
 SEOYON E-HWA Automotive Poland Sp. z o.o.	<b>INSTRUKCJA WEWNĘTRZNA</b>	<i>IW-GA-001/20</i>
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**Health and safety and environmental protection  
 rules applicable at Seoyon E-Hwa Automotive  
 Poland sp. z o.o.**

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## 1. Purpose of procedure

The purpose of this manual is to describe the rules on the movement of people and the reception of guests in the Company SEOYON E-HWA AUTOMOTIVE POLAND Sp. z o.o.

## 2. The shortcuts and definitions

Object - the area of the production plant in Ustroń and Bażanowicach SEOYON E-HWA AUTOMOTIVE POLAND Sp. z o.o.

GA Department - in line with the organizational structure, employees of General Administration Department.


Guest - a person not having the permanent pass, not being an employee of SEOYON E-HWA AUTOMOTIVE POLAND Sp. z o.o.

Resident - a person employed by suppliers of SEOYON E-HWA AUTOMOTIVE POLAND Sp. z o.o performing work on the premises of the Object, having an ID (permanent pass).

Guest guardian - employee of SEOYON E-HWA AUTOMOTIVE POLAND Sp. z o.o., who takes guest and supervises the visitor during his visit to the company. Guardian is chosen by process owner.

Reception - a separate external unit, consisting of employees of the security company, located in administrative buildings in Bażanowicach and Ustroń.

Security service - organizational units performing for SEOYON E-HWA AUTOMOTIVE POLAND Sp. z o.o. tasks related to the protection of people and property, protecting the premises 24 hours a day, 7 days a week.

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Subcontractor - third party carrying operational activities on the Facility or providing services on behalf of SEOYON E-HWA AUTOMOTIVE POLAND Sp. z o.o. or to other external entities operating in the Facility on the basis of agreements/ order.

Salesman - the seller / trader with an unannounced visit to the company, unfamiliar with the name of the person they would like to talk.

Incident - A single incident or series of undesirable or unexpected incidents connected with security, environmental or information security, that have a significant likelihood of disrupting an organization's business operations.





### 3. Scope of the procedure


The procedure covers the company SEOYON E-HWA AUTOMOTIVE POLAND Sp. o.o. with its seats in Bażanowice and Ustroń.

### 4. General safety rules


Guests and subcontractors are obliged to read this manual before visiting / carrying out work on the company's premises.



SEOYON E-HWA AUTOMOTIVE POLAND Sp. z o. o. provides a safe working environment for both its employees, guests and employees of entities cooperating with it.


	Entry to the premises only for persons with a pass and in the company of a designated guardian.
	On the premises of the production hall personal protective equipment is required: safety shoes and safety vest.
	On the premises of the production hall it is required to use only designed communication routs.
	On the premises speed is limited to 20 km/h.

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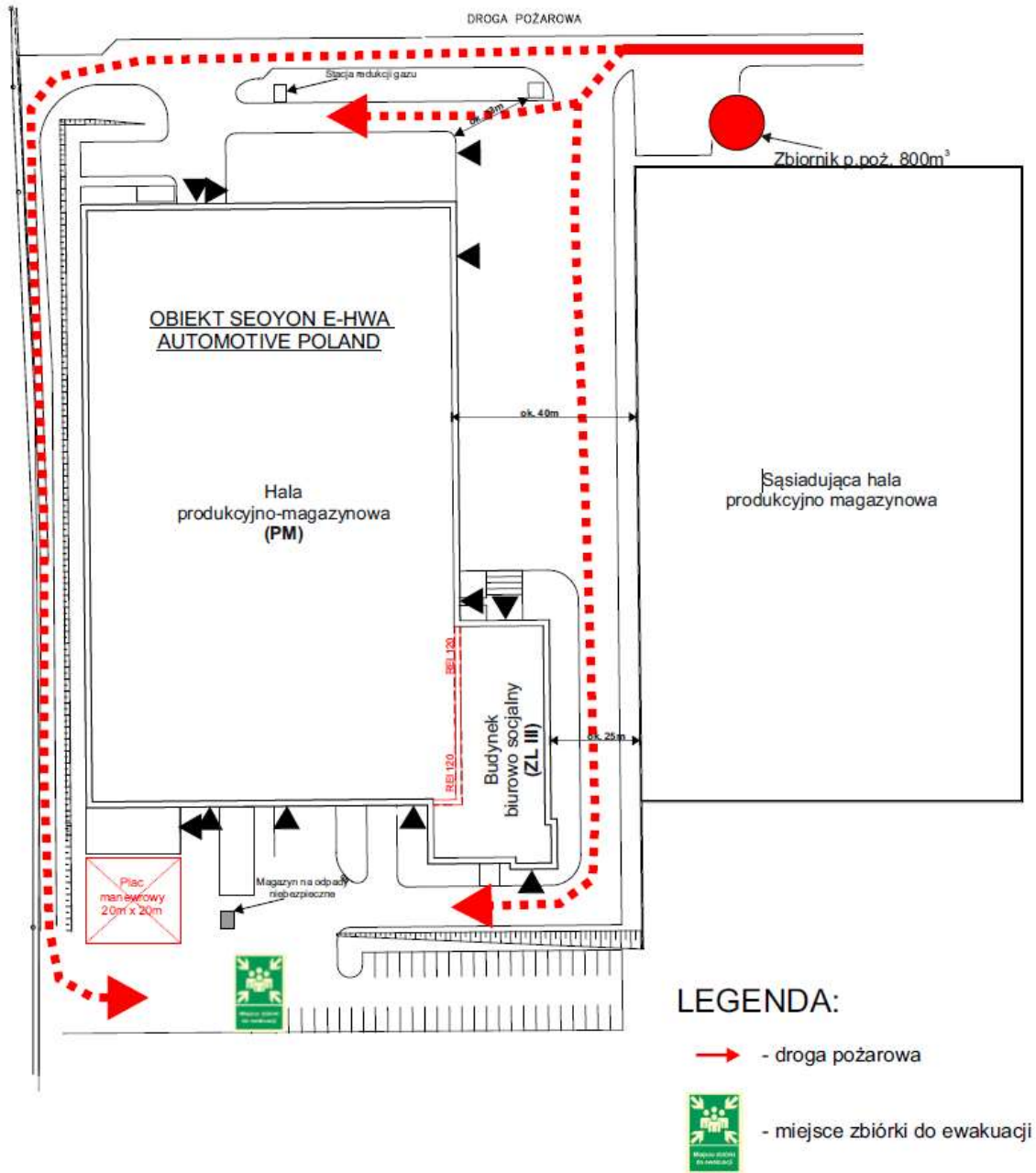
	Do not touch live equipment, raw materials, semi-products, products and scraps.
	Forbidden to bring any weapons, explosives and pyrotechnics.
	It is forbidden to use open fire.
	It is forbidden to consume alcohol or other drugs and to be under influence of those substance
	Photography filming and sketching is forbidden on the company premises.
	It is forbidden to smoke cigarettes and electronic cigarretes outside designed areas.
	It is forbidden to bring animals onto the company premises.
	Video surveillanc in use on the company premises.
	Due to increased traffic of forklifts, be very carefull.
	Caution, handling machinary. Be careful.
	<i>Caution, explosive hazards zones. Be careful.</i>
	Do not stay in the crane's operating zone.


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	Do not enter the high bay area while a forklift is operating there.
	<b>When you hear the sound of the alarm go to the nearest evacuation exit, and then go to the place of assembly. Follow the instructions of the evacuation commander.</b>

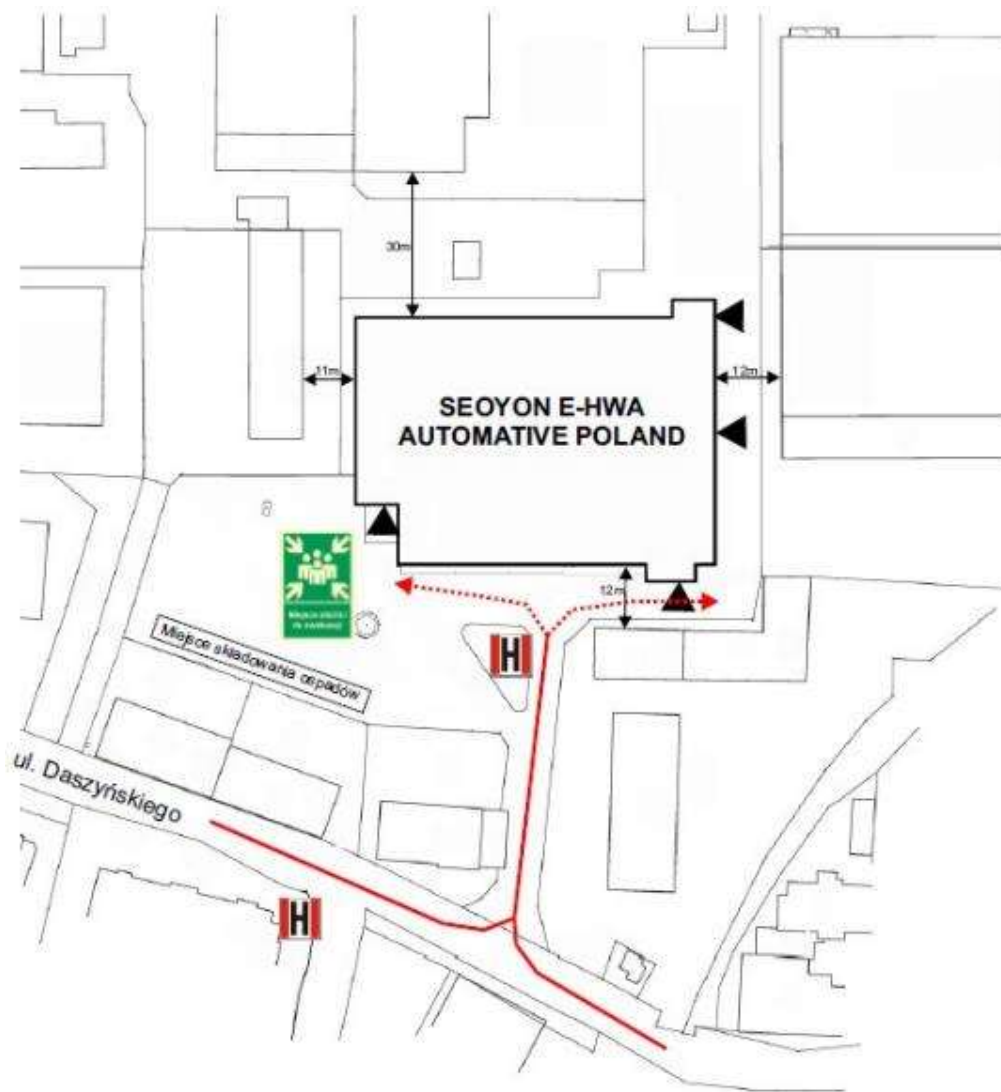
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### 4.1. Company layout – Bażanowice





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### 4.2. Company layout – Ustron







#### LEGENDA:


-  - hydrant zewnętrzny
-  - kierunek dojazdu jednostek ratowniczych




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**4.3. Threats occuring on the company’s premises**

<b>ZAGROŻENIE</b>	<b>POSSIBLE HAZARDOUS EVENTS</b>
	<p><b><u>MEANS OF TRANSPORT</u></b>                      Deduction, travelling, running, hitting by means of transport moving outside the plant</p>
	<p><b><u>MOVING IN THE COMPANY</u></b>                      Stumble, slip, fall down the stairs</p>
	<p><b><u>FORKLIFT TRUCKS</u></b>                      Being hit, run over, run over or hit by mechanical means of transport moving around the production and warehouse hall</p>
	<p><b><u>CRANE</u></b>                      Impact by falling elements moved by an overhead crane</p>

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	<b><u>PRODUCTION MACHINERY</u></b> Mechanical injuries, catching, hitting protruding elements, electric shock, burns from hot elements of the device
	<b><u>ELECTROTOOLS</u></b> Mechanical injuries, electric shock, burns from hot device elements.
	<b><u>HAND TOOLS</u></b> Injuries, cuts
	<b><u>TEMPORARY WORK AT HEIGHT</u></b> Fall from a height
	<b><u>ELECTRICAL, PNEUMATIC, HYDRAULIC INSTALLATION</u></b> Eye injuries, electric shock, splashes of pressurized liquid

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		<p><b><u>STORAGE OF GOODS</u></b></p> <p>Injuries, crushing, hitting by falling objects</p>
		<p><b><u>CHEMICAL SUBSTANCES</u></b></p> <p>Depending on the route of entry into the body, they may be allergic, toxic or irritating</p>

**4.4. Dealing with waste**

The company must respect the rules of selective waste collection. All waste containers have been marked with the signs to facilitate the identification of waste destination. It is not permitted to dispose of municipal waste elsewhere than designated.

**4.5. Dealing with hazardous substances**

It is forbidden to bring dangerous substances to the factory without permission of authorized Person. All dangerous substances must be in original packaging. Each packaging must be labeled in accordance with applicable law. Every substance must be accompanied by updated material safety data sheets to which each user is required to apply.

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#### **4.6. Supervision over guests / subcontractor / resident**

In the event of non-compliance with occupational health and safety and fire protection, environmental protection and Information Security regulations by Guests/Subcontractors/Residents, the Guardian should immediately report this fact to the representative managing the Subcontractor's work in order to eliminate irregularities and inform the Security Service about the incident. The Guardian or Security Service has the right to ask Guests/Subcontractors/Residents who do not comply with the applicable rules to leave the premises. It is the duty of the Security Service to record such an event in the SIS system (ZQA20610 module), which is then processed in accordance with the "Incident Management" procedure SZJ-VP-038/19.

#### **4.7. Other rules**


Access to the premises is prohibited for salesman.

The ban on carrying weapons does not apply to object weapons and means of direct coercion used by Security Service employees and police tracking dogs.

### **5. General Rules during the visit**

#### **5.1. Entry to the company premises**

Entry to the plant premises is enabled by a license plate monitoring system. Each person who is an employee of Seoyon and has an identification card reports his/her vehicle registration data to the Administration Department, which is entered into the motor vehicle registration system assigned to a given person. The car in the registration database is captured by the camera located on the entry/exit gate, and on this basis the gate barrier is opened. A person who is not an employee of Seoyon, does not have an identification card and whose car has not been entered into the car registration database, should use the video intercom to contact the Reception staff, where they will be properly instructed and directed to the Building Reception for further registration in accordance with the procedure described in point . 5. Be especially

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careful at the entrance gate, follow the rules of limited trust, and before driving through, make sure that the entrance gate arms are fully open.

**5.2. Procedure during the visit**


Each person entering the facility who is not an employee of Seoyon and does not have a permanent pass or an F-VP-132 pass receives a yellow ID badge from the Security Service - Guest/Visitor.



The security service records the visits of all persons visiting the Plant premises in the Register of Guests and Subcontractors (F-GA-201). It records the following information: name and surname of the ID person, type of document confirming identity (with a photo of the ID person), pass number, purpose of the visit, details of the SEOYON supervisor, comments, list of versions of internal documents with which the visitor was familiarized and time of departure.

If a person visiting the plant wants to use the WIFI network, it is also necessary to provide a telephone number and e-mail address.

The security service always informs an employee of SEOYON E-HWA AUTOMOTIVE POLAND sp. z o.o. by phone. being the Guardian about the Guest's arrival at the reception. The guest is picked up from the Reception by the Guardian. After the visit, the Guest is accompanied to the Reception by the Guardian.

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The guest is obliged to wear a reflective vest. If the Guest does not have a reflective vest, the Guardian is obliged to provide one for his/her Guest (available at the reception/lobby).

The Guardian is responsible for the Guest's compliance with the occupational health and safety rules applicable at the plant. If the Guest fails to comply with health and safety rules, the Guardian may be punished in the manner indicated in the Work Regulations IW-001.

In the event of an evacuation, the Guardian takes care of the Guest.


### 5.3. Inspector visits

The Manager of the HR and Administration Department should be immediately informed about the visit of the National Labor Inspectorate, the State Sanitary Inspectorate, the Customs Office, the Tax Office and the Fiscal Control Office. It is the duty of Security Service employees to identify the above-mentioned persons (check the validity of the ID card and the document authorizing the person to carry out the activity).

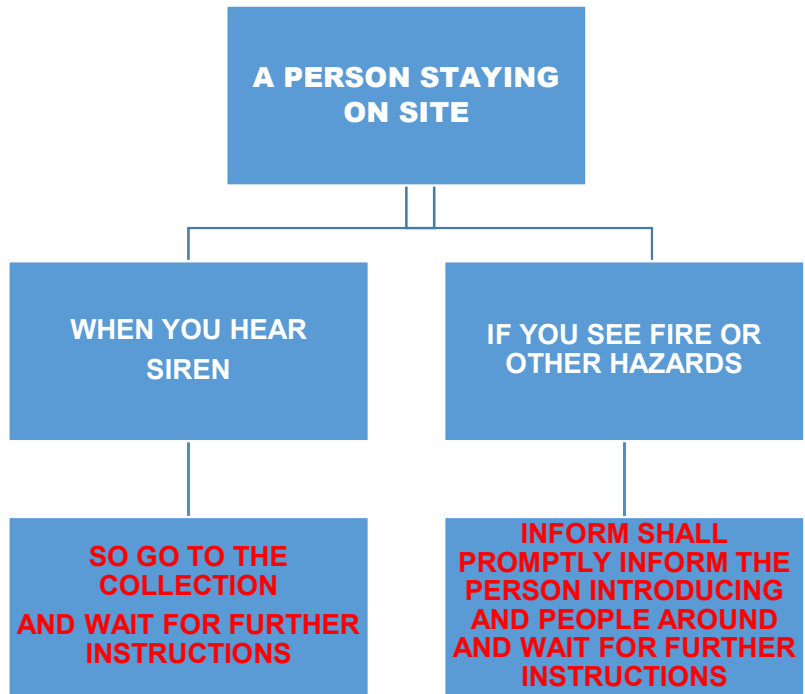
## 6. Emergency procedures

### CONTACT DETAILS

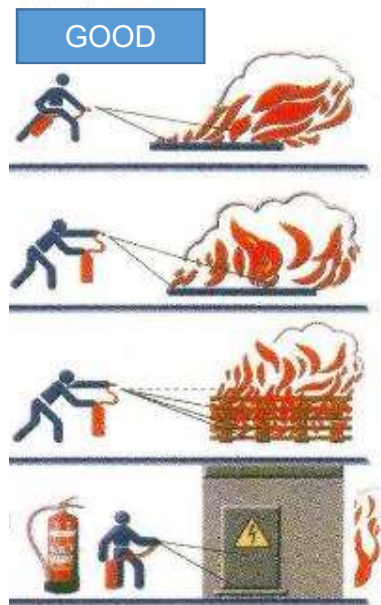
	MOBILE PHONE	PHONE
<b>EMERGENCY MEDICAL SERVICES</b>	112	999
<b>FIRE BRIGADE</b>	112	998
<b>POLICE</b>	112	997
<b>SECURITY</b>		033 432 17 19 033 432 17 20


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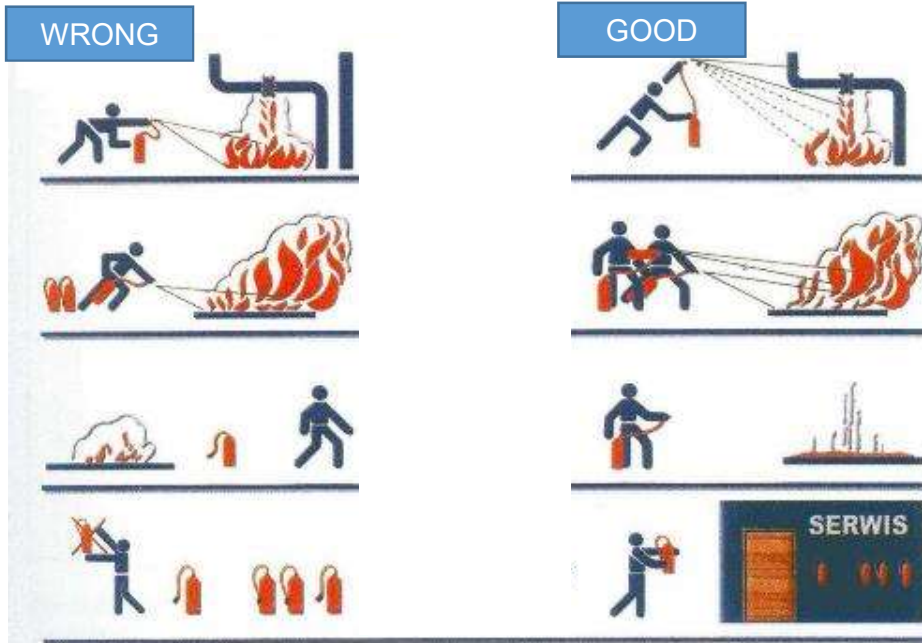
### 6.1. Fire



#### Method of extinguishing a fire



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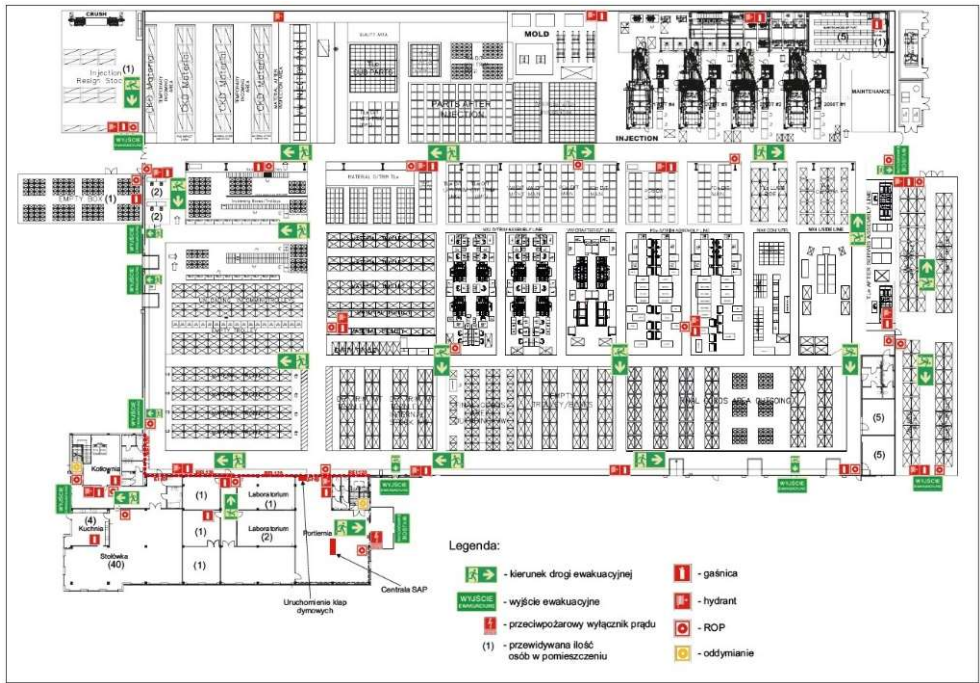
### EVACUATION EXIT

Emergency exits are marked on the plant layout. The meaning of individual pictograms is described below.

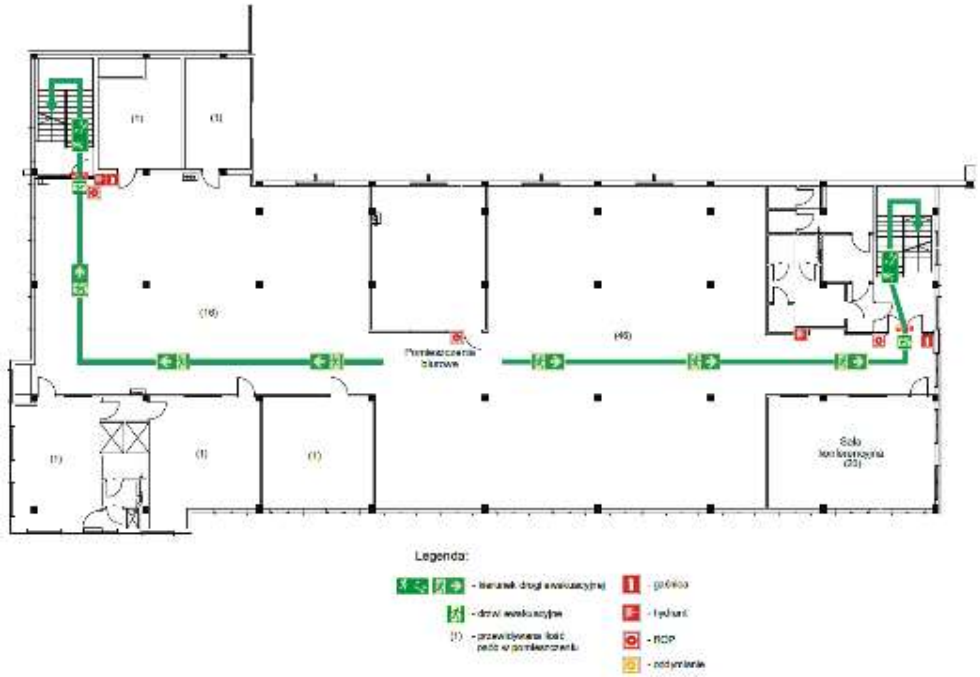
### Location of escape routes and fire protection equipment in the production and warehouse hall – BAŻANOWICE




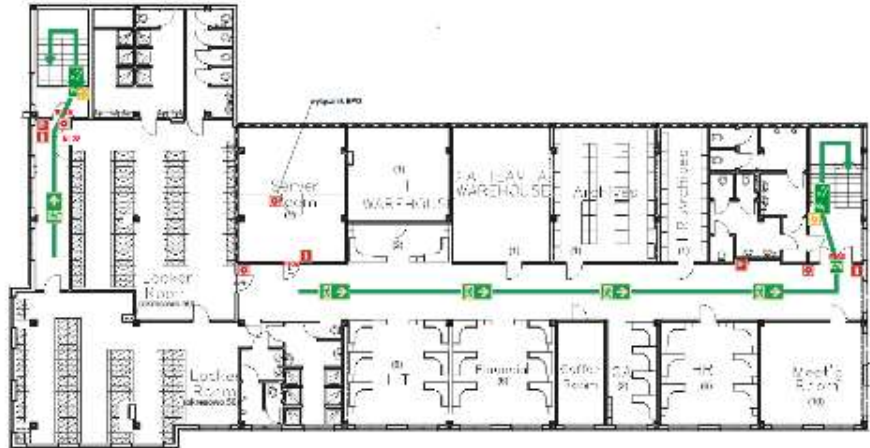
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**Location of escape routes and fire protection equipment on the floors –  
BAŻANOWICE**

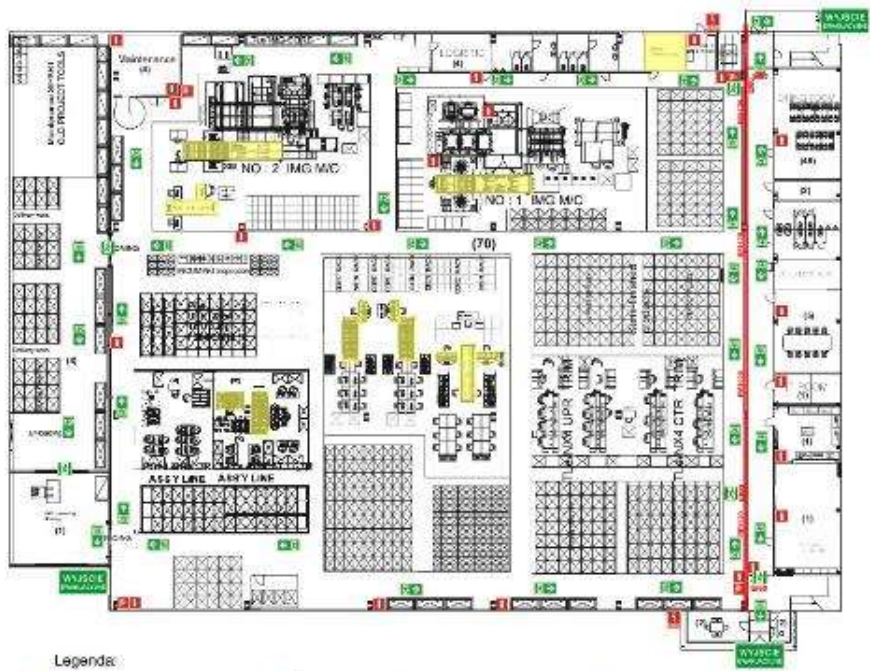


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- Legenda:
-  - kierunek drogi ewakuacyjnej
  -  - gaśnica
  -  - drzwiczki ewakuacyjne
  -  - hydrant
  -  - oznaczenie lokalizacji wyciągu powietrznego
  -  - KOP
  -  - odgromnik

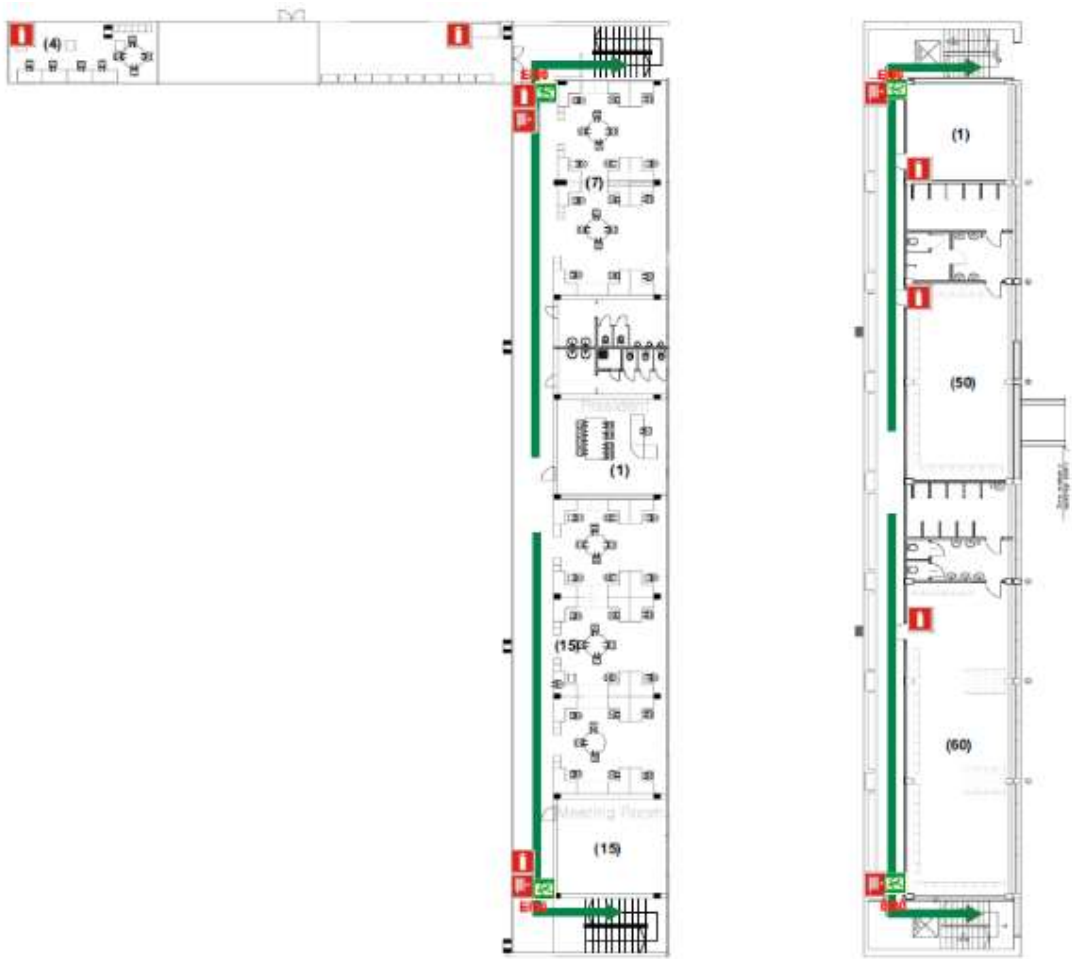
**Location of escape routes and fire protection equipment in the production and warehouse hall – USTRÓŃ**







- Legenda:
-  - wyjście ewakuacyjne
  -  - gaśnica
  -  - drzwi ewakuacyjne
  -  - stanowiska na których może wystąpić atmosfera wyciekowa
  -  - przeciwpożarowy wyłącznik prądu
  -  - hydrant
  -  - kierunek drogi ewakuacyjnej
  -  - lokal szklany w przelazach


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**Location of escape routes and fire protection equipment on the floors –  
USTRÓŃ**



Legenda:

-  - gaśnica
-  - hydrant
-  - kierunek drogi ewakuacyjnej
-  - drzwi ewakuacyjne
- (1)** - Ilość osób w pomieszczeniu

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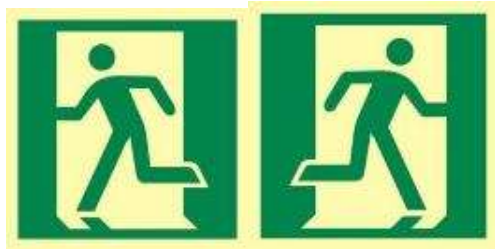
Evacuation exit route



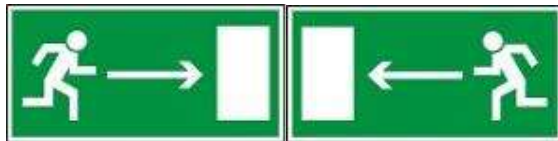
Push to open



Pull to open




Evacuation doors



Direction to exit escape route stairs right / left

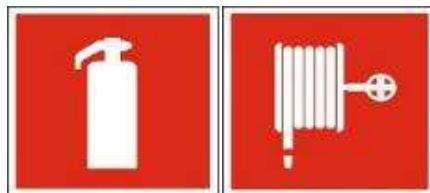


Direction to exit escape route up / down the stairs

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Evacuation exit



Fire extinguisher / hydrant




ROP – manual start up alarm bells



Place of collection

## 6.2. Accident

There are fully equipped first aid kits on the premises of the plant. Next to each there is first aid instruction and a list of people trained in first aid.

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In the event of an accident, immediately inform the person introducing the event. It is her duty to take all possible actions to help the injured party.

**6.3. Evacuation**


The need to evacuate is announced by an appropriate sound signal. The following evacuation rules must be strictly adhered to:

- During evacuation, avoid chaos and leave the endangered area as quickly as possible;
- Before starting work, the subcontractor is informed about evacuation routes and the nearest assembly points.

**6.4. Substance release**

The release of a substance is understood as the accidental spilling of any product outside the container in which it is stored. This does not apply to planned situations when using the product.

Any substance release, even outside the building, should be reported immediately to your supervisor. Chemicals must not be disposed of by pouring them into the ground, sewage system or storm drains. For information on chemical disposal options, please contact your supervisor.

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Subcontractors are responsible for any releases of substances that occur as a result of their work. The subcontractor is obliged to immediately remove the release: collect the spilled substance/or wipe it up with sorbents and place the spilled substance/contaminated sorbent into appropriate containers and then send it for disposal.

If the Subcontractor decides that the removal of the released substance exceeds its capabilities and does not remove the released substance properly, the Coordinator will commission the appropriate services to perform these activities. In each case, the cost of removing the released substance will be charged to the Subcontractor. This may also include removing contaminated materials as well as restoring the area to its previous condition.

After removing the released substance, the Subcontractor is obliged to take samples and perform an analysis in an accredited laboratory to prove that the contamination has been removed. Until the results are received, all work at the site of the incident must be suspended and the area fenced off from access by unauthorized persons. The results of the analysis must be forwarded to the Supervisor, who will determine whether the contaminants have been removed.


If contamination of environmental elements is found, the Subcontractor will have to remove the contamination in order to restore the area to its previous condition. Removal of contaminants must be documented by repeated analysis of samples.

After cleaning, the Subcontractor must fill the site of the substance release with clean material.

### **6.5. Safety in contact with chemicals**

Subcontractors must have written confirmation that their employees are familiar with the Material Safety Data Sheets.

Subcontractors should train their employees about the physical, chemical and biological factors present in the workplace.

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Chemicals must be properly labeled and segregated to avoid potential hazards associated with mixing them.

All containers should have appropriate labels informing about the contents and potential hazards and effects on organs that are exposed to contact with a given substance.

**7. Data confidentiality**


All information provided by Seoyon is confidential and confidential, unless the information is generally available or has been made public in a manner that does not violate this statement.

Guests and Subcontractors are obliged to maintain complete confidentiality of all information received during the visit and use this information only for purposes strictly related to the purpose of the visit. This information cannot be used for any other purpose, in particular for purposes contrary to the interests of Seoyon, and will not be made available to other entities. In the event of a breach (intentional/unintentional, indirect/direct) of the confidentiality obligation referred to in this point, Seoyon has the right to claim compensation on general terms.

**8. Additional rules regarding subcontractors**

Subcontractors and service technicians should inform the Company in writing about the scope of work they will perform on the Company's premises and the resulting threats to the Company's employees. Subcontractors and service technicians should take all measures to protect all their employees and SEOYON employees. The above provisions of the subcontractor are confirmed in the Declaration for subcontractors performing renovation/service work on the premises of SEOYON E-HWA Automotive Poland (F-GA-199). The guardian's obligation is to inform the subcontractor about the threats posed by Seoyon in connection with the work performed, which is also confirmed in Statement F-GA-199.



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An external company performing work on the premises of the plant is obliged to present a current third party liability insurance policy for its activities. In addition to the policy validity period, the liability limit and scope of liability are also verified - whether the planned works are excluded from coverage. The process owner, responsible for contact with subcontractors and service technicians, is obliged to verify the policy and check whether subcontractors and service technicians have appropriate and up-to-date qualifications and training, as well as tool certificates.

Subcontractors performing work on the premises of SEOYON E-HWA AUTOMOTIVE POLAND sp. z o.o. are responsible for meeting the requirements in the field of occupational health and safety, fire protection, environmental protection regulations and regional, state and local regulations in force, in particular: Podwykonawcy i wszystkie osoby wykonujące prace w ramach zlecenia posiadają stosowne, wymagane przepisami badania lekarskie, szkolenia BHP i PPOŻ. oraz uprawnienia zgodnie z prawem polskim i UE.

- All tools, machines and devices used as part of the order have all approvals/certificates/approvals in accordance with Polish and EU law;
- Subcontractors and all persons performing work under the order use appropriate personal protective equipment;
- If any chemical substances are used, the Subcontractor undertakes to follow the recommendations contained in the Material Safety Data Sheets;
- The subcontractor bears full responsibility for the safe performance of work under the order;
- In the event of any accident involving persons and machines, breakdowns, situations threatening health, life or the environment, the subcontractor is obliged to report such a situation to the Supervisor;

If you have any questions regarding health and safety, environmental protection or a given operation or activity, please contact the Supervisor who is responsible for ordering the work and carrying out the work.

The subcontractor is responsible for organizing, each time in the event of: an accident at work, an accident-related event, an environmental or fire hazard, within a

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week of the event, a meeting with subordinate employees, discussing the event that took place and informing about the method of implementation of the actions taken in connection with it. including corrective actions. The Guardian participates in each such meeting.


The Subcontractors' waste management policy must guarantee that the waste will not negatively affect the health and safety of the Subcontractor's employees, employees of SEOYON E-HWA AUTOMOTIVE POLAND Sp. z o. o., society and the environment.

Subcontractors must provide containers for construction waste and other waste generated.

All waste generated on site should be sent for disposal or recycling to a company with appropriate permits. The subcontractor is responsible for the removal and disposal of waste generated during the performance of the service, unless otherwise agreed in the contract. After completing the project, all unused materials will be removed from the work site by the Subcontractor.

SEOYON E-HWA AUTOMOTIVE POLAND Sp. z o. o. is not responsible for vehicles or items left in vehicles on the company's property. Do not obstruct exits, walkways, loading areas, fire hydrants or emergency equipment with vehicles or equipment.

Depending on the requirements of a given position and the scope of work performed and services provided, personal protective equipment should be used:


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**SEOYON E-HWA AUTOMOTIVE POLAND Sp. z o. o. requires that Subcontractors and their employees comply with occupational health and safety, fire protection and environmental protection regulations throughout the performance of work. With respect to both the Subcontractor's employees and the employees of SEOYON E-HWA AUTOMOTIVE POLAND Sp. z o. o. and other entities providing services at the Facility.**

Depending on the work performed, the supervisor is obliged to familiarize subcontractors with additional documents, such as:

- Explosion protection documentation,
- Material Safety Data Sheets,
- Position Instructions.

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Subcontractor in the case of using machines, devices or equipment owned by SEOYON E-HWA AUTOMOTIVE POLAND Sp. z o. o. must obtain the consent of the Guardian. Likewise with electricity and water/pipeline access.

The supervisor will indicate to the Subcontractor the place where hazardous materials are stored.


## 9. Permanent subcontractor and people with permanent passes

Subcontractors who have signed a contract with SEOYON E-HWA AUTOMOTIVE POLAND Sp. z o. o. and perform their work every day on the Company's premises, e.g. cleaning companies, security, drivers, employees of catering companies and employees of outsourcing companies, as well as subcontractors performing their work on the basis of an order and the issuance of an F-VP-132 pass by the relevant department manager on the first day they are committed to their work to familiarize themselves with the rules applicable at the facility in the scope of this manual, the Explosion Protection Document (applies to the plant in Ustroń), which they confirm with their own signature (F-GA-199). Upon arrival at the facility, subcontractors, despite having the appropriate pass, are obliged to report to a Security Officer to register their presence. In the case of subcontractors who have an F-VP-132 pass, the Reception employee additionally confirms the registration with a handwritten signature on the back of the document. Subcontractors entering the production hall are obliged to wear a reflective vest and protective shoes or protective shoe toes.

Residents with permanent passes are obliged to read these instructions on their first day of work, which they confirm by signing the Declaration for Subcontractors (F-GA-199). Upon arrival at the facility, despite having a permanent pass, residents are obliged to report to a Security Officer to register their presence.

The list of people with permanent passes is kept by the Administration department.

Agency employees are provided with reflective vests according to the following rules

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- Orange vest – For employees with 1/3 skill matrix
- Yellow vest – For employees with 2/3 skill matrix
- Blue vest – For employees with 3/3 skill matrix

Managers and Team leaders of individual departments are responsible for awarding vests and establishing rules.

## 10. Related documents

*Declaration for Subcontractors performing renovation/service/others works in Seoyon E-Hwa Automotive Poland (F-GA-199);*

*Fire Safety Instruction;*

*Declaration regarding Personal Data for Visitors (F-GA-200);*

*Incidents management (SZJ-VP-038)*

*Przepustka (F-VP-132)*