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Responsible: Health, Safety and Environmental Management  
Manager

Modification:

## **DS Smith Packaging Hungary Kft.**

# **HYGIENE, SAFETY , FIRE and ENVIRONMENTAL PROTECTION**

## **Safety regulations for external contractors**

# **WORK RULES**

## **For External Contractors**

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## Purpose

This work order serves to ensure and improve the safety, health, product and environmental protection of the workers employed by the external contractor, through occupational safety, product safety, product protection and hygiene measures. The work must be organized in such a way as to avoid product contamination, endangering human life and health, and to keep the remaining danger to the lowest possible level.

Third party contractors must consider and comply with all environmental, occupational health and fire safety standards, regulations and laws.

(Act XCIII of 1993 on labor protection (with amendments XI of 2004), Act XXXI of 1996 on Firefighting and Technical Rescue, and BM Decree 54/2014 (XII. 5) on the National Fire Protection About regulations.

## *Basic definitions*

This is the work order, **DS Smith Packaging Hungary Kft.** owns, manages, leases and uses all buildings, constructions, open spaces, traffic roads, i.e. the following facilities:

- 1031 Budapest Záhony utca 7
- 2760, Nagykáta Perczel Mór út 134
- 9027, Győr Csókás út 4
- 3390, Füzesabony Patak út 1

It is part of the contract concluded with **DS Smith Packaging Hungary Kft .**

The contractor is obliged to explain and adhere to this work schedule with the employees (subcontractors) employed at **DS Smith Packaging Hungary Kft.** before starting the assigned work.

The contractor is obliged to allow the authorized representative of the client to check the contractor's vehicles, work, clothing and personal hygiene of the contractor, as well as the closed area made available to the contractor, at any time, in the presence of the contractor's representative. the use and order of the room assigned to him, as well as compliance with work, fire and environmental protection regulations.

As a result of the inspection, the client and the contractor cooperate on the basis of common interest in determining the necessary measures and their implementation.

### ***Education, training***

It is the contractor's duty and responsibility to ensure that his employees, taking the above into account before starting work, have adequate hygiene, provide them with safety, firesafety and environmental protection education. In the case of work carried out near production machines, DS Smith's specialist appointed for this purpose provides training to the contractor's employees, which is held and documented on site, based on the special knowledge of the given work area.

### ***It is the contractor's responsibility***

In addition to the responsibilities assumed in the business contract or on the basis of the confirmed customer, the contractor is financially and morally responsible for knowing, observing and maintaining the work, fire, environmental protection, hygiene and confidentiality rules and regulations specified above and related to the work undertaken in the contract. If the contractor engages a subcontractor or other external partner to carry out any part of the work - based on the prior agreement with the principal - the contractor's responsibility also extends to the subcontractor's activities as stated above.

### ***Handling of confidential information***

Treats all information that comes to his knowledge regarding **DS Smith Packaging Hungary Kft** . during the contracting process or during the performance of the work as confidential. If the contractor wishes to use the work performed at DS Smith as a reference, this must be agreed with the client in advance.

### ***Others***

In the event that an entrepreneur assigns more than one employee to perform a certain job, or employed at the same time, one person must be designated as the responsible manager and this must be brought to the attention of the DS Smith employee entrusted with the contractor's supervision before starting work. The contractor sends the list of commissioned workers to the client before starting the work.

A person who is able to work and is healthy must be employed to perform the work, especially for those jobs and work phases that are subject to special conditions. It is mandatory to fill out a health declaration before entering the premises.

The other agreements between **DS Smith Packaging Hungary Kft** and the contracting partner remain unchanged.

## Special regulations

### *Keys*

If necessary on the basis of a separate permit, the Security service will provide the appropriate keys.

The contractual partner is responsible for the loss or damage of the keys.

The contracting partner is responsible for the damages caused by misuse of the keys provided at **DS Smith Packaging Hungary Kft.**

### *Traffic rules in the area of DS Smith Packaging Hungary Kft*

- Driving and parking in the area of **DS Smith Packaging Hungary Kft.** are subject to the current Hungarian traffic rules. Traffic signs are to be interpreted as official traffic signs.
- The maximum speed limit in the DS Smith area is 10 km/h.
- Persons may only drive in areas and routes designated for passenger traffic.
- Parking is only permitted in designated parking spaces.
- Building entrances, fire hydrants, escape routes, emergency exits and rescue routes must be left open, they must NOT be blocked.
- Vehicles can be transported at the owner's expense in case of illegal parking.
- Damage to the parked vehicle, special events, accidents must be reported immediately to the DS Smith representative and contact person.
- Due to the truck traffic in the area of the premises, when the materials and tools necessary for the work are delivered, after unloading, the car must be taken to the outside parking lot.  
(In the case of smaller sites where there is no outside parking available, it is necessary to consult with the DS Smith contact regarding the location of the car.)
- At those sites where the porter service operates, tools and materials can only be brought in and taken out with a list, which is checked by the porter service.

The general traffic accident regulations remain unchanged, **DS Smith Packaging Hungary Kft.** is only responsible within the framework of the legal definitions.

### *Meal*

It is allowed to eat and drink in the designated rest or dining area provided by the client, it is forbidden to bring it into the production and storage areas!

### *Working hours*

must be agreed with the client **and contact person, which should preferably coincide with the working hours of DS Smith.** Any work that needs to be done outside of production hours is the responsibility of **DS Smith** must be consulted with your specialist.

Due to operational reasons, at the request of **DS Smith Packaging Hungary Kft .**, the contractor is obliged to interrupt the work.

### *Escape routes*

**is forbidden** to block traffic and rescue routes, emergency exits , safety equipment, fire extinguishing equipment and roads leading to electrical equipment .

### *Accidents*

Even the smallest injury caused during the work must be reported immediately to the **DS Smith** contact person, the work and fire protection manager, in addition to the own supervisor.

In an emergency, you must follow the instructions of **DS Smith Packaging Hungary Kft .**

First aid is basically with **DS Smith** must be provided by the contracting partner.

### *Image and sound recordings*

Photographing, filming and audio recording in the DS Smith area is only possible with the written consent of the director of the site or his representative . In case of contrary behavior, **DS Smith Packaging Hungary Kft.** may demand the release of the film and audio material and may destroy them.

### *Smoking*

To smoke the **DS Smith In Packaging Hungary Kft .**, smoking is allowed only in designated areas, it is **strictly prohibited in all other areas.**

### *Risk of fire and explosion*

Prohibition signs must be observed in the area of the site. In work areas where there is a risk of fire and/or explosion, smoking and the use of open flames are prohibited, and work may only be carried out in compliance with the regulations.

Only explosion-proof instruments and tools may be used in potentially explosive atmospheres.

### *No alcohol*

The importation and consumption of alcohol is not permitted , **FORBIDDEN !**  
Intoxicated persons on the premises are not allowed to stay in its territory.

### ***Lost and found***

Items that are found on the premises of **DS Smith Packaging Hungary Kft .** must be handed in immediately to the **Port Service or the DS Smith contact person must be notified.**

### ***Imported materials, objects, tools***

The imported items, materials and tools must be secured by the contractor against unauthorized use and theft. **DS Smith Packaging Hungary Kft .** is not responsible for loss of property.

Tools and materials can only be brought in and out with a list, which is checked by the Security Service at the Győr, Nagykáta, and Füzesabony locations.

Only the tools, materials, etc. necessary for the given work. may be brought in and all equipment, unused materials and even the smallest waste generated must be cleaned and transported.

### ***Use and management of equipment and business tools***

Entry into premises of **DS Smith Packaging Hungary Kft .**, e.g.: forklifts, machines, lifting devices, etc. unauthorized use or handling is **FORBIDDEN !**

In justified cases, the use of these devices must be discussed and authorized with the person in charge of **DS Smith Packaging Hungary Kft .**

If the device to be used is subject to authorization, the document authorizing use must be presented. (e.g. driver's license + OKJ certificate in the case of a forklift) Entering the premises and using the equipment - if this is not necessary or permitted to fulfill the contractual obligations - **PROHIBITED!**

Damage caused by an accident or any kind of material damage is the responsibility of the person who caused it.

### ***Authorization of dangerous works***

In the case of the following works, it is necessary to consult with the contractor's manager, and their condition is a written permit with the on-site consultation of **DS Smith Packaging Hungary Kft .**

- Welding, soldering, grinding and demolition work, as well as work with an open flame, processing of flammable and flammable materials (flammable work).
- Works in narrow spaces, tanks, ditches and canals.
- Works on fire extinguishing, signaling and warning equipment.
- Works carried out in places equipped with automatic fire extinguishing equipment (except sprinkler equipment).
- Use of hazardous materials pursuant to the Hazardous Materials Ordinance.
- Removal of protective equipment.

- Works on tanks and pipelines.
- Work on electrical equipment and in radiation, fire and explosion hazardous areas.
- Earthworks, such as excavation of construction trenches and shafts; concreting works
- A written authorization procedure is required to carry out fire-hazardous work.

### *Authorization order for works*

**DS Smith** on the "Determining conditions for the performance of occasional fire-hazardous activities" form or, in the case of premises provided by FMG, on the "Hot Work Permit" form before starting the work, for this from your designated specialist.

The license form is provided by the manager authorized to issue the license at DS Smith.

### *Safe work*

- **Work tools** (tools, instruments, etc.)

The work tools used to fulfill the assignment must comply with the relevant accident prevention and hygiene regulations and must be in perfect condition.

- **Inspection regulations**

Inspection regulations must be followed.

- **Evacuation of the building**

In the event of an emergency (e.g. fire, explosion, bomb alarm), **DS Smith** buildings can be ordered to be evacuated. The evacuation order obliges the person staying in the buildings to leave the premises immediately, but calmly, to go to the meeting places and stay there until further instructions are received from the **head of DS Smith or his representative**.

- **Personal protective equipment**

DS Smith Packaging **Hungary Kft** personal protective equipment must be worn in the area.

The wearing of safety shoes, hair nets and visitors' coats is mandatory in the entire production and storage area!

Exception: in certain cases, if the person(s) working at the site must work in their own work clothes, wearing a visibility vest is mandatory.

(see: repair, maintenance, installation work, where wearing a cape can create a dangerous situation!)

- **Order in the work and assembly areas**

Work and assembly areas must be kept clean. Materials and tools must be stored safely.

It is mandatory to wash hands with soap every time before entering the plant area (even after work breaks!), as well as during work in any case where there is a risk of contamination.

### ***Soil and water protection***

The use and storage of water-endangering substances (also intermediate storage) must take place in accordance with applicable laws and regulations. It **is forbidden** to store substances that endanger the waters outdoors!

### ***Waste removal***

The materials and tools supplied for the execution of the works remain the property of the contractor or his subcontractor until they are used for their intended purpose.

The contractor is obliged to collect, store and transport the waste generated during the work in such a way that it does not endanger the activities and order, hygiene and environmental protection of **DS Smith** .

All waste generated during the execution of the works also remains the property of the contractor or his subcontractor, and it must be removed at his expense in accordance with legal regulations.

is also obliged to comply with the relevant legislation during the transportation, placement, and general handling of both hazardous and non-hazardous waste outside of **DS Smith** .

### ***Work order***

#### Entry and exit of persons

According to the applicable site rules. Please discuss this with the client's representative before departure.

It is essential that you do not start any work or enter the premises without the knowledge of the DS Smith contact!

#### Entry and exit of vehicles

To the territory of **DS Smith** , only the supplier for the performance of the given work, etc. vehicles can enter. After completing the work-related task, they are required to leave the **DS Smith premises immediately**.

At those sites where security services operate - Nagykáta, Győr, Füzesabony, the security service is entitled to inspect exiting vehicles, which may cover both the vehicle's loading surface and the driver's cab.

### Delivery of tools and materials

#### **In the case of sites protected by concierge service:**

Materials, tools and other equipment directly related to the given work can be transported in and out. Before entering the delivery vehicle, a list of the delivered materials or a delivery note must be prepared and handed over to the Port Service, which is checked by the security personnel performing the service.

Valuable materials, tools and other equipment may only be exported if their importation has been properly documented.

#### **In the case of sites not protected by a separate porter service (Székesfehérvár, Nagykáta SC):**

Materials, tools and other equipment directly related to the given work can be transported in and out. Before the delivery vehicle enters, a list or delivery note must be prepared and handed over to the DS Smith contact, who checks it.

Valuable materials, tools and other equipment may only be exported if their importation has been properly documented.

### Provision of storage space

If necessary, the client and contractor agree in the business contract on the provision of a lockable storage space or area. If this is the task of the contractor according to the contract, the contractor must take care of both its construction and dismantling. In the case of both the closed storage space established by the contractor and the one provided by the client, the task and responsibility of the contractor is to ensure proper use, maintain order, and observe work, fire, and environmental protection rules. Only materials directly related to the given work can be stored in a closed storage area. The preservation of the structure and the protection of property are the task and responsibility of the contractor.

A copy of the key to the locked storage location - appropriately marked - must be placed at the Personal Portal or, in the case of locations without concierge service, handed over to the DS Smith contact person!

### Completing the work, securing the work area, handing over the area

All work must be carried out in accordance with the relevant accident prevention regulations. This applies in particular to the rules for securing electrical safety, equipment and workplaces (e.g. locking).

Instructions for own employees must be followed (e.g. instructions for hazardous substances)

The provision of the work area is agreed upon by the principal and the contractor - if necessary - in the business contract or is jointly determined and appointed under the coordination of the project manager **DS Smith , who is tasked with managing the work!**

It is the responsibility of the contractor to demarcate the work area from the **DS Smith** area in such a way that it is suitable for limiting the effects of the work within the work area that endangers the production order, hygiene, standard work, fire and environmental protection level of **DS Smith to the work area**.

If this requirement cannot be met for any reason, the client and the contractor will agree on this separately.

In the designated and demarcated work area, only activities directly related to and serving the given work can be carried out, as well as material, etc. can be stored. It is the task and responsibility of the contractor to ensure the order of the work area, to observe the work, fire and environmental protection rules for the given work, and to protect property.

### ***Work and fire protection***

The task and responsibility of the contractor is to know and comply with the labor and fire safety legislation applicable to the given work, the conditions necessary for this, i.e.:

- work and protective clothing, personal protective equipment, fire extinguisher,
- the safe condition of tools, machines and other devices in accordance with the relevant legal requirements
- providing work descriptions and work instructions that meet the above requirements.

Accordingly, the contractor is obliged to provide his workers with all the protective clothing and personal protective equipment required by the applicable laws based on the characteristics of the work to be performed.

DS Smith's occupational health and safety manager or coordinator **can check this and, if necessary, request the wearing of protective equipment - subject to justification with appropriate legal regulations - that the contractor does not provide for its employees** . In this case, the cost of this is borne by the contractor.

Any minor accident, fire or event that could have led to an accident or fire that occurred during the work must be reported immediately to the **DS Smith** employee entrusted with the supervision of the contractor.

In the event of an accident or fire, the contractor is obliged to cooperate with the client during the investigation, determination and implementation of the necessary measures - for the benefit of both parties.

### ***Environmental Protection***

a basic principle that the external contractor operating at **DS Smith** is obliged to carry out his work in such a way that it does not have a harmful environmental impact, or if this is not possible, it should be as small as possible .

To this end:

- The contractor is obliged to accept and keep all valid international, national, local and factory regulations applicable to **DS Smith** . regulations and standards.
- If the work foreseeably results in the generation of hazardous waste or an impact that is dangerous to the environment and cannot be eliminated (noise, water pollution, smoke, etc.), the contractor must draw the client's attention to this before starting the work. In such a case, the principal and the contractor shall jointly agree and, if necessary, prepare a joint action plan in order to prevent or at least reduce environmental damage to the smallest possible extent and cooperate in its implementation.
- In the event that the generation of hazardous waste or other environmental damage (exceeding a limit value, etc.) was not foreseeable or the contractor is uncertain about the classification and dangerousness of the waste or the situation or event that occurred, the contractor must suspend work and immediately notify the **DS Smith environmental protection officer and the** employee **DS Smith** entrusted with the supervision of the given work .
- Visitors and authorities may stay in the **DS Smith** area only with a designated **DS Smith** escort;
- The employees of the contractors performing the work and services will only work in these areas after the location and the transport routes have been designated and presented.
- The contractor's employees may only move within the work area and may only approach it via the shortest route designated by the client, or they can leave.

Contractor employees are only allowed to enter **DS Smith's** other premises by those entrusted with this task or those performing duties there. They can enter and do work in the presence of a **DS Smith worker**.

### ***Product safety***

During the work of an external contractor joining DS Smith, he is obliged to fully comply with the hygiene and product safety rules in force at the site.

If the work foreseeably endangers product safety (through physical, chemical, biological hazards), the contractor must draw the client's attention to this before starting the work. In such a case, the principal and the contractor shall jointly agree and, if necessary, prepare a joint action plan in order to prevent product contamination or at least reduce it to the smallest possible extent and cooperate in its implementation.

In the event that the product contamination was not foreseeable or the contractor is uncertain about the classification and dangerousness of the situation or event that occurred, the contractor is obliged to suspend the work and immediately notify the **DS Smith** employee entrusted with the supervision of the given work.

### ***Client cooperation***

The client only cooperates in the fulfillment of the contractor's contractual obligations in the cases and manner specified in advance in the business contract, as well as in emergency situations. In accordance with the above, the basic principle is that, with the exception of electricity, compressed air and water, the task and responsibility of the contractor is to ensure

all material, personnel and organizational conditions of the service undertaken in the contract or to be performed on the basis of the customer.

### ***Offenses against the work schedule***

Serious offenses against the work order entitle **DS Smith Packaging Hungary Kft.** to prohibit the offending person from continuing to stay on **DS Smith's** premises.  
In serious cases, **DS Smith** is entitled to terminate the agreement on which the stay is based with immediate effect.

The contractor reports to **DS Smith** for any damage caused by the fact that he or his employees or subcontractors do not take this work schedule into account.

DS SMITH phone numbers

### ***DS Smith Packaging Hungary Kft Packaging Equipment and Display Factory Győr***

**Győr phone: +36 (96) 889 100**

**Fax: +36 (96) 889 101**

#### **Internal numbers:**

**Maintenance:** Miletics Árpád 06-30-6879-365

**Technical manager:** Szabolcs Horváth 06-30-6809-755

**Property and HSER manager:** Zoltán Kondor 06-30-6809-749

### ***DS Smith Packaging Hungary Kft - Füzesabony Corrugated Product Factory***

**Füzesabony phone: 06/36- 543-300**

**Fax. 06/36-543-301**

#### **Internal numbers:**

**Property and HSER manager:** Viktor Antal 06-30-951-3149

**Technical manager:** Róbert Rédei 06-20-288-8137

**Production:** Roland Lőcsei 06-20-377-4520

***DS Smith Packaging Hungary Kft - Nagykáta Corrugated Product Factory*****Nagykáta tel.: 06/29- 640-640****Internal numbers:****Property and safety manager:****Tibor Lázók 06-30-689-6566****Maintenance:****Tamás Bori 06-20-288-8137****Dániel Paksi 06-70-478-0411****Budapest, 16.12.2022.**



**DS Smith** Packaging Hungary Kft.

## Verification sheet

The undersigned, (name).....(company name)..... I certify that I have received the "Work and safety rules for external companies" regulations and the "Hygiene regulations", which contain H&S, fire, hygiene and environmental protection regulations for workers employed in work and services at the premises of **DS Smith Packaging Hungary kft.**

We inform our employees about its content and make compliance with its contents mandatory in the **DS Smith** area.

.....  
Place, date

.....  
Signature, stamp