

## **Agreement on compliance with the regulations of occupational health, industrial safety, fire safety and environmental protection of the Cementum Group**

This Agreement is an Accession Agreement concluded between the Customer and the Contractor (the Performer) in accordance with Clause 1 of Article 428 of the Civil Code of the Russian Federation, the conditions of which are determined by the Customer and accepted by the Contractor as the other party, only by way of accession to this Agreement in its entirety. The Contractor gives its consent by signing the Accession Agreement.

### **1. GENERAL**

The Contractor undertakes to comply with the requirements of the Customer in the field of occupational health, industrial safety, fire safety and environmental protection (hereinafter also referred to as “occupational health, industrial safety, fire safety and environmental protection”) set forth in this Agreement, as well as to comply with the current legislation of Russian Federation in the field of occupational health, industrial safety, fire safety and environmental protection, including legislation on subsoil, environmental protection, industrial safety of hazardous production facilities, legislation on fire safety, natural and mineral resources, and equally all other laws and other regulations in force in the Russian Federation.

The list of internal requirements of the Cementum Group, to which the Customer relates, necessary for the performing the work, should be agreed with the Occupational Health and Industrial Safety Service (hereinafter referred to as the Occupational Health and Industrial Safety Service) and with specialists in the field of environmental protection; the Contractor should be familiar with such requirements, agree with them and guarantee their implementation and compliance.

1.1. The Contractor is fully responsible that the subcontractors, as well as their workers, engaged by the Contractor on the basis of Subcontracting Agreements comply with the requirements of occupational health, industrial safety, fire safety and environmental protection. The provisions of this Agreement also apply to workers of a subcontractor engaged by the Contractor to perform work under a Subcontracting Agreement.

1.2. When performing the work under the Agreement, the Contractor guarantees and assumes full responsibility for the performance of the work in accordance with this Agreement, the current legislation of the Russian Federation, including the applicable rules, provisions, regulations and guidelines in the field of occupational health, industrial safety, fire safety and environmental protection.

1.3. The Contractor is fully responsible for the safety of all persons and property located in the territory allocated for the performing of work and should compensate the Customer and/or third parties for the actual damage caused by its own fault to any person or property, as well as environmental objects on the territory of the Customer.

1.4. This Agreement is considered concluded from the moment when the authorized representatives of the Contractor and the Customer sign the Accession Agreement to the Agreement on compliance with the regulations of occupational health, industrial safety, fire safety and environmental protection of the Cementum Group.

The Agreement is concluded for an indefinite period.

In the event of a change in the requirements of the current legislation or internal requirements, the Customer has the right to unilaterally amend this Agreement without sending any notifications to the Contractor. Effective date of the relevant amendments shall be considered the date when the Agreement on compliance with the regulations of occupational health, industrial safety and environmental protection is approved with an order in a new revision. These changes do not entail the invalidity of this Accession Agreement. The Contractor is obliged to independently monitor changes to the Agreement on compliance with the regulations of occupational health, industrial safety and environmental protection, published on the Internet

at <https://cementum.ru/docs/> as well as changes in legislation in the field of occupational health, industrial safety, fire safety and environmental protection.

1.5. The Agreement applies to the relations of the Parties under all existing agreements concluded by the Parties at any time before the conclusion of this Agreement and to the relations of the parties under all types of agreements concluded after this Agreement is entered into force. When the “Agreement” term is indicated in text any cases, the rules of the Agreement applies to the Agreement specified in the preamble of the Agreement and to all agreements specified in this clause.

1.6. The rules of the Agreement shall also apply in case the Contractor provides services under the Agreement or in the case the subject of the Agreement does not stipulate the performance of work, the provision of services directly and/or by analogy, even if the Contractor is indicated under different term in the Agreement (for example, as the “Performer”).

If the Parties conclude a separate agreement related to the performing of freight transportation and/or transfer (delivery) of goods and materials, then in this case the Agreement does not apply to relations of the Parties regarding the performing of freight transportation and/or transfer (delivery) of goods and materials.

## **2. COOPERATION IN THE FIELD OF OCCUPATIONAL HEALTH, INDUSTRIAL SAFETY, FIRE SAFETY AND ENVIRONMENTAL PROTECTION**

### 2.1. Documentation

2.1.1. The Contractor is obliged to perform a risk assessment for each type of work under the Agreement and provide risk assessment forms (Annex No. 1) for approval by the Customer before starting work. Representative of the Customer should familiarize themselves with the provided risk assessment forms and agree on them, or return them to the Contractor to comply with remarks.

2.1.2. In order to obtain primary work order authorization, prior to the induction briefing, the Contractor and the subcontractors engaged by it for the performance of work shall provide the Customer, upon Customer’s request, with electronic/paper copies of the following documents (upon request, both the full list and part of the documents can be requested):

- licenses (extracts from the license registry) granting the right to perform the types of activities that are subject to licensing in accordance with the requirements of the Federal Law No. 99-FZ “On licensing of particular types of activities” dated May 04, 2011, an extract from the register of self-regulating organizations to confirm membership in this organization;
- permits, consents, approvals, results of examinations;
- list of workers of the contracting (including subcontracting) organization who will directly perform work on the territory of the Customer, indicating the name, position/profession, which should be signed by the head of the organization. If it is necessary to perform work by engaging the foreign citizens, the Contractor is obliged to provide labor permits granting the right to work in the region corresponding to the place of work. When amending the list of workers performing work on the territory of the Customer, the Contractor is obliged to provide the Customer with the following documents before sending a new worker:
- the updated list, conclusions of the preliminary (periodic) medical examination (survey) performed in the manner prescribed by Order of the Ministry of Health of the Russian Federation No. 29n “On Approval of the Procedure for Mandatory Preliminary and Periodic Medical Examinations Provided for in Part 4 of Article 213 of the Labor Code of the Russian Federation, the List of Medical Contraindications to Work with Harmful and (or) Dangerous Production Factors, as well as Works in which Mandatory Preliminary and Periodic Medical Examinations are conducted” dated January 28, 2021, medical reports on the completion of a mandatory psychiatric examination in accordance with Order of the Ministry of Health of Russia No.342n “On Approval of the Procedure for Conducting Mandatory Psychiatric Examinations of Employees Engaged in Certain Activities, their Frequency, as

well as the Activities in the Implementation of which the Psychiatric Examination is Carried Out” dated May 20, 2022;

- documents confirming that the qualifications of workers and work order authorization are comply with this profession (protocols, certificates and other documents confirming that the necessary training, briefings, knowledge testing and certification of workers were performed in accordance with the requirements of regulatory documents of the Russian Federation);
- documents confirming completion of training related to occupational safety and first aid measures to victims, use (application) of personal protective equipment, occupational safety requirements in accordance with the Decree of the Government of the Russian Federation No. 2464 “On the Procedure of Occupational Safety Training and Testing Knowledge of Occupational Safety Requirements” dated December 24, 2021;
- copies of certificates confirming completion of a 112-hour refresher course on the program “Ensuring Environmental Safety when Handling Waste of Hazard Classes I-IV”;
- order on the appointment of a person responsible for compliance with environmental protection regulations when performing work on the enterprise territory;
- order on the appointment of a person responsible for the safe arrangement and performing of work;
- order on the appointment of a person responsible for compliance with standards and requirements on occupational health and industrial safety;
- order for the appointment of a person responsible for the maintenance of pressure vessels;
- order on the appointment of responsible persons having the right to perform work of increased hazard, issuing operations certificate and permits to work;
- list of documents and the documents themselves, confirming the performing of periodic verification, inspections, testing of equipment, appliances, accessories, mechanisms, including electrified tools, that will be used for the performance of work on the territory of the Customer;
- order for the appointment of a person responsible for electrical and fire safety;
- process documentation (method statement, work performing plan, flow chart) in accordance with the types of work performed (if necessary);
- risk assessment for each type of work performed, agreed with the coordinator (see Section No. 13. GENERAL TERMS AND CONCEPTS);
- list of vehicles and motorized equipment that it will use at the facility of the Customer;
- order on the appointment of a person responsible for environmental protection on the Customer’s territory;
- copies of waste management agreements (municipal solid waste, in case that more than 10 people are present on the territory of the Customer) and/or 15 days; for hazardous waste, regardless of the number of personnel and the duration of presence on the territory of the Customer)
- documents confirming the engaging of workers of the Contractor to perform the work is lawful if they are foreign citizens and/or stateless persons;
- documents confirming the quality of materials, equipment, work performed, services provided and/or their compliance with mandatory requirements, including in terms of safety (for example, quality certificate, certificates of conformity, declarations of conformity, permits);
- in the case of engaging subcontractors, the documents listed above and confirming their obligations regarding occupational health, industrial safety and environmental protection.
- familiarization with Local Regulations / Policies / Provisions / Procedures.

The interaction between contractors and employees of the Cementum Group is regulated in the Local Regulation/Provision “Contractor Safety Management”.

Contractor assures that the above documents provided by it (their originals and/or certified copies) are reliable and the circumstances indicated in them, or circumstances in confirmation of which such documents were

provided or are provided, are valid. Customer relies on the certification of the Contractor. The certification is considered unreliable in each case when the Contractor has provided documents that:

- executed not in accordance with the legislation of the Russian Federation, the Agreement, documents thereto and/or
- are invalid, voided or cannot be applied (in particular, in connection with changes in legislation) and/or
- received and provided by the Contractor through forgery, counterfeit, falsification, interaction with persons who do not have the right (permission) to issue such documents and/or
- provided to the Contractor by third parties and have one of the above signs and transferred by the Contractor to the Customer without checking such documents for the presence of these signs.

Unreliability of the certification can be confirmed by the Customer by any means, information or documents. Customer has the right to independently verify the reliability of the certification, including in cases when it receives information on the unreliability of the certification from any third parties. In case of any changes, the Contractor should provide updated documents, and if it is not possible to provide such documents, it should act in accordance with the Provision/Procedure “Contractor Safety Management” (Request for deviation from the requirements of the current Provision/Procedure).

2.1.3. Before starting work on the territory of an existing production (workshop), the Customer and the Contractor (or as the General Contractor in the case of subcontracting organizations) are required to issue an operations certificate and permit to work (if necessary) in accordance with the Regulations of occupational health in cement production approved by the Order of the Ministry of Labor and Social Protection of the Russian Federation No. 781n dated November, 16, 2020, Safety Rules for Mining and Processing of Solid minerals approved by the Order of the Rostekhnadzor No. 505 dated December 8, 2020 and internal procedures established in Cementum Group.

2.1.4. The Contractor shall provide, upon the first request of the Customer, any other documentation not indicated in Clause 2.1.2 relating to the activities of Contractor in the field of occupational health, industrial safety, fire safety and environmental protection, associated with the performance of work under the Agreement (Agreements).

2.1.5. Any changes in the work performing procedure, the list of employees engaged, the list of equipment and materials used for the performing of work should be previously agreed with the Customer (represented by the Coordinator) and the corresponding changes should be made in the form of the assessment of risks of contract work.

## 2.2. Inspections

The Customer has the right to perform inspections at any time of the day to ensure that the Contractor complies with the requirements for occupational health, industrial safety, fire safety and environmental protection at facilities where the work is performed in accordance with the Agreement, with the executing of Certificate of the established form (Annex 2) in case of violations. In the event the Customer reveals, as a result of inspection, or in any other way, cases of violation by the Contractor of the requirements for occupational health, industrial safety, fire safety and environmental protection, then Contractor, at the oral or written request of the Customer, is obliged to develop and coordinate with the Customer within 8 hours /work shift the Corrective Action Plan, which determines the steps and terms for eliminating these violations or stops conducting the work (in agreement with the Customer). Contractor is obliged to eliminate all revealed violations of the requirements for occupational health, industrial safety, fire safety and environmental protection and provide a written Report on implementation of corrective actions on time indicated in the Plan. The improper performance and/or untimely performance by the Contractor of the necessary measures to perform corrective measures agreed by the parties in the Corrective Action Plan are the basis for the termination of the Agreement by the Customer unilaterally.

In the event of termination of the Agreement for the reason mentioned above, the work performed under the Agreement and for which the acceptance certificates were executed and signed by both parties, are paid in full, withholding the amount of the corresponding fine (according to Section 12 of this Agreement)

## 2.3. Incidents and notifications

2.3.1. The representative of the Customer is obliged to inform the Contractor of the numbers of the telephones used for the alarm call, for calling the ambulance and other emergency services.

Emergency situations, incidents, fires, ignitions, accidents, near-misses, micro-injuries, traffic accidents that occurred during the performing of the work and which involved the personnel of the Customer, the Contractor, subcontractor engaged by the Contractor, or other third parties participated or suffered, as well as incidents with their equipment, property, are subject to registration, accounting by the Contractor who should immediately transfer information about these cases in writing to the Customer and to the relevant state bodies, if necessary, in accordance with applicable law and within 24 hours from the moment of their occurrence.

2.3.2. In the event of the cases referred to in Clause 2.3.1, the Contractor shall form a commission for their investigation and take the necessary actions to eliminate their consequences and damage. In the event of an accident involving a worker of the Contractor, Customer, subcontractors involved by the Contractor, the investigation is performed in accordance with the Labor Code of the Russian Federation, the "Regulations of the aspects of the investigation of industrial accidents in certain industries and organizations, document templates, relevant classifiers required for the investigation of industrial accidents" approved by the Order of the Ministry of Labor of the Russian Federation No. 223n dated April 20, 2022, and also in accordance with the requirements of the Cementum Group set forth in this Agreement. Based on the results of the investigation, the Contractor provides the Customer with materials of the incident investigation. Contractor agrees to include representatives of the Customer in the commission for the investigation of the incident, or to send its representatives to participate in the work of the Customer commission for the investigation of incidents (if the Customer arranges an investigation). During investigation, upon promptly visiting the incident scene, the Contractor provides access for the representatives of the Customer to the documentation, equipment, and personnel.

#### 2.4. Meetings

2.4.1. Head of the contracting organization or its authorized representative and/or the person responsible for compliance with the regulations of occupational health, industrial safety, fire safety and environmental protection are obliged to participate in meetings on occupational health, industrial safety, fire safety and environmental protection, organized in person or via videoconference by the Customer, and familiarize their workers, workers of subcontractors engaged by the Contractor, with the information shared at the meetings, as well as with all the requirements of the Customer in the field of occupational health, industrial safety, fire safety and environmental protection.

2.4.2. The Contractor is responsible for maintaining and permanently increasing the level of competence of its workers in the field of occupational health, industrial safety, fire safety and environmental protection and ensures their participation in briefings on occupational health, industrial safety, fire safety and environmental protection performed by the Customer. Contractor is obliged to monitor changes in legislation in the field of occupational health, industrial safety, fire safety and environmental protection and to promptly inform its employees about such changes.

### **3. WORK PERFORMING PROCEDURE**

#### **3.1. Personnel of the Contractor**

All employees whom the Contractor proposes to engage to perform the work should not have adverse health conditions to fulfill their duties in accordance with the requirements of the legislation of the Russian Federation.

Before starting work under the Agreement, the personnel of the Contractor, including the subcontractor, should provide a Familiarization with Local HSE Regulations/Policies/Provisions/Procedures, as well as environmental aspects of activities of the Cementum Group on the territory of the Customer, and undergo an induction briefing on occupational health.

Induction briefing is performed only upon submission of documents in accordance with the list in Clause 2.1.2.

After the briefings, the representative of the Customer signs the application of the Contractor, on basis of which the employee of Security Service of the Customer issues a pass card of the established form.

While on the territory of the Customer, the workers of the Contractor should have a graphic sign of their company on a protective helmet or in a visible area of clothing, and also have a pass card issued by an authorized representative of the Customer of the Cementum Group.

The scope of training required for the workers of the Contractor depends on the type of work performed and is established by the Customer. If necessary, the Customer may perform additional briefings with the workers of the Contractor regarding the compliance with internal documentation on the prevention of accidents and emergency situations that are in force on the territory of the Customer. If the Customer reveals insufficient competence, professional knowledge, and skills of employees of the Contractor, then the Customer has the right to require the Contractor to perform an extraordinary knowledge testing or replace the employee.

Contractor shall ensure that all personnel of the Contractor and its subcontractors engaged in the performance of the work, maintain their workplaces in the proper order and as clean as possible under the given conditions in order to reduce the risk of personal injury, property damage and delays in the performance of the work.

Unless other conditions are stipulated by the Agreement, the Contractor shall independently arrange sanitary conditions for its workers (amenity premises, toilets, meals).

While on the territory of the Customer, the personnel of the Contractor and the engaged subcontractors are prohibited to go beyond the boundaries of the territory allotted to the Contractor for performing of work. If a responsibility assignment matrix is not provided, then the personnel of the Contractor are obliged to move around the territory of the Customer only for needs established by their duty obligations. In this case, entry to the existing production and work areas is permitted only by prior agreement obtained from the Coordinator of the Customer.

The Customer has the right to object to the engagement for performing the work or to block access to its territory for the workers of the Contractor, its subcontractors, as well as to demand their dismissal from the work, and the Contractor is obliged to dismiss the workers from the work if such workers violate the regulations of occupational health, industrial safety, fire safety and environmental protection established by the legislation of the Russian Federation, this Agreement, show unacceptable behavior, show incompetence or negligence in the performance of their duties.

3.1.1. To perform work under the Agreement, the Contractor appoints the person responsible for compliance with the regulations of occupational health, industrial safety, fire safety and environmental protection, which should be in the territory of the work during the working time along entire term of the Agreement (manager, contractor/performer or person designated as responsible at the time of their absence). This person should have the qualifications necessary to perform this work, and also have the authority to give directions and take measures to prevent the consequences of non-compliance with the requirements of occupational health, industrial safety, fire safety and environmental protection, to sign Certificates of Violations Revealed, as well as perform the necessary trainings, briefings, and prepare Reports on occupational health, industrial safety, fire safety and environmental protection, to perform production supervision and have other powers necessary to fulfill its duties.

In case of performance of work on the territory of the Customer by the personnel of the Contractor consisting of 50 or more workers, the Contractor is obliged to ensure the permanent presence on the territory of the Customer of an occupational health specialist (specialists) with the appropriate qualifications.

3.1.2. The Contractor guarantees that its workers, workers of its subcontractors, and, if necessary, workers of its suppliers and sub-suppliers are familiar with the requirements set forth in this Agreement and are comply with them.

3.1.3. In case several Contracting Organizations are located on the territory of the work, the Contractor should agree with the Coordinator of the Customer additional measures on occupational health, industrial safety, fire safety and environmental protection to ensure safety during performing the related work.

3.1.4. Contractor is obliged to issue a permit to work before performing hazardous types of work in accordance with the “Regulations on the Organization of Hazardous Work” developed and approved by the Customer.

In the event of a change in the conditions for the performing of work, the permit to work is canceled, and work performing is allowed only after making changes to the risk assessment form and issuing a new permit to work.

In the risk assessment, construction arrangement plan and method statement, it is necessary to indicate specific safety measures that will be used when performing this work with reference to specific conditions and place.

3.1.5. It is prohibited to use communications (electricity, water, compressed air, etc.) without the written permission of an authorized representative of the Customer. Switching the process equipment on and off should be performed by the personnel of Customer after receiving a written request from the authorized representative of the Contractor.

3.1.6. The Contractor should equip all places of work with collective protective equipment, safety signs (warning, prohibiting, indicating, prescribing), as well as fire protection equipment (fire extinguishers) where necessary, in accordance with the requirements of the legislation of the Russian Federation and this Agreement.

3.1.7. When performing handling and cargo placement operations, it is obligatory to follow the Order of the Ministry of Labor of the Russian Federation No. 753n “On Approval of Occupational Safety Rules for Handling and Placement of Cargoes” dated October 28, 2020.

## **3.2. Equipment**

3.2.1. In order to ensure efficient and safe performing of work, as well as to prevent downtime, the Contractor should supply equipment of appropriate quality that meets the requirements of the legislation of the Russian Federation, relevant GOST standards, specifications and requirements of the Customer. Such equipment is supplied with the necessary technical data sheets, certificates, manuals and permits required in accordance with the current legislation of the Russian Federation.

All equipment should be used for its intended purpose, in compliance with the requirements of the operating regulations and safety regulations established by the current legislation of the Russian Federation, this Agreement and maintained in a safe, operable condition.

In order to verify the requirements described above, before starting work, as well as in the process of performing work, the Coordinator, representatives of the Occupational Health and Industrial Safety Service and other workers of the Customer have the right to check the relevant documentation and perform a visual inspection of the equipment.

It is prohibited to use equipment, mechanisms, tools that are in a malfunctioning state and have inoperative safety devices (devices and appliances for locking, clamping and emergency alarming) the verification term of which is exceeded, and also to operate equipment with characteristics that do not meet the specifications indicated in the technical data sheet and the legislation of the Russian Federation. All personnel of the Contractor, as well as its subcontractors, using the equipment of the Contractor, should have the necessary skills, qualifications and undergo appropriate training. Contractor is responsible for personnel training.

3.2.2. Equipment having hazardous moving parts should have safety fencing in accordance with the requirements of the standards of the Russian Federation and the Customer for this type of equipment. All safety fencing should be attached to the equipment so that its removing requires a tool.

3.2.3. If the equipment operated by the Contractor has confined spaces that provide for entering of people, the entry point should be designed in such a way as to ensure safe entry and exit of people, as well as to enable workers to be evacuated from confined spaces in case of emergency situation.

3.2.4. Equipment used (operated) by the Contractor should have information support (plates) that provides the following information: information on ownership by particular organization, identification number, information on passed tests and inspections.

### 3.3. Preparatory work

The Contractor is obliged to perform preparatory work on the arrangement of the construction site/production site, necessary to ensure the safety of construction, as well as perform work in accordance with SNiP 12-03-2001 and 12-04-2002 “Occupation Health in Construction”, as well as to ensure safety during repair work.

### 3.4. Work at heights

3.4.1. When performing work at heights, the Contractor is obliged to comply with the “Regulations of Occupational Safety when Working at Heights” approved by Order of the Ministry of Labor and Social Protection of the Russian Federation No. 782n dated November 16, 2020, as well as the internal requirements of the Customer “Provision on Work at Heights”, and the requirements set forth in this Agreement and other regulatory documents.

3.4.2. When performing work at heights with the use of lifts (towers), the Contractor is obliged to follow and comply with the Federal standards and regulations in the field of industrial safety “Regulations of Safety for Hazardous Production Facilities that Use Lifting Devices”, approved by the Order of Federal Service for Ecological, Technological and Nuclear Supervision (Rostekhnadzor) No. 461 dated November 26, 2020, as well as requirements of the Customer “Work at Heights” set forth in this Agreement.

3.4.3. In the risk assessment for contract work it is necessary to describe a safety measures for all areas where there is a possibility of falling from a height.

3.4.4. To ensure the safe performance of work at heights, all personnel of the Contractor and the Subcontractors engaged in work at heights should undergo training (induction briefing), familiarization with the Local Regulations “Provisions on Work at Heights”, followed by test examinations arranged by the Customer. The Supervisor or Coordinator of the Customer is responsible for arranging the training.

In addition, the Contractor should ensure that the qualifications of the following persons comply with the legislation of the Russian Federation:

- persons performing work at height;
- persons responsible for the installation, dismantling and inspection of scaffolding;
- persons using various types of lifting platforms in work, as well as persons responsible for the good condition and maintenance of equipment for lifting people to heights.

3.4.5. When working at height, it is prohibited to work alone. Workers should know the rules of first aid and be able to provide first aid to the victim in the event of a fall from a height.

3.4.6. Ladders are allowed to use for short-term work (no longer than 10 minutes). Ladders and stepladders should be tested and be provided with information plates with inventory number, date of testing, company identification. The use of customized and wooden stairs is prohibited.

3.4.7. Areas where work is performed at heights should be fenced and marked with warning signs (e.g. “Caution!”, “Work at height is performed”, “Keep back!”) at the lower level where objects may fall.

3.4.8. When performing work at a height of more than 1.8 m on an open or unprotected site or on the edge (for example, of a roof, a bench of a quarry, etc.), including during installation or dismantling of scaffoldings, it is necessary to use height safety systems protecting against falling (5-straps belt and safety cable), and fall protection systems.

It is prohibited to use the safety harness as a falling preventing device.

It is required to attach to certified lifelines/anchor points, and if they are not available, the choice and correctness of the attachment should be described in the Method Statement, and the permit to this work.

3.4.9. Before commencing work at height, the Contractor should perform a clearance calculation and ensure the availability and application of height safety systems based on the clearance calculation and the fall factor.

3.4.10. Before starting any work at height using safety equipment, the Contractor should develop and agree with the Coordinator an evacuation plan in the event of a fall.

3.4.10. All items of equipment for work at heights (fall safety equipment) for further use should pass a suitability test at least 2 times a year. Each item of high-altitude equipment should have an identifier/markings indicating the date of the last inspection.

The Contractor should arrange a scaffold inspection at least once a week, as well as when making any changes to the design and after severe weather conditions (e.g. strong wind, snowfall, heavy rain with gusts of wind). All operated scaffold should have a tag in a visible place indicating the date of the last inspection.

The Coordinator, the representative of the Occupational Health and Industrial Safety Service and other workers of the Customer have the right to prohibit the Contractor from using unverified or unsafe scaffold until the elimination of the revealed violations.

### **3.5. Shutdown and lock**

3.5.1. Workers of the Contractor and its subcontractor while the performance of work associated with the likelihood of personal injury due to unexpected release of energy or start-up of equipment (heat, electrical, moving equipment) should be guided by the “Regulations of occupational health for the operation of electrical installations” (approved by the Order of the Ministry of Labor and Social Protection of the Russian Federation No. 903H dated December 15, 2020) and comply with the Local Regulations “Provisions on Isolation and Interlocking of Power Sources” established in the Cementum Group.

3.5.2. In case of necessary to apply the shutdown and lock procedure, the Contractor should agree on the shutdown procedure with the Coordinator.

3.5.3. Personnel of Contractor/subcontractor engaged in the abovementioned activities should undergo special training. The training is performed by the person to whom these duties are assigned by order of the Customer

3.5.4. Before starting work, each worker of the Contractor/subcontractor should have a personal lock and perform shutdown in accordance with the internal procedures of the Customer.

After receiving the lock, employees of the Contractor or its subcontractor should write on the lock the information about the particular user of the lock, namely:

- 1) Full name
- 2) Position
- 3) Organization
- 4) Contact phone number

It is not allowed to use the lock without this information.

There is also option of issuing and using a lock with digital engraving (information).

In case the workers of the Contractor lost or damage the personal locks issued by the Customer, the Contractor shall compensate the Customer for the cost of personal locks lost or damaged due to the fault of the Contractor.

3.5.5. The procedure for blocking energy sources involves the installation of personal locks on the shutdown devices by each of the persons engaged in the work. Only the person who installed the lock has the right to remove a personal lock. It is prohibited to give keys from personal locks to other persons.

The Contractor bears full responsibility, including liability for damages, for the consequences of cases when the worker of the Contractor, leaving the territory of the Customer, has not removed its personal lock from the shutdown device.

### **3.6. Work in confined space**

3.6.1. When performing work in confined space, the Contractor is obliged to perform work in accordance in accordance with the Rules on Labor Protection when working in Confined and enclosed Spaces (approved by Order of the Ministry of Labor and Social Protection of the Russian Federation No. 902H of 12/15/2020, internal regulatory documents of the Customer.

Risk assessment of the Contractor should include the necessary safety measures for performing work in a confined space by the workers of the Contractor and subcontractors engaged by the Contractor.

To ensure safe work in a confined space, the Contractor's personnel must be trained in safe methods and techniques for performing work in restricted and confined spaces. The training is conducted according to the Rules on Labor Protection when working in restricted and confined spaces (approved by the Order of the Ministry of Labor and Social Protection of the Russian Federation No. 902H dated 15.12.2020).

3.6.2. Before performing work in a confined space, the Contractor shall develop and agree with the Coordinator an Action Plan in case of an emergency and during rescue operations, evacuation and rescue from restricted and confined spaces.

3.6.3. A partially confined space, where during work the concentration of oxygen or harmful substances in the air of the working space can change to dangerous values, should be classified as confined (for example, when performing painting or welding work in a receiving hopper, chutes, gutters, using equipment with an internal combustion engine inside the premises or pits with natural air ventilation)

### **3.7. Earthworks**

3.7.1. When performing earthworks, the Contractor and Subcontractors involved by the Contractor shall be guided by the requirements of the legislation of the Russian Federation, including the Order of the Ministry of Construction and Housing and Communal Services of the Russian Federation No. 125/пр "On Approval of SP 45.13330.2017 "SNIP 3.02.01-87 Earthworks, Basements and Foundations" dated 27.11. 2017, the Order of the Ministry of Labor of the Russian Federation No. 883H "On approval of the Rules on Labor Protection during Construction, Reconstruction and Repair" dated 11.12.2020, Federal Law of the Russian Federation No. 7-FZ "On Environmental Protection" dated 10.01.2002, as well as the Customer's requirements for earthworks set out in this Agreement and other regulatory documents.

3.7.2. Before starting earthworks performed both mechanically and manually (with the exception of operations related to the daily operational activities of the quarry and bulk materials warehouses) and related to digging the soil to a depth of more than 30 centimeters, the Contractor is required to obtain a written permit for earthworks in services of the Customer.

3.7.3. If it is necessary for personnel to enter pits/trenches more than 1 m deep and more than 0.5 m wide, or when the pit/trench is necessary to obtain access and/or to work on underground utilities, then risks associated with the work and appropriate control measures should be described in detail in the risk assessment form.

3.7.4. At the time of earthworks, the pit should be fenced to prevent possible movement of people and vehicles, and equipped with appropriate warning signs and inscriptions and, if necessary, with signal lighting that operates at night. The fence should be installed no closer than 2 m from the pit, and if there is a rail track, no closer than 2.6 m.

3.7.5. Earthworks on the existing underground utility communications using earth-moving mechanisms are allowed to be performed only subject to a safe distance at which the operating device can approach to the utility communications. Distances are regulated by SNiP and depend on the work conditions, as well as on the type of underground utility communications. In case the distances which are closer than the above, all earthworks should be performed manually with a shovel. At the same time, it is prohibited to use the scrap, pickaxe and similar impact instruments, as well as special mobile-type means of mechanization.

3.7.6. In the area of earthworks during the operation of road-building machines, the simultaneous performing of any other work is prohibited, as well as the presence of workers within the border of the hazardous area of the operating devices of functioning special machinery (not less than 5 m). Soil extracted from a ditch or trench, and other materials, as well as a working tool, should be placed at a distance no closer than 2 m from the outer edge of the pit.

3.7.7. Earthworks should be stopped immediately in case of:

- hazard of collapse;
- hazard of deformation of the foundation of nearby structures;
- revealing of utility communications not provided for by the plan;
- detection of the activity of harmful substances inside the pit;

- excavation of an explosive object.

Further resumption of work is possible only after eliminating the hazard and taking additional safety measures.

3.7.8. If it is necessary for personnel to enter pits/trenches before performing work, then the Contractor should develop and coordinate with the Coordinator an Emergency Evacuation Plan and ensure the availability of the necessary evacuation equipment.

3.7.9. A safety inspection of the condition of pits/trenches should be performed at least once a week, as well as in case of revealing signs of a possible collapse, any changes in the structure or after severe weather conditions (heavy rains).

### **3.8. Hot works**

3.8.1. When performing hot work, the Contractor and the subcontractors engaged by the Contractor should be guided by the requirements of the legislation of the Russian Federation, including the federal norms and regulations in the area of industrial safety “Rules of Safe Performance of Hazardous Gas, Fire and Repair Works” approved by the Order of Federal Service for Ecological, Technological and Nuclear Supervision (Rostekhnadzor) No. 528 dated December 15, 2020, Fire Safety Rules in the Russian Federation approved by the Decree of the Government of the Russian Federation No. 1479 dated September 16, 2020, the Order of the Ministry of Labor of the Russian Federation No. 884n “On Approval of Occupational Safety Rules for Electric Welding and Gas-Welding Works” dated December 11, 2020, as well as the requirements of the Cementum Group regarding hot work set forth in this Agreement and other regulatory documents.

3.8.2. Before starting hot work, the Contractor should take measures to ensure safety during hot work by preparing the risk assessment form for contract work and draw up a permit to work. Period of validity of the permit to perform hot work may not exceed 7 days.

3.8.3. If it is necessary to arrange a stationary welding station on the territory of the Customer, the conditions for the arranging of such a station should be agreed with the Coordinator of the Customer. Subject to the written confirmation by the Coordinator that the stationary welding station of the Contractor comply with the safety requirements established by the legislation of the Russian Federation and the requirements adopted by the Cementum Group, the requirement to draw up a permit to perform hot work at this welding station can be canceled.

3.8.4. When performing hot work, the Contractor should take measures to limit access of people and vehicles to the hazardous area (by installing fencing of hazardous area, warning signs), including lower levels, where there is a possibility of falling of molten metal, scale, etc.

3.8.5. When performing hot work using gas cylinders, the Contractor and the subcontractors engaged by the Contractor during performing work should be guided by Order of the Rostekhnadzor No. 536 “On the Approval of Federal Rules and Regulations in Industrial Safety” dated December 15, 2020, by Order of the Ministry of Labor of the Russian Federation No. 884H “On the Approval of the Rules on Labor Protection when Performing Electric Welding and Gas Welding Works” dated December 11, 2020, as well as Customer requirements, and undergo training on the course “Person Responsible for the Safe Operation of Stationary Gas Unit Cylinders”.

3.8.6. Storage conditions for gas cylinders should meet the following requirements:

- empty and intact cylinders should be stored separately and separated by a rigid structure or wall;
- all cylinders should be stored in an upright position, be fixed or tied by a chain;
- cylinders with flammable gases should be stored at a distance of at least 7 meters from cylinders with compressed non-combustible gas. With regard to substances for which the legislation of the Russian Federation establishes more stringent requirements, the minimum distance should be increased.

3.8.7. Cylinders with oxygen and acetylene should meet the following requirements:

- a flame-retardant valve (flashback arrestor) is installed in front of the cutter, and a backfire valve in front of the cylinder;
- each cylinder should be equipped with a manometer, and manometers should be in operable condition;
- all hoses should be in operable condition (no cuts, no signs of damage, cracks) and securely attached to fittings or connection points. It is prohibited use wire to attach hoses;

- acetylene cylinders should be transported and stored vertically;
- gas cylinders should be attached to permanent or temporary structures in an upright position.

3.8.8. For hot work areas, the Contractor shall assign a person responsible for fire safety. This employee should:

- undergo training/briefing on its duties;
- have the means to send an alarm in the event of an emergency, and also remain in the work area for at least 30 minutes after completion of work.

3.8.9. Welding equipment, gas hoses and fittings shall be checked at least as often as specified in the manufacturer's instructions. The results of the inspections shall be documented.

### **3.9. Work on lifting and moving cargoes, moving people using specialized lifting mechanisms.**

3.9.1. When performing lifting work, the Contractor and the subcontractors engaged by the Contractor should be guided by the Federal standards and regulations in the field of industrial safety "Regulations of Safety for Hazardous Production Facilities that Use Lifting Devices", approved by the Order of the Rostekhnadzor No. 461 dated November 26, 2020, as well as the requirements of the Cementum Group for lifting operations set forth in this Agreement and other regulatory documents.

3.9.2. When performing work related to the movement of people (cargoes) by means of lifts (towers), the Contractor and the subcontractors engaged by the Contractor should be guided by the Federal standards and regulations in the field of industrial safety "Regulations of safety for hazardous production facilities that use lifting devices", approved by the Order of the Rostekhnadzor No. 461 dated 26.11.2020.

3.9.3. When performing lifting work, the Contractor and the subcontractors engaged by the Contractor should take into account that lifting and moving people using boom-type cranes is strictly prohibited.

3.9.4. Increased attention in the risk assessment of contract work should be given to safety measures in the following cases:

- when people should work with the cargo during its movement (to control the movement of cargo in confined areas);
- when performing non-standard tasks or performing work for the first time;
- in case of paired lifting of cargo (using two or more cranes);
- in the presence of hazardous environmental factors (power lines, physical obstacles, unstable soil, etc.);
- in cases when people need to perform work within the area of a possible drop of suspended cargo (not under cargo; people are not allowed to work under the cargo);
- when moving people (cargoes) using lifts (towers).

3.9.5. Cranes in operation (subject to registration with Rostekhnadzor bodies in accordance with the requirements of the Federal standards and regulations in the field of industrial safety "Regulations of safety for hazardous production facilities that use lifting devices", approved by the Order of the Rostekhnadzor No. 461 dated 26.11.2013) should be equipped with plates with the indication of registration number, certified load capacity and the date of the next partial and full technical examination.

3.9.6. Lifts in operation (subject to registration with Rostekhnadzor bodies in accordance with the requirements of the Federal standards and regulations in the field of industrial safety "Regulations of safety for hazardous production facilities that use lifting devices", approved by the Order of the Rostekhnadzor No. 461 dated 26.11.2020) should be equipped with plates with the clear indication of the registration number, load capacity and date of the next partial or full technical examination.

3.9.7. Locations for the storage of lifting mechanisms and equipment should be equipped with signs contain information about slings, load capacity and the recommended scheme for using slings when lifting.

3.9.8. Defective load-handling devices, as well as devices that do not have tags (stamps), should not be present in the places of work. It is prohibited to locate unmarked and damaged containers at the places of work.

3.9.9. All lifting mechanisms and equipment, as well as supporting stands should be equipped with plates with information about the maximum work load.

3.9.10. Lifting equipment should be stored:

- On racks, shelves or be suspended; it should not be on the ground;

- Sorted by type and load capacity for quick selection;
- Artificial fiber slings should be stored in a place that prevents effect of direct sunlight to prevent damage from ultraviolet rays.

3.9.11. Work areas involving the lifting and moving of cargoes should be protected with a barricade tape or other methods to prevent access of unauthorized persons to the hazardous area and unauthorized passage of equipment.

### **3.10. Electrical safety**

3.10.1. Electrical panels and boxes, electrical cells and substations and any electrical equipment should have:

- design conforming to the operating conditions that ensures protection against external environmental influences; if necessary, an explosion-proof design;
- necessary marking and warning signs (“Voltage”, “Electrical shock hazard”, marking of emergency shutdown systems);
- reliable protection from unauthorized access.

3.10.2. Each electrical installation used should have an emergency shutdown device, and also have the possibility to lock the power circuit in the “off” state using a lock.

3.10.3. All extension cables used outdoors should be designed to meet their operating conditions.

3.10.4. All portable power tools should be inspected on a regular basis. Cables and connecting devices should not be damaged and have signs of melting or burning. All portable electrical devices in use should have a tag indicating that inspection was timely performed and that the device is suitable for use. The tag should show information about the date of the next test and inventory number. Verification period is one time per 3 months.

3.10.5. The entire public electrical network (sockets) should be protected with a protection tripping device configured to operate at a residual current of 30 mA. If there is no protection tripping device in the circuit, then portable protection tripping devices should be used.

3.10.6. All portable electrical equipment should have valid identification labels or tags indicating that the equipment is suitable for use.

3.10.7. Devices that protect the electrical equipment (fuses, overload differential protection systems) should be installed in each electrical circuit. Only electrical personnel should have access to such devices.

3.10.8. Wiring diagrams should be available for each item of electrical equipment.

### **3.11. Work in the area of emissions of hot gases, near materials and surfaces with high temperature**

3.11.1. Before starting work in the hot gases emission area, near materials and surfaces with elevated temperatures, the Contractor, together with the representatives of the Customer, should perform a risk assessment. The work can be performed after Contractor issues the permit to work.

3.11.2. Before performing work in the hot gases emission area, near materials and surfaces with elevated temperatures, the Contractor should develop and agree with the Coordinator an Emergency Evacuation Plan.

3.11.3. Work in the hot gases emission area, near materials and surfaces with elevated temperature, should be performed at an air temperature of no higher than 40°C, while the worker should not present in the work area for more than 15 minutes, followed by a 10-minute break to rest at normal temperatures.

3.11.4. Each worker performing work in the hot gases emission area, near materials and surfaces with elevated temperatures, should be provided with personal protective equipment in accordance with the identified hazards (protective clothing, safety shoes, gloves or mittens, protective helmet, safety glasses, respirators, gas masks, safety belts with safety ropes attached to them, other special safety devices), and is obliged to use them in accordance with the identified hazards and risks in the workplaces.

3.11.5. If it is necessary to perform tasks difficult in management (joint or combined) in the hot gases emission area, near materials and surfaces with elevated temperature, the Contractor should appoint a Supervisor from among the most qualified work performers (usually, the foreman).

Supervisor:

- receives ad hoc briefing from the work authorizer or the work superintendent (against signed acknowledgment in the permit to work);
- personally exercises control over the performing of work during the work shift and compliance with measures aimed to ensure safe working conditions, which are determined by the permit to work and included in the duties of the work performers;
- independently or at the request of the work manager or the work authorizer, suspend the performing of work (and notify the work superintendent about this) in cases of a threat to the life and health of the work performers;
- resumes the performing of work at the direction of the work authorizer or the work superintendent;
- is responsible for compliance with measures to ensure safe working conditions during the performance of work that are part of the duties of the performers and persons determined by the permits to work.

### **3.12. Work near the water**

All workers performing work near the water should comply with the following rules:

- use life-saving equipment when working near water that can keep their weight afloat;
- inspect life-saving equipment before use;
- inspect all ladders, bridges, platforms, work structures and stairs before use;
- use the necessary personal protective equipment in accordance with Section 4 of this Agreement;
- take precautions regarding working conditions near water:
- consider temperature;
- consider passage along the embankment (slip, fall);
- consider biological risks;
- consider flow, exposure to water;
- agree on methods of maintaining communication with the controller or watchman.

### **3.13. Completion of work**

After completion of work, the Contractor should immediately remove from the territory of the Customer all unused materials and waste, if they are not the property of the Customer, as well as equipment, and leave the work area in clean condition in accordance with the requirements of the Customer.

## **4. PERSONAL PROTECTIVE EQUIPMENT**

4.1. All personnel should be provided with the following personal protective equipment, which should be used correctly and permanently while in the factory:

- special shoes with shockproof toe-puff;
- safety glasses with shockproof lenses and side protection;
- protective helmet with a chin strap;
- signal clothing with reflective and contrasting inserts or special clothing and a signal vest, which will remain visible in various conditions of the production environment.

4.2. Personnel engaged in the performance of work should additionally use appropriate personal protective equipment providing protection against risks associated with the performing of this work:

- respirator;
- ear protectors or ear plugs;
- mask-type goggles;
- protective gloves;
- protective face shield with a helmet mount. Use of head-mounted guards is not allowed.

For welding/angle grinding works:

- protective masks/shields with helmet mount. Use of head-mounted masks/shields is not allowed;
- heat-resistant workwear and gloves;
- special shoes for welding;

- special gloves and aprons for operations related to mixing chemicals.

4.3. All the PPE listed above must meet the requirements of the technical regulations of the Customs Union CU TR 019/2011 “On the Safety of Personal Protective Equipment”, namely: they must be subjected to the procedure for confirming compliance with the safety requirements established therein and be marked with a unified mark of products circulation on the market of the Customs Union Member States, which is carried out before the release of PPE in circulation in the market.

4.4. Providing the personnel with personal protective equipment and ensuring that personnel of the Contractor comply with the requirements for use of personal protective equipment is the sole responsibility of the Contractor.

## **5. TRANSPORT OF THE CONTRACTOR**

5.1. All vehicles of the Contractor used in the performance of the work should be equipped with:

- three-point inertia reel seat belt for the driver seat and each passenger seat;
- first-aid kit, fire extinguisher, rear-view mirrors, sound signal, emergency stop signs, stops (wedges) for putting under the wheels (if necessary, for example, when working in a quarry or parking on a road surface with a slope of more than 7 degrees);
- tires suitable for the season and corresponding to the requirements of the traffic rules regarding tread wear;
- operable light alarm when performing reversing run; technological and freight vehicles with a load capacity of more than 10 tons, should be also equipped with an automatic sound signal when performing reversing run.

5.2. For access to the quarry, all passenger cars and technological vehicles of the Contractor should be equipped with four-way flashing beacons, and passenger cars should be additionally equipped with reflective strips and a flag.

5.3. The Contractor is obliged to:

5.3.1. organize the passage of primary and periodic medical examinations for personnel allowed to drive a vehicle in accordance with the Order of the Ministry of Health of the Russian Federation N 29H dated 28.01.2021 according to para. 18.1 (Categories A, B, BE, tractors and other self-propelled machines, mini tractors, tillers, forklifts, electric cars, regulators, etc.) and para. 18.2 (Categories C, C1, CE, D1, D1E etc.). These conclusions are provided to the Customer’s representative before receiving a pass to the facility for all personnel allowed to drive a vehicle in a contracting organization.

5.3.2. organize a psychiatric examination of personnel admitted to driving a vehicle in accordance with the c Procedure of compulsory psychiatric examination of employees engaged in certain activities, its frequency, as well as the activities for which the psychiatric examination shall be carried out, approved by the Order of the Ministry of Health of the Russian Federation No. 342n dated May 20, 2022 and the List of medical psychiatric contraindications for certain types of professional activity and activities related to sources of increased hazard, approved by the Decree of the Government of the Russian Federation No. 3759-r dated December 05, 2022. These conclusions are submitted to the Customer’s representative before receiving a pass to the facility for all personnel allowed to drive a vehicle in a contracting organization.

5.3.3. Arrange work on road safety in accordance with the requirements of the Federal Law No. 196-FZ “On road safety” dated 10.12.1995, including but not limited to as follows:

- Issue an order “On the Appointment of Responsible Employee/Employees for Ensuring Road Safety”. The appointed employee shall be certified by the Department of State Road Supervision.
- Issue an order “On the appointment of employee/employees for the serviceable technical condition of vehicles”.
- Issue an order “On the appointment of a controller for the release of vehicles on the route”.

These orders are submitted to the Customer's representative before receiving a pass to the facility by those contractors who operate vehicles on the Customer's territory. The above requirements do not apply to the following types of work or services: delivery of goods to the facility (one-time), delivery of employees to the facility (one-time), in other words, what is not included in the routine production activities of the contractor at the facility. If the Contractor engages a Subcontractor in such work, then the above documents must be provided on behalf of the Subcontractor.

5.3.4. During work, provide the Customer or use operable vehicles, perform timely technical inspection of vehicles in accordance with the legislation of the Russian Federation;

5.3.5. Arrange control inspections of vehicles before moving to the highway (route) / before starting work;

5.3.6. Ensure the movement and parking of vehicles according to the markup (schemes) at the facility of the Customer (if any);

5.3.7. Provide the Customer load-lifting equipment and aerial platforms for inspection before equipment enters the territory, with the provision of the necessary documents permitting its operation;

5.3.8. When the transport entering the territory of the Customer, show to security guards a waybills of the established form with a mark about passing a pre-trip medical examination and a note from the mechanic about the proper condition of the vehicle (corresponding to the date of the trip), a driver's license for the right to drive a vehicle with the necessary category of admission (the driver's license must comply with the requirements of the Russian Federation);

5.3.9. Comply with the traffic rules and established restrictions when moving vehicles at the territory of the Customer.

5.3.10. To ensure the availability of a DVR with two-way video recording (one camera records in the direction of movement, and the camera is directed at the driver) in each vehicle operating permanently on the territory of the production site or quarry, and at the request of the Customer to provide the recording made by this device to the Customer's representative.

5.3.11. Perform all vehicle repairs outside the Customer's territory. In case of vehicle breakdown, the Contractor's driver must inform the Customer's representative and his/her supervisor. The management and driver of the Contractor should take measures to evacuate the affected vehicle from the Customer's territory.

5.3.12. Before leaving the cab each time, the driver must stop the engine, remove the key from the ignition, apply the handbrake and close the cab.

5.4. Occupational safety rules for the operation of industrial transport and state regulatory requirements for occupational safety related to the organization and implementation of work associated with the operation, maintenance and repair of floor wheeled industrial transport (lift trucks and electric loaders, power trucks and electric carts, trolleys, carts) and continuously-operated industrial transport (conveyors of all types, roller conveyors, transporter lines), highly automated industrial transport used in the performance of process transport operations within and between production departments of organizations, both as part of a single technological complex, and in their separate application are regulated by the Order of the Ministry of Labor of Russia No. 814n "On Approval of the Occupational Safety Rules in the Operation of Industrial Transport" dated November 18, 2020.

5.4.1. The minimum transmittance of visible light through the windshield, side windows and front door windows (if present) must be 70%. It is allowed to glue strips of tinting film in the upper part of the windshield, provided that it is located over the area to be cleaned by wipers, or its width does not exceed 25% of the windshield width.

5.4.2. Indicators, icons, stickers must be positioned so as not to block the Driver's vehicle controls, and not to interfere with the operation of the vehicle. Decorative accessories placed/suspended inside or outside the vehicle must not interfere with the Driver's field of vision.

5.4.3. It is prohibited to use mobile phones, radios or two-way communication devices (including text messaging devices and hands-free devices) while operating a motor vehicle. The radio communication during

the vehicle operation must be one-way only. The communication must be brief and limited to transmitting data relevant to the task the driver is performing. If the Driver has to discuss any issues, he/she must stop the vehicle.

5.4.4. The Customer has the right to measure the blood pressure of drivers and in case of blood pressure deviations that prevent the performance of work duties in accordance with the requirements of the legislation of the Russian Federation, refuse to allow the driver to enter the territory of the Customer, suspend the driver from work or remove him/her from the territory of the Customer.

## **6. ALCOHOL AND PSYCHOACTIVE SUBSTANCES ABUSE POLICY**

6.1. The Contractor is obliged to:

- daily, before the start of the work shift and performing work, arrange a testing of its workers, including workers of the Subcontractors to determine whether they are under influence of alcohol or psychoactive substances (collectively referred to as “workers under influence of alcohol or psychoactive substances”);
- immediately dismiss from work and remove from the territory of the Cementum Group its workers under influence of alcohol or psychoactive substances;
- not impede and assist the Customer in performing regular and random tests of its workers and workers of the subcontractor to determine whether they are under influence of alcohol or psychoactive substances using quick tests and a verified breathalyzer;
- not impede and assist the Customer in the inspection of the cargo carried or transported by their workers, including workers of the subcontractors, to the territory of the Cementum Group, for the presence of alcohol or psychoactive substances;
- prevent the carry or transport and storage of alcohol or psychoactive substances by its workers, including workers of the subcontractor on the territory of the Cementum Group, with the exception of Allowed Substances.

6.2. Procedure for registering any violations of the requirements for alcohol or psychoactive substances:

- In case of revealing the signs of alcoholic, drug or other intoxication of the worker of the Contractor, this worker is sent to the medical center of the Customer for a medical examination. Based on the results of a medical examination, a Sobriety Control Protocol is drawn up. If the state of alcoholic, narcotic or other toxic intoxication is identified, a Certificate specified in Clause 12.3 of the Agreement is drawn up simultaneously with the Protocol and the Contractor’s employee is immediately removed from the territory of the Customer. In case the worker of the Contractor refuses to undergo a medical examination, it is necessary, in the presence of two witnesses, to draw up a Certificate indicated in Clause 12.3 of the Agreement with a corresponding mark on refusal to undergo a medical examination and the worker of the Contractor is immediately removed from the territory of the Customer. In this case, the testimonies, memos, internal reports or other documents of witnesses will serve as the evidences of alcoholic or other intoxication.
- Revealing of worker in a state of alcoholic, drug or other intoxication, as well as the Sobriety Control Protocol and/or the Certificate indicated in Clause 12.3 of the Agreement are an unconditional basis for imposing a fine on the Contractor in accordance with Clause 12.4 of the Agreement,
- Refusal of the worker of the Contractor to undergo a medical examination to establish the fact of being under a state of alcoholic, drug or other intoxication does not exempt the Contractor from paying the fine provided for by Clause 12.4 of the Agreement.

6.3. The Customer has the right to:

- perform regular, irregular and spot tests, as well as daily tests using the quick test and a verified breathalyzer before allowing the workers of the Contractor to enter the territory of the Cementum Group;
- immediately remove the worker of the Contractor from the territory of the Cementum Group, upon confirmation that the worker is under the influence of alcohol or psychoactive substances;

- refuse entering the worker of the Contractor to the territory of the Cementum Group upon confirmation that the worker is under the influence of alcohol or psychoactive substances on the basis of the data of the quick test and the verified breathalyzer;
- perform inspections of the cargo carried or transported by the worker of the Contractor into the territory of the Cementum Group for the presence of alcohol or psychoactive substances;
- refuse to the worker of the Contractor to carry or transport into the territory of the Cementum Group a cargo containing alcohol or psychoactive substances, with the exception of Allowed Substances;
- if necessary, at any time inspect the temporary warehouses and premises occupied by the Contractor for the storage of alcohol or psychoactive substances.

## **7. ENVIRONMENTAL PROTECTION**

7.1. The Customer undertakes to familiarize the Contractor with the environmental requirements established at the enterprise through environmental briefing by the specialists of the Environmental Service.

7.2. The Contractor is obliged to comply with the requirements of the current environmental protection legislation of the Russian Federation and the environmental requirements established by the internal procedures of the Customer.

7.3. The Customer has the right to perform monitoring (internal audit) over the implementation of environmental requirements and request any information regarding environmental protection activity of the Contractor, including documentation confirming the final transfer of I-V Danger Class waste to specialized/licensed organizations (agreements, acts).

7.4. The Contractor shall, within the time period agreed upon with the Customer, to comply with remarks revealed as a result of inspection aimed at establishing that the Contractor has complied with environmental protection requirements.

7.5. The Contractor is obliged to immediately inform the authorized representative of the Customer about emergency situations related to environmental pollution.

7.6. In the event of an emergency situation at the place of work, the Contractor shall, together with the Customer, participate in the liquidation of consequences of the emergency situation, in accordance with the existing Emergency Consequences Liquidation Plan.

7.7. After liquidation of consequences of emergency situations associated with environmental pollution, the Contractor is obliged at the request of the Customer to ensure the appearance of all workers, including Subcontractors for undergoing of unscheduled environmental briefing at the enterprise of the Customer.

7.8. In case of environmental pollution due to the fault of the Contractor, the Contractor is obliged to compensate the Customer for all costs that Customer incurred to eliminate this pollution and/or to compensate for all costs for the environmental damage, paid according to the relevant lawsuits, orders, resolutions of state authorities, local authorities, their official persons, prosecutors, courts, other eligible persons, filed (awarded) as part of environmental activities, including compensation of fines paid.

7.9. Waste produced from the performance of work by the Contractor, including from materials and goods of the Customer, is the property of the Contractor. The title to non-ferrous and ferrous metal scrap, construction and dismantling waste (Moscow and Moscow region) belongs to the Customer. Termination of liability of the Contractor when performing work on the territory of the Customer, accompanied by the generation of production and consumption waste, occurs upon transfer of ownership to another legal entity that has the appropriate legal grounds for managing this waste.

7.10. The responsibility for waste management (collection, separate accumulation on the territory of the Customer in Contractor's containers, transportation, conclusion of corresponding contracts for waste removal from the territory of the Customer for further treatment, decontamination, recycling, disposal) lies with the Contractor.

The Contractor is obliged to perform daily cleaning at the places of work or places of providing of services and at the site of location of the trailers in the territory of the Customer, and on the daily basis remove waste from the places of their production to its own places intended for accumulation of waste.

7.11. Accumulation (of transport batches) of all types of waste produced as a result of the activity of the Contractor is permitted within the work territory, on sites specially equipped for this purpose and in storage containers, in accordance with environmental, sanitary standards and fire safety rules. In other cases, the places of accumulation of waste at the industrial site of the enterprise are agreed with the Customer. Contractor independently arranges storage places for its waste.

7.12. Any incineration of materials on the territory of the Customer is prohibited.

7.13. Contractor is obliged to prevent spills, leaks and seeps of fuels and lubricants, paints and other harmful chemical substances. In the event of a spill of the listed substances, liquids should be collected using sorbent materials (sand, rags, etc.). Wastes from contaminated sorbent materials are collected at sites specially equipped for these purposes and in accumulation containers owning by the Contractor, in accordance with environmental and sanitary standards and fire safety rules.

7.14. The Contractor is obliged to prevent the discharge of oil products, suspended particles, toxic liquid waste and other harmful chemical substances into the open drainage system and domestic sewer of the Customer.

7.15. The Contractor is obliged to prevent the entering of waste into the soil, into storm drains, on sidewalks and roads.

7.16. The Contractor undertakes to make payments to the state budget of the appropriate level, provided for by the current legislation of the Russian Federation, for various types of negative environmental impacts that arise as a result of its production activities related to the fulfillment of obligations stipulated by this Agreement. The procedure for calculating and collecting payments for negative environmental impacts is established by the legislation of the Russian Federation.

7.17. The conditions of Section 7 of this Agreement apply in full scope, in the absence of other requirements stipulated in the Agreement concluded by the parties, or in part that does not contradict the conditions of the Agreement.

## **8. FIRE SAFETY**

8.1. In matters of ensuring fire safety, the Parties should be guided by the requirements of the Federal Law of No. 69-FZ "On fire safety" dated 21.12.1995, the Federal Law No. 123-FZ "Technical regulation on the requirements of fire safety" dated 22.07.2008, and "Rules of fire-prevention regime in the Russian Federation", approved by Decree of the Government of the Russian Federation No. 1479 dated 16.09.2020 and other regulatory documents containing fire safety requirements.

8.2. The Contractor is obliged to maintain the proper fire safety regime at the work places and occupied premises, and to comply with the established fire safety requirements. Also, in order to prevent fires, the Contractor is obliged to control the work places, inspect the premises before closing after the end of the working day.

8.3. The Contractor is obliged by its own efforts and costs to equip the work places and occupied premises with primary fire extinguishing means and fire safety signs in accordance with the equipping standards.

8.4. The Contractor ensures the keeping of primary fire extinguishing means in permanent readiness for use and maintaining fire extinguishers in accordance with the requirements established for them (SP 9.13130.2009. Code of Practice. Fire-fighting equipment. Fire extinguishers. Requirements for operation

(approved by the Order of the Ministry of Emergency Situations of the Russian Federation No. 179 dated March 25, 2009).

8.5. When providing the Contractor with buildings, premises that are equipped with fire protection systems (automatic fire alarm, fire alert, etc.) for the term of the work, the Contractor should ensure that the systems are kept in good condition. Contractor undertakes to receive information from the Customer on notifications and operation procedures of the systems and to continue to properly receive and register alarms notifying that the fire alarm is actuated.

8.6. When storing and working with fire hazardous and explosive-fire hazardous substances and materials, the requirements of marking and warning signs should be observed and fire separation distances to the objects bordering them should be maintained.

8.7. When performing fire hazardous operations, it is necessary to use the equipment, devices and appliances that meet the specifications and requirements to safe operation.

8.8. The Contractor is obliged to determine the procedure for unhindered access to the occupied premises (including after hours) in case of fire or other emergency situations.

8.9. The Contractor is responsible in accordance with applicable legislation for failure to comply with fire safety requirements and responsible for the consequences of a fire caused by its fault and caused any damage.

8.10. If the Contractor or the Subcontractor engaged is in fault, then Contractor is obliged to compensate the damage caused to the property of the Customer or third parties as a result of the fire.

## **9. SMOKING**

9.1. The Contractor shall be guided by Clause 11 of the “Rules of fire-prevention regime in the Russian Federation”, approved by Decree of the Government of the Russian Federation No. 1479 dated 16.09.2020, which indicates the following: “smoking on the territory of explosive-fire hazardous areas and fire hazardous areas is prohibited”.

9.2. The Contractor shall be guided by Federal Law 2013 No. 15-FZ “On protecting public health from exposure to ambient tobacco smoke and the consequences of tobacco consumption” dated 23.02.2013.

9.3. On the territory of the Customer, smoking (including electronic cigarettes) is prohibited everywhere, except for strictly defined and equipped places marked with the corresponding signs.

## **10. REQUIREMENTS TO THE REPORTING ON OCCUPATIONAL HEALTH, INDUSTRIAL SAFETY AND FIRE SAFETY**

The Contractor shall submit a monthly Report on occupational health and industrial safety according to form presented by the Customer (Annex 3), based on the results of the work performed by the Contractor and the engaged Subcontractors (this report is provided by those contractors who work on the Customer’s territory for more than 30 days). The report for the current month should be submitted to the Coordinator no later than the 1st working day of the next month (or at the end of work in case of work completed earlier than the end of the month).

Unless otherwise agreed by the Parties, the Report shall indicate the following:

- all cases of work-related injuries;
- all other incidents and other unplanned events that have led or may lead to serious injury/damage/loss and/or which should be notified to the competent state authorities;
- all road accidents that occurred during the reporting period;
- any notifications that have been received or are expected to be received from the competent state authorities demanding that measures should be taken to eliminate the shortcomings, as well as notifications of ongoing court proceeding or other lawsuit;
- a certificate of performing of inspections, checks and audits, as well as control measures;

- the total number of man-hours that the personnel of the Contractor and its subcontractors worked on the work territory, the total number of personnel of the Contractor and its subcontractors at the place of work.

## **11. REGISTRATION OF VIOLATIONS OF REQUIREMENTS ON OCCUPATIONAL HEALTH, INDUSTRIAL SAFETY AND FIRE SAFETY BY WORKERS OF CONTRACTING ORGANIZATIONS**

11.1. Workers of the contracting organization are required to have talons of a standard form (Annex No. 3).

11.2. Talons are issued by the contracting organization and are provided for signature to a specialist of the Occupational Health and Industrial Safety Service and/or a specialist of the Security Service of the Customer.

11.3. To ensure safety, the talon is laminated by the contracting organization after receiving the signature of the relevant specialist.

11.4. While in the territory of the Customer, the worker of the contracting organization is obliged to have a talon. The absence of a talon is a violation of the requirements of this procedure and is the basis for the removal of worker from the territory of the Customer.

11.5. In case of loss of the talon, the worker of the Contractor is obliged to immediately inform the Occupational Health and Industrial Safety Service of the Customer about this fact or inform the Security Service.

11.6. In case of completion of work on the territory of the Customer, talons are subject to obligatory submission to the Occupational Health and Industrial Safety Service or the Security Service of the Customer.

11.7. Valid talons are exchanged annually after performing a briefing at the end of the current year.

11.8. Procedure for registering violations by workers of the contracting organizations of requirements of occupational health, industrial safety and fire safety.

11.8.1. If the worker of the Customer reveals that the worker of the Contractor violates the requirements of occupational health, industrial safety or fire safety established by the legislation of the Russian Federation, the Agreement on compliance with the regulations of occupational health, industrial safety, fire safety and environmental protection, the internal regulatory documents of the Customer, then worker of the Customer punctures the talon of worker of the Contractor.

11.8.2. In case of repeated and subsequent revealing of violations in the field of occupational health, industrial safety and fire safety established by the legislation of the Russian Federation, the Agreement on compliance with the regulations of occupational health, industrial safety, fire safety and environmental protection, the internal regulatory documents of the Customer, the worker of the Customer performs a repeated puncture in the talon of worker of the Contractor.

11.8.3. In the event of a third puncture in a talon, the worker of the Contractor is immediately removed from the territory of the Customer, and is also entered into the electronic database of workers of the Contractor removed from the Cementum Group territory for violating the requirements of occupational health, industrial safety, fire safety and environmental protection. In the future, this worker is prohibited from presenting and performing any work on the territory of the Customer and other factories that are part of the Cementum Group.

11.8.4. If it is revealed that worker of the Contractor is in a state of alcohol, drug or other intoxication, worker of the Customer makes three punctures in the talon of the worker of the Contractor. This worker of the Contractor is immediately removed from the territory of the Customer. The procedure for fixing violations of the requirements for alcohol or psychoactive substances is established by paragraph 6.2. of this Agreement.

## **12. RESPONSIBILITY FOR VIOLATIONS OF REQUIREMENTS OF OCCUPATIONAL HEALTH, INDUSTRIAL SAFETY, FIRE SAFETY AND ENVIRONMENTAL PROTECTION**

12.1. The Contractor is liable for any violations of the current legislation of the Russian Federation in the field of occupational health, industrial safety, fire safety and environmental protection, including payment of penalties, fines and compensation for the consequences caused by such violations through its fault. If the Customer incurs costs due to the fault of the Contractor, then Contractor shall compensate the Customer for all costs.

12.2. The Contractor bears full responsibility for the safety of all persons and property located in the work territory and should compensate the Customer or third parties for all losses necessary to compensate for damage to any person or property. Customer shall not be liable for any light injuries, serious injuries or death of any of the members of personnel of the Contractor or its Subcontractors, which occurred through no fault of the Customer, as well as if the victim violated the regulations of occupational health, industrial safety, fire safety and environmental protection.

12.3. In each case of revealing a violation of regulations in the field of occupational health, industrial safety, fire safety and environmental protection established by the legislation of the Russian Federation, as well as the provisions of this Agreement, a Certificate (Annex 2) is drawn up, signed by authorized persons of the Customer and Contractor. Authorized signatory of Certificate on behalf of the Contractor is the person responsible for the performance of work on the territory of the Customer in accordance with the conditions of the Agreement. In the absence of the abovementioned person for any reason, the Certificate of occupational health, industrial safety, fire safety and environmental protection can be signed by any employee of the Contractor, according to the list provided in Clause 2.1.2.

If the representative of the Contractor refuses to sign the Certificate on violation of occupational health, industrial safety, fire safety and environmental protection, then Certificate is drawn up by the Customer unilaterally in the presence of 2 witnesses, and this fact is indicated in Certificate by corresponding entry.

12.4. In case of revealing the facts that the workers of the Contractor and its Subcontractors are present in the work territory under the influence of alcohol or psychoactive and other prohibited substances or facts of the carry and storage of prohibited substances by such workers in the territory of the work, the Customer is entitled to collect a fine from the Contractor for each such case in the amount of 250 000 (two hundred fifty thousand) rubles and/or unilaterally terminate the Agreement for the performance of work, in respect of which a violation has been revealed.

12.5. In case of revealing the facts that the workers of the Contractor and its Subcontractors violate the requirements in the field of the use of personal protective equipment, the Customer is entitled to collect a fine from the Contractor for each such case in the amount of 30,000 (thirty thousand) rubles, while the workers of the Contractor and its subcontractors are dismissed from work until the revealed violations are eliminated. In case of a repeated violation, the Customer has the right to unilaterally suspend the works performed by the Contractor under the Agreement and (or) unilaterally terminate the Agreement for the works in respect of which the violation was revealed.

12.6. The Contractor is obliged to immediately verbally (by telephone, audio message, or other accessible means) inform Customer about all incidents on the work territory, and then, within 24 hours inform Customer in writing (with the mark of the Customer about receipt). A written notice can be drawn up in any form, but without fail contain a brief description of the incident and preliminary information about the severity of the injuries and the nature of the damage to property of all parties involved. In the event of a delay in timely notification or concealment of fact of the incident, the Customer is entitled to collect a fine from the Contractor in the amount of 50,000 (fifty thousand) rubles and/or unilaterally terminate the Agreement for the performance of relevant work.

12.7. Clause removed.

12.8. In case of non-compliance by the Contractor with the conditions of Clauses 7.2, 7.4-7.7, 7.10-7.17, the Customer is entitled to collect a fine from the Contractor in the amount of 30,000 (thirty thousand)

rubles, for each violation and/or unilaterally immediately terminate the Agreement for the performance of relevant work and/or demand full compensation for all losses caused by such non-compliance.

Mechanism for registering violations of environmental protection requirements is described in Clause 12.3 of this Agreement.

12.9. Violation by the Contractor (subcontractor) of other requirements of occupational health, industrial safety, fire safety and environmental protection established by the legislation of the Russian Federation, as well as the provisions of this Agreement entails the imposition of a fine on the Contractor in the amount of 30,000 (thirty thousand) rubles for each violation and may constitute basis for unilateral termination by the Customer of the Agreement for the performance of relevant types of work.

12.10 In each case, if the Customer reveals the unreliability of certification by the Contractor in relation to the documents indicated in Clause 2.1.2 of the Agreement, the Customer is entitled to recover from the Contractor a fine in the amount of 500,000 (five hundred thousand) rubles for each such case.

If the unreliability of the certification was confirmed by the Customer independently and/or according to information, documents of third parties provided to the Customer in connection with the consequences that led to the unreliability of the certification, in particular, in connection with:

- investigation of unauthorized access for the workers of the Contractor to the performing of work;
- investigation of fact of an accident, emergency situation;
- investigation of facts of unlawful engaging of foreign citizens and/or stateless persons as workers;
- facts of requesting of documents as part of the inspection of the Contractor by authorized state bodies, local authorities, prosecution service;
- establishing by a court decision or judgment that has entered into legal force, that the certification is unreliable,

and the mentioned consequences entailed the obligation for the Customer to pay the amount of an administrative or other fine, taxes in arrears, corresponding penalties and fines due to arrears, debt, penalties, fines, payments in favor of third parties, to perform the order or representation, and also entailed confiscation, seizure and/or destruction of items (materials, products, equipment) owned by the Customer or provided to the Customer, then Contractor shall in accordance with Article 406.1 of the Civil Code of the Russian Federation, along with paying a fine for the unreliability of certification, in each case, compensate, at the request of the Customer, on the basis of copies of documents confirming the obligation of the Customer indicated above, the pecuniary losses of the Customer:

- in cases of payment of monetary amounts (fines, penalties, arrears, single, regular payments) – in the scope of the corresponding amounts;
- in case of performing of the order, representation – in the amount of 1/5 of the nominal amount of the penalty for the unreliability of the certification;
- as well as in the event of confiscation, seizure and/or destruction of items – in the amount of the value (purchased or depreciated value) of the indicated items of the Customer.

Compensation for the above pecuniary losses is performed in the manner prescribed by Clause 12.11 of the Agreement.

12.11. The fines described above are collected from the Contractor by submitting a claim for the amount of the fine, which the Contractor should pay within 15 days from the date of receipt a claim. An authorized person on behalf of the Contractor who can receive a claim is any worker of the Contractor indicated in the list of workers of the Contractor provided in accordance with Clause 2.1.2 of the Agreement; the claim is considered to be duly received by this person.

In case of failure to pay the fine by the term established above, the Customer, when making intermediate or final settlements with the Contractor, in unilateral and out-of-court manner collects the amount of the fine accrued to the Contractor from the amounts to be paid to the Contractor by providing the Contractor with the corresponding statement (in any form), including reflecting it in the certificate (if by the time of the acceptance of the work there had already been corresponding violations of the Agreement). In this case, the obligation of

the Customer to pay the Contractor for the work performed shall be terminated in the appropriate part on the basis provided for in this clause.

The collection is unilaterally performed before the expiration of 15 days from the receipt of the claim in the event that the work is already completed or to be completed and closing documents should be signed before the expiration of 15 days.

12.12. The Customer has the right to suspend work under an Agreement unilaterally by notifying the Contractor about this fact in case of violation by the workers of the Contractor of the regulations in the field of occupational health, industrial safety, fire safety and environmental protection established by the legislation of the Russian Federation, as well as the provisions of this Agreement, for a period of time until the violations are eliminated.

An authorized person on behalf of the Contractor who can receive a notification on the suspension of work is any worker of the Contractor indicated in the list of workers of the Contractor provided in accordance with Clause 2.1.2 of the Agreement; the notification is considered to be duly received by this person. On the resumption of work under the Agreement, a corresponding performance notification is sent according to the rules provided for by this clause of the Agreement.

### **13. GENERAL TERMS AND CONCEPTS**

Accident is a dangerous man-made accident that creates a threat to human life and health at an object, a certain territory or water area and leads to destruction or damage to buildings, structures, equipment and vehicles, disruption of the production or transport process, damage to the environment

Certificate of Violations Revealed is a document drawn up by authorized persons and confirming the established fact of violation.

Alcohol is any food product containing in its composition alcohol or alcohol-containing substances.

Cylinder is a vessel having one or two necks for mounting valves, flanges or fittings, designed for transportation, storage and use of compressed, liquefied gases or gases dissolved under pressure.

Induction briefing is initial familiarization with the requirements of safety rules in force on the territory of the Customer; it is performed before the beginning of labor functions for newly hired employees and other persons involved in the production activities of the organization (employees seconded to the organization (subdivision of the organization), persons undergoing on-the-job training). Induction briefing before the start of production work on the territory of the Customer is performed by an engineer of the department of occupational health, industrial safety, fire safety and environmental protection and is accompanied by a corresponding entry in the briefing log.

Harm is death, personal injury or other damage to health, as well as negative impact on the environment.

Tower is a lifting machine of discontinuous operation designed to move people with tools and materials and to perform work in a vertical direction (up, down).

Limited and confined space is a spatially confined (limited) site, not intended for continuous stay of employees inside it, the size of which must be sufficient to fully accommodate an employee or employees in order to perform work inside it, but the entrance(s) to or exit(s) from the site are such that the rapid movement of workers through them is difficult and the air exchange is not sufficient to keep employees breathing.

Such a space is not designed as a workplace and may have:

- an atmosphere containing a dangerous concentration of pollutants, or extreme temperatures;
- lack or excess of oxygen;
- engulfment hazard, etc.,
- limited possibilities for entry and exit.

Some examples of premises and facilities with confined space:

- Silos: raw and cement;
- Tanks, storage vessels;
- Mines, pits, tanks, accumulating tanks;

- Means of transportation: tankers, barrels on cargo platforms, spaces in rotary nodes on excavators;
- Equipment: presses and rolling plants, feeders, cyclones, furnaces, clinker coolers, mixer compartments.

Earthwork is the work associated with digging a soil to a depth of more than 30 centimeters (excluding plowing work), driving and sinking piles during the construction of facilities and structures of all kinds, underground and ground utility networks, communications, as well as work associated with filling with soil to a height of more than 50 centimeters.

Incident is a fail or damage to technical devices used at a production facility, deviation from the process regime, violation of provisions, regulatory technical documents that establish the work performing procedures.

Near miss is an unplanned incident that did not result in an injury, illness, or damage to a person, but that could have potentially resulted in it.

Qualification of the Employee is the level of knowledge, abilities, professional skills and work experience of an employee.

Coordinator is a worker of the Customer officially appointed as person responsible for coordinating the work performed by the Contractor, including monitoring compliance with requirements of occupational health, industrial safety, fire safety and environmental protection.

Curator is a head of the business unit of the Customer (for example, the head of the repair service of the branch) arranging the work with the engagement of the Contractor. Curator is responsible for the performance by the Contractor of all obligations in the field of occupational health and industrial safety established by the Contracting Agreement or Agreement for the Compensated Provision of Services for the Company.

Curator is responsible for the appointment of the Coordinator (Coordinators) based on the specifics of the work performed. Curator can take on the role of the Coordinator.

Medical examination is a set of medical interventions that are performed in order to identify the state of health, pathological conditions, diseases and risk factors of their development. Micro-injuries are bodily injuries requiring first aid: abrasions, bruises, soft tissue bruises, superficial wounds and other injuries received by employees and other persons involved in the employer's production activities, when they perform their work duties or perform any work on behalf of the employer (his representative), as well as when performing other lawful actions due to labor relations with the employer or committed in his interests, which did not cause health disorders or the onset of temporary disability.

Accident is an event that resulted in: bodily harm (trauma), including those caused by another person; heatstroke; burn; frostbite; drowning; electric shock, lightning strike, radioactive contamination; bites and other injuries caused by animals and insects; damage caused by explosions, accidents, destruction of buildings and structures, natural disasters and other emergency circumstances, other health damage caused by external factors, which necessitated the transfer of victims to another job, temporary or permanent disability or death of victims, the event leading to death, injury or illness of the worker.

Hot work means production operations associated with the use of open flame, sparking or heating of parts (structural elements) to temperatures that can cause ignition of substances, materials and structures (welding, cutting, soldering using the energy of an electric arc, gas flame and plasma arc, heating structures, equipment and communications using electric heaters, blowtorches, gas and liquid burners, machining of metal causing generation of sparks).

Hazardous situation is a situation the occurrence of which may lead to the situation that the worker (workers) will be exposed to dangerous and harmful production factors.

Environmental protection means activities of state bodies of the Russian Federation, state bodies of the constituent entities of the Russian Federation, local authorities, public associations and non-profit organizations, legal entities and individuals, aimed at conserving and restoring the natural environment, sustainable use and reproduction of natural resources, preventing the negative impact of business and other activities on the environment and eliminating its consequences.

Occupational health means a system aimed at preserving the health and life of workers during the labor activity, including legal, social and economic, organizational and technical, sanitary and hygienic, medical and preventive, rehabilitation and other measures (Article 209 of the Labor Code of the Russian Federation).

Risk assessment means a documented process that includes a description of the sequence of work (individual operations/stages), a list of hazards associated with the work at each stage of its implementation, with a clarification of who may be exposed to risk, and a description of the necessary safety measures.

Lift is a lifting machine of permanent operation designed to move people with tools and materials and to perform work within the service area.

Personal lock is a mechanical locking device that keeps the power shutdown device in a safe state.

First aid is a set of measures aimed at restoring or preserving the life and health of the victim, performed by non-medical workers (mutual assistance) or by the victim himself (self-help). “Universal First Aid Procedure”, approved by the Ministry of Health of the Russian Federation on November 23, 2022, Letter No. 30-2/I/2-791 of the Ministry of Health of the Russian Federation dated January 20, 2023.

Verification is a determination of errors of measuring instruments and establishing their suitability for use; performed by the metrological authorities using standards and reference measuring instruments.

Occupational Health and Industrial Safety Management Plan is a document containing a list of actions, taking into account regulatory acts of the Russian Federation, policy, goals, etc. of organization in the field of occupational health, aimed at ensuring occupational health, industrial safety, fire safety and environmental protection during the performance of work, with an enclosed schedule of these actions; organizational, sanitary, technical and individual measures are highlighted.

Emergency Situations Response Plan is the sequence of actions of workers of the organization in case of emergency situation.

Plan for movement of vehicles at the facility is a document containing a movement scheme of a vehicle on the territory of production site.

Occupational Health Policy of the Organization is a document describing the general nature of actions of the company aimed at creating healthy and safe working conditions.

Potential incident situation (near-miss) (hazardous incident) is any unplanned event that could lead to an incident.

Work-related injury is a damage to the tissues of body of the worker caused by the mechanical effect of the production factor and entailing: the need to transfer the worker to other work; temporary or permanent disability of a worker; death of a worker.

Industrial waste is substances or objects that are formed in the process of production, performance of work, provision of services or in the process of consumption, which are disposed of, are intended for disposal or are subject to disposal in accordance with the Federal Law “On Waste of Production and Consumption”

Shutdown and locking procedure represents the main and preferred method for controlling hazardous types of energy and consists in arranging reliable conditions for shutdown/disconnecting energy sources and locking the possibility of their uncontrolled output when performing work on equipment or mechanisms. As soon as the mechanisms and equipment are properly shutdown or disconnected from energy sources, they should be locked, marked and checked.

Locking is the physical locking of control devices of machine or equipment (for example, locking the valve handle on a pipe).

Marking means attaching information plates warning that work on the mechanism or equipment is currently being performed, indicating the names of workers and the work start date.

Inspection means inspection by testing that checks that the machine or equipment is properly disconnected from the energy source and that the energy supply cannot be restored until the lock is released.

Psychoactive (psychotropic) substances mean any chemical substance (or mixture) of natural or artificial origin that affects the functioning of the central nervous system, leading to a change in mental state. These changes can be both positive (medical) and negative in nature. Addictive psychoactive substances that are prohibited by legislation are called drugs.

Allowed substances mean substances necessary for the performance of work under the Agreement and previously agreed with the Customer.

Risk means a hazard measure characterizing the likelihood of the occurrence of hazard and the extent of the related damage.

Personal protective equipment (PPE) means personal wearable equipment for the prevention or reduction of human exposure to harmful and (or) dangerous factors, as well as for protection against contamination.

Provisions and Regulations of the Cementum Group mean internal binding documents containing information on the procedure for safe performing of certain types of work.

Safety harness refers to main equipment that protect the worker from falling or when falling while performing work at heights.

Training means process of obtaining skills in particular field.

Devices and appliances for locking and fixing – devices that fix parts of machines or elements of electrical circuits in a certain state, which is maintained regardless of the presence or termination of influence.

Damage means costs that a person whose right has been violated, incurred or will have to incur to restore the violated right, loss or damage to its property.

Emergency situation means the situation in a certain territory resulting from an accident, hazardous natural phenomenon, catastrophe, natural or other disasters that may entail or have entail human casualties, damage to human health or the environment, significant material losses and violation of human living conditions.

Quick test means a quickly performed qualitative and quantitative analysis of biomaterial (urine, blood, saliva, etc.) in order to study the presence of psychoactive substances in its composition.

Authorized signatory of Certificate on behalf of the Customer means the person specified in the Contracting Agreement or the Customer's employee directly registering a violation of the regulations in the field of occupational health, industrial safety, fire safety and environmental protection.



Annex 2

Act No.

For violation of the rules of labor protection, industrial safety,  
fire safety and environmental protection

City of \_\_\_\_\_

Dated \_\_\_\_ 202\_\_

To monitor the fulfillment of the requirements established by the laws of the Russian Federation and Agreement on the rules of labor protection, industrial safety, fire safety and environmental protection the Cementum Group (hereinafter referred to as the "Agreement") entered into by and between \_\_\_\_\_ (hereinafter referred to as the "Customer") and \_\_\_\_\_ (hereinafter referred to as the "Contractor"),

\_\_\_\_\_ [date] the Specialist of the Customer was conducted to verify compliance with requirements, mandatory for the supply of materials and equipment, carrying out works and rendering of services by the Contractor at the Customer site.

Place of Inspection: \_\_\_\_\_

Workshop/Division/Site

**The Inspection established as follows:**

Item No.	List of detected violations of occupational and industrial safety, fire safety and environmental protection requirements	Paragraph of the regulatory legal act, the provisions of which are violated	Due date
1	2	3	4
1			

The Inspection was conducted by:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Position of the

Signature

Full name

Inspector

Taking into account the revealed violations established by this Act, guided by the requirements of the legislation of the Russian Federation, as well as the Agreement, it has been prescribed.

1. Take measures to eliminate the identified violations in time before \_\_\_\_\_, 202\_\_\_\_.
2. In writing by e-mail \_\_\_\_\_ notify about the elimination of each detected violation.
3. To impose a fine against the Contractor in the amount stipulated by the Agreement for each identified case of violation.

The prescription was issued by:

_____	_____	_____
Position	Signature	Full name

I have read the Inspection Report and the Prescription, and received a copy of the report:

_____	_____	_____
Position	Signature	Full name

I refuse to familiarize with the Inspection Report:

_____	_____	_____
Position	Signature	Full name

Annex 3

**MONTHLY REPORT OF THE CONTRACTOR ON THE RESULTS OF WORK IN THE FIELD OF OCCUPATIONAL HEALTH AND INDUSTRIAL SAFETY**

Contractor: ..... Works under the contract: .....	Reporting period (month, year): ..... 20.....
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<b>Performance Indicators</b>	
Working hours	
Average headcount	
Lost Time Injuries	
Month's Working Days Lost Due to Injures	
Micro-injures Required Special Medical Treatment or Repeated Medical Treatment without Loss of Time (without issuing of Sick Slip)	
Micro-injures Required First Aid	
Near-misses	

**Notes and signatures**

**Contractor's Representative:**

Name		Signature		Date	
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**Coordinator of the contracting organization:**

Name		Signature		Date	
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Annex 4

***Form of the talon for workers of the contracting organization***

Наименование организации

PHOTO

Talon size:  
- length: 85 mm  
- width: 54 mm