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ORLEN Unipetrol RPA s.r.o. (incl. branches BENZINA and POLYMER INSTITUTE BRNO)

PETROTRANS, s.r.o.

ORLEN UniCRE a.s.



## **ENTRY AND DRIVE INTO THE CHEMPARK ZÁLUŽÍ PREMISES**

Approved by:

CEO / Executive directors

Valid from:

13.10. 2022

Document administrator:

ORLEN Unipetrol RPA s.r.o. - Management Systems Department

Prepared by:

ORLEN Unipetrol RPA s.r.o. – Control and Security Section – Radek Lipert

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## 1 Purpose

The Directive lays down rules for passages and driving through / driving in the gates to the Premises and informs about the manner of ensuring the protection of persons, property and security guard on these Premises.

The entire Premises have exactly set safety rules approved by the management of ORLEN Unipetrol RPA s.r.o., which are based on generally binding valid legal regulations.

It is the responsibility of the owner of such a building to assess very strictly the non-compliance with the rules defined herein. Violation of the rules set out herein can be perceived as a gross violation of SAFETY, and as such can only be punished by an offender's absolute ban on entering the Premises and sanction by their employer under the concluded and valid contract and also under generally binding valid legal regulations.

In connection with the specifics of guarded buildings, it is necessary to register the persons who enter and stay in these buildings. In the event of an anthropogenic emergency (especially technogenic emergency i.e. operational accidents, infrastructure-related accidents) or accidents of naturogenic origin (especially fires, floods and inundations), it is necessary to know the numbers of people who are currently on the Chempark Záluží Premises (structure). This information is further used to carry out the evacuation. It is necessary to know the numbers of people who are there and places where they are staying.

## 2 Scope of Validity

The document is valid and applicable for the following designated companies/branches:

- ORLEN Unipetrol a.s.     ORLEN Unipetrol RPA s.r.o.     BENZINA, odštěpný závod
- POLYMER INSTITUTE BRNO, odštěpný závod     ORLEN Unipetrol Doprava s.r.o.
- PARAMO, a.s.     SPOLANA s.r.o.

Furthermore, the document is also valid in PETROTRANS, s.r.o. and ORLEN UniCRE a.s. and its validity is subject to approval in these companies.

The document is intended for all legal and natural persons who:

- lawfully stay or perform any work activity or service on the Premises on the basis of the relevant contract or one-off order,
- make tangible investments on the Premises,
- have leased any building (workplace) or land (area) on the Premises for their activities on the basis of the relevant contract.

The availability of the directive to other persons is ensured via the Internet:

<http://www.unipetrolrpa.cz/CS/sluzby-areal/chempark-zaluzi/Stranky/zavazne-normy-a-informace.aspx>

This revision supersedes Directive 477 "Entry and Driving in the Chempark Záluží Premises", 1<sup>st</sup> revision of 1.2. 2020.

## 3 Terms, definitions and abbreviations

Company	– ORLEN Unipetrol RPA s.r.o.
AB	– main administrative building ORLEN Unipetrol RPA s.r.o. (building 2859)
Premises	– the company's territory in the context of this Directive means the company's premises in Litvínov, Záluží, i.e. basic plant, petrochemical facility, low-temperature warehouses, wastewater treatment plant, dispatch centre and other continuous fenced and unfenced areas outside the fenced area, e.g. warehouses and landfills, which the company owns, uses or manages. The company's area of interest is the area in which the company has ownership or

	other rights to the land, including protection and hygiene zones or other interests.
BA	– security agency (ORLEN Ochrana Sp. z o.o.), performing protection and security of persons and property of the Premises
Person authorised by the owner of the Premises	– in addition to the employee of the BA and UKOB also the employee of HZSP ORLEN Unipetrol RPA s.r.o., the employee of the Safety Section or another person with a card with a grey stripe “INSPECTING”
Identity card	– entry card with a photo of the employee issued by the company, entitling to enter the Premises, or supplemented by a holographic print
Vehicle card	– a card issued by a company authorising the vehicle to drive in the Premises
Company	– ORLEN Unipetrol Group
EV	– electric motor vehicle
AB Reception Hall	– place for handling visitors in the main administrative building (building 2859)
PCH Reception Hall	– a place for visitors passages in the administrative building of the petrochemical facility (building 7211)
UKOB	– Control and Security Section
OŘN	– organisational and management standards
PCH	– petrochemical facility
Ř UKOB	– Security and Control Director
ŘÚ	– Section Director
HZSP	– Company Fire Rescue Brigade
Terminal	– a card reader located on the turnstile or a reader the BA guard is equipped with
Owner	– ORLEN Unipetrol RPA s.r.o
Selected structure	– building, production, warehouse
Marked space of the building	– an area with access permission only after registration on the reader assigned to the selected building
EKV	– Electronic access control for registration of persons in the selected building/plant
Persons/employees	– persons entering or driving in the Premises
PCO	– central security desk
PES	– patrol electronic system for BA to guard the Premises
Guarded building	– fenced area of the company, i.e. basic plant, petrochemical production, low-temperature warehouses, wastewater treatment plant, Jiřetín waterworks, fuel terminal, buildings, where BA is located
ORLEN Unipetrol Group companies	– ORLEN Unipetrol a.s., ORLEN Unipetrol RPA s.r.o., including the BENZINA and POLYMER INSTITUTE BRNO branches, PARAMO, a.s., ORLEN UniCRE a.s., SPOLANA s.r.o., PETROTRANS, s.r.o., ORLEN Unipetrol Doprava s.r.o., HC Verva Litvínov, a.s.
Aktion	- New attendance system replacing the attendance system E 2000

## 4 Entry and drive into the Premises

### 4.1 Conditions and documents for entry and driving

#### 4.1.1 Procedure before the Start of the Approval Procedure

Before submitting the application for entry/driving in, the applicant must submit a certified Entry Sheet in the original (Annex A), either by an external company or an employee of the Company at KC (responsible OO representative) for approval, signature and introduction of the company into Aktion.

This Entry Sheet lists the person responsible for submitting an application for entry/driving in (these are short-term entries and paid only in cash or by credit card).

In the case of long-term entries, applicants must have a lease contract, a service contract where employees of the company or external companies (who rent on the Premises) also confirm permission to enter the Premises on the basis of a concluded contract (for work, commercial).

These contracts are forwarded to the Facility Management Department for approval.

Applicants for entry are applying in advance if the circumstances allow it well in advance (min. 48 hours if the situation allows), stating:

- name, surname,
- identity card numbers (personal identity card, passport),
- place of residence of the person for whom entry to the Premises is requested.

Legal persons requesting entry for their employees shall, if the situation allows, provide comprehensive lists of such persons with the above-mentioned requirements, natural persons shall request individually. The above data is necessary for the preparation and activation of magnetic input cards. Upon successful completion of the initial training, these persons will receive a identity card to enter the Premises for the period of activity according to the valid contract/order.

To issue an entry card for a vehicle, it is necessary to send:

- type of vehicle,
- vehicle registration number (if there is no registration number – send VIN or serial number),
- to issue a card for a vehicle, a vehicle registration certificate must also be submitted to the card centre.

Applicants shall hand over these lists in person or send them by email: [karetnicentrum@unipetrol.cz](mailto:karetnicentrum@unipetrol.cz) or by fax No.: 476 161 727, to the Záluží card centre, building No. 4835.

#### 4.1.2 Initial training

All employees of other organisations (with the exception of the persons listed in Article 4.9.1.3 of Directive 402 “Safety rules for employees of other organisations”) must receive company initial training. Completion of this training is a condition for issuing an entry card to the company's area in the Chempark Záluží Premises and the AVCH Kralupy Premises. Based on this training, entry cards can be issued for both Premises.

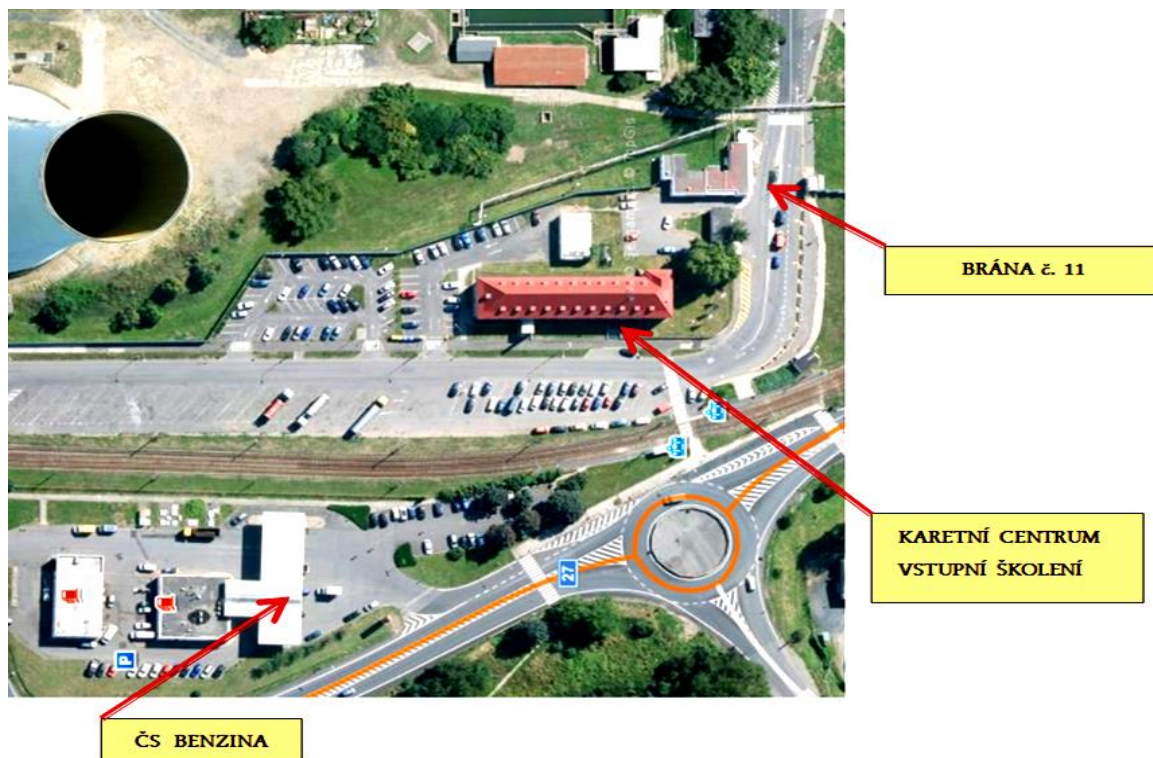
The participation can be ensured on the website [kontraktori.unipetrol.cz/skolenikontraktoru/](http://kontraktori.unipetrol.cz/skolenikontraktoru/). To access the ordering system, it is necessary to have access data, which can be obtained on tel. 736 508 846. Access using this data allows re-entry of training requests through defined persons by other organisations. Participation in training for subcontractors of other organisations is ensured by other organisations with which the company has a contractual relationship

Initial training is provided free of charge on the company's designated premises. The implementation of initial training on the premises of other organisations is charged and can be arranged individually on tel. 47 616 4521.

The attendance list and the record in the personal folding book “Training of Contractors” is the proof of the training. It is necessary to carry the folding book with you at all times.

In the case of training of foreign employees of other organisations, the responsible employee of another organisation is obliged to provide an interpreter for the training, guaranteeing the transfer of the entire content of the training, including the final examination.

### Location of the card centre and training room



#### 4.1.3 Safety Rules for Staying on the Chempark Záluží Premises

- 4.1.3.1 Entry and driving in the Premises is allowed only to persons and vehicles provided with the relevant documents, with the exception of bicycles for which a card is not required.
- 4.1.3.2 The identity card is the property of ORLEN Unipetrol RPA s.r.o. Persons who have issued the identity card are obliged to protect it from destruction, loss or theft.
- 4.1.3.3 The identity card is a basic document of a person/employee of the company to verify his/her identity and enter the Premises. The cards are issued by BA upon the entrance conditions. If the person is provided with a card with the words "VALID ONLY WITH THE PROOF OF IDENTITY", this person acknowledges that he/she may be asked to present this document by a BA worker, UKOB worker or a person with a grey card "INSPECTING".
- 4.1.3.4 If the person does not return the identity card, he/she is obliged to pay a fee for its loss, the amount according to the valid directive and the price list of services, which is valid for the respective calendar year.
- 4.1.3.5 After paying the fee, a new identity card will be issued.
- 4.1.3.6 Identity cards for employees of external companies are issued on the basis of successful completion of initial training and these persons will receive an identity card for entering the Premises for the period of activity



according to a valid contract/order signed by a person authorised to represent a particular company, on the basis of power of attorney.

- 4.1.3.7 A photo of the applicant will be printed on identity cards issued for more than 5 days.
- 4.1.3.8 When passing or driving through the gate, each person/employee must enclose an identity card or an identity card and a vehicle card, to the terminal located at the turnstile or the terminal with which the BA guards are provided with at the gates intended for vehicles driving through. Cards for the entry and driving in vehicles are put to the terminal or turnstile visibly, separately and individually from other documents / employee/driver cards.
- 4.1.3.9 When passing or driving through the gate, each person/employee is obliged to present an identity card to the BA guard for inspection upon request.
- 4.1.3.10 During the passage or driving through persons/employees are obliged to present their luggage for inspection upon request, or to allow the BA inspection of the vehicle, its passenger compartment, engine and luggage compartment by the driver of the vehicle himself/herself opening the door and allowing the inspection. He/she will only open the hood of the vehicle at the request of the BA guard. At the request of BA, it is possible, if necessary, to ask all persons in the vehicle to get out of the vehicle and they are obliged to obey.
- 4.1.3.11 Job seekers hold talk in the recruitment office of the Personnel Section in AB. If the job seeker needs to visit the workplace in question, the visit is allowed only if accompanied by an employee of this workplace, who is responsible for his/her safety.
- 4.1.3.12 Entry and driving in the Premises is allowed only to persons over 15 years of age (except for participants in the tour).
- 4.1.3.13 Cards (with the exception of vehicles cards intended for the transport of polymers, which are handled by the Distribution and Logistics Section of ORLEN Unipetrol RPA s.r.o. – building 6911) are issued by BA at the card centre. Any misuse of the card (such as lending to another person/employee to pass the Premises, unreported loss of the card) will be dealt with as a gross violation of the rules applicable on the Premises and the person/employee concerned will be prohibited from entering the Premises. This measure does not preclude possible sanctions in the field of labour law.
- 4.1.3.14 Entry of persons into the Premises for the performance of inspectional activities stipulated by law (Labour Inspectorate, State Office for Nuclear Safety, Regional Hygienic Station, Fire Rescue Brigade, Police of the Czech Republic, Czech Environmental Inspectorate, Customs Administration, etc.) is allowed by all gates after proving with a service card together with the identity card of the person. These inspecting persons must be accompanied on the Premises (by BA employees or an authorised person). In the event that there is no danger of delay or extraordinary event, a valid entry card to the Premises must be issued to the person.
- 4.1.3.15 The owner of the vehicle (operator) is obliged to secure the vehicle (e.g. lock it) against unauthorised manipulation and possible illegal actions.
- 4.1.3.16 The user of the building, garage, office, is obliged to secure this building (lock it) in order not to increase the risk of illegal actions and breach of safety rules on the Premises.
- 4.1.3.17 Other conditions for entry or issuance of an identity card – see Directive 401 “Basic regulation in the field of OHS” and Directive 402 “Safety rules for employees of other organisations”.

## 5 Requirements and Information to Ensure the Protection of the Premises

### 5.1 Protection of persons and property, security guarding

**5.1.1 The protection of persons and property and guarding on the Premises are performed by BA, inter alia, on the basis of the relevant contract. During the activity in the interest of the company, the BA employees in uniforms are entitled to:**

- 5.1.1.1 upon entering the Premises, require proof of the employee's proof identity by means of an identity card,
- 5.1.1.2 in the case of suspicion of misuse of the identity card upon entering the premises, BA may request and is entitled to request a person to prove his/her identity by presenting valid documents (identity card, passport),

- 5.1.1.3 require the person to provide information in the event that he/she was caught committing an illegal action of property or other nature or if he/she witnessed such conduct, including the submission of evidence relevant to the assessment of the conduct in question, or detain him/her until the arrival of the Czech Police,
- 5.1.1.4 require the presentation of documents authorising driving in motor vehicles, construction machinery and small motor vehicles certifying their owner (operator), together with the presentation of the relevant documents certifying the eligibility of freight transport. In justified cases (e.g. when a breach of the obligations set out by the relevant OŘN is found), the relevant authorisation to operate or drive them and the work permit issued.
- 5.1.1.5 to require that a person undergoes an orientation breath test for the presence of alcohol or a test for the presence of addictive and narcotic substances in the body after entering the Premises. The breath test for alcohol in the breath is performed by the BA or UKOB employees. Tests (tests) to determine the presence of addictive or narcotic substances in the body are performed by a UKOB employee.
- 5.1.1.6 the stay of persons with an alcohol content higher than 0.0 ‰ or the presence of alcohol in the exhaled air higher than 0.0 mg in 1 dm<sup>3</sup> or who are under the influence of narcotics or psychotropic substances is prohibited in the area of the entire Premises, there is a complete ban on bringing in, transporting or consuming alcoholic beverages (sanction report),
- 5.1.1.7 measure the speed of vehicles on the Premises. Measurements are performed by BA employees or UKOB employees (sanction report),
- 5.1.1.8 when passing / driving through the gate, inspect personal luggage, vehicle space intended for passengers, luggage and engine compartment, vehicle spaces intended for spare tires, storage spaces under the seats in the vehicle cabin and transported material and use technical equipment such as mobile mirrors, detection frames, metal detectors, X-ray scanner for this activity,
- 5.1.1.9 In the case of reasonable suspicion of a possible connection with the detected illegal conduct, inspect persons, premises, buildings and means of transport located in the area of the Premises,
- 5.1.1.10 prohibit the entry, driving in or movement on the Premises of a person/employee who is obviously under the influence of alcohol or other addictive substances and who refuses to undergo the relevant test or for whom the consumption or abuse of other addictive substances has been confirmed by such a test,
- 5.1.1.11 UKOB employees who manage BA performance may carry out inspections of persons and vehicles in civilian clothes, for this purpose they will use an issued identity card with a grey stripe and the inscription "INSPECTING". They have the same rights as BA employees in this activity. In addition, they are entitled to:
- block the validity of the entry card and not allow entry to persons / employees who have violated or are violating the security rules of the Premises,
  - block the validity of the entry card and not allow vehicles that do not respect the rules of road traffic valid on the Premises and supplemented by safety regulations of the Premises (parking under pipeline bridges, speeding, use of mobile phone while driving in the vehicle, not wearing seat belts for all occupants of the vehicle, does not apply to hands-free.
- 5.1.2 BA employees, UKOB employees and other persons authorised by the Premises owner are entitled to:**
- 5.1.2.1 prohibit entry or driving in designated areas in justified cases (e.g. equipment accident, vehicle accident or other situation which does not allow normal operation and regime without risk of injury or property damage),
- 5.1.2.2 stop vehicles, order them the direction of drive or prohibit further driving for the necessary time,
- 5.1.2.3 prohibit driving in of vehicles which visibly pollute or damage the road, until the defect which gives rise to such a prohibition has been remedied,
- 5.1.2.4 prevent the unauthorised entry of persons onto the Premises, or expel a person/employee who stays on the Premises without the appropriate authorisation,
- 5.1.2.5 detain an employee caught committing a crime or immediately after such a finding and hand him/her over to the Police of the Czech Republic for further proceedings,
- 5.1.2.6 in the event of a finding or reasonable suspicion that a person/employee has violated the obligations arising from generally binding legal regulations or OŘN in such a way that by such conduct directly or indirectly endangered the lives and health of other persons moving on the Premises, property or environment, take measures to prevent such conduct,

- 5.1.2.7 in justified cases, e.g. in the event of an emergency or crisis situation (i.e. declaration of a state of danger, state of emergency, state of threat or state of war), some of the measures taken may be of a more intensive nature (increased inspection of vehicles, increased inspection of persons, restrictions on the movement of vehicles and persons within the Premises, closure of part of the Premises, etc.).
- 5.1.2.8 **switch on the recording device (audio-visual equipment) when performing the inspections or during extraordinary events in order to provide the pieces of evidence (Annex M).**

## 6 Entry of visits and meetings on the Premises

- 6.1 Business/working meetings which do not require entry to the Premises, take place in the call halls of the AB reception or PCH reception halls. The visitor reports the name of the visited person to the receptionist, who invites him/her by phone to participate in the meeting in the call room.
- 6.2 If the business/working meeting is to take place inside the Premises, the receptionist will ask the visitor to present an identity card to make a record of the visit, including the issuance of a valid entry card, and to report the person he/she wants to visit. The receptionist will ask this person to take over the visit. A person may not be admitted to the Premises without completing these formalities. Persons who do not present or do not have a proof of identity (identity card, passport) will not be allowed to enter.
- 6.3 The employee responsible for the visit designated by the head of the organisational unit, who accompanies the visit during the stay on the Premises, will provide safety briefing and individual protective equipment corresponding to the requirements of the building and the situation. The responsible employee is obliged to take over the visitor at the reception or card centre and take him/her to the exit after the visit. The employee responsible for the service worker, who is appointed by the head of the organisational unit in which the service activities take place, is also responsible for ensuring that the service worker complies with occupational safety and health regulations and fire regulations when performing service activities.
- 6.4 Before entering the Premises, each visitor will receive a "Visit with Accompaniment" entry card, which he/she must visibly wear throughout the visit, mark it for passage at installed terminals and throw it into the absorption reader or hand it over in another specified manner, which is communicated to the visitor upon receipt of the entry card.
- 6.5 Acceptance of the visit will be confirmed by the accompanying person / employee with his/her signature in the guest book. The accompanying person / employee is responsible for the safety of the visitor (throughout his/her stay on the Premises). To do this, he/she is obliged to provide the visitor with the necessary information. In the case of entering an environment requiring the use of protective equipment, he/she must notify the visitor of the obligation to use it. The visitor is obliged to follow these instructions.
- 6.6 At the end of the business/working meeting, the accompanying person / employee will bring the visitor back to the entrance hall, where he/she will be handed over to the receptionist.
- 6.7 The business hours of the AB, PCH reception hall are on weekdays from 7:00 to 16:00. At the end of the business hours, the entry and departure of visits is handled at Gate No. 1 (main entrance for employees or at the card centre).

## 7 Tours

- 7.1 The requests for the tour are permitted by the responsible manager of the relevant workplace where the tour is to take place.
- 7.2 The request for the tour must contain a justification, a list of participants with the date of birth and the number of the proof of identity, including the name of the accompanying responsible person from the place of the tour. The request must be submitted to BA and UKOB at least 3 working days before the date of the tour. The leader of the tour will also submit – the tour programme, the route plan, which operations of the Premises will be visited or the statement on the possibility of taking photo and video recordings.
- 7.3 The entry of the participants of the tour is handled and the cards are issued by BA at the card centre.
- 7.4 The participants of the tour are taken over at the point of entry by the responsible person / employee from the affected workplace, who is responsible for the observance of the set programme of the tour and for the safety of the participants. The maximum number of participants per tour per accompanying person is 15.

- 7.5 At the end of the tour, the accompanying person will take the participants of the tour back to the point of entry.
- 7.6 Participants in tours or special events (social events, open days, etc.) can be under 15 years old.
- 7.7 The tour manager can request (3 working days in advance) for an accompanying person in the tour on the part of BA (e.g. the presence of a BA employee on the bus) through UKOB, where BA provides direct contact with the control room at PCO and in the case of emergency manages activities when leaving the area or coordinates activity with HZSP and doctor.

## 8 Modes for entering and drive into in the Premises

- 8.1 Only gates on the border of the Premises and passages in halls AB and PCH are designated for entry and driving in the Premises.
- 8.2 Only working visits, members of the company's management and employees whose passage has been approved by the UKOB director can pass through the AB reception hall. It is not permitted to use this entry for persons who deliver personal postal and shipping items to employees via DHL, PPL, etc.
- 8.3 If the AB hall is closed, the entry and departure of visitors is handled at Gate No. 1 – “Main Entrance for Employees” or at the card centre workplace.
- 8.4 Items, goods and materials can be shipped from the Premises through the following gates:
- by road means of transport, in person or by the customer's messenger through Gates No. 2, No. 4, No. 5, No. 11 and No. 15,
  - all waste only through Gates No. 2, 4, 5, 11, 13 and 15, on the basis of the completed Annex B of Directive 445 “Rules for Waste and Packaging Management”,
  - metal waste (scrap) only through Gates No. 11,13, BČOV (bio-wastewater treatment plant), NTS (and further according to the UKOB exemption.
  - in exceptional cases, metal waste can be taken to the dump through other gates on the basis of the company's needs, during extraordinary events such as stop, demolition and others, on the basis of compliance with all applicable regulations and permits granted by the UKOB director,
  - Gate No. 8 is intended for trains to drive through. Exceptionally, passage is also permitted to persons who can prove their identity card of the employee of ORLEN Unipetrol Doprava s.r.o., who perform work, supervision and other activities related to their job description. This gate is not intended for the passage of other persons to/from the Premises. Persons who will move here outside the above-mentioned facts and will be detained by BA, will be suspended from entering the Premises,
  - entry through Gate No. 16 is automatically allowed to members of the company's management and statutory bodies, all general directors, section directors, further entry permits are issued by the UKOB director upon request from the company's management or section directors, stating the reason of special consideration for the use of Gate No. 16.
- 8.5 Motor vehicles owned by the company, vehicles leased by the company and private motor vehicles of the company's employees and vehicles of external companies, which are equipped with a vehicle card authorising entry, may enter the Premises. This also applies to vehicles that use Gate No.16.
- 8.6 Employees of the company may enter the Premises with a private vehicle only if the approval of the entry permit has been proposed by relevant section director and has been APPROVED by the UKOB director. This vehicle must have a valid card issued for the vehicle via BA and placed in the vehicle in accordance with this Directive.
- 8.7 When changing the registration number on a private vehicle, employees are obliged to notify the card centre of the change immediately (within 8 working days).
- 8.8 Prohibition of entry of all vehicles into the Premises without statutory vehicle insurance.
- 8.9 For some or selected gates on the perimeter of the Premises, it is possible to change or adjust the entry and driving in regime for a certain period of time after approval by the UKOB director.
- 8.10 Persons driving an IRS rescue vehicle are entitled to enter the Chempark Záluží Premises without an identification card and without the obligation to stop the vehicle and submit to a check when crossing the gate. In the case of calling an IRS emergency vehicle, with the exception of the security service, the security service employee may admit the emergency vehicle on the territory of the protected building only if the authorised person (corporate control room, OS HZSP) informs about this fact.

8.11 Persons who hold an identification card, Crisis Staff, HZSP are entitled to enter the territory of the Chempark Záluží production plant by company car, private vehicle without inspection when driving through the gate, only for the purpose of convening a crisis staff, addressing emergency.

## 9 Special mode at some entry and drive in points

- 9.1 In addition to visits, the AB entrance hall is also open to members of the statutory bodies and supervisory boards, CEOs, directors and authorised representatives of companies, during events organised by ORLEN Unipetrol Group companies, or other persons whose passage was allowed by the UKOB director upon their request, health condition or other reason.
- 9.2 Identification cards for employees of external companies are issued on the basis of an application prepared in accordance with the model set out in the instructions, signed by a person authorised to represent a particular company, on the basis of a power of attorney to represent the company in obtaining identity cards. The power of attorney is stored at the card centre.
- 9.3 For the driving through Gate No. 16 (for AB, Building 2859) the special rules listed in Annex A apply. The gate may be used for driving through by internal public passenger transport vehicles and vehicles which have been granted permission to drive through the gate on the basis of a written request approved by the UKOB director. These are especially the following ones:
- vehicles and policemen of the Police of the Czech Republic (only when performing official duties),
  - BA vehicles and employees (only in the performance of their duties),
  - HZSP and medical services vehicles (only in the performance of work duties and inspections),
  - IRS vehicles.
- 9.4 Gate No. 16 can also be used for entry and exit by employees who have been granted the right to use it. The rules set out in Annex B shall apply to drive through this gate. The right to use this gate may be granted to:
- employees of the company who have been assigned a management vehicle,
  - employees approved by the UKOB director,
  - UKOB and HZSP vehicles can drive through Gate No. 16.
- 9.5 The allocation of the right to use Gate No. 16 is entered into the access system of UKOB or BA on the basis of an instruction from the UKOB director. In the event that the reason for granting the right to use this gate ceases to exist, the applicant 's superior is obliged to immediately inform UKOB (tel. 3940, 3942, 5865, 2497). In such a case, UKOB will cancel the right of use in the access system. UKOB keeps updated records of the allocation of the right of use together with the card centre.

## 10 Loss or destruction of identity cards and vehicle cards

All holders of these documents are obliged to report the loss or destruction of identity cards and vehicle cards authorising entry and driving in the company without delay. The loss/destruction is reported by the person/employee to the BA workplace (tel. 5865 or card centre 2497, 3262) or UKOB (tel. 3940, 3942). To process a new identity card, the person/employee comes to the BA card centre workplace with proof of identity. The cost of issuing one new card, card per vehicle is CZK 200 and is paid by the person/employee. In the event of an unreported loss of an identity card, the superior/employer of the relevant person is notified of this fact.

## 11 Special provisions

**There is a total ban on bringing weapons and ammunition, which includes in particular:**

- a) firearms, including combat, hunting, sports, gas, alarm and signal weapons,
- b) pneumatic weapons,
- c) paralysing sprays,
- d) tools and equipment the use of which may endanger life or health, including, but not limited to:
  - i. stabbing and cutting weapons in accordance with applicable laws on weapons and ammunition,
  - ii. bows and crossbows,
  - iii. electricity based stun guns and other similar,

- e) explosives and pyrotechnic materials according to the valid law on explosives.

### **An exemption for entry with a firearm may not be granted!**

It does not apply to security service weapons and direct coercive measures that are part of the security service employees' equipment. The provision does not apply to members of the armed forces and armed security forces according to generally applicable legal regulations.

## **12 Taking photographs on the Premises**

Throughout the Premises, it is strictly forbidden to take photographs, video recordings or video sequences by mobile phone, on-board camera installed in the vehicle, or otherwise take recordings (videos) without the prior permission of the UKOB director.

The permit is issued at the request of the employee who heads the organisational unit responsible for the operation of the building that is the subject of taking photographs, filming or his/her immediate superior.

In the event that it is found that taking photographs is carried out without permission, this is considered a gross violation of security rules and the person/employee will be prohibited from entering the Premises. The ban on taking photographs and recording videos does not apply to UKOB, UBEZ (Security Section) and HZSP employees for business activities.

### **In exceptional cases, the permit is issued by UKOB on the basis of a written application stating:**

- name of the company/person for whom the permit is issued (the company/person must be authorised to enter the Premises) contract number, order number, lease agreement, etc.,
- reason for which the permit is issued (investment projects, occupational health and safety, etc.),
- exact specification of the place (building block numbers, designation of bridges, streets or facilities, technology) for which the permit is issued, including the type of photographic equipment (mobile phone, camera),
- name, surname of the person issuing the permit,
- card number of the person issuing the permit,
- time, date of the permit to take photographs,

The permit will be issued to persons directly connected with the event (managers, technicians, and occupational health and safety workers) and only for the company that covers/supplies the entire event (contractor).

Each permit is issued on the basis of a written application submitted to the UKOB director by authorised employees of the Control and Security Section at least 3 days before the planned start date of taking photographs, shooting.

The possibility of approving the application sent to the UKOB director by fax or in the form of a scan (pdf file) by email is permitted, provided that the original application is also sent by post.

Taking photographs can only be performed with the equipment that meets local conditions, needs, and the location where the photograph is taken. The permit to take photographs is issued with a maximum validity of one calendar year. **Photography permit is not issued for the "whole Premises".**

The permit to take photographs on the premises of the petrochemical facility, Jiřetín water treatment plant, Tank farm, Fuel terminal, NTS (low-temp storage), Biological waste water treatment facility), Tank – 50, can be combined within one permit for taking photographs only for their own employees to perform their job description and function.

Photographs of the Premises are subject to copyright; in the case of their use without the permission of the Premises owner (Approver – the Corporate Communications Section), the generally binding valid legal regulations will be followed.

## **13 Foreign Visits, Tours**

Managers who receive foreign visits or tour participants are obliged to report all foreign visits and tours that will move in the production, administrative area of the Premises at UKOB and before the visit to the Premises, but at least 5 working days in advance. These are third-country nationals who are not citizens of EU Member States.

## 14 Foreign Employees

A company that does not belong to the ORLEN Unipetrol Group and employs citizens with citizenship outside the EU or requests their entry into the Premises is obliged to notify the UKOB director of this fact through UKOB and the Facility Management Section of the Premises, in writing, where it will be indicated:

- name, surname of the employee, nationality of the person,
- proof of identity No.:
- company applying for entry of the employee,
- reason for entry, the period for which the person's entry is required,

If it is found that the company requesting entry for these persons will not do so, entry will be blocked for these persons.

## 15 Fees

Fees are set for the issuance of identity cards / vehicle cards according to the tariff.

**The following vehicles are exempt from the obligation to pay entry fees:**

- coming to the Premises for reasons of revision of reserved technical equipment, supply, removal of old environmental burdens and consequences of accidents or for other reasons in the interest of the company,
- transporting the company's products,
- bringing investment supplies of technological parts and equipment for the company,
- included in the Integrated Rescue System of the Czech Republic.
- of the state administration and self-government bodies,
- providing public transport of persons on the Premises,
- vehicles supplementing medical supplies.

## 16 Prohibition to use recording devices in vehicles

The use of recording devices in the vehicle – car cameras, black-box, on-board cameras and other recording equipment– **is strictly prohibited to use** throughout the Premises. These recording devices must be **OFF** when moving on the Premises.

In the event that it is discovered that THIS EQUIPMENT is used for taking photographs or recording, this is considered a gross violation of security rules and the person/employee will be prohibited from entering the Premises.

Taking photographs and recording videos by these means does not apply to UKOB, HZSP, BA and UBEZ employees

**No permission to record and take photos is issued for these devices.**

## 17 Labelling of UKOB members, use of warning lights in vehicles

BA vehicles may use warning lights located inside the vehicles within the Premises and lands of the Premises owner, or a beacon and a light ramp of orange colour or use to delimit, marking the area with a light "light puck" of orange colour.

UKOB vehicles may use warning lights located inside the vehicles or the beacon and light ramp of orange and blue within the Premises and lands of the Premises owner.

**Sleeve designation:**



**Vehicle identification – vehicle screen:**

Reflective vests with the inscription ORLEN Unipetrol SECURITY, ORLEN UNIPETROL INSPECTOR and ORLEN UNIPETROL INSPECTOR OF TRANSPORT can also be used.

**18 Prohibition of Entry of Electric Vehicles**

Electric cars, electric motorcycles and electric scooters – these are electric vehicles (EV) el. powered. All these vehicles are FORBIDDEN TO ENTER THE AREA.

EV ( **ELECTRIC VEHICLE, BEV – BATTERY EV**) – **EL** – have parking places marked in the car park in front of building AB 2859, at the back of the car park. EV must not be parked together with vehicles with an internal combustion engine.

Fuel: batteries and electric motor only





### Marking of parking places for electric vehicles



## 19 Electric bicycles

Electric bicycles are bicycles **powered by human power**, the technical requirements for the construction and state of equipment of which are set out in Decree No. 341/2014 Coll., on the approval of technical competence and technical conditions for the operation of vehicles on roads, as amended. The bicycle may be retrofitted with an auxiliary electric motor if the original character of the bicycle is still maintained, the power of the auxiliary motor does not exceed 1 kW, the maximum design speed does not exceed 25 km.h<sup>-1</sup> and the installation of the drive system does not require any intervention on its supporting parts.

The entry and use of all types of bicycles equipped with an electric motor **without the need for human propulsion** is **prohibited**.

### 19.1 Conditions for entry and moving within the premises

- Conditions for entry and riding an electric bicycle on the premises (use of PPE during the ride) are governed by the same conditions as for riding a bicycle set forth in Directive 401 "Basic Regulations in the Field of Occupational Health and Safety" and for employees of external organizations by regulations stipulated in the Directive 402 „ Safety rules for employees of other organisations” “ and by this directive.
- Electric bicycles may be used exclusively on the main (so called backbone) roads within the premises.
- It is possible to park electric bicycles exclusively on places/spaces reserved for these purposes and marked with the sign „Parking of electric bicycles“.
- If an employee of an external company will be using an electric bicycle on company premises, such employee must be provided with an electric bicycle parking area by his/her employer and the area must be approved and marked by the Company Fire Brigade.

### 19.2 Parking places for electric bicycles

These are usually lockable rooms, approved by the Company Fire Brigade, marked with a sign "Electric Bicycle Parking" with the name and phone number of the person responsible for the area. A list of approved spaces for the storage of electric bicycles is not part of this directive but is kept by the Company Fire Brigade.



This area shall be equipped with a portable fire extinguisher. The type of such extinguishers shall be decided by the Company Fire Brigade.

No other material shall be deposited/stored in this space, no technological equipment, electrical switchboards including EFD control panels, etc. shall be located in this space.

Parking places for electric bicycles of employees of external companies shall be set up by external companies at their own expense and this space must be approved and duly marked by the representatives of the Company Fire Brigade.

### 19.3 Prohibited activities

Within the premises, it is strictly forbidden to:

- a) charge batteries/accumulators of the electric bicycles.
- b) enter or park electric bicycles in the area of the production units **and storing electric bicycles outside the areas defined in art. 19.1 c).**
- c) use damaged electric bicycles or electric bicycles which do not meet the requirements for construction and equipment (see chapter 19).
- d) use electric bicycles without the PPE prescribed in Directive 401 „Basic regulation in the field of OHS“ (for employees of external companies in Directive 402 „Safety rules for employees of other organizations“).

Violation of the terms and conditions will be considered as a gross violation of work discipline with consequences according to the Work Regulations (in the case of employees of external companies, the document "[Sanctions in the field of HSE - Occupational Health and Safety and Fire Protection - tariff](#)" posted on the internet of ORLEN Unipetrol RPA s.r.o.)

**The employer is not liable for any damage or theft of electric bicycles from the premises!**

## 20 Hybrid and alternative propulsion vehicles

Hybrid vehicles ( **Hybrid** propulsion is **a vehicle designation** for the combination of several energy sources for the propulsion of a single vehicle). This most often means a combination of electric and other traction, as in the case of a **hybrid** car, which is a combination of an electric motor and an internal combustion engine. These vehicles can enter the premises, they are not allowed to park and they enter the production premises. All these vehicles must be visibly marked with a sign that they are hybrid vehicles. This sign must be visible throughout the stay on the Premises. The

designation is issued by the card centre, upon presentation of the vehicle document (vehicle registration certificate) that it is a hybrid propulsion.

#### OZNAČENÍ HYBRIDNÍCH VOZIDEL

**PLUG-IN HYBRID** - vysokonapěťový elektromotor s možností zapojení spalovacího motoru.

Palivo: BA+EL **rozdíl oproti výše uvedenému je, že jeho malou baterii lze nabíjet ze sítě.**



**FULL HYBRID** - pro plný hybrid - vysokonapěťový elektromotor v kombinaci se spalovacím motorem - vůz může být poháněn oběma zároveň i samostatně

Palivo : BA+EL



**MILD HYBRID** - pro mild hybrid, tj. částečný hybrid - spalovací motor ve většině případů s pomocným 48V elektromotorem.

Palivo : BA + EL



ORLEN Unipetrol

**VOZIDLO S HYBRIDNÍM  
POHONEM- MILD HYBRID**

**RZ:**

Vozidlu je **ZAKÁZÁNO PARKOVAT A VJÍŽDĚT** do všech výrobních prostorů

**FUEL CELL HYBRID** - pro elektromobily s vodíkovými tl. nádobami, palivovým článkem a vysokonapěťovým elektromotorem .

Palivo: Vodík



ORLEN Unipetrol

**VOZIDLO S HYBRIDNÍM  
POHONEM- FUEL CELL HYBRID**

**RZ:**

Vozidlu je **ZAKÁZÁNO PARKOVAT A VJÍŽDĚT** do všech výrobních prostorů

## **21 List of related documents**

Directive 401 "Basic regulation in the field of Occupational Health and Safety"

Directive 402 "Safety rules for employees of other organisations"

Directive 694 "Material movement, passes"

Directive 445 "Rules on waste and packaging Disposal"

## 22 Annexes

### Annex A "Entry Sheet"

		<b>EVIDENČNÍ LIST</b>		Pořadové číslo
<b>Vyplní žadatel</b>				
Uplný název firmy:		Zkratka firmy:		
Adresa sídla firmy:		Odpovědný zástupce firmy:		
		Jméno:		
		Příjmení:		
		Telefon č.:		
IČ		DIČ		
E-mail:				
Stanoviště firmy v areálu	Stavba č.:	Telefon č.:		
Termín požadovaného vstupu	od:	do:		
<b>Vyplní smluvní partner žadatele</b>				
Uplný název firmy:		Zkratka firmy:		
Adresa sídla firmy:		Odpovědný zástupce firmy:		
		Jméno:		
		Příjmení:		
		Telefon č.:		
Stanoviště firmy v areálu	Stavba č.:	Telefon č.:		
Činnost žadatele je v areálu prováděna na základě smlouvy/objednávky*:		Číslo:		
		Platnost do:		
Podpis odpovědného zástupce firmy:		Razítko firmy:		
<b>PROHLÁŠENÍ ŽADATELE</b>				
<p>Prohlašuji, že <i>mi nejsou známy překážky, které by bránily výkonu pracovních povinností našich zaměstnanců, přidělených do areálu CHEMPARK Záluží (dále jen areál).</i></p> <p>Beru na vědomí, že při přivážení vlastního nářadí, přístrojů a materiálu do areálu CHEMPARK Záluží musí být seznam těchto věcí nebo dodací list potvrzen na vstupní bráně razítkem "PROŠLO BRANOU". U věcí s hodnotou vyšší než 2 000,-Kč musí být v tomto seznamu uvedeno výrobní číslo a nemají jej, tak identifikační znaky jednoznačně věc určující.</p> <p>Bez předložení takto potvrzeného seznamu nebo dodacího listu nebudou věci z areálu propuštěny.</p> <p>Činnost naší firmy v areálu bude prováděna v souladu s platnými právními předpisy a technickými normami.</p> <p>Dále prohlašuji, že všichni naši zaměstnanci již absolvovali nebo do dvou dnů od data povolení vstupu absolvují školení bezpečnosti práce organizované sekci bezpečnosti a ochrany zdraví ORLEN Unipetrol RPA s.r.o. Naše zaměstnance poučíme o tom, že je v celém areálu přísný zákaz kouření mimo k tomu zvláště určená místa, vstupu pod vlivem alkoholu nebo jiných návykových látek a vnášení střelných zbraní a výbušnin včetně zábavně pyrotechniky. Beru na vědomí, že v případě porušení těchto zákazů jim bude okamžitě zakázán vstup do areálu.</p> <p>Vydaný vstupní doklad jsou zaměstnanci povinni nosit u sebe na celém území areálu po celou dobu povoleného vstupu, jinak se vystavují nebezpečí, že budou z areálu vykázáni.</p> <p>Po ukončení činnosti naší firmy v areálu zajistím vrácení všech vstupních dokladů a propustek, vydaných našim zaměstnancům, na pracoviště kartového centra na bráně č.11(Benešák).</p>				
Dne:		Podpis odpovědného zástupce žadatele:		
Dne:		Podpis odpovědného zástupce Orlen Ochrana Sp. z o.o. :		

Vyplňte hůlkovým písmem!

\* nehodící se škrtněte

## **Annex B, “Rules for driving through gate No. 16”**

- a. Only a person/employee who has been granted authorisation to use it can pass through the gate, even if he/she is travelling in the vehicle as a front passenger.
- b. In the event that there are other persons in the vehicle who are not allowed to pass through Gate No. 16, the holder of the authorisation is obliged to use another gate to drive through, or persons who are not authorised to use Gate No. 16 must get out of the vehicle and use another gate to enter/exit the Premises.
- c. A person/employee who has been granted permission to drive through Gate No. 16 may use another car to drive through the gate, which, however, must be granted permission to enter the Premises and a valid card issued for the vehicle to enter the Premises.
- d. If the holder of the authorisation brings material to or from the Premises, he/she is obliged to use Gate No. 4 (PCH), No. 5 (Minerva), No. 11 (Benešák) or No. 15 (North slope) to drive through the gate.
- e. Upon invitation of BA employees, passing persons are obliged to submit to an inspection of the cards entitling them to enter and drive in the premises and to allow an inspection of the vehicle, including the luggage and engine compartment.
- f. It is forbidden to allow more than one vehicle to drive through in a single card
- g. The permit holder is obliged to use only the lane in the direction of travel to drive through the gate. It is forbidden to go through the gate in the opposite direction.

### **Warning**

If another vehicle has driven through the gate just in front of the vehicle, the driver must let the barrier lower to a horizontal position to complete the previous action. After the card is being marked on the reader when the barrier is being lowered, the barrier is raised again, but after reaching the upper position, it is immediately descending again and can damage the vehicle. After reading the card to drive through the gate, the barrier is open for 30 seconds. After this time, the barrier automatically returns to the lower “closed” position.

## Annex C "Vehicle entry cards"

### “VEHICLE” cards are issued for VEHICLES”

This card is intended for vehicles of the ORLEN Unipetrol Group (hereinafter the Company) driving in the Premises and vehicles of other organisations, companies or facilities that perform tasks in structures within the Premises. The card is issued for a limited period of time, **but for a maximum of 12 months from the issuance of the card** (e.g. working stays, building modifications, shut-downs, stops, etc.).

This card is equipped with a security hologram with the vehicle registration number and is non-transferable. A one-day vehicle driving in permit is marked with a card without a hologram.



**THE “VEHICLE” CARD MUST BE PLACED VISIBLY BEHIND THE WINDSCREEN ON THE DRIVER'S SIDE FOR THE ENTIRE TIME THE VEHICLE IS ON THE PREMISES AND THE DRIVER OR OPERATOR IS NOT PRESENT.**



**Annex D “Template letter of violation of safety rules valid on the premises – English version”**

**Template letter of violation of the rules of conduct on the Premises, traffic offenses, smoking outside the permitted places**

In Litvinov

**NOTIFICATION OF THE BREACH OF SECURITY RULES**

Date of Breach of Security rules:

Place – ORLEN Unipetrol RPA s.r.o. building No.:

Name - Person/driver:

Pass no.:

Type of vehicle:

Registration number:

Entrance card no.:

Company:

detained by the security guards in area Areál, Záluží, Czech republic

**BREACH SECURITY RULES**

blocking entrance to the factory ORLEN Unipetrol RPA s.r.o. for person.....

**cause: smoking in the truck**

ORLEN Unipetrol RPA s.r.o. is chemical factory, where employees work with highly flammable substances and there is high risk of explosion. Fire can be used only in places, where this is permitted. Please note this information.

Each driver before entering the factory informed of the safety rules.

On behalf of UNIPETROL RPA, s.r.o.

.....(jméno a příjmení)

.....(pozice)

**Annex E “Template letter of violation of safety rules valid on the premises – Czech version”**

V Litvínově.....

**OZNÁMENÍ O PORUŠENÍ BEZPEČNOSTNÍCH PRAVIDEL**

Datum porušení bezpečnostních pravidel:

Místo – ORLEN Unipetrol RPA s.r.o. stavba č.:

Jméno – osoba/řidič:

Vstup č.:

Typ vozidla:

Registrační značka:

Vstupní karta vozidla č.:

Společnost:

zadržený BA v areálu společnosti ORLEN Unipetrol RPA s.r.o., Česká republika

**PORUŠENÍ BEZPEČNOSTNÍCH PRAVIDEL**

Zablokování vstupu do areálu společnosti ORLEN Unipetrol RPA s.r.o. pro osobu.....

**příčina:**.....

ORLEN Unipetrol RPA s.r.o. je chemický podnik, kde zaměstnanci pracují s vysoce hořlavými látkami a je zde vysoké riziko výbuchu. Oheň může být použit pouze na místech, kde je to dovoleno. Prosím vezměte na vědomí tuto informaci.

Každý řidič je před vstupem do podniku informován o bezpečnostních pravidlech.

Za ORLEN Unipetrol RPA s.r.o.

.....(jméno příjmení)

.....(pozice)

## Annex F "Template order for long-term entry into the premises"



## OBJEDNÁVKA DLOHODOBÝCH VJEZDŮ DO AREÁLU

Povolení vjezdu vozidel do Areálu schvaluje ředitel bezpečnosti a kontroly. Do Areálu je omezený vjezd vozidel, proto preferujte vozidla potřebná k práci, omezte prosím vjezd osobních (soukromých) vozidel.

ZÁKAZNÍK

FIRMA

Název společnosti, adresa, IČO, kontaktní údaje,  
tel. fax

## DŮVOD K POVOLENÍ VJEZDU VOZIDEL

Číslo smlouvy	(uvedte číslo servisní smlouvy, název Investiční akce, číslo smlouvy o nájmu, vjezdy a vstupů, stáže, zarážka)			
Datum platnosti max. kalendářní rok	Typ vozidla (zadní strana dokumentu)	RZ vozidla (výrobní číslo)	Prostor kde bude vozidlo parkovat	Poznámka

Razítko a podpis žádajícího

<b>abbreviation</b>	<b>text</b>	<b>abbreviation</b>	<b>Text</b>
AB	Bus	NV	Platform trailer
M	Motorcycle	OA	Passenger vehicle
MM	Small motorcycle	OAD	Passenger vehicle – van
MMP	Moped	OAG	Passenger vehicle – off-road
MS	Scooter	OAK	Passenger vehicle – estate car
NA	Truck	OAM	Passenger vehicle – minibus (or minibus)
NAC	Tanker truck (road tank car)	P	Motor-driven truck – wheel chair, etc.
NAG	Off-road truck	SA	Special vehicle
NAI	Pickup truck	NV	Platform trailer
NAK	Tipper truck	OA	Passenger vehicle
NAM	Small truck	OAD	Passenger vehicle – van
NAP	Special truck	SAA	Special crane truck
NAR	ADR truck	SAC	Special tanker
NAS	Box truck	SN	Tractor trailer industrial machine
NAU	All-terrain dump truck	T	Tractor
NAV	Platform truck	TJE	Single axle tractor
NAW	Off-road box truck	TKO	Wheel tractor
NAX	Off-road platform truck	TMA	Compact tractor
NC	Tank trailer	TN	Semi-tractor
NT	Tractor trailer	TP	Trailer truck

NTK	Tipper tractor trailer	TR	Tractor
NTN	Tractor trailer truck	VD	Vehicle intended for completion



**THE "VEHICLE" CARD MUST BE PLACED VISIBLY BEHIND THE WINDSCREEN ON THE DRIVER'S SIDE FOR THE ENTIRE TIME THE VEHICLE IS ON THE PREMISES AND THE DRIVER OR OPERATOR IS NOT PRESENT.**

**Annex G “Sanction protocol on violation of internal traffic rules on the roads in Chempark Záluží premises (for permitted speed limit)”**

Litvínov

Ref. No.: UKB-/BSP-20..

Appendices: 1/ photo documentation

**SANCTION PROTOCOL**

**Violation of internal traffic rules on the roads of the Chempark Záluží premises for the permitted speed**

**REPRESENTED BY THE PREMISE OWNER**

Control and Security Section

ORLEN Unipetrol RPA s.r.o.

XX

**Security and Control Director of ORLEN Unipetrol RPA s.r.o.**

**REPORT ADDRESSEE**

With reference to valid Directive 477 “Entry and Driving in the Chempark Záluží Premises”, we inform you that the driver of the following motor vehicle, which is registered with your company in the register of permission to enter the CHEMPARK Záluží Premises has committed a violation of internal road traffic rules valid within the Chempark Záluží Premises, about which the record below has been written. The following sanction has been imposed with regard to the infringement.

**Place of offence:** Chempark Záluží, street

**Date:**

**Time:**

**Vehicle:**

**RZ (reg. number):**

**Type of offence:**


**Repeated conduct:****Date of the previous conduct:****Ref. No. of the previous report:****SANCTION****Sanction classification:****Date of validity of the sanction:****Sanction valid from (inclusive):****Sanction valid until (inclusive):****Advice on sanctions:**

Below we state all the sanctions that the owner of the Chempark Záluží Premises imposes on committing road traffic offences within the Chempark Záluží Premises.

1. **Exceeding the speed by less than 10 km/h, or the first violation of traffic rules on the roads inside the Chempark Záluží Premises.**
  - a. ORLEN Unipetrol Group
    - i. Sending a warning to the superior of the driver – offender
2. **Speeding by min. 10 km/h and less than 20 km/h on roads inside the Chempark Záluží Premises.**
  - a. ORLEN Unipetrol Group
    - i. Sending a warning to the superior of the driver – offender. The superior is obliged to inform the Security and Control Director of ORLEN Unipetrol RPA s.r.o. about the measures taken, within 14 days from the date of delivery of the Sanction Report.
    - ii. Employee's private vehicle – a ban on driving in for the vehicle in question or a ban on moving the vehicle around the Chempark Záluží Premises for **90 days**.
3. **Exceeding the speed by 20 km/h and more in traffic on the roads inside the Chempark Záluží Premises.**
  - a. ORLEN Unipetrol Group
    - i. Sending information to the superior of the driver – offender, taking action by the superior against the driver offender in the field of labour law and the obligation to inform the Security and Control Director of ORLEN Unipetrol RPA s.r.o. within 14 days from the date of delivery of the Sanction Report.
    - ii. Employee's private vehicle – a ban on driving in for the vehicle in question or a ban on moving the vehicle around the Chempark Záluží Premises **PERMANENTLY**.

**4. Exceeding the speed by less than 10 km/h, or the first violation of traffic rules on the roads inside the Chempark Záluží Premises.**

- a. External company (lessee/contractor)
  - i. Sending a warning of violation of the rules valid on the Chempark Záluží Premises.

**5. Speeding by min. 10 km/h and less than 20 km/h on roads inside the Chempark Záluží Premises.**

- b. External company (lessee/contractor)
  - i. Prohibition of driving in for the vehicle in question into the Premises, or a ban on its movement around the Premises for a period of **90 days**.
  - ii. Prohibition of driving in by the driver of the vehicle into the premises for a period of 3 working days.

**6. Exceeding the speed by 20 km/h and more on the roads inside in the Chempark Záluží Premises.**

- c. External company (lessee/contractor)
  - i. Sending a warning and a ban on driving in for the vehicle in question, or a ban on its movement around the Chempark Záluží Premises for a **PERMANENT** period.
  - ii. Prohibition of driving in by the driver of the vehicle into the premises for a period of 5 working days.

**Failure to comply with the pronounced sanction, e.g. the movement of the vehicle around the Premises over the pronounced ban, will be addressed by the sanction of the absolute ban on the vehicle driving in the Premises (or its movement around the Premises).**



## Annex H "Sanction protocol on violation of internal traffic rules on the roads in Chempark Záluží premises – operative daily sanctions for violation of rules on parking roads"

Flexible daily sanctions for violating the rules on the roads

**Flexible daily sanctions are applied to vehicles for which the reasons for imposing a driving in ban sanction are given below and which have been found on the Premises.**

- |  |                          |                  |
|--|--------------------------|------------------|
| - Parking under the pipeline bridge  | <b>sanction of up to</b> | <b>0–20 days</b> |
| - Parking on grassy areas  | <b>sanction of up to</b> | <b>0–10 days</b> |
| - Parking at hydrants at a distance different than allowed by the directive (3 m from the hydrant) | <b>sanction of up to</b> | <b>0–20 days</b> |
| - Parking in places reserved for the ORLEN Unipetrol Group   | <b>sanctions up to</b>   | <b>0–10 days</b> |
| - Vehicles entering production areas without permission  | <b>sanction up to</b>    | <b>0–20 days</b> |

**Violations of the rules on the roads can also be settled by agreement.**

These vehicles are marked with a BA sticker, which, after listing the necessary data, is affixed to the side window on the driver's side.

Unipetrol  
GROUP

# ZÁKAZ VJEZDU VOZIDLU

RZ: \_\_\_\_\_

od: \_\_\_\_\_ do: \_\_\_\_\_

Místo: \_\_\_\_\_

Porušení vnitřních pravidel na pozemních komunikacích  
v areálu Chempark Záluží

Úsek kontroly a bezpečnosti UNi RPA

## Annex J "Safety instructions for staying and driving within the Chempark Záluží premises"

### Povinnosti/ upozornění pro jízdu v areálu

Pro provoz na komunikacích platí ustanovení zákona o provozu na pozemních komunikacích v platném znění.

**Dále platí upozornění:**

- komunikace určené pro provoz silničních vozidel jsou značeny na křižovatkách písmeny a čísly uvedenými na vislé značce;
- křižovatky neoznačené dopravními značkami s vyznačením přednosti v jízdě jsou křižovatky stejného řádu a platí na nich přednost vozidel přijíždících zprava;
- maximální povolená rychlost pro jízdu v areálu je 40 km/h;
- maximální povolená výška vozidel nebo soupravy je 4,0 m;
- označení železničních přejezdů je provedeno bez odstupových značek;

**a povinnosti:**

- nahlásit dopravní nehodu na dispečink společnosti, včetně případného poskytnutí komunikace, dopravního značení apod., došlo-li ke zranění osob, případně ke vzniku jiné škody na majetku, rovněž Policii ČR;
- dodržovat zákaz stání vozidel a pracovních strojů pod potrubními mosty a v okruhu 3 metrů od hydrantů;
- dát přednost všem vozidlům (jedoucím po komunikaci), na kterou vjíždíte, a to při vjezdu z výroby, skladovacích prostorů nebo jiných míst ležících mimo komunikaci;
- vyzádat si souhlas odpovědného vedoucího pro vježdění do budov a výrobních prostorů;
- respektovat případné řízení silničního provozu pracovníky hasičského záchranného sboru, bezpečnostní agentury, ochrany areálu, správy komunikací a železniční dopravy;
- zastavit vozidlo při zuznění silnice co nejbližší k pravému okraji vozovky, vypnout motor, vyslechnout hlášení a neprodlelně uposlechnout případné pokyny. V případě, že se vozidlo nachází v zóně havárie s únikem hořlavého nebo toxického plynu, musí řidič nechat klíčky od vozidla na sedadle a opustit urychleně ohrožený prostor;
- používat stanovené osobní ochranné pracovní prostředky vyplývající z rizik možného ohrožení života a zdraví osob pro daný prostor při pohybu mimo kabinu vozidla;
- při ostatních havarijních situacích opustit ohrožený prostor odjezdem vozidla směrem od místa havárie;
- používat stanovené osobní ochranné pracovní prostředky vyplývající z přepravy nebezpečných věcí podlejších dle ADR a vyplývajících z prostředí s nebezpečným výbuchem (nehořlavé, antistatické prostředky);
- dodržovat povinnost mít oblečenou reflexní vestu při jízdě na kolech, motokárách nebo mopedech;
- používat stanovené osobní ochranné pracovní prostředky vyplývající z rizik možného ohrožení života a zdraví osob pro daný prostor při pohybu mimo kabinu vozidla.

### Povinnosti všech osob v areálu

- prokázat se při vstupu do areálu platným dokladem opravňujícím ke vstupu nebo vjezdu;
- respektovat bezpečnostní a dopravní značení, informační a výstražné tabule, varovné signály a pokyny informačního systému, v případě havárie i pokyny provozních zaměstnanců;
- používat pro chůzi a k jízdě pouze určené komunikace;
- ohládit se okamžitě při vstupu do provozovny nebo při příjezdu na místo určené v odpovědného vedoucího;
- nevstupovat do provozoven nebo prostorů, kde neplní žádnou pracovní činnost;
- nevstupovat do prostorů železniční vlečky;
- nevstupovat do prostorů pod úrovní terénu;
- dodržovat zásady pořádku, čistoty a ohleduplnosti k životnímu prostředí;
- nepoužívat elektronická přístroje včetně mobilních telefonů ve vyznačených zónách s nebezpečím výbuchu;
- abdit pokynů pracovníků hasičské záchranné služby, bezpečnostní agentury a osob oprávněných ke kontrole (prokazují se průkazkou s šedým průběhem) a na jejich žádost prokázat svoji totožnost;
- každou mimofódnou událost (úraz, dopravní nehodu, průmyslovou havárii apod.) nahlásit na dispečink společnosti.

**Havarijní signály**

V rámci havarijního informačního systému je areál ozvučen inteligentními elektronickými sirénami zajišťujícími informování všech osob zejména ve venkovních prostorech a havarijním okruhem závodního rozhlasu zajišťujícím informování všech osob v objektu.

- Stav ohrožení** – kolísavý tón po dobu 15 vteřin a následným slovním třikrát opakovaným upřesněním: UNIK HOŘLAVÉHO PLYNU nebo UNIK TOXICKÉHO PLYNU nebo POŽÁR V AREÁLU
- Konec ohrožení** – úder gongu s následnou slovním třikrát opakovanou informací: KONČE OHROŽENÍ
- Zkouška ozvučení** – nepřerušovaný tón po dobu 15 vteřin a následně slovním třikrát opakovanou informací: ZKOUŠKA SIRÉN

**Upozornění pro všechny osoby v areálu**

Porušením těchto povinností se vystavujete nebezpečí zákazu vstupu nebo vjezdu do areálu. Kontrola jejich dodržování je oprávněn provádět zaměstnanec bezpečnostní agentury v uniformě a osoby vybavené průkazkou s šedým průběhem.



### Bezpečnostní pokyny pro pobyt a jízdu v areálu Chempark Záluží

**Základní povinnosti a pravidla platná pro všechny osoby, které se zdržují na území areálu Chempark Záluží**

- zákaz zážehání jakékoliv práce bez platného povolení
- zákaz používání zařízení sloužících k reprodukci hudby s použitím sluchátek
- zákaz kouření v celém areálu (včetně kabin vozidel) platí i pro elektronické cigarety
- zákaz jakékoliv neoprávněné manipulace se zařízeními
- zákaz vstupu pod vlivem alkoholu a návykových látek
- zákaz vnášení a používání alkoholických nápojů a návykových látek
- zákaz vnášení střelných zbraní a výbušnin
- zákaz fotografování a filmování včetně autokamer, black-box, onboard kamer
- zákaz vstupu osob mladších 15 let s výjimkou exkurzí
- zákaz vstupu se zvířaty a jejich krmivem v areálu
- zákaz vjezdu elektromobilů do areálu

**Důležitá telefonní čísla**

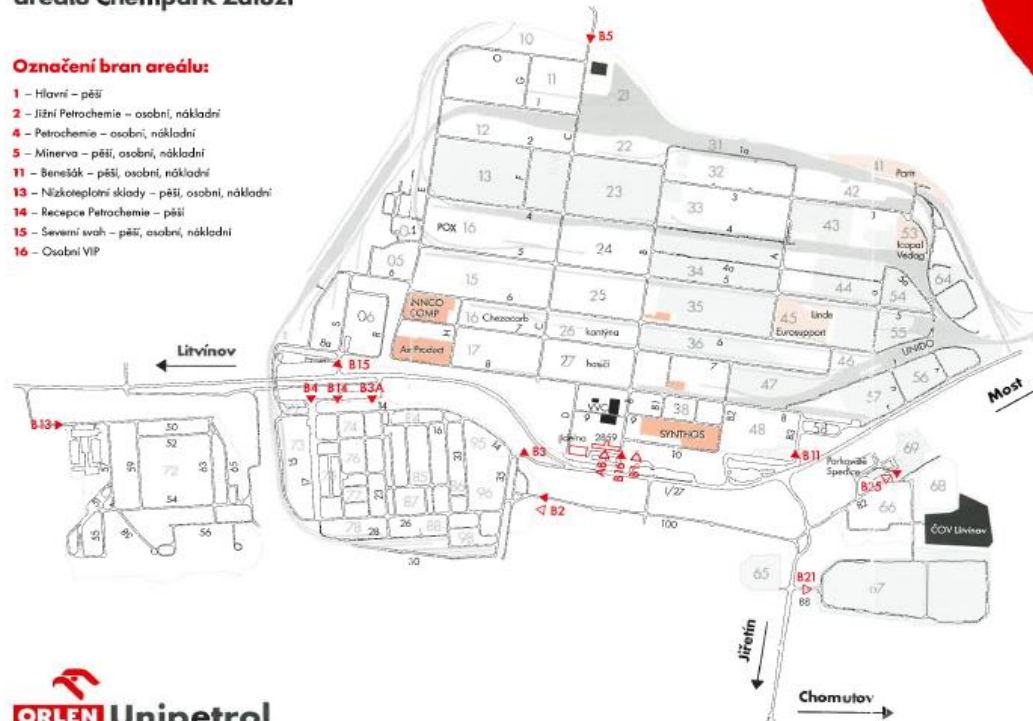


Hasiči	Pevná linka: 150, 112	z mobilu: 47 616 150 0
Lékař	Pevná linka: 155, 112	z mobilu: 47 616 155 0
Policie ČR		158, 112
Bezpečnostní agentura BA		5865
Dispečink společnosti		3111, 3112
Pracoviště vstupů a vjezdů		2497, 3262
Úsek kontroly a bezpečnosti – security		3940
Zákaznické centrum areálu		4154
Recepce administrativní budovy		1111



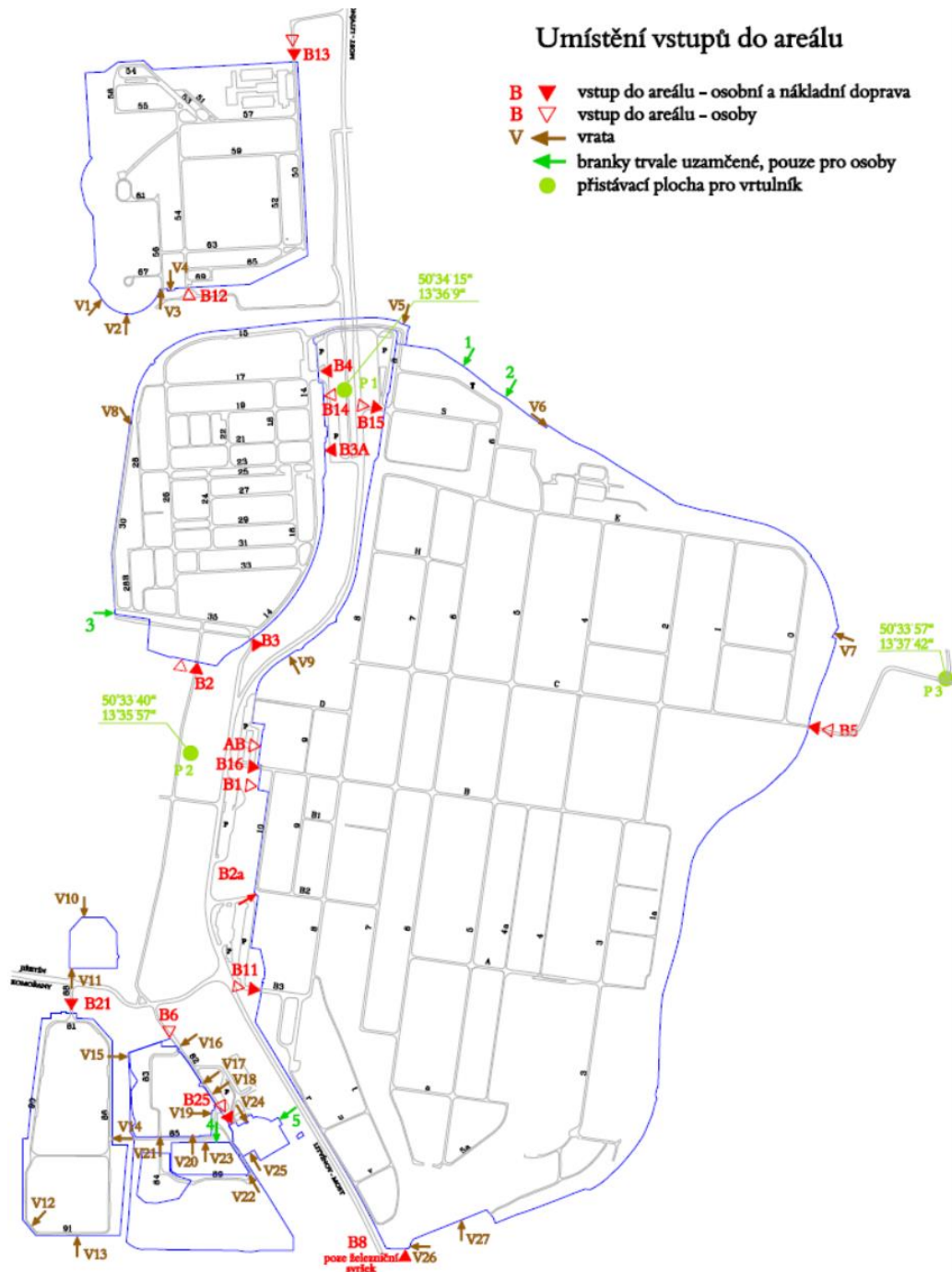
## Orientační plán areálu Chempark Záluží

**Označení bran areálu:**

- Hlavní – pěší
- Jižní Petrochemie – osobní, nákladní
- Petrochemie – osobní, nákladní
- Minerva – pěší, osobní, nákladní
- Benešák – pěší, osobní, nákladní
- Nízkoletelné sklady – pěší, osobní, nákladní
- Recepce Petrochemie – pěší
- Severní svah – pěší, osobní, nákladní
- Osobní VIP

**Annex K “Location of entrance gates to the Premises”**





## Annex M „Recording devices of the security agency ORLEN Ochrana“



**„Ostraha závodu Chempark Záluží - používá při výkonu přenosné minikamery na oděvu s AUDIO-VIDEO záznamem“**

**Správce:**

ORLEN Unipetrol RPA s.r.o.

Se sídlem Záluží 1, 436 70 Litvínov

IČO: 27597075

**Pověřenec pro ochranu osobních údajů:**

E-mail: [osobniudaje@orlenunipetrol.cz](mailto:osobniudaje@orlenunipetrol.cz)

Adresa: ORLEN Unipetrol RPA s.r.o., Úsek ochrany informací, Milevská 2095/5, 140 00 Praha 4

Podrobnější informace je možné získat na úseku koordinace ostrahy podniku nebo u ostrahy objektu, popř. na webových stránkách [www.orlenunipetrolrpa.cz](http://www.orlenunipetrolrpa.cz)

## Annex N “Sanctions in the field of entries and vehicle entries”

### CONTROL AND SECURITY SECTION (HEREINAFTER REFERRED TO AS UKOB)

The Company has the right to demand payment of a contractual penalty in the specified amount\*), for each individual case, if the Contractual Partner or its employees commit a breach of duty within the Security and Control area in the following cases:

Description of the breach	Amount of the sanction		
	Employee of ORLEN Unipetrol group	External employees	Visits
Abuse of entry of persons using the “visit” card for a period longer than the permitted period without completing the necessary initial training for stays on the Premises.	Letter to the manager	Deposit of CZK 10,000 or prohibition of entry of a person to the Premises for a period of 1 year	Deposit of CZK 10,000 or prohibition of entry of a person to the Premises for a period of 1 year
Failure to return the issued BA entry card at the gate after the end of the card validity, termination of employment on the Premises, failure to return the card upon departing/leaving the Premises	Letter to the manager	Deposit of CZK 10,000 or prohibition of entry of a person to the Premises for a period of 1 year	Deposit of CZK 10,000 or prohibition of entry of a person to the Premises for a period of 1 year
Failure to report the loss of an entry card issued for entries to the Premises also applies to cards issued for a vehicle	Letter to the manager A letter of reprimand to a person who did not attend the training	Deposit of CZK 5,000 or Prohibition of entry of a person for a period of 6 months	Deposit of CZK 5,000 or Prohibition of entry of a person for a period of 6 months
Anyone who intentionally provides false information in the application about the persons (vehicles) for whom(which) entry to the Premises is requested (applicant + person applying) will be penalised.	Prohibition of entry of an applicant to the Premises for a period of min. 1 year.	Deposit of CZK 25,000 or Prohibition of entry of an applicant to the Premises for a period of min. 1 year.	Deposit of CZK 25,000 or Prohibition of entry of an applicant to the Premises for a period of min. 1 year.

Unauthorised access to the Premises using other cards	Prohibition of entry of a person to the Premises for a period of min. 1 year	Deposit of CZK 25,000 or Prohibition of entry of an applicant to the Premises for a period of min. 1 year.	Deposit of CZK 25,000 or Prohibition of entry of an applicant to the Premises for a period of min. 1 year.
Unauthorised driving in of vehicles using other cards	Prohibition of entry of an applicant to the Premises for a period of min. 1 year.	Deposit of CZK 25,000 or Prohibition of entry of an applicant to the Premises for a period of min. 1 year.	Deposit of CZK 25,000 or Prohibition of entry of an applicant to the Premises for a period of min. 1 year.
He/she fails to ensure compliance with the ban on filming and taking photographs without the consent of the Control and Security Section of ORLEN Unipetrol RPA s.r.o. and without ensuring the conditions for this activity	Prohibition of entry of a person for a period of 1 year	Deposit of CZK 30,000 or Prohibition of entry of a person for a period of 1 year	Deposit of CZK 30,000 or Prohibition of entry of a person for a period of 1 year
The employee is forbidden to perform activities on the Premises under the influence of alcohol or other addictive substances. Furthermore, the employee is forbidden to bring alcohol and other addictive substances to the Premises and enter the Premises under their influence. At the request of the persons referred to in Directives 401 and 402, he/she underwent an indicative breath test for the presence of alcohol in the breath or test for the presence of other addictive substances. The employee is obliged to undergo a medical examination to determine whether he/she is under the influence of alcohol or other addictive	Prohibition of entry of a person for a period of 3 years  Persons with a measured value of more than 1.0 per mille of alcohol in the breath are prohibited from entering for an indefinite period, without the possibility of a deposit.	Deposit of CZK 50,000 or Prohibition of entry of a person for a period of 3 years  Persons with a measured value of more than 1.0 per mille of alcohol in the breath are prohibited from entering for an indefinite period, without the possibility of a deposit.	Deposit of CZK 50,000 or Prohibition of entry of a person for a period of 3 years  Persons with a measured value of more than 1.0 per mille of alcohol in the breath are prohibited from entering for an indefinite period, without the possibility of a deposit.

substances within 1 hour of finding a positive test for alcohol or other addictive substances.			
He/she fails to obey the instructions of authorised persons – BA, HZSP, production technicians, operators, employees with a grey identity card, senior employees of the customer	Prohibition of entry of a person to the Premises for a period of min. 1 year.	Deposit of CZK 25,000 or Prohibition of entry of a person to the Premises for a period of min. 1 year.	Deposit of CZK 25,000 or Prohibition of entry of a person to the Premises for a period of min. 1 year.
He/she fails to ensure compliance with the ban on smoking outside the designated areas (the ban also applies in the cabin of a motor vehicle) also applies to electronic cigarettes	Prohibition of entry of a person for a period of 3 years	Deposit of CZK 50,000 or Prohibition of entry of a person for a period of 3 years	Deposit of CZK 50,000 or Prohibition of entry of a person for a period of 3 years
Vehicles on the territory of the Premises with expired validity of cards for entry of vehicles	Warning via BA to remedy the fault within 24 hours, in the event of failure to remedy  Prohibition of entry of the vehicle  into  the Premises for the period of  min.6 months	Warning via the BA to remedy the fault within 24 hours, in the case of failure to remedy  Deposit of CZK 5,000  or  Prohibition of entry of the vehicle  into  the Premises for the period of  min.6 months	Warning via BA to remedy the fault within 24 hours, in the event of failure to remedy  Deposit of CZK 5,000  or  Prohibition of entry of the vehicle into  the Premises for the period of  min. 6 months
Entry to the Premises outside the reserved controlled places (outside the gates, places where it is necessary to load the entry documents issued for the stay on the Premises)	Prohibition of entry of a person into the Premises, lodging a complaint to the Police of the Czech Republic	Deposit of CZK 50,000 or Prohibition of entry of a person into the Premises, lodging a complaint to the Police of the Czech Republic	Deposit of CZK 50,000 or Prohibition of entry of a person into the Premises, lodging a complaint to the Police of the Czech Republic
BREACH OF A BAN OF ANIMAL FEEDING on the Premises, the establishment of pens and lairs for animals that may be located on the Premises is considered	Letter to the manager. and compensation for damage caused by the employee's conduct (e.g. capture of animals)	Letter to the manager. and compensation for damage caused by the person's conduct (e.g. capture of animals)	Letter to the manager. and compensation for damage caused by the person's conduct (e.g. capture of animals)



a gross breach of safety			
Theft on the Premises	prohibition of the entry of the person to the Premises	prohibition of the entry of the person to the Premises	prohibition of the entry of the person to the Premises
Loss of entry card Compensation for damage for the loss of the card CZK 300.	Failure to pay no new card will be issued	failure to pay no new card will be issued	Failure to pay no new card will be issued.
Violation of the entry to the production area of the Premises by a vehicle with HYBRID PROPULSION	Letter to the manager	Deposit of CZK 5,000 or Prohibition of entry of the vehicle into the Premises for the period of min.6 months	Deposit of CZK 5,000 or Prohibition of entry of the vehicle into the Premises for the period of min.6 months
Unsecured vehicles	Letter to the manager	<b>First offence</b> notification of the owner – agreement without sanction <b>Second offence</b> notification of the owner – sanction of CZK 2,000 <b>Third offence –</b> notification of the owner – Sanction of CZK 2,000 <b>Fourth offence</b> Notification of the owner – prohibition of entry for the vehicle in question for a period of 5 days	<b>First offence</b> notification of the owner – agreement without sanction <b>Second offence</b> notification of the owner – sanction of CZK 2,000 <b>Third offence –</b> notification of the owner – Sanction of CZK 2,000 <b>Fourth offence</b> Notification of the owner – prohibition of entry for the vehicle in question for a period of 5 days
Unsecured buildings	Letter to the manager	<b>First offence</b> notification of the owner – agreement without sanction <b>Second offence</b> notification of the owner – sanction of CZK 2,000 <b>Third offence –</b>	<b>First offence</b> notification of the owner – agreement without sanction <b>Second offence</b> notification of the owner – sanction of CZK 2,000 <b>Third offence –</b>

		notification of the owner – Sanction of CZK 2,000 Offence 10 times or more – cancellation of the lease agreement within 1 month	notification of the owner – Sanction of CZK 2,000 Offence 10 times or more – cancellation of the lease agreement within 1 month
Violation of conditions for entry and riding electric bicycles within the premises	Letter to the manager and Prohibition of the electric bicycle entry to the premises for the period of min. 6 months	Deposit of CZK 5.000 and Prohibition of the electric bicycle entry to the premises for the period of min. 6 months	Deposit of CZK 5.000 and Prohibition of the electric bicycle entry to the premises for the period of min. 6 months

Note **The deposit is non-refundable.**

Funds from deposits will be transferred for the purposes of the ORLEN Unipetrol Foundation.

The decision on lifting the prohibition of the entry is made by the CEO of ORLEN Unipetrol on the basis of a written request sent through the Security and Control Director.