

1.0 Goal

This policy document aims to describe Enecogen's general Health and Safety Rules.

2.0 Scope

This policy document is primarily applicable to Enecogen's internal personnel, contractors, service providers, suppliers (hereinafter referred to as "Contractor") executing work at Enecogen's sites.

3.0 Definitions

3.1 General Safety Rules

Both Enecogen personnel and Contractor shall take any work related precautions to prevent accidents, damage, and/or consequences. Observance of the Enecogen safety procedures and legal requirements is never noncommittal. Once Contractor or Enecogen personnel have become aware of an unsafe and/or undesirable situation, they shall ensure that this is mediated immediately. Unsafe and/or undesirable situations must be reported to the Enecogen contact person without delay.

Enecogen is entitled, after the discovery of an unsafe situation and/or unsafe working method, to obligate the Contractor to immediately correct such an instance, at a time interval determined by Enecogen. Enecogen reserves the right to stop the work as the situation may arise without any right of compensation.

3.2 Personal Protective Equipment

Contractor must provide their personnel with all personal protective equipment as required by Enecogen and/or necessary for the safe execution of the work, prior to commencement of the work.

Enecogen shall provide its employees with personal protective equipment.

3.2.1 Safety Helmets

Wearing a safety helmet is mandatory at all designated locations.

3.2.2 Safety Eyewear

Safety eyewear with side shields or equivalent is mandatory at all designated locations.

3.2.3 Protective Safety Clothing

Wearing suitable protective safety clothing is mandatory at all designated locations.

3.2.4 Safety Shoes

Wearing safety shoes (S3) or safety boots (S5) is mandatory. Exemption from this requirement is limited to office locations and designated safe walking routes.

3.3 Additional Personal Protective Equipment

If required by the nature of the work or the site, additional personal protective equipment must be used. Examples include:

- Hearing protection.
- Respiratory protection (dust mask, gas filter canister, self-contained breathing apparatus).
- Full visibility safety goggles (chiselling, chipping, and grinding work and/or working with caustic/corrosive substances).
- Face shield (high-pressure fluid cleaning, working with caustic/corrosive fluids).
- Fall protection equipment.

3.4 Smoking

Smoking is not permitted on site and in the offices. Smoking is only permitted in the designated areas. Persons in violation of the smoking ban will be removed from the site immediately.

3.5 Alcohol and Drugs

The following rules concerning alcohol and drugs are in force at Enecogen:

- On site, possession and/or consumption of alcoholic beverages and/or using drugs is prohibited. Prior notice must be given and senior management approval is required in case of prescribed medication or receipt of alcoholic business/promotional gifts.
- Working under the influence of alcohol/drugs is strictly prohibited.
- Enecogen reserves the right to remove any persons suspected of being under the influence of alcohol and/or drugs from the site.
- Enecogen reserves the right to carry out drugs and alcohol screenings (on Enecogen employees and the employees of third parties). Full cooperation is required. Employees refusing to cooperate will be banned from the site.

3.6 Taking Photographs

It is prohibited to produce photo, film, or other imaging materials and/or publish these in any media channels (internet, television, trade journals, etc.) without Enecogen's express written consent.

3.7 Work Site

The Contractor and the Contractor's staff are prohibited from entering any locations on site other than the designated area for carrying out the work. Failure to comply may result in removal from the site.

3.8 Good Housekeeping

The Contractor must ensure on a daily basis that the work site and temporary accommodation are kept in an orderly and tidy fashion. If this requirement is not met, Principal will arrange to have the site or accommodation in question tidied up and the costs will be charged to the Contractor.

3.9 Traffic Rules

On site, the Dutch Road Traffic Act and Road Traffic Signals Regulations are in force. The maximum speed as indicated on traffic signs is 15 kilometres per hour. Parking is allowed at designated locations only. Fire hydrants and/or emergency routes must remain unobstructed at all times.

3.10 Theft and Damage

Enecogen accepts no liability whatsoever for loss of Contractor's properties or the properties of their personnel. In the event of theft or damage, Contractor must report this to the receptionist and the Enecogen contact person. Contractor will subsequently draft a report concerning the theft or damage. In the event of theft, Contractor is also obligated to file a report with the police.

3.11 Entering Factories and/or Installations

Contractors are obliged to report to the Control Room prior to entering a factory or process installation. When leaving the work site, staff members must always sign out.

3.12 Work Permits

Consent of the Site Supervisor is a solid requirement for executing work at operational locations. The work can only be commenced by the Contractor if a valid work permit has been issued and obtained and the stipulations are fully understood. Refer to the safety procedure "Work Permits" to apply for work permits.

3.13 Task Risk Analysis (TRA)

When the occasion arises, Enecogen may demand that the Contractor draft a detailed work plan with an accompanying Task Risk Analysis (TRA). This is subject to approval by at least the shift team leader. For drafting a TRA refer to the work instruction Task Risk Analysis.

3.14 Daily Safety Instruction

The Contractor's manager must instruct their employees on a daily basis prior to commencement of the work concerning safety measures to be taken, compliance with work permit requirements, and discussing the TRA if one has been drafted.

3.15 Work and Rest Times

Contractor must ensure that the Dutch Working Hours Act is observed as far as work and rest times for personnel (and subcontractors' personnel) are concerned. We expect the employer to keep adequate time registration concerning their personnel. In the case of special circumstances such as extreme heat or cold, adequate measures need to be taken, for example by having staff take more frequent (drinking) breaks.

3.16 Overtime and/or Shifts

Overtime and/or working in shifts is, with the exception of employees working in the Operations department, only allowed in case of incidental events and unforeseen circumstances. If work is to be carried out outside of the specified daytime working hours, Contractor must always obtain permission from the Enecogen contact person. Overtime is only allowed after the appropriate registration list has been signed for approval by the Enecogen contact person.

It must be emphasized that no overtime shall be executed on site without permission of the Enecogen contact person. Personnel wishing to enter the site after daytime working hours and/or on weekends will only be allowed on site if this has been reported in advance.

3.17 Canteens, Shower and/or Changing Rooms

Unless agreed otherwise, Contractor will arrange for any necessary facilities such as canteens, shower and/or changing rooms. As a rule, Enecogen facilities are not available to Contractor staff.

3.18 Safety Rounds

Safety rounds are conducted at Enecogen in order to foster the safety awareness of line managers and workers. Refer to the safety procedure "Safety Observation Rounds". Whenever appropriate, the Contractor's manager will be requested to take part in such safety rounds, in which case attendance is mandatory.

Contractor is required to ensure that the responsible manager on site checks the work site on a daily basis for unsafe actions and/or situations, good housekeeping, and compliance with the applicable safety rules. Should they observe a situation that is not in conformity with the applicable requirements, then the work must be stopped until an acceptable situation has been restored. If the work cannot be stopped, the situation shall immediately be reported to the Enecogen contact person to discuss remediating actions.

3.19 Last Minute Risk Analysis (LMRA)

The abbreviation LMRA refers to Last Minute Risk Analysis.

The purpose of an LMRA is to identify dangers at the personal work location and eliminate risks and dangerous circumstances that could potentially lead to incidents. Consequently, the work must never be started if the dangers cannot be eliminated and if the risks are not under control.

The LMRA is a quick risk assessment that is executed by the person who will actually be performing the work.

LMRA's are executed at any given time during the day, at the work site, and immediately before commencement of the work. This means that, in addition to standard precautions, measures should be taken once the work or circumstances have changed, after an incident, and/or short work interruptions.

4.0 Life Saving Rules



Never perform work without a valid work permit



Always measure the air quality before entering confined spaces



Always obtain approval prior to isolating or overriding critical safety equipment



No drugs or alcohol during the work



Observe the traffic rules, no telephone calls, and mind the speed limits



No walking underneath hoisted loads and observe closed off areas



Wear protective gear when working at high elevations



Do not enter confined spaces unless accompanied by a manhole observer



Secure machines or equipment using the LOTOTO procedure (lock out, tag out, try out)

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5.0 Appendices

None

6.0 Revisions since the Previous Version

- COVID-19 added.