



ACCESS POLICY

ENECOGEN

1.0 Goal

This policy document aims to describe Enecogen's access policy including the relevant basic principles to comply with legal obligations, and the assurance of the safety, health, and wellbeing of Enecogen's and third party employees, related to the work at and presence on the Enecogen site. By applying strict access rules, Enecogen management also strives to prevent unauthorised access on the site. The access policy is an integral part of the overall policy.

2.0 Scope

This policy document is primarily applicable to persons wishing to gain access to the site.

3.0 Definitions

Visitor

Person other than Enecogen employees, without the intention of carrying out work, whose presence has been requested or who has been invited on site, for which purpose access is granted to our site.

Contractor

Company commissioned by a principal to execute work and/or to supply materials.

Third Party

Natural person or organisation not bound to Enecogen by an employment contract, who has not been hired directly by Enecogen (e.g. government officials).

Service Provider

Person providing services to Enecogen.

Supplier

Person delivering goods, e.g. courier services, trucks.

Subcontractor

Company commissioned by a contractor to execute work or parts thereof and/or to supply materials to Enecogen.

Principal

Enecogen employee registering a visitor or assigning a work/project to a contractor.



Gate Instruction

Online safety instruction outlining the general rules for safe and environmentally responsible execution of the work, available via the website.

Access Badge

Badge used to gain access to the site for a period of time determined by the principal.

4.0 Policy Provisions

Outlines the main policy provisions with reference to access to the Enecogen site. Additional work instructions have been drafted on the subject of actions resulting from this policy.

4.1 Visitor Groups

The following groups are distinguished within the framework of our access policy, each of which must meet specific requirements when accessing our site:

4.1.1 Enecogen Employees

Site access is allowed for Enecogen personnel. Interns are allowed to perform work on site exclusively under the continuous supervision of an Enecogen employee.

4.1.2 Permanent Badge Holders

Access to the site in the capacity of permanent badge holder is restricted to persons listed on the MT-approved list of contractors' employees and visitors. Applicable instructions must be observed when using the access badge.

4.1.3 Contractors

Access to the site is only permitted for contractor's employees, subject to the applicable procedures. Contractor shall not allow persons under the age of 18 to perform work for Enecogen.

4.1.4 Visitors

Access to the site is only permitted for visitors of Enecogen personnel. Persons under the age of 18 are not allowed to enter operational areas of the Enecogen site. Visitors shall not perform work activities in operational areas.

4.1.5 Third Parties

Persons other than contractors or visitors, including representatives of the authorities (DMCR – *Agency Central Environmental Management Rijnmond*, Rijkswaterstaat – *Dutch Ministry of Waterways and Public Works*, Arbeidsinspectie – *Dutch Labour Inspectorate* etc.) for whom different rules have been laid down. For the purpose of execution of their duties, such persons are permitted to visit Enecogen at any given time. Naturally, proof of identity must be given by presenting valid identity papers. During visits of Enecogen, such persons shall be accompanied by an Enecogen contact person at all times.

4.1.6 Contractor's Visitors

As a rule, any visitors of contractors will be denied access. Access to the Enecogen site is only permitted if notice has been given via the principal to the reception desk in advance. As a rule, contractors are only allowed to receive visitors at their specific work site or office. Access will not be granted if contractor's official is not present. At no time will visitors be allowed to be present at



any location on the Enecogen site without being accompanied by one of contractor's representatives.

4.2 Site Access

Access to the site is bound by the applicable rules and procedures. Specifically for contractors, additional requirements are available.

4.2.1 Entering and/or Leaving the Site

Access to and leaving the Enecogen site is restricted to the designated (main) site entrance.

4.2.2 Application/Announcing Access

Visitors must be announced at the reception desk (visitors@enecogen.nl) at least 24 hours prior to the visit, stating date and time of the visit, name of the visitor, company name, Enecogen contact person, and the nature of the visit.

The principal within Enecogen is responsible for a timely and complete registration of the visit. This rule can be waived in case of emergent work. Planned visits must always be announced at the reception desk.

Visitors arriving unannounced, or if proper notice has not been observed, may be denied access to the site. In such situations, the contact person's manager may grant access to the site. Access may also be denied if the visitor is unable to produce (valid) proof of identity.

Access to the site is granted after successful completion of the safety instruction. If the instruction has not been completed for valid reasons, an exception can be made and the instruction can still be followed on site. Time spent following the instruction cannot be charged to Enecogen in any way.

4.3 Identification and Access Badges

All persons on site or entering the site are expected to be able to present proof of identity through an official means of identification. Depending on the nature of the visit, proof of required safety training (e.g. VCA) shall also be presented.

4.3.1 Tag

Enecogen employees are issued tags (droplet) which can be used to gain access. Loss or theft must be reported at the reception desk immediately, to block further usage and access through this tag.

4.3.2 Permanent Badge

In some cases, persons visiting Enecogen on a regular basis will be issued access badges that do not need to be returned to Enecogen after each visit. This does not necessarily imply that the badge is valid for extended periods of time. Visits must be announced via the contact person at all times. The badge can subsequently be validated for specific dates.



A list of permanent badge holders can be obtained from the reception desk.

4.3.3 Access Badge

Depending on the duration, the reception desk will issue an access badge with specific rights:

- Generally, on site presence of visitors is registered manually, in which case no access badge is issued. For extended visits > 1 days, access badges will be created allowing the visitor, oftentimes a contractor, to access the necessary locations.
- Any instances of lost or misplaced badges must be reported at the reception desk immediately. Depending on the situation, the badge will be blocked in the system and a temporary access badge will be issued or manual registration will take place.

4.3.4 Responsibilities

Access badges are personal and it is not permitted to hand access badges over to other persons. In addition to possible consequences for the contractor, improper use of access badges will result in immediate seizure of the badge and removal of the person(s) involved from the site. Contractor will be responsible for any consequences to the work or otherwise.

Contractor is responsible for access badges issued to their personnel and subcontractor's personnel. Upon completion of the work, access badges must be deposited in the red mail box (after leaving the site via the turnstile or slide gate).

A sum of € 45 will be charged to contractor for each access badge that is not returned and/or is returned damaged.

4.4 Safety Instruction

Everyone visiting the Enecogen site must have followed the gate instruction for visitors via the website. The instruction is completed with a test that must be passed successfully.

This requirement does not apply to third parties whose legal authority allows them to demand immediate access to the site.

Additionally, the employees of contractors who will be performing work in factories, installations, and/or work sites, must also follow the instruction for contractors.

All persons involved will receive a flyer at their first visit or on their first working day describing the General Safety and Behavioural Rules. This is available both at the reception desk and the permit office.

4.5 On Site Transport

A strict policy is in place for the use of vehicles on site. For safety reasons, the number of traffic movements on site needs to be minimized. Any vehicles entering the site shall be exclusively present for the execution of specific tasks.

4.5.1 Parking of Private Vehicles

Private cars, company vans, motorbikes, scooters, mopeds, and bicycles must be parked/stored in the respective designated areas. Site-specific rules are in force. Parking/storing a means of transportation is done at your own risk.

4.5.2 Parking of Commercial Vehicles

As a rule, only vehicles necessary for the execution of the work (transportation of materials/equipment) will be allowed on site, to which end a work permit will be issued at the discretion of the Principal. All other vehicles must be parked in the designated parking place. If permission is granted for onsite parking, the reception desk will issue a parking ticket. This parking ticket must be returned at the reception desk or deposited in the red mail box next to the turnstile.

If the work is spread out over several days, depending on the job in question, a parking ticket may be issued for multiple days.

Commercial vehicles which have been allowed on site, must meet the following requirements:

- Presence of a clearly visible parking ticket on the dashboard.
- Parking is only allowed in the designated areas.
- Vehicles shall not be left unattended while the engine is running.
- Vehicles must not block safety equipment or doors.
- Vehicles must be open and the keys should be left inside the vehicle (exceptions in consultation with management).
- In case of a fire alarm, turn off the engine, exit, and leave the key in the ignition.

4.5.3 Delivery of Large Equipment and Materials

Delivery of large equipment (mobile cranes, heavy transport) must be announced at the reception desk and to the Enecogen contact person **at least 24 hours in advance**. Valid inspection labels must be present on the equipment in question.

4.5.4 Route Schedule and Storage Locations

In case of delivery of large equipment, a route schedule must be drafted in consultation with the Enecogen contact person. Deviations from the indicated route are not permitted.

Unloading of materials and/or parts is restricted to the designated storage locations. Vehicles must be removed from the site immediately after the cargo has been unloaded.

5.0 Related Documents

Work instruction Announcing visitors/construction companies (*Werkinstructie aanmelden bezoekers/uitvoerders (20170320)*)

6.0 Appendices

None



7.0 Revisions since the Previous Version

- Replaces E-PR-01-00 0500
- Stricter regime for permanent badges in connection with security risks