on Mondi Świecie premises and for Mondi Świecie S.A. - working days resulting from the work schedule.

SHE PLAN

SAFETY – HEALTH – ENVIRONMENT Developed by the Contractor

The aim of the Safety - Health - Environment Plan developed by the Contractor is to present a way in which the Contractor wants to manage safety of its employees and subcontractors to meet requirements of Mondi Świecie and legal requirements concerning safety and health, as well as environmental protection.

Information contained in the SHE Plan are treated by Mondi as the Contractor's undertaking and will be taken into account at the stage of analysing offers for rendering a service for and at premises of Mondi.

When an agreement is signed with the Supplier, the SHE Plan will become an integral part of the agreement.

Company: name address	
Scope of performed work	

Part I - Company details

	Yes/No	Descriptive part
How many employees are employed by the Company?		
The Company has a certified Safety and Environmental Management System.		
Accidents at work at the Company recorded during last three years.		Current year – Previous year – Two years ago –
For whom the Company performed the last important service? Contact person (Phone)		

Part II - Obligations

	Yes/No	Descriptive part	Not applicable
All employees have valid medical fitness to work certificates on a specific position, required by law.			
All employees have valid safety training, as required by law.			
Employees have qualifications required to perform works at Mondi premises.			
The Company will not allow any employee without a valid Mondi safety certificate to work at Mondi premises.			
The Company provides its own supervising personnel.		A number of employees per one supervisor:	
Supervisors are trained in the task risk assessment.			

Appendix No. 2 – RB-IZB-1 - Mondi Świecie S.A. safety operating standard

Before starting any task the Company will perform a risk assessment.			
The Company ensures the use of its own instructions for works not governed by Mondi requirements.			
The Company ensures development of Method Statements, if required			
The Company provides a training before starting work at Mondi premises			
Employees are provided a daily safety instruction.		Who provides the instruction?	
The Company provides a support of its own safety services at works location.		A number of employees per one safety inspector:	
The Company ensures the use of mobile self-propelled platforms and lifting devices in accordance with Mondi requirements			
Periodic maintenance of power tools is ensured.		The frequency of documented maintenance:	
Periodic maintenance of slings, manual hoists, and ladders are ensured.		The frequency of documented maintenance:	
The Company provides for its employees clothes, footwear and personal protective equipment, as required.			
Employees are equipped with personal protective equipment protecting against a fall from a height.		How many sets of safety harnesses with attachments and fall arrest systems are available?	
The Company has an Emergency Response Plan.			
The Company Management or a director/head of its local branch conducts audits of behaviour of their employees.		The number of documented audits performed each month?	
The Company ensures management of waste generated during works, as required by the Environmental Protection Law and Mondi Świecie SA requirements.		Waste type - Estimated volume - Disposal -	
The Company ensures for its employees access to material safety data sheets for substances/mixtures used in work processes.			
The employment of subcontractors is foreseen during performance of the task.		Please specify the name of the company, if agreed.	
The Company will ensure that the subcontractors meet all the requirement specified above.			
Date, full name, and a signature of the Plant Manager			



Oświadczam, że zapoznałem się z zasadami bezpieczeństwa dotyczącymi kierowców na terenie Mondi Świecie S.A. i zobowiązuję się do ich przestrzegania pod rygorem konsekwencji.

I hereby state that I have read and understood safety rules applicable to drivers on Mondi Świecie premises and I undertake to abide by such the rules, or otherwise the consequences may ensue.

Ich erkläre, dass mir die auf dem Firmengelände von Mondi Świecie S.A. geltenden Sicherheitsvorschriften für Fahrer bekannt sind und dass ich mich verpflichte, sie unter Androhung von Konsequenzen zu befolgen.

Я заявляю, что с правилами безопасности, касающимися водителей и действующими на территории Mondi Świecie S.A. я ознакомился и обязуюсь их соблюдать, зная, что буду нести личную ответственность в случае их нарушения.

Data/Date/Datum/ Дата:

Czytelny podpis/ Legible signature/

Leserliche Unterschrift/ Разборчивая подпись:

Register of volumes and types of waste generated by the Contractor at Mondi Świecie S.A. premises

Generating entity

Street name and number

Item	Waste generated on (month, year)	Waste code	Waste type	Volume ¹ [Mg]	Disposal method ²	
					Recovery R	Disposal D

1 - Information provided by the waste generator (Contractor) on a basis of the Waste Transfer Note, when immediately transferred for disposal, or on a basis of waste weighing note. 2 - The Contractor provides a way or a foreseen method for waste recovery or disposal.

CONFIRMATION OF ACCEPTANCE OF RULES APPLICABLE CONTRACTORS RENDERING SERVICES TO AND AT PREMISES OF MONDI ŚWIECIE S.A.

I hereby confirm acceptance of Rules applicable to Contractors rendering services to and at premises of Mondi Świecie S.A.

I have analysed and understood all parts/chapters of these rules and of quoted documents. I undertake to meet all recommendations included in the received documents and shall train employees employed by me and rendering services at Mondi Świecie S.A. premises.

I also understand that this publication, together with regulations and rules it includes, do not relive me of legal responsibility during performance of the task.

.....
Supplier (Company name)

.....
Full name

.....
Position

.....
Date

.....
Signature

Provided:

.....
Company name

.....
Full name

.....
Position

.....
Date

.....
Signature

FORM FOR AGREEING

EMPLOYMENT OF A SUBCONTRACTOR RENDERING SERVICES TO AND AT PREMISES OF MONDI ŚWIECIE S.A.

1. Contractor

2. Contractor Agreement No.

3. Subcontractor for the service -

(Please find attached confirmation that the Subcontractor accepts Rules applicable to Contractors rendering services for and at the premises of Mondi Świecie S.A.)

4. A scope of works for the Subcontractor:

.....
.....
.....

5. Subcontractor for the service -

(Please find attached confirmation that the Subcontractor accepts Rules applicable to Contractors rendering services for and at the premises of Mondi Świecie S.A.)

6. Scope of works for Service Subcontractor

.....
.....
..... Note!

To be approved for the task, a Subcontractor must meet rules applicable to Contractors.

Contractor

Full name

Date..... Signature

Contractor Supervisor at Mondi Świecie S.A.

Full name

Date..... Signature

RULES FOR USE AND ACCESS TO MONDI ŚWIECIE SA IT SYSTEMS

All Contractors are obliged to follow the following rules for the use and access to IT systems.

1. Each Contractor employee or subcontractor who uses Mondi IT systems must use their own unique identifier.
2. Rights of a user of the IT system used by the Contractor must be limited to a necessary minimum. All operations conducted by them must be logged, if possible.
3. The Contractor undertakes to maintain as confidential configuration of IT systems, and of data processed and stored in them.
4. The IT system is understood as any computer, server or a component of a computer network, together with installed software, used by Mondi.
5. The use of the IT system means using software used by the IT system.
6. The system user is understood as a person having an account(s) to perform its responsibilities, and being a person authorised to use the system.
7. User accounts in IT systems can be used solely for purposes for which they were established and cannot be used for purposes not related to maintenance services.
8. An unauthorised access to IT systems is punishable under Article 267 §1 of the Penal Code. On this basis, a person obtaining an unauthorised access to the IT system may be liable to prosecution or to civil liability.
9. Users are responsible for protection of data used and saved using their account.
10. Users are not allowed to try gain access to data and applications which they are not authorised to use.
11. It is forbidden to use the account together with another person. This ban does not apply to administrator accounts.
12. Without a clear permit, the users cannot create copies of licensed software.
13. The users cannot willingly undertake any actions having signs of:
 - Harassing of other users.
 - Reducing capacity of computer hardware.
 - Prevent access to resources for other users.
 - Bypass security measures to gain an unauthorised access to resources.
14. The users cannot install, copy, or use any software not approved for use by the IT Department; in particular, it is forbidden to use software facilitating bypassing of security measures protecting against unauthorized access to resources.
15. It is unacceptable to use Mondi IT systems for private purposes.
16. The users cannot attempt to gain any access to Mondi network devices and to establish direct connections with them to obtain information about such device, its configuration or status (excluding cases of servicing IT network).
17. A connection with the Internet and webmail software are a property of Mondi, and can only be used for purposes related to performed work. It is forbidden to use IT resources and the Internet connection to:

- Download and share copyrighted materials.
- Create and distribute chain letters.
- Distribute and download pornographic materials.
- Participate in gambling.
- Political and social activities.
- Purposes not related to service rendered to Mondi by the Contractor.
- All other illegal activities.

Any change in the IT system should be appropriately documented and tested in a demo system before it is implemented, and the implementation itself should be specially controlled. These recommendations result from a need to ensure continuity of business processes.