

Obligatory instructions for activities of external legal and natural persons conducting their business in Constellium Extrusions Děčín s.r.o., Ústecká 751/37, Děčín V-Rozbělesy, 405 02 (hereinafter “the DEC instructions”)

A. Notice on important risks to which contractor employees may be exposed at the DEC premises

- danger of collision with a mobile equipment (railway siding, transport and handling means)
- operation of lifting equipment and handling with material
- danger due to rotating parts of machines and equipment
- danger due to burning in case of contact with hot material or hot parts of machineries
- danger due to hitting by fine metal particles in processing of materials on the machining equipment
- possibility of danger due to hazardous waste and chemical substances and products according to warning symbols.

For maximum reduction of hazard and risk level, please pay special attention, respect safety labels and tables, adhere to the principles of safe behaviour on the workplace and comply with the DEC instructions mentioned below as well as instructions of responsible DEC employees.

B. Entry of persons – conditions for entrance approval

1. Persons shall use gateway No. 1 to enter.
2. Employees of contractors may be sent out to DEC only in order to perform tasks resulting from any contractual relationship between DEC and the contractor (mutually accepted and verified Contract for Work, Purchase Contract or any purchase order issued by DEC and confirmed by the contractor). The employees of the contractors shall be demonstrably trained and educated in the activity they are going to carry out in DEC. Activities requiring certifications, tests, attestations or work permits should be presented by the contractor's employees prior to commencing the work to the DEC employee requiring their work. The contractor shall meet the conditions required in Notice № 309/2009 Coll., section 3 prior to working in DEC.
3. Employees sent out to DEC to perform tasks must have a valid medical examination and necessary training associated with the tasks they are to perform within DEC in order to meet particular tasks.
4. Prior to commencement of the work, the contractor shall appoint a responsible employee in writing authorised to deal with the responsible employees of DEC, to perform regular inspections of compliance with internal directives of DEC, who will be able to document findings as well as their effective and operational removal, definition and implementation of remedial measures as well as prevention. This employee must be present in DEC for 7.5 hours a day throughout the term of the contractor's work on the site.
5. The contractor's responsible employee shall also respond to notes and findings from the audit quickly and effectively and remedy the situations as soon as possible.
6. Failure to adhere to the inspections, to remove the findings, to comply with deadlines determined for removal of the findings as well as determined measures shall be regarded as breach of the business relationship and punished.
7. Every employee of the contractor shall attend safety-related training conducted by a safety engineer from DEC (on gateway No. 1) prior to working within DEC (the initial training) , training of energy management, well as the initial training on the future workplace conducted by the managing employee of that workplace or a person authorized by him or the DEC employee, who ordered the works. The validity of the training is limited to validity of the contractual relationship specified in B2 above. Maximum validity of the working-safety related training is one year.
8. Each employee of the contractor or of his contracting sub-contractor shall observe all the conditions of safety at work and the safety directives and energy roles with which the employees were acquainted with in DEC. Prior to commencement of the work when safety and health of employees or environment or property or unwanted power consumption may be at a stake, the risk assessment must be carried out in cooperation with the customer's representative for the work permit and either general or specific work permit shall be issued. All employees of the contractor and his subcontractors shall comply with the measures contained therein. Should the work be started without compliance with this proDECure, it shall be regarded as gross breach of the business relationship.
9. When working in DEC, the employees of contractors must be equipped with personal protective equipment that meets conditions for health protection and corresponds to the character of the carried out work and is based on the risk assessment prior to work. Working clothes must be labelled with the name of the company. During work in DEC, wearing of adequate and clean protective clothes with the label of the contractor's name is required, as well as adequate protective shoes where requested (e.g. in operation halls), hardhats conforming to requirements of ČSN EN 397 in orange color, safety goggles conforming to requirements of ČSN EN 166 and other protective aids that are necessary for execution of relevant type of work, e.g. eye protection, hearing protection, gloves etc. Working clothes must be kept clean.

The contractor is obliged to provide the PPE to his employees and is obliged to obtain information from the relevant managing employee prior to working in DEC about what PPE should be used by his employees in the relevant workplace.

This general directive of DEC is without prejudice to any directives on wearing the required PPE based on the contractor's directives or on other directives related to execution of work.

10. The contractor shall immediately arrange medical aid for his employees working in DEC when necessary. The provision of medical aid can be co-ordinated with DEC employees (emergency car for transportation of an injured person, calling first aid through a gatekeeper etc.).
11. The contractor's employee shall always register his/her presence at gateway No. 1 through a enter card.

C. Personal permits

1. Employees of contractors may enter DEC and move within DEC only with a valid personal name permit.
2. At the very first entry, each employee of the contractor will receive a one-off entry permit from the gatekeeper and throughout his/her stay in DEC, the employee must be accompanied by an DEC employee or employee of the contractor who has already attended the EHS training specified in B4 above. The escorting employee is responsible for the safety of the escorted employee. The employee is obliged to return the entry permit to the gatehouse when leaving DEC.
3. Upon attending the EHS training, the employee of the contractor will receive a permanent entry permit at the personnel department valid for the term of the contractual relationship specified in B2, or a limited entry permit. This entry permit should be returned upon termination of the contractual relation (see B2) to the personnel department.
4. The personal entry permit is not transferable.
5. The employee of the contractor must wear the entry permit and submit it for inspection:
 - a) upon entry to DEC, to the gatekeeper upon request together with another identification card containing his/her photo.
 - b) during working activity in DEC to these DEC employees if requested: the safety engineer, DEC employee authorised to manage a project for which the contractual relationship specified in A1 has been made and any managing employee of DEC.

D. Entry of vehicles

1. The exclusive gateway for vehicles entering DEC is No. 3, in extraordinary cases gateway No. 2 may be used as well. Other entries – hall No. 22, waste disposal yard may not be used as entry to DEC and these are governed by a special regime – all vehicles should be accompanied by a responsible employee of DEC. The inside of the vehicles will be photographed on entry and on exit of DEC.
2. The entry of vehicles of contractors and customers (passenger car, van, truck) to DEC is possible only in case it delivers or takes material, machines or tools required for execution of the work resulting from a contractual relationship (see B2). Should the nature of the work or of supply require the contractor's car to be parked in DEC, the parking is subject to approval of the department manager where the work is to be carried out. The parking is authorized only on reserved places with a parking card, otherwise the cars shall be towed away.
3. The entry of construction vehicles to DEC is possible only if they are required for execution of the work resulting from the contractual relationship (see B2).
4. Any vehicle or construction vehicle entering DEC should be in perfect technical condition.
5. Any vehicle only transporting persons to DEC is prohibited.
6. Vehicle drivers are obliged to observe general traffic rules.
7. Provisions of B10 and H6 - PPE requirements - apply to the drivers (their co-drivers). Upon getting out of the vehicle on the place of loading/unloading, they must wear work shoes and a reflective waistcoat. A hardhat and safety goggles shall be worn on places where required (in operation halls). This does not apply to material supplies for receipt of the goods.
8. Vehicles may not stay in the areas of production halls or where they increase danger of fire, accident or prevent access in case of fire or accidents. They can stay here only for the time absolutely necessary for execution of the activity associated with the contractual conditions. A driver (co-driver) may leave the vehicle only in relation with managing loading documents at relevant departments. Access is prohibited to spaces not related to the loading or unloading of material (goods).
9. Any client or contractor sending its vehicle to DEC is responsible for possible damage to assets of DEC caused by operation of that vehicle.
10. Upon completion of the activity for which the vehicle was sent, the vehicle must leave DEC immediately.

E. Vehicle permits

1. Each driver bringing cargo in a passenger car or a van must report the name of a person in DEC for whom the cargo is intended. In case the name is not reported or should it not be possible to find out that reported name, the driver shall not be allowed to enter DEC.
Upon entry to DEC, the driver receives a copy of "Permit for Clients and Contractors" from the gatekeeper (hereinafter "the permit" – appendix No. 5) and a number (appendix No. 8), which must be visibly located on the

vehicle windscreen. On the rear side of the number, there is information of good conduct within DEC areas. The driver of the vehicle confirms handing over the number and its awareness of the rules of conduct on the rear side of the number at the gatehouse. This vehicle permit confirmed by the point of acceptance of goods should be returned to the gatekeeper upon leaving DEC.

2. For vehicles not permitted to park in the DEC area, 30-minute limit for unloading of tools and materials required for performance of the work shall apply. Upon permission to enter, the gatekeeper indicates time of arrival in the permit and this time will be used for calculation of the unloading time. If needed for reasonable reasons, the responsible employee of the customer may determine any longer time, which must be recorded in the permit. The driver confirms leave time on the permit by his/her signature. The permit is an evidence for further proceedings according to Article I, clause 3 of this appendix in case of breach of the time limit specified.
3. Only a driver and co-driver may enter DEC using the vehicle permit specified in E1 above. Every other employee must use gateway № 1 and have an entry permit (see “B” above).

F. Receipt of Material

1. Only material (all types of material, tools and instruments) pertaining to performance of any entered contract (see point B2) may be delivered to DEC. The same applies to material delivery pursuant to a written purchase order.
2. The material delivered pursuant to a purchase order issued by DEC must be announced immediately for registration at the goods acceptance room upon making all necessary customs tasks.
3. Materials intended for performing the subject of an agreement and being classified as dangerous chemical substances and preparations according to the Chemical Substances and Preparations Act № 356/2003 Coll. should be reported in advance and approved by a responsible employee of DEC; at the same time, the contractor's employee entering DEC should have available safety data sheets for these dangerous chemical substances and preparations. These safety data sheets should be available to all employees working with such substance or who may come into contact with it in DEC.

G. Material permits

1. The driver of a vehicle delivering tools and instruments to DEC required for execution of work according to the contractual relation (see B2) shall be required to submit a list of brought-in tools and instruments for inspection at the gateway and for confirmation. The confirmed list forms a permit for entry of tools and instruments to DEC.
2. When taking tools and instruments out of DEC upon completion of works, the vehicle driver is required to submit the permit for entry of the tools and instruments to the gatekeeper (see G1). Tools and instruments will not be allowed to be taken out of DEC without the permit.
3. A responsible employee of DEC will issue a permit for removal of material (remnants, waste etc. generated during activity of contractors in DEC, material for repair outside DEC) describing the material and quantity.
4. For orders where DEC provides its own material and which is taken from DEC for processing, there will be a “Release voucher for DEC material” (see annex № 9 – original + carbon copy). A copy of the order should be also submitted, which must contain the material specified in the Release voucher for DEC material”.
For property (minor assets, such as tables, chairs etc.) not registered in relevant cards, a distinct “DKP” mark must be made and the only required appendix authorizing taking this property out of DEC is own invoice issued by DISPATCH department
All the fields in the “Release voucher for DEC material” (see annex № 9) must be filled in.
5. Permits filled out in all parts and for each material taken from DEC shall be delivered to the gatekeeper for inspection by the customer's employee transporting the material; the employee shall retain the original and the copy will be left at the gateway for the purpose of the following inspections.
No material will be allowed to be taken out of DEC without the permit.

H. Miscellaneous

1. Tools and instruments delivered to DEC must be in good technical condition and eligible for safe work. Tools and instruments falling into the category of reserved technical devices (electrical devices, gas devices, pressure cylinders, lifting equipment) should have valid revision.
2. Temporary electrical equipment (site switchgears etc.) to be connected to the DEC network should be first recorded with the DEC transformer station engineer in order to permit the connection. Among others, one condition for the connection is valid revision not older than six months. The energy consumption of temporary electrical equipment can not be actually higher than is declared.
3. Prior to working in fire hazardous locations, employees of the contractors need the “Welding and Open Flame Work Permit”. The permit is to be issued by PT DEC or the prevention manager of PO DEC. No works can be carried out without the permit.
4. The employees of contractors moving inside DEC based on the entry permit may not enter, without knowledge of DEC, to other workplaces not related to the subject of activity of the contractor except for spaces accessible by public and common spaces. The responsible contractor's representative shall inform its employees thereof.

5. The responsible contractor's representative shall demonstrably note DEC to all circumstances which could in the course of its work lead to a threat to the life and health of DEC employees or of other people present in the workplace where the contractor works under knowledge of DEC.
 6. The contractor shall be required to equip its employees with suitable company work clothes. The top part of the clothes must comply with the following:
 - high visibility: >30% bright colour (red, orange or yellow) and reflecting material > 50 cm², visible from all directions)
 - closed pockets, tight sleeves (safe work on a machine)
 - made from strong fabric
 - when working in the halls 2 and 3 (casting house) where there is risk of contact with molten metal, the clothes must be made from doubled fabric of D3 classification according to ČSN EN 531.
- The use of reflective waistcoat on the protective clothes identified by logo or name of the company is sufficient for compliance with requirements to work clothes with corresponding reflective elements according to H6. The contractor's employees shall wear appropriately clean clothes in DEC.
7. In extraordinary cases (fire, environmental failure), follow the instructions of the evacuator.
 8. Work at height shall be performed in compliance with Governmental Decree No. 362/2006 Coll. and with compliance of the conditions contained in a work permit issued by the customer prior to start of the work. A protective helmet with a chinstrap is required for working at height.
 9. The conditions for use of DEC lifting devices by external contractors are specified in OS PZF 09/01-V Lifting Equipment in DEC".
 10. The employees of the contractor may use mobile equipment of DEC under these conditions:
 - a) they must be holders of a valid driving licence;
 - b) they have attended EHS training for the contractor's employees
 - c) to the extent required, they have been familiarised with OS BT-05/99-V "Traffic and Operation Rules" (to be carried out by the relevant managing employee of DEC)
 - d) they have obtained an official permit from a relevant managing employee of DEC for the use of mobile equipment.
 11. Connecting to the DEC computer network is possible only based on a written approval issued by OI.
 12. The employees of the contractor may be checked at any time with respect to occupational health and safety by any employee of DEC, who shall be obliged to report any failure to conform to or to observe safety at work and environment regulations to the safety engineer or a managing employee of DEC.
 13. The contractor and his employees are obliged to stay silent with respect to any and all information they have obtained throughout their activity in DEC and which could lead to leak of information on production proDECures, production equipment used, information used in business affairs and which could damage the good reputation of DEC.

I. Conclusion

1. These DEC instructions are an integral part of any contractual relationship (mutually agreed agreement or purchase order issued by DEC and confirmed by the contractor). By confirming the contractual relationship, the contractor agrees to fulfil all points contained herein.
2. In the event of the contractor using third parties to execute contractual relations, the contractor is responsible for any and all activity executed by these third parties as if it were the contractor's own work. At the same time, the contractor is liable for familiarising such employees with these DEC instructions, which is confirmed by their signature.
3. Breaching of the above-mentioned principles in the field of occupational health and safety may result in:
 - termination of a contract for serious breach thereof
 - compensation for damage incurred
 - payment of a contractual fine

The schedule of the contractual charges the contractor agrees to pay in favour of DEC for breaching the rules and principle is as follows:

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| - breaching the EHS rules once | - reduction of the charged price by 1% |
| - breaching the EHS rules twice or three times | - reduction of the charged price by 5% |
| - breaching the EHS rules three and more times (failure to comply with the rules specified in B4-9, D1, E1 and 2, F3 | - reduction of the charged price by 10% |

DEC also reserves the right to reduce the amount charged by the contractor by the contractual fine upon demonstrable or intentional breach of these instructions and rules by the contractor and which the contractor has agreed therewith.

These terms and conditions are valid and effective from 20th August 2015.

On behalf of the contractor:

In Děčín, date