



Conditions for Ensuring OSHP and FP for Suppliers of Work and Services in the Buildings and Workplaces of Orange Slovensko, a.s.

A.

General precautionary and safety measures

A supplier of work and services is obliged and agrees to abide by these “Conditions for Ensuring Occupational Safety and Health Protection and Fire Protection for Suppliers of Work and Services in the Buildings and Workplaces of Orange Slovensko, a.s.” (“OSK’s OSHP and FP Conditions”), and to also ensure such compliance by all of its workers (including those of a sub-supplier) who will perform the agreed work/services.

A responsible person of the supplier of work and services (the “supplier’s responsible person”) is obliged to:

1. Ensure provable instruction of all workers who will perform the agreed work/services in the buildings and workplaces of Orange Slovensko, a.s. (“OSK”) with OSK’s OSHP and FP Conditions, and fill in the **Sign-In Sheet for OSK’s OSHP and FP Conditions Instruction** (the form is attached – part B, C, D, E and F), prior to commencing the work/services.
2. Hand over the original sign-in sheet to OSK’s designated person prior to commencing the work/services.
3. Ensure provable instruction of all other workers, at all times prior to assigning them to work, on OSK’s OSHP and FP Conditions, and fill in the Sign-In Sheet for OSK’s OSHP and FP Conditions Instruction form, and, if requested by OSK’s designated person, submit the original sign-in sheet.
4. Ensure that once every two years all workers are instructed on OSK’s OSHP and FP Conditions, and fill in the Sign-In Sheet for OSK’s OSHP and FP Conditions Instruction form, and, if requested by OSK’s designated person, submit the original sign-in sheet.

By signing the sign-in sheet, workers of the supplier of work and services acknowledge that they have been instructed on, understood the contents of, and agree to abide by, OSK’s OSHP and FP Conditions.

! If the supplier’s responsible person fails to submit the Sign-In Sheet for OSK’s OSHP and FP Conditions Instruction to OSK’s designated person prior to commencing the work/services, the supplier’s workers will not be allowed to perform the work/services in OSK’s workplaces.

The supplier of work and services agrees to:

- a) consistently making every effort to ensure occupational safety and health protection (the “OSHP”), fire protection (the “FP”), accident prevention and environmental protection;
- b) **comply with** the legal regulations and other regulations in force that regulate the performed work to ensure OSHP;
- c) **comply with** generally binding legal regulations on FP and FP requirements that apply on OSK’s premises;
- d) **ensure** that its workers who perform the agreed work for OSK hold the necessary professional and health qualifications during the entire period of performing the agreed work;
- e) **ensure** that all of its machines and work equipment conform to the applicable requirements pursuant to the legal regulations and other OSHP regulations in force (including the prescribed technical inspections, tests, etc.) during the entire period of performing the work;
- f) **ensure** that its workers who perform the agreed work for OSK only perform the authorized activities;
- g) **ensure** that its workers are equipped with the necessary personal protective equipment designated for the relevant workplace according to OSK’s requirements and for the performance of the given work, which they must wear and use when performing the agreed work;
- h) **ensure** that its workers respect basic sanitary standards and regulations;
- i) **follow** the instructions of OSK’s designated persons when performing the agreed work in OSK’s buildings/workplaces;
- j) only **use** the designated places and methods when connecting electricity and water, as designated by OSK’s designated person;
- k) if employees of several suppliers of work and services or natural persons authorized to conduct business carry out tasks in the common workplace such that their safety or health may be exposed to risk, **agree in writing on the cooperation of suppliers of work and services** and such persons for the purposes of prevention and preparation and taking measures to ensure OSHP, the coordination of activities and mutual awareness. When making such agreement, they must determine which one of them is obliged to create the conditions to ensure OSHP for employees at the common workplace and to what extent.

The workers of the supplier of work and services who are not provably instructed on OSK’s OSHP and FP Conditions are not permitted to perform the agreed work in OSK’s premises, operations and on OSK’s equipment.

At OSK’s request, the supplier of work and services is obliged to provide:

- a) written information on hazards and risks that may arise during and in connection with the performed work and on the results of the assessment of risks resulting from the nature of the performed work that may pose a risk to the safety and

- health of OSK's employees or other persons who are, with OSK's knowledge, present in its buildings/workplaces;
- b) a safety data list and sheets of all hazardous chemicals to be stored within OSK's premises and used during its work;
 - c) the number of legal and natural persons (sub-suppliers) assigned for the performance of work agreed in a contract or order prior to commencing the agreed work at OSK, and provide OSK's designated person with information on sub-suppliers no later than 10 days before commencing the performance of the subject of the agreement. Such information must include the name and surname or business name, address or registered office and subject of work. If such information changes, the supplier of work and services is obliged to immediately report it to OSK's designated person.

The supplier of work and services may not commence the agreed work unless the workplace is secured (i.e., it must be ensured that with regard to the performed work the safety of the workers of the supplier of work and services and OSK's workers will not be at risk) with regard to the agreed work to be performed.

Ensuring OSHP and FP for suppliers of work performing ordered construction, assembly, maintenance, preparatory and related work in OSK's buildings/workplaces:

Note: sections 1 - 3 do not apply to suppliers of services/

1. Before commencing the work, **OSK's designated person** provably instructs the supplier's responsible person on the conditions for the given workplace/equipment on which the supplier of work will work. **OSK's designated person** will record that the instruction was provided in the **Workplace Handover/Takeover – Familiarization with Workplace at OSK** form (attached hereto). The original form will be kept by OSK's designated person and a copy will be kept by the responsible person of the supplier of work (based on which the responsible person of the supplier of work will instruct the supplier's workers).
2. **The responsible person of the supplier of work** who was provably instructed by OSK's designated person is obliged to:
 - instruct all of its workers (who will perform the work in the OSK workplace) on these conditions and record such instruction in **Sign-In Sheet for Familiarization with Workplace** (attached hereto) before commencing the work;
 - hand over the original sign-in sheet (Sign-In Sheet for Familiarization with Workplace) to OSK's designated person no later than the day of commencing the work;
 - if several workers are assigned to perform the work, instruct such workers on these conditions before joining the existing workers, and fill in the **Sign-In Sheet for Familiarization with Workplace** and hand over the original sign-in sheet to OSK's designated person no later than the day when the new worker commences the work.
3. If necessary, the **Workplace Handover/Takeover – Familiarization with Workplace at OSK** form will also serve as the basis for handing over and taking over a construction site or a construction site workplace under Decree No. 147/2013 Coll. of the Ministry of Labor, Social Affairs and Family of the Slovak Republic on Requirements for Ensuring Safety and Health Protection during Construction Work and Related Work and Requirements for Professional Qualifications to Perform Certain Work Activities as amended. When a workplace is handed over/taken over, the responsible person of the supplier of work is obliged to ensure that only the workers of the supplier of work to which the workplace has been handed over work at the workplace.

If the supplier of the work needs to use any OSK technical equipment, machines, or equipment to perform its activity, it is obliged to agree with OSK in advance and enter into a written agreement to define the rights and obligations and stipulate the conditions for the safe use of such equipment. Without the written approval of OSK, the supplier of work and services may not use such OSK equipment.

The workers of the supplier of the work and services may only remain in the area in which they carry out their work tasks as specified by OSK's designated person.

The workers of the supplier of the work and services are not permitted to enter any other areas, except access routes to their workplace. If it is necessary to perform any work outside the designated/specified workplace, the supplier of the work and services will be obliged to enter into a written agreement with OSK to define the conditions for entering other areas.

The supplier of the work may place or temporarily store material in an area designated by OSK's designated person, i.e., such material may not be stored or placed in a way that would narrow the demarcated passage areas or transition profiles or block access to utilities switchboards, fire equipment, main shut-offs (water, gas) and main electricity switches.

If the supplier of the work and services notices any hazard that could pose a risk to the health or lives of persons or cause an operational accident or malfunction of the technical equipment, or notices any signs of such hazards, it is obliged to immediately interrupt the work, notify OSK's designated person without delay and, if possible, warn every person exposed to such risk. Any such work interruption must be recorded.

In workplaces with the occasional presence of employees (technological sites, including diesel aggregates /except for MSC and MTS BA1 Kopčianska BA/, the MPR – server room on the 8th floor at the Central office, the DNI LAB – server room on the 17th floor of the Central office), the supplier of the work and services is obliged to provide a first aid kit that is

appropriate for the needs of the agreed work to be performed there.

The workers of the supplier of the work and services are strictly forbidden to touch or interfere in any way with the equipment, structures and technology in OSK's buildings and workplaces, unless it is necessary based on the work procedures pursuant to the scope of work agreed in a contract/order.

Drivers of the means of transport of the supplier of the work and services who ensure transport to OSK's premises at Jegorovova 20 and 22, Banská Bystrica, are, inter alia, obliged to respect the road safety rules on OSK's premises at Jegorovova 20 and 22, Banská Bystrica.

Where work with an increased fire hazard is concerned (this includes: all types of welding /use of flames, electrodes, MIG, MAG, TIG, lasers, etc./, soldering, oxygen metal cutting, mechanical separation of metals /metal cutting using hand tools where solid hot metal parts are created/, welding, etc.), the responsible person of the supplier of the work is obliged to notify OSK's designated person in advance of such work, and the supplier of the work may only perform such work based on an issued written permit to perform the work. The issuance of a written permit to perform work with an increased fire hazard will be arranged by OSK's designated person

Furthermore, the supplier of the work and services and its workers are obliged to:

- a) **hold** and, at OSK's request, **present** any and all permits, authorizations and certificates necessary pursuant to the legal regulations in force that apply to the agreed activities;
- b) **maintain** technological and working procedures (the "procedures") that are connected with the agreed work and **follow** such procedures when performing the agreed work;
- c) **maintain** and **respect** manuals for the safe operation of machines and equipment that they use during their work;
- d) **cooperate** with all participating entities to ensure prevention and to prepare and maintain a safe working environment for all persons in the workplace, if workers of several employers work in such workplace and their safety or health may be at risk;
- e) **ensure** that the agreed work at OSK is arranged and performed such that the persons who are present at OSK are also protected;
- f) **not to enter** OSK's buildings/workplaces under the influence of alcoholic beverages and other intoxicating or psychotropic substances;
- g) **respect** the ban **on consuming** and **bringing** alcoholic beverages or intoxicating or psychotropic substances to OSK's buildings/workplaces;
- h) at the request of OSK's designated person, **undergo** a test for the use alcoholic beverages or intoxicating or psychotropic substances;
- i) in the case of positive findings/the refusal to undergo a test for the use alcoholic beverages or intoxicating or psychotropic substances by a worker, to **ensure** that any such worker ceases to perform the work and immediately leaves OSK's workplace;
- j) **notice** and **respect** any and all safety signs – written information, commands, warnings and prohibition regulations, signs and boards displayed on the equipment or walls, or otherwise published;
- k) **respect the ban on smoking** in individual OSK workplaces outside the designated smoking areas;
- l) **respect** the ban **on bringing** explosives, including pyrotechnics, to OSK's buildings/workplaces;
- m) **use** PPE in the prescribed manner and only for the designated purposes and for the entire duration of the hazard;
- n) **respect** safety signs and safety signaling equipment (acoustic, optic), as well as road signs in OSK's buildings/workplaces;
- o) **handle** material to ensure that it is not in the vicinity of electrical wires and uncovered parts of live electric equipment, lighting and heat sources;
- p) **ensure** that the workers keep to the left when moving about and are aware of moving vehicles when on roads used by motor vehicles (this applies to the Ivanka pri Dunaji warehouse, Nádražná 39, Ivanka pri Dunaji);
- q) **ensure** that workers in warehouses do not enter the racks/rack cells;
- r) only **store** tools, material and other objects as specified by OSK's designated person;
- s) **use** undamaged tools that conform to the regulations;
- t) **maintain** the designated area and assembly workplaces at their own expense and in line with safety, fire, technical and sanitary regulations;
- u) **maintain** order and cleanliness in the workplaces, and after the end of the work ensure that the workplaces are restored to their original condition, and clean the used area;
- v) **ensure** that the exit routes, access to emergency exits and areas in front of electrical switchboards, water and gas shut-offs and fire protection equipment in OSK's workplaces are unblocked, permanently free and clean;
- w) **familiarize themselves** with the deployment of fire, communication and other equipment, including FP, in OSK's workplace, as well as with the manner of their use, and the deployment of main electricity switches and water and gas shut-offs – see the Fire Evacuation Plan for the relevant building (both graphic and text parts) and Fire Alarm Instructions posted on the walls of the building;
- x) not **use** fire equipment without a reason or **damage** it.

Responsibilities and Authorizations

The supplier of the work and services is fully liable for compliance with OSK's OSHP and FP Conditions by its workers (including the sub-supplier's workers) who will perform the agreed work/services in OSK's buildings and workplaces.

The supplier of the work and services is fully liable for the safe progress of the agreed work and its compliance with the OSHP and FP regulations in the workplace.

The supplier of the work and services is liable for provably instructing all of its workers who will perform the work/services based on a contract/order on OSHP regulations in their fields of occupation (on safe working procedures applying to work performed by them, properties of the used chemicals, manner of safe use of tools and equipment, etc.); they must comply with the generally binding legal regulations on OSHP and OSK's OSHP and FP Conditions.

The supplier of the work and services is liable for any injuries or damage caused by negligence or breaches of the above regulations and obligations prescribed by OSK's OSHP and FP Conditions.

The supplier of the work and services is liable for ensuring that all of its sub-suppliers and their workers comply with any and all provisions of an agreement and OSK's OSHP and FP Conditions, and that they fulfill any and all obligations prescribed for the supplier of work and services.

The supplier of the work and services and all of its workers are obliged and agree to respect the OSHP and FP requirements for individual OSK workplaces, in particular, the conditions specified in sections C, D and E of OSK's OSHP and FP Conditions and the conditions stipulated by OSK's designated person when familiarizing themselves with an OSK workplace (including the applicable regulations that apply to the individual OSK workplaces).

OSK's designated persons are entitled to:

- a) check and guide the activity of the supplier of the work and services in the field of OSHP and FP. When OSK's designated persons find any shortcomings in such fields, they are entitled to immediately interrupt the performance of the agreed work until such shortcomings are rectified by the supplier of the work and services. Such interruption of work must not affect the deadlines agreed in a contract/order;
- b) order the interruption of work/services and lay down any applicable measures in the case of an imminent danger (life or health at risk, imminent material damage);
- c) check on whether the supplier of work and services is fulfilling its obligations under OSK's OSHP and FP Conditions;
- d) call upon the workers of the supplier of work and services to take a breath test for the use of alcoholic beverages or intoxicating or psychotropic substances;
- e) check on whether the ban on smoking is respected and the prescribed PPE are used by the workers of the supplier of the work and services in the relevant OSK workplace.

Notice: part B, C, D, E, F is part of the information for suppliers - General Terms and Conditions for Suppliers published on the web page of Orange Slovensko, a.s.

<https://www.orange.sk/onas/tlacove-centrum/vseobecne-podmienky-pre-dodavatelov>