

## 1. GENERAL PROVISIONS

### 1.1. Subject matter and scope

These Health and Safety Regulations for Suppliers set forth the basic rules of behavior and conduct applicable on the premises of GEODIS Road Network sp. z o.o. organizational units (hereinafter: "GRN"). and in the Distribution Area with regard to safety, health and safety at work, as well as fire safety and environmental protection.

### 1.2. Intended use

The Regulations are intended for the Carrier and its staff being currently available in the GRN or in the Distribution Area in connection with the services provided to GRN.

### 1.3. Definitions

**ADR** – ADR (Fr. L'Accord européen relatif au transport international des marchandises Dangereuses par Route) – an international convention on the carriage of dangerous goods and cargo by road.

**Distribution Area** – the zone in which GRN conducts distribution activities, i.e. delivery of cargo shipments to end customers or other collection points. This Area includes all roads (public and non-public) located along the entire shipment route as well as the shipment handling zone at the GRN transshipment terminals and around the transshipment terminals (the "GRN Area").

**Carrier** – this is an individual or commercial company that accepts an order from the GRN and undertakes to perform a specific work, service or transportation task for the GRN. The Carrier performs the contracted activities in accordance with the agreed terms and receives remuneration for this.

## 2. CONDITIONS FOR COOPERATION AND SUPERVISION OF THE STATE OF SAFETY

2.1. A condition for establishing cooperation with the Carrier and for its staff to undertake activities in the Distribution Area is to ensure that the Carrier meets all of the following criteria:

- a) The Carrier has the legally required permits/notifications to operate and insurance policies covering the liability of its employees and mandatory Carrier's own liability insurance,
- b) The Carrier employs qualified staff with appropriate safety training and additional qualifications required for the work, including authorizations for shipments referred to in the ADR,
- c) The Carrier uses vehicles, equipment and tools appropriate to the type of work to be performed which are in good working order and have all the required regulatory certificates, approvals, inspections and checks,
- d) The Carrier has contracted/accepted an order with GRN to perform transportation services,
- e) The Carrier has read and accepted the obligations under these Regulations.

2.2. The Carrier is obliged to comply with applicable safety and occupational health and safety, labor law, fire safety regulations, environmental law requirements and the provisions of these Regulations.

2.3. GRN reserves the right to verify at any time any documents and circumstances conditioning the Carrier's ability to provide services, as to compliance with the applicable legal status and the provisions of these Regulations.

2.4. The Carrier and its personnel are required to immediately inform the authorized representative of GRN of any work accident, incident (minor injury/traffic collision/property damage), near miss, situation posing a risk to life or health that occurs during the provision of services to GRN. Events

that result in or may have resulted in environmental pollution during the provision of services are also subject to notification.

- 2.5. In the event of an accident at work of a member of the Carrier's personnel, determination of the circumstances and causes of the accident shall be carried out by an accident team appointed by the Carrier, in accordance with the requirements of applicable regulations. Causes and circumstances of the accident should be determined with the participation of GRN representatives.

## 3. HEALTH AND SAFETY REQUIREMENTS APPLICABLE TO THE SUPPLIER

### 3.1. Entrance and entry to the GRN

- 3.1.1. Only members of the Carrier's staff who meet the requirements of applicable regulations and who are familiar with the content of these Regulations shall have permission to enter the GRN.
- 3.1.2. Carrier's means of transportation (vehicles, trucks + equipment) used in the GRN are technically sound and subject to the required periodic inspections/maintenance.
- 3.1.3. While in the GRN area and while providing the service in the Distribution Area, it is prohibited to consume alcohol and to be under the influence of alcohol or other intoxicants or narcotics.
- 3.1.4. Authorized representatives of the GRN may at any time take steps to determine the state of sobriety of Carrier personnel entering, residing in, or leaving the GRN or Distribution Area, in accordance with current law.

### 3.2. Familiarization of the Carrier's staff

- 3.2.1. Each Carrier, before starting work on the implementation of the transport service, shall familiarize members of the staff seconded to carry out orders with the content of this document and the detailed documentation applicable to the performance of transportation work as well as information on the hazards in the GRN and the Distribution Area.
- 3.2.2. Members of Carrier's staff performing services for GRN are subject to training to update their knowledge of internal health and safety rules.
- 3.2.3. The Carrier's staff are required to participate, periodically organized at the GRN, in practical evacuation drills.

### 3.3. Personal protective equipment, workwear and protective clothing

- 3.3.1. The Carrier shall equip its staff with the required type of clothing (workwear/protective clothing) and personal protective equipment.
- 3.3.2. Personal protective equipment with which the Carrier equips its own personnel should be selected in accordance with the hazards of the transport work.
- 3.3.3. Personal protective equipment of the Carrier's staff shall be in impeccable technical condition and meet the requirements for conformity assessment (CE) and applicable standards.
- 3.3.4. Employees of the Carrier shall use personal protective equipment whenever required and in accordance with its intended use, in particular:
  - a) safety footwear meeting the requirements of PN-EN ISO 20345, the footwear of the Carrier's staff providing transport service should have at least protection class S2 (recommended S3) and non-slip properties of SRC category.

- b) warning vests or jackets,

Required personal protective equipment must be worn without fail when loading/unloading cars and moving within the maneuvering area and GRN warehouse and also in the Distribution Area.

- 3.3.5. The Carrier shall enforce the use of the required personal protective equipment and protective clothing and footwear by its own staff.

#### 3.4. Trucks, equipment and tools

- 3.4.1. The Carrier shall ensure that trucks, equipment and tools used on the GRN and in the Distribution Area are free of defects and flaws that prevent their safe operation, are properly maintained, undergo the required inspections and checks, and are in good working order.
- 3.4.2. The Carrier, at the request of representatives of the GRN, is obliged to provide documents confirming the aforementioned inspection.
- 3.4.3. Trucks, equipment and tools used by Carrier's personnel shall be selected appropriately for the type of transportation work to be performed.
- 3.4.4. Places for permanent parking of trucks, storage of auxiliary equipment and tools on the GRN shall be agreed on by the Carrier with the competent GRN Branch Director.

#### 3.5. Rules of the road

- 3.5.1. Carrier's staff entering and using trucks on the GRN are required to follow traffic regulations and procedures and intra-company requirements, in particular they shall:
  - a) comply with traffic signs located on intra-company roads,
  - b) observe speed limits,
  - c) obey the prohibitions of: overtaking on intra-company roads, parking outside designated and marked parking spaces, using a cell phone while driving and maneuvering the vehicle,
  - d) drive the vehicle as close to the right edge of the roadway as possible and at a safe (as far as possible) distance from exits/storage gates,
  - e) substitute vehicles in the parking areas marked on the maneuvering yards for loading/unloading, or in the loading docks, or marked parking areas for waiting for loading/unloading,
  - f) exercise special caution near pedestrian crossings, warehouse gate exits and in loading/unloading areas.
- 3.5.2. The obligation of the Carrier's staff to comply with traffic regulations also applies to the movement of trucks on public roads and internal within the Distribution Area.

#### 3.6. Rules for safe loading/unloading of trucks

- 3.6.1. Members of the Carrier's staff participating in loading/unloading are required to comply with health and safety regulations, in particular:
  - a) substitute the vehicle at the designated loading/unloading place, turn off the engine and secure the vehicle by applying the parking brake,
  - b) after leaving the cab of the vehicle, use the required protective equipment such as a vest, safety shoes, gloves,
  - c) secure the vehicle with wedges by placing them under the drive axle, protecting the vehicle from the possibility of spontaneous movement,
  - d) supervise loading/unloading by staying in a designated area near the vehicle and keeping a safe distance from maneuvering forklifts,

- e) exercise special caution when performing loading/unloading operations on the cargo box or loading platform, control the safe distance from the edge of the box and platform, as well as from the moved loads and forks of the forklift,
- f) use available protective devices that are part of the vehicle's equipment (handholds, handrails, steps, ladders, platforms) when getting in and out of the cab and getting in and out of the cargo box,
- g) observe the prohibitions against: jumping off the steps of the vehicle cab, cargo box or loading platform, approaching maneuvering forklifts, climbing/moving/carrying on the forks of the forklift, running or walking on the maneuvering area,
- h) follow guidelines for manual handling of loads,
- i) comply with comments, directions, or instructions from warehousemen or forklift operators, in particular, concerning work safety during loading/unloading.

3.6.2. Obligation of Carrier's staff to follow safe loading/unloading rules also applies to customer facilities within the GRN distribution area.

3.6.3. The Carrier's staff should have the necessary auxiliary equipment for loading/unloading by hand (hand trucks/electric lift trucks).

## 3.7. Maintenance of cleanliness, waste management and environmental protection

3.7.1. The Carrier shall maintain order, tidiness and cleanliness in the area, in which it shall perform the work and in all rooms and places in GRN premises used by its staff.

3.7.2. The Carrier shall systematically remove and shall store waste in places agreed with GRN representatives and marked.

3.7.3. During the course of the work, the Carrier and its staff shall ensure proper:

- a) protection of soil and land surface by not allowing contamination with harmful substances, e.g. oil, grease, petroleum products,
- b) protection of groundwater by not allowing hazardous substances to spill or enter the company's stormwater drainage system,
- c) protection of the quality of GRN's wastewater discharge by not allowing hazardous chemicals to spill or enter the sanitary sewer system,
- d) air protection by reducing emissions of harmful substances,
- e) protection from noise through the use of trucks and equipment in a technical condition that ensures acceptable emission levels,
- f) protection of green areas, lawns and plants.

3.7.4. The Carrier and its staff shall comply with environmental regulations, in particular *the Act - Environmental Protection Law* and *the Act on Waste*. Fines, if any, for environmental pollution and improper waste disposal as a result of the Carrier's work shall be borne solely by the Carrier. GRN retains the right to claim compensation.

## 3.8. Conduct in emergency and evacuation situations

3.8.1. Members of the Carrier's staff are required to pay attention to emergency signals and warning devices, and in the event of a fire, explosion or other local emergency, they are required to immediately:

- a) warn all persons in the danger zone,
- b) inform the person in charge of supervising the area where the incident occurred about the danger,
- c) in the event of a fire, if possible, start firefighting operations using fire extinguishers or internal hydrants that are available in the facility.

3.8.2. In the event of the announcement of an evacuation, the Carrier's staff shall immediately stop work, obey the instructions of GRN staff and proceed to the collection point.

#### 4. FIRE PROTECTION

- 4.1. The Carrier and its staff shall comply with legal regulations of the GRN resulting from generally applicable regulations on fire protection, in particular, the prohibition of:
- a) using open flames, sources of sparks in rooms and hazardous areas,
  - b) smoking tobacco products and e-cigarettes in GRN property outside of designated and marked places,
  - c) storing flammable substances in rooms not intended for this purpose,
  - d) lighting bonfires on GRN property,
  - e) storage of materials on escape routes and closing or obstructing access to emergency exits,
  - f) obstructing access to fire extinguishers, hydrants and other fire-fighting equipment, as well as to fire protection circuit breakers,
  - g) using machinery, equipment, tools and installations (including electrical) that are technically inoperative, causing fire hazards.
- 4.2. In areas where there is a possibility of explosive atmospheres in the workplace, it is necessary to follow the safety rules set forth in the specific instructions in force at GRN for the area of operation (e.g., the place of use of LPG forklifts and LPG cylinder storage/ADR storage, battery room).

#### 5. WORK ORGANIZATION

- 5.1. The Carrier shall prepare and organize the work in such a way as to prevent:
- a) accidents, incidents, near misses and occupational diseases,
  - b) fires and other local hazards,
  - c) degradation of environment,
  - d) damage to machinery, installations, equipment,
  - e) deterioration of the work environment.
- 5.2. The Carrier's staff shall be prohibited from entering or moving around the warehouse area on their own without express permission and under the supervision of the warehouse manager or foreman excluding the ability to enter and report at the warehouse/branch office.

#### 6. FINAL PROVISIONS

- 6.1. Authorized representatives of the GRN, that is: Health and Safety Specialist, Branch Manager, Warehouse Manager/Foreman, have the right to inspect the work carried out by the Carrier's staff, in particular:
- a) compliance with regulations and rules on occupational safety and health, fire protection and environmental protection,
  - b) work organization,
  - c) order and cleanliness in the place where the work is carried out and in the premises used by the Carrier's staff,
  - d) technical condition and efficiency of trucks, facilities, equipment and tools,
  - e) using personal protective equipment by the Carrier's staff,
  - f) compliance by the Carrier's personnel with standards of safe behavior.

- 6.2. The authorized representatives of the GRN, indicated in item 6.1, have the right to:
- a) stop the work if it is found to be in violation of the provisions contained in these Regulations or regulations and rules on occupational safety and health, fire protection and environmental protection, in connection with the implementation of transportation work, until the deficiencies are remedied,
  - b) immediately remove from work a member of the Carrier's staff who, by his/her behavior or manner of performing work, poses a direct threat to the life or health of himself/herself or others,
  - c) immediately remove from work a member of the Carrier's staff who is under the influence of alcohol or drugs similar to alcohol or other intoxicants or narcotics.
- 6.3. The authorized representatives of the GRN, indicated in item 6.1, have the right to:
- a) disqualify a member of the Carrier's staff under the influence of alcohol or drugs similar to alcohol or other agents from entering the GRN premises with intoxicating or narcotic effects,
  - b) disqualify a member of the Carrier's staff from entering the GRN in the case it has been found three times that the required personal protective equipment had not been used or the standards of work organization and safe behavior in force on the GRN site had been knowingly violated,
  - c) issue a ban on providing transportation services to GRN with a truck that is technically inoperable, poses safety or environmental hazards.
- 6.4. In addition to the actions specified in item 6.2 and 6.3, GRN also retains the right to impose a financial penalty on the Carrier, deducted from the value of current settlements with the Carrier for the work performed. The detailed rules and a list of fines for non-compliance with health and safety rules are attached as Appendix 2 to these Regulations.
- 6.5. On the basis of the results of inspections of the Carrier's work conducted by authorized staff and observations resulting from past cooperation, GRN will evaluate the Carrier in terms of compliance with safety standards.
- 6.6. These Regulations have been approved for application and are an integral part of the contract/order/transportation order.
- 6.7. GRN reserves the right to terminate cooperation with the Carrier if the provisions of these Regulations are not applied.



STATEMENT OF ACQUAINTANCE WITH THE REGULATIONS OF OCCUPATIONAL  
SAFETY AND HEALTH

APPENDIX 1

Carrier name		Phone Number:	
Carrier's address:		E-mail address:	
Scope and area of service:			

I hereby declare that:

- ✓ I have read and understood the requirements set forth in the submitted "Health and Safety Regulations for Suppliers",
- ✓ I undertake that members of my staff providing service to the GRN shall comply with applicable regulations.

Signature of the Carrier or person authorized to make statements on its behalf:

.....  
(place, date)

.....  
(name, signature)

**LIST OF FINES FOR NON-COMPLIANCE WITH HEALTH AND SAFETY RULES AND REGULATIONS**

INFRINGEMENT		AMOUNT OF THE FINE IN PLN		
		300	500	1000
<b>HEALTH AND SAFETY AREA</b>				
1	Failure to use protective footwear PN-EN ISO 20345 min S2 protection class	X		
2	No warning vests or jackets	X		
3	Failure to obey traffic signs located on intra-company roads		X	
4	Failure to secure the vehicle with wedges by placing a wedge under the drive axle		X	
5	Failure to maintain order, tidiness and cleanliness in the area where work is performed	X		
6	Use of telephones while carrying out transportation work	X		
7	Restriction of the field of vision through the use of inappropriate headgear or sunglasses		X	
8	Being in the GRN under the influence of alcohol or drugs similar to alcohol			X
9	Failure to comply with the instructions of GRN employees in the field of health and safety		X	
<b>FIRE SAFETY AREA</b>				
1	Use of open flame		X	
2	Smoking tobacco products and e-cigarettes on GRN property outside of designated areas	X		
3	Obstructing access to fire extinguishers, hydrants and other fire-fighting equipment, as well as to fire protection circuit breakers		X	
4	Using machinery, equipment, tools and installations (including electrical) that are technically inoperative, causing fire hazards		X	
5	Storage of materials on escape routes and closing or obstructing access to emergency exits		X	
<b>ENVIRONMENTAL PROTECTION AREA</b>				
1	Leaving private municipal waste in the GRN property	X		
2	Failure to comply with waste segregation on GRN grounds	X		
3	Contamination of GRN land by leaving hazardous substances (oils, paints, lubricants, fuels, etc.)			X
4	Destruction of green areas in GRN facilities		X	

The reservation of contractual penalties does not prevent GRN from claiming supplementary damages on general principles if, as a result of a breach of an obligation by the Carrier, GRN suffers damages in excess of the amount of the contractual penalty reserved for such infringement.

The carrier is obliged to pay a contractual penalty in the amount indicated in the tariff, within 14 days after the GRN issues a debit note.