Procedure in case of a fire or any other local threat
In the event of noticing a smoke, a fire or any other local threat, you should:

- immediately establish the place of the fire, the path of fire development, the hazard to human life, property and the environment.
- Immediately notify all persons being in the vicinity of the fire and any other building users. Notify DCT’s employee that is in that vicinity (who has a radio) and/or press the nearest ROP button (buildings). If the subcontractor carry a radio-use that radio to notify appropriate persons.
  - Notify designated persons responsible for evacuation: The Manager of the Safety Department (phone no. 601687031 / radio 111), the Fire Protection Inspector, the Environmental and Fire Protection Inspector (phone no. 601 687 031/ radio 112), the Shift Manager (phone no. 609 682 231/ radio 300), and in the event of their absence, notify the Security Service (695770043/ radio 113 or 115), and provide information on the location and describe the event.
- In the event of evacuation or any other emergency situation, subordinate to the designated person, who has undergone relevant training.
- In the event of evacuation, use the designated paths (evacuation plans are available on the corridors) and follow the defined directions of emergency exits, and next go to the assembly point.
- Do not use lifts.
- Go to the designated assembly point, located at the car park near the railway siding gate.
All members of the evacuation team and all other employees, and any other people staying on the premises of DCT are obliged to comply with the guidelines and instructions of the person in charge of the action and to follow his/her directions.

Wait for any further instructions before leaving the assembly point, given by persons in charge of the rescue action.

CAUTION

During the evacuation there is no obligation to read or swipe magnetic cards on magnetic readers.

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ASSUMPTIONS OF DCT’S SAFETY POLICY IN THE SCOPE OF OCCUPATIONAL HEALTH AND SAFETY (EXTRACT)

Basic principles

To assure safety of employees, all visitors and subcontractors, the Management Board of DCT Gdańsk requires all persons staying on the premises of the terminal to comply with a few basic principles.

The Management Board of DCT Gdańsk considers this objective as one of the obligations of the managerial staff, and treats it with the same priority as other objectives of business nature.

The basic principles in the scope of safety include:

a) compliance with the provisions of the Labour Law, occupational health and safety, fire protection and hygienic and sanitary conditions,

b) undergoing trainings in the scope of occupational health and safety and promotion of safe methods and conditions of work performance,

c) undergoing periodic medical tests confirming ability to perform work on a given position,

d) meeting the recommendations of the OHS unit that cooperates with the employer and employees,

e) promotion of personal responsibility of employees for dissemination of safety culture,

f) immediate notification of any accidents, near-miss events, damage, destruction, violation of the principles of OHS and any other hazardous events.

Non-compliance with the above basic principles may result in threat to human life and health.

For the purpose of avoidance of serious violation of the OHS principles, it is established that an employee may be subject to disciplinary dismissal in particular for:

a) non-compliance with the smoking ban, applicable on the premises of the company,

b) non-compliance with the ban against drinking alcohol and taking drugs in the work place and coming to work under their influence,

c) groundless refusal to meet the employer's directions related to work,

d) gross violation of OHS principles,

e) mobbing and discrimination.

Compliance with strict standards in the scope of occupational health and safety and protection of the natural habitat is a joint obligation of all employees, aimed to improve the safety culture.

These assumptions of the general OHS policy have been approved by the Management Board of DCT Gdańsk and are verified on a periodic basis.
1 OBJECTIVES AND INTENTIONS
DCT Gdańsk S.A. ("DCT") intends to assure protection of health, occupational health and safety of employees, all visitors and subcontractors by means of:

- Compliance with all applicable legal acts, provisions, regulations and procedures in the scope related to positions and employees, including compliance with directions, instructions, rulings and decisions issued by the National Labour Inspectorate.
- Provision and maintenance of the equipment, machinery, tools, vehicles, systems and work environment in a good and safe condition, posing no threat to life or health of employers; and making available to employees the facilities and rooms in relevant conditions as regards OHS.
- Provision of necessary information, instructions, running trainings, carrying out evaluation of risk and supervision over employees and regular periodic and supplementary trainings.
- Notifying the managerial staff of all levels of their personal liability for safety of all their subordinates, for all actions taken by their subordinates and for safety of third parties who may be under threat.
- Making employees familiar with and encouraging them to take personal responsibility for care about safety of themselves and other people.
- Carrying out tests and measurements of harmful factors occurring in a given work place; preparation, storage and making available of registers connected with it.
- Performance of work and other activities in a manner that guarantees that persons who are not the company's employees are not exposed to avoidable threat to health or safety.
- Development of procedures including all factors that are important from the perspective of safety and protection of health of employees at the time of implementation of new methods, equipment, materials by carrying out thorough evaluation of risk.
- Consultation with representatives of OHS services of all issues that might significantly affect safety and health of employees in the work place.
- Provision of relevant protective working clothes in compliance with working conditions and the employee's obligations.
- Assurance of a possibility of administering first aid in compliance with applicable requirements, including by means of assurance of presence of trained staff and existence of rooms intended for this purpose.
- Establishment of and compliance with principles of prevention of fire, fire protection and fire service in the required scope.
- Development of and compliance with procedures of the Emergency Plan, and making employees familiar with the procedures and their obligations in this scope.
- Immediate notification of all accidents, near-miss events, damage, destruction, fires, explosions, leakages and other hazardous events for the purpose of taking effective actions, investigation and maintenance of a register of such events.

Compliance with strict standards in the scope of occupational health and safety and protection of the natural habitat is a joint obligation of all employees, visitors and subcontractors, aimed to improve the safety culture.

CAUTION
Non-compliance with the above basic principles may result in threat to human life and health.

2 THE SCOPE OF POLICIES
The policy included in the Safety Guide describes principles applicable on the premises of DCT Gdańsk S.A. ("DCT") and the procedures to be followed in the event of evacuation. It applies to the whole organisation of DCT, as well as to third parties visiting and cooperating with DCT.

3 ABBREVIATIONS AND DEFINITIONS
N/A
4 RELATED DOCUMENTS

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5 DETAILS OF THE DOCUMENT

5.1 Extract from the Safety Policy

5.1.1 Equipment and work conditions in the scope of protection of health

5.1.1.1 Medical room – First aid room

A room intended for administering first aid is located in the main administration building of DCT.

Based on the above, a DCT employee or a subcontractor who should be given first aid may use the first aid only in the presence of a person designated by the employer. In the case of health control, eg measuring pressure or body temperature, a DCT employee may use the first aid point without a designated person. This fact should be reported at the reception.

Lists containing names of persons authorised to administer first aid are available in the Reception in the main administration building, in offices in buildings and on the premises of the berth and in all first aid kits. Additionally, in each first aid point there is a specification of medical resources, instructions of administering first aid and a list of employees trained to administer first aid.

In compliance with the Occupational Health and Safety Policy, an employee of the OHS Service is the person responsible for the equipment of the first aid point. Thus, this employee is responsible for a register of medical resources, inventory and ordering medical resources.
5.1.1.2 External defibrillator
AED defibrillator is permanently fixed to the wall in DCT administration building, next to the first aid. AED defibrillator is intended for carrying out heart defibrillation in the event of occurrence of a sudden cardiac arrest by a person holding no medical qualifications. There are two more defibrillators located at both Quays (by the supervisors offices).
The defibrillator allows to quickly and effectively rescue life in the event of a necessity to defibrillate a patient. There are two more defibrillators located at each quay.
5.1.1.3 Instructions for use of AED external defibrillator

**UNCONSCIOUS? USE AED!**

1. **TURN IT ON**
2. **REVEAL THE PERSON’S CHEST**
3. **OPEN THE PLASTIC BOX**
4. **REMOVE EACH ELECTRODE**
5. **STICK ELECTRODES**
6. **ANALYSIS IS IN PROGRESS. MOVE BACK.**
7. **PRESS THE FLASHING BUTTON**
8. **PRESS THE CHEST**

**No reaction**

Clear the breathing passage
Check breathing 10 s
Ask someone to bring AED or call 112 or 999

Basic resuscitation procedure: CPR 30 :2 until the AED is connected

AED rhythm assessment

Defibrillation recommended
Defibrillation not recommended

Defibrillate 1 x
150-360 J
Two-phase or
360 J one-phase

CPR 30 :2
For 2 minutes

CPR 30 :2
For 2 minutes
5.1.1.4 Instructions for first pre-medical aid

**CO ROBIĆ PRZED PRZYBYCIEM LEKARZA?**

- Zachowaj spokój.
- Powiadom póg połóg ratunkowe.
- Uruchom poszkodowania - jeśli to konieczne i możliwe - ze środowiska zagrożonego życiu.
- Przeprowadź powikłania ogólne i badanie pożywki (w przypadku umiejętności)
- Badanie tytoniu nad tętnicą szyjną zewnętrzną.
- Najlepsze ustawienie na twarzy podobne do lekko uniesionej głowy.
- Odkręć poszkodowanego kocem!

**SZTUCZNE ODDYCHANIE**

- Usta - usta
- Ustęp na spadek serca, unieść jego kark i odtworzyć głowe do tyłu, niech dziecko nie może sięgnąć za szyję.
- Otwórz usta i włoż dłoń palca w dolny niotek, a następnie wyprowadź powietrze z ust i czaszkę.
- W tym samym ustawieniu, podniesiony podobnie do rozszerzenia z oczu i pazurów powikłań płucnych.

**MASAŻ SERCA**

- Wydychaj co 4 sekundy i pociąga rzęszę raz na minutę.
- Wydychaj co 20 razy i pociąga rzęszę raz na minutę.
- W przypadku, gdy już nie jest możliwe przeprowadzenie pierwszej pomocy, należy włożyć poduszkę pod głowę i wykonać pierwszą pomoc.

**RANY**

- Każda ranę może być źródłem zakażenia.
- Do zatrzymania krwi należy użyć płasczyny.
- Do zatrzymania krwi należy użyć płasczyny.
- W zatrzymania krwi należy użyć płasczyny.

**KRWOTOKI**

- W przypadku obrażeń należy użyć płasczyny.
- W przypadku obrażeń należy użyć płasczyny.

**ZŁAMANIA**

- W przypadku obrażeń należy użyć płasczyny.
- W przypadku obrażeń należy użyć płasczyny.

**PIERWSZA POMOC W NAGŁYCH WYPADKACH**

- Numer alarmowy: 112
- Policja: 997
- Pogotowie: 999
- Straż pożarna: 998
- Jedzie pomoc! USTAP!
- Keep calm
- Call the ambulance
- If necessary, remove the injured from the place posing threat to his/her life
- Move the injured to a safe and calm place, if it poses no threat to him/her
- Carry out a superficial inspection and test of:
  - the posture of the injured, the shape and appearance of his/her head, limbs, movement of the chest, possible burns, symptoms of external bleeding, internal bleeding, symptoms of a post-traumatic shock (anxiety, skin paleness, cold sweat, quick pulse)
- Testing the pulse above the external carotid artery.
- Above the radial artery
  - The safest position: on hard surface, with a slightly raised head. It is one of the best positions in the event of fracture of thoracic vertebrae and lumbar vertebrae.
- Cover the injured with a blanket

MOUTH-TO-MOUTH RESUSCITATION

- Kneel down next to the injured's head, raise his/her neck and tilt back his/her head, keeping the lower jaw clear his/her breathing passage. Use the left hand to squeeze nostrils, blow the air from your mouth directly or through a gauze/tissue and count: 21, 22, 23, 24, next take a deep breath and repeat this procedure.
- In the same position the rescuer lets the nostrils of the injured and puts the ear to the injured's nose, so as to verify if air blows out.
- Observe the movements of the chest.
- The exhaust also lasts ca. 4 seconds (count from 21 to 24).
- Repeat the breathing cycles in the rhythm of 12 times per minute.
- In the case of infants and small children - ca. 20 times.
- Mouth-to-mouth resuscitation should start as soon as possible and continue until the arrival of professionals or return of independent breathing and circulation.
- Effectiveness assessment: pupils were so far wide, but they start to narrow and react to the light.
  - The pulse has been restored (test above the carotid artery).

CARDIAC MASSAGE

- Symptoms of cardiac arrest:
  - No pulse above big arteries, absolute paleness or cyanosis of the body, floppy muscles.
  - The injured lies on hard surface. Kneel down as close to the injured as possible. Look for the xiphoid process with the use of your fingers. Put the left hand ca. 3 cm from the xiphoid process towards the neck. Put the right hand on the left hand, move shoulders over the injured. Push, with your own weight, the breastbone rhythmically, applying at the same time resuscitation.
  - Make ca. 30 presses of the chest at the frequency of ca. 100 per minute.
  - Make 2 quick exhausts (mouth to mouth).
  - Repeat the activities until the arrival of an ambulance or return of vital forces of the injured.

INJURIES
• Each injury may be a source of infection.
• Do not wash, touch injuries and do not use disinfectants.
• Do not remove alien bodies from the injury. They may temporarily stop bleeding.
• It is always beneficial to immobilise the area of the injury, if possible.

Dressing the injury
• Only the surrounding area of the injury may be disinfected. Do not put directly on the injury any cotton wool or lignin, since it may stick to the injury.

HAEMORRHAGE
• Try to stop bleeding by means of pressing the bleeding place.
• Compressive bandage is composed of a layer that protects the injury, a hard object (e.g. a block covered with gauze) and a pressing layer (bandage, material).
• When stopping bleeding by pressing it is possible to damage nerves. Do not apply it near the elbow, knee or joints. Pressing near ankles may result in considerable swelling.
• In the event of very strong bleeding that cannot be stopped, place a tourniquet above the injury. It is very dangerous and may be applied only in the case of bleeding that poses threat to life.

Write on a piece of paper the hour of putting the tourniquet.
Call a doctor immediately.
Do not take off or loosen the tourniquet, as it may result in bleeding and shock.

FRACTURES
• Symptoms of fracture: severe pain that gets worse when trying to move, deformation in the place of fracture or the whole limb.
  Immobilise the fractured place at the scene of the accident without moving the injured, if possible.
• Do not set bones! It is the doctor's job.
• In the broken limb immobilise two neighbouring joints, for example with the use of boards, a triangular shawl or a stick.
• In the open fracture protect the injury by placing a sterile dressing. Next, immobilise the broken limb.
• In the event of fracture of the backbone, immobilise the whole body of the injured with the use of stretchers, e.g. a broad board, door.

FIRST AID IN EMERGENCY
5.1.2 Anti-Alcohol and Anti-Drugs Policy

5.1.2.1 Introduction
DCT aims to provide all employees and clients with a safe work environment. Abuse of alcohol, drugs or other potentially harmful substances is in conflict with the afore-mentioned intention and may have a harmful influence on particular individuals. The company's policy in this scope is aimed to recognise alcohol problems and to protect employees against threats connected with abuse of drugs before they start to affect the behaviour and work of affected persons as well as safety of others.

5.1.2.2 Policy
In compliance with the company's policy it is prohibited, on the premises of the whole terminal, to drink alcohol, to possess, use or distribute controlled medicine for non-medical purposes. Moreover, it constitutes gross violation of DISCIPLINARY PROCEDURES APPLICABLE ON THE PREMISES OF THE TERMINAL.
In justified cases of suspected violation of the afore-mentioned prohibition DCT is entitled to carry out search of persons and objects belonging to them. Moreover, such persons may be required by DCT to submit to testing for drugs and/or alcohol.
On the basis of the Anti-Alcohol and Anti-Drugs Policy of DCT Gdańsk S.A. drivers are strictly forbidden to stay and drive mechanical vehicles on the premises of the terminal under the influence of alcohol or drugs.
Exceeding the value of 0.00‰/mg of alcohol in the exhaled air or finding presence of drugs in the organism shall constitute gross violation of the provisions applicable to DCT and shall result in consequences provided for in the penalty tariff.

There are no safe quantities of alcohol or drugs - different people react differently to such substances, it is an individual case, so a complete ban against drinking alcohol and taking drugs is the only way to assure safety in the work place.

Violation of the principles of this policy by visitors to the terminal, subcontractors or users shall be treated as violation of DCT’s safety principles and result in expulsion of the violating person from the terminal.

5.1.3 Anti-Tobacco Policy
DCT has implemented the Anti-Tobacco Policy, aimed at:
• Identification of the defined areas of potential hazards as a result of presence of the open fire, e.g. because of a high risk of fire, explosion, etc.
• Protection of health and assurance of safety to non-smokers, without unjustified limitation of the freedom of choice of smokers.
• Assistance and giving advice to anyone that wants to give up this unhealthy habit that results in cancer and cardiovascular diseases.

CAUTION
You can smoke in the place designated for this purpose, i.e. in the shelter at the car park in front of the administration building and at the entrance to toilets for external drivers at Pre-Gate building.

The ban also applies to e-cigarettes.

All employees are responsible for assurance that our visitors smoke only in designated places. Anyone that notices a visitor who violates this policy should immediately notify the security service for the purpose of expelling such a person from the premises of the company.
5.1.4 Personal protective equipment

In compliance with the applicable principles of the OHS Policy, closed shoes, protective helmets and high-visibility vests have to be worn everywhere on the premises of DCT. PPE shall be applied also at the time of passing along a designated path leading from the administration buildings to Pre-Gate and the temporary building. High-visibility vests are the minimum requirements related to PPE.

In the event of performance of work on the premises of the facility subcontractors are obliged to equip all their employees with the following PPE, in compliance with legal provisions and standards, resulting from the risk evaluation and in-site table of allotment of personal protective equipment:
- industrial helmet,
- warning vest or other warning clothes, e.g. jackets,
- working and/or protective clothes,
- working and/or protective shoes,
- other PPE, depending on the performed works and occurring hazards.

In the event of performance of works at the quay, at T1 and T2 terminals, contractors and subcontractors are obliged to equip their employees with life jackets in compliance with legal provisions and standards.

PPE should have protective characteristics (be valid) and meet the requirements related to evaluation of compliance (CE marking).

**CAUTION**

Violation of the afore-mentioned principles by visitors to the terminal, contractors and subcontractors or users shall be treated as violation of DCT’s safety principles and result in expulsion of the violating person from the terminal.
5.1.5 Principles of movement on the premises of the terminal

5.1.5.1 Pedestrian traffic at the terminal
Pedestrians are not allowed at the terminal, except designated paths. In the event that employees of an external company do not have their own means of transport, they may use DCT’s bus, available at the administration building.

5.1.5.2 Escape routes
In the event of evacuation use designated roads and comply with the designated directions of emergency exits.

Emergency exits:
- The main exit at the reception (the administration building),
- Line No. 9 (the gate complex).
5.1.5.3 Traffic of external vehicles at the terminal

5.1.6 Supervision over contractors and subcontractors

5.1.6.1 Policy
DCT feels responsible for assurance of occupational health and safety to its employees and employees of its contractors and subcontractors conducting activity on the premises of the terminal. Each such party shall take actions aimed to assure that the performed works or activities do not constitute threat to employees or property of any third party. That is why it is necessary to establish competences of particular contractors and to undertake them to conduct works in a manner that is not conflicting with the principles of the OHS Policy at DCT terminal.

5.1.6.2 Arrangements
An employee / unit of DCT introducing a contractor and its subcontractors to the premises of the terminal shall be responsible for including proper provisions in the agreement / contract. Acceptance of the contract / signing the agreement by a contractor shall be deemed as its declaration that all its employees and all employees of its subcontractors have undergone a valid safety training, have valid medical tests, licences and qualification certificates, are aware of hazards occurring during their work and are familiar with Occupational Hazard Assessment Sheets.

After meeting the arrangements DCT shall present the Contractor for acceptance and implementation with a valid Safety Guide applicable to the terminal, an agreement together with full documentation and notify it in writing of all potential hazards existing on the premises of the terminal that might affect the Contractor or its employees.
5.1.6.3 Details

For the purpose of assurance of the highest safety and protection of all employees, contractors, subcontractors, external companies and service providers staying on the premises of DCT there has been introduced a procedure related to subcontractors and service providers (DCT/SOP/SC/17.xx “Procedure regarding subcontractors and service providers”).

Each contractor, subcontractor, external company or service provider performing works on the premises of DCT shall, each time prior to performance of works (but not later than the date before performance of works), provide the receptionist or by e-mail to pfso@dctgdansk.com / sandra.gering@dctgdansk.com with a wide range of documents, including the company's civil liability insurance policy and the instructions for service providers, completed and stamped by the company's manager/owner, together with prior notice for the purpose of verification of the data of the visiting person. Contractors and their subcontractors shall undergo training in the scope of safety principles, not later than the date preceding the commencement of works. After the training, issuance of a check sheet and a set of documents the Contractor shall obtain a permission for driving across gate No. 9 and shall be admitted to perform works.

In the event of a failure to comply with the procedures and principles applicable on the premises of DCT by the visitor, the visitor shall be reprimanded, an entry shall be made into the register and one of the three corners of the check sheet shall be cut off by the Receptionist.

In the event that the visitor is found not to comply with the procedures and principles applicable on the premises of DCT three times, a ban shall be issued, as a result of which the visitor shall not be allowed to enter the premises of the terminal for the period of 6 months.

These arrangements shall not apply to suppliers, persons holding permanent access cards and companies that have concluded permanent cooperation agreements with DCT.
5.1.6.4 Conditions of provision of services to DCT

In connection with the dynamic development of the company there has been prepared procedure: DCT/SOP/SC/23.xx “Supervision over contractors and subcontractors”. The procedure is aimed to define the principles applicable to subcontractors at the time of performance of renovation, repair, construction, servicing works and any other works performed on the premises of DCT.

The above-mentioned procedure contains provisions on uniform trainings for contractors and subcontractors, and an obligation to permanently control safety at the time of performance of works by contractors and subcontractors.

The basic assumptions of the procedure:

1. Subcontractors and its further subcontractors shall comply with the provisions on OHS and provisions resulting from DCT's procedures.
2. Acceptance of the contract / signing the agreement by the subcontractor shall be each time deemed as its declaration that all its employees have undergone a valid OHS training, have valid medical tests, licences and qualification certificates, are aware of hazards occurring during their work and are familiar with Occupational Hazard Assessment Sheets.
3. DCT may ask to provide a Occupational Hazard Assessment Sheets for insight for the works carried at the terminal.
4. Each time in the event of major works, long-term works and works characterised by high hazard (to be evaluated by the Ordering Party and DCT’s OHS Service), an OHS Coordinator shall be designated in consultation with DCT’s OHS Service prior to the commencement of works, on the basis of an agreement or the "Cooperation Agreement" annexed thereto. The Coordinator shall personally exercise supervision in the place of works performance over the compliance by all persons employed in the work place with the provisions on and principles of OHS. The appointment of the OHS Coordinator shall not release the employers from their obligation to ensure occupational health and safety to employees and to ensure compliance with the fire protection provisions. In each other event works performed by the subcontractor shall be supervised by the Ordering Party and the OHS Service of DCT.
5. Each subcontractor shall equip all its employees with relevant work clothes and/or protective clothes, full shoes, high visibility vest, industrial helmet and other PPE, in compliance with legal provisions, standards and specifications for works performance.
6. The subcontractor shall take an active part in monitoring the condition of OHS.
7. The subcontractor shall ensure direct supervision over its employees and delegate persons for direct contact with the management assigning the performance of a task, the OHS Services and the OHS Coordinator, if any.
8. The subcontractor shall immediately notify of all and any potential near miss incidents, break-downs and accidents at work occurring during the performance of assigned tasks.
9. The subcontractor shall hold a specification of basic machines and equipment brought onto the premises of DCT. At the request of DCT the subcontractor shall present relevant UTD/TDT documentation of the machines used by it.
10. Prior to commencement of work all employees of the Subcontractor shall undergo a training in the scope of the safety principles applicable on the premises of DCT.
11. All employees of the subcontractor entering the premises of DCT shall always have an identity document with a photo and a check list, which they shall receive on the first day after the training in the scope of safety principles.
12. In each vehicle entering the premises of DCT there should be a copy of the Instructions for Service Providers, which shall be completed by the Subcontractor and provided to the PFSO prior to commencement of works.
13. Subcontractors and its further subcontractors shall comply with the provisions on OHS and provisions resulting from DCT’s procedures. Each vehicle of an external company shall move in compliance with the provisions on the vehicular traffic with the maximum speed of 30 km/h, all persons in the vehicle shall have fastened seat belts and, if possible, an orange rotating beacon shall be placed on the vehicle roof.
14. Contractors and all subcontractors are obliged to use safety cones where the work are carried out. Lack of safety cones will result in stopping the work untill fencing the area is in place.
15. Each subcontractor shall be equipped by DCT with at least one radio for communication in the event of an emergency.
16. In the event of gross violation of the principles of and provisions on OHS, the subcontractor's employee's check list shall be taken and it shall have no access to the premises of DCT.
17. In the event of occurrence of an accident at work of an employee of the company performing assigned works for the benefit of DCT, the circumstances and causes of the accident shall be determined by the team appointed by the employer of the injured employee. The causes and circumstances of the accident may be determined in the presence of a representative of OHS Services of DCT.
18. If it is necessary to carry out works that may cause a fire, the requirements of procedure DCT/SOP/SC/25.xx shall be met.
19. The employers shall cooperate with each other in the scope of health and safety and for the purpose of ensuring the employees working in the same place health and safety.
20. In the event of performance of works on the construction sites, the Subcontractor shall comply with all requirements of the Construction Law.

As regards long-term works it shall be necessary to arrange periodic meetings for discussion on safety issues. The OHS Coordinator, an employee of DCT's OHS Service, a person designated by the Subcontractor for direct contact with DCT’s OHS service and a DCT employee responsible for the agreement shall participate in the said meetings. Signing the check list shall be deemed as getting familiar with the content of the documents provided by DCT prior to the commencement of works/visit and with OHS principles.
By signing the check list the Visitor/Contractor and its subcontractors undertake to comply with the principles applicable to the terminal and disciplinary penalty in the event of violation of its provisions, and confirm that they are aware of the hazards occurring in the afore-mentioned area.

5.1.6.5 Subcontractors vs environmental protection

At the time of fulfilment of its business objectives the Company also takes into account environmental issues. It directly results from the sustainable development principle, i.e. conducting activity that is environmentally and socially responsible.

DCT makes every effort to maintain a work environment that is free from any hazards and meets the requirements of standards and statutory requirements connected with prevention of contamination and protection of the natural habitat. The company's primary objective is to notify contractors and their subcontractors of the necessity to make works conducted on the premises of DCT safe for the environment.

One of the most important elements of the work of the whole plant is to assure safety of our employees, contractors, subcontractors and visitors. Our objective is "Zero accidents at work". Thus, the most important values in our company include OHS and environmental protection. The top management, managers and employees are involved in creating a safe and healthy work environment. We are responsible for OHS and the natural habitat in which we perform work. We are all liable for our safety and encourage others to comply with our policy.

The organisation has implemented an Integrated Management System. The Declaration on Sustainable Development is presented in Chapter 11 of this document, and on DCT’s website.
5.1.7 Penalty tariff for employees of external companies

Violation by visitors to the terminal, contractors, subcontractors or users of the principles described in the procedure for supervision over contractors and subcontractors shall be deemed as violation of the principles of safety applicable to DCT and result in imposing on an employee of an external company a penalty in compliance with the tariff.

<table>
<thead>
<tr>
<th>L.P.</th>
<th>VIOLATION</th>
<th>WARNING</th>
<th>CONSEQUENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The attempt entry to the terminal under the influence of alcohol</td>
<td>zero times</td>
<td>permanent no entry to the terminal</td>
</tr>
<tr>
<td>2</td>
<td>The risk to life or health of workers DCT</td>
<td>zero times</td>
<td>permanent no entry to the terminal</td>
</tr>
<tr>
<td>3</td>
<td>The attempt fraud or extortion on DCT</td>
<td>zero times</td>
<td>no entry for 6 months</td>
</tr>
<tr>
<td>4</td>
<td>Causing hazards and/or property damage DCT</td>
<td>zero times</td>
<td>It dependent on the petty offence - no entry from 1 months to permanent</td>
</tr>
<tr>
<td>5</td>
<td>The lack of personal protective equipment (PPE)</td>
<td>one times</td>
<td>no entry for 1 month</td>
</tr>
<tr>
<td>6</td>
<td>The vulgarly or inappropriate behaviour towards an employee DCT</td>
<td>one times</td>
<td>no entry for 1 month</td>
</tr>
<tr>
<td>7</td>
<td>The attempt entry with a passenger</td>
<td>one times</td>
<td>no entry for 3 months</td>
</tr>
<tr>
<td>8</td>
<td>Mobile phone conversations</td>
<td>two times</td>
<td>no entry for 1 month</td>
</tr>
<tr>
<td>9</td>
<td>The inappropriate speed</td>
<td>two times</td>
<td>no entry for 6 months</td>
</tr>
<tr>
<td>10</td>
<td>The non-compliance of vertical and horizontal signs to the terminal (also applies to the gate of the complex)</td>
<td>two times</td>
<td>no entry for 3 months</td>
</tr>
<tr>
<td>11</td>
<td>The exiting the vehicle in an unauthorized location</td>
<td>two times</td>
<td>no entry for 3 months</td>
</tr>
<tr>
<td>12</td>
<td>The smoking tobacco and the electronic cigarettes outside the place design</td>
<td>two times</td>
<td>no entry for 1 month</td>
</tr>
<tr>
<td>13</td>
<td>The lead vehicle without dipped headlights and not signal the turning manoeu</td>
<td>two times</td>
<td>no entry for 1 month</td>
</tr>
<tr>
<td>14</td>
<td>Not to apply the rules for external drivers</td>
<td>two times</td>
<td>It dependent on the petty offence - no entry from 3 months</td>
</tr>
</tbody>
</table>

5.1.8 Accident management

DCT/SOP/SC/41.xx_Procedure for reporting events and accidents at work defines the requirements related to all types of accidents occurring on the premises of DCT and during business trips. In turn, DCT/SOP/SC/22.xx_Procedure for Serving External Complaints assures that all complaints filed by clients are considered and solved effectively and that cause analyses are made and corrective actions are taken.

The Contractor shall immediately notify of all and any potential near miss incidents, breakdowns and accidents at work occurring during the performance of assigned tasks.

In the event of occurrence of an accident the place of the accident shall be protected against access of third parties and the following persons shall be immediately notified:
- Shift Manager
  (mobile phone 609 682 231, office phone 058 737 63 51)
- An employee of the OHS Service
  Dominika Milion (mobile phone +48 601 687 031, office phone +48 58 737 90 74)
  Agata Pniewska (mobile phone +48 695 770 043, office phone +48 58 737 91 84)
  Agata Jamróz-Krause (mobile phone +48 695 953 607, office phone +48 58 737 91 89)
Ewa Szeliga (mobile phone +48 669 990 208, office phone +48 58 737 91 88)
Weronika Zblewska (mobile phone +48 887 441 371, office phone +48 58 737 75 35)
Michał Nawrot (mobile phone +48 693 330 873, office phone +48 58 737 77 36)
- Security Employee in the Reception / Security Service
  (office phone: 058 737 63 66/ 058 737 98 56) or
- DCT's employee designated for contact purposes

5.1.8.1 Procedures to be followed in the event of an accident

a) An employee of an external company shall immediately notify DCT's employee of the event/accident,

b) Following the acceptance of the notification the Shift Manager shall take relevant means of assistance and next, prepare an OHS report on the event/accident,

c) The Shift Manager shall each time test the perpetrator of the event/accident as regards content of alcohol in blood,

d) the Shift Manager shall prepare an accurate photo related to the event/accident,

e) the perpetrator shall complete a Declaration on occurrence of an event on the premises of the terminal, while the Shift Manager shall verify the introduced information,

f) the Shift Manager shall prepare a copy of the required documents of the perpetrator, and gather contact data to the registered office of the perpetrator's company,

5.1.9 Procedures in emergency situations - The Emergency Plan

Each port complex is exposed to potential threats connected with carriage of cargoes on board, operation of vehicles intended for serving the port or transportation of hazardous materials (known or not), stored on the premises of the port. DCT seriously treats its obligation to assure safety and protection of health to all its employees, clients and the society in the event of occurrence of a serious breakdown or accident related to the Terminal. The Company takes actions aimed to detect and control potential hazards. The actions are carried out on a regular basis for the purpose of assurance of inspection of all properties of the terminal. At first we carry out an analysis of positions and next technical and/or administrative inspection of identified hazards.

5.1.10 Respect of DCT's property

In compliance with the applicable principles of the OHS Policy, on the premises of DCT there is a strict prohibition against taking photos and making films.

Violation of the principles of this policy by visitors to the terminal, subcontractors or users will be treated as violation of DCT's safety principles and result in expulsion of the violating person from the terminal.

5.1.11 Declaration on Sustainable Development

DCT respects standards connected with quality, environmental protection, OHS and energy efficiency. Such standards are defined in the internal Declaration on Sustainable Development. The document presented below is a significant element of the integrated management system that currently functions in DCT, assuring (inter alia) communication with the environment.

DECLARATION OF SUSTAINABLE DEVELOPMENT OF DCT GDAŃSK S.A.
DCT Gdańsk S.A ("DCT") is an investment undertaking that provides container and goods handling services. The location of the company in Gdańsk, which has been a significant transportation hub since the historical times and the Amber Route, at the same time being surrounded by areas of historical, tourist and natural (Nature 2000) importance, makes the activity conducted by the terminal perfectly correspond to the history of the city, but also imposes on DCT the obligation of sustainable development.

DCT, deepwater container terminal, is a temporary stacking facility and a hub where containers are handled into different means of transport.

The vision of DCT Gdańsk as the first-choice terminal located at the very heart of the Baltic Sea is a declaration made by the company towards global and local carriers as regards gaining favourable mechanisms and conditions of planning the transportation chain, optimal costs and quality, comfort, safety and the environmental effect.

DCT makes every effort to be an active enterprise that assures its shareholders a stable increase in the value, develops innovative solutions dedicated to clients and develops in a sustainable and harmonious manner.

The development is:

- integrated organisation management and accomplishment of business effects in a socially responsible manner,
- reliability and competitiveness that provide for meeting clients' needs and providing them with the highest-quality services, included in the following objective: the highest quality and full satisfaction of clients and all interested parties,
- as a response to carriage intensification - increasing the terminal's capacity and supporting initiatives for expansion of the accompanying infrastructure, assuring comprehensive customer service,
- innovative attitude to the processes and purchase of services and goods, including new technologies and solutions, which assures taking into account the aspects connected with equality, environment, energy and occupational safety,
- conducting and optimisation of processes in an energy efficient manner, aimed to improve the energy result (as a significant aspect of the global climate policy and connection with operating costs),
- assurance of safety and comfortable working conditions to all employees engaged in the activities, including the clients' staff, and implementation and maintenance of the principle of: zero accidents,
- respect of the surroundings and the natural world, minimisation of environmental impacts,
- conducting investment processes in compliance with bio-diversity, and when necessary, natural compensation.

The Company's Management Board declares to supervise and assures compliance of the undertaken actions with legal provisions in force.

Its integrated activity includes in particular such issues as:

- quality and clients' expectations, in compliance with ISO 9001,
- energy effectiveness of processes, in compliance with ISO 50001,
- conditions of safe work, in compliance with OHSAS 18001,
- environmental protection, in compliance with ISO14001 and EMAS regulation.

By developing the organisation the Management Board declares its involvement in the improvement of management. Taking into account the principles of quality management, the Company's Management Board assures competent personnel and resources for conducting management and technical processes, as well as energy effectiveness and safety, their planning, monitoring, review and permanent improvement.

All employees are involved in these activities and thanks to the established channels of communications personnel may have an active impact on these activities.
5.2 Extract from the Fire Protection Plan

5.2.1 Introduction
The building administrator provides persons staying in the building with safety, means necessary for combating fires and relevant conditions of evacuation. The CEO bears liability for compliance with applicable fire protection provisions. Environmental Protection and OHS Inspector was appointed by the CEO to fulfil the function of the Fire Protection Officer and was made responsible for conducting evacuation drills. In the event of absence of the Environmental Protection and OHS Inspector, the Manager of the Safety Department fulfils the function of the Inspector in the scope of fire protection.

5.2.1.1 Basic prohibitions applicable in DCT in the scope of fire protection
A person staying on the premises of DCT is obliged to comply with fire protection provisions. It is forbidden to:
- manipulate with electrical systems,
- shift the basic fire extinguishing equipment,
- store along escape routes flammable materials or any other materials limiting the width of passage,
- limit access to emergency doors and exits, fire extinguishers and hydrants, fireman's switches in the facility, electrical switchboards, master water valves.

5.2.1.2 Fire protection equipment and fire extinguishing equipment on the premises of DCT
- **Fire alert system (FAS)**
  Location: the administration building, the building of the Maintenance Department, CFS, "Pre-gate" building, building of the fire protection pump station and generator, in a part of T1 terminal: building GPZ - PZ-DCT, transformer stations TB, TC and TD; in part of T2 terminal: building GPZ – PZ-DCT2, transformer stations: TK-T2, T1-T2, T2-T2, T3-T2, T4-T2, T5-T2, T6-T2, T7-T2.
- **External hydrant network** (intended for fire service units)
  The places of location of external hydrants are marked with fire information boards with "H" mark.
- **A network of internal hydrants**
  Location: the administration building, Engineering Department- workshop, the Hall next to the workshop, building: Pre-gate, CFS warehouse, New Engineering Department – the hall and the office biding.
- **Smoke dumpers**
  Location: the CFS building, staircases in the administration building, staircases, New ENGINEERING DEPARTMENT.
- **Evacuation lighting**
  Location: the administration building, the building of Pre-Gate, CFS storage, building of the Maintenance Department, CFS Hall, transformer station of GPZ, transformer stations.
- **Fireman's switch** - in all facilities.
- **The valve of the master gas system** - the main gas supply is located in the gas reduction and measurement station. It is where the entire terminal is supplied from. Particular buildings may be switched off with the use of valves located next to boxes with metres.
- **Active gas detection system**
  Location: ENGINEERING DEPARTMENT workshop hall calibrated for carbon mono oxide, two gas boiling rooms in ENGINEERING DEPARTMENT and one in the administration building, calibrated for methane and the battery room calibrated for hydrogen.
- **Fire-fighting equipment** – in all facilities, at terminal equipment, in company vehicles.
- **Ansul fixed fire extinguishing system**
  Location: the kitchen in the administration building;
- **Novec fixed gas fire extinguishing system**
Location: the server room in the administration building and TD transformer station.

5.2.1.3 Fire hazardous works Characteristics of fire hazardous works

Fire hazardous works are understood as all works not provided in the process manual or conducted beyond the designated permanent place of works performance that might cause a direct hazard of occurrence of a fire or an explosion.

Fire hazardous works may be performed in the areas, in the facilities and rooms of DCT only provided that the applicable requirements in the scope of fire protection are met before, Engineering Departmenting their performance and after the completion of works.

Fire hazardous works include:
- all renovation and construction works connected with the use of the open fire or any other sources of heat (welding, soldering, thermal cutting, grinding, pre-heating, melting, sealing, roofwork) conducted inside a facility, in the area adjacent to the facility, in the vicinity of stored flammable materials or flammable structural elements of the building,
- works connected with cutting operations Engineering Departmenting which sparks are produced,
- welding works, conducted both inside and outside facilities, buildings, areas, including the afore-mentioned works performed in exposition risk areas (zones), works connected with the use of liquids, gases and dusts where explosive mixtures may be produced, e.g.
  a) preparation for the use of gases, liquids and dusts,
  b) use of liquids and other substances for painting, sticking, washing, saturation, etc.
  c) drying with the use of liquids and other flammable substances,
  d) removal of remains of such substances from structural elements of buildings, machines, equipment and work stands.

Potential fire hazard does not only depend on the type or specificity of works, but also on the properties of the environment of works performance. Unless defined in valid working instructions, all works of this type may only be performed upon a prior written permission.

Fire hazardous works shall be conducted on the basis of a written permission for performance of fire hazardous works (annexe No. 3 to ProceEngineering Departmente for performance of fire hazardous works). A check list related to the fire protection shall be completed and attached to the permission.

Committee

Each time before the commencement of fire hazardous works the Head of the Department or a designated employee shall appoint the Committee to establish requirements on the basis of this proceEngineering Departmente and detailed provisions.

Composition of the committee:
- Head of the Department or a designated employee supervising works - the Chairman of the Committee,
- Fire Protection Inspector - member of the Committee,
- Contractor - member of the Committee (if works are performed by an external company),

The commission may also comprise other persons.

The Fire Protection Inspector (the Safety Department) shall store the documentation related to the fire protection of fire hazardous works.

If the person that gave consent to the commencement of works finds it justified not to issue a Protocol of Fire Protection of Fire Hazardous Works, it shall be confirmed by an entry of the following content "No Protocol of Fire Protection of Fire Hazardous Works has been prepared" in item 4 of the permission.

Following the acceptance of the solutions and performance of the activities defined in the fire protection protocol, a written permission for the performance of fire hazardous works shall be issued, in compliance with Annexe No. 3 hereto.
Principles of issuing permissions for performance of fire hazardous works

All fire hazardous works shall be conducted on the basis of written permissions, which shall be applicable to users and all contractors.

Types of written permissions:
- long-term permission for renovation works,
- long-term permission for investment works,
- one-time permission (for particularly hazardous works, for other works).

In the event of any change of the conditions or scope of works, a new permission shall be required.

In the event of works performed by the same persons without any change of the works conditions, the permission may be extended.

It shall be forbidden to make any corrections on the permission forms by unauthorised persons.

The permission and the check-list shall be completed in full and signed by the designated person and the contractor performing works before it is permitted to proceed to works.

Principles of fire protection of fire hazardous works performed on ships mooring on the premises of the Port of Gdańsk managed by ZMPG S.A. are defined in the instructions introduced under resolution No. 18/2005, issued by the President of the Management Board of ZMPG S.A. Pursuant to the Fire Safety Instructions, a permission for the works in question is issued by the Harbourmaster's Office of the Port of Gdańsk.

**CAUTION**

*It is prohibited to conduct fire hazardous works without a valid permission!*

5.2.1.4 Obligations of the persons supervising fire hazardous works

The Head of the Department or an employee designated by it to exercise supervision over the course of fire hazardous works shall be responsible for:

- assuring that prior to commencement of fire hazardous works all recommendations in the scope of protection of the facility, room or work stand contained in the "Protocol of fire protection of works" or the "Permission for commencement of works" have been met,
- designating persons responsible for:
  a) relevant preparation of the work place,
  b) relevant course of works,
  c) relevant protection of the work place following the completion of work,
- checking fire protection of places of performance of fire hazardous works and giving directions that guarantee immediate liquidation of found imperfections,
- assuring that works are conducted only by authorised persons possessing relevant qualifications,
- making people performing works familiar with fire hazards occurring in the region of the works performance and with undertakings aimed to prevent from occurrence of a fire or an explosion,
- strict compliance with the terms and conditions defined in the permission,
- instructing employees performing fire hazardous works of obligations and requirements in the scope of fire protection for the performed scope of works,
- suspension of works and maintenance of fire protection supervision in the event of occurrence of an event or conditions posing a threat of occurrence of a fire or spreading fire (until the removal of the occurring irregularities),
- taking part in the inspection of work stands, rooms or the building in which fire hazardous works are performed before, Engineering Department and after the performance of fire hazardous works.
- If in the hazard area there are any substances or materials that pose a threat of an outbreak of a fire, inspections shall be obligatorily carried out also after the second and fourth hour of completion of works, for the purpose of verification of any symptoms of any smouldering materials or starting a fire.
• assuring that particularly hazardous works are performed by at least two employees,
• finally checking the work place and recording this fact in the permission; from that moment the permission shall be closed and shall be returned to the Fire Protection Inspector.

5.2.1.5 Obligations of the persons performing fire hazardous works
An authorised employee of DCT or the Contractor and all its subcontractors performing fire hazardous works shall be responsible for:
• clearing (removing) all flammable materials, raw materials, goods outside or moving them to a safe distance beyond the radius of the reach of sparks, or covering them with fire blankets or any other non-flammable covers,
• removal to a safe distance from the place of works performance of all flammable objects or objects in flammable packaging,
• protection against the activity of temperature, e.g. spatter of materials whose removal to a safe distance is not possible, by means of covering them with the use of fire blankets, etc.
• verification if the materials or objects susceptible to burning as a result of thermal conductivity or spatter do not require local protection,
• insulation with non-flammable materials of all installation openings, cable and ventilation openings, etc., located near the place of works performance,
• checking exposition limits, if any, protection of wires and systems running in the vicinity, protection of opening to neighbouring rooms with the use of non-flammable mats and blankets,
• protection against spatter or mechanical damage of cables, electric wiring, gas ducts and systems with flammable insulation, if they are within the range of the hazard caused by fire hazardous works,
• preparation in the place of works performance of equipment and materials for protection, inter alia necessary measurement equipment, e.g. to measure the concentration of flammable and explosive vapours and gases, portable fire fighting equipment, etc.
• marking the area of works performance in a legible manner, e.g. by means of separation or placing warning signs,
• stopping work and maintaining fire protection supervision in the event of finding situations or conditions that might result in outbreak of fire or cause spreading fire and notifying the Head or an authorised employee and the Fire Protection Inspector,
• assuring permanent patency of escape roads and exits from the place of performance of fire hazardous works.
• checking if the equipment and tools are in a good condition and properly protected from a possibility of initiating or spreading a fire,
• strict compliance with recommendations contained in the Protocol of fire protection of works" or the "Permission for commencement of works;"
• possessing relevant knowledge of the technology of conducting the assigned works, provisions on and principles of occupational health and safety and fire protection,
• equipping the work place with technical equipment and means appropriate for the conducted works,
• informing the person supervising works of the change of the composition of working teams in each event that requires conducting a training in the scope of safety of work,
• prevention from performance at the same time of fire hazardous works, such as welding, mechanical cutting or grinding causing ignition, etc. in rooms in which works are performed with the use of flammable materials, or in rooms adjacent to them, consisting in particular in: sticking, painting or washing with the use of flammable liquids, grinding (e.g. scraping) of surfaces made of flammable materials, putting flammable insulations and conducting finishing works, e.g. assembly of equipment with the use of flammable materials,
• informing the person supervising work of completion of fire hazardous works and of any cases of outbreak of fire that was extinguished Engineering Departmenting works,
• ongoing inspection of the work place; inspection of the work place and its nearest surroundings after the completion of works,
• meeting all directions issued by superiors and inspection authorities in issues related to fire protection of works.
• fire protection of construction sites taken over by contractors of investments performed in DCT shall be the responsibility of the contractors of the said investments. General agreements concluded with contractors of investments should contain relevant provisions on this issue, including on compliance with the provisions on fire protection of fire hazardous works.
• prior to commencement of works the contractor's employees and all subcontractors shall undergo a training in the scope of safety principles applicable at the terminal, held by an employee of the Safety Department, and complete relevant check lists.

5.2.1.6 Protection of the place of performance of fire hazardous works
• the work place and its surroundings shall be observed on a permanent basis,
• on work stands there may be flammable liquids, gases and dusts used there in the quantities necessary for conducting works plus a stock allowing to assure continuity of works, but not greater than the demand for a working shift,
• the stock of flammable substances on a work stand should be stored in non-flammable, leak-proof containers (or other tight containers admitted for operation),
• no empty containers may be left on the work stand,
• works in the rooms in which other works connected with the use of flammable liquids or gases were previously performed may only be conducted following prior measurement of the concentrations of the vapours of liquids or gases in the room and provided that they have not been exceeded by 10% of their lower explosion limit,
• the observed sources of fire shall be immediately liquidated,
• works shall be stopped in the event of any doubts or occurrence of any fire hazard,
• work shall be stopped in the event of an alert and at an express request of any person,
• only the equipment and tools that are in a good working condition and protected against a possibility of causing a fire may be used for works performance,
• in the event of leaving the work place the contractor shall notify the person supervising works and the fact should be confirmed in the permission and the inspection register and the work place shall be protected as necessary,
• the terms and conditions defined in the permission shall be strictly complied with.

5.2.1.7 Protection of the place after the completion of fire hazardous works
• the work place shall be cleared (removal of scaffolding, removal of the used materials and protective measures, equipment, tools, waste),
• all vessels, baths and containers shall be tightly closed or otherwise protected against emission to the surroundings of the substances that mix with the air and produce explosive mixtures,
• liquids, gases and dusts and remains thereof may not be left on the equipment, work stands, in ventilation ducts or on the surface,
• the work place and its nearest surroundings shall be inspected, including in particular adjacent rooms, stacking places, ducts, tunnels, cable routes, etc. as regards the existence of burning brand, smouldering materials, temperatures, smoke, etc.,
• depending on the welding technology, the heated elements of the building structure that might constitute burning brand shall be cooled with water, in particular in fire hazardous buildings and buildings with flammable structural elements,
• the place in which works were performed and adjacent areas shall be inspected.
5.2.1.8 Examples of protection Engineering Departmenting performance of fire hazardous works

when welding:
- all flammable materials in the place of performance of welding works and adjacent rooms or areas, including elements of the building structure and technological systems, shall be protected against fire,
- in the place of performance of welding works there should be located fire-fighting equipment allowing to liquidate all sources of fire,
- seal and protect all openings in walls, ceilings and systems with the use of non-flammable materials,
- welding works may be performed only by authorised persons possessing relevant qualifications,
- welding equipment should be in a good working condition and protected against a possibility of causing a fire.

at the time of using liquids, gas and dusts which may cause explosive mixtures with the air:
- all sources of open fire shall be removed, at least at the distance of 20 m from the place of works performance,
- turn off the power system and, if necessary, use a source of light protected against explosion connected with the use of OP cable with the supply point located beyond the part of the building in which works are performed,
- introduce a complete smoking ban,
- rooms in which such works are performed should be effectively ventilated,
- use tools made of non-sparking materials (metals).

at the time of tarring or other works performed with the use of fire:
- while heating tar with the use of fire keep a distance not less than 5 m from the building, adjacent storages or stacking yards with flammable materials (if any),
- heating tar on the roof shall be only permissible on roofs of non-flammable structure and covering, otherwise on condition of application of relevant heaters,
- a container for tar shall have a cover,
- the area around the place of heating tar shall be purified from flammable materials, and the ground shall be mineralised,
- the above activities shall be performed under permanent supervision,
- the place of performance of such activities shall be equipped with fire fighting equipment (fire extinguisher, shovel, dry sand).

5.2.2 Procedures in the case of a fire or any other local threat. Evacuation

In the event of outbreak of a fire or any other threat, start an alarm by pressing ROP button for the purpose of alerting and immediately notify the first DCT employee you come across.

ROP button is located in generally available places (such as staircases, corridors).

Lists of employees designated to conduct extinguishing action and evacuate other employees, subcontractors, external companies and service providers are available at the Reception in the main administration building, in offices in buildings and at the berth.
5.2.2.1 Announcement of evacuation
The means of communication to announce an alert to be applied in the facilities include:
- sound devices of the fire alert system,
- means of internal communication - oral alert notices, Voice Messages System,
- means of internal alert communication - phone network.

5.2.2.2 General procedure to be followed at the time of evacuation:
DCT feels responsible for assurance of occupational health and safety to its employees and assures organisation of evacuation drills once in 2 years. A drill report shall be prepared by an authorised employee of the Safety Department.

Course of the evacuation:

a) Immediately after sounding the alarm all persons staying in the building shall:
   - de-energise all electrical equipment,
   - leave the room,
   - follow the directions marked with arrows to emergency exits, and next to the assembly point,
   - keep calm,
   - follow the instructions of the persons in charge of the evacuation.

b) If the fire or smoke cut off the escape route, hide in a room that is located the furthest from the threat and, as far as possible, notify the persons in charge of the evacuation.

c) In the building move on the rights side, since the left side is reserved for rescuers.

d) Do not do anything that might cause a panic.

e) Evacuation of property may not take place at the cost of energy and measures necessary for evacuation and rescuing of people. It shall start with the most precious objects, equipment or documentation.

f) Leave the building and go to the designated assembly point.

g) Do not re-enter the building from which you were evacuated.

h) Do not use lifts.

i) Go to the designated assembly point.

j) The persons who left the building as first and notices any objects at passageways that hamper moving shall shift them next to the wall, so as to allow for undisturbed evacuation.

k) In the event of arrival of units of the Fire Service during the evacuation, the person in charge of the evacuation shall briefly notify of the course of the action and subordinate to the commander of the fire service or arriving at the place of the fire.

l) Wait for any further instructions before leaving the assembly point, given by persons in charge of the rescue action.

m) At the time of moving along evacuation paths the following principles shall be followed:

n) do not stop or move in the opposite direction to the designated evacuation direction,

o) the speed of going down the stairs shall be adapted to the speed used by people who are lower than you at the stairs,

p) do not try to accelerate going down the stairs by means of pushing, overturning and shouting,
q) move in a stooped posture.

**CAUTION**

Rescuing people is a priority as compared with extinguishing fire and rescuing property!

5.2.2.3 Assembly point

Evacuation of people from the building should take place smoothly, and the human stream should be directed in compliance with the marking of escape routes.

The place of gathering after the evacuation is the car park located near the entrance gate to the railway siding. The person responsible for the evacuation checks the attendance and next provides the information to the commander of the fire service units in charge of the action and meet his directions.

**CAUTION**

It shall be impermissible to go away on one’s own and to leave the assembly point without a consent of the person in charge of the evacuation.
6 ANNEXES

6.1 Annexe No. 1 - Safety principles for drivers from external companies

WELCOME TO DCT GDAŃSK S.A.

In order to eliminate the occurrence of any dangerous and life threatening situations, please read the following safety rules at the terminal: I General safety rules:

1. The pedestrian traffic is prohibited at the terminal.
2. Every person staying at the terminal is required to wear protective clothing, and in particular full footwear, an industrial safety helmet and a reflective vest.
3. During the stay at DCT, including while waiting for service, the driver is obliged to exercise extreme caution.
4. Tobacco smoking and the use of e-cigarettes throughout the terminal is strictly prohibited. The ban also applies to smoking in the vehicle's cabin.
5. It is prohibited to use gas stoves and open fire throughout the terminal.
6. It is forbidden to carry passengers.
7. The heavy terminal equipment always has the right of way. II Rules applicable to drivers of wheeled vehicles:
8. Terminal DCT accepts container semitrailers only for container handling, i.e. containers adapted for transporting them, enabling them to be fastened with torsion bolts. Exterior cars equipped with a different type of trailer will not be serviced. External cars equipped with low-floor semi-trailers designed for the transport of non-standard loads will be accepted only if they are allowed to transport such loads on public roads issued by the communication department. The condition for servicing such a trailer is that the driver adheres to the safety regulations in force at the DCT terminal and road transport regulations regarding the atta.
9. The driver is responsible for unlocking and locking the container on the trailer. Before entering the terminal, the container must be unbolted. However, after the container has been taken, it should bebolted and its condition and proper marking at the exit gate, in justified cases a place for changing the trailer spacing can be used, which is indicated on the overview map available on Pre-gate.

The driver must remember to meet the requirements of point 2.
10. It is absolutely forbidden to leave a semi-trailer / trailer in DCT Gdańsk (also applies to the road to / from DCT Gdansk) and for parking vehicles on the road to / from DCT Gdańsk.
11. The external driver located on the entry / exit gate with the container on the trailer is obliged to turn the engine off.
12. The driver has no right to turn off the engine and park between the storage yards or elsewhere inside the terminal.
13. On the terminal, all road signs, both horizontal and vertical, must be adhered to. Under no circumstances should you drive "shortcuts".

Drive the vehicle at a safe speed, adapted to the prevailing conditions, while remembering that the maximum speed can not exceed 30 km / h. In order to verify speed, video speed recorders were installed in the terminal.
Attention! If the container is set / folded by a door towards the driver’s cabin or refrigerated containers in the locations indicated on the map, it is allowed to drive against the current.

14. Requires an absolute STOP order.

15. Exercise caution when stopping RTG cranes at the top of the component fields. The stoppage of the gantry in these places results from the absolute obligation to stop before leaving the block, and is not a maneuver to give way to an outside tractor.

16. The vehicle must be driven at the dipped beam. While waiting for the lights to work they must remain on (minimum parking lights).

17. In order to change the spacing of the semi-trailer, the driver must go to a designated place, which is indicated on the overview map available on Pre-gate. The driver must remember to meet the requirements of point 2.

18. The driver is obliged to place the vehicle in the proper position and cooperate with the operator without leaving the cabin, in order to properly load / unload the container from the semi-trailer. The set (tractor + semi-trailer) waiting for service can not extend beyond the edge of the storage block.

19. Drivers are prohibited from entering the cargo / container located on the trailer without adequate security for work at heights

20. While driving and operating on the terminal, talking on the phone and listening to music is prohibited.

21. The driver must switch to CB Radio 7 channel to overhear messages sent from DCT Gdansk. Channel 7 is only used to call drivers by the owner and not to contact the operator of the crane.

22. Based on the anti-alcohol and drug policy DCT Gdańsk S.A. It is strictly forbidden to stay and drive motorcycles throughout the terminal under the influence of alcohol or under the influence of intoxicants.

23. An excess of 0.00 ‰ / mg of alcohol in the exhaled breath or a finding of the presence of narcotic drugs in the body will constitute a gross violation of the applicable regulations in DCT Gdansk S.A.

24. In the event of evacuation of the square, lorry drivers are obliged to immediately leave the terminal from gates 2 to 8. Gate No. 1 must remain unobstructed by the emergency services.

25. DCT is not liable for damage when handling any non-standard additional elements of the semi-trailer.

Violation of applicable laws will result in the consequences provided for in the infringer pricing.

If you have any problems, please call: 58 737 6322
I declare that I have read the above security rules in force at the terminal and the regulations on the use of the DCT outdoor car park and agree to respect them strictly:

Place and date.

A legible signature
6.2 Annexe No. 2 – Emergency response procedure for fire accident

<table>
<thead>
<tr>
<th>ERP</th>
<th>EVACUATION FOR A FIRE ACCIDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last version</td>
<td>Date of issue</td>
</tr>
<tr>
<td>2.01</td>
<td>2018/12/12</td>
</tr>
</tbody>
</table>

1. **SCOPE**

Whole organization area

2. **ERP ACTIVATION CRITERIA**

2.1 Preventive processes

- Environmental management (4.2)
- OHS management (4.3)

2.2 Exposed processes

- All processes

3. **CHECKLIST**

In case of risk materialization take the following steps:

<table>
<thead>
<tr>
<th>Stages</th>
<th>Actions</th>
<th>Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Event assessment</td>
<td>Determine the place of fire, the path of its development, the degree of threat to life, surrounding property and the natural environment</td>
<td>☐</td>
</tr>
</tbody>
</table>

2. Comunication

Alert people through:

- A voice message issued by the Voice Message System, whose panel is located at the reception and the monitoring center (concerns the administration building)
- Breaking the safety glass and pressing the Manual Fire Alarm button (ROP)
- Using the 'emergency' button on the Radio

Notify about the incident and its course, Rescue Center ZMGP 111, 113 or 58 343 11 20, 58 737 99 14
Wait for confirmation of acceptance of the application

**ATTENTION!** If a fire appeared on the equipment (e.g. STS), inform the dispatcher of the height at which the fire occurred!

Inform about the event the Senior Manager of the Security Department, tel. 601 687 031, radio 111, Inspector for environmental protection and fire protection tel. 695 770 043 and / or health and safety service radio 112

3. Realization

Designate employees or switch off the electric power supply to endangered rooms or the entire building by means of a fire protection switch located at the main entrance to the building

Designate employees responsible for checking T1 and T2 terminals, whether all employees, subcontractors, etc. they were evacuated

Coordinate activities to check that all employees have been evacuated from the building where the fire occurred

Go to the assembly point located at the emergency gate on the rail from the side of the parking lot

Collect attendance lists from each department / cell and verify on this basis whether all employees on that day at work were evacuated

Write an incident report and send it to the Senior Manager of the Security Department (dominika.milion@dctgdansk.com) and the Environmental and Fire Protection Inspector (agata.pniewska@dctgdansk.com)

4. **ARCHIVE VERSIONS**

<table>
<thead>
<tr>
<th>Version</th>
<th>Date of issue</th>
<th>Prepared by</th>
<th>Short description of changes</th>
</tr>
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<tr>
<td>2.01</td>
<td>2018/12/12</td>
<td>Agata Pniewska</td>
<td>Adaptation of content to the ERP format</td>
</tr>
</tbody>
</table>
6.3 Annexe No. 3 - Notification of the Fire Service.

ProcesEngineering Department for notification of the fire service

a) Anyone that has spotted a fire or has been informed of a fire shall keep calm and cause no panic. The following persons shall be alerted:

- All persons staying in the vicinity of the fire and exposed to its effects,
- Other facility users,
- the State Fire Service in Gdańsk - phone no. 998 or 112,
- the Port Fire Service - phone no. (58) 343-92-41,
- Reception (security service) – phone no. 6366.

b) The fire station shall be notified from the phone located the closest to you!

| PORT FIRE SERVICE PHONE NO. (58) 343-92-41 |
| THE RESCUE CENTRE OF THE PORT AUTHORITY (internal port network) phone no. - 111 |

| c) After getting through to the fire brigade the following information should be clearly provided: |
| the location of the fire - exact address of the facility and its name, |
| what is on fire (brief description of the place of fire), |
| if there is any hazard for people's life, if there are any flammable or explosive materials in the proximity, etc. |
| name and surname of the alerting person, |
| the phone number from which you are calling. |

NOTE:
Do not hang up after the operator has accepted the notice. Wait for the notification to be verified and confirmed.

d) If necessary, notify other services:

- Traffic Wardens - phone no. 986
- Ambulance - phone no. 999 (112)
- Police - phone no. 997 (112)
- Emergency electricity unit - phone no. 991
- Emergency gas unit - phone no. 992
- Emergency heating plant unit - phone no. 993
- Emergency water and sewage unit - phone no. 994