

ORLEN POŁUDNIE SPÓŁKA AKCYJNA
SAFETY, CRITICAL INFRASTRUCTURE AND CONTROL



EXCERPT FOR EXTERNAL ENTITIES
FROM THE GUIDELINES
OF SAFETY, CRITICAL INFRASTRUCTURE AND CONTROL
DEPARTMENT
ON ORGANISATION OF PERSONNEL TRAFFIC AT ORLEN POŁUDNIE
S.A.

of 1 August 2023

GENERAL INFORMATION

1. These Guidelines set out the detailed rules for the implementation of the "Manual on Personnel Traffic at ORLEN Południe S.A." (hereinafter referred to as: Manual).
2. The definitions used in the Manual shall apply to these Guidelines.

I. CHARGES RELATED TO PERSONNEL TRAFFIC

1. **Fee for issuing an identification card** – an amount covering the costs associated with the production of an identification card as well as its re-production following destruction, loss or theft. Information on the current fee is available at the relevant Pass Offices. The fee is non-refundable.
The current fee for issuing an identification card, including the maintenance fee, imprinting fee, the holder fee, shall amount to **PLN 80.00** net per 1 card (excluding the situations specified in Chapter II, items 1.8, 2.8 and 5.10).
2. The **costs associated with** issuing the identification card shall be borne by:
 - a) **the Company** – for the identification cards of the Company's employees,
 - b) **the Main Contractor** – for cards issued to the employees of this entity, including the employees/counterparties being its **Subcontractors**,
3. The **invoice** for issuing cards to the entities referred to in item 2 shall be issued collectively by the tenth day of the month following the month in which the identification cards were issued (including: issuing new identification cards to replace the lost/destroyed ones), on the basis of the records of personal passes kept by the relevant Pass Office in Trzebinia or Jedlicze.

NOTE!

1. The VAT tax at the rate in force on the invoice date shall be added to the fee for issuing identification card.

II. RULES FOR ISSUING, USING AND RETURNING IDENTIFICATION CARDS

3. **Identification card for employees of External Entities carrying out executive or service activity within the Protected Area, without a registered office or production facilities located within the Protected Area.**
 - 3.1. A yellow identification card shall be valid for the duration of the contract but not beyond the expiry date of the OHS training specified in the application referred to in item 3.3.
 - 3.2. An identification card is issued, renewed and issued by the relevant Pass Office in Trzebinia or Jedlicze.
 - 3.3. Identification cards for employees of External Entities shall be issued based on an application drawn up in accordance with the specimen set out in **Chapter VI of the Guidelines**. The application shall be signed by:
 - a) a person authorised to represent the External Entity being the Main Contractor (payer for the issue of the card) for the commissioned work

pursuant to the contract concluded with ORLEN Południe S.A. or the Company,

- b) a person authorised to represent the person applying for the card,
- c) the relevant person holding the position of Director or Head at the Company overseeing the performance of the contract with the Main Contractor, pursuant to the contract with the Company, or a person authorised by him/her.

Appropriate powers of attorney to represent the **External Entity** being the **Main Contractor** – payer for the issue of the card and an excerpt from the National Court Register or other registration authority shall be sent together with the first application to the relevant Pass Office in Trzebinia or Jedlicze. In the event of a change of the persons designated to represent that entity in obtaining identification cards, the entity is obliged to submit the relevant power of attorney to the relevant Pass Office. It is also permissible to issue identification cards on the basis of an application issued by an organisational unit of ORLEN Południe S.A., indicating the cost centre to be charged, signed by the person responsible for the cost centre.

- 3.4. Identification cards shall be issued to persons who have completed the **initial OHS and fire safety training** organised by the Health, Safety and Information Security Department and the Company Fire Department, which must be confirmed in the application.
- 3.5. Identification cards shall be issued for a fee. Consent to charge the costs of issuing identification cards, taking into account the provisions of Chapter I(2)(b), shall be expressed in the application. The payment method is described in Chapter I of these Guidelines.
- 3.6. The renewal of identification cards shall be carried out on the basis of an application for renewal of identification cards drawn up in accordance with the specimen set out in **Chapter VI of the Guidelines**, confirmed by a person holding the position of Director or Head at the Company or an authorised person who supervises the performance of the contract concluded with that entity. Applications for renewal of identification cards shall be submitted one month in advance. In justified cases, this period may be reduced.
- 3.7. In the event of termination of the employment relationship with an employee of External Entity or termination of a civil law contract concluded with this entity, the External Entity is obliged to submit the employee's identification card to the relevant Pass Office in Trzebinia or Jedlicze **no later than after seven days** from the date of termination of the employment relationship or expiry of the civil law contract.
- 3.8. In the event that the card is not returned within the period specified in item 3.7, the External Entity shall be charged a fee of **PLN 80 net** for each unreturned card. If an organisational unit of ORLEN Południe S.A. has requested that identification cards be issued for employees of External Entities, the responsibility is transferred to that organisational unit.
- 3.9. In the event of termination of employment or failure to return the identification card by an employee of External Entity, a person authorised to represent this External Entity shall immediately provide information to the relevant Pass Office in Trzebinia or Jedlicze that employee's card should be blocked. On this basis, the unreturned identification card shall be blocked in the access control system. Failure to report this fact by the External Entity shall result in a fine of **PLN 200 net** being

imposed on that entity as well as the entity being charged with the costs of any damage incurred as a result of the unauthorised use of that card.

- 3.10. External Entities are required to send, at the request of the Security, Critical Infrastructure and Internal Control Department, the current list of employees and subcontractors holding identification cards (first and last name, company name, identification card number).
- 3.11. In the event that the identification card of an employee of External Entity is lost or destroyed, it is necessary to re-submit an application in accordance with subparagraph 3.3. The Head of Security, Critical Infrastructure and Internal Control or a person authorised by the same may exempt the entity indicated in Chapter I(2)(b) from the fee for re-issuing the card.

4. Identification card for employees of External Entities having a registered office or production facility located within the Protected Area.

- 4.1. A yellow identification card shall be valid for the duration of the contract with the external entity but not beyond the expiry date of the OHS training specified in the application referred to in item 4.3. If no contract has been concluded with the External Entity, the identification card shall be valid until the expiry date of the OHS training.
- 4.2. An identification card is issued, renewed and issued by the relevant Pass Office in Trzebinia or Jedlicze.
- 4.3. Identification cards for employees are issued based on an application for the issue of identification cards drawn up in accordance with the specimen set out in **Chapter VI of the Guidelines**, signed by a person authorised to represent the External Entity and certified by the Head of Security, Critical Infrastructure and Internal Control or a person authorised by the same. Appropriate powers of attorney to represent the External Entity and an excerpt from the National Court Register or other registration authority of the External Entity shall be sent together with the first application to the relevant Pass Office in Trzebinia or Jedlicze. In the event of a change of the persons designated to represent that entity in obtaining identification cards, the entity is obliged to submit the relevant power of attorney to the relevant Pass Office.
- 4.4. Identification cards shall be issued to persons who have completed the **initial OHS and fire safety training** organised by the Health, Safety and Information Security Department and the Company Fire Department, which must be confirmed in the application.
- 4.5. Identification cards shall be issued for a fee. A consent to charge the External Entity for an identification card is expressed in the application, taking into account the provisions of Chapter I(2)(b).
- 4.6. The renewal of identification cards shall be carried out on the basis of an application for renewal of identification cards drawn up in accordance with the specimen set out in **Chapter VI of the Guidelines**, confirmed i.a. by the Head of Security, Critical Infrastructure and Internal Control. Applications for renewal of identification cards shall be submitted one month in advance. In justified cases, this period may be reduced.
- 4.7. In the event of termination of the employment relationship with an employee of External Entity or termination of a civil law contract concluded with this entity, the

External Entity is obliged to submit the employee's identification card to the relevant Pass Office in Trzebinia or Jedlicze **no later than after 7 days** from the date of termination of the employment relationship or expiry of the civil law contract. In the event that the card is not returned within the period specified above, the External Entity shall be charged a fee of **PLN 80 net**.

- 4.8. In the event of termination of employment or failure to return the identification card by an employee of External Entity, a person authorised to represent this External Entity shall immediately provide information to the relevant Pass Office in Trzebinia or Jedlicze that employee's card should be blocked. On this basis, the unreturned identification card shall be blocked in the access control system. Failure to report this fact by the External Entity shall result in a fine of **PLN 200 net** as well as the costs of any damage incurred as a result of the unauthorised use of that card.
- 4.9. External Entities are required to send, at the request of the Security, Critical Infrastructure and Internal Control Department, the current list of employees and subcontractors holding identification cards (first and last name, company name, identification card number).
- 4.10. In the event that the identification card of an employee of External Entity is lost or destroyed, it is necessary to re-submit an application in accordance with subparagraph 4.3. The Head of Security, Critical Infrastructure and Internal Control or a person authorised by the same may exempt the entity indicated in Chapter I(2)(b) from the fee for re-issuing the card.

5. Identification cards for Visitors / Service Technicians.

- 5.1. A **green** "Visitor" identification card, which is intended for persons who do not have identification cards issued in accordance with the procedure set out in this Manual, shall be valid on the date of issue.
- 5.2. A **red** "Service Technician" identification card, which is intended for persons who do not have identification cards issued in accordance with the procedure set out in this Manual, shall be valid during the period in which service activities are performed.
- 5.3. A "Visitor" and "Service Technician" identification card shall be issued by:
 - 5.3.1. in Trzebinia:
 - Pass Office at PS No. 4 from 5:30 am to 9:30 pm on weekdays,
 - Security Guard at PS No. 1 – 24 hours a day including public holidays,
 - Security Guard at PS No. 2 – 24 hours a day including public holidays,
 - Security Guard at PS No. 4 – 24 hours a day including public holidays,
 - Security Guard at PS No. 7 – from 5:30 am to 10:30 pm on weekdays,
 - Security Guard at PS No. 9 – 24 hours a day including public holidays.
 - 5.3.2. in Jedlicze:
 - Pass Office at PS No. 1 (main gate) from 6:00 am to 10:00 pm on weekdays,
 - Shift Manager at PS No. 1 (main gate) between 10:00 pm and 6:00 am on weekdays and 24 hours a day on public holidays.
- 5.4. Before the relevant authorisations are granted to a person going to the organisational units of ORLEN Południe S.A., Companies or External Entities located **on the premises of Protected Areas in Trzebinia or Jedlicze**, a written

request confirmed by authorised persons listed in **Chapter VII of the Guidelines** must be filed with relevant Pass Offices in Trzebinia or Jedlicze.

- 5.5. The granting of the relevant authorisations to a person going to the organisational units of ORLEN Południe S.A. located within administrative facilities **outside the Protected Areas in Trzebinia and Jedlicze** shall take place after the visit is confirmed by phone call by an employee of the Pass Office with the representative of the organisational unit and the relevant note is made in the electronic access control system.
- 5.6. The Supervisor of the "Visitor" / "Service Technician" is obliged to pick up the "Visitor" / "Service Technician" from the Pass Offices at the gates of the production facilities in Trzebinia and Jedlicze under pain of not allowing the "Visitor" / "Service Technician" to enter the Security Zone and, after completing the visit, to escort the Visitor / Service Technician to the exit.
- 5.7. The "Visitor" / "Service Technician" identification card shall be issued upon presentation of a photo ID (identity card, driver's license, passport) in order to verify the accuracy of the personal data included in the system or, if applicable, to enter the data into the system and register the visit, i.e.: first and last name, PESEL (passport or identity card series and number for persons who do not have PESEL number).
- 5.8. The "Visitor" / "Service Technician" identification card shall be issued free of charge.
- 5.9. When leaving a Security Zone, the "Visitor" / "Service Technician" is under a strict obligation to return the identification card. It is permissible for a "Visitor" identification card to be returned by people moving between the areas several times during the day at the end of their visit.
- 5.10. In the event that a person fails to return the "Visitor" / "Service Technician" identification card, he/she will not receive another identification card. If the person visits the Security Zone again, he/she is first obliged to pay a fee of **PLN 80.00 gross** for the loss of the "Visitor" / "Service Technician" identification card (for when he/she is unable to return it). The Supervisor of the "Visitor" / "Service Technician" is obliged to notify the "Visitor" / "Service Technician" of the obligation to return the "Visitor" / "Service Technician" identification card, regardless of the information provided by the employees issuing the identification card. The Head of Security, Critical Infrastructure and Internal Control or a person authorised by the same may exempt the "Visitor" / "Service Technician" from the aforementioned fee.
- 5.11. In extraordinary situations, the Head of Security, Critical Infrastructure and Internal Control takes a decision to deviate from the aforesaid rules (exemption from the fee, charging the Supervisor of the "Visitor" / "Service Technician" with the MPK costs).

III. RULES OF ENTRY TO PROTECTED AREAS

1. Unless road signs indicate otherwise, the rules for using vehicles laid down in the applicable Traffic Code and a speed limit of 30 km/h (rules of traffic on internal roads) shall apply in the Protected Areas in order to avoid endangering the safety of traffic participants.
2. Speed control at the Protected Areas may be carried out by police officers.
3. An identification card with assigned entry authorisation entered into the access control system database is a document authorising to enter the Protected Area. In order for the

authorisation to be granted, the form provided for in **Chapter VI of the Guidelines** must be filled and sent to the Head of Security, Critical Infrastructure and Internal Control.

Except for emergencies, the entry of emergency services or authorised institutions and public administration bodies shall take place without the issue of an identification card and the granting of entry rights. The above activities should, where possible, involve a security guard and be documented by him/her in the form of a memo to be forwarded to the Security, Critical Infrastructure and Internal Control Department.

4. Drivers of vehicles transporting dangerous goods must comply with the regulations **on the carriage of dangerous goods by land – ADR**. When vehicles carrying goods enter the Protected Area, in the loading/unloading area or the EX zone, the driver is required to wear anti-electrostatic clothing and footwear, confirmed with CE certificate, and to have personal protective equipment, i.e. helmet, safety goggles, boots and gloves.
5. A decision to grant access rights to owners of private passenger cars and private cars used for business purposes is made by the Head of Security, Critical Infrastructure and Internal Control or a person authorised by the Head. In order to grant access to holders of private cars or private cars used for business purposes, the form provided for in **Chapter VI of the Guidelines** should be filled and sent to the Head of Security, Critical Infrastructure and Internal Control. Failure to fill in any of the fields will result in automatic rejection of the form.
6. In the event of a negative decision, the person concerned may apply for the re-granting of the right to enter in a private car or a private car used for business purposes after a period of 3 months from the date of application.
7. The Head of Security, Critical Infrastructure and Internal Control or a person authorised by the same is not obliged to notify the interested persons of the consent being granted or not granted. The decision is sent to the relevant Pass Office in Trzebinia or Jedlicze, which informs the applicant of the refusal of the application. The persons concerned can obtain all information on their applications from the relevant Pass Office.
8. Authorisations:

8.1. **A one-off authorisation to enter the Protected Area** in Trzebinia and Jedlicze shall be granted by an authorised employee of ORLEN Ochrona Sp. z o.o.

A one-off authorisation shall be issued for:

- suppliers and recipients of goods from ORLEN Południe S.A./Companies as well as suppliers and recipients of goods from external entities conducting activity within the Protected Area – upon presentation of relevant transport documents and confirmation of legitimacy of entry;
- clients and visitors of ORLEN Południe S.A./Companies as well as clients and visitors of External Entities conducting activity within the Protected Area, after obtaining consent from the Head of organisational unit or authorised person to whom they intend to go;
- employees of ORLEN Południe S.A./Companies and employees of external entities conducting activity within the Protected Area, in a situation where an identification card with the entry authorisation has been lost or destroyed – on the basis of a written declaration. The statement shall be forwarded immediately, i.e. on the day the identification card is issued, to the Security Service. The person authorised to grant a one-off entry authorisation is obliged to verify in the access control system that the person is authorised to enter a specific gate;

- employees of external entities rendering services and working at the Protected Area, based on notification or a copy of the application for identification card, with confirmation of completion of OHS and fire safety training.

The approval is not required for vehicles entering the site under a material pass. Authorisations shall be granted by:

Trzebinia:

- Pass Office at PS No. 4 from 5:30 am to 9:30 pm on weekdays,
- Security Guard at PS No. 1 – 24 hours a day including public holidays,
- Security Guard at PS No. 2 – 24 hours a day including public holidays,
- Security Guard at PS No. 4 – 24 hours a day including public holidays,
- Security Guard at PS No. 7 – from 5:30 am to 10:30 pm on weekdays,
- Security Guard at PS No. 9 – 24 hours a day including public holidays.

Jedlicze:

- Pass Office at PS No. 1 (main gate) from 6:00 am to 10:00 pm on weekdays,
- Shift Manager at PS No. 1 (main gate) between 10:00 pm and 6:00 am on weekdays and 24 hours a day on public holidays.

- 8.2. **Long-term authorisations for employees of ORLEN Południe S.A. driving private cars used for business purposes and company cars** shall be granted by the relevant Pass Offices in Trzebinia from 5:30 am to 9:30 pm and in Jedlicze from 6:00 am to 10:00 pm on weekdays. The Head of the relevant organisational unit submits a written request to the Head of Security, Critical Infrastructure and Internal Control. The request must state the reasons for granting authorisation (for private vehicles used for business purposes) and be confirmed by the Director or Head directly reporting to the member of the Management Board. The request, together with the decision of the Head of Security, Critical Infrastructure and Internal Control or a person authorised by the same, is sent to a relevant Pass Office.
- 8.3. **Long-term authorisations for employees of Companies driving private cars used for business purposes and company cars** shall be granted by the relevant Pass Offices in Trzebinia from 5:30 am to 9:30 pm and in Jedlicze from 6:00 am to 10:00 pm on weekdays to persons who are authorised to go through entry/exit gates. A Company representative submits a written request to the Head of Security, Critical Infrastructure and Internal Control. The request must state the reasons for granting authorisation (for private vehicles used for business purposes) and be confirmed by the Head of organisational unit of ORLEN Południe S.A. The request, together with the decision of the Head of Security, Critical Infrastructure and Internal Control or a person authorised by the same, is sent to relevant Pass Offices in Trzebinia or Jedlicze.
- 8.4. **Long-term authorisations for employees of External Entities located within the Protected Area who drive private vehicles and company vehicles** shall be granted only to persons who are authorised to go through entry/exit gates. An External Entity representative submits a written request to the Head of Security, Critical Infrastructure and Internal Control. The request must state the reasons for granting authorisation (for private vehicles) and be confirmed by the Head of organisational unit of ORLEN Południe S.A. The request, together with the decision of the Head of Security, Critical Infrastructure and Internal Control or a

person authorised by the same, is sent to relevant Pass Offices in Trzebinia or Jedlicze.

8.5. Long-term authorisations for employees of External Entities carrying out repair or investment work or being subcontractors within the Protected Area who drive private vehicles and company vehicles shall be granted only to persons who are authorised

to enter the Protected Area. An External Entity representative submits a written request to the Head of Security, Critical Infrastructure and Internal Control, confirmed by the Director or Head directly reporting to the Member of the Management overseeing the performance of the contract with that entity or, in the case of External Entities located within the Protected Area, by the Members of the Management of those entities, stating:

- the date of commencement and completion of the work covered by the order (contract),
- the number of vehicles (equipment) required to carry out the order (contract), broken down by type.

The request, together with the decision of the Head of Security, Critical Infrastructure and Internal Control or a person authorised by the same, is sent to a relevant Pass Office in Trzebinia or Jedlicze.

9. Persons driving an emergency vehicle that are responding to an emergency shall be entitled to enter the Protected Area without an identification card and without being obliged to stop for check when crossing the gate. In the event that an emergency vehicle bypassing the Security Service has been requested, the Security Guard may only allow the emergency vehicle to enter the Protected Area after being informed of this fact by the person calling for the vehicle and after checking this fact with the Company Fire Department Contact Line or with the Security Shift Manager. Where possible, the Security Service shall pilot the vehicle to the scene. The Security Service shall immediately notify the Head of Security, Critical Infrastructure and Internal Control of the entry into the Protected Area.

The above does not apply to emergency vehicles of the Company Fire Department of ORLEN Południe S.A. The Security Guard shall notify the Security Shift Manager of each case of emergency entry of CFD into a protected area. The Security Shift Manager shall each time confirm with the CFD Contact Line the reason for entry and, if necessary, allocate forces and resources to provide support. The Security Service shall record the movement of emergency vehicles in the vehicle traffic log.

10. Members of the Management Board of ORLEN Południe S.A. have permanent entry authorisations, which are valid 24 hours a day.

11. The Security, Critical Infrastructure and Internal Control employees, based on an authorisation signed by the Head of Security, Critical Infrastructure and Internal Control, in connection with the performance of their official duties, have permanent authorisations to enter the Protected Areas in business and private vehicles without any checks.

12. Once granted, one-off entry authorisations shall be valid until the end of the day for which they were granted, and long-term authorisations shall be valid until the end of the day of the period for which they were granted.

13. It is hereby ordered as follows:

- a) The Security Service is obliged to check vehicles entering and leaving the Protected Areas of ORLEN Południe S.A. in accordance with the contract concluded with

ORLEN Południe S.A. and the tasks specified in the security plans or instructions, with the exception of Emergency Vehicles and vehicles of Members of the Management Board of ORLEN Południe S.A. – when the members are travelling with such vehicles,

b) drivers are obliged to present the identification cards to:

- the Security Service,
- the Security, Critical Infrastructure and Internal Control employees,

c) drivers are obliged to park their vehicles only in designated and marked areas,

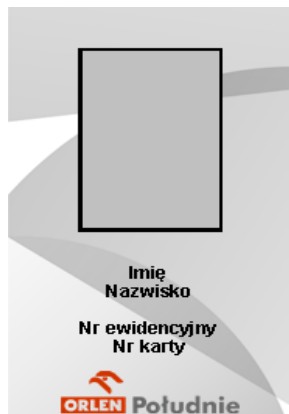
d) drivers are obliged to allow an ad hoc inspection of the vehicle and of the driver by the Security, Critical Infrastructure and Internal Control employees or the Security Service within the Protected Area.

14. Persons who do not comply with the applicable provisions regarding the entry and traffic of vehicles within the Protected Area shall lose their authorisations, regardless of administrative penalties imposed by the Head of Security, Critical Infrastructure and Internal Control Department. Authorisations can only be restored based on the decision of the Head of Security, Critical Infrastructure and Internal Control.

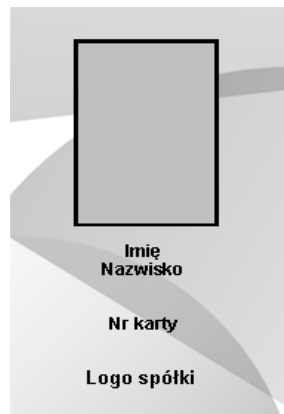
15. Persons who have changed their cars and have been granted access to the Protected Area are obliged to notify the relevant Pass Office in Trzebinia or Jedlicze. Based on this information, the employees of the relevant Pass Office in Trzebinia or Jedlicze will update the necessary information.

IV. SPECIMEN IDENTIFICATION CARDS AND APPLICATIONS

Employee card
card
ORLEN Południe S.A.



Employee card
Company



Employee card
External Entity



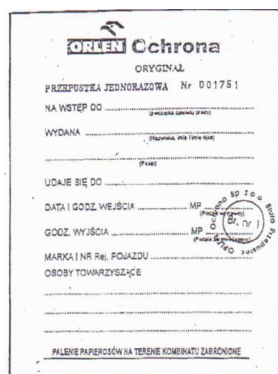
“VISITOR” card



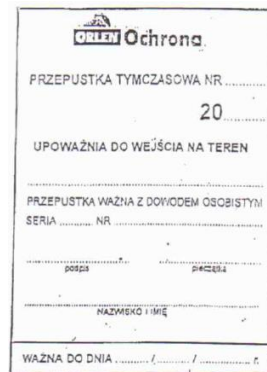
“SERVICE TECHNICIAN”



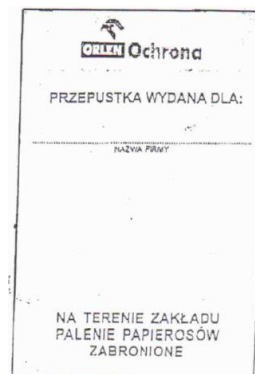
Paper card
temporary



Paper card
temporary



Paper card
one-off



.....
Company details – payer – **main contractor** (name, address, phone number, fax number, tax identification number - NIP)

Application for identification card

I hereby apply for the issue of identification cards, for a fee*, in accordance with the order/contract

.....
from to for employees of

No.	First name	Last name	PESEL (passport or identity card number for persons who do not have PESEL number)	Plate number and vehicle make	Vehicle type (passenger, heavy goods vehicle)	Personal/vehicle entry PS number /Special Surveillance Zone**	Type of entry one-off/permanent
1							

The aforementioned persons have not been penalised for drinking alcohol, smoking cigarettes, taking property and have not violated health and safety rules on the premises of ORLEN Południe S.A.

The aforementioned persons have been informed by the employer that their data, within the meaning of the applicable personal data protection legislation, will be processed by ORLEN Południe S.A. with its registered office in Trzebinia at 22 Fabryczna street.

Order/contract no.

Duration of order/contract

Place of work (name of plant, facility or plot of land).....

General scope of work

For [entity name]

.....
Confirmation of service order by Director / Manager ³⁾
or a person authorised by them
(Signature and seal)

.....
Payer confirmation -
general contractor ²⁾
(Signature and seal)

.....
Signature and seal of the person authorised to
issue application for identification cards¹⁾

.....
OHS ⁴⁾ ZSP ⁴⁾
Confirmation of completion of initial training in OHS and Fire Safety
(Signature and seal on each page of the application)

.....
OHS and Information Security ⁵⁾ Security, Critical Infrastructure and Internal Control ⁶⁾
Consent to the issuance of identification cards
(Card expiration date, signature and seal)

.....
Issuance of an identification card ⁷⁾
Security service
(Date and legible signature/seal)

* In accordance with the fee list

** Confirmation by the person in charge of Special Surveillance Zone (for Special Surveillance Zones only).

NOTE! Signatures on the application for the issue of identification cards should be appended in the following order:

- 1) Signature of the person authorised to issue the application,
- 2) Payer confirmation - Main contractor,
- 3) Confirmation of the service order by the Director / Manager ordering the service (does not apply to companies that have their headquarters or production facilities in the area of the protected facility in Trzebinia or Jedlicze),
- 4) Confirmation of completion of OHS and ZSP training,
- 5) Receiving approval from the employee of the Health, Safety and Information Security Department for the issuance of identification cards (confirmation of the expiration dates of examinations, authorisations, training),
- 6) Receiving approval from the Security, Critical Infrastructure and Internal Control Department,
- 7) Confirmation of card issuance.

INFORMATION OBLIGATION CLAUSE

1. ORLEN Południe S.A. with its registered office in Trzebinia at ul. Fabryczna 22, 32-540 Trzebinia, Poland, NIP: 628-00-977, REGON: 27269025, acting in accordance with Article 13(1) and 13(2) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (OJ L 2016.119.1), hereinafter referred to as “GDPR”, hereby informs that it is the Controller of your personal data.
2. You may contact the Controller at the Controller’s correspondence data or at the following email address: sekretariat.poludnie@orlen.pl.
3. The Controller informs that in order to properly protect personal data, it has appointed a Data Protection Officer who can be contacted at the following email address: rodo.poludnie@orlen.pl
4. The control of personal traffic is carried out on the basis of Article 6(1)(f) of the GDPR – the legitimate interest pursued by the Controller, i.e. to ensure the security of persons and property on the Controller’s premises. Personal data may also be processed for the exercise or defence of legal claims, where applicable (Article 6(1)(f) of the GDPR).
5. The recipients of your personal data may be entities supplying and supporting IT systems used by the Controller and entities providing services related to the day-to-day operations of the Controller – under concluded data processing agreements and with the reservation that the aforementioned entities must apply adequate technical and organisational measures ensuring data protection – as well as public authorities authorised to access such data, under applicable provisions of law.
6. Your personal data shall be retained for the period necessary to fulfil their purpose and subsequently until the expiry of mutual claims.
7. You have the right to:
 - a) access your data, have your data rectified or erased and its processing restricted, the right to data portability and the right to object to the processing,
 - b) lodge a complaint with the supervisory authority – the President of the Personal Data Protection Office, if you decide that the processing of your personal data violates the provisions of the GDPR.
8. The provision of your personal data is voluntary, but necessary in order to move around the Controller’s premises.
9. Your personal data shall not be transferred to third countries or international organisations.
10. Your data shall not be subject to automated decision-making, including profiling.

Application for “VISITOR”/ “SERVICE TECHNICIAN” identification card

I hereby apply for the issue of “Visitor” / “Service Technician”* identification cards valid from to for the following persons.

Item	First name	Last name	PESEL (passport or identity card number for persons who do not have PESEL number).	Nationality and citizenship**	Plate number and vehicle make	Vehicle type (as per vehicle registration book: passenger, heavy goods vehicle)	Comments
1							
2							
3							
4							
5							

The aforementioned persons have been informed by the employer that their data, within the meaning of the applicable personal data protection legislation, will be processed by ORLEN Południe S.A. with its registered office in Trzebinia at ul. Fabryczna 22.

Visitor's / Service Technician's place of stay

The person responsible for the care of the Visitor / Service Technician

Name of the represented entity

Purpose of visit

.....
Signature and seal of the person authorised to
issue the application for
identification cards

* not applicable to ORLEN Południe S.A., ORLEN Group Companies and all suppliers and recipients of materials and waste.

** applicable to foreigners

.....
Company details – payer – **main contractor** (name, address, phone number, fax number, tax identification number - NIP)

Application for renewal of identification card

I hereby apply for the renewal of identification cards in accordance with the order/contract

.....
from to for employees of

No.	First name	Last name	Identification card number	Plate number and vehicle make	Vehicle type (passenger, heavy goods vehicle)	Personal/vehicle entry PS number /Special Surveillance Zone*	Type of entry one-off/permanent
1							
2							

The aforementioned persons have not been penalised for drinking alcohol, smoking cigarettes, taking property and have not violated health and safety rules on the premises of ORLEN Południe S.A.

The aforementioned persons have been informed by the employer that their data, within the meaning of the applicable personal data protection legislation, will be processed by ORLEN Południe S.A. with its registered office in Trzebinia at 22 Fabryczna street.

Order/contract no.

Duration of order/contract

Place of work (name of plant, facility or plot of land).....

General scope of work

For [entity name]

.....
Confirmation of service order by
Director / Manager ³⁾
or a person authorised by them
(Signature and seal)

.....
Payer's confirmation –
main contractor ²⁾
(Signature and seal)

.....
Signature and seal of the person authorised to
issue application for identification cards¹⁾

.....
Health, Safety and Information Security ⁴⁾ Security, Critical Infrastructure and Internal Control ⁵⁾
Approval for renewal of identification cards
(Card expiration date, signature and seal)

.....
Identification card renewal ⁶⁾
Security service
(Date and legible signature/stamp)

* Confirmation by the person in charge of the special surveillance zone (only for special surveillance zones).

NOTE! Signatures on the application for the renewal of identification cards should be appended in the following order:

1. Signature of the person authorised to issue the application,
2. Payer confirmation - Main contractor,
3. Confirmation of the service order by the Director / Manager ordering the service (does not apply to companies that have their headquarters or production facilities in the area of the protected facility in Trzebinia or Jedlicze),
4. Receiving approval from the employee of the Health, Safety and Information Security Department for renewal of identification cards (confirmation of expiration dates of examinations, authorisations, training),
5. Receiving approval from the Security, Critical Infrastructure and Internal Control Department,
6. Confirmation of card renewal.

.....,/...../20.....

.....
Company details – payer (name, address, phone number, fax number, tax identification number - NIP)

**Head
of Safety, Critical Infrastructure and Internal Control**

Request for authorisation to enter the Protected Area of ORLEN Południe S.A.

from to

Item	First name	Last name	Identification card number	Plate number and vehicle make	Vehicle type (passenger, heavy goods vehicle)	Access through PS number (gates)	Company name	Vehicle type (company/private)
1								
2								

The aforementioned persons have been informed by the employer that their data, within the meaning of the applicable personal data protection legislation, will be processed by ORLEN Południe S.A. with its registered office in Trzebinia at ul. Fabryczna 22.

Detailed justification of the need for entry:

Number of contract / order for which the vehicle is used

Type of entry: permanent / one-off*

.....
Confirmation of service order by
Director / Head

.....
Confirmation of service order by
by Main Contractor

.....
Signature and seal of the person authorised to
issue the application
for identification cards

.....
Vehicle added on
(Security, Critical Infrastructure and Internal Control
at ORLEN Południe S.A. / Security Service)

NOTE!

Failure to comply with any of the points will result in rejection of the application

Signatures on the application should be collected in the following order:

1. Signature of the person (Contractor) authorised to confirm applications for identification cards,
2. Confirmation of service order by the Main Contractor (the Subcontractor should not submit the application bypassing the Main Contractor),
3. Confirmation of service order by the Director / Head ordering the service (not applicable to companies based at the production site in Trzebinia or Jedlicze),
4. Consent of the Head of Security, Critical Infrastructure and Internal Control / Security Service

* delete as appropriate

.....
Place, date

STATEMENT
on lost, stolen, destroyed identification card*

1. First and last name

2. Registration number

3. Name of organisational unit/company

4. Description of the circumstances under which the identification card was lost, stolen, destroyed:

.....
.....
.....
.....

.....
(Signature of employee/notifying person)

5. The identification card was cancelled on

6. Decision to issue a new identification card:

.....
(Signature of authorised employee
ORLEN Południe S.A.)

7. The identification card with the number

..... was issued on

.....
(Signature of authorised employee
of the Security Service)

* delete as appropriate

V. LIST OF POSITIONS AUTHORISED TO CONFIRM APPLICATIONS FOR IDENTIFICATION CARDS AND ENTRIES

EXTERNAL ENTITIES:

1. President of the Management Board (Chief Executive Officer),
2. Member of the Management Board,
3. Proxy,
4. Attorney-in-fact.

VI. Access list for Trzebinia and Jedlicze.

The current list can be found on the Pass Offices.