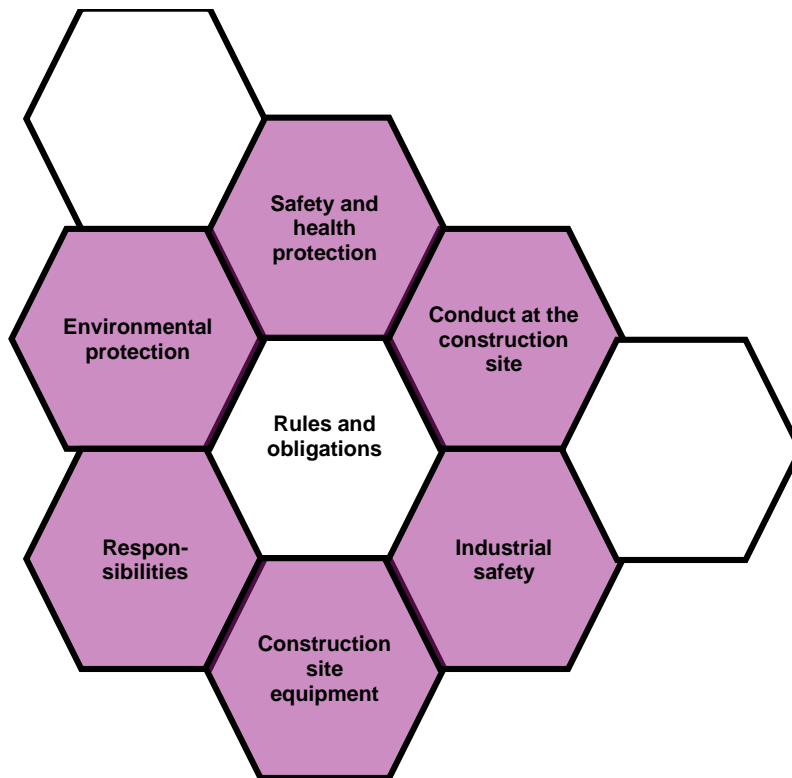


Guidelines for contractors

Evonik Antwerpen



Released 2022 (completely reworked version under BTD 15-0103)

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This is a completely reworked version under BTD 15-0103.

1. OBJECTIVE

This document describes the regulatory framework for the organisation of the use of external firms and the resulting overarching organisational obligations.

By accepting these “Guidelines for Contractors”, the contractor recognises that its agents/appointees and subcontractors have all been duly notified of the risks they will be undertaking. In addition to these “Guidelines for Contractors”, further project/shutdown-specific safety concepts or health and safety plans are drawn up in the context of Temporary or Mobile Construction Sites (MCS) legislation.

2. SCOPE OF APPLICATION

The provisions of this document apply to all contractors, their subcontractors and their personnel who perform works/services on behalf of Evonik. They are binding provisions.

Within the framework of this document, the following terms are used:

- Evonik Antwerpen: Chemical site located at Tijsmanstunnel West 2040 Antwerp, where plants belonging to Evonik Antwerpen NV (BE 0406.183.144) and Evonik Oxeno Antwerpen NV (BE 0474.062.952) are operated, among others.
- Contractor: Any external firm contracted by Evonik Antwerpen that performs work and/or contracted services, including consultancy and engineering.
- Customer: Responsible of Evonik Antwerpen.
- Evonik contact person: Evonik Antwerpen employee appointed by Evonik Antwerpen for the transfer and follow-up of the works.

This document is provided to each new contractor and forms part of the contracts. In case of changes to this document, contractors who have been designated authorised suppliers of contracting works by Evonik Antwerpen will be informed about the changes. Upon acceptance of this document by the contractor, it can be used for carrying out works at Evonik Antwerpen.

Other documents such as forms, instructions, etc. are not included. The current versions of these documents can be made available to contractors by requesting them from the Evonik Antwerpen contact person. Should there be any questions, the contractor shall take the initiative to request additional information from the relevant Evonik Antwerpen department. Certain forms, conditions and access procedures are available via the Evonik Antwerpen website – <https://corporate.evonik.be/region/belgium/nl/company/belgium/contractors/> “Info for contractors”.

3. LEGAL FRAMEWORK

Organising the use of external firms must be done in line with the applicable legal framework. The specific provisions resulting from this must be observed.

4. COORDINATION

4.1. Obligation to consult

Before the start of the works, there is an obligation to consult with Evonik Antwerpen and any other external companies or Evonik Antwerpen employees active on the site in order to avoid risks to one another in the event of:

- different contractors working at the same workplace;
- employees who are already working in the current business facilities of the customer.

Contracts between two or more external companies that can influence the course of the works must be discussed with the customer.

Furthermore, the customer may, if required, also organise a meeting for complex contracted works or contracted works involving special risk, at which the general technical safety requirements for the location, the company or the construction site shall be explained to the contractor.

4.2. Contact person

The following contact personnel are available to the contractor:

- Customer: The customer is responsible for the technical content of the framework contract or the individual order.
- Purchasing: The Purchasing department is the point of contact for commercial/contractual agreements.
- Evonik contact person: Employee, appointed by Evonik Antwerpen for transfer and follow-up of the works.

4.3. The person working for the contractor who is authorised to accept the contracted work

The person working for the contractor who is authorised to accept the contract is a representative appointed by the contractor to perform works/services under their own responsibility. The contractor must ensure that the names of the personnel authorised to accept the contracted work are communicated to the customer in writing and that the names are updated in the event of changes.

5. TASKS AND RESPONSIBILITIES

5.1. Customer's responsibilities

5.1.1. *Environmental, safety and health checks*

An environmental, safety and health check must be carried out regularly with the person authorised to accept the contract/contractor site manager. Participation of the contractor in this check is mandatory.

Evonik Antwerpen employees from Contractor Management, Technical Services and QSE (Quality, Safety and Environment) shall advise and support the site manager in the preparation and implementation of special safety and environmental measures. They do not replace the contractor's obligation to provide its own Environment, Safety and Health (ESH) experts. The contractor's ESH experts are obliged to cooperate with Evonik Antwerpen's ESH experts.

A safety supervisor may be appointed for projects or shutdowns. Their task is to check all of the safety aspects during the contracted work.

For highly specific contracted works (entering an enclosed space, hot work, welding), a trained safety guard (supervisor) or a person in charge of rescue (First-Line Intervention, FLI) shall be appointed if required.

5.1.2. Monitoring the quality of service

All customer employees have the right to immediately interrupt the contractor's works in case of breaches of the ESH agreements. The resulting measures must be coordinated with the Evonik contact person.

The authority of coordinators, line managers, safety supervisors and safety guards or other Evonik Antwerpen representatives to give orders in respect of industrial safety shall not discharge the contractor from its responsibility and liability for the safety of its employees. The contractor shall remain fully responsible for its employees and shall supervise them.

All employees working on the site or at the workplace, including the contractor and its employees and supervisors, are subject to the authority of the safety coordinators.

The safety coordinators may demand that work at a workplace be halted on the grounds of breaches of safety.

Provision:

§1 Evonik Antwerpen shall maintain daily supervision over the activities of the contractor's employee(s) during the execution of the agreed contracted works. This could give rise to the issue of certain guidelines that are to be used as a manual for the proper implementation of the agreed contracted works. This will not lead to the exercise of any authority by Evonik Antwerpen. However, Evonik Antwerpen is responsible for passing on any necessary information relevant for the execution of these contracted works to the contractor and its employee(s).

The contractor's contact person or designated employee shall provide the necessary periodic report to the board or other Evonik Antwerpen designated employee concerning the execution of the contracted works without this leading to any exercise of authority by Evonik Antwerpen.

Alternatively, the parties agree that Evonik Antwerpen may only issue the instructions specified in §2 to the employee(s) who will be charged with the execution of the contracted works.

§2 The parties agree that under Section 31(1)(ii) and (4)(ii) of the Act dated 24 July 1987 (relating to temporary work, temporary employment and the provision of employees to users) Evonik Antwerpen shall have the right to issue instructions to contractor's employees concerning the following subjects:

- instructions concerning the statutory commitments of Evonik Antwerpen regarding welfare at work;
- instructions related to the execution of the contract with regard to working and rest periods;
- instructions related to the execution of the contract with regard to the agreed contracted works.

The following few examples, provided for illustration, give an example of what may be implemented differently depending on the contracted work or sub-activity, and can be given verbally each day, either directly or during consultation meetings. These examples can be adjusted freely and shall vary without requiring any modification to the contract.

- planning of the contracted work to be performed and interim results;

- opening and closing hours of the work site/workplace and general times of interruption;
- access to the Evonik Antwerpen locations and/or facilities necessary for the fulfilment of the contracted work;
- circumstances, procedures and practices of the customer that will have to be taken into account to complete the contracted work (for example safety instructions, confidentiality requirements, other ongoing works that determine the chronology of the works, etc.);
- interim changes that need to be taken into account for the execution of the contracted work (for example, adaptation of the plan or SLA, adaptation of implementation modalities, etc.);
- technical guidance on the use and/or maintenance of certain machines, materials and/or customisation, including punctual training, education and guidance required for the fulfilment of the contracted work and that are specific to Evonik Antwerpen;
- technical guidance concerning the use and/or maintenance of certain facilities, infrastructure and/or processes, including punctual training, education and guidance for the completion of the contracted work and that are specific to Evonik Antwerpen (for example compliance with the email and internet policy, etc.);
- urgent interventions to prevent/limit economic losses (for example, cessation of the works in case of improper handling, etc.).

The parties agree that the above instructions by no means limit the authority of the contractor and/or its sub-contractor(s) as an employer.

§3 Notwithstanding the fact that the contractor is responsible for its contact person and its employee(s), under the terms of this contract (reference to the basic contract), Evonik Antwerpen shall do everything within its power to ensure the contact person and contractor's employee(s) perform/s their contracted works at the work site of Evonik Antwerpen in accordance with the stipulations contained in this contract (reference to the contract in which the order is described).

As a consequence of the fact that Evonik Antwerpen usually has the opportunity to act immediately when there is a danger that the contact person or the contractor's employee(s) fail to meet the stipulations of the contract, Evonik Antwerpen is entitled to act within the limits laid down above whenever this is necessary.

§4 Without prejudice to the right of Evonik Antwerpen to intervene in accordance with §2 and §3 at any time in order to specify the working method and work procedures to be used in the execution of the contracted works, only the contractor shall have the authority to direct its own contact person and employee(s).

The following elements shall always be part of the scope of authority of the contractor as an employer against its employees, and can in no case be part of the instruction rights of Evonik Antwerpen as mentioned in the previous paragraph:

- recruitment (procedures, interviews, selection and recruitment criteria);
- policy with regard to wage and labour conditions;
- policies related to instructions, training, and education, except those that are necessary to fulfil the contracted work and that are specific to Evonik Antwerpen;
- policy on disciplinary action and dismissal;

- evaluation and performance interviews;
- job-specific provisions.

5.2 Contractor's responsibility

The contractor is bound to duly fulfil all the legal, regulatory or conventional provisions relating to the general terms of employment, taxation and social security, and to also have the same fulfilled by its subcontractors if any and by any other person or entity who provides it with personnel.

The contractor shall in particular ensure compliance with its obligation to pay its employees the salaries to which they are entitled on time. The contractor shall also comply with this obligation by its subcontractors or by those third parties whose services contractor makes use of. The contractor must instruct its employees and, if applicable, the subcontractor's employees. This shall be documented appropriately and ratified through the signature of the participants.

Evonik Antwerpen is bound to retain 35% of the amount of the invoice without VAT, and to remit the same to the National Social Security Office when it makes a payment for the entirety or part of the works to any contractor who has social security payments outstanding at the time of said payment.

Similarly, in case of tax liabilities at the time of payment, Evonik Antwerpen shall also be bound to retain 15% of the amount of the invoice without VAT, and to remit the same to the tax authorities.

If Evonik Antwerpen discovers that it is required to make deductions from the customer's invoices, and if the amount of the submitted invoice is higher than or equal to €7,143, it shall request its co-contracting contractor to submit a recent certificate that represents the amount of the outstanding contributions, increase in contributions, civil sanctions, late payment interest and judicial expenses. The co-contracting contractor shall provide such certificate on the first request of Evonik Antwerpen.

Wherever applicable, the aforesaid deductions and deposits shall be limited to the amount outstanding for the contractor at the time of the payment.

If the contractor is an employer not established in Belgium, has no social security outstanding in Belgium, and all its employees possess a valid secondment certificate, the aforesaid deductions shall not apply.

Contractors established abroad that are temporarily carrying out work in Belgium shall declare that they are aware of all the obligations imposed on them by the European and Belgian regulations in relation to the execution of works in Belgium.

The contractor therefore undertakes to fulfil all its obligations and to have the same complied with by its subcontractors (if any) and by the party/parties who provide(s) it with employees, and more specifically:

- to file its own LIMOSA declaration and that of all its employees to the effect that the contractor is in possession of the L-1 receipt for itself and all its employees employed in Belgium and is able to produce them at any time;
- to be in possession of secondment forms issued by the competent social security institution in the country of origin for the contractor and for all its employees employed in Belgium;
- all the formalities required to fulfil the requirements of the residential permit documents in respect of the contractor and of all its employees employed in Belgium;

- that in respect of the its employees, the contractor duly conforms to the employment regulations that are imposed on it as a minimum requirement by Belgian law. The provisions relate, among other things, to the minimum salary, the working hours, the right to annual holidays, the use of temporary workers, the provision of employees, and the welfare and safety of employees at work.

The work is performed at the risk of the contractor who shall be responsible for all harmful consequences, without exception, to Evonik Antwerpen and/or external parties in its service, and against which the contractor renounces all claims except where Evonik Antwerpen and/or its appointees deliberately cause such harmful consequences.

Law dated 4 March 1996 concerning the welfare of workers in the execution of their work

The contractor confirms that it meets the minimum safety criteria imposed on it pursuant to the law of 4 August 1996 concerning the welfare of workers in the execution of their work (Belgian Official Journal of 18.09.1996); submission by the contractor of a safety certificate constitutes a rebuttable presumption of the contractor meeting the safety criteria. The contractor undertakes to fulfil its commitments that are peculiar to the customer organisation, relating to the welfare of employees during the performance of their work.

The activity of a safety coordinator shall not in any way reduce the responsibility of the contractor and its site supervisor in relation to compliance with the contractual obligations, supervisory tasks and safety.

In accordance with the Royal Decree concerning the Internal Department for Prevention and Protection at Work, the contractor shall have a prevention advisor. Details of this prevention adviser must be made available to the Contractor Management Department.

The aforesaid advisor shall voluntarily provide proof of their activities on the construction site, for example, based on inspection reports.

If a non-Belgian contractor has not appointed a prevention adviser, they must appeal to the External Department for Protection and Prevention at Work in accordance with the well-being legislation.

5.2.1 Person authorised to accept the contracted work

Any personnel in charge of the execution of the contracted work under exclusive, indivisible and non-transferable authority, command and supervision of the contractor or its designated supervisor (e.g. site supervisor). Insofar as Evonik Antwerpen, its appointee or representative issues guidelines, directions etc. to the contractor, its appointee or representatives during the execution of the contract, such guidelines, etc. are only meant to provide a more accurate description of the agreed work without prejudice to the stipulations contained in the previous paragraph.

The contractor shall appoint a responsible, locally authorised supervisory employee to supervise contractual execution.

The site manager or their deputy may only be deployed after obtaining approval from Evonik Antwerpen. The site manager or their deputy may only be changed after consultation with and approval from Evonik Antwerpen.

The site manager must be familiar with current Belgian legislation relating to industrial safety and the instructions for preventing accidents. They shall ensure the works proceed safely, smoothly and promptly.

The site manager or their deputy shall participate in the safety meetings and safety inspection tours organised by Evonik Antwerpen.

5.2.2 Proof of the required skills and medical fitness

The contractor ensures that the employees are professionally qualified to carry out the requested works and makes any appropriate certification available on request.

The contractor is obliged to have the necessary occupational medical examinations carried out, as well as be able to demonstrate the state of the health of its employees, before commencing with special activities for which, according to the latest state of technology and the applicable national regulations or professional association regulations (e.g. activities involving exposure to radioactive radiation, use of respirators, etc.), an occupational health precaution or suitability examination is required.

For works involving a risk of exposure to ionising radiation, the contractor undertakes to only deploy those employees who are medically monitored for said exposure as part of their work. The contractor is responsible for the dosimetry of its employees and any communication thereof with Evonik Antwerpen.

5.2.3 Dealing with provided materials

The borrowing and use of materials by the contractor constitutes acceptance of their quality.

Materials provided by the customer do not release the contractor from the guarantee on the works/services provided.

If the contractor has any comments regarding the materials and parts supplied by the customer or the services of other external firms, the contractor must immediately report these in writing to the customer.

5.2.4 General

The minimum age for employed personnel is 18 years.

The contractor shall provide the necessary training for the execution of tasks that involve risk, as defined in the "Register of tasks that involve risk" required by the BeSaCC-VCA vzw.

If the contractor has any comments about the works instructions, plans, implementation plans, etc. requested or provided by the customer, the contractor must report these in writing to the customer before the start of the works, regardless of whether it concerns the quality of the execution or occupational safety/environmental protection.

Before any high-risk and/or complex work, the contractor must draw up a risk analysis for the works to be carried out. A copy of this must be provided to the customer and/or Evonik contact person before the start of the works. The contractor shall use this risk analysis to demonstrate that it can manage the dangers and risks associated with its activities by taking appropriate measures. These measures are known to the contractor's employees, and the contractor can demonstrate this training of its employees (e.g. by means of a toolbox meeting).

5.2.5 Current state of technology

All works are to be carried out according to the current state of technology unless otherwise indicated by the customer or other regulations.

5.2.6 Safety manager

The contractor shall appoint responsible safety officers on the construction/assembly location and share their names with the construction/assembly manager. This should preferably not be the same person as the site manager.

The safety coordinator shall be notified of the safety officers whom the contractor has appointed in connection with the Royal Decree on Temporary or Mobile Construction Sites.

In the event of any problems regarding safety or the environment during the work, the construction/assembly manager, safety coordinator or Evonik Antwerpen contact person, Risk Management Department or Environment Department shall be informed immediately.

6. EXECUTION OF THE CONTRACTED WORK

6.1 Scope and acceptance of the contracted services

The scope and acceptance of the contracted services is set out in the contract or the order and their associated documents. If additional contracted services are required, the invoicing or scope of which is not contractually regulated, the contractor must discuss these with the customer beforehand, who must then accept them, if necessary with the involvement of the Purchasing Department. Verbal agreements do not apply and will not be honoured.

The deliveries and contracted services to be accepted, in particular the billing documents, which can only be started during the execution of the work (so-called hidden contracted services), must be reported in whole or in part by the contractor to the customer before the end of the contractually agreed services.

If the contractor does not ensure joint delivery in time, the findings of the customer will be decisive.

Any defects found on delivery of the contracted services must be documented in writing by the customer. The contractor must rectify the reported defects within a reasonable time and notify the customer of their completion.

In the case of hourly contracted services, the forms completed by the contractor must be submitted to the customer for information before the calculation of the contracted services. This must be done daily, but at the latest after 5 working days. If the activity is not carried out on Evonik's site, the term is 30 working days.

6.2 Coordinating execution of the work

The necessary coordination for the execution of the works takes place between the Evonik contact person and a person authorised to accept the contracted works before the works begin.

The contractor is informed of the preconditions that are necessary for the execution of the activities, and these shall be recorded in a work order.

The contractor carries out the works under its own direction and responsibility in a timely and proper manner. The contractor may not make any changes to, or remove, activate or deactivate, company assets without first receiving permission from the customer. All actions that could pose a danger to personnel, materials or installations on the factory site are forbidden.

The working environment, workplaces, storage and assembly locations shall be kept in a neat, tidy and safe condition.

The contractor shall ensure that the assigned works are only carried out by suitable professionals. The training, management and supervision of the deployed employees is the task of the contractor.

Contracts that affect the progress of the works between various contractors shall be agreed with Evonik Antwerpen.

Pursuant to the Royal Decree on Temporary or Mobile Construction sites, the contractor shall be bound:

- to provide Evonik Antwerpen with the necessary information concerning the risks associated with the works;
- to cooperate in the coordination and collaboration.

6.3 Maintaining order within the company

In principle, the following are not allowed on the company site

- hanging posters or advertisements;
- distribution of leaflets, flyers or printed matter;
- collecting signatures;
- advertising or selling goods or holding meetings.

Any party-political activity on the premises that could disturb or jeopardise order and peace within the company is prohibited. The contractor's employees may not promote non-political associations on the factory site that are foreign to the company if they are likely to disturb or jeopardise order and peace within the company.

Trade union activities are not included in the above prohibition.

6.4. Remaining on the factory site

In principle, contractor's employee may only be present on those parts of the site where they carry out their works or specific contracted work. General facilities that are freely accessible (e.g. the canteen) are not included.

Escape routes via other workplaces may only be used in the event of emergencies.

A longer stay on the site is only allowed for service reasons (working, breaks, washing and changing). Spend the night on the company site (including the car park) is not allowed.

Works may not commence on site without contracted work and approval from the customer.

The contractor shall ensure its employees fulfil the obligation of attendance recording regarding Temporary and Mobile Construction Sites (check-in at work) if the total contract price exceeds €500,000.

Working hours and break times shall be agreed with Evonik Antwerpen. The contractor is responsible for compliance with the Working Hours Act.

Overtime, night work, working on Saturdays, Sundays and public holidays shall be discussed with and approved by Evonik Antwerpen, and remuneration for the said work shall only be paid when the work is carried out explicitly at Evonik Antwerpen's request.

Working on Saturdays, Sundays and public holidays shall be notified in advance to Security, including a list of the names of the employees and the contact person.

The contractor is responsible for ensuring overtime hours commissioned by Evonik Antwerpen are only worked in compliance with the statutory stipulations of the Joint Committee or the concluded Collective Labour Agreements. If Evonik Antwerpen desires exceptions to this requirement, it must notify the contractor as soon as possible so the necessary measures can be taken.

The contractor undertakes not to employ any personnel on bridging days and holidays specified beforehand by Evonik Antwerpen, unless the latter has requested the same.

6.4.1 Access procedure

The provision of information concerning the risks and measures relating to the welfare of the contractor and its employees as laid down in the Act on Welfare of the employees during the performance of their work, shall be conducted in three training phases:

1. Phase 1 (access to the site/issue of a badge).

During phase 1, all the contractor's employees shall be given safety training, followed by an entrance test in which each employee's knowledge of Evonik Antwerpen's general safety regulations will be tested. The admission test shall be conducted personally and individually for each of the contractor's employees; assistance by others is not permitted. Employees shall score a minimum of 70% and are entitled to two attempts to pass the test. If they fail, they shall not be granted access.

There is a choice of (3) languages (NL-DE-EN) for both the safety training and the subsequent entrance test. An entrance test pass remains valid for two years.

2. Phase 2 (Safety Street/safety measures).

During phase 2, all the contractor's employees are given safety training in a Safety Street and several Evonik Antwerpen safety regulations shall be explained in detail.

3. Phase 3 (on-site training/company-specific measures).

During phase 3, the unit/service will explain its specific safety-technical and product-specific dangers of the workplace through a training course entitled, "Instructions for third parties" on the occasion of the release of the work. By signing the work order, knowledge of the specific safety measures and any associated work permits is confirmed. Associated work permits are released after specific consultation.

Prior to commencement of the works, the executor of the works shall carry out a Last Minute Risk Analysis (LMRA), in which they shall check whether the works to be carried out are clear and whether the risk limiting measures are in operation.

6.4.2 Issuing of work orders

The contractor is responsible for obtaining work orders and associated permits before commencing works in the company or at the workplace. The safety measures at the workplace are taken in consultation between the contractor's employee and the customer. The acknowledgement must be documented on the work permits and the provisions must be strictly observed. The contractor must understand and comply with the provisions on any permit.

The handover of the work permit by the customer and the contractor's signature are documentary proof of the release of the activity for the specified duration. During the procedure for obtaining a work order, any additional work permits required are recorded:

- the work order, including the safety measures: includes the protective measures necessary before, during and after the work;
- the hot works permit: permit to carry out works involving a fire risk such as welding, cutting, grinding, drilling and other similar works that may generate heat or sparks and/or that could be considered a fire risk;
- the access permit: permit to enter tanks and enclosed spaces (e.g. shafts, excavations and channels) in which there may be hazardous substances or a lack of oxygen;
- the roof permit: permit for climbing on the roof;
- the excavation permit: A permit for carrying out excavation works.

Written work permits shall be kept at the workplace during the works.

In the event of a warning, all work permits shall be suspended, i.e. all works shall be stopped and all work permits shall temporarily lose their validity.

Upon sounding of the end warning signal, all permits must be re-released. The contractor must request the release of the permit from the competent customer. They will decide if the work permit can be released in writing or verbally/on the phone after the end of the warning. Additional safety measures can be imposed before release. The works can be resumed upon release, and after the adapted safety measures have been applied (if applicable).

After completion of the works, or at the end of the work permit validity period, the original copy must be returned to the permit issuer.

6.4.3 Obligation to check in/out of the units

There is a general obligation to check in/out. This is done by personally checking in/out with the personal badge via the badge reader. Personnel shall check in/out, even for brief absences from the unit. For construction sites/shutdowns, the project manager shall determine how checking in and out shall be organised (using the same system used on the site, or via an attendance list for example).

Employees who have not been electronically registered with the unit shall not be permitted to leave the site via the main entrance and must go to the respective unit at which they can report their departure from the site.

6.4.4 Entering and driving into the work zone

Entering and driving into the work zone is only permitted in order to fulfil contractual obligations. Company installations outside the work zone, described in a work order, may not be entered.

6.5. Information about deploying personnel

Data concerning the deployment of personnel (number of employees and working hours) must be documented on a timesheet in writing at the request of the customer. This is mainly used for invoicing the customer.

Separate lists must be kept for the subcontractor's employees.

6.5.1 Subcontractors

The use of subcontractors must be requested in writing from the customer and requires the customer's explicit consent.

Subcontractors may not constitute more than 30% of the contractor's employee workforce; deviations from this requirement shall require prior approval from the customer.

The customer reserves the right to refuse any subcontractor(s) proposed by the contractor if there are well-founded objections to their use.

The choice and assessment of subcontractors by the contractor must meet the criteria of the contract concluded with the customer.

Subcontractors (2nd line) of the subcontractor may not be deployed.

Services provided by the subcontractor, including the necessary training of subcontractor personnel, are treated in the same way as contracted services provided directly by the contractor.

In turn, the contractor shall impose all the commitments it has made to the customer on its subcontractors, and shall guarantee compliance of said commitments by them.

Any objections must only be addressed to the contractor.

The customer reserves the right to carry out random checks on the deployment of subcontractors, and to refuse them entry if they are not adhering to these guidelines.

The contractor is responsible for sharing the information in this document with its subcontractors, and that they comply with it.

6.5.2 Language requirements

When deploying employees who do not speak Dutch, the contractor shall guarantee that it can notify such employees of all instructions relating to safety, the environment and welfare in a language understood by such employees.

The contractor shall ensure that each group of employees (his own and those of its subcontractors) carrying out a task together shall include at least 1 employee who has sufficient command of the Dutch, German, English or French language and over the languages of the other employees in order to guarantee ease of communication. The contractor's supervisors (for example, site manager/foreman) at our site must be Dutch, French, English or German speaking.

In situations in which there is a peak in the deployment of contractors (e.g. shutdown or larger project) and it cannot be guaranteed that each group of employees (the contractor's own and those of its subcontractors) carrying out a task together shall include at least 1 employee with sufficient command over the Dutch, German, English or French language and over the languages of the other employees, the following rules apply:

1. For works in production plants:

One of the contractor's supervisors (e.g. shift manager/foreman) who speaks Dutch or German and can communicate with his/her colleagues working in the production plant must be personally present and available in the relevant production unit.

2. Works in (new construction) projects/construction zones:

One of the contractor's supervisors (e.g. shift manager/foreman) who speaks Dutch, German, French or English and can communicate with his/her colleagues working in the project/construction zone must be personally present and available in the relevant project/construction zone.

The contractor shall formally designate this supervisor for operations specified in points 1 and 2, and his/her name shall be notified to the customer. The aforesaid supervisor shall confirm that the contractor has received all the necessary information from Evonik Antwerpen through the minutes of the toolbox meeting, and that contractor has passed the same on to the contractor's employee(s) in a language that is understandable to them.

If it appears that the instructions are not understood, despite the above agreements, the works shall be stopped until clear communication of the information is possible.

For specific safety functions (e.g. fire guard, safety guard, FLI, etc.), the language requirements are determined in consultation with a member of Evonik Antwerpen's management to ensure there is no language barrier between the fire services, safety posts, FLI and other contractors.

6.5.3 Temporary workers

The contractor may only work with temporary employment agencies that are recognised by the Flemish Region, and must check this before temporary workers can be deployed. Any contractor that employs temporary workers is fully responsible for the well-being of said temporary workers during their employment. The contractor must treat them as members of its own personnel. The maximum percentage of temporary workers employed by the contractor or subcontractor may not be more than 30% of its own personnel. Deviations from this must be approved in advance by the customer.

6.5.4 Self-employed person without employees

Independent, self-employed people without personnel may only be hired by contractors who are in possession of a VCA-P or VCA** for the works to be carried out.

6.5.5 Students (trainees, working students)

Students employed by a contractor in the context of a trainee work placement or as a working student must be at least 18 years old when starting the job. They must always work under the supervision of an experienced contractor employee.

The contractor must comply with the Codex, Book X., Title 3. Young people at work.

6.6 Breach of contractual provisions

If one of the parties fails to comply with a substantial obligation under the contract, or fails to do so satisfactorily, the non-defaulting party may terminate this contract provided a written notice of default is sent to the defaulting party stating the intention to terminate the contract.

If it is established that the (sub)contractor, or a legal entity or person designated by the (sub)contractor for this purpose, commits a grave breach of contract as defined in the Wage Protection Act, such a shortcoming shall always provide legal justification for the immediate termination of the contract for services by the customer at the cost of the contractor. In case of non-termination of contract by the customer, such circumstances shall never be interpreted to the disadvantage of the customer or be regarded as a relinquishment of rights.

All rights to recover all resulting costs and damages from the defaulting (sub)contractor are reserved.

This clause is without prejudice to any additional rights agreed between the parties in other contractual documents.

6.6.1 Breach of the guidelines in this document

In case of breaches of the guidelines in this document, those contractor's employees who have violated these guidelines, or whose other behaviour is counter to occupational safety and the ESH regulations, can be removed from the site at the request of the customer. The contractor is obliged to replace them with suitable personnel immediately and cannot recover any associated costs for this from the customer.

The customer has the right to take the following measures:

- hold discussion with the contractor's management;
- send a bill for additional costs;
- draw up a complaint;
- terminate the contract.

6.6.2 Breach of the ESH agreements

In the event of breaches, the customer shall take the following measures:

- written documentation of breaches;
- interruption to contracted work until the shortcomings have been rectified;
- prohibition of access for the personnel concerned to the site.

The costs thereof shall be borne by the contractor.

The contractor's VCA/SCC accreditation office shall be informed of any significant safety breach.

Non-compliance with Evonik's Essential Safety Rules for the site in Antwerp will always be investigated, in consultation with the contractor. If a violation has been established, a sanction will be handed down in consultation with the contractor involved.

In addition, any breach of the safety regulations can lead to the termination of the contract without notice, as well as an access ban for the contractor.

If the contractor is unable to remedy the safety or environmental defects within a reasonable period of time, the customer can have this done by third parties at the cost of the contractor.

6.6.3 Breach of the quality requirements

In the event of breaches of the quality requirements or the seriousness of said quality deviations not being taken into account, the customer must decide whether the defective performance can be

- used as is, subject to a discount;
- rectified;
- rejected.

The contractor will be given the opportunity to remedy the breach at its own expense within a specified period and in accordance with the contractual and legal provisions. Evonik reserves the right to claim compensation.

6.6.4 Breach of order and cleanliness

In the event of breaches of order and cleanliness, the customer can deploy a cleaning team at the expense of the contractor.

6.6.5 Reimbursement of expenses

Any additional costs caused by the contractor, e.g. for security, medical services and occupational safety, can be charged to the contractor. This also applies to subcontractors working for the contractor.

6.6.6 Liability and insurance

The contractor shall take out liability insurance with sufficient cover and shall voluntarily submit proof of said insurance every year. If the cover is insufficient, Evonik Antwerpen may terminate the contract without notice.

The contractor must specify in its tender whether erection insurance has been taken out for the offered performance and the extent to which the insurance covers said performance. If such cover has been taken out, it must also apply to works or partial erections carried out by Evonik Antwerpen employees.

Evonik Antwerpen reserves the right to determine the insured sum at the time of awarding the contracted work, or to take out erection insurance itself, including coinsurance of the contractor's interests. In principle, the site plant/equipment, erection equipment and machinery installed by the contractor are not insured. This shall not affect the contractor's liability.

The contractor shall be responsible for its own work within the framework of the current laws, decrees and other legal stipulations; the contractor or its employees must therefore bear full liability for any legal consequences (penalties, fines, prison sentences) that may result from any improper action on their part.

Evonik Antwerpen reserves the right to take further measures, such as claiming compensation and refusing access to the premises.

If there is no/insufficient coverage during the period of the contract/order and/or if the mandated insurance coverage is stopped and/or reduced (for example by cancellation by the company) during the period of the contract/order, the customer shall have the right to terminate the subcontracting contract at any time without being liable to pay any compensation.

6.6.7 Confidentiality

The contractor and its employees undertake to keep any information regarding the activities of Evonik Antwerpen strictly confidential (including know-how, secrets, designs, data, software and documents pertaining to the financial administration, etc.); furthermore, any information conveyed or entrusted to them by the other parties involved in the project, or that has come to their knowledge within the framework of the contract shall not be disclosed, made known, or in any manner made available to third parties under any circumstances without prior written consent from Evonik Antwerpen.

6.6.8 Safety management system

The contractor shall demonstrate its safety management system works as it should. They can do this by presenting a safety certificate (e.g. VCA, SCC) or by answering a questionnaire drawn up by Evonik Antwerpen and sent to the contractor via the Purchasing department.

A VCA**, VCA-P, SCC** or SCC-P certificate is mandatory for contractors who perform works under a frameworks contract, with a permanent location on the site, or contractors who carry out works all over the entire site, if any of the following conditions applies:

- The contractor carries out works with an increased safety risk, such as building and construction works, works recorded in the list stated in the current VCA edition.
- The contractor is deployed for multidisciplinary contracted works with subcontracting.
- Larger projects (> 500 man-days).

The Purchasing Department shall be notified of any change to the validity of the certificate.

If a VCA** or VCA-P certificate cannot be submitted, the Risk Management Department shall carry out an assessment based on a safety audit. In connection with this, additional terms and conditions may be imposed in order to enable the works to be carried out.

Note:

If the main contractor is in possession of a VCA**-/SCC** certificate, the subcontractor's supervisor must also have a personal VOL-VCA certificate/Doc. 18 (SCC) and the employees a basic VCA certificate/Doc. 17 (SCC).

Contractors in possession of a VCA* may not employ a subcontractor.

Contractors who are in possession of a VCA** certificate must be able to demonstrate that they satisfy the demand of 10.1 (VCA 2017), e.g. using the VCA audit report, so it can be assured that their subcontractor satisfies all applicable VCA requirements.

7. USE OF INFRASTRUCTURE

Contractors working on the site can use the existing infrastructure facilities to carry out their works/services.

7.1 Infrastructure facilities

Infrastructure facilities that can be made available to contractors on site by the customer for the performance of their works/services are, for example:

- Sites (for the storage or temporary storage of materials, the placement of machines and tools, setting up office, accommodation and workshop spaces);
- supply and discharge pipes (such as electricity, steam, water, waste water);
- halls (e.g. assembly halls for prefabrication of parts);
- shared facilities (toilets, break room);
- the Medical Service;
- the Company Fire Service and the Security Service.

The contractor is responsible for the maintenance of the sites and facilities assigned to him.

If the contractor wants to set up constructions that require a permit, it must submit a building application for this via the customer. The costs of this shall be borne by the contractor.

The use of the customer's facilities without permission is not permitted.

The sites can be terminated by the customer with due observance of the contractually agreed terms.

Unless contractually agreed in advance, no contracted services may be carried out on our sites for anyone other than the customer.

7.2 Contractor's contribution to costs

For some of the infrastructure services described in point 7.1, a pro rata fixed fee (reimbursement of expenses) may be invoiced to the contractor. This reimbursement will be established in consultation. A suitable form of settlement can be provided for all consumption-dependent costs based on consumption/need or number of employees for example. Other infrastructure costs such as the use of the Medical Service, canteens, toilets, communication facilities, etc. can also be included in the cost calculation. This regulation is only applicable to subcontractors.

Any removals costs shall be determined in mutual consultation.

7.3 Rental contracts and usage contracts

In the event of rental and/or user contracts that must be concluded before the use of sites by the contractor, the permitted use is described, the rental price determined and liability regulated.

7.4 Allocation of areas on site

The contractor must submit a written application to the customer for allocation of an area on site stating the planned works. The customer then checks the necessity, identifies a possible location and, if necessary, concludes a rental contract with the contractor.

7.5 Use of shared facilities

Contractor's employees can, in consultation with the customer, use the customer's shared facilities. The contractor cannot be granted conditions that apply to the customer's employees. There is no entitlement to the above facilities.

7.6 Use of roads

The enforcement of traffic rules on the site is the responsibility of the customer, unless special arrangements have been made.

Obstacles that impede road traffic such as roadblocks may only be set up after prior consultation with the customer. These measures can only be set up in accordance with the Belgian traffic regulations.

Access roads and internal company roadways shall not be damaged. Contamination shall be removed immediately. Contamination that could have an impact on the environment shall be reported to the Environment Department.

Traffic on company roads shall not be obstructed or endangered by temporarily stored materials and equipment.

Measures that affect traffic (e.g. canal works, lifting platforms, cranes, scaffolding) must be reported to the customer in advance to ensure road safety.

7.7 Site facilities

7.7.1 Placement of site facilities

Only the places specifically made available by the customer can be occupied. Otherwise, any places occupied at the discretion of the contractor must be vacated immediately.

The contractor must submit a site design plan to the customer at the start of the works and have it approved before gaining access; this must show the offices, accommodation, sanitary facilities, production and storage facilities. The contractor may be obliged to deploy multi-storey site containers. The layout of the construction/assembly location may not be set up without permission from the customer.

The minimum distance between the various contractors' buildings shall be 2 m, and 1 m between the contractor's individual buildings. The distance from the street shall preferably be 4 m, but shall at least be 3 m. All these areas shall be kept free of obstacles.

Erecting accommodation space and work places under pipe bridges is forbidden.

Roadways in the vicinity of the works location shall be kept free of obstacles and sufficiently clean at all times. The contractor shall keep site huts, assembly halls and storage areas clean and tidy at all times.

When the contracted work (framework contract or order) comes to an end, the contractor is required to remove the site infrastructure and return the site to its original state within a maximum period of three months after completion of the

last contracted work. If this is not done, it shall be carried out at the expense of the contractor subject to a minimum amount of €10,000.

7.7.2 Management of site facilities

All facilities (tools, equipment, scaffolding, assembly aids, containers, social containers, warehouses, material storage areas, vehicles, etc.) must be relevant to the contracted work that is to be carried out, as well as the applicable regulations.

Containers, assembly halls and warehouses must have a durable company registration characteristic of the contractor, and this should be in place before delivery.

The contractor must take appropriate measures to protect against damage, e.g. due to theft and fire.

Site accommodation shall be provided with safety heaters in accordance with the requirements.

Pests, such as rats, cats or mice can cause major damage to finished products, packaging material or the installation itself.

Consequently, keeping or feeding animals is strictly forbidden. In the event of nuisance, traps shall be set. Disarming these traps or releasing the captured animals is forbidden.

If the contractor is found to be violating these rules, it shall be held in breach of contract and pest extermination shall be carried out at its expense.

The customer reserves the right to carry out checks.

Additional access roads required beyond the planned or existing factory roads can be constructed by the contractor at its own expense, but only in consultation with the customer.

All infrastructure measures taken for the site facility must, upon request, be removed by the contractor after the works have been carried out.

7.7.3 Communication facilities

Connections for additional telecommunication systems can be requested by the contractor from the customer at its own expense. All reasonable costs resulting from this will be borne by the contractor.

If radio equipment and similar systems are used, only the permitted frequencies shall be used. Use of this type of equipment must first be agreed with the customer.

7.7.4 Shared facilities

Sanitary facilities must be set up and maintained by the contractor for its employees in accordance with the legal provisions.

The connection of all drinking water and waste water pipes by the contractor is to be carried out in consultation. Waste water and human waste must not be discharged into the soil.

7.7.5 Work places

Work places for the contractor's employees must comply with the legal provisions.

During the execution of any works that release welding fumes or noxious gases, a suitable installation must be used for the extraction of said fumes/gases. The costs for this shall be borne by the contractor.

The contractor shall make prior arrangements with the customer to use Evonik Antwerpen's work places.

7.7.6 Storage of business and support goods/materials

The contractor is responsible for the storage of business materials, support materials, equipment and materials, and for protecting these against the weather. The legal regulations must be observed.

Storage is at the contractor's own risk. The volume of storage available is limited to normal usage amounts.

The contractor is responsible for labelling any hazardous substances it uses. The regulations detailing which hazardous substances may not be stored together must be taken into account. Hazardous products may only be stored on a liquid-impermeable foundation that is designed to collect leaking fluids to prevent soil contamination. In case of doubt, the customer is to be consulted.

The storage of inflammable waste, oily rags, combustible materials or inflammable objects is only permitted in the facilities provided for that purpose. Such facilities shall be labelled as such at their location.

When storing and handling highly inflammable liquids, protection zones shall be marked out and the statutory provisions shall be complied with. All inflammable materials shall be removed from places where flames and sparks may occur.

Storage spaces that have not been requested or approved may be removed at the expense of the contractor.

7.8 Utilities in the work zones

7.8.1 Making energy available

Energy, if available, is only supplied by the customer for the performance of the works. The availability shall be determined by mutual agreement.

The customer has the right to check the contractor's connected facilities and energy consumers, and to shut off the supply in the event of damage to these facilities or misuse of the energy supplied.

Consumption meters can, where necessary and useful, be installed on site at the expense of the contractor. This shall require a contractual contract with Evonik Antwerpen.

The customer does not guarantee a fault-free energy supply.

7.8.2 Transfer points for energy and media

The customer's transfer points for energies and media can be located up to 100 m away from the contractor's site, site containers, distributor, distribution box, or connections.

The contractor's responsibility begins at the transfer point. They are therefore liable for the damage caused by his/her installations from the main distributor. If the contractor intends to use its own building power cabinets or suchlike, it must inform the customer of this in good time.

Connections to the power supplies require prior approval. The contractor is not permitted to carry out changes or improvements to the facilities supplied by Evonik Antwerpen.

All connections and pipelines from the main distributor to the contractor's facilities shall be put in place at the contractor's expense.

Supply points are connection points between the supply network and the construction site's electrical system.

The provisions of the Algemeen Reglement op de Elektrische Installaties (AREI) [Belgian General Regulations for Electrical Installations] shall be duly observed when choosing, using, maintaining and repairing supply points.

In particular, reference is made for this connection to those provisions concerning the use of permitted supply points for supplying electricity to electrical installations or equipment, such as:

- construction power cabinets in accordance with AREI;
- branching from permanent electrical installations for the construction site;
- emergency group in accordance with AREI and the CE label;
- transformers with isolated coils (isolating transformers).

The contractor may only use its company power sockets to supply power to individual devices (such as welding machines, pumps and extension cables) after inspection and clearance by Evonik Antwerpen.

Evonik Antwerpen provides an earthing connection with a sufficiently low resistance at the connection location. The contractor may only connect to earth within the construction site in consultation with the customer.

Your own building power cabinets must be installed and tested in accordance with the AREI.

All electrical connections shall be made by qualified electricians in accordance with the AREI regulations.

Transformers required to step down or step up the voltage shall be supplied by the contractor. The transformers (not autotransformers) shall be equipped with a fully loadable neutral point, suitable for 100% unbalanced load, mounted on the secondary side facing outwards.

The electrical equipment of the contractor from the connecting point must satisfy the requirements of the AREI and any additional provisions, and must be used in accordance with said provisions. For protection, a residual-current circuit breaker according to AREI is prescribed for all power consumers. Valid inspection reports for the electrical installations must be available at all times.

8. ACCESS MANAGEMENT

8.1 Registration for access to the factory premises

8.1.1 Registration of the contractor

For contracted works lasting more than three working days, the contractor must report to the Evonik Antwerpen contact person in writing at least three days before the start of the works. This shall be done by completing the "Request an access badge" (BEW/FORM/0400 form) and, if applicable, the "Request access by vehicle" (BEW/FORM/0500 form), both of which will be made available by the customer.

Employees from countries other than the EU Member States must be in possession of a work permit, unless an exemption applies.

Employees who are temporarily or partially employed in Belgium by a non-Belgian employer or who are self-employed must report to the Belgian Government via www.socialsecurity.be before the start of the works. Proof of this registration (the "Limosa-1" form) shall be sent to the employer. For exceptions to this obligation, please consult the website. The costs for registering these employees and making any changes shall be borne entirely by the contractor and cannot be recovered from Evonik Antwerpen.

The "Request for an access badge" must be accompanied by a copy of all the aforementioned documents and the Limosa-1 form.

Subsequently, the customer must be informed of all changes to these documents as soon as possible by making the necessary copies available.

The contractor has the same registration obligation for employees it deploys to the Evonik Antwerpen location and who are not bound to the contractor but remain bound to a third party by means of an employment contract.

Contractor's visitors must be reported to Security at least 24 hours in advance. They must report to Security on arrival, specify their contact person, and prove their identity with their ID/passport. Security shall inform the contractor's contact person. In the meantime (if this is the first visit) the visitor shall be given an introduction to the company's safety aspects. Access shall not be granted if the contractor's contact person cannot be reached.

8.1.2 Personal details

The contractor's employee must provide information about the person in question and his/her works on the factory site before the first access to the factory site.

8.1.3 Acknowledgement of the general safety guidelines

Information regarding the general guidelines and safety regulations on the factory site that are required for access to the factory site is the first phase of instruction and is provided by Security.

The general safety guidelines are made available to the contractor's employees.

The contractor ensures its employees are informed about the general guidelines and safety regulations of the site before they enter the site for the first time.

8.1.4 Entering the site

Entering the site is only permitted with a valid contractor or visitor badge.

8.1.5 Marking tools

The contractor's property must be permanently marked. Objects that cannot be clearly marked shall be considered as property of the customer.

8.1.6 Permission to access the premises by vehicle

A drive-in permit for the factory shall be issued by the customer for a limited period upon approval of a detailed request. The maximum is set to 3 per company. Deviations to this may be permitted, depending on the works to be performed.

8.2 Access badges

8.2.1 Distribution, return and loss of the access badge

An access badge will only be issued after prior notification by the contractor.

The contractor's employee must present valid identification such as identity card, passport, work permit, residence permit.

If necessary and permitted by law, Security has the right to request an extract (general model) from the criminal record before an access badge is issued.

Every person admitted to the site shall receive a personal badge that is issued to provide temporary access to the site. The badge may not be passed on to anybody else, and it must be stored carefully to avoid misuse by third parties.

Visitors and contractors may only enter the site if they are in possession of a valid badge. Access badges must be kept on the person at all times and must be shown when entering and leaving the site, as well as when requested.

Visitors with a day badge must wear the badge in a visible place. Day badges can be recognised by the specific badge holder and lanyard used for wearing and displaying them.

The access badge is non-transferable. In case of wrongful use, the badge shall be revoked and an access ban imposed. The customer reserves the right to take further measures and to submit claims.

The contractor is responsible for returning the access badge to Security in the event of interruption or termination of the works. The badge must be returned on the last day of the activity.

The loss of the badge must be reported to Security immediately.

8.2.2 Testing the safety knowledge

Before work commences, the contractor shall thoroughly inform its personnel of all the risks and safety measures laid down and ensure strict compliance. This also includes instructing its personnel about the location and use of the available technical safety equipment such as fire alarms, alarm systems, emergency showers, eye-wash bottles, escape routes and emergency assembly zones.

This procedure shall be repeated whenever the contractor deploys new personnel during the works. The contractor shall also instruct temporary workers or the subcontractors' personnel in the same manner.

The contractor shall regularly train all its employees who are working in the same place, and this at least annually for a long period of activity and every month for large projects. The contractor shall check the personnel have understood the contents of the instruction. Proof shall be retained of the instructions and the personnel participating. The reports shall be submitted to the customer and the Risk Management Department, on request.

The site manager shall keep all the relevant Evonik Antwerpen safety guidelines that have been provided to the contractor available for perusal by its employees.

Every contractor with contracted work lasting more than 1 month shall conduct safety training (toolbox meeting) at least monthly, where at least one topic from the "Guidelines for contractors" shall be discussed. The minutes of these toolbox meetings shall be made available to the Risk Management Department. Toolbox meetings on topics relating to the project shall be held regularly, or whenever requested by the customer.

The safety-technical knowledge shall be checked by means of a test (first phase of training) by Security when issuing the badge.

Retests are performed 24 months after first access to the site.

8.3 Checks

8.3.1 Checks of employees

Sporadic checks of employees may be carried out by Evonik employees.

8.3.2 Entry and exit checks

All vehicles leaving the premises shall be subject to electronically-controlled random checks at the exits. The check may include an inspection of bags, handbags and briefcases carried on or in cars and/or motorcycles, as well as the car boot, engine compartment, passenger area, glove compartment, etc.

The contractor's employees must comply with the Security regulations when checking vehicles and personnel. In the event of a refusal, the police shall be contacted.

Checks other than the random check may also be imposed as circumstances require. In the event of theft, those involved shall be removed permanently from the site and the Purchasing Department shall inform the contractor of the facts of the case. Evonik Antwerpen reserves the right to take further legal action.

8.3.3 Bringing equipment and materials in and out

Before any contractor property or employee private property is brought onto the site, the accompanying documents must be handed over to Security. These accompanying documents or forms are available from Security and must always be available on our site and able to be presented at all times. Ownership of materials or tools must be clearly demonstrable. This is the responsibility of the contractor. Tools must be clearly marked. Without marking or other proof of ownership they are assumed to be the property of Evonik Antwerpen.

If material deliveries are to be made with an order that are included in the contract, the customer must be notified of each delivery so that it can take the necessary steps.

All delivery notes shall contain the standard contract or order number of the contracted work.

The introduction of hazardous substances must be discussed with the customer in advance. All dangerous goods must have an up-to-date Safety Data Sheet (SDS), and this is to be provided to the customer.

Bringing animals, alcohol, drugs or weapons onto the site is forbidden.

Devices and materials may only be taken off site if the necessary accompanying documents are available. Such documents shall clearly state the ownership of the items being taken off site.

8.3.4 Inspection procedures

All costs incurred for any legal investigation against the contractor or its employees may be charged to the contractor.

9. SAFETY

The safety regulations and contractual conditions relevant to occupational safety on the site, in the company, or at the workplace must be observed by the contractor.

The contractor is obliged to instruct all employees, including subcontractors, about the safety measures laid down for the contracted work and at the workplace. The contractor must train its employees regularly and at least once a year in the case of prolonged activities on the site. New employees in the workplace must be instructed before they start work. Assurance that the content of the instructions is understood by the employees, and that the employees can apply them, must be attained.

Evidence of the contents of the instructions and the participating employees must be kept.

The instructions must be confirmed in writing by each employee. Upon request, the reports and supporting documents of the instructions must be presented to the customer.

In the case of prior training of the contractor's employees using the training material, e.g. in the context of major repairs and overhauls, the instructions given must be confirmed in writing.

9.1 Road safety

9.1.1 General specifications

The Belgian traffic regulations, as well as the specific traffic regulations of Evonik Antwerpen (BEW/INS/800), apply on the factory site and on the external parking spaces (parking visitors, employees, goods entrance).

The maximum permitted speed is 30 km/h. The maximum permitted speed for forklifts, cranes or other industrial vehicles is 15 km/h. Breaking the speed limit could lead to a driving ban or prohibition of access to the premises.

Railway vehicles have priority; the major rail crossings are indicated. Any restriction on the free passage of rail transport shall be coordinated with the Central Dispatch Department.

All vehicles and machines shall be kept in a properly functioning condition at all times. Brakes, lights, indicators, horns, exhausts, tyres, doors etc. shall be maintained in good condition in accordance with the existing regulations.

Any vehicles at Evonik Antwerpen with no direct view through the rear-view mirror shall be fitted with a reversing signal. Vehicles covered under this definition and that have no reversing signal shall be guided by another person during reversing/manoeuvring; this person shall keep the zone behind the vehicle clear and provide the driver with directions. The supervisor must be able to maintain eye contact with the driver and keep a sufficient distance away from the vehicle at all times.

Passenger transport in trucks is limited to the number of fixed seats; riding on the loading deck is forbidden. Drivers' relatives, children or pets are not allowed on the site.

9.1.1.1 Driving licence and training certificates

Personnel operating motor vehicles, cranes, compact loaders, scissor lifts, aerial work platforms and forklift trucks must be professionally trained, competent and hold a valid driver's licence or training certificate.

Evonik Antwerpen reserves the right to temporarily impose an internal driving ban.

Certificates for industrial vehicles must be spontaneously submitted to Evonik Antwerpen and can be requested during work. The maximum validity of this certificate is 5 years and is issued by a VCA-certified training centre. Also see instruction VEI-RB/INS/820 "Use of an industrial vehicle".

9.1.1.2 Medical fitness

The contractor guarantees that drivers of vehicles are medically fit for this.

9.1.1.3 Special transport types

The contractor must obtain timely information from the customer about the condition of the roads and all the necessary safety measures to be taken for special transport types of voluminous or heavy goods. Special attention shall be paid to narrow passageways, headroom, protruding structures (e.g. pipe bridges), the route of control cables, electric cables and so forth.

In principle, a request shall be made to Evonik Antwerpen beforehand requesting accompanying personnel to escort and provide security for special transport types.

The transport of loads and equipment at the construction/assembly location shall take place in accordance with the traffic regulations.

The use of forklift trucks provided by Evonik Antwerpen is permitted with prior permission (according to instruction VEI-RB/INS/820).

The statutory regulations shall be observed when transporting passengers with lifting devices.

9.1.1.4 Working near rails

Access and/or works in the immediate vicinity (4 m) of the rails/exchanges is only permissible if agreed with Evonik Antwerpen beforehand and with approval from the Central Dispatch Department.

If it is necessary to stop or park next to the tracks, a sufficiently large safety distance (min. 2 m beyond the crushed stone bed) from the outside of the tracks must be maintained. The profile of free passage of the rails shall be kept free of obstructions at all times. The contractor shall instruct its personnel concerning the special risks associated with the rails and concerning the appropriate precautionary measures as described in instruction S-L/INS/610.

9.1.2 Driving vehicles

9.1.2.1 Cranes

Cranes may only be set up with due observance of the legal regulations, and then only at the places assigned by the customer.

Information about the permissible load capacity must be clearly visible.

Places where cranes are used must be secured against entry by barriers; the contractor may set up security posts. Danger zones shall be fenced off and clearly marked.

The stamping pressure during lifting operations (when stamping on sandy ground) is limited to 10 tonnes/m².

When working with a crane in the vicinity of pipe bridges, separate approval from the customer must be obtained.

9.1.2.2 Use of aerial work platforms and scissor lifts

The use of aerial work platforms and scissor lifts must be coordinated with the customer (according to instruction VEI-RB/INS/820 "Use of an industrial vehicle").

All users must wear a safety harness and secure the harness to the safety cage or handrail.

Users suffering from fear of heights may not use this equipment.

The use of scissor lifts and aerial work platforms is forbidden if wind speeds are greater than 45 km/h (12.5 m/s).

9.1.2.3 Cyclists

Bicycles must be maintained in good technical condition, be safe, and be fitted with the necessary reflectors.

Cyclists shall ride to the extreme right, hold the bicycle handles firmly with both hands, and keep their feet on the pedals.

It is forbidden to:

- ride with multiple personnel on the same bicycle;
- use a bicycle to transport loads of exceptional sizes or weight;
- hold loads with one hand;
- use headsets, earphones or mobile phones while cycling.

A maximum of two people may cycle side by side, unless this hinders oncoming traffic.

The use of a bicycle may be temporarily forbidden (e.g. in the event of snow/ice).

All bicycles used on the Evonik Antwerpen site shall be subject to regular inspections. Bicycles found to have defects shall be removed from the bicycle sheds immediately and collected in the Garage.

9.1.2.4 Driving and parking vehicles

Driving to the site or the unit shall only be done on the designated roads.

In principle, parking is restricted to the designated parking area. Reversing into a car parking place is a general rule on the Evonik Antwerpen site (incl. outdoor car parks).

Parking within 10 m of hydrants (red or green) and under pipe bridges or on unpaved areas next to pipe bridges and sleeperways is forbidden.

When leaving a motorised vehicle unattended, the engine must be stopped.

Rail traffic, container transport with stacker, and intervention vehicles have priority over other traffic at all times.

Security are to be informed of any restriction to road traffic, and Security shall in turn notify the company fire brigade and the medical service.

9.1.2.5. Inspection – Testing

Vehicles shall always comply with Belgian law, and shall be fitted with an official licence plate (the technical inspection certificate shall be kept in the vehicle itself).

9.1.2.6 Cars – vans – trucks without number plate

Specific vehicles without number plate are only permitted on the Evonik Antwerpen site if they are clearly numbered (e.g. company name and serial number plate) and accompanied by a valid technical inspection report and a sticker showing the inspection date.

9.1.2.7 Special vehicles with a hoisting or lifting function

Aerial work platforms, cranes, cherry pickers, forklifts, Unimog with crane, scissor lifts and suchlike with or without official licence plates shall be accompanied by a valid test certificate (max. 3 months old). This will be checked by Security when the device is registered. If the certificate cannot be presented, the equipment shall be refused.

The test certificate (or a copy) shall be kept in the vehicle at all times. The contractor shall continue to remain responsible for the 3-monthly testing of its vehicles, even if they remain on our site.

Foreign equipment subject to mandatory inspection and for which a test report is drawn up by a non-Belgian External Department for Technical Control (EDTC) shall be subjected to an administrative inspection by a Belgian EDTC before use. If the inspection is passed, the EDTC may approve use of the equipment for a maximum of 3 months. Upon expiry of this period, the device shall be returned to its country of origin or undergo a full inspection by a Belgian EDTC.

9.1.2.8 Trailers

Contractors' trailers shall fulfil the following conditions:

a) weight < 750 kg

- An annual inspection applies to trailers that are permanently or frequently on the Evonik Antwerpen site as described in 9.1.2.9. These trailers shall be clearly numbered (e.g. company name and a serial number plate) and display a sticker showing the test date. A copy of the test certificate shall be kept on site.
- For trailers that are occasionally brought into the Evonik Antwerpen premises, visual inspections shall be carried out at random by Security.

b) weight > 750 kg

- An annual inspection by an EDTC shall apply to all trailers on the Evonik Antwerpen premises that are not driven on public roads, as described in 9.1.2.9. These trailers shall be clearly numbered (e.g. company name and a serial number plate) and display a sticker showing the test date. A copy of the test certificate shall be kept on site.
- The licence plate of trailers that are driven on public roads shall be their identification. A copy of the official technical inspection certificate shall be kept in the vehicle.

9.1.2.9 Conditions for inspection

The annual inspections referred to in 9.1.2.8 shall be performed by an EDTC. The inspection shall as a minimum include verifying that the vehicle can be allowed to participate in normal traffic on the Evonik Antwerpen site. The inspection report shall at least include the identification of the vehicle, the date, the completed checklist and the contact details for the inspecting body; the contractor shall voluntarily submit a copy of the same to Evonik Antwerpen.

At the same time, a sticker showing the inspection date shall be displayed in a specific place (on the back, next to the number plate).

The contractor is responsible for ensuring these annual inspections are carried out.

9.1.2.10 Checks

Security and/or other Evonik Antwerpen departments can carry out random checks on both compliance with this procedure and the current condition of the vehicle. If the contractor fails to rectify any problems mentioned in the comments and/or fails to apply this procedure correctly, Evonik Antwerpen can withdraw the contractor's right to access, as well as prevent use of these vehicles on the Evonik Antwerpen site without any further procedures.

9.2 Safety at the workplace

9.2.1 General provisions regarding workplace safety

Requirements for occupational safety, which are specific to the contracted work, are always laid down in writing by the customer (e.g. in a separate order, guideline, safety and health plan, work order or risk analysis).

The contractor shall ensure its activities do not present a danger for the customer's employees and/or other contractors and/or the installations and infrastructure of Evonik Antwerpen.

The use of non-ATEX equipment without a hot work permit is forbidden in zones with an explosion hazard. This also applies for smart watches, devices for electronic surveillance of personnel (e.g. ankle tags).

The contractor bears full responsibility and liability for the welfare of its employees and subcontractors.

The contractor bears full responsibility for the safe and correct use of all tools and equipment it uses.

There shall be sufficient ventilation in any areas where highly volatile or inflammable solvents and/or solvents that are harmful to health are used.

Safety shortcomings established by the contractor outside the scope of its authority must be notified to the customer immediately to ensure their prompt rectification. If necessary, work must be interrupted for this purpose.

For the joint development of occupational safety and health at work, data about occupational accidents to contractor employees on the site shall be registered and evaluated.

If a contractor's employee has an accident at work, first aid must always be provided by the Medical Service.

The contractor agrees to follow Evonik Antwerpen's safety regulations, if these adequately cover the risks. If they do not, the contractor may not start the works unsafely and a solution will have to be found.

The contractor is expected to fully support the EEVA concept.

EEVA is the Dutch language version of Evonik's Essential Safety Rules for the site in Antwerp. These are six rules focussed on the riskiest tasks.

These rules are:

1. The procedure for entering confined spaces must always be complied with.
2. When working at heights, everyone is obliged to use fall protection.
3. When carrying out work, the prescribed PPE must be worn.
4. Nobody is allowed to carry out work without a work-clearance and the required permits.
5. It is forbidden to unjustifiably remove or circumvent safety features and signage.
6. Putting colleagues, employees and contractors in "life threatening situations" as a result of a deliberate violation is forbidden.

These rules must always be observed and respected without exception.

9.2.1.1 Escape routes and roads

Escape routes and roads must be kept clear. The contractor's employees must inform themselves about the escape routes before they start work.

9.2.1.2 Use of third-party facilities

Third-party crane installations, hoists, mounting masts, lifts, etc. may not be used under any circumstances without prior consent from the owner. Information on the permitted load of the equipment shall be clearly and visibly displayed.

9.2.1.3 Dismantling work

The contractor must ascertain from the customer that all facilities and equipment have been cleaned, released and prepared for safe dismantling.

Any additional safety measures on the work order must be strictly followed.

The individual phases of the dismantling and the loads to be transported shall be discussed in detail with the Evonik Antwerpen representative before commencement of the works.

Under no circumstances may pipelines or other construction elements be used to support scaffolding. On the contrary: scaffolding shall be erected separately on individual foundations.

The disposal of demolition material is subject to Belgian and Flemish legislation, which Evonik Antwerpen shall share beforehand so the appropriate procedures can be followed. These materials may be disposed of after consent is received from Evonik Antwerpen's Environment Department.

9.2.1.4 Operating plant facilities

Operating electrical switches, equipment, fixtures or other operating equipment in existing installations that are not explicitly cleared in writing by a representative of Evonik Antwerpen is strictly forbidden.

9.2.1.5 Repairs to vehicles, machines and equipment

Repairs (for example oil changes) to vehicles, machines and equipment that may cause fuel or oil to leak may only be carried out at the designated work places that are suitable for this work.

9.2.1.6 End of the works

At the end of the works, the worksite shall be cleared up immediately. All surplus material and articles shall be disposed of or removed. Storage areas, work places and access roads shall be restored to their original condition.

9.2.1.7 Eating and drinking

Eating, drinking and changing clothes is only permitted in the designated areas. Regulations for the use of these areas must be observed. The Evonik Antwerpen staff restaurant can be used by the contractors in the afternoon from 12:15 PM to 1:30 PM.

9.2.1.8 Compressed air

Compressed air may not be used for cleaning clothes or the body.

Using the working air or control air network as breathing air is forbidden.

9.2.1.9 Smoking

A general smoking prohibition applies to the plant factory site, including in vehicles. Exception: Smoking is permitted in the designated smoking cabins. The use of e-cigarettes or vaping is equivalent to "smoking".

Non-compliance with the prohibition shall lead to a denial of access to the premises.

9.2.1.10 Alcohol and drugs

It is forbidden to:

- bring in or consume alcoholic drinks or intoxicating substances;
- enter or remain on the factory site under the influence of drugs or alcohol;
- work under the influence of alcohol or drugs.

The factory site manager is bound to remove any employee who violates these rules on the factory site and to inform Security.

9.2.1.11 Portable communication devices and battery-operated devices

The use of such devices is only permitted:

- at workplaces and in office buildings;
- on roadways and on the site as long as they are not in the vicinity of production units, loading areas or tank storage areas;
- in cars, when the vehicle is shut down.

9.2.1.12 Photography and filming

Taking photographs or shooting videos on the factory premises or on the factory site is forbidden. Exceptions require written permission from Evonik Antwerpen.

9.2.1.13 Walking on roofs

Working on roofs without a permit is forbidden. If work to and on roofs is necessary (including inspections and measurements), a written roof permit ([instruction TEB/INS/610 – Accessing roofs](#)) is required (issued by the unit itself or a building manager).

9.2.1.14 Driving motor vehicles in EX zones

Driving motor vehicles in EX zones is forbidden. Exceptions require a hot work permit.

9.2.1.15 Beards

If the risk analysis shows that a contractor's employee must wear a full face gas mask, the contractor undertakes not to employ employee(s) whose hair and/or beard prevents the seal of a full face gas mask from working correctly.

Beards or sideburns are permitted for those employees who enter areas for which an escape hood is required, provided the escape hood fits snugly against the neck in order to prevent the ingress of contaminants.

9.2.1.16 Working with the risk of drowning

If there is a risk of falling into water (e.g. BIO unit, quay area), life jackets must be worn or lifebelts with lifelines must be used ([instruction VEI-RB/INS/703 – Protective measures in the quay area](#)).

Before carrying out works using an aerial works platform in close proximity to water, a risk analysis must be performed to determine whether wearing fall protection equipment on the platform can pose an additional risk, e.g. if the platform tips over.

9.2.1.17 Opening installation parts

Opening parts of installations (such as tanks, pipelines, fittings, measuring and regulating devices) is not permitted without (written) release by the production unit by signing the work order and applying visual releases (as described in [instructions VEI-RB/INS/622 – Release for opening installation parts and VEI-RB/INS/411 – Release for cutting pipelines/devices](#)). The contractor ensures there is no energy in the system (pneumatic, hydraulic, mechanical energy or energies from other products, whether or not with hazardous properties) by applying the lock-out principle according to [instruction VEI-RB/INS/180 – Lockout/Tagout \(LOTO\) of hazardous energies and chemicals](#).

9.2.1.18 Working in confined spaces

An access permit shall be required for all work in tanks, silos, bunkers, appliances, pipelines, channels (underground pipelines), drains and other confined spaces. The [instruction VEI-RB/INS/620 “Entering confined spaces”](#) must be strictly complied with.

A risk analysis must always be carried out by the contractor in collaboration with the person responsible for the installation, and this must be documented.

Appliances may only be closed again after clearing by the competent responsible officer from Evonik Antwerpen.

9.2.1.19 Working in confined electrically conductive spaces

When working in confined, electrically conductive spaces, only low voltage safety power tools (max. 24 V) may be used.

Welding stations must be approved for use in environments with increased electrical hazards. For alternating current, the open terminal voltage shall not exceed 50 V, and for direct current, it shall not exceed 75 V.

A safety transformer shall be required for working in tanks.

9.2.1.20 Open flames

Naked flames may not be produced or used on the factory site.

Exceptions for the purpose of carrying out work shall require a hot work permit.

9.2.1.21 Working with open flames or ignition sources

Working with open flames (for example, welding, gas cutting, soldering, drilling) and working with potential ignition sources (for example, non-explosive work equipment), may only start after successfully applying the safety measures described in the hot work permit.

During welding and while using cutting torches, special safety measures shall be taken to prevent fire caused by sparks falling to the ground. Places located below locations in which welding and gas cutting work is taking place shall be protected.

Should the contractor deploy a fire watch, its employees shall be trained for this.

The work order may specify the necessity of a fire watch.

The [instruction VEI-RB/INS/600 "Hot work permit"](#) is to be strictly complied with.

9.2.1.22 Asbestos/Ceramic fibres

Evonik Antwerpen has a list detailing where materials containing asbestos or ceramic fibre can be found. This can be requested via Contractor management.

For works involving a potential exposure to or contact with materials containing asbestos or ceramic fibre, this shall be explicitly mentioned in the risk analysis and the work order. This shall however not relieve those executing the works of the responsibility to cease and immediately notify Evonik Antwerpen should it be suspected that there has been contact with asbestos/ceramic fibre-containing materials despite there being no expectation of this (for example, between two plates, behind false walls, etc.).

9.2.1.23 Dust development during work

The contractor shall take the necessary measures when carrying out (road) construction, demolition and/or blasting works, etc. when it is expected that dust will be released. This risk is included in the H&S plan for MCS.

9.2.2 Security of the work zone

9.2.2.1 Blocking of roadways

Blockages of traffic routes and obstacles to traffic and the work of other contractors and/or the customer must be discussed and arranged with the customer in good time.

Every traffic restriction shall be signposted in accordance with the highway code using necessary lighting, e.g. hazard warning lights.

9.2.2.2 Working at height

When working at height, employees must be protected against falling. If there is a risk of falling into the water (e.g. in the port area), only approved rescue equipment may be used.

9.2.2.3 Works with the risk of falling

Fall protection must be installed or worn for works where there is a risk of falling. Safety tape or chains are not permitted as a barrier.

9.2.2.4 Covers and safeguards

Sufficient covers and protections (e.g. balustrades, handrails, safety lines and nets) shall be fitted and maintained in places where there is a risk of falling. Such places include floor openings, openings in grids, open excavations, pits, shafts, sewer openings.

Grilles, grates, lids, etc. may only be removed when:

- the contracted work for this has been explicitly given and is included in the associated work order;
- and a fixed and secure closure is provided.

Anyone removing the grilles/grates/covers shall protect him/herself.

Grilles, grates and other coverings shall be put back in place and secured as soon as the works are finished.

The [instruction VEI-RB/INS/710 "Fall protection during works"](#) is to be strictly complied with.

Fences, scaffolding, cords, chains and other objects that could be tripped over must be clearly marked.

All tarpaulins used on the Evonik Antwerpen site shall be self-extinguishing and non-flame propagating. Any company that uses tarpaulins shall keep the relevant certificates available on site. Any tarpaulins attached to a construction must be constructed/calculated in such a way that weather conditions (wind) cannot have any effect on the construction.

9.2.2.5 Entering an electrical operating room

Only qualified technicians and authorised personnel with explicit permission from the customer's EMR department are allowed to enter electrical operating rooms such as switching rooms and substations.

Anyone without this qualification may only enter electrical operating rooms under the supervision of employees with the necessary qualifications.

Distribution stations for high voltage (6 kV or higher) may only be entered after written approval has been received from the Power Supply Department.

9.2.2.6 Working on electrical installations

The works may only be carried out in a voltage-free state by qualified technicians with the permission of the customer on the work order. This also applies to the electrical equipment made available by the customer, and to the installation, switching on/off, and/or replacement of fuses.

When working on and in electrical installations, the following applies:

- Disconnect;
- Lock (to prevent switching on);
- Measure (voltage);
- Earth and short;
- Fence off (signage, tape barrier).

After completion of the works, these safety measures are reversed following the opposite of the aforesaid sequence.

Works under voltage may only be carried out if, for compelling reasons, a voltage-free state cannot be created or guaranteed; these works can only be done after making an appointment with the EMR department.

The condition in this regard is that:

- The use of the correct equipment eliminates the risk of electrocution or arc formation;
- the contractor only entrusts the work to personnel familiar working with live parts;
- the contractor imposes and implements technical, organisational and personal safety measures to guarantee efficient protection against electrocution or arc formation;
- a second person who is sufficiently trained and capable of giving first aid, particularly cardiovascular resuscitation, is present at all times during the aforementioned works.

When working in an environment with an explosion risk, a hot work permit that confirms that there shall be no explosion risks up to the indicated time shall be obtained beforehand. Working under voltage in an explosive environment is absolutely forbidden. The only exception is working on self-fused circuits within the meaning of the Ex regulations. In case of explosion risk, earthing and short circuits are also forbidden in danger zones.

9.2.2.7 Underground works

Earthworks, including soil tests, must be agreed upon and may only be carried out with a written excavation permit for earthworks. There is a specific internal instruction for this.

Before commencing earth works such as excavating ditches or pile driving objects, the contractor shall ask the Technical Construction Department or the project manager about the possible presence and routing of cables, earth wires, pipelines, etc.

In case of striking features, such as a special colour or a special smell of the soil, the activity must be stopped immediately and the customer must be informed.

At locations that are subject to risk, earth works may only be carried out manually. All cables, pipes, channels, etc. not included in the consent for the underground works shall be presumed to be in use.

The filling works may only be carried out after approval by the customer. Disposing of demolition and excavation material is subject to Flemish legislation and shall be agreed with the Environment Department.

9.2.2.8 Handling radioactive materials

Contractors who work with radioactive materials must report the location and time of the works to the Inspection Service for radiographic investigations and the EMR department for works on EMR isotopes at least one working day before the start of the works.

The contractor's employee shall complete the form [T-E-CB/FORM/350 "Radiographic works"](#) and shall leave a copy with Security at the time of bringing in a radioactive source.

Only officially certified skilled personnel may handle radioactive sources directly. For works involving an exposure risk to ionising radiation, the contractor is responsible for the radiation protection and dosimetry of its employees and the provision of any personal protective equipment and dosimeters. The contractor is responsible for ensuring its

employees comply with the general principles of radiation protection and dose limits, and that they have received the necessary information and training in this regard.

Where a radiation source is used or stored, the site shall be enclosed in such a way that no injury can be caused to others. The contractor may not remove radiation sources from their protective housing without prior written consent from Evonik Antwerpen.

Locations where a radioactive radiation source is used shall have appropriate signage and be protected according to the regulations.

9.2.2.9 Extreme weather conditions

The contractor shall consult the weather forecasts and halt works in the event of extreme weather conditions being expected. Storm warnings shall also be taken into account.

In case of extreme weather conditions such as storms, tanks/vats, containers, and materials such as timber, scaffolding planks, and metal and plastic plates are to be anchored and lashed down.

Before the works come to an end, a careful check shall be carried out to ensure that every workplace is left in a storm-proof condition.

Scaffolding, etc. shall be inspected for soundness before resuming works.

9.2.2.10 Use of safety tape

Contractors may only use personalised tape with their company name on it.

Any zone that is sectioned off shall:

- be monitored by a contractor's employee;
- not be unnecessarily large;
- not be sectioned off for longer than necessary.

After the zone is released again, all tape is to be removed. Tape must not be disposed of in rubbish chutes, gutters, waste pits, tanks/barrels, etc.

9.2.2.11 Lockout/tagout of hazardous energies and chemicals

Employees working on hazardous energies and chemicals must secure themselves by installing a lockout padlock on the device lockout shackle or, if applicable, the system lockout box. The contractor must provide these padlocks for its personnel.

Carrying out works on installation parts and machines that have not been secured and released in the prescribed manner is strictly forbidden.

After the works, the contractor's foremen must remove the individual lockout padlocks.

Instruction VEI-RB/INS/180 – Lockout/tagout (LOTO) of hazardous energies and chemicals must be strictly applied.

9.2.3 Safety of facilities, work equipment and material

The contractor's site manager is responsible for the safe use of the work equipment, the internal roadways, the scaffolding and safety facilities. Proof of inspections shall be kept available on site and/or fixed durably and visibly to the equipment.

The contractor shall guarantee that its employees possess the necessary tools to complete the contracted work as required. Collective tooling shall be in accordance with the number of workmen and the nature and scope of the works to be performed.

The correct use of all equipment including Personal Protective Equipment must be guaranteed by the contractor.





The contractor shall keep all the used equipment, machinery and tools in a safe condition in accordance with the regulations. The statutory and contractual inspection periods must be observed and documented. It must be possible to produce valid proof of inspection.

If the contractor uses flexibles (third parties) at Evonik Antwerpen:

- for the transport of hazardous chemical products as per Group 1 of the PED guideline;
- for the transport of (chemical) media according to Group 2 of the PED guideline;
- for the transport of steam or hot water ($t > 60^{\circ}\text{C}$);
- in view of special risks defined by Evonik Antwerpen;

such flexibles shall carry the latest valid inspection certificate.

If flexibles are used for the transport of products with one of the following hazard symbols, the checklist from [instruction VEI-RB/INS/170 – Code of good practice and management of flexibles](#) must be filled in:

Ontvlambaar (GHS 02)	Corrosief (GHS 05)	Toxisch (GHS 06)	Gezondheidsschadelijk lange termijn (GHS 08)
			

If the Evonik Antwerpen inspection procedure is used, the costs may be borne by the contractor.

Wherever applicable, equipment may only be used by personnel qualified for that purpose. Only ignition-proof (explosion-proof) electrical devices and facilities are permitted in parts of the installation that are subject to an explosion hazard. Deviations from this regulation are only permitted for holders of a hot work permit.

Evonik Antwerpen reserves the right at all times to inspect erection equipment and machinery used by the contractor and to shut down equipment that does not meet the requirements of the regulations.

9.2.3.1 Scaffolding

All scaffolding shall be erected in accordance with the statutory provisions and Evonik Antwerpen's supplementary regulations (*instruction T-E-B/INS/500 – Working safely on scaffolding*).

The firm erecting, dismantling or modifying scaffolding:

- a) shall designate an authorised, trained person for:
 - monitoring the implementation of the measures to prevent personnel or objects from falling, and this must be ensured through suitable training of its employees;
 - drafting and amending diagrams for erecting, dismantling and modifying the scaffolding.
- b) possessing erection, dismantling or modification diagrams, written calculations, written instructions (including all instructions useful for avoiding risks during erection, dismantling, modification or use) and instructions for use, and keep these documents available for consultation and supervision.

All scaffolding shall be inspected and cleared by the scaffolding firm's authorised person before use.

Scaffolding is cleared by affixing the scaffold identification tags to the scaffolding. The contractor's name is to be displayed on the scaffold identification tags. If this scaffold identification tag is not present, no one may set foot on the scaffolding. The scaffold identification tags may be obtained from the Technical Construction Department. Any defects shall be reported to the authorised person immediately.

Construction, conversion and dismantling of scaffolding may only be carried out by an authorised person employed by the scaffolding builder.

The scaffolding is re-inspected monthly and/or after any modification to the scaffolding that could affect its stability and safety. The date until which the inspection certificate is valid is indicated on the inspection part of the green or yellow side of the scaffold identification tags.

Quick-assembly scaffolding (including folding scaffolding) shall also bear identification details, including the name of the owner and a serial number. The material of these scaffolds shall be inspected every 6 months by the contractor responsible. Such inspections shall be documented.

When using scaffolding to hoist material, or when installing jibs, the suitability of the scaffolding for the largest load shall be demonstrated beforehand by means of a static calculation. The maximum load bearing capacity of the scaffolding shall be mentioned on the yellow scaffold identification tags.

Scaffolding and related equipment may not be changed in any manner that affects their calculated load capacity.

No type of work floor whatsoever may be fitted to movable scaffolding at a height of more than three times the smallest dimension of the support base unless the stability is assured by means of efficient securing or support systems.

Mobile scaffolding shall have a protective railing (CPE) between 1 m and 1.2 m in height with an intermediate beam at 0.5 m. In case of mobile scaffolding that is in a resting position, the wheel brake must be engaged. Mobile scaffolding may not be moved as long as personnel, materials or equipment are still on them. The utmost caution shall be exercised when moving such scaffolding.

To prevent the scaffold from tipping over, the support surface shall be absolutely sound and flat.

9.2.3.2 Handling gas bottles

All statutory regulations and any specific instructions from Evonik Antwerpen shall be strictly followed in connection with storing gas cylinders. The contractor shall inform the Environment Department of storage locations outside the construction site. The number of gas cylinders in such storage locations is restricted and shall be determined in consultation with the Environment Department.

Storage locations for gas cylinders shall be fitted with an awning or roof to keep out solar radiation. A sign shall be put up at the entrances to work places and other confined spaces with the following text: "Opgelet, gasflessen" [Warning – gas cylinders].

Gas cylinders may only be transported with the caps closed tightly. The cylinders shall be protected against falling during transport and storage. Cylinders shall be secured upright at a safe distance from heat and naked flames. If this is not possible, they shall be laid down and prevented from rolling away. When the cylinders are in use, it must be possible to close the valves at all times. All cylinders not in use shall have the cap on.

The contractor shall, at the request of Evonik Antwerpen, be able to demonstrate that the gas cylinders it brings into the Evonik Antwerpen site have a valid inspection certificate.

9.2.3.3 Ladders

Ladders of the required length and in a safe condition shall be provided. Ladders that do not comply with these requirements shall be removed immediately from Evonik Antwerpen's premises.

All ladders shall bear identification details stating the name of the firm and the serial number of the ladder. All ladders shall be inspected every six months by an authorised person and marked with a valid inspection mark. A proof of inspection shall be retained as proof.

9.2.3.4 Electrical work equipment

Electrical equipment, sockets and cords shall comply with the current technical regulations and shall be adapted to the place of use.

Portable electrical equipment (portable lamps, hand tools, etc.), extension cables and extension and connection pieces shall be subjected to a visual inspection for defects before every use. If damage is found, it must be repaired immediately. Furthermore, such equipment shall undergo a safety inspection conducted by an authorised person at least once a year.

Equipment that is installed or used in zones with an explosion risk shall comply with ATEX 94/92/EC, ATEX 2014/34/EC and the General Regulations for Electrical Installations (AREI).

Non-stationary electrical equipment such as construction power boxes, junction boxes and sockets must be checked for safety by an electrician before commissioning and every six months. Power loss switches shall be inspected for proper functioning once a month.

These inspections shall be documented.

Non-stationary installations, such as site current distributors, shall be placed in such a way that, on the one hand, they are not exposed to danger due to erection works and, on the other hand, constitute no obstacle or tripping hazard. The route of underground cables must be indicated by marking posts with a maximum distance of 5 m.

Evonik Antwerpen reserves the right to have any faulty equipment removed.

9.2.3.5 Hoisting and lifting equipment

Winches, hoisting and lifting equipment shall comply with the statutory regulations relating to construction and equipment. It shall be possible to produce the inspection certificates before the first use, after any major modifications, as well as certificates relating to periodic inspections.

Lifting straps may not exceed the maximum age of 10 years from date of manufacture.

9.2.3.6 Work equipment for hoisting or lifting personnel

The lifting or hoisting of personnel is only permitted with work equipment that has been designed and approved for the hoisting or lifting of personnel.

9.2.3.7 Elevators

It is forbidden to transport personnel in a goods elevator, and this shall be indicated by means of a warning sign.

Simultaneous transport of chemicals and personnel in one elevator is forbidden. This rule shall apply if the chemicals to be transported can be regarded as household products with a volume of less than 25 litres in the original packaging, for example. cleaning and maintenance products, lubricants, road salt, etc.

9.2.3.8 Use of suction trucks

When using suction trucks on the Evonik site, there must not be any connection possible between the vacuum section (tank container, vacuum pump) and waste product and/or any parts of the vehicle that are not compatible with the waste product (control cabinets, cabin, pneumatic system, etc.); this applies under both normal and exceptional circumstances.

9.2.4 Protection of the customer's facilities

9.2.4.1 Channels, cables, pipelines and power lines

The contractor shall not damage channels, cables, pipelines and electricity cables. To this end, the contractor must inform the customer about their presence and condition in good time before commencing the works, and must take all necessary safety measures.

9.2.4.2 Gas and oxygen pipes

Works in the vicinity of gas and oxygen lines can only take place after a specific risk analysis.

9.2.4.3 Insulated pipelines and cable ducts

Insulated pipelines and cable ducts may not be walked on or used as a support point.

9.2.4.4 Pipe bridges and sleeperways

Storage of material, the placing of construction site equipment, or the parking of a vehicle under pipe bridges within a distance of 1.5 m from sleeperways is forbidden. Deviations from this regulation are only permitted with the approval of the customer and with the approval of Utilities.

9.2.4.5 Working near utility lines

The contractor must inform the customer of the start of the works in good time and comply with the conditions imposed. No installation works may be carried out in the vicinity of pipes if the necessary safety distances are not observed. Safety fences or devices must be respected and must not be removed.

In case of works involving the use of cranes, and dredging works near high voltage cables, the concerned energy supplier shall be informed beforehand. The energy supplier's instructions shall be duly followed.

When working on public land within the Evonik site perimeter, the presence, location and owner of underground product or utility lines must first be checked via the Kabel- en Leiding- Informatie-Portaal (KLIP) [Cable and Pipeline Information Portal].

9.2.5 Fire safety

The contractor is responsible for complying with all fire prevention legislation and regulations and for complying with the fire safety regulations that apply to the site. The contractor is responsible for checking the fire protection equipment and ensuring it remains in good condition.

Employees shall be familiar with or trained in the use of fire extinguishers.

The Company Fire Brigade is to be consulted in good time about all aspects of fire protection and/or fire prevention.

Fire-fighting equipment, such as hydrants, fire extinguishers, risers, wall taps and information boards, must not be obstructed, covered, damaged or otherwise rendered inoperable, and they must be accessible at all times. Damage of any nature whatsoever to Evonik's installations must be reported to the customer immediately.

9.2.6 Personal Protective Equipment (PPE)

The major part of the factory site is categorised as a PPE zone, which means a special regulation applies to the wearing of PPE. Access to the PPE zone can be seen by the prohibition instruction signboard and bordered by the C-street and the 300 and 800 street.

The use of the following PPE is compulsory in the PPE zone:

- Antistatic safety shoes;
- Safety goggles (with correction lenses, if necessary) with side shields;
- Hard hat. Exceptions:
 - BIO unit, where hard hats are forbidden.
 - All laboratories, offices, control rooms, social areas, dining rooms, changing rooms, sanitary blocks, work places and shelters with closed ceilings.
 - In vehicles, modes of transport, cranes etc. where there is sufficient protection above the head.

These exceptions do not apply when:

- work is being carried out at more than 1.80 metres above working level;
- there is a danger of people bumping their heads;
- goods are stacked higher than 1.80 metres.
- Respiratory protection when entering the production area of all the units.
- FRC workwear (Flame Retardant Clothing).

Schematic representation:

	Outside the PPE zone	In the PPE zone outside the production area (roadways, squares)*	In the PPE zone, inside the production area
Third parties trained in the use of the full face mask	<i>No PPE required** – escape hood is available in a safe place</i>	<i>Hard hat, safety goggles, full face mask, safety shoes</i>	<i>Hard hat, safety goggles, full face mask, safety shoes, FRC workwear***</i>
Third parties – not trained in the use of the full face mask	<i>No PPE required** – escape hood is available in a safe place</i>	<i>Helmet, goggles, safety shoes (escape hood in a safe place)</i>	<i>Hard hat, safety goggles, escape hood, safety shoes, FRC workwear***</i>
Visitors	<i>No PPE required** – escape hood is available in a safe place</i>	<i>Helmet, goggles (escape hood in a safe place)</i>	<i>Hard hat, safety goggles, escape hood, safety shoes, guidance, FRC workwear***</i>

* No obligation to wear hard hats, safety goggles in offices.

** “No PPE required” unless specific PPE is identified in the task risk analysis.

*** FRC (Flame Retardant Clothing).

Employees in possession of an escape hood or a personal full face mask shall always have this with them when they enter a PPE zone.

Outside the PPE zone, the wearing or use of PPE is not mandatory unless this is prescribed by the work order and/or risk analysis for the works to be carried out, or by the location (for example, safety goggles within mechanical works places).

The contractor village is not located in the PPE zone. Every contractor shall determine which PPE is required at which locations within their site facilities (for example, sheds that are used as workplaces). The contractor shall describe this in its work instructions for its employees and shall highlight this at the location using signage.

Employees shall wear industrial workwear while working. As a minimum, this comprises of long industrial trousers and a long-sleeved shirt. The company name or logo shall be affixed on the industrial workwear. Clothing may only be changed in the designated locker rooms provided for this purpose. The contractor shall make arrangements for the cleaning of the clothing. A contractor is forbidden from taking contaminated clothing (chemical or biological) home to be washed there (Codex Well-being at Work: Book IX, Art. IX. 3-4). The contractor must take the necessary measures to clean dirty/contaminated clothing, or destroy it if necessary. This is always done in consultation with an Evonik manager.

Changing into or out of non-antistatic workwear in EX-zones is forbidden.

Antistatic and flame-retardant clothing may be required for specific activities or in specific zones, for example in case of grinding, gas cutting or welding activities.

Multi-Risk Clothing:

Anybody who carried out works and inspections or observations in the production area, production installations, shipments, tank farms or loading operations, must wear Multi-Risk Clothing workwear as an outer layer.

This Multi-Risk Clothing has the following properties: fire retardant, antistatic, limited chemical resistance and protective against flames. FRC (Flame Retardant Clothing) workwear is certified according to the following standards:

- EN ISO 11612 A1.B1.C1.F1 (fire retardant);
- EN 1149-3/5 (antistatic).

The contractor shall provide its employees with the necessary PPE. This includes hard hats, safety gloves, safety goggles, ear protection, antistatic safety shoes and appropriate industrial workwear (as a minimum, long trousers and a shirt with long sleeves). The contractor shall ensure the PPE is in good working condition and is actually used by the employees.

The contractor must provide its own workwear with company identification or logo. This clothing obligation also applies to the ME companies, despite the odour problem. The contractor is responsible for the washing. Any workwear that has been contaminated with chemicals may not leave the site under any circumstances; this workwear is to be handed over to ME.

Breathing apparatus (full face mask including filter, escape hood) shall be provided by Evonik Antwerpen. The contractor is responsible for training its employees in the use of this breathing apparatus. Full face masks can be collected from the company fire brigade, which periodically maintains them. Other unit-specific protective media (for

example, gas detection) shall be provided by the production unit. All the aforesaid PPE shall be returned at the end of the works/or the contract. In the event of loss or damage, the costs of the respiratory protection may be charged.

10 ENVIRONMENTAL PROTECTION

10.1 General environmental measures

10.1.1 General provisions concerning environmental protection

The contractor shall comply with the applicable environmental protection laws, ordinances, decrees and regulations, and with the internal factory regulations. The contractor shall be in possession of the necessary environmental permits. In case of doubt, the Environment department shall always be consulted.

Specific requirements for the behaviour of the contractor with regard to the risks to the environment during the works have been laid down in writing by the customer.

The customer must be informed about any activities that may have an impact on the environment. Precautions must be taken to prevent environmental pollution (e.g. air, noise, water, soil).

Unforeseen events with consequences for the environment must be reported to the customer immediately.

10.1.2 Energy management

The contractor must use energy and resources sparingly and use energy-efficient techniques and methods.

10.1.3 Waste water

The discharge of substances (e.g. residues, waste, solvents) into the water or the sewage system is forbidden.

10.2 Waste/Potentially hazardous products

10.2.1 Hazardous materials and waste

When handling waste or products that can pose a danger to people and the environment, the legal provisions must be observed. A copy of the valid SDS (in Dutch) must be presented to the customer and kept at the place of use.

The removal of asbestos-containing materials must be reported to the competent authority at least 14 days before the start of the works. The customer must be notified of this.

The removal of waste is to be coordinated between the contractor and the customer.

10.2.2 Delivery of potentially hazardous products

When hazardous and/or carcinogenic substances are brought into Evonik Antwerpen, the applicable SDS and safety regulations must be submitted in advance to the Construction/Installation Management and the Risk Management/Medical Service. If necessary, occupational health supervision must take place. These products must be labelled in accordance with legal requirements.

10.2.3 Storage of potentially hazardous products

When storing hazardous substances, the statutory and technical regulations and the technical rules must always be observed. For example, the distance rules, the stacking heights, the characteristics of the storage place, the collection areas, etc. The sump of the storage places must be liquid-tight to prevent contamination of the surrounding soil and sewage system. Interim storage of waste, e.g. on unpaved open sites, must be coordinated with the customer. These storage areas must be demarcated. Pollution of the soil, the environment and the sewage system must be excluded. The storage location is to be determined by the contractor with the customer.

The contractor shall be held liable for any damage caused by soil contamination.

10.2.4 Waste disposal and recycling

The contractor must respect the legal regulations regarding waste management. The contractor must enquire with the customer about the existing waste management system on the site.

The contractor is responsible for the correct disposal of the waste generated during the contractor's works.

The contractor must prove to the customer that the waste has been disposed of in accordance with regulations. The corresponding supporting documents (proof of removal, waybills, etc.) must be presented to the customer upon request. The customer can inspect the waste being removed by the contractor before leaving the company site.

All waste removed by the customer must be sorted according to the type of material, in accordance with local regulations, and separated into fractions.

The use of waste containers and the existing sewer and waste water systems shall be determined in consultation with Evonik Antwerpen.

Interim storage and disposal of waste and residues (e.g. paint residues, grit and insulation material) shall be agreed with the Environment Department.

The contractor is forbidden from taking the customer's waste.

The illegal dumping of waste on the factory site will be prosecuted. The costs of removal shall be borne by the party responsible.

The timely clearing up of waste contributes to order and tidiness around the construction huts, assembly halls and storage locations. The contractor shall provide covered waste containers to store its waste, and they shall be comparable to domestic waste containers. The containers shall be emptied promptly into the household waste containers provided for that purpose by Evonik Antwerpen.

10.2.5 Refuelling vehicles

No fuel may find its way into the soil or into the sewer system when refuelling vehicles.

Fuel stations for use by the contractor and receptacles for inflammable liquids shall require permission from Evonik Antwerpen; and they shall be installed, protected, and clearly indicated as such.

11 ACTIONS TO BE TAKEN IN THE EVENT OF AN ACCIDENT AND/OR EMERGENCY

11.1 General provisions

In the event of danger to personnel, the environment and/or equipment, the contractors shall immediately comply with instructions issued by Evonik Antwerpen.

11.1.1 *Obligation to provide assistance*

If urgent medical assistance is required, the employee shall immediately press the warning button or notify the medical service via the internal emergency number: 112. This internal emergency number (112) shall be clearly and visibly marked on all internal fixed telephones.

11.1.2 *First-aid facilities*

The customer is to inform the contractor about the first aid facilities and the locations of eye and emergency showers before the start of the works.

Any employee who suffers an industrial accident must contact the Medical Service immediately. If an employee feels unwell, the Medical Service shall always be called.

11.1.3 *Emergency facilities/safety equipment*

Insofar as emergency/safety equipment is prescribed for the contractor (such as respiratory protection, masks, emergency showers, fire extinguishers, first aid kits, etc.), these must be freely accessible and kept in good condition at all times.

11.1.4 *Reporting a fire*

Any fire or explosion must be reported immediately by pressing a warning button and/or calling the internal emergency number **112** stating the exact location of the fire. The fire-fighting equipment available in the area of the fire must be used as best as possible and the traffic routes must be kept clear until the local fire brigade arrives.

Injured employees must be removed from the danger zone if possible, taking due regard for personal safety.

Rescuing people has priority over extinguishing the fire.

11.2 Behaviour in emergency situations

Every emergency shall be reported by pressing a warning button.

If there is no warning button in the vicinity, the emergency shall be reported by calling the internal emergency number, 112.

11.2.1 *Emergency numbers*

Before starting the works, the contractor must find out all the emergency numbers on the site and inform its employees.

Evonik Antwerpen has one internal emergency number for reporting fire, accident or danger: ☎ **112**

This will connect you to Security, who will put you through to the necessary emergency services.

Emergencies must only be reported via the internal emergency number (112) using Evonik Antwerpen's internal telephones (not via mobile phones).

11.2.2 What to do in an emergency

The following measures shall be taken in case of an accident/incident:

- Press the warning button;
- notify the control room of the unit where you are working;
- call the internal emergency number 112 if necessary in order to provide supplementary information;
- do not hang up until the message has been received and confirmed;
- wait for any further questions.

11.2.3 Reporting procedures in the event of an emergency

The following information must be provided in the event of an emergency call by telephone:

- Where did it happen (exact location)?
- What happened (accident, fire or contact with product)?
- How many casualties are there?
- What types of injuries are there?
- Wait for further questions.

Then inform the company control room of the location of the incident and tell them the emergency call has already been made.

11.2.4 How to act in the event of a warning or alarm at the workplace

A warning is given by means of a siren with a rising and descending tone, lasting one minute.

An additional pulsing audio signal (wailing tone) shall also be sounded for 10 seconds via the intercom loudspeakers and the public address system in the unit in which the warning button was pressed.

In the event of an incident (e.g. emergency, danger, malfunction), the following measures must be taken:

- Stay calm.
- Stop all activities immediately and leave the workplace safely.
- Switch off appliances and installations that are in operation (e.g. close off gas bottles).
- Turn off all electrical equipment (tools, heating appliances, etc.).
- Turn off ventilation systems.
- Close windows and doors.
- Leave the danger zone immediately, taking into account the wind direction.
- Use protective equipment for its intended purpose.
- Everyone must move, (perpendicular to the wind) to the nearest assembly point.
- Follow the instructions provided by Evonik personnel.
- Smoking is prohibited – even in the smoking cabins.

- All work permits (hot work, access permits, climbing on roofs etc.) shall be suspended.
- Exits, stairs, escape routes and fire extinguishers must be kept clear.
- Do not use elevators/lifts.
- Stop all traffic except emergency services. Park vehicles on the right side of the road, leave the keys in the vehicle.

Everyone is to proceed (in a direction perpendicular to the wind) to an assembly point (for production plants this is generally the control room) after badging or logging out. If the unit/department check-in/check-out place is inaccessible, you must go to a nearby unit or check-out place and gather there. You must first badge in there, and then badge out again, or have yourself checked out at the unit or department where you are checked in. Employees who are outside on the street when a warning goes off are to go to the nearest assembly point and report to their site manager by telephone.

If a change in circumstances (e.g. if the situation worsens, if the wind direction changes, etc.) means a decision is made to evacuate the assembly point, this shall be announced. The available escape hoods can be used.

The workplace may not be re-entered before the “end of warning/alarm” signal sounds (1 minute siren) and the necessary permits have been released.

Entering cordoned off areas (e.g. with beacons, barrier tape) without authorisation, or driving through cordoned off areas is strictly forbidden. Violations can be punished with a ban from the site.

11.2.5 How to act in the event of a warning or alarm in the contractor village

All employees working in the contractor village shall stop their works and leave the contractor village, ensuring it is left in a safe condition:

- Electrical appliances are to be switched off, with the exception of IT equipment;
- gas cylinders are to be shut off;
- ventilation systems are to be switched off, windows and doors are to be closed;
- open flames are to be extinguished (if possible).

Everyone equipped with the necessary PPE is to go to the emergency assembly location and listen to the warning alerts provided (what and where?) and the wind direction via the intercom.

Those present are to badge out at the column at the assembly point.

Everyone is to remain at the assembly point until the end of the warning or until given the order to evacuate.

The order to evacuate shall be given via the intercom, or by telephone by Security. The telephone at the emergency assembly location shall also be kept free at all times.

If the group decides evacuation is necessary, it must be done as the entire group and Security is to be notified.

As preparation for any evacuation, every site manager (or his/her replacement) shall draw up an attendance list and check whether anyone is missing.

In case of an evacuation, the site manager (or his/her replacement) shall hand Security the aforesaid list containing the names of the personnel who are present and those who are absent, and shall notify Security of any missing personnel.

11.3 Accidents and material damage

11.3.1 Accident and damage reporting

Accidents that result in physical injury and incidents that result in material damage must be reported to the customer immediately.

The contractor must cooperate with the customer in the investigation of accidents, material damage or environmental damage.

11.3.2 Work accidents

In the event of an occupational accident involving a contractor's employee, first aid must always be provided by the site's Medical Service. The customer must be informed immediately.

The contractor must inform the Risk Management Department about the severity of any injury so an estimate can be made as to whether it's a "serious or very serious work accident" as described in the welfare legislation, and whether or not any work was lost on the day after the accident.

In the event of a serious accident, Evonik Antwerpen's Risk Management Department shall assume the coordinating role and:

- decide who shall carry out the investigation, draw up the detailed report and send it to the authorities;
- if the investigation is assigned to the contractor's Prevention Department, Evonik Antwerpen is entitled to review and, wherever necessary, amend all or any parts of the investigation report at any time;
- a copy of the detailed report drawn up by the contractor's Prevention Department shall be submitted to Evonik Antwerpen's Risk Management Department and to the competent inspection services;
- organise cooperation between the Prevention Departments involved;
- organise the allocation of the costs arising in connection with the investigation.

In case of eye injury caused by foreign objects or foreign matter entering the eye, the victim must immediately go to an eye wash station.

If the skin comes into contact with irritating, corrosive or toxic chemicals, the affected skin areas must be rinsed immediately under running water at the eye and body showers for at least 15 minutes.

11.3.3 Traffic accidents

All traffic accidents on the site (and the external parking areas) must be reported to Security immediately.

As far as possible, nothing shall be touched at the scene of the accident until the accident report has been completed. Furthermore, nobody involved may leave the scene of the accident without permission.

11.3.4 Property damage/theft

Property damage/theft in the factory must be reported to Security immediately.

The contractor is liable for bodily injury and material damage caused by its employees on the factory site.

Evonik Antwerpen reserves the right to carry out the necessary investigations and to notify offences to the police.

12 TRANSLATIONS

This document is available in 3 languages (Dutch, German and English). The Dutch text is the only legally binding version. The other texts are translations only.