

OCCUPATIONAL SAFETY RULES FOR DRIVERS WHEN VISITING ADMINISTRATIVE BUILDINGS

1. GENERAL RULES

- 1.1. Only registered and roadworthy motor vehicles with valid roadworthiness test and third-liability insurance will be admitted to the territory of Aurubis Bulgaria.
- 1.2. The movement of motor vehicles runs on the road surface of Aurubis Bulgaria without entering into production areas.
- 1.3. Parking is allowed in designated areas.
- 1.4. When drivers enter, stay and leave the territory of Aurubis Bulgaria, their blood alcohol content should be below 0 ‰. If the blood alcohol content is above 0 ‰, FM-SRMD-014-B report will be issued, with penalties for offenders.
- 1.5. All drivers in the territory of Aurubis Bulgaria should drive on a specific route according to signboards, use daytime running lamps (passing lamps), use safety belts, comply with road signs, road markings, light signaling and observe a speed limit **of 30 km/h**. If the driver fails to observe the speed limits, FM-SRMD-015-B protocol will be issued, with penalties for offenders.
- 1.6. All drivers in the territory of Aurubis Bulgaria must follow the instructions of the personnel of Aurubis Bulgaria and the security company.
- 1.7. All motor vehicles entering the North Portal in Aurubis Bulgaria go through a radiation control system. In case of a continuous audible warning, the vehicle should be pulled into the parking lot next to Main Electrical Substation No. 2 for further radiation control.
- 1.8. When performing loading and unloading operations, the driver must fix vehicles (including semitrailers and trailers) by means of chocks placed against the rear axle wheels.
- 1.9. In the event that the driver is expected to be involved in handling work, he/she must be equipped with work clothing, jacket and bib overall or overall, or pants – according to BDS EN 13688:2013, work footwear with protective toecaps and penetration resistant sole – according to BDS EN 20345:2011 S2, safety helmet, shock and electrical protection – according to BDS EN 397:2012 + BDS EN 50365:2003, protective gloves against mechanical risks – according to BDS EN 388:2016.
- 1.10. During loading/unloading, the driver or other people are not allowed to be on the trailer and must maintain a distance of at least 5 m from the vehicle.
- 1.11. **Photos and videos are not allowed** in the territory of Aurubis Bulgaria. They can only be made with an explicit written consent. Offenders will be subject to penalties.
- 1.12. During the stay in the territory of Aurubis Bulgaria, between gross and tare weight measurement, tare and gross weight, respectively, it is prohibited to carry out actions (such as disposal/loading of items, draining/adding liquids, etc.), that could affect the autoscales measurements.
- 1.13. No damage, dismantling and elimination of elements of access control, video surveillance and security systems shall be allowed.

2. DOCUMENTATION OF INITIAL BRIEFING

- 2.1. A driver's initial briefing (customer or supplier) will be documented by his/her signature in an initial briefing book. Individuals who have attended the initial briefing will be issued a driver's permanent or temporary (day) access card.
- 2.2. A temporary card will be issued to customers or suppliers on their first visit to Aurubis Bulgaria, after familiarization and obtaining OD-HNSD-002-B Occupational Safety Rules for drivers when visiting Administrative building (Rules) и and will be handed to the driver. When leaving the territory of Aurubis Bulgaria the temporary access card will be returned to the security guards at North Portal.

- 2.3. A new temporary access card will be issued upon next entry of the same driver.
- 2.4. In the event of changes in the Rules, every driver will undergo an initial briefing.

3. PENALTIES

- 3.1. In the event of non-compliance with the above requirements, FM-HNSD-028-B infringement form and FM-PROC-014-B penalty protocol will be issued.
- 3.2. Companies and suppliers in contractual relations with Aurubis Bulgaria will be subject to penalties in the amount of BGN 200 for non-compliance of **their personnel**.
Penalties will be imposed under item 1.3., item 1.4. and item 1.12. according to Orders of the Executive Director of Aurubis Bulgaria.
- 3.3. In the event of repeated breach of occupational health, safety and environmental regulations **by one and the same individual within 1 year**, that individual will be suspended from the worksite and deprived of his/her access to the territory of Aurubis Bulgaria for a period of 1 year.