

HSE requirements for third parties to execute services on sites

1. Health, Safety, Environmental and Security policy

- The Health, Safety, Environmental and Security (HSE&S) policy of Nobian is based on the basic principles of safety, integrity, and sustainability. Our ambition is to have zero injuries. We believe every employee and contractor should leave work safe and well, every single day.
- Our aim is to protect the environment by preventing or minimizing the environmental impact due to our activities and products.
- All persons who enter a Nobian location or property must comply with all applicable legislation, regulations, and relevant Nobian HSE&S procedures, including the Life-Saving Rules. An abstract is given in this document.

2. Life-Saving Rules & Golden principle

- The Life-Saving Rules are eight basic safety rules, that focus on activities that have the highest potential threat of severe injury when safety rules are not observed. We believe that the Life-Saving rules are essential because:
 - We care about each other and don't want you to get hurt.
 - A culture of responsibility, accountability and compliance will reduce the number of injuries.
 - We face high-risk work in our company every day.
 - These basic rules remind us that safety behavior can protect us from the most common life-threatening hazards.
- Nobian's eight Life-Saving Rules are:
 - Work with a valid work permit when required
 - Use fall protection when working at height
 - Obtain a permit for entry into a confined space
 - Make sure moving machinery is guarded
 - Check if equipment is isolated before work begins
 - Obtain authorization before disabling safety equipment
 - Wear a seatbelt in motor vehicles when provided
 - Do not use alcohol or drugs at work
- The Life-Saving Rules are part of the safety introduction at Nobian's locations. The safety introduction must be successfully completed upon entering Nobian's location or property. Access is refused for as long as the introduction is not successfully completed. The safety introduction (incl. LSR) is valid for one year.
- A 'Zero tolerance policy' applies to any violation that results in a Life-Saving Rule incident, irrespective of the seriousness of the injury or potential injury arising from the violation of the Life-Saving Rules.
- From all persons it's expected that they will stop work if conditions or behavior are unsafe. This is our Golden Rule. We want a safe working environment for everyone. If you observe any rule-breaking, please only intervene when it is safe for you to do so. If the unsafe action continues or if the rule-breaking jeopardizes lives, escalate immediately to the person in charge of the work activity, or your direct supervisor.
- The following applies to everyone:
 - Stop work when work conditions are unsafe
 - Intervene if unsafe work conditions are observed
 - Work on mutual understanding, explain why you stopped work or why you think the situation is unsafe.

3. General HSE&S rules

- Persons are not allowed to use alcohol or drugs and being under influence in the performance of his/her work. Those who use or will use medication, which has or will have a significant influence on the physical and/or mental condition that jeopardizes safety, need to consult with his/her supervisor. This is part of our Life-Saving Rules.
- Showing or expressing undesirable behavior (bullying, (sexual) harassment, discrimination, aggression) is not accepted.
- Smoking is only allowed in designated areas. This also includes e-cigarettes. Some locations are completely non-smoking.
- No photography is allowed on all Nobian's locations and properties unless permission has been granted.
- It is prohibited to take non-necessary electronic and/or electrical mobile equipment and/or personal property with you when entering the production facilities. This includes mobile phones, smartphones, smartwatches, photo cameras, pedometers, radios, tablets, etc. If this equipment is necessary to carry out the work, permission must be granted by the work permit. Specifically for areas that are designated as EX zones, equipment must be EX (ATEX-114 or ATEX-95) compliant.

4. Safety certificate

- All persons, excluding office workers, working at a Nobian location or property must be personally certified for VCA, VCA**, VCA-P, SCC**, SCC-P, or similar and must comply with the guidelines of this certification.
- Operational supervisors working at a Nobian location or property must be in possession of the certificate 'Safety for Operational Supervisors (VCA-Vol or SOS-SCC)' from the training course 'Safety for personnel and contractors in the (petro)chemical industry' or equivalent. In the latter case, the equivalency must have been demonstrated prior to the start of the work, to the satisfaction of the Nobian's representative.
- A copy of valid certificates must be available for presentation, on request by a representative from Nobian.
- Persons not in possession of a valid certificate can be denied access to Nobian's location or property. Further review will be done by the Nobian's representative on site.

5. Permit to work and LMRA

- A work permit is required for 'non-routine' activities and most maintenance and cleaning activities, so that the hazards can be assessed, safety precautions can be taken, and a safe working environment can be created. A permit is a written authorization between Nobian's issuer and the executor to perform the activities safely with the necessary control measures. Following examples require a permit:
 - Confined space work
 - Working at height
 - Excavation (digging in the ground)
 - Hot work (drilling, welding, sawing on or near equipment containing hazardous substances)
 - Construction/demolition work
 - Working with cranes and hoists
 - Line breaking of piping/equipment with hazardous substances or energy sources.
- An approved work permit must be available at the workplace and presented to Nobian employees upon request.

- Good preparation makes all the difference. Make sure you know what to do, that you are familiar with the procedures, the risks and the necessary control measures and that your work permit is in order. In addition, keep in mind that situations can change at any time, even if you are well prepared. Changes can lead to new risks. So always perform a Last-Minute Risk Analysis (LMRA) just before you get started.
- Communication is essential when discussing the hazards and safety precautions. It's necessary that all persons understand each other, especially in case of an emergency. Third party persons with a supervising role must be able to communicate in the local language and/or English, and in the language of the employees for whom he/she is responsible. The person with a supervising role will ensure that all instructions are given in a language that is understandable to the persons for whom he/she is responsible. This can either be verbally or written.
- Persons who do not speak the local language or English are not allowed to work alone.

6. Work equipment and tools

- Electrical equipment, work equipment and tools must be periodically subjected to mandatory testing or inspections in accordance with the legal obligation or the user manual.
- Electrical equipment, work equipment and tools must be checked for technical condition and suitability before each use. Electrical tools must have a CE mark and comply with the EU Machinery Directive.

7. Personal Protective Equipment & safety equipment

- When working on a Nobian location or property it is mandatory to use personal protective equipment in the designated areas. Depending on the area, the following personal protective equipment may be prescribed:
 - Safety helmet (hardhat)
 - Hearing protection
 - Safety glasses with side shields and/or face protection
 - Protective clothing (no short sleeves)
 - Hand protection
 - Safety shoes
- Additional PPE, such as an escape mask, may be required if indicated in the work permit.
- Depending on the type of the work additional safety equipment is needed, to execute the work safely. Safety equipment may include, but is not limited to, fire extinguishers, safety harnesses/ fall protection, and other work equipment. If required, this is indicated in the work permit.
- Persons need to be trained in the use of personal protective equipment and safety equipment. This equipment needs to be inspected before use.

8. Safety and other incidents

- All persons are obliged to report incidents or near misses immediately to his/her supervisor or Nobian's representative. An incident is an unwanted event which results in injury, illness or health problems, damage to assets, loss of containment, or damage to the environment. A near miss is an event which had no actual impact, but had the potential to result in injury, illness, health problems, damage to assets or to the environment.

- Basic information that needs to be shared about the incident:
 - What happened
 - Where it did happen
 - When it happened
 - Who was involved

- In case a person suffers from an injury, illness or health problems immediately consult the emergency response services (first aid).

9. **Safety rounds and BBS observations**

- Safety rounds and Behavior Based Safety observations (BBS) to point out unsafe actions and situations are conducted by Nobian employees. Internal audits may also take place. Employees of third parties must cooperate in these activities.

- Behavior Based Safety observations (BBS) are registered anonymously by the Nobian employees for trend analysis. Feedback is given and together will be decided which improvement actions need to be taken (if necessary).

10. **Environment**

- Nobian's representative must be notified of any chemicals and/or dangerous substances brought on to Nobian's location or property. Before use of these substances a risk assessment needs to be performed as part of the work permit process.

- For all chemicals and/or dangerous substances the Safety Data Sheets (SDS) needs to be present. First responders must have access to the safety data sheets.

- All waste must be collected separately on site and only in designated areas.

- It is not permitted to mix different waste materials on the basis of nature, composition and/or concentration. Exceptions are waste materials that cannot reasonably be kept separate.

- Hazardous waste (including asbestos) must be kept separate at all times.

11. **Site specific (safety) rules**

- Each location of Nobian has its own set of specific (safety) rules. All persons entering the location will be informed up front about these rules and/or during the preparations of the job.