

**RULES FOR CONTRACTORS PROVIDING  
SERVICES AT THE AREA OF MONDI  
STAMBOLIJSKI EAD**

## **Welcome to Mondli Stambolijski EAD**

This set of rules includes basic work safety, health and occupational hygiene as well as environmental and fire requirements and rules. All your employees are obliged to observe these rules and to meet all the requirements and regulations, stipulated by the Bulgarian law.

We are pleased to co-operate with you and we do believe you will accept all our requirements.

**Management Board of Mondli Stambolijski EAD**

## **Rules for Contractors**

### **Providing Services to Mondi Stambolijski EAD**

The Rules for contractors providing services to Mondi Stambolijski EAD („Rules”) are intended to apply to, and must be observed by, all Contractors hired to provide services at the area of Mondi Stambolijski EAD (Mondi Stambolijski), regardless of the nature, duration and volume of their work.

The Contractors are obliged to carefully become familiar with the content of this document, communicate it to their personnel and enforce the observance of the Rules.

#### **NOTE.**

1. The Contractor undertakes to keep secret any information obtained during the performance of work at the area of Mondi Stambolijski.
2. A representative of Mondi Stambolijski shall be a responsible for supervising particular services. The name of this person shall be also provided in the main contract or an annex thereto, which must be signed by the Contractor.
3. Contractor shall submit all required documentation (See: 14. Final provisions. Documents required before commencing task list ) before being eligible for selection.

The competent representative of Mondi Stambolijski (authorized by the MD), who shall be responsible for supervising services of the Contractor will be hereinafter referred to as the **Contractor Supervisor representing Mondi Stambolijski**.

#### **1. GENERAL REQUIREMENTS.**

A contract will be signed with the Contractor and thus particular services provided on condition the Contractor will correctly complete and both Parties in the contract will approve in advance of the SHE (Safety, Health and Environment) Plan.

##### **1.1. General rules.**

Work shall be performed in such a way that is safe for people and does not expose property of Mondi Stambolijski to damage.

The Contractor's employees shall notify their superiors / line managers and Contractor Supervisor representing Mondi Stambolijski about any violations of safety rules, respectively threats to human health or life, environmental threats as well as about injuries at work and near-miss injuries.

In performing any activities at the area of Mondi Stambolijski, the following rules will be considered as cardinal:

- Safety when working at height;
- Safety in carrying out lifting works;
- No smoking or consumption/use of alcohol and drugs;
- Rules for isolation of machines and equipment.

Zero tolerance will be applied by Mondi Stambolijski to violations of those cardinal rules.

Any failure to observe the cardinal safety rules may result in instructing the Contractor to discontinue work, leave the area of Mondi Stambolijski. Furthermore, the Contractor shall pay to Mondi Stambolijski a penalty amounting to 0.1% of the contract price for the first violation, 0.2% of the contract price for the second violation and 0.5% of the contract price in case of a third violation. As a last resort all this may lead to termination of the contract.

Persons who have violated the rules shall be notified to immediately leave the area of Mondi Stambolijski and lose their right to work in the area.

The Annexes for safety at work to the Contracts with Contractors shall explicitly include provisions in the above sense.

### **1.2. Work permit.**

Work cannot commence until arrangements are made and work permit is handed over.

The work permit procedure shall be agreed with the Contractor Supervisor representing Mondi Stambolijski whose name is explicitly indicated in the contract (e.g., the permit is accompanied by the Task Description Sheet, document on the basis of which the site is taken over by the Contractor).

The Contractor ensures that the normal operation will be preserved in the area where work is performed. When working the Contractor shall be obliged to take operations of other Contractors into account.

In case an authorized employee of Mondi Stambolijski instructs the Contractor to discontinue work, such a Contractor can begin working only after the Contractor Supervisor representing Mondi Stambolijski has explicitly permitted him again to do so.

### **1.3. Rules of engaging other sub-contractors by Contractors.**

The Contractor is allowed to engage other sub-contractors only if:

- such actions have been formally agreed and the Contractor has the express consent of the Contractor Supervisor representing Mondi Stambolijski;
- the contract between the Contractor and sub-contractors includes the explicit obligation for such sub-contractors to observe health and safety at work rules at the area of Mondi Stambolijski, requirements and required documentation (See: Documents required before commencing task list);
- such a contract includes the Contractor's obligation to be liable for damages made by sub-contractors.

Subcontractors and their personnel may carry out activities related to the main contract between Mondi Stambolijski and the Contractor only after undergoing instruction and training for occupational safety and health (OSH) at the area of Mondi Stambolijski.

In the main contract or annex thereto between Mondi Stambolijski and the Contractor there should be clearly defined the activities of subcontractors as part of the SHE plan of the Contractor.

### **1.4. Housekeeping.**

The Contractor shall be obliged to keep the workplace tidy and clean when working and moving at the area of Mondi Stambolijski.

Waste must be stored temporarily at designated places and all tools shall be put away every day after completing a job and at any time they may constitute a threat.

Any tools, equipment and containers, cylinders (compressed air bottles), vehicles, ladders and scaffoldings used cannot constitute any threats to other employees of Mondi Stambolijski or to personnel of other Contractors and they can be kept in designated places only.

If any leakages or problems of a similar nature are made when rendering services, they should be immediately removed/cleaned and the Contractor Supervisor representing Mondi Stambolijski should be informed about them.

## **2. CONTRACTOR'S PERSONNEL.**

### **2.1. Register of Contractor's personnel.**

The Contractor before carrying out a specific task at the area of Mondi Stambolijski shall make a list of his personnel and subcontractors under the contract. Such a list shall include names and surnames of the person concerned, positions, required skills and qualifications for doing the job.

Having been approved by the authorized Contractor Supervisor representing Mondi Stambolijski, such a list shall be a basis for issuing passes.

**LIST OF PERSONNEL**

| Company's name:<br>(indicate whether a contractor or subcontractor under the respective contract)<br>Work/task to be performed:<br>Date of the task completion:<br>Contractor's responsible person for carrying out the task:<br>Employees to carry out the task: |                  |          |                           |
|---|------------------|----------|---------------------------|
| No.   | Name and surname | Position | Skills and qualifications |
|   |                  |          |                           |
|   |                  |          |                           |
|   |                  |          |                           |

The list shall be up-dated on a regular basis and supplemented with current information. The Contractor Supervisor representing Mondli Stambolijski shall be notified about any amendments in the list made.

**2.2. Contractor personnel's entering/ leaving the area of Mondli Stambolijski.**

Each Contractor's employee shall possess a pass or an identification card. The security guards are entitled to require the Contractor's employees to show also their identity cards when checking the passes.

Each Subcontractor's employee shall possess a pass or an identification card. The security guards are entitled to require the Subcontractor's employees to show also their identity cards when checking the passes.

**2.3. Training.**

Before commencing the job the Contractor shall submit to the Contractor Supervisor representing Mondli Stambolijski a proof to confirm that the training has been provided to the personnel of the Contractor and the subcontractors.

Such a document shall:

- Specify clearly the scope of training that should also cover instruction on safety and health at work and environmental protection during the performance of work;
- Confirm by individual workers that the all Contractor's personnel and subcontractors have received training.

A written declaration submitted by the Contractor's manager, including the information about the scope of the training and the list of employees, including list of subcontractors, who have received the training is allowed to be used as such confirmation. The Contractor Supervisor representing Mondli Stambolijski is entitled to ask for submitting for verification specific documents confirming that the training has been given.

Furthermore, the training must cover hazards related to the task to be carried out and risks existing at the area of Mondli Stambolijski. The Contractor Supervisor representing Mondli Stambolijski shall hand over such a list of these risks to the Contractor and the Contractor is obliged to communicate them to his personnel and the personnel of his subcontractors.

**NOTE**

Before commencing work the Contractor must identify hazards and risks related to the task to be carried out and must familiarize his employees and the employees of his subcontractors with them.

Before commencing work the Contractor must define the required task/ activities, identify hazards, assess the risks related to the task/activities to be carried using the Mondli Stambolijski Risk Assessment Methodology, attach the completed risk assessment to the Contractor's occupational safety and health plan (OSH) plan and must familiarize his employees and the employees of his subcontractors with the risks.

**2.4. Control of meeting requirements**

Except for persons specified in the contract, meeting of requirement can be also controlled by:

- Managers of the Contractor's management;

- Supervisors of Mondli Stambolijski;
- Representatives of Safety and Health at Work departments and the Ecology department;
- Representatives of General Labour Inspectorate;
- Representatives of environmental organizations;
- Representatives of the Fire Safety and Protection of Population;
- Representatives of Quality Control Departments;

Within the scope of such a control, the above-mentioned persons are entitled to require the Contractor to submit for verification the documents confirming:

- qualification, competency (if necessary);
- periodical training;
- health condition of workers, such as medical certificates, records of mandatory preventive examinations, medical assessments of fitness for and performance of a certain job, including fitness to work night shifts, fitness for work at height, etc. (if necessary)
- Occupational Safety and Health (OSH) plan with risk assessments

**If gross negligence is found out, the above-mentioned persons can instruct the Contractor and his subcontractors to discontinue work and leave the territory of Mondli Stambolijski.**

#### **2.5. Working clothing and shoes, protective equipment. Signs/markings and colours of working clothing.**

The Contractor shall on his own account provide his personnel with working clothing and working steel toe cap shoes as well as protective equipment appropriate to the task to be carried out.

The Contractor shall provide his personnel with approved certified personal protective equipment.

The Contractor's logo must be put on working clothing.

These requirements also apply to subcontractors.

#### **2.6. Pre-Job Occupational Safety and Health Management (OSH-Plan)**

Mondli Stambolijski will provide information to all Contractors on the special Risks related to the Site as well as the Internal Site-Rules (SHE and others) and Emergency Procedures.

Each Contractor must prepare an Occupational Safety and Health Plan (SHE-Plan), including:

- Description of tasks and activities
- Proof of Competency for persons who are required to have such, appropriate training of contractors to complete the required work safely
- Risk Assessments
- Control Measures
- Consideration shall be given to the 'Hierarchy of Control' (elimination, substitution, engineering controls, organisational measures rather than issuing Personal Protection Equipment (PPE))
- The plan will also include:
  - A statement regarding full legal compliance
  - A statement that all equipment is safe and serviceable (there are records of inspections)
  - The plan will commit Contractors to apply permit to work and energy and machinery isolation as defined by Mondli Stambolijski
  - The plan will commit Contractors and their subcontractors to work safe at heights and use safe standard equipment to work at height (i.e. harnesses, ladders, scaffolds, safety lines) and other requirements as defined by Mondli Group and Mondli Stambolijski
  - The plan will commit Contractors and their subcontractors to apply safe lifting and manual handling activities and equipment including cranes, ropes, slings, chain and tackle etc. (numbered, registered and inspected as fit for use) according to the requirements as defined by Mondli Stambolijski
  - The plan will commit Contractors and their subcontractors to apply change management and ensure that process safety and hazard and operability analysis (HAZOP) are completed before start up of equipment (boilers, pumps, motors, etc.)
  - The plan will commit Contractors and their subcontractors to provide their own Safety Marshals in ratio 1 marshal to not more than 50 workers;

- The plan will commit Contractors and their subcontractors to provide at least 1 person on shift who is trained to give first aid in accidents involving injuries and other occupational accidents;
- The plan will also state that:
  - Contractors and Mondri Stambolijski Managers complete behavioural safety audits and stop and correct unsafe work.
  - All accidents and incidents are reported immediately to the Contractor Supervisor representing Mondri Stambolijski and investigated and analyzed.

### **3. CONTRACTOR AND SUBCONTRACTORS' EQUIPMENT BROUGHT TO THE AREA OF MONDI STAMBOLIJSKI**

#### **3.1. Incoming trucks/cars and other vehicles.**

Only roadworthy vehicles with seatbelts will enter the site.

A pass shall be issued for each truck, electric truck, forklift truck or other vehicle entering the Mill's area. The pass shall be given back when the vehicle has left the Mill.

#### **3.2. Bringing of equipment and tools.**

Only serviceable and safe equipment will enter/will have access inside the site. For this purpose, Contractors and their subcontractors must provide a proof (records or registers) for periodic inspection for roadworthiness and compliance with the technical requirements, completeness and safety of the machines, tools, facilities and other equipment used.

Each time the Contractor and his subcontractors shall inform Mondri Stambolijski Entrance Gate security guards and submit a list on how many pieces and what type of equipment and tools are brought to the Mill by him.

#### **3.3. Bringing of chemical agents/substances.**

Only hazardous chemicals with MSDS sheets will enter the site.

Each time the Contractor shall agree with the Contractor Supervisor representing Mondri Stambolijski what amount and which grades of dangerous chemical substances will be brought to the Mill.

### **4. TRANSPORT OF PEOPLE AND VEHICLES AT THE AREA OF MONDI STAMBOLIJSKI.**

#### **4.1. Traffic rules at the area of Mondri Stambolijski. Work site.**

The Contractor's personnel and his subcontractors shall:

- use only the indicated routes for pedestrians,
- drive/ walk only in the area where they work,
- use only the premises where their social rooms are located;
- comply with the Mondri Group and Mondri Stambolijski mobile plant rules and requirements.

**The Contractor's personnel and his subcontractors are definitely forbidden to stay in the places where they do not work.**

#### **4.2. Rules of vehicle traffic.**

The traffic rules and road signs shall be binding.

At the area of Mondri Stambolijski the following rules shall be observed:

- speed limit for all motor vehicles, cars, trucks, etc. is 20 km/h;
- speed limit for vehicles inside buildings is 5 km/h;
- speed limit for rail vehicles is 15 km/h;
- vehicle lights should be lighted up 24 hours a day;
- seat belts should be fastened;
- talking on mobile phones when driving is banned without "hands-free" device;

Vehicles must be parked in hardened surface places only.

It is forbidden to park vehicles in the places where they may hinder proper operation of the Mill and prevent the emergency procedure from being executed.



The Contractor and his subcontractors shall ensure that the incoming vehicles are in adequate technical condition. In case the vehicle's failure constitutes environmental threat (e.g. motor and hydraulic oil leakages, fuel leakages, brake fluid leakages, excessive flue gas emission, etc.) the Contractor and his subcontractors shall be liable for undertaking corrective actions to remove the failures and leakages.

**Repairing, cleaning and washing vehicles at the area of Mondli Stambolijski is strictly forbidden.**

Vehicles or self-propelled equipment that are in poor technical condition and are dangerous for other participants of in-house road traffic and for the environment shall be removed from the area of Mondli Stambolijski at the Contractor's/subcontractor's cost.

Mondli Stambolijski reserves the right to refuse permission for such vehicles to re-enter the area of the Mill.

## **5. RULES OF USING SANITARY ROOMS.**

The Contractor/subcontractor and his personnel may use the sanitary facilities of Mondli Stambolijski, if it has been previously agreed with the Contractor Supervisor representing Mondli Stambolijski.

## **6. DETAILED REQUIREMENTS.**

### **6.1. Alcohol, drugs.**

Persons under the influence of alcohol, stupeficient or drugs are definitely forbidden to enter the area of Mondli Stambolijski.

For this purpose, Mondli Stambolijski has the right to make tests for alcohol, stupeficient or drugs by means of technical devices of persons entering the area of the Mill.

Consumption of the above-mentioned substances at the area of Mondli Stambolijski is strictly forbidden.

Persons under the influence of the above-mentioned substances will be instructed to immediately leave the area of the Mill.

Mondli Stambolijski reserves the right to refuse the permission for such a person to re-enter the area of the Mill.

### **6.2. Smoking.**

Smoking is prohibited at the area of Mondli Stambolijski, except for places at the entrance of the Mill and places designated: "**Smoking allowed here**".

### **6.3. Taking photos, recording.**

Photos at the area of the Mill can be taken only if approved by the Management Board of Mondli Stambolijski.

Records (for example of meetings) can be made and documents copied only if approved and permitted by the Contractor Supervisor representing Mondli Stambolijski.

### **6.4. Contractor's/subcontractors' visitors.**

Any visits to be paid by Contractor's/subcontractors' visitors shall be agreed with the Contractor Supervisor representing Mondli Stambolijski.

### **6.5. Damages made by Contractor/subcontractors. Property damages.**

The Contractor shall be legally liable for damages made to property of Mondli Stambolijski or property of other Contractors that work at the area of Mondli Stambolijski due to actions by particular Contractor's employees (including also subcontractors). In case such damage is found out, Mondli Stambolijski reserves the right to undertake any actions as provided and allowed by the contract and the Bulgarian law.

### **6.6. Theft.**

It is forbidden to take away any materials owned by Mondli Stambolijski or other Contractors/subcontractors from the area of Mondli Stambolijski.



Materials or goods can be taken away from the area of Mondi Stambolijski only after the relevant permit and pass issued by the Mill's authorized person has been submitted at the Entrance/Exit Gate of the Mill. In case the above-mentioned provisions are not observed, Mondi Stambolijski reserves the right to undertake any actions as provided and allowed by contract and the Bulgarian law.

## **7. USE OF MONDI STAMBOLIJSKI RESOURCES.**

### **7.1. Electric power.**

Mondi Stambolijski shall provide the connection to the Mill's electric grid after making prior agreements with the Contractor Supervisor representing Mondi Stambolijski.

The Contractor/subcontractors shall on his/their account provide adequate connecting cables and equipment according to the standards of Mondi Stambolijski presented by the Contractor Supervisor representing Mondi Stambolijski.

### **7.2. Water and compressed air.**

Mondi Stambolijski shall ensure that the Contractor/subcontractors will be able to use the Mill's water system and if possible will have the possibility of connecting to the compressed air system – amount and kind of connection shall be agreed with the Contractor Supervisor representing Mondi Stambolijski.

### **7.3. Telephones.**

A scope of using Mondi Stambolijski telephone system shall be determined by the Contractor Supervisor representing Mondi Stambolijski.

### **7.4. Mondi Stambolijski tools, equipment and machines.**

The Contractor/subcontractors can use tools, equipment and machines owned by Mondi Stambolijski only if approved by the Contractor Supervisor representing Mondi Stambolijski.

The Contractor/subcontractors shall be responsible for the use of tools, equipment and machines.

## **8. SPECIAL REQUIREMENTS FOR PERFORMING WORK.**

### **8.1. Hazards and risks at production plants.**

In case work is performed at production plants the Contractor/subcontractors shall be informed about existing hazards and risks by the Supervisor representing this specific plant (manager or a person designated by the manager).

### **8.2. Performance of especially dangerous work.**

The Contractor Supervisor representing Mondi Stambolijski shall inform the Contractor and his subcontractors about the types and procedure/instruction for safe completion of especially dangerous work in the area of Mondi Stambolijski.

Hazardous tasks shall be carried out only after obtaining a permit to work in writing.

Hazardous tasks include

- Bypassing/removal of Machinery Guarding without Energy and Machinery Isolation.
- Entering body parts into machinery and equipment related danger zones in such a way injury may occur, as at the same moment, Machinery or Equipment is running, or being jogged.
- Bypassing of Safety Devices: removal / bypassing of safety guards, safety switches, light barriers. **Note: Bypassing of emergency switches and trip wires is NEVER allowed under any circumstances**, and thus not included in the definition of Bypassing of Safety Devices.
- Confined Space including channels and pits.
- An enclosed or partially enclosed space that is at atmospheric pressure during occupancy and is not intended or designed primarily as a place of work, which could have restricted means for entry and exit, and which may at any time:
  - Have an atmosphere with potentially harmful levels of contaminant
  - Have an oxygen deficiency or excess

- Cause engulfmen
  - Hot Work - Any work, carried out outside specially designated areas, capable of producing flames, sparks, heat generation or any other forms of ignition e.g.: welding, grinding, cutting or thawing
  - Working in especially dangerous conditions at electric power generating equipment and systems i.e. including high voltage work: All electrical and maintenance work on equipment with electric power > 600 V.
  - Excavation work - All ground works exceeding 50cm in depth.
  - Pipe break-in
  - All intrusions into a piping system
  - Working at height of above 1.5 m if it is required to wear PPE – full body harness to protect against falling down and standard and tested equipment - scaffolding, ladders, platforms, etc.
  - Building, demolition, maintenance and erection work at running or partly shutdown production plants
  - Doing jobs involving handling of dangerous substances and materials
  - Activities requiring the use of cranes / lifting equipment
  - Work on pressure equipment - steam, water, air and others.
  - Work in confined spaces
  - The permit to work forms will be provided by Mondi Stambolijski and issued by Contractor Supervisor representing Mondi Stambolijski, accepted by the Contractor doing the work and on completion of the activity verified by the respective Mondi Stambolijski line manager. The maximum validity for permit to work will be 24 hours.

The Contractor Supervisor representing Mondi Stambolijski shall inform the Contractor /subcontractors about the type and procedures when carrying out especially dangerous works in the area of Mondi Stambolijski.

Especially dangerous works shall be carried out only after obtaining a permit to work in writing.

Especially dangerous works include:

- Work in tight, confined spaces, including channels and shafts;
- Work under particularly dangerous conditions near electrical generators and electrical distribution systems;
- Working at height of above 1.5 m, it is mandatory to wear personal protection equipment to protect against falling down;
- Activities involving risk of fire;
- Building, demolition, maintenance and erection work at running or partly shutdown production plants;
- Doing jobs involving handling of dangerous substances and materials.

### **8.3. Dangerous chemical agents.**

Before using dangerous chemical agents at the area of Mondi Stambolijski the Contractor/subcontractors shall submit the relevant product safety data sheets to the Contractor Supervisor representing Mondi Stambolijski.

These sheets shall be made in Bulgarian.

The Contractor/subcontractor is obliged to instruct his personnel with regard to information placed on labels, precautions and first aid related to the chemical agents used, in case of accident.

The Contractor/subcontractor shall provide suitable PPE and shall ensure its proper wearing by his personnel.

The Contractor/subcontractor must have the appropriate information from the Product Safety Data Sheets and to undertake the specified measures in case of accident – if an employee has had direct contact with such a chemical agent and relevant sorbents to be used in case a given chemical substance leaks.

### **8.4. Marking of the workplace and indicating hazards.**

The site where the Contractor/subcontractor carries out the relevant task shall be properly marked (board presenting information about work performed, board presenting information on hazards) and fenced (warning tape and protective barriers).

### **8.5. Gas cylinders.**

Gas cylinders, welding machines and other welding equipment, metal cutting equipment and machines shall be used and stored in a way that is specified in relevant contract provisions (vertically (full, empty), protected against fall, dust, direct sunlight or heating to a temperature over 40°C, etc.)

The storage place of the abovementioned equipment shall be always agreed with the Contractor Supervisor representing Mondi Stambolijski.

- 8.5.1.** The gas cylinders to be transported vertically, in specially adapted vehicles securely anchored excluding the possibility of falling, shifting and hitting the cylinders together. The valves of the cylinders shall be protected by protective caps.
- 8.5.2.** During storage, transportation or use the cylinders shall be protected by exposure to sunlight and other sources of heat to avoid heating above 40<sup>0</sup> C.
- 8.5.3.** Oxygen and other gas bottles shall be placed vertically, adequately supported at a distance of at least 1 m away from heating equipment and 5 m away from the place of hot works and sources of fire.
- 8.5.4.** It is forbidden to place and leave cylinders of compressed, liquefied gases between machines, in passages and escape routes, direct routes or roads for in-house department and factory transport and under crane rails.

### **8.6. Explosive and radioactive materials.**

Bringing explosive or radioactive materials to the Mill must be agreed in advance with the Contractor Supervisor representing Mondi Stambolijski by providing the necessary documents and permits.

## **9. ENVIRONMENT PROTECTION.**

### **9.1. Waste.**

The Contractor/subcontractors is obliged to provide their own containers for a selective collection of waste made.

The Contractors and their subcontractors shall separately collect and store waste they make during the performance of work at the area of Mondi Stambolijski in the above-mentioned containers, and then they shall remove such waste out of the Mill to ensure their proper management according to legislation in force.

Obligation of the Contractor/subcontractor is to dispose of or recover any type of waste generated as a result of the activity that is the subject of the contract, with the exception of household waste, which to discharge in containers placed at the area of the Mill.

For this purpose, the contract shall include a separate clause specifying:

- Type of waste expected to be generated;
- Guarantee of the proper waste management as required by the Bulgarian environmental legislation;

Waste is collected and temporarily stored selectively in containers or at places previously determined and agreed with the Contractor Supervisor representing Mondi Stambolijski.

The above provision does not apply to waste that according to the prior arrangements (e.g. special clause in the contract) shall remain Mondi Stambolijski property.

### **9.2. Effluents.**

The way of discharging effluents to Mondi Stambolijski sewage system shall be without exceptions agreed with the Contractor Supervisor representing Mondi Stambolijski. No exceptions shall be made.

It is absolutely forbidden to discharge any liquid waste, e.g. residual paint, dissolvents, consumed oils, etc. to Mondi Stambolijski sewage system.

It is not allowed to wash vehicles and tanks in the sewage system of the Mill.

### **9.3. Hazards.**

In case chemical agents, including also oil and fuel have been spilled or have leaked the Contractor /subcontractor is obliged to immediately use neutralization agents (e.g. sorbents), as specified in the product safety data sheet and to collect waste made to a tight and properly marked container.

The Contractor /subcontractor shall provide the containers and suitable neutralization agents for their own account.

The Contractor /subcontractor is obliged to immediately notify the Contractor Supervisor representing MP Stambolijski about the incident occurred.

Spill or leakage of oils and fuels on soil is not allowed. In the event of any such incident, cleaning the damaged soil layer shall be for the account of the Contractor /subcontractor.

#### **9.4. Air.**

Air pollution is not allowed, especially in windy weather, with fugitive emissions, e.g. dust particles, glass wool, etc.

### **10. FIRE ISSUES.**

At the plants and neighbouring areas, unless a permit for fire related work is issued, it is forbidden to undertake actions which may result in fire, fire spreading, hindrance for rescue operations or evacuation. According to applicable provisions it is forbidden to prevent or limit the access to:

- fire extinguishers and fire extinguishing facilities,
- sources of fire extinguishing water,
- starters of fire extinguishing equipment and control systems of such equipment and other plants having an impact on the Plant's fire safety,
- emergency exits,
- electric power switches and distribution boards.

#### **10.1. Fire extinguishing facilities.**

In case of fire, the existing equipment should be used to fight fire (for example, fire extinguishers, hoses and water jets, internal hydrants and other).

#### **10.2. Fire.**

In case there is a fire everybody is obliged to undertake measures in order to extinguish it and to notify, using all available communication means, the Fire Safety and Protection of Population Department on Mondi Stambolijski extension numbers 222 or 112, the persons who stay in a dangerous zone close to the fire, and Manager of the involved Department/ Plant about such a fact.

**Taking actions immediately and effective alarming guarantee human safety and minimum fire damages.**

### **11. INJURIES AND FIRST AID**

#### **11.1. Injury.**

The Contractor Supervisor representing Mondi Stambolijski shall be notified **without any delay** about each injury or bruise at work of the Contractor's/subcontractor's employee.

Such a notification about the injury shall not release the Contractor Supervisor representing Mondi Stambolijski from an obligation of conducting an injury investigation as specified in relevant Mondi Group methodology and in accordance with Bulgarian legislation.

The injury procedure for the injuries occurring at the area of Mondi Stambolijski shall be always agreed with the Safety Service of Mondi Stambolijski. The employee of Mondi Stambolijski appointed by the Management Board of the Mill for supervising the services shall participate in the injury investigation that led to the injury.

#### **11.2. Near-miss incidents (i.e. Incident that occur without injury).**

After the near-miss injury has occurred (no injuries), a witness/ a person involved in the incident shall notify **without any delay** the Contractor Supervisor representing Mondi Stambolijski or the Safe and Healthy Environment Department of Mondi Stambolijski about such an incident.

#### **11.3. Procedure to be followed in case injury occurs.**

The Contractor/subcontractor is obliged to:

- immediately provide aid to the injured person,
- secure the place of injury,
- immediately inform the Contractor Supervisor representing Mondri Stambolijski or other Mondri Stambolijski relevant employee about the incident occurred.

#### **11.4. First aid.**

First aid shall be immediately provided to each employee who has been injured at the area of Mondri Stambolijski:

- there are no restrictions on the use of first-aid kits; the Contractor Supervisor representing Mondri Stambolijski shall be informed about the fact that first-aid kit and consumables have been used and it should be recorded in the notebook when, who and why has used the medicaments.
- The Mill Entrance Gate security shall be immediately informed about the case and the location to facilitate the delivery of medical care and the ambulance access to the place of incident.

The Contractor/subcontractor is obliged to provide the properly marked and labelled first-aid kit and the instruction on how to call for an ambulance in the locations where tasks with high risk of incidents and injuries are carried out.

All first aid cases are to be immediately reported to Contractor Supervisor representing Mondri Stambolijski and the Safe and Healthy Environment Department.

#### **12. INFORMATION, ORIENTATION, TRAINING, INSTRUCTION AND CONSULATION.**

Mondri Stambolijski will provide the Induction Training to the Contractors and their subcontractors. In this regard Mondri Stambolijski will provide and present to the Contractors and their subcontractors visual materials relating to the training on safety at work.

The Contractor must provide:

- adequate training / instruction and induction to the work for his employees
- adequate training and induction to the work for the Subcontractor/s employees.
- records of the training are kept.

Mondri Stambolijski will organize coordination meetings with contractors and their subcontractors and joint inspections of the working sites prior to the commencement of work.

#### **13. MONITORING/INSPECTING CONTRACTOR PERFORMANCE**

- Sufficient Behavioural Audits (SUSA Audits) shall be executed and documented
- Frequency depends on risks related tasks.
- All accidents must be investigated and reported.

**14. FINAL PROVISIONS.**

|   |              |
|---|--------------|
| <b>CONTRACTOR:</b> _____ <b>Project:</b> _____  |              |
| <b>DOCUMENT REQUIRED BEFORE COMMENCING THE TASK</b>   | Received on: |
| <p>1) <u>Contractor Competence</u></p> <p><input type="checkbox"/> Copy of Membership of a Relevant Trade or Professional Body</p> <p><input type="checkbox"/> Qualifications, Trainings and Skills of the Contractor's Employees (especially referred to the type of the required work)</p> <p><input type="checkbox"/> List of the Sub-Contractor Companies (if applicable)<br/>(If Sub-Contractors are used: It is task of the Main-Contractor to collect - for each Sub-Contractor - all the documentation listed in this form and send them to Mondi.)</p> <p><input type="checkbox"/> Copy of the Selection-Procedure used for choosing subcontractors</p> <p><input type="checkbox"/> The Main-Contractor has signed the Document "<b>Site Specific Safety Rules</b>". When starting the work each person involved in the work has to sign this document.</p> <p><input type="checkbox"/> Copy of SHE training of the employees that will perform the task (last 2 years)</p> <p>2) <u>Safety Management</u></p> <p><input type="checkbox"/> Copy of the Public, Product and Employers Liability for injuries suffered by an employee during the performance of work duties</p> <p><input type="checkbox"/> Copy of the Accidents Register (last 5 years)</p> <p><input type="checkbox"/> Organisational Chart (including the SHE organisation.)</p> <p><input type="checkbox"/> Copy of the SHE Management System Certification (SCC, ISO 45001 etc.)</p> <p>3) <u>Contract Related Documentation</u></p> <p><input type="checkbox"/> List with all names of workers involved in the task (=&gt; with a document about their regular employment, contribution payment of occupational insurance)</p> <p><input type="checkbox"/> List of all used Mobile Plants (Trucks, Cars etc.) and – if applicable - their licence tag</p> <p><input type="checkbox"/> Self Certification that all workers included in the list mentioned above are well trained, and technically qualified for the work to be carried out.</p> <p><input type="checkbox"/> Name of the Responsible that will be present on site to coordinate the tasks.</p> <p><input type="checkbox"/> List of all relevant machines, tools and equipment that will be used during the work, with a certification of compliance to the applicable legislation, and of good maintenance (if the equipment is checked regular, provide copy of the last check done)</p> <p><input type="checkbox"/> Description of the relevant task, the method by which the contractor wants to carry out this task, list of all related hazards and risks + description of the defined measures to minimize the risk to an acceptable level. Risk Level must be estimated. (=&gt; Risk Assessment)</p> |              |

.....  
(Date)

.....  
Name, Surname (Stamp and Signature)

The Contractor is obliged to possess and submit to the Contractor Supervisor representing Mond Stambolijski instructions and work safety procedures that are necessary for performing the work in a safe and correct way.

The Contractor Supervisor representing Mond Stambolijski is obliged to identify Mond Stambolijski requirements, e.g. instructions, technical documentation and hand over copies of such documents to the Contractor.

The documents provided shall be listed in the table below:

| No. | Symbol | Title |
|-----|--------|-------|
| 1.  |        |       |
| 2.  |        |       |
| 3.  |        |       |
| 4.  |        |       |
| 5.  |        |       |
| 6.  |        |       |

#### **15. IMPORTANT TELEPHONE NUMBERS.**

**The emergency phone calls to phone numbers outside the Mill:**

**Emergency – fire, natural disasters, traffic accidents/ national phone - 112**

**The telephone numbers listed below are dialled outside the Mill using the code 032 909...:**

**For phone calls inside the Mill**

|   |                   |
|---|-------------------|
| <b>Production Manager</b>                   | <b>- 326, 288</b> |
| <b>Fire and Rescue Service</b>              | <b>- 222, 230</b> |
| <b>Factory doctor</b>                       | <b>- 261</b>      |
| <b>Safety and Health at Work Department</b> | <b>- 273, 332</b> |
| <b>Main Entrance Gate</b>                   | <b>- 229</b>      |



**ACKNOWLEDGEMENT OF ACCEPTANCE OF RULES FOR CONTRACTORS  
PROVIDING SERVICES FOR MONDI STAMBOLIJSKI EAD**

I, the undersigned, herewith confirm that I have accepted to observe the *Rules for Contractors Providing Services for Mondy Stambolijski* handed over to me by the Contractor Supervisor representing Mondy Stambolijski.

I have carefully reviewed and analyzed the above-mentioned Rules and I have comprehended all the chapters of them and of other documents referred therein. I undertake to follow all the recommendations presented in the documents I have been provided with and to familiarize and train employees I engage to provide the service at the area of Mondy Stambolijski.

I have also acknowledged that this document as well as its provisions and rules shall not release me from my legal liability when performing work.

Contractor (Company's name) .....

Surname and name..... Position..... Date.....

Signature .....

On behalf of Mondy Stambolijski EAD

Surname and name..... Position..... Date.....

Signature .....