

SAFETY- AND ENVIRONMENT INSTRUCTION 'WORKING WITH ***THIRD PARTIES***'

Internal Department for Prevention and Protection
DENV General Affairs Welfare and Environment



Contents

1	General	4
1.1	Health and Safety Policy (management system for safety, health and welfare in DENV)	4
1.1.1	Discovery of risks and hazards.....	4
1.1.2	The compliance with the applicable legislation	4
1.1.3	Collaboration and communication surrounding safety and health	4
1.1.4	Safety and health activities.....	5
1.1.5	Know-how, training and instructions	5
1.1.6	Environment and energy	5
1.2	Liability	6
1.3	Insurance.....	6
1.4	Social obligations, fiscal and social debts	6
1.5	Confidentiality	7
1.6	Health <i>surveillance</i>	7
1.7	Attestations / permits / driving licenses	7
2	Access to the company for employees of third (sub)contractors	7
2.1	General.....	7
2.2	Commencement of works	8
2.2.1	General	8
2.2.2	Working permit	8
2.2.3	Hot work permit	8
2.3	End of works	10
3	Access to the company grounds and buildings with vehicles	10
4	General safety <i>instructions</i>	10
5	Specific safety <i>instructions</i>	12
5.1	Use of work equipment, personal and collective protective equipment.....	12
5.2	AGV (Automatic Guided Vehicle).....	13
Despite the existence of such safety systems, the following guidelines should be taken into account:		13
5.2.1	Guidelines for pedestrians.....	13
5.2.2	Guidelines for internal transport.....	14
5.3	Works at an altitude	14
5.3.1	Use of collective protective equipment	15
5.3.2	Personal protective equipment against falls	17
5.3.3	Use of ladders	17
5.4	Use of lifting devices, hoisting devices and transportation devices.....	19
5.5	Use of dangerous substances.....	19
5.6	Working with electricity	19
5.6.1	General	19
5.6.2	Low tension cabins.....	20
5.6.3	High tension cabins	21
5.7	Excavation works.....	21
5.8	Weather conditions	21
5.8.1	Wind.....	21
5.8.2	Thunderstorm.....	21
6	Safety functions.....	22
7	Emergency situations and emergency procedures.....	22

7.1	Fire prevention and fire safety.....	22
7.2	Notification of emergency situations.....	23
7.3	Evacuation in emergencies.....	24
7.4	Accidents: treatment and reporting	24
8	Labour hygiene	25
8.1	Labour clothes	25
8.2	Usage of sanitary rooms	26
8.3	Usage of refectories, break zones <i>and rest areas</i>	26
9	Alcohol and drugs policy (alcoholic beverages and drugs, being illegal drugs and excessive use of medication)	26
9.1	DENV policy alcohol and drugs.....	26
9.1.1	Objectives	27
9.1.2	Actions	27
9.2	Use and possession of alcoholic beverages or drugs by employees of third (sub)contractors, his representative or (sub) contractor-.....	27
10	Violence, harassment and sexual harassment	27
11	Smoke prohibition	28
12	Order and cleanliness	28
13	Theft and vandalism	28
14	Cameras and music installations	29
15	Environment and waste.....	29
15.1	Permits and licensing conditions of contractors.....	29
15.2	Conditions at DENV	29
15.3	Waste at DENV.....	30
15.4	Waste water at DENV	31
15.5	Soil at DENV.....	31
15.6	Ambient noise on DENV	31
16	Energy and sustainability.....	31
17	Useful telephone numbers	32
Annex		33

Before beginning the first job the third (sub)contractor receives this safety- and environment instruction 'working with **third parties**' (VI-00000048) as well as the 'Statement' (FCD-00000021). This instruction 'working with **third parties**' is to be read by the third (sub)contractor. The third (sub)contractor will pass the information in this instruction to his employees, representatives and (sub)contractors. **For approval**, the third (sub)contractor **must** return the **signed** 'Statement' to DENV. If DENV did not receive a signed 'Statement' from the third (sub)contractor, he will be denied access to DENV. After that, the latest version of VI-00000048 will always be available on the website of DENV and the third (sub)contractor will be notified by email of every change.

If the third (sub)contractor himself uses a representative or (sub)contractor, he himself is responsible **for passing** on the information from the safety instruction 'working with **third parties**' (VI-00000048) to his representative or (sub)contractor. The third (sub)contractor with whom DENV has an agreement remains responsible for the works carried out by his representative or (sub)contractor. His representative or (sub)contractor needs to announce himself as such to the guard house.

1 General

1.1 Health and Safety Policy (management system for safety, health and welfare in DENV)

For Daikin Europe N.V., a manufacturer, distributor, vendor and service provider of air conditioning and heating systems, **the health and safety policy is of the highest importance**. We ensure the safety of our operations and carefully implement activities **that ensure** the health and safety **of our employees**. **In this way, we aim to gain the trust of people** (employees, contractors, customers and the community).

Taking into account these Daikin **operating principles**, the management of Daikin Europe N.V. **is committed to achieving progress in the following areas**:

1.1.1 Discovery of risks and hazards

Daikin Europe N.V. is committed to **the prevention of** risks and dangers that **could** lead to incidents, accidents and illness. In order to do so, we will check our workplaces and processes regularly to detect causes in order to implement further prevention measures. In addition, these measures will be **periodically** evaluated with checks and audits, so that continuous improvement can be **achieved** and **such occurrences are** prevented.

1.1.2 The compliance with the applicable legislation

All Daikin products, processes and services will at least **comply with** the applicable health and safety legislation.

1.1.3 Collaboration and communication surrounding safety and health

DENV will communicate actions in such a way that all levels of the organisation are well informed concerning its objectives and applications. These efforts will be **modified** when necessary. The occupational health and safety policy will be integrated into the objectives and goals of **each** department. Furthermore, Daikin Europe N.V. will attempt to integrate the health and safety policy **at an** organisational level, taking into account the advices and visions of all related parties (employees, contractors, customers and the community). These initiatives will be evaluated periodically via checks and audits **to enable continuous improvement** in our occupational health and safety performance.

1.1.4 Safety and health activities

Daikin Europe N.V. engages itself to the promotion and support of activities to reduce off-the-job risks that may affect the employees life and health. In addition, we will provide adequate and appropriate resources for ***initiatives that increase capacity and awareness of health and safety issues.***

1.1.5 Know-how, training and instructions

In order to implement the occupational health and safety management system and policy, we will ***provide*** the necessary training and information ***to all related parties.*** This will also be re-evaluated on regular basis ***so that continuous improvement can be realized.***

Daikin Europe N.V. expects participation of every stakeholder in order to bring these principles into practice. This policy ***will be regularly reviewed to ensure that these values stay up to date.***

~~The responsible of the direction for the management system for safety, health and welfare in DENV is Mr. Peter Van Den Broecke.~~

We trust that all of you will join us in a personal commitment to make ***these principles concerning*** health and safety 'a way of life'.

1.1.6 Environment and energy

In addition to a management system for safety , Daikin also has a management system and policy to reduce its energy consumption and environment impacts.

	ENVIRONMENTAL MANUAL ENVIRONMENTAL POLICY	EM.04 Pg. 3/3 Rev. : F ISO14001 ref. : 4.2
---	--	---

DAIKIN EUROPE N.V. ENVIRONMENTAL POLICY:

Preservation of the environment is a key priority for Daikin.
The management of Daikin Europe N.V. commits itself to implementing the following principles:

1. Taking into account the total product life cycle, we will design our products and processes to limit to a minimum the use of energy and resources. This includes reducing waste to a minimum, recycling waste and scrap where possible, and limiting packaging waste.
2. Measures will be taken to efficiently manage refrigerant and to stimulate the design and manufacture of refrigerant-based products with a reduced environmental impact.
3. The necessary information and training will be given to employees in order to continually realise these policy objectives.
4. Our environmental management initiatives will be communicated in such a way that all levels of the organisation are well informed concerning its objectives and application, and these efforts will be adapted when necessary.
5. These environmental management initiatives will be periodically evaluated via checks and audits in order to continuously improve our environmental performance.
6. All Daikin products, processes and service will meet at least the applicable legislation.

This policy is public


M. Minaka
President


F. Hoorelbeke
Chairman & member
of the Board

1.2 Liability

The third (sub)contractor **bears full liability** for the safety of his employees and the employees of his representative or (sub)contractor as well as for the **compliance with** the regulations regarding safety and environment by his employees and subcontractors.

The third (sub)contractor is liable for all damage caused to DENV or thirds by actions or negligence by himself, his employees and the employees of his representatives or (sub)contractors. All damage must be compensated and/or repaired by the third (sub)contractor. To cover this liability, the third (sub)contractor will subscribe to fitting insurances.

1.3 Insurance

The third (sub)contractor is obliged to subscribe to the following insurances:

- **Work accident** insurance;
- Civil liability insurance;
- Obligatory car insurance.

A copy of the Civil Liability insurance must be sent to DENV together with the signed 'Statement'.

If the third (sub)contractor calls on a representative or (sub)contractor, he must make sure that this representative or subcontractor has subscribed to the same insurances as he is obliged to have.

If the insurances which the third (sub)contractor has subscribed to expire, are cancelled or suspended during or before the job, DENV must be notified of this immediately.

1.4 Social obligations, fiscal and social debts

With regard to his personnel, the third (sub)contractor is obliged to **comply with** all legal, obligatory and conventional regulations concerning general **employment** conditions and concerning taxation and social security, as well as to have these equally lived up by his possible representative or (sub)contractor.

The third (sub)contractor must always be able to **demonstrate** that all his social and fiscal obligations have been met - including the timely and correct payment of wages to employees - and not **only** at the time of the conclusion of the contract for services, but also at the start of the work and on the occasion of **each** billing related to the services provided.

Any fines and liability incurred by DENV in the context of social legislation (including Article 30bis of the **Act** of 27 June 1969 on social security for workers) and tax **legislation** (including Articles 400, 401, 403, 404 and 406 of the 1992 Income Tax Code) will be recovered from the defaulting third (sub)contractor.

In the event that the third (sub)contractor **fails to comply with** one or more of the statutory, regulatory or conventional **provisions relating to** social and labour legislation or fiscal judicial conditions, the **contracting agreement** may be terminated at the expense of the third (sub)contractor.

In addition to conducting the deductions by DENV, **on the basis of** Articles **30bis** of the **Act** of 27 June 1969 on social security for workers and 403 of the CIR 1992, the third (sub)contractor is obliged to compensate DENV for all possible expenses and costs incurred **as a result of non-compliance** with these obligations.

In accordance with the legal requirements, non-Belgian employees of the third (sub)contractor will always be in possession of all necessary residence permits, work permits, Limosa

declarations (L1 documents via www.limosa.be) and other documents showing the correct **affiliation** and payment to a social security system.

The third (sub)contractor **must submit a copy** of these L1 documents to DENV before **the start of the work** and must keep these forms available for consultation by DENV during the entire duration of **the contract**.

Also with **regard** to these non-Belgian employees, the mandatory conditions regarding the minimum wage and the Law on the protection of the wages of employees will be **applied** correctly by the third (sub)contractor.

1.5 Confidentiality

The third (sub)contractor -his representative or (sub)contractor- and their employees undertake **to maintain the secrecy of** technical information, manufacturing **processes**, commercial and other information or documents that are confidential and **that** are supplied during the execution of the **contract** or of which the third (sub)contractor-his representative or (sub)contractor- and their employees take cognizance conform the execution of the agreement.

In case during the works, the third (sub)contractor -his representative or (sub)contractor- and their employees, acquires data from employees within DENV they will respect the rules regarding GDPR.

In the event of non-compliance, DENV can hold the third (sub)contractor -his representative or (sub)contractor- liable.

1.6 Health surveillance

It is the responsibility of the third (sub)contractor to **ensure** that his employees and the employees of his representative or (sub)contractor, who are under health supervision, receive the necessary periodical health assessments by a **prevention advisor – labour doctor**.

1.7 Attestations / permits / driving licenses

It is the responsibility of the third (sub)contractor to ensure that his employees and the employees of his representative or (sub)contractor **have received** the necessary training (e.g. safety function, competent person in case of use of a scaffolding, electricity works,...) This requires that the necessary attestations, permits or licenses may be supplied at any time.

2 Access to the company for employees of third (sub)contractors

2.1 General

On the first day of work, every employee of the third (sub)contractor -his representative or (sub)contractor- receives **an abbreviated** version of this safety instruction which is to be read entirely.

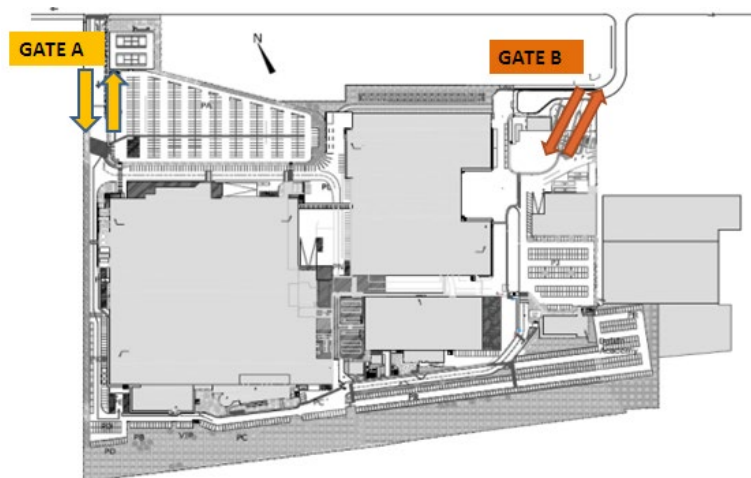
After reading this instruction, the employee is registered by name.

Only the employees of the third (sub)contractor -his representative or (sub)contractor- who are required for the execution of the works are permitted on the grounds of DENV.

It is prohibited to enter or leave the grounds of DENV in **any** way other **than** through the indicated entrances and exits.

It is forbidden for the employees of the third (sub)contractor -his representative or (sub)contractor- to be in a place other than those of **the normal work to be performed**.

Every day, before the start of the work, they will report to the company security lodge of DENV where they will receive a badge with their name.



The registrations must be done at Gate B.

There are two exceptions:

- During weekends, national holidays and holiday periods GATE A must be used.
- Signing in and signing out before 04:30 and after 21:30 must be done at GATE A.

The badge is to be worn visibly at all times and must be **returned when leaving** DENV. This badge is valid for a maximum of one month and **must then be re-created** after this period. The employees of the representative or (sub)contractor of the third (sub)contractor **must register** as such **at the company security guard's lodge**.

Unless otherwise agreed upon in advance with the employer of DENV, no work can be carried out on Saturdays, Sundays or legal holidays, nor outside the normal working hours. If, for exceptional reasons, an intervention has to be done or a job has to be continued outside normal working hours, the third (sub)contractor must immediately inform the employer of DENV. The employer will then notify the company security guard.

2.2 Commencement of works

2.2.1 General

The works may only start after the necessary measures have been **taken so that the work can continue in a safe manner**.

The employees of the third (sub)contractor -his representative or (sub)contractor- have to make sure that access to the site is prevented for unauthorized persons and passers-by are informed **of the work in progress**. This will be done by using demarcation and signalisation.

2.2.2 Working permit

The work permit must be filled out on the first day of the work, before the start of the works, by the person in charge of the third (sub)contractor – his representative or (sub)contractor (**FCD-00000211**). This work permit needs to be completed by the employer of DENV (permission for commencing **the works**). Carrying out a risk assessment in the form of LMRA (Last Minute Risk Analyses) before the start of the works **is a requirement**. The work permit **must be displayed** in a clearly visible position at the work site.

2.2.3 Hot work permit

For works that can cause fire or explosion a hot work permit must be used.

The hot work permit **is expressly required for** the following works: welding, burning, grinding, use of open flame, brazing, sand-blasting, works executed in an Ex-zone*.

These works are prohibited in case of roof works. Alternatives need to be used in case of roof works. Exceptions must be requested from the Internal Department for Prevention and Protection.

* **The following locations are included** in the explosion safety document

— Low voltage room — High voltage room — Compressor room — Boiler house - Flammable room (F1) — Gas distribution/ connection - Gas storehouse (W4) - Charging batteries — Manual brasing — Automatic brasing — Dry oven — Muffle oven — Finn press cabine	- Painting cabine — Combustion installation - Leaktest - Repair — Evaporation oil room — Store house chemicals Piping - Degreasing machine Piping (F2) - Use of R32 on different locations (R3 & H1) - PCV glue process (R2) - R32 bulk tank - R32 recovery/repair EDQ - R32 recovery installation - R32 storage tanks
---	--

A hot work permit is not required for welding works executed in a weld zone equipped for this purpose.

This hot work permit must be requested from the internal client from DENV.

The works can only be started after the hot work permit has been **completed** and signed in duplicate by the responsible employee of the third (sub)contractor -his representative or (sub)contractor- and the employer of DENV.

~~The filled out duplicate of the hot work permit needs to be handed over by the responsible employee of the third (sub)contractor -his representative or (sub)contractor- at the company guard house the first working day.~~

The original filled out permit has to be kept by the employees of the third (sub)contractor -his representative or (sub)contractor- during **the execution of** the works.

The permit is only issued for one particular job, at one particular place for a maximum duration of 1 week. If the continuation of the job seems necessary after the period of 1 week, a new hot work permit needs to be requested.

Before starting the works a risk analyses needs to be carried out by the responsible employee of the third (sub)contractor -his representative or (sub)contractor- together with the DENV commissioner. The employees of the third (sub)contractor -his representative or (sub)contractor- must take into account all safety measures resulting from those risk analyses.

Every day after the works, the responsible employee of the third (sub)contractor -his representative or (sub)contractor- and the employer of DENV must carry out a check **in the area and the adjacent rooms**. The employer of DENV signs the daily check on the hot work permit.

The hot work permit must be given to the employer of DENV, after finishing the works or **after the validity period has expired**.

2.3 End of works

Every day, before the end of the works and before the **final** end of the job, the employees of the third (sub)contractor -his representative or (sub)contractor- **must verify the following**:

- ▣ all equipment must be disconnected and inactive,
- ▣ all **waste must** be removed by the employees of the third (sub)contractor -his representative or (sub)contractor- (unless otherwise agreed upon with the employer of DENV),
- ▣ the **area** where the work is carried out must be left **in an orderly and clean condition**.

Upon termination of the work, the employer of DENV must sign the work permit to confirm **that the work has been completed**. The employer of DENV also **uses this opportunity** to indicate **whether or not** the employees of the third (sub)contractor – his representative of (sub)contractor – have **complied with the instruction** 'Working with **third parties**'. The employees of the third (sub)contractor – his representative or (sub)contractor – must then hand over this work permit to the company security guard.

3 Access to the company grounds and buildings with vehicles

All vehicles must be parked on the **designated parking area**. This can be done in parking C, G or N. These parking **places** can be appointed by the company security guard

Parking in other places is only allowed for loading and unloading of materials and equipment.

Only after explicit authorization of DENV, the stationing of vehicles and containers in the immediate surroundings of the work is allowed. This stationing is only possible with written authorization of the employer of DENV, **which must be presented to the company security guard on request**. The stationing **must not hinder normal road traffic** and cannot under any circumstances **entail** danger. **Stationing may never occur in front of an entrance**, exit or passage, nor in front of an emergency exit.

No vehicle may be left behind **unattended** with the engine **running**.

Within the establishment of DENV, **all** traffic is subject to the stipulations of the traffic code. The maximum speed of all vehicles on the company grounds is limited to 20 km/hour. Inside the building complex, the speed must be adjusted in the **presence** of employees. Here, the maximum speed of all vehicles is limited to 5 km/hour.

Passing is forbidden.

An overview plan **is included in** the annex.

4 General safety instructions

- ▣ The third (sub)contractor **must comply with** the obligations concerning the welfare of employees imposed by DENV and must also make sure that his employees, representatives and (sub)contractors adhere to these obligations as well. The third (sub)contractor can only pass on this task to DENV if this **has been agreed in advance**.
- ▣ The third (sub)contractor is obligated to pass on any and all information concerning risks and prevention measures **of the establishment of DENV on the one hand** and/or the activities of the third (sub)contractor **on the other** to his employees, representatives and (sub)contractors.
- ▣ The third (sub)contractor -his representative or (sub)contractor- **must cooperate with DENV in it's task of coordinating the actions of the third parties** and guaranteeing co-operation with his establishment.

- The employees of the third (sub)contractor -his representative or (sub)contractor- must respect all safety regulations in DENV.
- The third (sub)contractor, his employees, representatives and (sub)contractors and **the** employees and (sub)contractors **of those may not infringe the regulations relating** safety and environment (A.R.A.B., Welfare Act, CODEX, A.R.E.I., Belgian **standards**, European directives, European standards, VLAREM). The third (sub)contractor -his representative or (sub)contractor- is **expected to know the regulations** and to inform his employees, representatives and (sub)contractors of them.



- All recipients that are brought inside DENV by the third (sub)contractor -his representative or (sub)contractor- have to be labelled.
- The materials and equipment of the third (sub)contractor -his representative or (sub)contractor- must be placed in such a manner that they pose no danger or obstruction at all. All exits, passages, escape routes, firefighting means, warning means and electrical signs have to be kept free at all times.

- When entering the workshops and storage buildings, the employees of the third (sub)contractor -his representative or (sub)contractor- must **strictly** follow the indicated markings.
 - Light green: walk **paths** for pedestrians.
 - Dark green: **roads** for internal transportation.
 - Ivory white: **workstations** and storage areas.
 - White zebra crossings: crosswalks.



- Gateways who serve as frequent passage ways for motorised transport cannot be used as passage ways for pedestrians. Pedestrians have to use the doors that are present in the immediate vicinity of said gateways.

5 Specific safety *instructions*

5.1 Use of *work equipment*, personal and collective protective *equipment*

As a general rule, DENV provides no **work equipment** nor collective or personal protective **equipment** for the third (sub)contractor -his representative or (sub)contractor-.

The third (sub)contractor -his representative or (sub)contractor- is responsible for providing all adapted and suited **work equipment** and collective and personal protective **equipment** for the execution of the works by his employees.

All **work equipment** and collective or personal protective **equipment** of the third (sub)contractor -his representative or (sub)contractor- must be clearly identified so ownership of the materials **cannot be** contested.

When, during the works, in exceptional cases, the third (sub)contractor -his representative or (sub)contractor- borrows **work equipment** or collective or personal protective **equipment** from DENV, he will be responsible **for returning** the borrowed equipment in impeccable state. The moment the third (sub)contractor -his representative or (sub)contractor- **takes possession of** said equipment, DENV will **no longer** be responsible for the **condition** of the borrowed equipment, even if it is the cause of an accident.

All provided labour equipment and collective and personal protective equipment must meet the requirements of all legal regulations.

The third (sub)contractor -his representative or (sub)contractor- must **ensure** that all provided **work equipment** and collective and personal protective **equipment** are in **good condition** and he must **ensure** that all his employees possess **sufficient information and operating instructions**.

The third (sub)contractor -his representative or (sub)contractor- must **ensure** that all provided **work equipment** and collective and personal protective **equipment** are used in a correct manner by his employees during the **execution of the** works. They can be used for no other purpose than that for which they were **manufactured**.

Only when risks cannot be eliminated at the source or cannot be limited enough with measures, methods or procedures in the field of labour organisation, can collective or personal protective **equipment** be used. The third (sub)contractor -his representative or (sub)contractor- must at all times give **priority** to collective protective **equipment** over personal protective **equipment**.

The third (sub)contractor -his representative or (sub)contractor- must provide personal protective **equipment** for all activities and labour circumstances as is legally stipulated.

In DENV, wearing safety shoes is mandatory in the following circumstances:

- As soon as one leaves the (green) pedestrian **paths** in the **workstations** and warehouse buildings;
- When performing work in the workstations and warehouse buildings;
- If the nature of the activities outside the workstations and warehouse buildings **entails** a risk of foot injury.



In DENV wearing glasses (personal glasses or **safety glasses**) is **mandatory** once one enters the factory buildings or warehouses.

In DENV wearing safety glasses or **cover spectacles** is required in the following **situations**:

- ▣ As soon as one leaves the (green) pedestrian **paths** in the workplaces and the warehouse buildings;
- ▣ When performing works in the workplaces and warehouse buildings;
- ▣ If the nature of the activities outside the workplace and warehouse buildings **entails** a risk of eye injury.

When working with an angle grinder it is mandatory to wear a face shield.

In DENV wearing head protection is additionally **mandatory** in the following **situations**:

- ▣ Works with a risk of falling objects (for the persons who are exposed to falling objects).
- ▣ Works with an increased risk of bumping.

5.2 AGV (Automatic Guided Vehicle)



When entering the workshop and warehouse buildings, the workers of the third (sub)contractor – his representative or (sub)contractor- take into account that Automatic Guided Vehicles may be present.

The AGV's are equipped with two safety systems:

- A safety sensor: the AGV slows **down** or stops when the sensor is activated.
- A safety bumper, the AGV goes into emergency stop when the bumper is pressed.

Despite the existence of such safety systems, the following guidelines should be taken into account:

5.2.1 Guidelines for pedestrians

- ▣ Pedestrians **are allowed to** cross AGV **routes if** there is enough space.
- ▣ If the AGV is approaching a crosswalk, pedestrians should always give priority to the AGV.

5.2.2 Guidelines for internal transport

- An AGV may be **passed** and crossed by all logistic vehicles if following conditions are fulfilled:
 - Enough room to **execute the** manoeuvre,
 - No further risks (for third parties) are present.
- If both conditions are **not met**, it is necessary to give priority and/or to stop

5.3 Works at an altitude

Works at an altitude is understood to mean all **work activities** that are carried out at a minimum height of 2 meters or where a fall from 2 meters height is possible.

In case of works carried out at a lower height, this still has to be done in a safe way. If possible, the following preventive measures can also be applied to these lower heights.

When working at an altitude, the third (sub)contractor -his representative or (sub)contractor- must take all material (e.g. use of collective and personal protective equipment) and organisational (e.g. fencing off work zone) measures to **ensure the safety of these work activities**. Always do this in consultation with the DENV employer, and before starting the works.

When working at an altitude, the area underneath the workplace **must always** be **secured**. If there is a risk of falling objects, collision risk by cross traffic or presence of pedestrians, **the area where such risks occur must be sufficiently demarcated**. In case of risk of falling objects, **provide** an appropriate containment system to intercept the falling objects.

When demolition work is carried out, always break down the entire installation. If this is not possible, **check whether** the remaining **parts** are still sufficiently attached to a solid base. Foresee, if necessary, **additional fastening** or an appropriate system to intercept falling objects.

When performing works on the roof, **before executing the works**, it must be checked in the risk zone, together with the employer of DENV, what is attached to the ceiling in the building. Evaluate together with the employer of DENV **whether** the activities **could possibly give rise to** falling objects. Also pay close attention to the **fastening method** of installations in the external (outdoor) and internal environment (**production hall, office,...**).

If the risk of falling objects appears to be present, provide an appropriate containment system to intercept the falling objects and **demarcate the work zone above which you work sufficiently and broadly**.

The necessary measures must also be taken **to ensure** that there is **no chance of parts** of the roof or of the buildings being blown away. Examples include **attaching** the material, such as hammers and the like, with the aid of hooks. The zone below the work station **must** therefore also be **demarcated**. Persons who must nevertheless be present in the fenced off zone must be qualified and must wear the correct protective equipment (e.g. safety helmet).

With works at an altitude, the third (sub)contractor -his representative or (sub)contractor- must provide the necessary protective **equipment** to prevent falling from an altitude and to stop a possible fall. In doing this, the third (sub)contractor -his representative or (sub)contractor- must give **priority** to collective protective **equipment** (e.g. permanent or temporary railing, scaffold, altitude worker, ...) over personal protective **equipment** (personal fall protection).

Activities at an altitude **may** only be executed when the weather circumstances **do** not endanger the safety and health of the employees. ~~The necessary measures have to be taken to prevent all possibilities of materials blowing away of the roofs or buildings.~~ It is therefore not recommended to carry out works at an altitude on a smooth (ice, snow, rain) surface and in case of **wind gusts**.

The measurements, properties and characteristics of the **work equipment** used for works at an altitude are to be adapted to the nature of the work activities and the foreseen loads.

The employees of the third (sub)contractor -his representative or (sub)contractor- are to make correct use of the necessary **work equipment**.

5.3.1 Use of collective protective equipment

a) Use of scaffolding

The third (sub)contractor -his representative or (sub)contractor- who assembles, disassembles and modifies the scaffold **must** dispose of:

- ▣ the manufacturer's instructions
- ▣ a note that contains the strength and stability calculations
- ▣ an assembly, disassembly, and modification scheme of the scaffold (prepared by the manufacturer or a **qualified** person)
- ▣ an instruction note on the use of the scaffold (**drawn up** by a **qualified** person)

The third (sub)contractor -his representative or (sub)contractor- must be able to present the above mentioned documents to DENV when requested.

The third (sub)contractor -his representative or (sub)contractor- must appoint a **qualified** person for carrying out the following tasks:

- ▣ Guarantee the implementation of measures to prevent the risk of persons or objects falling;
- ▣ Guarantee the application of security measures in case of changing weather conditions which could prejudice the safety of the scaffolding;
- ▣ Guarantee compliance with the conditions of permissible load;
- ▣ Adapt an assembly, disassembly or modification scheme;
- ▣ Establish an instruction note on the use of scaffold;
- ▣ Implement the necessary checks (checks to determine whether the scaffold is in all circumstances in conformity with the calculation note).

Evidence of the checks carried out by the qualified person must be available at DENV's request.

The parts of the scaffold that are not ready to be used must be marked or barred by the third (sub)contractor -his representative or (sub)contractor-.

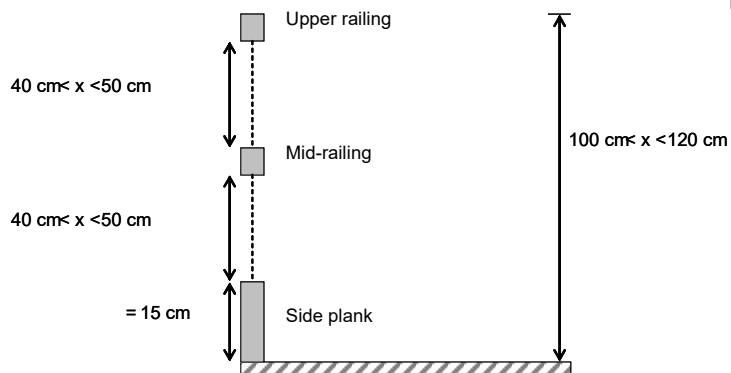
The third (sub)contractor -his representative or (sub)contractor- may only **allow** authorized persons **to** work on a scaffold and **cooperate in** the assembly, the disassembly and the modification of a scaffold. **To this end**, he must provide the necessary training **to enable** employees **to acquire** the knowledge and skills necessary for the performance of their duties.

The scaffolds that are being used must comply with all legal provisions.

The following provisions **must** be taken into account:

- ▣ The scaffolds must be stably and sturdy and must be manufactured out of good materials;
- ▣ The scaffolds must be in good condition;
- ▣ The scaffolds must be built in such a way that none of the parts can move with respect to the scaffold as a whole;
- ▣ The scaffolds and floors of the scaffolds must be able to withstand all weight and all weather **circumstances** to which they will be exposed;
- ▣ The scaffolds must be adequately anchored or fixed into place;
- ▣ The basis must be strong enough
- ▣ The size, shape and location of the floors of the scaffolds must be adapted to the nature of **the work activities** and the weight to carry, in order to guarantee safe traffic and to carry out the work in a safe way;
- ▣ The floors of the scaffold must be assembled **in a way that ensures** that their parts cannot move in case of normal use;

- ***There must be no dangerous openings between the edges of the floors and the construction against which the scaffolding is placed. If this is not possible, the necessary protective equipment must be used;***
- Sufficient safe access routes must be present between the different floor levels of the scaffolds;
- During the assembly, disassembly, modification and the use of the scaffolds, at each level of the scaffolds a custom made protection must be present against the risk of falling and the risk of falling objects;
- Scaffold planks must be of equal size and must be kept close together. These scaffold planks must overlap each other at the support points (0,6 meter overlapping, with the support point in the middle of the overlapping);
- On all scaffolds, railings must be placed;
- On all scaffolds, side planks must be placed;



- The **top** railing must be at least 1 meter above the work floor. Between the **intermediate** railing and **the top** railing, there **may** be a maximum distance of 47 cm. Between the side plank and the **intermediate** railing, there **may** be a maximum distance of 47 cm. The side plank must be at least 15 cm high, calculated from the work floor.

- Movable scaffolds must be free of persons, materials and tools before they are moved. Movable scaffolds must be secured against unwanted moving.

Scaffolds **may not** be used for any **purpose other** than the purpose for which they were **manufactured**.

b) Use of altitude workers

When using altitude workers a **distinction must** be made between (nodding) altitude workers (see Picture 1) of which the working zone can move relative to the telescopic arm, and scissors lifts of which the platform **only** moves up and down (see Picture 2).



Picture 1



Picture 2

Both can only be used by trained workers. When using these altitude workers, a safety helmet or safety cap should be worn if the risk **of bumping** your head is present.

The use of personal fall protection with a fixed lifeline (see Section 5.3.2) is required at both the use of (nodding) altitude workers and scissor lifts.

5.3.2 Personal protective equipment against falls

Wearing a fixed lifeline is **mandatory with** works on a (nodding) altitude worker or scissor lift and **with works at an altitude**, without adapted collective protection, when the employee is positioned at more than two meters from the edge.

In all other cases of **works** at an altitude where no collective protective equipment is possible, personal protective equipment should be worn. This **must** then be adjusted to the **fall and impact hazard** (personal fall protection and head protection).

All available personal fall protection equipment must comply with all legal provisions.

All personal fall protection **equipment must** be accompanied by a certificate of the last periodical testing of an authorized **inspection body**.

5.3.3 Use of ladders

Ladders, staircase ladders and platform ladders are not to be considered collective and personal protective equipment.

The use of ladders, staircase ladders and platform ladders is only permitted to bridge height differences and if safer means cannot be justified because of the short **usage** duration, the limited risk of the job of the fixed properties or the work post.

Activities for which ladders may be used:

1. To **move** to a higher or lower work surface;
2. To carry out inspection or control (e.g. visual inspection of damage at a certain height);
3. To carry out works when safer means cannot be justified because of the short usage duration, the limited risk of the job or the fixed properties of the work post. That is, works that:
 - And are carried out for only a short period of time: standing time less than 4 hours per project

- And are carried out within a limited reach: within arm's length /arm's reach
- And where no great power efforts are needed: use of small tools with a total weight of less than 5 kg
- And happen without use of tools fed with cables or pipes
- And are at a limited height: not higher than 6 feet
- And are not repetitive
- And are executable with one hand.

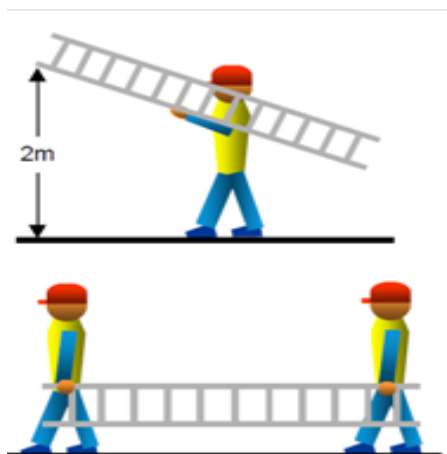
The ladders need to be regularly inspected by a **qualified** person, appointed by the third (sub)contractor -his representative or (sub)contractor-. Ladders **must** be checked before every use.

The ladders that are used, **must** comply with all legal provisions. When **this is no longer the case**, the third (sub)contractor -his representative or (sub)contractor- must take the necessary steps to make sure they comply again.

Following regulations **must** be adhered:

- The ladders must be sturdy and stable and must be manufactured out of good materials.
- The ladders must be in a good condition.
- The ladders may not bend. The rungs of the ladders must remain horizontal.
- The ladders must be stably constructed (with an angle between 65° and 75°).
- The ladders must be protected against falling.
- The ladders with more than 25 rungs must be attached at the top.
- Portable ladders must **rest** on stable and sturdy points with fitting measurements, so they remain motionless.
- With portable ladders, slipping of the base must be prevented.
- Movable ladders must be fixed into place.
- Hanging ladders must be fixed properly.
- Access ladders must stick out sufficiently above the exit level.
- With ladders out of multiple parts or extension ladders, the moving of the different parts in respect to each other should be prevented during use.

When using ladders, the carrying of weights should be limited and a safe hold may not be obstructed. When climbing, the person must always face the ladder. There can never be more than one person at a time on the ladder.



When carrying a ladder, the employee of the third (sub)contractor -his representative or (sub)contractor- must have enough sight so he cannot wound anyone.

That is why a ladder must be carried in such a manner that the front side is at least 2 meters above the ground.

If a ladder is carried by two employees of the third (sub)contractor -his representative or (sub)contractor-, they have to carry it as much at the ends as possible.

Ladders cannot be used for any other purpose besides the one for which they were **manufactured**.

5.4 Use of lifting devices, hoisting devices and transportation devices

Note:

- Lifting devices: hydraulic elevators, work platforms, hydraulic scissor lift, stepladders, ...
- Hoisting devices: elevators, hoists, rolling bridge, cranes, hanging platform, ...
- Transportation devices: platform trucks, transport pallet, stacker, fork-lift truck, reach truck, ...

All lifting devices, hoisting devices and transportation devices that are being used have to comply with all legal provisions.

All lifting devices, hoisting devices and transportation devices brought in by the third (sub)contractor -his representative or (sub)contractor- **must** be accompanied by a certificate of the last periodical testing, done by an authorized **inspection body**.

All employees of the third (sub)contractor -his representative or (sub)contractor- who operate a lifting device, hoisting device or transportation device must possess the necessary license of medical aptitude as well as a valid license of the followed training for working with the device. These licenses need to be presented on request.

It is not permitted to use lifting devices, hoisting devices and transportation devices that are property of DENV, unless written permission for this has been given by the employer of DENV.

If mobile **work equipment is** being used in a place where pedestrians **are also present**, the driver of the internal transportation device must keep enough safe distance from the pedestrian. They **must** slow down and warn at dangerous and blind spots when approaching pedestrians.

The drivers of the mobile **work equipment** must always look in the direction of the movement and always have a clear view of the road. They must never drive with the load in the air. The forks have to be at a height of approx. 15 cm from the ground at all times, loaded or unloaded. If necessary, they must drive backwards or make an appeal to an escort. In addition, they must take into account the height of the free passage under the different obstacles, beams, pipe ways and gateways. They must keep enough distance as well. The maximum speed of 12 km an hour has to be respected at all times.

All mobile **work equipment** with one or multiple employees riding along must be manufactured in such a way that tipping or falling hazards are limited.

5.5 Use of dangerous substances

If the third (sub)contractor -his representative or (sub)contractor- brings dangerous substances (including gases) into DENV, they **must always be provided with the legal labelling**. The safety health card (Safety Data Sheet = SDS) of these substances must be available at all times. The dangerous substances which a third (sub)contractor -his representative or (sub)contractor- brings into DENV must be limited to the quantity that is necessary to work for one day.

Stocking of dangerous substances (including gases) on the premises of DENV is not allowed.

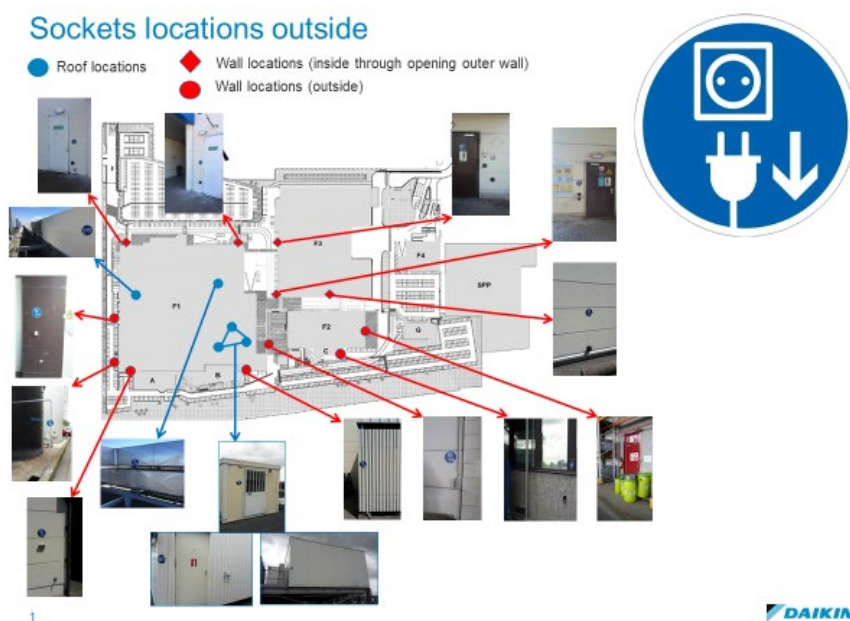
An exception to this rule **is only possible** if there is approval of the DENV employer and with the agreement of the General Affairs section Welfare & Environment.

5.6 Working with electricity

5.6.1 General

All electrical power for lighting and functioning of the equipment of the third (sub)contractor - his representative or (sub)contractor- is provided by DENV free of charge.

To this end, there are **facilities at** fixed locations (see plan):



All connections of the for the job of the third (sub)contractor -his representative or (sub)contractor- needed electricity must be in accordance with the General Regulations for Electrical Installations (A.R.E.I.). All operations and work must be executed in accordance with the A.R.E.I.

With works for which electricity is necessary, attention **must always be paid to** risks concerning tripping, cross traffic,...

The third (sub)contractor -his representative or (sub)contractor- must **ensure** that his employees are sufficiently informed and trained and have the correct personal protective **equipment to carry out** work at an electrical installation. The necessary certificates with regards to professional knowledge/competence must be able to be submitted at any time.

5.6.2 Low tension cabins

Working at low voltage cabins is only permitted for **qualified** personnel in accordance with the legal provisions and the A.R.E.I.

Fuses may only be removed or **replaced** by the maintenance electrician of DENV.

It is **strictly** forbidden to work on parts that are under high tension. If there is no other way, this may only happen under the supervision of an engineer or **group leader foreman** of the maintenance department of DENV.

When working in the low-voltage cabins, the following safety procedure must be followed to protect the employees of the third (sub)contractor -his representative or (sub)contractor- and the employees of DENV (the vital 6):

- 1 Risk analysis
- 2 switch off the device (cut the tension of the appliance);
- 3 locking (make unlocking impossible, attach injunction sign, ...);
- 4 measure (check if the tension is gone);
- 5 ground and short circuit;
- 6 demarcate.

5.6.3 High tension cabins

High tension cabins are only accessible for the authorized ~~BA5-2~~ **BA5-0** electricians of the maintenance department of DENV. Everyone else only has access if they are accompanied by an authorised ~~BA5-2~~ **BA5-0** electrician of said maintenance department.

5.7 Excavation works

For all excavation works, driving of piles, drilling, ... **the General Affairs section Facilities must be contacted prior to the work** (~~internal number 8485~~). The third (sub)contractor -his representative or (sub)contractor- must gather the necessary information concerning underground pipes (electrical wiring, water pipes, telephone wiring, waterway, ...) before starting the works.

The third (sub)contractor -his representative or (sub)contractor- must place sound fences, railings, cover plates, signals or other efficient warning signs before the floor openings, open gutters, excavations, ...to protect the employees of DENV. These **must** be sufficiently marked so they can be seen clearly both during day-time and night-time.

If during the excavation works, electrical wiring, pipes, ... are exposed, they **must** be sufficiently supported by the third (sub)contractor -his representative or (sub)contractor- so that they do not break under their own weight.

The third (sub)contractor -his representative or (sub)contractor- must **request permission from the** employer from DENV at least three days in advance to break open roads.

5.8 Weather conditions

When carrying out works on the DENV site, the weather conditions must be taken into account at all times, in particular when carrying out work outside the buildings. If you wish to deviate from the agreements below, this is only possible after the contractor has carried out a risk analysis of the situation and the written approval of the internal prevention service of DENV.

5.8.1 Wind

The following measures apply at wind speeds from 6 Beaufort:

- **Max. permitted working height = 10m;**
- **Work on stand-alone racks is discontinued;**
- **Loose material is removed or secured to prevent the material from blowing away**

The following measures apply at wind speeds from 7 Beaufort:

- **Max. permitted working height = 3m;**
- **Lifting activities are discontinued;**
- **Sails, banners, tents and the like are removed**

The following measures apply at wind speeds from 9 Beaufort:

- **All work at height will be discontinued;**
- **Work on scaffolding is discontinued;**
- **Scaffolds can only be put back into use after they have been checked and released again by a qualified person**

5.8.2 Thunderstorm

During thunderstorms, it is prohibited to carry out work on the following installations:

- **R32 tank storage;**
- **R32 storage recovery tanks;**
- **R32 recovery installations.**

6 Safety functions

By safety functions, we mean:

- everyone who uses **work equipment**
- everyone who uses motorised vehicles, cranes, rolling bridges, lifting devices of any nature or machines which operate dangerous installations or devices

in so far this can endanger the safety and health of other employees of the company or external companies.

The employees of the third (sub)contractor -his representative or (sub)contractor- who **occupy** a safety function have to be registered on the working permit (**FCD-00000211**) before starting the job.

It is the responsibility of the third (sub)contractor -his representative or (sub)contractor- to ensure that the employees who carry out a safety function are under health supervision and receive the necessary periodical health appraisals by a **prevention advisor – occupational doctor**.

7 Emergency situations and emergency procedures

7.1 Fire prevention and fire safety

Flammable substances, like fuel, oil, cleaning detergents, ... must be adequately packed. They also must be clearly recognisable by means of the legal labelling and **must be** separately stored on a designated place.

If gas canisters are used, they must always be correctly and clearly labelled. These canisters must be stored in a mobile way and must be placed at a safe distance from every heat source. Empty canisters must be transported to the designated areas as fast as possible.

The burning of garbage is strictly forbidden.

Smoking outside the designated smoking zones is strictly forbidden. **On DENV premises, electronic cigarettes are also considered smoking and the same rules apply as for normal cigarettes!**

The execution of works with open flame during roof works is prohibited. Exceptions must be requested to the Internal Department for Prevention and Protection.

For works that can cause fire or explosion a hot work permit **must** be used (see 2.2.3).

For works in an explosive (Ex) zone the following measures must be taken into account:

- No smoking, no grinding or use of open flame.
- Tools need to be spark free, or better spark safe and double isolated.
- Use of antistatic shoes is obliged.
- Use of mobile phone or telephone prohibited.

~~When the third (sub)contractor – his representative or (sub)contractor – must work in an explosive (Ex) environment, he will use explosion free electrical equipment and spark free mechanical material.~~

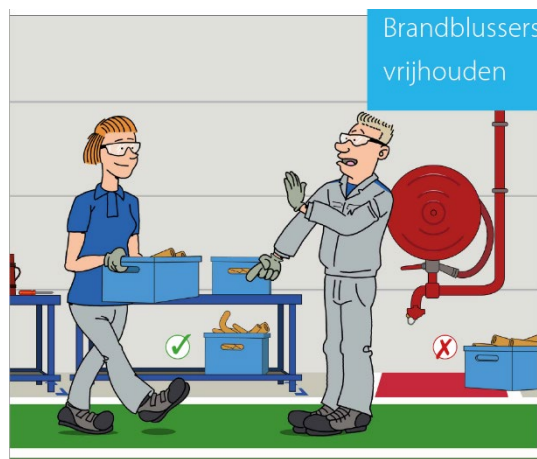
The following fire extinguishing means are present in the offices, work places and storage areas: axial wall reels, dry-chemical extinguishers and CO2 extinguishers.

The work places and storage areas are equipped with an automatical hydraulic extinguish installation. The offices are equipped with smoke detection. The computer room is equipped with an automatical aragonite extinguishing installation which is controlled by the present smoke detectors. For all works that have to be carried out in the computer room, the Internal Department for Prevention and Protection **must** be notified.

The third (sub)contractor -his representative or (sub)contractor- must foresee the necessary fire extinguishing means, additional to these of DENV, if he carries out works which involve a fire risk.

The presence and functioning of the fire extinguishing **equipment** cannot be altered without permission of the Internal Department for Prevention and Protection of DENV.

The evacuation **routes**, emergency exits and fire-fighting equipment must be kept free under all circumstances. If this is impossible, the Internal Department for Prevention and Protection of DENV must give explicit permission. The safety equipment (emergency light, fire detection, water pressure hydrants, ...) **may** never be interrupted. If an interruption is **necessary**, the Internal Department for Prevention and Protection must give explicit permission.



The emergency doors are automatically **secured** and open only **under the** following circumstances:

- In case of an evacuation signal,
- if the doors are opened by pressing the button in the yellow box with **breaking** glass (after using the button, the evacuation signal will sound),
- exceptionally by using a key in the key contact of the green box (this key can only be given by **General Affairs section Facilities**).



7.2 Notification of emergency situations

When noticing fire, smoke or suspicious gasses, all employees of the third (sub)contractor -his representative or (sub)contractor- **must** stay calm.



They **must** immediately report the fire, smoke or suspicious gasses by means of a **warning**. This is possible by using the notification button of the nearest break-the-glass box. These boxes are clearly indicated by means of the accompanying pictogram.

The emergency situation can also be reported by calling the emergency number. This is the number 8000 and can also be called by using the emergency telephones. The use of the emergency telephone or the emergency number for other purposes is forbidden.

If possible, the employees of the third (sub)contractor -his representative or (sub)contractor- have to extinguish the fire with the present firefighting equipment until the intervention team is present. These means are clearly indicated by means of the accompanying pictograms.



If the employees of the third (sub)contractor -his representative or (sub)contractor- cannot extinguish the fire, they have to leave the place of the fire and close the door of the room (do not lock it with a key).

7.3 Evacuation in emergencies

When hearing the evacuation signal, the following measures **must** be taken:

- ▣ shut down machines, suction units and computers,
- ▣ if possible, shut down all heating and air conditioning installations,
- ▣ end all telephone conversations,
- ▣ shut windows and doors (do not lock them),
- ▣ immediately leave the building through the indicated evacuation **routes** and emergency exits,
- ▣ do not use elevators or catwalks to leave the building,
- ▣ leave behind all personal possessions.

After leaving the building, all employees of the third (sub)contractor -his representative or (sub)contractor- must go to the company guard house Gate B. There they **must** gather at the sign 'subcontractors'. There, a counting is easily done of all the evacuated employees.



SUBCONTRACTORS

7.4 Accidents: treatment and reporting

All accidents and near-accidents **must** be reported to the employer of DENV who **will pass** this information **on** to the Internal Department for Prevention and Protection of DENV. The internal Department for Prevention and Protection of DENV can decide that an analyses (determine the causes and the measures) of the accident or near-accident needs to be carried out. The third (sub)contractor -his representative or (sub)contractor- is obliged to take part of this analyses.

In DENV **facility, has a First Aid room for administering first care**. To use this room, **a first aid helper or the on-call first aid helper must be called in (internal number 8999)** the emergency number 8000 has to be called.

In case of serious accidents, **the emergency services must be notified immediately** the emergency number 8000 has to be called immediately to contact the emergency services. Please pay attention to always mention the location of the victim and the nature of the injury. Badly injured victims must not be moved, if possible, until the emergency services have arrived.

The emergency number 8000 must always be contacted, so that they are aware that the emergency services are on their way.

At DENV there are 5 AED's (Automatic External Defibrillator). The location can be found in plan in annex.

The report of the labour accident to the labour accident insurance must be done by the third (sub)contractor -his representative or (sub)contractor-himself.

After **every** serious accident with an employee of the third (sub)contractor -his representative or (sub)contractor- during the work executed in DENV, this accident will immediately be examined by the appropriate prevention services. The third (sub)contractor takes all necessary steps. The third (sub)contractor -his representative or (sub)contractor- delivers within ten days following the accident a detailed report to the supervisory officials. Any costs arising from this study are for the expense of the third (sub)contractor.

8 Labour hygiene

8.1 Labour clothes



The third (sub)contractor -his representative or (sub)contractor- supplies the necessary labour clothes to his employees. These **must** be tight fitting to the neck, arms and legs and closely fitting to the body. Loose hanging clothes and fluttering sleeves are not permitted.

Wearing short pants or skirts to **perform** a job in the work places and storage buildings is not permitted, unless the risk analysis shows an acceptable residual risk. The risk analysis is made on the working permit.

While performing work in the workplaces and warehouse buildings long hair should be tied up above shoulder height.

Wearing loose hanging jewels is forbidden.

Working in bare upper body is forbidden on the premises of DENV.

8.2 Usage of sanitary rooms

Using the dressing rooms, sinks, showers and toilets is only permitted if the employees of the third (sub)contractor -his representative or (sub)contractor- obey the rules of cleanliness and good manners.

When changing clothes, the existing dressing rooms can be used. The appropriate dressing room will be appointed by the employer of DENV.

The employees of the third (sub)contractor -his representative or (sub)contractor- **must** use the foreseen toilets and wash places.

8.3 Usage of refectories, break zones *and rest areas*

Using refectories and break zones is only permitted if the employees of the third (sub)contractor -his representative or (sub)contractor- obey the rules of cleanliness and good manners.

The employees of the third (sub)contractor -his representative or (sub)contractor- **must** use the foreseen refectories, break zones **and rest areas**.

Work breaks should preferably be taken in the refectories. The break should be taken at a location and a time that does not cause discomfort to the DENV-staff.

Unless during work breaks, there can be no drinking in the work places and storage buildings, unless it is from the drinking fountains which are placed on several locations in DENV.

At no time **may** food or beverages be carried along in the work places and storage buildings. Food and drinks can only be kept in the foreseen places and **may** only be consumed in the places foreseen for this purpose.

9 Alcohol and drugs policy (alcoholic beverages and drugs, being illegal drugs and excessive use of medication)

9.1 DENV policy alcohol and drugs

In line with the corporate values of the company, DENV appoints a number of objectives and actions in the approach to alcohol and drug problems that may give rise to function problems within the company. Work related use of alcohol or drugs will be considered one of the factors affecting the safety, health and welfare of workers and may adversely affect their environment. The operational problems will always be judged from the ability to work safely at all times for themselves, the environment and colleagues. This policy will be developed into actions which primarily focus on prevention, early intervention and counselling and as a last resort to sanctions. It is **further broken down below into** a number of objectives and actions:

9.1.1 Objectives

- Promoting the welfare and safety of all employees by preventive actions **concerning** this theme.
- Contributing to the **good** functioning of the staff, the quality of work relations and positive image of DENV.
- Stimulating a responsible attitude towards the use of alcohol and other drugs.
- **Sensitize** the people with problems and help them in order to promote reintegration.
- Guaranteeing equal treatment of all employees in this matter.

9.1.2 Actions

- General raising of awareness through the appropriate channels, making it possible to discuss the problems.
- Ensure the earliest possible detection of problem, with special attention for the role of the hierarchy in this matter.
- Incitement to achieving behavioural change regarding the use of alcohol and drugs (if required).
- Adequate care and supervision of problem drug users, in consultation with the prevention service / medical service, if desired, with input from the trust **team**. Cooperation with and possible referral to the curative sector.
- The determination of the procedures to be followed when determining the dysfunction at work due to possible alcohol or drug use or the violation of these rules. DENV hereby retains the possibility to subject persons to well-defined tests, although limited to medical framework and always with respect for medical confidentiality. In all of this, sufficient attention is being given to the distinction between one-time and repeated events.
- The provision of appropriate measures and sanctions in the work rules.
- Recording the method and procedure to be followed concerning the transportation of the person in case of determination of the dysfunction.

DENV believes that the implementation of these objectives and actions is a shared responsibility of the management and employees. Everyone is expected, within its assigned duties and responsibilities, to contribute to its realization. **Therefore**, everyone will receive the necessary information and training to properly execute these tasks and responsibilities.

The above mentioned policy has to be applied at all times to all employees, visitors, customers and employees of contractors within our company.

9.2 Use and possession of alcoholic beverages or drugs by employees of third (sub)contractors, his representative or (sub) contractor-

The use and possession of alcoholic beverages or drugs at the establishment of DENV is prohibited. Whoever is in possession of alcohol or drugs may be denied access to DENV. Employees of third (sub)contractors -his representative or (sub)contractor-, who register and who are suspected of being under influence, may be refused the authorisation to start the works.

10 Violence, harassment and sexual harassment

Every employee of third (sub)contractors -his representative or (sub)contractor- is obliged to refrain from any act of violence, harassment or sexual harassment at work.

When an employee of DENV turns out to be the victim of transgressing behaviour committed by an employee of the third (sub)contractors -his representative or (sub)contractor- DENV will contact the third (sub)contractor as quickly as possible to intervene and take appropriate action. The third (sub)contractor -his representative or (sub)contractor- is obliged to cooperate.

When an employee of the third (sub)contractors -his representative or (sub)contractor- himself turns out to be the victim of transgressing behaviour committed by an employee of DENV, this person can appeal to a member of the trust-team of DENV. The person may do so by contacting the Internal Service for Prevention and Protection of DENV. In addition, the third (sub)contractor can contact his DENV employer to intervene as quickly as possible and take appropriate action.

11 Smoke prohibition



In DENV there is a general smoke prohibition. Smoking is only allowed in the for this purpose foreseen smoking zones outside.

In addition, smoking is only permitted during work breaks.

Note: On DENV premises, electronic cigarettes are also considered smoking and the same rules apply as for normal cigarettes!

12 Order and cleanliness

Order and cleanliness are one of the most important safety demands.

The employees of third (sub)contractor -his representative or (sub)contractor- must do everything possible to keep mud or other slippery substances off the roads and walkways. If this cannot be prevented, the involved employees have to clean the roads and walkways immediately and regularly.

Materials, tools and other equipment must be stored or stacked in such a way that they do not hinder other activities and other people.

Materials, tools and other equipment **may** never block safety gear of DENV (for example emergency stairs, fire extinguishers, emergency stops, ...).

After ending the work, the employees of the third (sub)contractor -his representative or (sub)contractor- must leave their work place orderly and clean. They must remove all waste (unless otherwise agreed). If the employees do not do this, then DENV will hold the right to clean up the work place at the third (sub)contractor's expense.



13 Theft and vandalism

If employees of third (sub)contractor -his representative or (sub)contractor- get caught stealing or intentionally damaging goods, equipment, installations, building or property of DENV, they will not only be immediately denied further access to DENV, but they will be held responsible for the caused damage.

It is explicitly forbidden to take home property of DENV, even if it is waste or scrap. Exceptions can only be allowed with explicit permission of the employer of DENV.

The contents of the vehicles of the third (sub)contractor -his representative or (sub)contractor- can at all times be inspected by the company guard when leaving the company grounds.

DENV denounces all responsibility for goods which they have not explicitly agreed to guard.

The third (sub)contractor -his representative or (sub)contractor- is responsible himself to take the necessary measures to prevent theft of his materials.

14 Cameras and music installations

It is forbidden to bring cameras into DENV, unless permission was given explicitly by the employer of DENV. If the third (sub)contractor -his representative or (sub)contractor- carries any camera for which no permission was given, he will have to entrust it to the company guard. If the employer of DENV gives permission to bring in a camera, he has to accompany the third (sub)contractor -his representative or (sub)contractor- at all times when images are taken.

It is forbidden to bring music installations into DENV. Listening to music (by means of radio's MP3 players and all other music installations) is not allowed in DENV. If the third (sub)contractor -his representative or (sub)contractor- carries any type of music installation, he will have to entrust it to the company guard.

15 Environment and waste

15.1 Permits and licensing conditions of contractors

The third (sub)contractor -his representative or (sub)contractor- commits to observe all applicable legislations concerning the environment

This means, among other things, that:

1. any third- (sub) contractor has a valid (environmental) license for its establishment / its exploitation
2. any third- (sub) contractor respects and honours the applicable environmental requirements (VLAREM VLAREBO, VLAREMA, VLAREL, CLP, etc ...)

15.2 Conditions at DENV

For every work, the third (sub)contractor -his representative or (sub)contractor- has to consider all environmental aspects and take the necessary preventive precautions. Specific attention points connected to the works have to be mentioned on the working permit (**FCD-00000211**).

If activities are **carried out at DENV for certain projects that are included in** Vlareme I - Annex I, **these must be reported to the environmental service prior to the start of the activities**. The activities **must be carried out in accordance with** the sectoral conditions in Vlareme II.

This includes the following common activities:

- Discharge of **waste water**
- **Disposal** of waste
- Temporary installation of an emergency generator
- Storage of gas cylinders
- Storage of hazardous products
- Pumping of groundwater

• ...

Depending on the size of the activities above additional values can be held.

15.3 Waste at DENV

Waste is normally removed by the third (sub)contractor -his representative or (sub)contractor-. Packaging is also considered to be waste. Any deviation, because of circumstances, can only happen if the employer of DENV has given permission and if it is mentioned on the working permit (**FCD-00000211**). When waste containers, etc. must be provided, it is done with prior consultation with the employer of DENV. The waste certificates **must** be delivered to DENV.

The following waste fractions are collected selectively at DENV:

- Metal
- Paper and cardboard
- PMD
- Copper and aluminium
- Wood (Class A = not contaminated)
- **EPS or ISOMO**
- PE film (wrapping film)
- **Rags and gloves (PPE)**
- Batteries
- AEEA
- Aerosols
- Adhesives, inks and solvents
- Empty containers of hazardous products
- Residual waste

If the client of DENV give permission to discharge waste to the recycling of DENV, the waste must still be sorted correctly. In no case, waste is placed in the container, without placing them in the correct container. If a particular group cannot fit the container, this should be discussed together with the employer and General Affairs. As example we think of demolish waste that doesn't fit the container, residual amounts of hazardous products or waste fractions which are not selectively collected at Daikin.

NOTE: ASBESTOS.

The facade of the A-building on the side of the roof **contains asbestos**. This is also indicated on the facade with the icon below. When In certain circumstances, however asbestos-border-material is encountered during work in other locations, IMMEDIATELY inform General Affairs section Facilities.



15.4 Waste water at DENV

Waste water cannot give cause to soiling of the ground and rain water sewages. Sewers, sanitary and pouring boxes cannot be used to remove waste water or other waste products. All waste water and other waste products have to be removed by the third (sub)contractor -his representative or (sub)contractor- and be processed in a legal manner. Only after consultation and with permission of the responsible of the waste water treatment installation can substances be emptied in the waste water treatment plant. To do this, **contact must be made with the environmental service**.

These various water drains are completely separated from each other (rainwater and industrial wastewater). Therefore, it is forbidden to bring polluted water or rinse water or chemicals from rainwater wells in the sewer.

15.5 Soil at DENV

For projects excavation work, with a volume of 250m³ or more **the environmental service must always be informed**.

Employees of the third (sub)contractor -his representative or (sub)contractor- who spill products which can lead to soil contamination **must** clean this up. If the contamination is of this degree that the employees of the third (sub)contractor -his representative or (sub)contractor- cannot clean it up themselves, they **must** ask the intervention team/**General Affairs** for assistance. This is possible through the emergency number 8000. All spilled materials which can contaminate soil, water or air **must** be reported to the employer of DENV and **must** be registered on the working permit (**FCD-00000211**).

If chemical products or chemicals **must** be stored on DENV (= more than **one day's stock**) before the works are executed, following steps **must** be taken after **contacting the environmental service**:

- Forward SDS cfr. CLP
- For fixed tanks (eg. : Temporary diesel) the necessary certificates should be provided (conformity certificate, entry report and report of last periodical inspection)
- The storage of products in **commercial** packaging (<30L / kg) must always be stored in a drip tray or bund. Acids and bases must be stored separately.

If possible, no storage of dangerous products on DENV.

Note: Because of specific production processes, no silicon sprays or volatile products **containing** silicon may be used in DENV's premises.

15.6 Ambient noise on DENV

DENV has a good relationship with its neighbours and wishes to hold it.

When using outdoor units / machines, which **make more noise than**

- Daily value 60 dB (A)
- Evening value 55 dB (A)
- Night value 55 dB (A)

General Affairs **must** be informed.

16 Energy and sustainability

The third (sub)contractor -his representative or (sub)contractor- is engaged to limit the energy consumption of DENV to a minimum. This contains for example:

- Shutting down lighting in the workplace when works have been finished.
- Disable own tools, equipment and vehicles when they are not used.
- Properly maintain and calibrate own tools, equipment and vehicles to assure optimal operation.

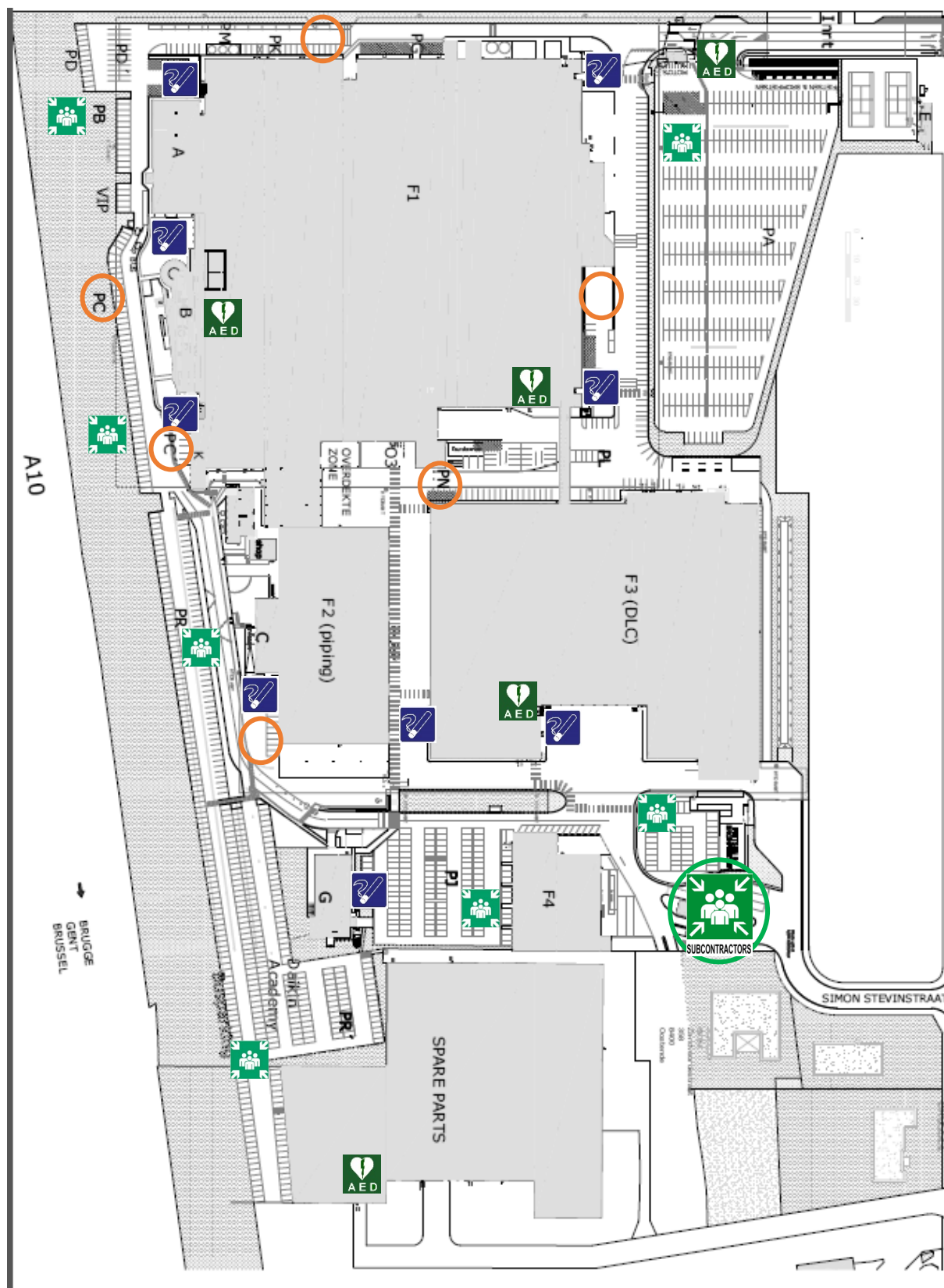
For DENV sustainability is the norm. For this reason DENV expects that the third (sub)contractor -his representative or (sub)contractor- will cooperate with DENV in order to offer sustainable goods and services and to use energy and raw materials in a sustainable way.

17 Useful telephone numbers

Internal numbers:	
Emergency number:	(0032 59 55) 8000
First Aid helper:	(0032 59 55) 8999
Company guard:	(0032 59 55) 8850
Reception:	(0032 59 55) 8110
Environment:	(0032 59 55) 8840 (0032 59 55) 4627
Internal Department for Prevention and Protection – General Affairs section Welfare & Environment:	(0032 59 55) 8840 (0032 59 55) 4773
General Affairs section Facilities:	(0032 59 55) 8819
Maintenance:	(0032 59 55) 8722
Production:	(0032 59 55) 8787
External numbers (first dial 0)	
Fire Department Oostende:	112
Company guard:	0032 59 55 88 50

Annex

Overview plan Daikin Europe NV (legenda see next page)



Legenda



Employee assembly point in the event of an evacuation of the third (sub)contractor – his representative or (sub)contractor – (Gate B)



Parking zone of the third (sub)contractor – his representative or (sub)contractor



AED



Smoking area