



**SMURFIT KAPPA ROERMOND PAPIER B.V.**

**THIRD-PARTY REGULATIONS**

**(WORKING CONDITIONS,  
ENVIRONMENTAL PROTECTION  
AND FIRE SAFETY)**

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## 0 DEFINITIONS

### Nomenclature

References to Smurfit Kappa Roermond Papier ('SKRP') mean the entire site (including the combined heat and power plant and the port area).

### Contact person

The employee designated by and on behalf of Smurfit Kappa Roermond Papier to maintain contacts between the contractor and Smurfit Kappa Roermond Papier.

### QHSE Manager

Quality, Health, Safety & Environment Manager; the employee appointed by Smurfit Kappa Roermond Papier to advise on and coordinate all matters concerning quality, working conditions, environmental protection and other designated activities at the site concerned.

### Contractor

The company engaged by Smurfit Kappa Roermond Papier to perform work.

### Subcontractor

A company engaged to perform work for a contractor which is in turn engaged by Smurfit Kappa Roermond Papier.

### Supplier

A company (and its workers) present at the Smurfit Kappa Roermond Papier site to make a delivery in which environmental protection, working conditions and fire safety may play a role during the delivery. This matter will be discussed if necessary with each individual supplier.

## 1 ALARM SIGNALS

Uninterrupted siren (beeping —————): fire alarm.

Interrupted siren (beeping - - - - -): evacuation alarm.

## 2 INTRODUCTION

It is part of the policy of Smurfit Kappa Roermond Papier to assure, in an effective and cost-efficient manner, the company's working conditions (safety, health and welfare), to protect the environment and to ensure fire safety at a level that at the very least satisfies the prevailing legislation. The company's vision of working conditions is zero accidents, both for its own employees and for third parties working for the company.

Smurfit Kappa Roermond Papier prefers to engage suppliers and contractors certificated according to VCA\* and VCA\*\*, ISO 9001 and ISO 14001. Foreign firms should hold certification equivalent to VCA.

It is prohibited for contractors to perform work at the Smurfit Kappa Roermond Papier site if SKRP has not received a statement of acceptance of these third-party regulations duly signed by an authorised person on behalf of the contractor.

### 3 RESPONSIBILITIES

It is the responsibility of contractors, subcontractors and suppliers to:

- comply as a minimum requirement with prevailing legislation covering working conditions, environmental protection and fire safety (see section 9);
- comply with the provisions of these Third-Party Regulations;
- refrain from employing illegal persons; all workers must identify themselves to the contractor, subcontractor or supplier with valid means of identification prior to starting work. They must carry valid means of identification with them at all times and they must hold a valid work permit if they are from outside the European Economic Area (EEA). Workers must carry their work permits with them at all times;
- ensure prior to commencement of the work the presence of a copy of the means of identification ('ID') of all persons who will work at SKRP on their instructions. The ID must be sent in good time to the Purchasing department of SKRP for filing purposes;
- ensure (in the case of a contractor and/or subcontractor) that only properly trained and competent workers are engaged for the work and that workers are familiar with the contents of these Regulations. Workers' competence must be demonstrated at the request of Smurfit Kappa Roermond Papier. Engaged workers must have a command of Dutch, German, English and/or French (at least one of those languages) to a degree that allows instructions to be given and understood in a reasonable manner and enables the exchange of information;
- ensure (in the case of contracted work performed by a contractor) strict adherence to the 'Locking Procedure'. Only employees of Smurfit Kappa Roermond Papier are authorised to release an installation for use.

For the purposes of these Regulations, legal provisions mean particularly but not exclusively those provisions made under the Working Conditions Act, the Dangerous Equipment Act, the Working Hours Act and their implementing decrees, the Tobacco Act, relevant Health & Safety at Work Bulletins issued by the Labour Inspectorate/Directorate-General of Labour, relevant provisions in the Commodities Act, and the Environmental Management Act and its decrees.

These Regulations apply to all activities of third parties – i.e. contractors and subcontractors – and their workers on the sites and in the buildings of Smurfit Kappa Roermond Papier. The purpose of the Regulations is to protect the environment and all persons, machines and installations of Smurfit Kappa Roermond Papier and to prevent damage caused by or as a direct consequence of work performed by third parties and their workers on behalf of Smurfit Kappa Roermond Papier.

A contact person will be named to enable the contractor to be as fully informed as possible of the situation in, on and around buildings and installations of Smurfit Kappa Roermond Papier. The contractor and its workers must request the name of the contact person if they do not know who it is.

The contractor must ensure that its presence and the presence of its workers on the site and in the buildings of Smurfit Kappa Roermond Papier does not impede the progress of the work of Smurfit Kappa Roermond Papier or third parties, unless prior permission has been given.

Smurfit Kappa Roermond Papier selects contractors according to criteria that include accreditation and qualification of competence. The attitude of contractors towards environmental protection and working conditions plays a role in the selection process. Contractors are required to adopt the same approach in relation to their subcontractors.

Workers of contractors and subcontractors are not allowed to go outside the relevant section of the workplace and/or the usual connecting routes.

## **4 ENTERING AND LEAVING THE COMPANY PREMISES**

Persons without vehicles must enter and leave the site through the entrance at the gatekeeper's lodge. The gatekeeper will provide them with a time clock card made out in their name. It is obligatory to clock in and clock out.

It is obligatory to provide advance notice of vehicles that require admission to the factory site. Admission will be granted only with the permission of the contact person. The gatekeeper will give vehicle drivers a parking card and will indicate the parking location. Workers of third parties must report to their contact person on arrival. Working hours which differ from normal hours must be agreed in consultation between the contact person and the contractor. On completion of their work, workers of third parties must report to their contact person or his/her deputy.

Workers of contractors and subcontractors who are performing work at Smurfit Kappa Roermond Papier for the first time will receive instructions about the company's safety requirements and rules of conduct and will be given a copy of the safety booklet. The worker will be required to sign to confirm receipt of the booklet and familiarisation with its contents. Workers of contractors and subcontractors must carry the safety booklet with them at all times and show it to an SKRP employee on request.

Workers of contractors and subcontractors must use the attendance registration system by means of the time clocks at the gatekeeper's lodge when entering and leaving the SKRP site.

## **5 BRINGING ITEMS ONTO THE PREMISES**

It is prohibited to take photographs and/or record film at the SKRP site without the prior permission of the contact person. It is strictly prohibited to bring any alcoholic beverages and/or drugs onto the site.

Workers of third parties are not allowed to bring onto the site any fireworks or other explosive or easily combustible substances, unless such occurs with the permission of the contact person and the substances are needed for essential contracted work.

## **6 REMOVING GOODS FROM THE PREMISES**

A permit is required to remove from the site any goods that are or were the property of Smurfit Kappa Roermond Papier. Such permits will be issued by a person in authority at the department or by the project manager. When leaving the SKRP site the permit must be handed to the gatekeeper at the weighbridge. The gatekeeper is authorised to check vehicles and persons for the unauthorised removal of SKRP goods or property.

## **7 PROPAGANDA, COLLECTIONS AND SIMILAR**

Except with the prior written permission of the senior management of Smurfit Kappa Roermond Papier, it is not allowed to conduct any business at the company, to offer signature lists, to hold collections or make propaganda for any association or cause whatsoever.

## **8 CONSUMPTION OF ALCOHOL, DRUGS, MEDICINES**

It is prohibited for workers of contractors and subcontractors to be under the influence and/or in possession of alcohol and/or drugs. In addition, workers may not be under the influence of medication to an extent that jeopardises their own safety and that of others. Violation of this rule will result in their immediate removal from the site and denial of access in future. SKRP has the right to conduct tests in respect of these matters.

## 9 WORKING CONDITIONS, ENVIRONMENTAL PROTECTION AND FIRE SAFETY

### 9.1 General provisions

#### 9.1.1 Liability

The contractor will be liable for the consequences of failure by its workers and subcontractors to comply with legal and other requirements and with issued instructions. This matter will be governed by Dutch liability law. The foregoing leaves intact a worker's personal responsibility under prevailing legislation.

#### 9.1.2 General safety requirements

- Jewellery such as bracelets, rings and chains may not be worn while performing work.
- Long hair must be tied up to rule out the risk of it becoming caught up or pulled in by moving parts.
- Special care must be taken in the proximity of forklift trucks because they may have a longer braking distance.
- Machines/installations of Smurfit Kappa Roermond Papier used for production and other purposes may be switched on and off only by the company's own employees.
- Everybody must comply with the instructions given on signs on the company's site and in its buildings.

#### 9.1.3 Hazardous substances/materials

It is obligatory to take measures to ensure the safe and correct transport, use, storage and removal of substances and/or materials which carry an increased risk. Use of such substances and/or materials must be reported beforehand to the contact person. The indications used for hazardous substances within the meaning of the Environmentally Hazardous Substances Act must satisfy the labelling requirements of said Act in respect of at least Section 36, subsection 1 (a, c, d and e) and subsection 2. It is the responsibility of contractors or subcontractors to remove their unused substances and/or materials.

#### 9.1.4 Hazardous and nuisance-causing activities

As used in these Regulations, 'hazardous and nuisance-causing activities' include:

- welding and cutting and all activities that produce heat and/or sparks. These activities must be performed in accordance with the Safe Working Permit (SWP);
- activities with a risk of serious injury due to the starting (unexpected or otherwise) of an installation or parts thereof (see the electrical release list);
- activities capable of causing nuisance noise or vibrations for people in the vicinity;
- activities capable of interfering with electronic equipment (control and other equipment);
- activities that cause or are capable of causing the failure of gas, water and/or electricity supplies;
- activities on steam lines (steam line shutdown procedures 7 and 17 bar);
- activities in enclosed spaces. (The contact person will state whether a gas explosion test is required);
- activities in an explosion zone (a Safe Working Permit is always required);
- activities on fire-related technical facilities that temporarily or otherwise impair the functional requirements of the facilities;

- digging (digging permit);
- maintenance work such as cleaning, repairing, inspecting, assembling and disassembling a machine and/or installation. These activities are subject to a Locking Procedure. The procedure is obtainable from the contact person.

The above activities that may endanger persons and/or goods of SKRP may be performed only after a Safe Working Permit (SWP) has been issued by the contact person or project leader in accordance with the prevailing company requirements. An issued SWP will be valid for a predetermined period of time, and will state the extra safety measures that must be taken.

Work on the electricity network may not start until the person responsible for the work at SKRP has issued instructions, has safeguarded the installation and made sure that the power supply has been switched off. Depending on the nature of the work on the electricity network, it is obligatory to wear the appropriate personal protective equipment in accordance with standards NEN 3140 and NEN 3840. Third parties that work on the electricity network must have been qualified for such work under NEN 3140 (low voltage) and/or NEN 3840 (high voltage). Third parties that provide persons to work on the electricity network must submit to SKRP a signed 'Statement of equivalence' before they start work.

After work on a fire wall involving making holes in the wall, the holes must be repaired (temporarily) before the end of the working day by means of material that is the same as the material of the fire wall in terms of fire safety.

Note: Connections to the water or electricity mains may be made only with the prior permission of the departmental manager or project manager.

Equipment and/or installations (including test installations) owned or rented by the contractor or subcontractor must satisfy prevailing legislation covering health and safety at work and environmental protection. The contractor and subcontractor must ensure the possession of any permits and/or inspection certificates that are required. These must be presented at the request of the client or its authorised representative.

Additives/chemicals and similar may be used only after submitting safety data sheets to the contact person and after he/she has given permission. Equipment and/or installations (including test installations) must not be started up until they have been inspected and approved by the contact person.

#### 9.1.5 Orderliness and neatness

SKRP will designate a location for a building site if one is required for the work of the contractor or subcontractor. The contact person is responsible for designating the building site. The contractor or subcontractor may deny a person access to the building site for stated reasons.

A contractor or subcontractor must notify the contact person at least four days in advance of starting work at the building site, and must provide a list of names with copies of the means of identification of its workers who will work on the contract.

The contractor or subcontractor must ensure maintenance of orderliness and neatness. At the end of the work period, the contractor or subcontractor must make sure that the building site or workplace has been cleaned up and sealed off/safeguarded and that adequate measures have been taken to prevent unauthorised use of machines, hazardous substances, equipment and materials. Gas bottles must have been closed and stored at a designated place and the electrical power supplies of all devices must have been safeguarded.

Other matters that must receive attention include:

- keeping free walkways, roads, emergency exits and operating equipment;
- keeping free and maintaining easy access to first aid materials, water hydrants, fire hoses, fire valves, small extinguishers, manhole covers, emergency showers, transport routes and passages;
- preventing the risk of persons slipping and stumbling;
- making sure that no materials like bolts, nuts and tools are left behind in/on machines. If they are left behind there is a great probability of damage being caused to rollers, tensioners, coverings and similar;
- making sure that no materials are left lying around on beams, edges and ledges, as these may fall off.

The contractor or subcontractor is responsible for ensuring compliance with the agreed arrangements.

Breakfast, lunch, coffee and similar may be taken only in the canteen hut and in designated/indicated canteens or in the staff restaurant. The canteens and the staff restaurant may be used only on condition of compliance with the requirements for orderliness and neatness. It is not permitted at these places to wear clothing that is dirty and/or gives off dirt. Presence in a canteen or staff restaurant is permitted only during the agreed opening hours.

Use of the bathroom during normal working hours is allowed only with the permission of the contact person.

#### 9.1.6 Walking on ceramic materials and leaving behind materials

It is not permitted to walk on the wet and dry pistons of the wire part of the paper machines and other components fitted with ceramic coverings (files, vacuum plates). It is not permitted to leave tools and materials behind on ceramic parts.

#### 9.1.7 Supplementary instructions

Supplementary instructions that the contact person issues in respect of working conditions, environmental protection and fire safety must be followed in all instances.

#### 9.1.8 Environmental protection

It is obligatory for the contractor to comply with environmental laws, including the environmental licence of SKRP. In particular the contractor and subcontractor must devote attention to:

##### a. Noise

Work may be performed outdoors on the site in the evening and during the night (i.e. between 10:00 p.m. and 6:00 a.m.) only if it does not cause excessive noise. Among other things this means no noise from radios, no hitting of empty tanks or pipes, no grinding of steel and no blast cleaning without prior consultation with the contact person.

##### b. Residual substances

Residual substances must be separated into industrial waste and hazardous waste. Unused residual substances must be removed by the contractor in accordance with legal requirements (if the contractor holds a licence for such removal), unless different arrangements have been agreed in writing with the contact person. Residual substances and waste may not be left behind or discarded in sewers, wells and drains. Waste containers used or present at the workplace must be emptied periodically.

#### c. Soil

Liquids in cans, drums, etc., must be used and stored above a leak tray that can hold 100% of the volume of the largest can/drum (generally a container) plus 10% of the volume of the maximum number of other containers present. Every leak occurring during storage must be cleaned up by the workers of the contractor or subcontractor, and reported immediately to the contact person. If necessary the earth/soil must be cleaned or tidied up at the expense of the contract or subcontractor. The labelling requirements stated in section 9.1.3 also apply in respect of these matters.

#### d. Sewers

It is not permitted to rinse away spilt chemicals and/or additives into the company's sewer system.

### 9.2 Personal protective equipment

- The wearing of safety shoes is obligatory for all persons present at the place of such work as maintenance, assembly/disassembly, new construction, demolition, digging and similar.
- The obligatory wearing of other personal protective equipment – such as helmets, ear protectors and prominent clothing like safety jackets – will be indicated by pictograms, made known at the time of contracting the work, or be a legal requirement. Any other unnamed personal protective equipment required will be decided in consultation between the client and the contractor.
- The only ear protectors allowed on the company's premises are otoplastics and ear muffs.
- Contractors and subcontractors must make available the personal protective equipment required by their workers.
- The use of an item of personal protective equipment may be indicated by safety signs, stated in a work permit or prescribed by the client.
- The contractor or subcontractor must instruct its workers in how to use the prescribed personal protective equipment.
- The contractor must ensure the correct use and wearing of protective equipment by its own workers and also those of its subcontractors.
- Note: Contact lenses are not protective equipment.

### 9.3 Equipment and tools

The equipment and tools used to perform work must satisfy the applicable legal requirements. The contractor or subcontractor must ensure the presence of adequate equipment and tools. They must be approved in good time (in accordance with legal requirements) and must be provided visibly with an approval sticker. Equipment and tools that the client or its representative deems unsound, unsafe or not approved on time must be removed from the Smurfit Kappa Roermond Papier site. It is not allowed to borrow equipment from Smurfit Kappa Roermond Papier. All power supplies required for construction work must be fitted with 30 mA earth leakage protection on their final circuits.

#### 9.3.1 Working at heights

The contractor and subcontractor and/or their workers must have received systematic and demonstrable training in working on and operating elevated platforms. Ladders, scaffolding and elevated platforms and their usage must satisfy legal requirements.

### 9.3.2 Forklift trucks and other vehicles

Persons driving a forklift truck must hold the required proficiency certificate. Forklift trucks intended for handling bales of waste paper and rolls of paper must not be used by third parties. If a forklift truck is equipped with safety belts, these must be used in the intended way. It is strictly prohibited to carry people – other than the driver – on vehicles without special facilities for that purpose.

### 9.3.3 Lifting

The contractor and subcontractor and/or their workers must have received demonstrable training in performing lifting work.

### 9.3.4 General

If any situations occur that make it impossible to comply with the requirements of sections 9.2 and 9.3, there must be consultation with the contact person and/or QHSE Manager.

## 9.4 **Marking/cordoning off unsafe situations**

Every contractor and subcontractor is required to take measures to cordon off hazardous situations and/or activities in the proper manner. This includes:

- falling items;
- openings in road surfaces or walkways;
- open voltages (at the discretion of the person responsible for the work);
- rotating and moving parts, etc.

Work on electrical installations must be performed in accordance with standards NEN 3140/3840 and those of the company with regard to the release of equipment for usage and the removal of fuses. The release lists must be filled in accordingly by or on behalf of the contractor or subcontractor. If the risk for which the cordoning off is intended is unclear, it must be indicated nearby by pictograms and/or texts.

## 9.5 **Traffic**

The entire outdoor site is open to pedestrians, except for zones indicated by pictograms. The wearing of a safety jacket is obligatory at all outdoor sites where transport movements may occur and in the rooms/areas where paper is handled.

General road safety laws apply on the company's sites.

The parking spaces for vehicles used solely for transporting persons will be designated by Smurfit Kappa Roermond Papier or by the contact person.

It is not allowed to park motor vehicles on the Smurfit Kappa Roermond Papier site without a parking card. A parking card is obtainable via the contact person for motor vehicles needed to transport materials and/or perform the contracted work. Parking is allowed only at the designated locations on the site with a parking card. The parking card must be placed visibly behind the windscreen.

Bicycles, mopeds, scooters and motorcycles must be parked in the designated racks/sheds near the entrance.

The general maximum speed limit for vehicles on the Smurfit Kappa Roermond Papier site is 20 km/h. SKRP vehicles such as forklift trucks and lorries always have priority.

Any deviations from the rules stated above must be discussed with and approved in writing by the contact person.

#### 9.5.1 Inward and outward movement of goods

- Loading and unloading must be performed by warehouse employees during their normal working hours (Mondays to Fridays from 7:30 a.m. to 4:15 p.m.).
- Loading and unloading on Thursdays should be avoided in connection with the weekly shutdown. If there are other shutdowns the warehouse will contact the Purchasing department or the supplier.
- In principle there must not be any loading or unloading outside normal hours.

#### *Exceptions*

##### Scheduled loading/unloading

- If any loading or unloading is to occur outside normal working hours, the warehouse workers should be notified in good time so that the necessary measures can be taken.
- Work will be performed by the technical warehouse workers or fault clearance engineers. (The fault clearance engineer will be informed beforehand by the warehouse and/or the contact person).

##### Unscheduled loading/unloading

- Any loading or unloading necessary before 7:30 a.m. or after 4:15 p.m. must be reported to the gatekeeper. After consulting internally the gatekeeper will indicate the possibilities that exist.

#### 9.5.2 Private vehicles

- It is strictly prohibited to use private cars on the company's site.
- A parking card may be issued under certain conditions.
- Parking is allowed only at designated parking places.
- Bicycles, mopeds and motorcycles must be parked in the designated sheds.

## 9.6 **Fire safety**

### 9.6.1 Smoking ban

A smoking ban is in force throughout the Smurfit Kappa Roermond Papier site. Smoking is allowed only at designated locations.

### 9.6.2 Fire prevention

Measures must be taken to rule out the possibility of a fire breaking out and/or an explosion occurring during all work that involves use of naked fire. These measures must at the very least include the presence at the location of sufficient approved small extinguishers suitable for putting out a potential fire and, if possible, a rolled-out pressurised fire hose (preferably before the commencement of work).

It is obligatory to consult beforehand with the contact person on the use of naked fire and the work must not take place unless a valid Safe Working Permit (SWP) has been issued for it.

Canteen huts, work containers and similar must be provided with sufficient fire extinguishers and first-aid boxes.

It is strictly prohibited for the contractor or subcontractor to use the factory's extinguishing water network, unless prior permission has been obtained from the contact person or project leader of Smurfit Kappa Roermond Papier.

### 9.6.3 Fire reports and alarms

To **report a fire**:

- \* Dial the internal alarm number (using an internal extension):

Gatekeeper: number **300**

State the building and the floor where you are located and, if possible, give a more detailed description of the place where fire has broken out.

Watch out for your own safety. Be sure not to get trapped by fire or smoke.

- Read the directions for use on the extinguishers that are present.
- Try to put out the fire.

Important! Every fire that breaks out, even if you have extinguished it, must be reported to the contact person.

- An uninterrupted siren will sound on the site if there is a fire alarm. A test alarm takes place on the first Monday of every month at 12:00 noon.

### 9.6.4 Training requirements (use of small extinguishers)

If the work itself is capable of causing a fire, the persons who will perform the work must have been instructed by or on behalf of the contractor or subcontractor in the use of small extinguishers.

### 9.6.5 Insurance

It is obligatory for the contractor and subcontractor to take out fire insurance for their own property, including cover for valuable items required for the contracted work.

## 9.7 **First aid**

The company's first-aid stations indicated by a pictogram may be used to treat injuries. If a serious accident occurs it is possible to obtain help by dialling the central alarm number (gatekeeper: number **300**). Accidents must be reported to the contact person or gatekeeper.

## 9.8 Emergency facilities

- Familiarise yourself at the workplace with:
  - buttons for sounding the alarm
  - telephone extension in your immediate vicinity
  - escape routes
  - emergency facilities
  - assembly points (staff restaurant, unless otherwise indicated)

## 9.9 Miscellaneous

The following subjects will be discussed if necessary during talks on the order, contract or project:

- use and location of places to take breaks, toilets and restaurant facilities
- use of personal protective equipment within the meaning of section 9.2
- compliance with relevant health and safety at work legislation
- essential deviations from the rules may be discussed and any arrangements agreed in that respect must be confirmed in writing by the client

Regular progress meetings will be held at the discretion of the contact person. The frequency of such meetings will be agreed by the parties concerned.

## 10 UNFORESEEN CIRCUMSTANCES

Deviations from the general rules of conduct require the prior permission of the contact person. In case of doubt or situations not covered by these Regulations, it is obligatory to contact the contact person and/or QHSE Manager. Failure to do so will relieve Smurfit Kappa Roermond Papier of all liability for any damage that may occur.

## 11 RECOVERY OF DAMAGE

Any damage arising due to failure to comply with these rules of conduct will be recovered from the contractor. This same applies to damage caused by unlawful acts of workers of the contractor or subcontractor.

## 12 STATEMENT OF ACCEPTANCE

The undersigned hereby duly accepts the 'Third Party Regulations' (version 01 dated 26 July 2010) of Smurfit Kappa Roermond Papier B.V.

Name:

Company stamp:

Date:

Position:

Signature:

Return to the Purchasing department of Smurfit Kappa Roermond Papier B.V.