

# Regulations on Health, Safety, Environment and Protection of Property







for

the construction companies and their  
employees working in the territory of the

**HELL ENERGY GROUP**

Valid: from 01 February 2022

Prepared by	Reviewed by	Reviewed by	Approved by
PATAKI Judit	IGNÁCZ Mátyás	Dr KOVÁCS Dóra	CSEREKLYE Barnabás
EHS Manager	Safety Manager	Legal Rapporteur	Managing Director
			

## 1. Introduction

In these regulations, a construction company shall mean any third party (natural and legal) other than the members of the HELL ENERGY GROUP who performs work / provides services in the territory of the HELL ENERGY GROUP (hereinafter referred to as HELL ENERGY) and whose employee resides or moves around there.

In order to work safely without endangering health or property, the main potential hazards of HELL ENERGY, how to protect against them, and the EHS and safety rules to be followed during work shall also be known and applied by employees of construction companies working with our company.

The goal of HELL ENERGY is to ensure that the level of health, safety and environmental requirements of the construction companies working in its territory is the same as the EHS and safety level of HELL ENERGY.

## 2. Territorial Scope

The **territorial scope** of the regulations extends to the following business organizations and their units being in the ownership and pursuing activities related to the operation of the Company:

- HELL ENERGY Magyarország Kft.
- QUALITY PACK Zrt.
- ÜVEGSZIKLA Kft.

## 3. General safety regulations

Work in the territory of HELL ENERGY shall only be carried out in the possession of a valid access card and work permit!

Smoking and the use of open flames, including e-smoking, are PROHIBITED throughout the whole HELL ENERGY territory and in the driver's cabs as well!

It is FORBIDDEN to appear drunk or intoxicated / consume alcoholic beverages in the areas listed in the territorial scope of the regulations, to show outrageous behavior in the room(s) (e.g. not to use the designated toilet) and to act otherwise in a way that is in contradiction with the provisions of the policy (e.g. smoking) or that may harm the good reputation of the Company.

The company performing work in the area indicated in the territorial scope is obliged to provide its employees with opportunities for bathing, health and rest that meet the public health requirements.

## 4. Entry and exit of employees of external companies and other companies working in the territory of HELL ENERGY

Permission of guests for admission is initiated by the host party (issuing a guest card for a predetermined time interval). Visitors may only be present in the territory and premises of the business organizations designated in the territorial scope if being escorted. Reception capacity shall always be verified. The arriving guest may only enter the territory and premises of the business organizations designated in the territorial scope if the reception capacity is ensured. If the host party

instructs the security service to enter, then the guest may be transferred to the host person after the entry.

Companies performing work may enter the territory of the company only in possession of a work permit issued on the basis of a prior request. The condition for issuing a work permit is the compliance of the external partner's documentation. A valid medical examination, a risk assessment in force and proof of EHS training are in all cases a condition for admission. (EHS-ELJ-13)

In the case of special work, EHS requests the existence of other privileges for inspection, such as hoisting machine operator license, alpine technical qualifications, etc.

If any of the company's documents become invalid, the company is obliged to present the new version and suitability tests to EHS immediately.

For longer-term work and projects, EHS prepares an accident prevention plan (HSE plan), which is a work permit valid for the entire period of work. If there is a fire-hazardous activity or boarding work during the project, it is also mandatory to supplement the accident prevention plan with a daily work permit for special work.

A copy of the work permit must be presented by the contractor when passing through the person's entrance gate, and a second copy by the driver when passing through the cargo entrance gate. In the absence of a work permit, the company will not be allowed to enter the gates!

**a. Exit and entry rules for vehicles at the cargo gate, the procedure for handling the weigh bridge**

Pedestrian traffic, personal passage and entry and exit of these persons at the cargo gate are PROHIBITED!

Only vehicles with a valid official registration plate and permit specified by law may engage in traffic on the territory of the business organizations designated in the territorial scope. A vehicle without an official registration plate may only be driven in exceptional cases with a special permit. A truck participating in material handling and other logistics activities shall travel through the weigh bridge established at the cargo gate.

Entry permits are issued to suppliers, freight wagons and employees who, in order to carry out their work, need to drive with their vehicles into the territory of the business organizations designated in the territorial scope.

All persons in the passenger compartment of the vehicle and the cargo hold storage compartments shall be inspected and identified upon entry into the territory of the business organizations designated in the territorial scope. After the positive identification, it is registered in the access system, and then the call signaling device will be issued. Based on the signal of the signaling device, the given vehicle is called, every movement of which is registered. The arriving vehicle may enter the area only with prior reception capacity and permission.

A gate ticket will be issued for lorries passing through the cargo gate, which must indicate the total weight, registration number, name of the driver, from which company he/she came from, the number of the delivery note, the weight data on it, and any other remarks (seal, cargo space cleanliness and cargo description, technical condition). The access signaling device is then activated. At the same time, the security service is inspecting the cargo space of the vehicle, from which a camera recording and a photo are taken.

Upon exit, the security service employee will also reconcile and check the above data using the weigh bridge; if there is a possible weight deviation on the gate ticket, the cargo will be inspected item by item. In the event of a deviation, the truck must not leave the cargo gate. In order to clarify the deviation rates, they are checked on the basis of the bar code indicated on the delivery note and at the same time the head of the issuing department is notified. Devices, objects and products to be delivered at the cargo gate may only leave the area with a machine printed delivery note.

## 5. Work rules

Work subject to a permit may only be carried out with a signed and approved work permit. The work permit must be presented at the cargo gate upon entry; a work permit can only be obtained by the company that can present all the necessary, valid documents during the review of the documentation. The approval and responsibility of the regional manager is also required in case of work on weekends or holidays. Fire-hazardous work cannot be done these days. The EHS organization must be notified of the work in all cases. If the area manager does not give his/her consent, no work subject to a permit can be planned for on a public holiday.

If irregular work is in progress, the person detecting such case must terminate the working. If the irregularities are not averted for verbal request, the termination of work must be documented by crossing out the work permit, and the person initiating the termination must record the date, reason and signature on the work permit. The work permit thus revoked must be forwarded to the EHS manager by the person detecting. Irregular work shall be penalized in accordance with Annex 1 of these Regulations.

If unauthorized work is in progress, the person detecting such case must terminate the working, with the simultaneous notification of the EHS. Unauthorized work shall immediately result in refusal of access according to the sanction table in Annex 1.

HELL ENERGY shall draw up a Report on the irregular work detected, which shall be signed by the parties concerned. Refusal to sign the Report shall not affect the validity of the report. A copy of the Report shall be provided by HELL ENERGY or its representative to the other Party.

**Based on the issued Report, HELL ENERGY issues an accounting document on the amount of the sanction, which can be reconciled with the contractor's open accounts.**

Safety regulations to be complied with in the course of the work.

Risks related to general works:

- Improperly disconnected, closed, emptied, cleaned technological system can release hazardous materials and cause personal injury, damage to health, environmental pollution, or incident.
- Improper isolation of voltage or the risk of electric shock during work under or near voltage can result in an electric shock or burn injury to persons, and the occurrence of a short-circuit spark can result in fire or explosion.

The following safety instructions shall be followed:

- Pipes that carry non-hazardous material, e.g. cooling water, etc., must also be disconnected from the appliance, e.g. by pipe interruption or by actually disconnecting the pipe from the system.

- After closing the tap or valve—to prevent leakage or accidental opening—the tap or valve must be secured in the closed position with a chain, lock or padlock.
- If it is difficult to move the pipeline due to its rigidity, a blind flange / blind edge shall be used.
- Closing and disconnecting the drainpipes should be the last phase of the decommissioning process.
- Disconnect from an electrical source with a qualified electrician together with an electrical technician! The disconnection must be supplemented with a closure to prevent accidents due to incorrect reconnection during work!
- In the case of earthworks, regardless of the place of work, written consent must be requested from the Head of the relevant Energy Service Organization or the competent energy manager!
- The outdoor work area shall be adequately illuminated if necessary!
- The work area and the fenced safety zone around the work area must be closed with a guardrail, fencing and danger warning signs shall be provided.
- Persons performing the work must be properly qualified and licensed to work, and use appropriate protective equipment!
- In the event of a fire-hazardous activity, the safety regulations of the work permit for fire-hazardous work must also be taken into consideration!
- The machines, equipment, tools, devices and materials used for the construction shall correspond to the nature of the work from the point of view of work safety and fire safety.
- If the work is carried out indoors, the safety regulations of the work permit for boarding work must also be taken into consideration!
- If general work is carried out at a height of more than 2 meters, then the safety regulations of the work permit for working at heights must also be taken into consideration!
- If the person prescribing the conditions requires intermittent concentration measurement, it shall be recorded in writing.

**Before starting work—the manager directly supervising the work shall take the following precautions and safety preparations:**

- He/she shall make sure by his/her personal presence that the safety regulations set out in the work permit are implemented!
- Care must be taken to carry out the necessary disconnections!
- He/she shall make sure, that the machines, equipment, tools, devices and materials used for the construction correspond to the nature of the work.
- He/she shall make sure that the appropriate personal protective equipment required for the work is available and used! (e.g.: head protection, hand and body protection, protective clothing, eye protection, face protection, respiratory protection, hearing protection, foot protection, etc.)

**a. Special regulations for work with fire hazard:**

Before commencing any work involving a fire hazard, a fire guard must be assigned to monitor the fire hazard work in order to detect any fires or fire hazards during the work and notify the competent fire brigade. The fire guard must be present during the performance of work involving a fire hazard, including the break times between the working hours, when workers are away.

The work area must be inspected after work.

- In qualified cases, optionally (in case of open flame, welding, flame cutting, grinding, polishing) a fire guard must be provided for 1 hour and a check must be carried out for an additional 3 hours in every ½ hour.
- The fire guard and the suitable firefighting tools and equipment shall be provided by the Contractor.

**Permission for work with fire hazard:**

- A completed and signed permit shall be issued for each work involving a fire hazard.
- If the work is not carried out in a work area under the supervision of the licensing manager, or if there is an area or equipment under the supervision of another manager within the work danger zone (10 m), the consent of the manager of the affected area must be requested for work with a fire hazard.
- The territorially competent manager may sign the work permit with a fire hazard after completing the required precautionary checks on the completed permit form. Only then can the duplicate of the permit be handed over to the worker.
- Permits for welding and flame cutting may only be issued to those with a valid fire protection examination.
- A permit for work involving a fire hazard is valid only for one area and one activity for a specified period of time, which is not more than one shift. Carrying out work involving a fire hazard in another area, at a different time, or by another person requires the issuance of a new permit.

**The supervisor (foreman, team leader) of those performing activities involving a fire hazard is responsible for the following:**

- for preventing the performance of work with fire hazard in the absence of an appropriate permit;
- for the implementation of safety precautions on the basis of a work permit;
- for reporting the commencement and completion of the work to the person issuing the permit;
- for the supervision and continuous monitoring of the workers under his responsibility.
- In the event of a fire-hazardous activity, the Contractor shall issue a written form for defining Occasional fire-hazardous work in accordance with Annex 5.

**b. Special requirements for work at height:**

**Preparation:**

- The conditions of safe work must be documented in the Work Permit. These are provided by the contractor before starting work.
- Working on scaffolding: Only scaffolding with a certificate of conformity may be used as scaffolding. The scaffolding can be assembled by a qualified and duly licensed company. The scaffolding must be leveled, stable and reinforced with a properly fixed handrail (waist band, knee band, foot band) for fall protection. A ladder inside the scaffolding is required for approaching the work area. Devices from the scaffolding must not be allowed to fall into the environment.
- When using mobile scaffolding, a minimum of two wheels must be lockable (brake).
- Working on a ladder: work can also be done from a ladder if the ladder is properly secured against movement and slipping. When working on a ladder, another worker is holding the ladder.
- **Ladder cannot be used for long-term work.**
- Working from a lifting platform:  
*Equipment requirement*: A lifting platform with a certificate of conformity, that is in perfect condition and suitable for the given task, can be used.  
*Personnel requirement*: The operator of the lifting equipment must have a valid license to use the equipment and a medical examination. The lifting equipment must be in operation throughout the work and the machine operator must be in the operating position.  
The lift (or basket) cannot be moved while the worker is outside the basket.
- Working on a lifting stand: The lifting stand can be mechanically or manually operated. The operator of the lifting stand must have a valid operator's license for the given machine.
- The use of fall protection tools (safety strap, fall protector, energy absorber) is required in the following cases:
  - When collective protection is not available (e.g. handrail, lifting platform, scaffolding), and
  - when these must be left by the worker for the purpose of work (e.g. access to or egress from a structural element, polygon).

**In order to work safely, collective protection against personal protective equipment must be given priority.**

**Work requirements:**

- Execution of the tasks detailed in the work permit by the employees performing the work.
- Checking the stability of the scaffolding.
- Sudden movements should be avoided when working on a scaffolding.
- Avoid moving the scaffolding, ladder, or lifting basket while working on it.
- The throwing or dropping of elements shall be avoided.
- Proper use of the seat belt.

- In the event that the worker has to change location and detach the seat belt / strap from the anchorage point, an additional anchorage must be provided so that the worker is not left without adequate security.
- Use of personal protective equipment specified in the work permit.
- To avoid injuries caused by falling objects, the working environment must be closed or constantly monitored. The safety of those in the area and those working must be ensured.

**Completion of work at height:**

- After finishing work, the worker must make sure that no material or equipment is left in the high work area that could cause injury if it falls.
- The employee must notify the area manager of the completion of the work.
- Demolition of the scaffolding may be carried out by duly authorized persons.

**c. Special requirements for boarding work**

Boarding work is any activity that can be performed by bending over the equipment or staying inside it if this space is not designed for human occupancy.

**Dangers of boarding work:**

- Presence of dangerous concentrations of gases or vapors, dusts.
- Lack of oxygen causing suffocation.
- Presence of corrosive or toxic substances.
- Presence of flammable and explosive gases or vapors, dusts.
- Rotating, moving internal structures (e.g. mixers, transporting equipment).
- Presence of electrical equipment (e.g. luminaires, hand tools, welding equipment).
- Possibility of fire generation.

**Work preparation:**

- Dangerous equipment must be prepared before commencing work by boarding, to the extent necessary for the safe performance of the task.
- Written instructions for preparation must be drawn up or the specific requirements must be specified in the boarding permit (work permit form).
- If hazardous, flammable and explosive substances, gases, vapors or dusts may escape from the hazardous equipment during preparation, the activity may only be started after taking the necessary safety measures in the vicinity of the equipment (personal protective equipment, area closure, neutralization, cleaning, etc.).
- During the preparation activity, protective clothing, breathing apparatus, in the case of combustible gases, explosion-proof equipment and tools shall be defined.
- Toxic or combustible gases must be removed from the hazardous equipment.
- It is a general guideline to ensure that the conditions for easy, fast and safe entry into and exit from the equipment are provided. E.g.: building stairs, scaffolding, removing the manhole cover, or fixing it in the open position.
- The adequacy of the preconditioning operation shall be verified by airspace analysis.



- It may also be necessary to ensure safe working conditions at height inside the container and when approaching it, which shall also be taken into account when planning rescue and escape (safety harness, fall protector, fixed anchorage point.)
- The temperature of the equipment should be between 5 °C and 35 °C, which should be provided by cooling or heating if necessary.

**Disconnection:**

- Prior to boarding work, the connection of the hazardous equipment with other equipment or piping must be terminated (disconnected) in a way that prevents even the accidental ingress of hazardous substances into the equipment.
- Disconnection of hazardous equipment shall be carried out by the following:
  - by removing the pipe section and applying a blind flange,
  - by using a blind flange,
  - by a double shut-off fitting.
- In the case of disconnection with a blind flange or locking disc, the blind flange or locking must be suitable for any stress (resulting from pressure, temperature, corrosive substances) that may occur.
- In case of using double shut-off fittings:
  - a fitting must be fitted between the two which, in the open position, is either connected to the open air or to a purge system,
  - the internal tightness of the fittings must be checked before boarding,
  - before boarding, safety signs shall be affixed to the shut-off fittings and the fittings shall be locked.
- Prior to boarding, it shall be made impossible to start the machine parts in the dangerous equipment reliably by de-energizing the electrical drive system, disconnecting it mechanically or removing the machine part, and de-energize all connected electrical equipment.

**Airspace analysis:**

- In the presence of hazardous materials, an airspace analysis of the interior of the hazardous equipment shall be performed after preparation and boarding activities should only be commenced on this basis.
- If the measured gas concentration is less than the permissible value and it is clear that the contamination is not changing during the work, it is sufficient to measure it before starting the work. If the work is carried out continuously (e.g. with a one-shift work schedule for several days), then the measurement must be repeated in each case when the activity is resumed.
- If the measured gas concentration is less than the permissible value, but the contamination may be enriched during the work, the measurements must be repeated during the work.
- The results of the measurements shall be entered on the copy of the boarding pass of those performing the work, indicating the date of the measurement and the signature

of the person performing the measurement. If the measurement is checked in the work area by means of a continuously operating (either continuously or intermittently sampled) instrument giving an alarm, the results need not be recorded on the work permit.

- If an oxygen deficiency may occur, the oxygen content of the hazardous equipment airspace must be checked before starting boarding work. If the oxygen concentration may fall below 18% by volume during boarding work, continuous monitoring of the airspace must be ensured. The oxygen concentration must not rise above 23.5%.
- If gases or vapors present, released, generated or infiltrated in the atmosphere of the equipment are combustible, the actual gas concentration or the concentration of the gas expressed as a percentage of the lower explosion limit (hereinafter referred to as LEL) shall be measured.
- In the polluted airspace of LEL up to 5%, if it is clear that this cannot change during work, then fire-hazardous work may be performed.
- Fire-hazardous work (use of open flame, sparking tools, etc.) must not be performed in the 5%-10% polluted airspace of LEL.
- No work above 10% of LEL may be permitted.
- Only certified or refined instruments may be used to measure pollutants and oxygen concentrations.
- Concentration measurements are not a substitute for surveillance signal-alarm, continuously operating instruments used by workers.
- **In the case of boarding an enclosed space, the boarding worker must have a personal airspace analyzer, who must continuously check the adequacy of the airspace during boarding.**

**Personal and collective protective equipment:**

- If substances harmful to health may be released from the environment during boarding work, then boarding personnel must be provided with isolation personal respiratory protective equipment.
- **It is forbidden to use a filter respirator at work with boarding!**
- Equivalent protection instead of respiratory protection if \_\_\_\_\_ the following applies:
  - such artificial ventilation is provided, which exchanges the air of the equipment to the required extent (the concentration of hazardous substances in the airspace of the equipment exceeding the AK-permitted average concentration value cannot be formed locally);
  - regular airspace analysis (with a frequency appropriate to the circumstances) is carried out during the work.
- If the concentration of the pollutant reaches the maximum permissible concentration value CK, then the work shall either be stopped immediately or it shall be continued in a breathing apparatus independent of the air space of the equipment.
- If the oxygen concentration does not reach or falls below 18% by volume, the work may only be carried out in a self-rescue or in a fresh-air overpressure device independent of the air space of the equipment.

- During boarding work, a reliable information connection between staff and monitors (such as live speech, radio transceiver, signaling rope, etc.) shall be ensured, depending on the circumstances.
- Persons entrusted with rescuing persons working in the installation, which may be necessary, must be provided with the same protective equipment as those working inside.

**Personnel requirements:**

- Boarding work may only be performed by the following worker:
  - who is not less than 18 years of age,
  - who is medically and physically fit to perform the task, and
  - who has a valid medical examination,
  - who has the professional, occupational safety and fire protection knowledge required to perform the work,
  - who is trained in the tasks to be performed and in the expected dangers,
  - knows the rules of mandatory behavior,
  - on the boarding pass he/she was entrusted in writing by name.
- During the work to be carried out in the dangerous equipment, at least two employees assigned to supervise the boarding staff, equipped with protective and rescue equipment and trained in and physically fit for rescue, shall be present at the site. One of these can be the controlling person. An observer may be a person who has the local first aid knowledge.

**Protection of the environment:**

- The Contractor is obliged to ensure the regular collection, storage and removal of the generated waste.
- The Contractor shall ensure that hazardous substances are stored in the Company's premises only in designated containers.
- The safety data sheet for the chemical must be stored in the work area.
- In the event of a chemical spill, remediation must be started immediately, sewers must be demarcated, and the resulting waste must be treated as hazardous waste; in the event of a spillage of a large quantity of dangerous substances, the EHS must also be notified immediately.
- Contractors should strive to use machines with the lowest possible emissions.

**6. Site provisions applicable to shipping and freight companies**

- We are a non-smoking site, therefore smoking is FORBIDDEN in the entire area of the site and within 5 meters from the entrance!
- There are life-saving points at the personnel gates
- It is forbidden to take a soft drink from the yard!
- Photography is NOT ALLOWED!
- The driver must appear in a condition suitable for safe work
- The driver must not be under the influence of alcohol or other intoxicants
- The driver is required to wear closed footwear and a visibility vest when leaving the vehicle
- The driver is obliged to stop the vehicle during a longer wait, even at the cargo gate, for reasons of air protection and noise protection
- When docking or parking, the wheels must be wedged
- The fire extinguisher on the truck must be operational and maintained
- Drivers unloading explosive substances must have the appropriate Explosion-Proof Equipment Operator qualification
- The driver of a company transporting dangerous goods must perform the work in accordance with the ADR, and must be able to present his or her rights under the ADR during an internal ADR inspection
- In the case of a trailer with an upper handrail, the handrail must be opened and locked when working at height; in such a case, the driver may only work wearing a revised body harness and chin strap helmet
- In the case of any environmental damage event (oil spill, spillage of transported material), the driver must immediately start remedying the damage, immediately notify the receiving party of the event, the damage event will be recorded in a Report
- It is FORBIDDEN to grease and refill the truck with oil within the HELL group territory to avoid environmental pollution
- The driver is obliged to take out any waste generated during the stay at the Site from the Company's territory
- Drivers are allowed to drive at a maximum speed of 20 km/h on site, only on traffic roads, it is strictly forbidden to drive on the grass!
- The rules of the Highway Code apply throughout the site

## 7. Acknowledging the document

The Contractor and his/her employees shall certify the acknowledgement of the content of the document by signing the Declaration of Acknowledgement set out in Annex 2 to these Regulations. The issuance of a work permit and admission is subject to the submission of a declaration.

## 8. Annexes

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**Sanctioning (Annex 1)**

Irregularity	Sanction		
	First case	Second case	Third case
Violation of smoking and e-smoking ban	HUF 50,000 – sanctioning fee	HUF 50,000 – sanctioning fee Permanent ban of the person concerned	
Violation of fire prohibition and / or fire-hazardous work regulations	Verbal warning of the person concerned, suspension of work until the deficiency is remedied	HUF 10,000 – sanctioning fee Prohibition of the person concerned on the working day of the offense	HUF 50,000 – sanctioning fee Permanent ban of the person concerned
Unauthorized performance of a fire-hazardous activity that results in a false fire alarm	HUF 40,000 – sanctioning fee + Full reimbursement of the financial consequences of a false fire alarm	HUF 120,000 – sanctioning fee + Full reimbursement of the financial consequences of a false fire alarm	HUF 240,000 – sanctioning fee + Full reimbursement of the financial consequences of a false fire alarm + Permanent ban of operators from the site
Unauthorized performance of a fire-hazardous activity that results in a real fire	HUF 1,000,000 – sanctioning fee + Full compensation for damage caused by fire + Permanent ban from the site		
Improper fire alarms due to non-compliance with an occasional fire hazard permit	HUF 20,000 – sanctioning fee + Full reimbursement of the financial consequences of a false fire alarm	HUF 60,000 – sanctioning fee + Full reimbursement of the financial consequences of a false fire alarm	HUF 120,000 – sanctioning fee + Full reimbursement of the financial consequences of a false fire alarm + Permanent ban of operators from the site
Real fire due to non-compliance with an occasional fire hazard permit	HUF 100,000 – sanctioning fee + Full compensation for damage caused by fire	HUF 1,000,000 – sanctioning fee + Full compensation for damage caused by fire + Permanent ban from the site	
Carrying out activities related to fire protection examinations without a	HUF 50,000 – sanctioning fee	HUF 500,000 – sanctioning fee Permanent ban of a person from the site	

valid fire protection examination certificate	Immediate suspension of work until the deficiency is present		
Restriction of access to fire areas, hydrants	HUF 10,000 – sanctioning fee Suspension of work until the deficiency is remedied	HUF 40,000 – sanctioning fee Prohibition of the person concerned on the working day of the offense Suspension of work until the deficiency is remedied	HUF 80,000 – sanctioning fee Permanent ban of the person concerned
Unreasonable use of standby fire protection equipment (e.g. hydrant)	HUF 10,000 – sanctioning fee	HUF 20,000 – sanctioning fee Prohibition of the person concerned on the working day of the offense	HUF 40,000 – sanctioning fee Permanent ban of the person concerned
Failure to report firefighting or failure to provide assistance	HUF 100,000 – sanctioning fee Immediate ban of the person concerned	HUF 200,000 – sanctioning fee Permanent ban of the company concerned	
Unauthorized introduction of fire-ignition devices	HUF 10,000 – sanctioning fee Immediate export of device from the area	HUF 20,000 – sanctioning fee Prohibition of the person concerned on the working day of the offense	HUF 40,000 – sanctioning fee Permanent ban of the person concerned
Failure to follow rules that resulted in an EHS event	HUF 100,000 – sanctioning fee Immediate ban, compensation for damage caused		
Lack of work permit	HUF 20,000 – sanctioning fee Prohibition of the company concerned on the working day of the offense	HUF 40,000 – sanctioning fee Permanent ban of the company concerned	
Use of telephone while driving, loading, working	HUF 5,000 per person – sanctioning fee	HUF 10,000 per person – sanctioning fee Ban people for the given day	HUF 20,000 per person – sanctioning fee Permanent ban of the person concerned
Protective equipment not used	HUF 5,000 per person – sanctioning fee	HUF 10,000 per person – sanctioning fee Ban people for the given day	HUF 20,000 per person – sanctioning fee Permanent ban of the person concerned

Annex to the business and service contracts with companies operating in the territory of the HELL ENERGY Group

Violation standards of work in heights	HUF 20,000 per person – sanctioning fee Prohibition on the working day of the offense	HUF 50,000 per person – sanctioning fee + Permanent ban	
Violation of boarding work regulations	HUF 50,000 – sanctioning fee Prohibition of the company concerned on the working day of the offense	HUF 100,000 – sanctioning fee Permanent ban of the company concerned	
Improper use of protective equipment	HUF 5,000 per person – sanctioning fee	HUF 10,000 per person – sanctioning fee Ban people for the given day	HUF 20,000 per person – sanctioning fee Permanent ban of the person concerned
The employee poses a serious threat to his or her own or others' physical integrity	HUF 75,000 – sanctioning fee Prohibition of the person concerned on the working day of the offense	HUF 150,000 – sanctioning fee Permanent ban of the person concerned	
Employment of a person with inadequate qualifications and/or not participating in occupational safety training	HUF 15,000 – sanctioning fee Immediate remedy of deficiencies	HUF 20,000 – sanctioning fee Prohibition of the person concerned on the working day of the offense	HUF 40,000 – sanctioning fee Permanent ban of the person concerned
Continuation of an activity in the absence of a valid license	HUF 10,000 – sanctioning fee Prohibition of the person concerned on the working day of the offense	HUF 20,000 – sanctioning fee Permanent ban of the person concerned	
Work with expired or invalid medical examination	HUF 5,000 – sanctioning fee Prohibition of the person concerned on the working day of the offense	HUF 10,000 – sanctioning fee Permanent ban of the person concerned	
Lack of review of easily relocatable machines	HUF 10,000 – sanctioning fee. Prohibition of the company concerned on the working day of the offense	HUF 20,000 – sanctioning fee Prohibition of the company concerned on the working day of the offense	HUF 40,000 – sanctioning fee Permanent ban of the company concerned
Lack of review of the distribution cabinet	HUF 10,000 – sanctioning fee	HUF 20,000 – sanctioning fee	HUF 40,000 – sanctioning fee



Annex to the business and service contracts with companies operating in the territory of the HELL ENERGY Group

	Prohibition of the company concerned on the working day of the offense	Prohibition of the company concerned on the working day of the offense	Permanent ban of the company concerned
Prohibited area stay	Verbal warning to the person concerned	HUF 5,000 – sanctioning fee Prohibition of the person concerned on the working day of the offense	HUF 10,000 – sanctioning fee Permanent ban of the person concerned
The general condition of the work site is not appropriate	HUF 10,000 – sanctioning fee Immediate remedy of deficiencies	HUF 50,000 – sanctioning fee Remedy of deficiencies. Prohibition on the working day of the offense	HUF 200,000 – sanctioning fee Permanent ban of the company concerned
Lack of review of the machinery and lifting machines	HUF 10,000 – sanctioning fee. Prohibition of the company concerned on the working day of the offense	HUF 20,000 – sanctioning fee Prohibition of the company concerned on the working day of the offense	HUF 40,000 – sanctioning fee Permanent ban of the company concerned
Work area involving crane and lifting work not fenced off	HUF 10,000 – sanctioning fee. Prohibition of the company concerned on the working day of the offense	HUF 20,000 – sanctioning fee Prohibition of the company concerned on the working day of the offense	HUF 40,000 – sanctioning fee Permanent ban of the company concerned
Other breaches of the Lifting Machine Safety Regulations	HUF 10,000 – sanctioning fee. Prohibition of the company concerned on the working day of the offense	HUF 20,000 – sanctioning fee Prohibition of the company concerned on the working day of the offense	HUF 40,000 – sanctioning fee Permanent ban of the company concerned
Missing supervision and documentation of ladders and scaffolds	HUF 10,000 – sanctioning fee. Prohibition of the company concerned on the working day of the offense	HUF 20,000 – sanctioning fee Prohibition of the company concerned on the working day of the offense	HUF 40,000 – sanctioning fee Permanent ban of the company concerned
Causing a traffic accident involving personal injury	HUF 100,000 – sanctioning fee Verbal warning of the person concerned, compensation for damage	HUF 200,000 – sanctioning fee Permanent ban of company	
Violation of the ban on alcohol and drug use	Permanent ban of the person concerned		

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Improper collection of generated waste and lack of removal from the site	HUF 10,000 – sanctioning fee Immediate remedy of deficiencies	HUF 50,000 – sanctioning fee Remedy of deficiencies. Prohibition on the working day of the offense	HUF 200,000 – sanctioning fee Permanent ban of the company concerned
Lost/damaged access card	Verbal warning + compensation for the price of the access card	HUF 5000 – sanctioning fee + compensation for the price of the access card	HUF 10,000 – sanctioning fee + compensation for the price of the access card
Improper behavior of the employee, conduct that is offensive or endangering the work safety of others	Permanent ban of the person concerned		
Theft, causing property damage	Permanent ban of the person concerned and compensation for the property damage		
Causing a traffic accident involving personal injury	HUF 100,000 – sanctioning fee Verbal warning of the person concerned, compensation for damage	HUF 200,000 – sanctioning fee Permanent ban of company	
Violation of the ban on alcohol and drug use	Permanent ban of the person concerned		
Improper collection of generated waste	HUF 10,000 – sanctioning fee Immediate remedy of deficiencies	HUF 50,000 – sanctioning fee Remedy of deficiencies. Prohibition on the working day of the offense	HUF 200,000 – sanctioning fee Permanent ban of the company concerned
Pollution of the environment with oil, waste, infectious substances, etc.	HUF 50,000 – sanctioning fee Restore original state. Compensation for damages	HUF 200,000 – sanctioning fee Restore original state. Compensation for damages	HUF 500,000 – sanctioning fee Restore original state. Compensation for damages
Discharge/release of wastewater into the environment.	HUF 50,000 – sanctioning fee Restore original state. Compensation for damages	HUF 200,000 – sanctioning fee Restore original state. Compensation for damages	HUF 500,000 – sanctioning fee Restore original state. Compensation for damages

Irregularity with regards to shipping and freight activities	Sanction		
	First case	Second case	Third case
Protective equipment not worn	Verbal warning	HUF 5000 sanctioning fee + ban of the driver for the day of the irregularity	HUF 10,000 sanctioning fee + permanent ban of the driver
High-visibility vest not worn	Verbal warning	HUF 5000 sanctioning fee + ban of the driver for the day of the irregularity	HUF 10,000 sanctioning fee + permanent ban of the driver
Vehicle not stopped during loading and waiting	Verbal warning	HUF 5000 sanctioning fee + ban of the driver for the day of the irregularity	HUF 10,000 sanctioning fee + permanent ban of the driver
The condition of the fire extinguisher on the truck is not appropriate	HUF 20,000 – sanctioning fee	HUF 50,000 – sanctioning fee	HUF 200,000 – sanctioning fee
Oil spill, substance spill	Cost of damage control passed on to the shipping, freight company		
The transport documentation of the explosive substance is not appropriate	HUF 50,000 – sanctioning fee	HUF 500,000 – sanctioning fee Permanent ban of person	
ADR not appropriate	HUF 50,000 – sanctioning fee	HUF 500,000 – sanctioning fee Permanent ban of person	
Maintenance of the truck at the site	Verbal warning	HUF 5000 sanctioning fee + ban of the driver for the day of the irregularity	HUF 10,000 sanctioning fee + permanent ban of the driver
Improper collection of waste	Verbal warning	HUF 5000 sanctioning fee + ban of the driver for the day of the irregularity	HUF 10,000 sanctioning fee + permanent ban of the driver
Use of mobile phone during driving, loading	Verbal warning	HUF 5000 sanctioning fee + ban of the driver for the day of the irregularity	HUF 10,000 sanctioning fee + permanent ban of the driver
Speed limit not kept	Verbal warning	HUF 5000 sanctioning fee + ban of the driver for the day of the irregularity	HUF 10,000 sanctioning fee + permanent ban of the driver

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Crossing through, parking in a prohibited area	Verbal warning	HUF 5000 sanctioning fee + ban of the driver for the day of the irregularity	HUF 10,000 sanctioning fee + permanent ban of the driver
Violation of smoking ban	HUF 50,000 – sanctioning fee	HUF 100,000 – sanctioning fee Permanent ban of person	

**Declaration of Acknowledgement (Annex 2)**

I have read the content of the Regulations on Health, Safety, Environment and Protection of Property. I take note of the fact that I am obliged to comply with the provisions thereof during my work.

Name	Company	Date	Signed

I, the undersigned ..... (name of the person representing the company), as a representative of ..... (name of the company), declare that I have read and accept the sanctions and sanction fees included in the Regulations. I take note of the fact that the amount of the sanction will be enforced from the final account against a financial receipt.

Dated: .....

