

Overview of Decisive Intercompany Regulations

**Relating to Outside Persons Staying on & Entering
the Premises of NOVÁ HUŤ s.r.o.
& Outside Vehicles of Legal and Physical Entities' Driving-in to
the Premises of NOVÁ HUŤ s.r.o.**

Annex for the outside individuals and legal entities relating to
the Contract for Operation's Performance (the Work Contract),
the Contract for Services Provision, the Contract for Goods Transport on Road and
the Contract for Building's Lease, as well as land situated on the Premises of NOVÁ
HUŤ s.r.o.

Important Phone Numbers

Rescue services /Ambulance/	155
Fire brigade	150
Police	158
Dispatcher's centre of NOVÁ HUŤ s.r.o.	595 687 333
Protection & Internal Administration dept.	595 684 218 595 682 839
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Reception at the headquarters of NOVÁ HUŤ s.r.o. e-mail: RecepceReditelstvi.Ostrava@novahut.cz	595 683 245
Security – Supervisor	595 684 554
Security – Dispatcher's centre	595 686 216
Security – Control, issue of retained tangible assets	595 687 497

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List of annexes

Annexes in electronic form on the Internet (<https://www.novahut.cz/persons-entering-the-premises-staying-on-the-premises/index9ed2.html?lang=en>)

- No. 1 Basic Rules For Persons Staying on the Premises & Entering the Premises of NOVÁ HUŤ s.r.o.
- No. 2 Applications for Permit of Entry/Drive in to the Premises of NOVÁ HUŤ s.r.o. – type A
- No. 3a Applications for Permit of Entry/Drive in to the Premises of NOVÁ HUŤ s.r.o. based on the contract on providing of services – B1: Applicant's data
- No. 3b Applications for Permit of Entry/Drive in to the Premises of NOVÁ HUŤ s.r.o. based on the contract on providing of services – B2: Entry of persons
- No. 3c Applications for Permit of Entry/Drive in to the Premises of NOVÁ HUŤ s.r.o. based on the contract on providing of services – B3: Vehicles Driving-in
- No. 4 Application for permission of taking pictures/film shooting in the Premises of NOVÁ HUŤ s.r.o.
- No. 5 Applications for Permit of Collective Visit/Excursion to NOVÁ HUŤ s.r.o.
- No. 6 Exit document on transportation of tangible assets of outside company
- No. 7 Opening hours of gates
- No. 8 Declaration on transport of oversized load
- No. 9 Entry of tangible assets of an outside company notification

Annexes at the end of this document

- No. 10 Tax document (Voucher) – Contractual payment
- No. 11 Contract on usage of transport roads in the Premises of NOVÁ HUŤ s.r.o.
- No. 12 Retention receipt
- No. 13 Layout map of NOVÁ HUŤ s.r.o.
- No. 14 Instruction sheet – Acquainted with the integrated management system of NOVÁ HUŤ s.r.o.
- No. 15 Instructions – Biologic Material Taking

1 Introductory Provisions

1.1 Purpose and validity scope

1.1.1 Purpose of this Overview is to, in a brief way; determine the preconditions of Entry of persons and of vehicles of outside companies, their stay in the Premises of NOVÁ HUŤ s.r.o. and transport of tangible assets via the gatehouses.

This overview is designed for outside persons. The document provides the most important rules relating to the management documents of NOVÁ HUŤ s.r.o., including information on the Integrated management system used in NOVÁ HUŤ s.r.o. (see annex no. 14) and the resulting requirements of environmental protection and health safety and protection as applied to these outside persons.

1.1.2 Stipulations shown in this Overview must be respected by all outside persons, who are entitled to Entry/Drive in to the Premises of NOVÁ HUŤ s.r.o.

1.2 Basic terms' definition

Premises/Premise of NOVÁ HUŤ s.r.o. - for the purpose of this Overview these consist of the buildings, areas and land in the possession of NOVÁ HUŤ s.r.o. and companies, which have here their headquarters and real property, while all these entities are surrounded by common fence with gatehouses (main Premises) or even buildings separately located, which are marked by relevant signs. Map of the Premises is in annex no. 13.

Territory of company which has its headquarters in the Premises – this is a part of the Premises in the possession of given company for which all stipulations of this Overview are valid similarly to other outside companies unless specified otherwise.

Outside persons – for the purpose of this Overview these are all persons, who are neither Staff of NOVÁ HUŤ s.r.o.

Outside company – for the purpose of this Overview this is an outside legal or physical entity, and/or representative or employee of outside legal entity (outside company bears also responsibility for its subcontractors and their Staff – see 2.2.13, 4.1.10, 4.2.10 and 6.4).

Entry Permit Issue Office - this is a department issuing or activating Entry documents. Its offices are located in the building of the Entry Permit Issue Office and customs office in front of the main gate.

Entry of persons – passage of pedestrians/ persons driving in vehicles through the gatehouses into the Premises (see also 2.1.3).

Entry of vehicles – this is a through passage of single-track vehicle with license plate or of two-track vehicle (further only vehicle) via gatehouse to the Premises. For the purpose of this Document the term vehicle means motorcycles, personal cars and trucks, buses, tractors, working machines and special vehicles.

Entry document – this is an electronic chip card (further referred to only as CC), which authorizes Entry of person or vehicle to the Premises – Entry/Drive in Permit.

Traffic routes – these are all traffic routes in the main Premises.

Entry of vehicle free of charge – this means Entry of vehicle to the Premises without contractual settlement for usage of traffic routes.

Transport of tangible assets – this is transport or carrying of tangible assets to the outside of the Premises.

Tangible assets – for the purpose of this Overview these include materials, raw materials, colour metals, technological device or its parts, tools, spare parts, equipment and its parts and accessories etc.

Dangerous substances are substances and objects, the transport of which is as per ADR/RID excluded, or permitted solely upon conditions stated there.

Waste – this is every tangible thing, which a person gets rid of or intends to get rid of or has obligation to get rid of.

Exit document – this is a document for authorized transport of tangible assets from the Premises (see chapter 4).

Security guards – this is a company providing security services for NOVÁ HUŤ s.r.o.

Gatekeeper – this is an employee of the security guards marked by identification signs or who has an ID card of security guards' employee.

1.3 Used abbreviations and shortened terms/expressions/

ADR	European Agreement concerning the International Carriage of Dangerous Goods by Road
CC	Chip card
RID	Regulation concerning the International Carriage of Dangerous Goods by Rail, which is an appendix to COTIF (The Convention concerning International Carriage by Rail)

2 Entry of persons and vehicles and their stay in the Premises

2.1 General rules

2.1.1 Authorization of Entry/Drive in to the Premises is given to persons above 15 years of age solely based upon fulfilment of tasks, which are in interest of NOVÁ HUŤ s.r.o., companies, which have their headquarters and real property in the premises or based on general all-society interest. There are exceptions from this rule, e.g. persons younger than 15 years who go to the physician (see 2.7.4) or in the framework of collective visit/sightseeing (see 2.7.5), when persons under 15 years of age may enter the Premises solely when accompanied by adult person, accompanied by authorized person and having valid Entry documents.

2.1.2 Any person entering the Premises must have a valid Entry document, i.e. CC per person. CC is non-transferable. It is valid only for the person it was issued for. It is valid concurrently with the ID card. Shall a vehicle drive in the Premises the driver has to have a valid entry document for the vehicle – CC for the vehicle (further referred to as entry permission). Vehicles' CC is valid only for the vehicle it was issued for. Entry Permit must be valid for the whole time of person's presence and/or vehicle moving within the Company Premises.

2.1.3 Driving-in of single-track vehicles without license plate as well as of all vehicles without engines to the Premises do not need issue of Entry Permit. Entry is possible on the basis of the issued Entry Permit of the person.

2.1.4 Entry/driving in to the Premises and exit/driving out from the Premises are authorized only through passages serving for this purpose, i.e. guardhouses or through other designed passages within their working hours. The current operating hours of individual guardhouses are in annex no. 7 and also posted on the Entry Permit Issue Office and at individual guardhouses. When walking and moving in the Premises solely marked roads and access routes can be used.

2.1.5 If a person, who enters on foot or by vehicle the Premises, also brings/takes away tangible assets, which the person shall again bring out from the Premises (this does not relate to the standard accessories of vehicles and personal belongings), then this person must have a list of these tangible assets. Upon Entry this list must be acknowledged by a gatekeeper (stamp, signature, date and ID no.). The property can be taken out from the Premises based on such confirmed document within 24 hours (see 4.5.2). If the tangible assets are to be taken out from the Premises after a period longer than 24 hours, an exit document must be issued (see 4.2). In case of repeated transport of tangible assets (for instance equipment of mobile workshops, computer technology and measurements, bags with tools etc.) a written list of these tangible assets prepared by the Applicant and acknowledged by security guard shall serve as an exit document (see 4.5.3).

2.1.6 If forwarder transports tangible assets to the Premises (delivery of material or goods), which shall not be unloaded in the Premises (for instance within capacity utilization, e.g. materials loaded for another buyer), this information must be clearly stated on the transport document (bill of loading or delivery note). In other cases (for instance transport of returnable packaging by the forwarder in order to return them to the supplier) an exit document must be issued.

2.1.7 External company bears responsibility during entire validity of the issued entry permits for all external persons for whom the external company requested issue or activation of entry permits in a provable way regardless the time of entry/drive-in during the day to the premises or duration, and/or termination of any contractual relationship between the external company and the external person. This responsibility terminates only at the moment of termination of validity or returning of the issued entry permits. External company, which concluded contractual relationship with NOVÁ HUŤ s.r.o. or company which has its headquarters in NOVÁ HUŤ s.r.o. premises bears responsibility for subcontractors and their employees.

2.1.8 The outside companies providing services being of a repair character, reconstruction works, modernization works including capital construction works on the company Premises shall visibly mark their Staff including Staff of their contingent Sub-contractors, vehicles and buildings of their own and leased.

2.1.9 NOVÁ HUŤ s.r.o. hereby reserves the right not to, in justified cases, permit entry/and/or exit to/from the Premises to a person, transport vehicle, or even the whole outside company.

2.2 Main obligations of persons entering on foot/by vehicles and moving in the Premises

2.2.1 To get acquainted with the Basic rules valid for Entry and stay of person in the Premises of NOVÁ HUŤ s.r.o. (see annex no. 1) and to adhere to them. Their taking over and adherence to must be confirmed by signature. Every outside person, who enters/drives in to the Premises of NOVÁ HUŤ s.r.o. receives these Basic rules relating to Entry and stay of person in the premises in a provable way.

2.2.2 To provide personal data in the scope of the name, surname, date of birth, portrait photograph, and profession performed in the premises. For verifying the data to provide an identity card. In case of entry with vehicle, to provide vehicle data in the scope of the license plate, vehicle type, vehicle make and model and maximum allowable weight. For verifying the data to provide a papers certificate registration of the vehicle. In addition, to provide data justifying the issue of an entry permit (employer's name, name of the contractor's company, purpose and place of entry or drive-in, etc.).

2.2.3 To check, before Entry/Drive in to the Premises, whether the data on the issued Entry document are correct. In case of data deficiencies, request issue of correct Entry document without delay.

2.2.4 Each time when passing the guardhouse, it is necessary to identify with the CC on the CC scanner. Entry with the vehicle through the guardhouse is allowed only to the driver. Fellow-passengers are required to pass through the turnstiles. The driver of the vehicle is required to identify himself – first with his own chip card and then with the vehicles' chip card (if the permission to enter with the vehicle is not included on his individual chip card) - on the post with chip card scanner placed on the drivers' side. On request CC must be presented to the gatekeeper anywhere in the Premises. Based on the gatekeeper's request the person also has to submit his/her ID card. Upon Entry and exit from the Premises it is an obligation to always stop the vehicle at the gatehouse.

2.2.5 Upon passing through/driving through gatehouse, as well as when moving along within any area of the Premises to respect instructions, orders and decisions of the gatekeepers and to behave in correct manner.

2.2.6 In view of securing the safety of the Premises, which due to specific environment requires increased safeguarding of safety, consistent observation of stipulations of Act no. 361/2000 Coll., on traffic as amended later, including the speed limit, respecting of traffic signs and parking at specific parking lots in the Premises and in case of their violation the person shall be contractually sanctioned as per article no. 6. Premises are guarded and monitored with the purpose of controlling the above-mentioned rules and this may result in taking a photographic or camera record. After stopping the vehicle, it must be properly secured against easy breach of strangers and theft. Every traffic accident must be announced to the Dispatcher's Centre of NOVÁ HUŤ s.r.o.

2.2.7 Not to damage and pollute traffic routes and road device (e.g. barriers, traffic signs etc.). Not to enter areas outside marked routes (green grass areas, areas designed for other purposes etc.). In event of material damage occurrence in the Premises, the actual repair costs of the damage have to be settled.

2.2.8 Under the instructions given by Gatekeepers, persons entering or driving-in or leaving the company Premises shall be submitted to alcohol or drugs detection/test/.

In the event of a first positive test, the test must be repeated after at least 5 minutes. Specific stipulations for testing for alcohol or drugs are set out in point 2.4 of this Overview.

2.2.9 Without undue delay, nevertheless when leaving the company Premises at the latest, Gatekeeper or directly Security Dispatcher's Centre shall be informed on Premises property damage or suspicion of Premises property damage. The attention shall be drawn to any circumstances that might result in offences or crimes committing. To submit or announce objects found in the Premises to the guards, or at the security guards dispatcher room.

2.2.10 To protect CC from loss or damage. To immediately announce the CC's non-operation, change, loss, finding and theft to the office of Entry Permit Issue Office. The found CC can be handed over to the gatekeepers at the gatehouse.

2.2.11 After expiry of the CC's validity or if the reason for its issue expired CC must be thrown to the CC machine at the gatehouse or returned to the Entry Permit Issue Office.

2.2.12 The Entry Permit Issue Office must be informed in written about the planned transport of oversized load in the Premises minimum one day in advance as defined in annex no. 8. It is necessary to get acquainted and to respect the rules as shown in the Declaration on transport of oversized load as per annex no. 8. The declaration must be handed over at the Entry Permit Issue Office or gatehouse before transport.

2.2.13 Upon activities of outside companies and movement of their Staff in the Premises it is necessary to take proper care of environmental protection safety and health protection and to fulfil all the duties and obligations resulting from the concluded business contract, including the companies' responsibility for their subcontractors.

2.2.14 Upon driving in of raw materials and materials to control radiation of the load by passing through radiation sensors located at the road weighing bridges and to observe orders of the weighing bridges' operators.

2.2.15 To secure and close always device used for clamping and protection of the load (tarpaulins, doors, chains, ropes and others) after termination of loading (unloading) of material before Entry to the traffic routes of the Premises.

2.2.16 Upon taking the production out to arrive to the last weighing within two hours since issue of the latest loading list at the latest and to exit the Premises 15 minutes later. If the driver breaks this rule, the security guards shall order him to re-weigh the load. Every re-weighing is considered as sanction – see article 6.

2.2.17 When driving the bike, crash helmet with a chinstrap shall be used including a reflex vest. Using of safety goggles is recommended.

2.2.18 Using mobile phones is permitted only on safe places and under safe conditions. Using of mobile phones is prohibited when walking and on the staircases.

2.2.19 In the company premises' marked by sign (see picture) parking is possible only by going backwards, i.e. car must drive backwards to the parking place and leaving the parking place is done by driving forward so that no vehicles or pedestrians on the road in front of the car would be endangered.



2.2.20 To observe the generally binding rules and other internal regulations relating to transport of dangerous items (ADR, RID).

2.2.21 Supplier or persons carrying out any activity in the Premises during which they will use specific technical devices, such as cranes, mobile cranes, excavators, road rollers, working platforms, must register these device in the Entry sheet form of tangible assets of an outside company notification (see annex no. 9) with registration nos. (production nos. etc.), including valid revision, and/or inspection or technical control (date of the last technical control, revision, etc. together with copy of these documents would be sufficient). The sheet form including basic documents must be handed over to the ordering party before the devices enter the company and the ordering party must verify this entry. If additional entry of such devices would take place, the same procedure applies.

2.3 Main prohibitions relating to persons entering on foot/by vehicles and moving on the Premises

2.3.1 To amend in any way data on the issued Entry documents or to misuse them anyhow else (duplicate, lend, allow passage to other persons or vehicles, etc.).

2.3.2 To bring/transport into the Premises weapons, explosives, alcoholic beverages or other drugs and things, which are not directly linked to execution of activities in the Premises or to fulfilment of tasks, which are in the interest of NOVÁ HUŤ s.r.o. or companies, which have their headquarters and real property without special permission. The same prohibition applies to bringing or transportation of animals into the Premises.

2.3.3 To enter the Premises after misuse of alcohol or other drugs, as well as to consume and apply these drugs anywhere in the Premises.

2.3.4 To take/to transport to the company Premises persons without any valid Entry Permits.

2.3.5 To smoke in the Premises. To handle fire in the Premises, where these activities are prohibited by local regulation.

Smoking prohibition covers the entire premises of the company. This prohibition also applies to products imitating the function of tobacco product or smoking products, which enable inhalation of nicotine vapours, including accessories of such products as for instance electronic cigarette based on Act no. 65/2017 Coll. on the Protection of Health from the Harmful Effects of Addictive Substances , as amended.

2.3.6 To take pictures and shoot films in the Premises without special permission (see 2.8).

2.3.7 To take away or transport property from the Premises without relevant documents (see 4) or to anyhow facilitate property theft.

2.3.8 To execute such activities in the Premises, which are not directly linked to fulfilment of work tasks, and/or which are not in the interest of NOVÁ HUŤ s.r.o. or any of the companies, which have their headquarters or real property in the Premises.

2.3.9 To stay or move in the Premises without valid reason for a period longer than what is really necessary and at such place, which has not been designed for fulfilment of work tasks.

2.3.10 To enter halls without knowledge and approval of person responsible for given workplace and without prescribed personal protective means (PPE – protective hat, working shoes, goggles, ear protection etc.). PPE and cloths must comply with the requirements for handling dangerous products/goods as per ADR.

2.3.11 To park vehicles of outside persons in the Premises at the time when they do not fulfil activities resulting from contractual relations (especially at night and during non- working days) at other than contractually leased areas.

2.3.12 On the premises, to move on roller-skates, skate-boards, skis etc.

2.4 Testing for alcohol and drug influence

2.4.1 A positive result when detecting alcohol with a breath analyser is considered a value higher than 0.24 g/kg of alcohol, taking into account the possible deviation of the tester (0.04‰) and the physiological blood alcohol level of 0.2‰.

2.4.2 Persons checked shall be informed on those check results and they are entitled to express their opinions. Shall the concerned person not agree to a result of made test and/or shall such test be frustrated, the concerned person has the right to submit to biologic material taking (blood taking, urine taking). Biologic material shall be taken in the outpatient clinic of the Ostrava City Hospital. By request of the person concerned, the Security Service shall provide the transport to this outpatient clinic, medical examination, collection of biological material and transport back. Taking shall be take place within 60 minutes at the latest after testing. Costs linked to sampling of biologic material are borne by the applicant of entry permit (external company, which is in contractual relationship with NOVÁ HUŤ s.r.o. or in contractual relationship with company which has its headquarters in the premises of NOVÁ HUŤ s.r.o.), in the event of a positive result. See also Instructions, annex no. 15 therein to be received by a checked/tested person after positive test or frustrated test.

2.4.3 Records of breath testing and drug testing are kept by recording them in the information system. The results of a positive test are further recorded in the "Book of Breath Test – Alcohol Presence in Organism", which the persons being tested are required to sign.

2.4.4 Refusal, obstruction or frustration of being submitted to such check and results non-signing in the Book of Breath Test shall be deemed – depending on circumstances – as serious breach of the Rules for Persons Staying on the Premises & Entering the Premises of NOVÁ HUŤ s.r.o. Shall positive result be found checked persons are obliged to hand-over Entry Permit and they shall leave the Company Premises without undue delay.

2.4.5 If the test within the company Premises is made by an employee of an external company to its own employee and the result turns out to be positive, it is his/her duty to immediately inform the dispatching centre of the security guards. Guards will then

take Entry Permit and escort him/her outside the Premises. In this case, no penalty applies (see 6.4).

2.5 Short-term Entry/Drive in Permits

2.5.1 General rules

2.5.1.1 Short-term Entry/Drive in Permits are activated for a period of 1 to 7 days, inclusive.

2.5.1.2 The basic condition for issue of a short-term Entry/Drive in permission for maximum 3 working days is a valid ID card and an authentic document proving legitimacy of entry (for instance loading order, delivery note). In case of entry with vehicle the Applicant must submit also registration papers certificate of the vehicle. Verbal justification shall be sufficient under a precondition of a written (email) or phone guarantee provided by authorized Staff (see 2.5.1.5).

2.5.1.3 In case of a short-term Entry/Drive in request during days, which are not working days (Saturday, Sunday and holidays) or for duration longer than 3 days, it is necessary to submit a written request to the Entry Permit Issue Office as per annex no. 2 approved by authorized employee (see 2.5.1.5) within 10 hours of the last working day previous to the required term at the latest.

2.5.1.4 Holder of the short-term Entry/Drive in Permit must hand this document over at the gatehouse (throw CC to the CC absorber machine) when leaving the Premises. If several entries shall be made at the given short-term Entry Permit within its validity, the obligation of its holder is to hand over this Permit only during the last exit from the Premises.

2.5.1.5 Managers of NOVÁ HUŤ s.r.o. and of companies, which have their headquarters and immovable assets in the Premises, are authorized to approve Entry and drive in of outside persons. Managers may authorize other Staff for approval of entries and drive in to the Premises.

2.5.1.6 Settlement of costs for usage of traffic routes in cases of short-term Entry permissions are dealt with in chapter 3.

2.5.2 Issuing of short-term Entry documents

2.5.2.1 Entry Permit Issue Office issues short-term Entry Permit during the working days from 6:00 to 14:00.

2.5.2.2 For dispatch of the goods by road vehicle a short-term Entry/Drive in permission is issued at the Road dispatch workplace (LKW) together with the loading order.

2.5.2.3 Outside the working hours of the Entry Permit Issue Office and Road dispatch gatekeepers issue exceptional short-term Entry/Drive in Permits at the gatehouses:

- a) For transport of production based on the loading order, and/or shipping issue document;
- b) Upon previous announcement of the visit by competent employee (see 2.5.1.5) at Entry Permit Issue Office (when announcing this request the competent person must state also the reason of the visit and other necessary information as per the extent of annex no. 2 and to announce also the surname, name and telephone number of the employee responsible for the stay of outside person in the Premises);

c) Based on the decision of the Dispatcher's Centre of NOVÁ HUŤ s.r.o.

2.5.2.4 Outside visits of the building of the headquarters of NOVÁ HUŤ s.r.o. have to comply with respective orders.

2.6 Long-term Entry/Drive in Permits

2.6.1 General rules

2.6.1.1 Long-term Entry/Drive in Permits are activated for period longer than 7 days.

2.6.1.2 Long-term Entry Permits are non-transferable - these are valid only for one person as shown on the Permit. Long-term Drive-in Permits are transferable – these are designed for representative of the external company which is mentioned on the drive-in permit and are valid only for the vehicle as mentioned on the drive-in permit (driver must have a valid entry document).

2.6.1.3 Long-term Entry Permits / Driving in Permits shall be issued or activated under the Application in writing:

- a) as per annex no. 3 if the request for entry of persons or drive-in of vehicles is based upon concluded agreement on providing of services to company of NOVÁ HUŤ s.r.o.;
- b) as per annex no. 2 if the request for entry of persons or drive-in of vehicles is based upon other reason;

The Applicant: the outside company being in a contractual relation with NOVÁ HUŤ s.r.o. or contractual relation with a company residing on the Premises of NOVÁ HUŤ s.r.o. Application must be filled in a readable way, correctly and completely, including all relevant annexes.

Applications as per annex no. 3 (see point a) above) are submitted directly at the workplace of the Entry Permit Issue Office of NOVÁ HUŤ s.r.o. The Entry Permit Issue Office will electronically verify the validity of the given data as per the identification no. of the agreement. The application consists of three separate sheets marked by the following symbols - B₁, B₂ and B₃. Filling instructions are given on the back side of the sheets.

If **application as per annex no. 2** will be submitted (see point b) above) applicant will arrange that it will be approved by responsible person of NOVÁ HUŤ s.r.o. and/or of company which has its headquarters and tangible assets in the company premises. Liable Officer shall be understood particularly Deputy of a contractual place (Department which such contractual relation was made in).

The approved Applications shall be served to Entry Permit Issue Office on time enough but one week at least prior to requested Entry/driving in and in the event of the request for the whole next calendar year, always by the end of November (provided that the contractual relation has already been made).

The Application for Entry/ Driving-in Permit shall be submitted even when the Holder possesses such Permit provided that it has been issued from any other reason.

Protection & Internal Administration dept. shall be competent to reduce the number of requested Permits.

2.6.1.4 Long-term entry/drive in permissions are differentiated by colour on the front side according to contractual partner and the type of contractual. The colours are allocated as follows:

- a) white – employees cards;
- b) dark blue – contractual partners of NOVÁ HUŤ s.r.o.;
- c) light blue – lease agreements NOVÁ HUŤ s.r.o.;
- d) ochre – contractual partners of companies which have their headquarters in the Premises.

In cases where there are several reasons for entry, CC are issued in the colour which is placed higher in the list (i.e. for instance in case of work contract and at the same time lease contract CC will be issued in dark blue colour). Individuals and/or vehicles with long-term entry/drive in permission as shown under letter c) or d) must not stay/move on the workplaces of NOVÁ HUŤ s.r.o.

2.6.1.5 Long-term entry/drive in permissions are valid only for the area for which these are requested and approved.

2.6.1.6 If during the following 12 months no entry/drive through permit shall be requested for person/vehicle again, which would correspond to the issued chip card, the applicant must return the issued chip cards after their expiry or upon no longer valid grounds for their issue at the Entry Permit Issue Office. At the same office also confirmation of the cards' returning can be requested. Without this certificate no claims relating to the handing back of the Entry documents shall be considered.

2.6.1.7 In case of loss or theft of the issued Entry/Drive in Permit the Applicant must submit a written application (refer to annex no. 2 or no. 3) for issue of new CC together with settlement of contractual settlement (see 6.2). Without contractual settlement for failing to hand back the Entry/Drive in Permit a new CC shall be issued only based on police certificate showing that the issued Entry Permit to the Premises was stolen or in case of theft of the vehicle or registration plate of the vehicle.

2.6.1.8 If during validity of the issued Drive in Permit the vehicle shall be replaced by another one, it is possible to replace the Permit, e.g. to return the already issued Permit and at the same time to obtain an Entry Permit for another car of the same type and category. Such replacement shall be made against settlement of CZK 150. Settlement of this sum shall not be required if the vehicle was stolen (based on submitting of the police statement) or if the registration number plate was replaced (based on submission of the registration book of the vehicle). Types of replacements:

- a) **Permanent** – until the validity end of the initial drive in Permit while stating in written the reason of replacement (for instance elimination of the vehicle from operation and its replacement by another vehicle, theft of vehicle etc.);
- b) **Temporary** – by means of deposit of the issued drive in Permit for a determined period (for instance repair of vehicle). Temporary replacement can be solved by short-term Permit.

2.6.1.9 Settlement of traffic routes usage costs in case of long-term drive in Permits is solved in chapter 3.

2.6.2 Issue and activation of long-term Entry documents

2.6.2.1 Long-term Entry/Drive in Permits are issued or activated by the Entry Permit Issue Office during the working days from 6:00 to 14:00.

2.6.2.2 Long-term entry permits bear photo of the person. Based on this fact the Applicant must on his own initiative get the necessary information and agree upon the date of taking the picture at the photo-workplace, which is located at the building of the Entry Permit Issue Office.

2.6.2.3 If the person or the vehicle already have a long-term Entry/Drive in permit and the data on the CC are valid, its validity activates based on the submitted application at the Entry Permit Issue Office within one week after its submission to the Entry Permit Issue Office or as agreed upon otherwise. In that case it is not necessary to submit CC at the Entry Permit Issue Office. If data mentioned on the issued Entry/Drive in permit are not valid, including the colour identifying the type of the long-term Entry/Drive in (see 2.6.1.4), then CC must be returned. If this is not the case, contractual penalty applies (see 6.2).

2.6.2.4 Issued Entry/Drive in Permits are not on principle sent by post and the Applicant must on his own initiative search for the information and agree upon the date of their taking over.

2.6.2.5 Long-term drive in Permits can be issued or activated only upon fulfilment of the contractual settlement conditions (see chapter 3).

2.7 Entry of selected groups of people

2.7.1 Entry Permits of Staff of Maxion Wheels Czech s.r.o. company are activated into the employee cards of this company.

2.7.2 Entries of persons coming for the purpose of collective visits/sightseeing are solved based on written request as shown in annex no. 5 which must be submitted for this area minimum one week before the excursion start. Entry of multiple visitors/excursion to the Premises is permitted under a precondition that internal regulations linked with the entry of multiple visitors/excursion are fulfilled and that responsible persons approve these. Participants of excursion must during the entire excursion observe orders of the accompanying person. Visits of persons younger than 15 years are, due to safety reasons, possible only exceptionally, while observing the precondition of one accompanying adult person for 10 persons younger than 15 years.

2.7.3 Persons, whose Entry to the Premises of any organization results from the legislature, enter/drive in the Premises upon submitting of service card or other document authorizing entry, and/or in uniform with clearly placed service number.

2.7.4 Entry of public media representatives is Permitted by the Protection & Internal Administration dept. as per internal regulations.

2.7.5 Entry of ambulances and fire-fighting vehicles is possible without drive in Permits.

2.8 Entry/Drive in of people taking pictures and shooting films

2.8.1 Permits for taking pictures and film shooting are issued upon written request (see annex no. 4), accompanied by agreement of the managers and approved by the

Protection & Internal Administration dept. and these can be solely in link with fulfilment of tasks resulting from concluded contractual relations or other activities, which made basis for Entry Permit to the Premises.

2.8.2 Upon taking pictures and film shooting in the Premises the purpose for which this Permit was issued, as well as conditions, which were eventually set upon issue of the Permit (for instance taking pictures and film shooting under supervision of responsible person) must be kept.

2.8.3 Taking pictures and film shooting in the Premises with the goal to publish these pictures and recordings (for representatives of public media etc.) must be Permitted by the Protection & Internal Administration dept. as per the internal regulations.

2.8.4 Persons, who are entitled to enter the Premises based on legislature, can, in the course of fulfilment of their service duties, take pictures and shoot films without permission to do so under a precondition of announcing this activity to the relevant manager.

3 Settlement of costs for usage of traffic routes

3.1 These measures relate to all two-track motor vehicles of outside legal and physical entities entering the main Premises. The following vehicles are exempted from the required settlement for usage of the traffic routes:

- a) in case of short-term drive in Permits to the Premises, if in the course of one calendar month no more than 3 short-term Entry Permits with the total duration of 7 days inclusive shall be asked for the given vehicle;
- b) in case of contracting parties, for whom exception from the settlement results from the concluded contract as per the internal regulations;
- c) in case of holders of handicap cards (it is necessary to submit copy of this card);
- d) in case of Staff and direct suppliers of Maxion Wheels Czech s.r.o.;
- e) based on the decision of the Protection & Internal Administration dept. as per the internal regulations.

3.2 Based on the highest allowed weight the road motor vehicles entering the Premises can be divided into the following 3 categories with flexible monthly settled amount, including 21% VAT:

Category I – vehicles with the highest allowed weight below 3.5 tons CZK 500

Category II – vehicles with the highest allowed weight from 3.5 to 10 t..... CZK 600

Category III – vehicles with the highest allowed weight above 10 tons CZK 900

3.3 One moth equals to the given calendar month, and/or its equivalent, e.g. 30 days. The lowest unit equals to the rate of one month. If the required period exceeds 1 month, the settled amount is rounded up to the whole multiples of monthly rates. If the Permitted three entries free of charge with the total duration of 7 days of the given calendar month shall be exceeded, then the due term for settlement is the relevant calendar moth, e.g. since the first until the last date of the calendar moth.

3.4 The contractual price settlement can be made by one of the following methods:

- a) based on the concluded contract on usage of traffic routes of NOVÁ HUŤ s.r.o. (see annex no. 11) in the Protection & Internal Administration dept. upon agreement

with the representative of the said dept and by means of invoice paid (payments above CZK 20 thousand);

b) in cash at the Entry Permit Issue Office (see annex no. 10).

3.5 Applicant of drive-in permit (see 2.6.1.3) must always be shown in the agreement on using of transport roads as per 3.4 a) and/or on the tax document when paying in cash, see per 3.4 b), as payer.

3.6 Applicant must document the settled payment before issue of the drive in Permit to the Premises at the Entry Permit Issue Office. Guarantee of the settled payment is based upon submitting of tax document or of the agreement on usage of traffic routes' copy.

4 Pick up and transport of tangible assets by outside companies

4.1 General rules

4.1.1 Transport of tangible assets can be made only upon prescribed and duly filled in documents necessary for transport of tangibly assets from the Premises with the exception of transport of tangible assets from the Premises of the Transport services (gatehouse no. 17 Garages). Below are shown documents enabling transport of tangible assets from the Premises:

- a) Bill of loading accompanied by weighing bill.
- b) Tax document used as sales document against cash via the Metallurgical retail shop accompanied by weighing bill as per instructions of this dept.
- c) Exit document for transport of tangible assets from NOVÁ HUŤ s.r.o.
- d) Exit document for transport of tangible assets of outside company from the Premises (see 4.2).
- e) Confirmed list of brought in, transported in tangible assets of outside company (see 4.5.2).

4.1.2 When passing through, driving through gatehouse and also anywhere in the Premises the persons are obliged to enable gatekeeper's control of the transported/carried tangible assets, including controls of hand held luggage, vehicle and its load. In reasonable cases the persons must also undergo a personal control.

4.1.3 When leaving the Premises the persons executing transport of tangible assets are obliged to hand over the original exit document to the gatekeeper at the gatehouse.

4.1.4 Transport of tangible assets based on transport document, which must be accompanied by weighing bill, must be organized within 15 minutes after weighing of the load at the latest.

4.1.5 Transport of tangible assets must not be organized later than within 7 calendar days since the date of issue of relevant transport document (date of issue is not included into this time limit).

4.1.6 When bringing, transporting tangible assets of outside company into the Premises the duty of the forwarder is to submit document (e.g. list of brought in/transported in tangible assets) to the gatekeeper for confirmation (date, signature, employee number, stamp). Proper document of the outside company shall be used which must clearly

show accurate specification and quantity of brought in/transported in tangible assets. This document must be modified in such a way that it is not possible to fill in additional data later. Confirmed document is used by the outside company for control or as a basic document for proving the legitimacy of its transport.

4.1.7 When transporting tangible assets of outside company by railway siding, its representative must, one day in advance at the latest, before the assumed loading of assets inform accordingly the security guards about this activity as the security guard representatives shall check the loading and approve the tangible assets of the outside company, which are to be taken out from the Premises. Filled in exit document must be submitted for the control. Outside company has to secure the loading so that the loading activities would be carried out only during the working days from 7:00 to 13:30.

4.1.8 When transporting

- a) assembly boxes, mobile units, container and other closed sets,
- b) property for which it is impossible to make the necessary control at the gate-houses when the property is being taken out from the Premises,

the outside company must inform the security guards, about this activity, one day before their closing and loading at the latest, as the guard representatives shall check the loaded assets and shall record this in the exit document.

4.1.9 When transporting bulk material freely loaded or transported in package, which is not an original package of material (sand, crushed stone, coke, slag etc.) and when transporting all waste types (except municipal waste and separated beverage wraps), the exit document must be accompanied by weighing bill. Municipal waste and separated beverage wraps (plastics) in bags and/or in other wraps are transported without weighing.

4.1.10 Outside companies take over full responsibility for all their subcontractors, including confirmation of transport of their assets from the Premises. Subcontractors must respect all directives valid for outside companies – main suppliers - within this scope.

4.1.11 Outside companies must respect decisions and orders of the gatekeepers and representatives of the Protection & Internal Administration dept. They must react within the determined deadline and way to their written statements.

4.1.12 If some of the above-mentioned rules shall not be fulfilled, it shall not be possible to take tangible assets out from the Premises.

4.2 Exit documents for transportation of tangible assets of outside companies

4.2.1 Outside companies can document only transport of such tangible assets, which are provably in their possession or which were assigned to their usage.

4.2.2 If tangible assets, the quantity of which is mentioned in weight units, are transported, also weighing bill has to be enclosed to the exit document.

4.2.3 Exit document shall be issued by an outside company requesting for taking away of the property of its own or entrusted one from the Premises. Exit document forms (see annex no. 6) shall be prepared by the outside companies at their own expense. Template of those exist documents is available in Entry Permit Dept. where exit document checks can be bought.

4.2.4 Exit document must be filled in legible manner, and it must contain accurate list of tangible assets transported and its unique specification (type, name, quantity, dimensions, manufacturing and registration number etc.). If tools or equipment do not have manufacturing or registration number, it is necessary to annex document on recording of this material without manufacturing number at the gatehouse upon its transport to the Premises to the exit document. In exceptional cases this material can be transported from the Premises based on provable records of outside company.

4.2.5 Exit document shall be issued in 2 counterparts:

- a) counterpart 1 shall be handed-over at the gatehouse when property is taken away – the Gatekeeper shall mark on its back side the date and time of leaving the Premises; his/her Officer no., signature and seal;
- b) counterpart 2 shall be kept by the Issuer.

4.2.6 Exit documents must be numbered in ascending sequence (consecutive number/last two digits of the calendar year) and also the sequence of the document number and the date of issue of document must be kept. The issuing party is responsible for numbering of exit documents.

4.2.7 List of the transported tangible assets on the exit document must be of such form that it is impossible to additionally fill in further data or that its misuse is prevented. Lines, which are not filled in, must be crossed out.

4.2.8 Exit document list may not be rewritten and it is forbidden to add further data to it.

4.2.9 If bigger amount of tangible assets shall be transported, this can be specified in the annex to the exit document. The annex must contain the exit document number, to which it belongs, item number, quantity, clear specification of tangible assets and signature of the competent employee (see 4.2.11).

4.2.10 Representative of outside company, who signs exit document, confirms that tangible assets shown on the exit document are in possession of the outside company or are assigned to usage of the outside company. In case of subcontractor the document has to be approved by the main supplier, who is in contractual relationship with NOVÁ HUŤ s.r.o.

4.2.11 Authorized Staff of NOVÁ HUŤ s.r.o. or any of the companies having headquarters and immovable assets in the Premises confirm exit documents. Signing of the exit document by responsible employee is decisive for releasing of the tangible assets from the Premises. Acknowledgement of exit documents can be made during working days from 6:30 to 14:00. Lists of authorized Staff are available in the secretariats of the plants' management, and/or specialized departments of NOVÁ HUŤ s.r.o. management and of companies, which have their headquarters and immovable assets in the Premises or at the security guards.

4.2.12 Staff authorized to sign exit documents of outside companies are responsible for checking the completeness and dully filled all necessary items of the exit documents, as well as for the fact that the outside company is authorized to transport the shown tangible assets. Due to this reason they are also entitled to carry out random control of warehouse records keeping at the outside companies, assets of which are located in the Premises (see 4.3).

4.2.13 Outside company must preserve copies of all exit documents for the purpose of control for at least 3 years since their issue.

4.3 Obligations of outside companies upon storage of tangible assets in the Premises

Outside companies must keep simple warehousing records of all own assets located in the Premises and of exit documents (see 4.2) in case of approval of transport of these assets by authorized Staff (see 4.2.11) and control carried out by NOVÁ HUŤ s.r.o., while the records must be kept in such form and contents so that the outside company could clearly prove the way of assets acquisition, its assortment and quantity in the warehouse.

4.4 How to proceed upon dispatch of metallurgical products by road vehicles

4.4.1 For transport of metallurgical products by road vehicles from the Premises every vehicle must have an issued Loading order, which drivers shall obtain from the workplace of the Road dispatch dept. Without such loading order the loading centre may not load a vehicle.

4.4.2 When entering the premises the driver must submit loading order to the gatekeeper and the gatekeeper must record at the prescribed place the time of vehicle's Entry to the Premises. Loading order is valid on the date of issue and until 10.00 of the following calendar day. After having entered the Premises and also before further and also partial loading the truck driver must have his truck weighted. The first weighing (tarring) must be made within 15 minutes after Entry of the vehicle to the Premises. Driver must submit the Loading order to the weighing clerk upon tarring.

4.4.3 Driver of the vehicle must leave the Premises within 15 minutes after the final weighing. If the driver exceeds the time determined for leaving the Premises, the vehicle shall be, accompanied by gatekeeper, and sent for re-weighing.

4.4.4 If the weight detected during re-weighing shall exceed by 100 kg the previous weighing, the accompanying gatekeeper shall arrange parking of the vehicle at a suitable place in the Premises and shall inform the Security Dispatcher's Centre, which as per agreement with the Dispatcher's Centre of NOVÁ HUŤ s.r.o., shall decide on further procedure. Costs linked to this procedure shall be settled by the vehicle driver only upon legible parking of the vehicle.

4.5 Specific types of tangible assets' transport

4.5.1 Transport upon break downs and accidents

4.5.1.1 Outside the working hours designed for acknowledgement of the exit documents (see 4.2.11) in extraordinary cases outside companies can organize transport of own assets without the approval of authorized employee. In such cases representative of outside company must:

- a) Fill in the prescribed exit document (see 4.2) in 3 copies (1× for the gatehouse, 1× for outside company, 1× for subsequent verification of transport).
- b) Come to the Security Dispatcher's Centre, where the dispatcher shall mark on the back side of the original of the exit document the date, hour, stamp, signature and brief justification of the transport, which has to be verified at the Dispatcher's Centre of the relevant plant or another present manager of NOVÁ HUŤ s.r.o. or

company having headquarters in the Premises, as well as intangible assets, whose surname has to be recorded on the back side of the exit document.

- c) Upon transport hand over document confirmed by both dispatchers to the gatekeeper; while gatekeeper shall, upon having checked the weighed assets, take over the confirmed exit document and shall fill in Report of the safety guards.

4.5.1.2 Representative of outside company must hand over the third copy of the exit document approved by authorized employee to the Protection & Internal Administration dept. or to the safety guards the following day. If he fails to do so, the assets' transport shall be perceived as unauthorized with all consequences resulting from it.

4.5.2 Transport within 24 hours

4.5.2.1 If tangible assets of outside company shall be transported from the Premises within 24 hours, when these were transported to the Premises, the procedure is as follows - their transport to the Premises must be verified and confirmed by gatekeeper at the gatehouse (date and hour of entry, company number of the gatekeeper and his signature) either on the list prepared by outside company or on a pre-printed list, which can be obtained from the gatehouse or at the Entry Permit Issue Office.

4.5.2.2 Person transporting tangible assets to the Premises must enable the gatekeeper to carry out control of the transported tangible assets.

4.5.2.3 List of tangible assets confirmed by gatekeeper serves as document enabling the outside company to take the assets out within 24 hours. When transporting assets out it is necessary to hand over this document to the gatekeeper at the gatehouse, where the transport takes place.

4.5.3 Repeated transports

4.5.3.1 Outside companies can ask for repeated transports of tangible assets if they repeatedly transport the same tangible assets (equipment of mobile workshops, transport of measurement equipment, above-standard equipment of vehicles, bags with tools for repair of breakdowns etc.).

4.5.3.2 Below is the procedure used for request of repeated transports of tangible assets:

- a) Applicant shall prepare list of tangible assets designed for repeated transport in the least 3 copies, while respecting the stipulations of points 4.2.4, 4.2.7 and 4.2.8; the list must also show the name of the outside company and number plate of the vehicle or surname, name and date of birth of the representative of the outside company, which shall transport tangible assets;
- b) Applicant shall hand over, together with the request containing the justification of repeated transports, prepared and confirmed list to the Protection & Internal Administration dept.;
- c) Applicant shall afterwards pick up 2 copies of list of tangible assets at the safety guards, while one copy shall serve as exit document and the second copy shall be filed.

4.5.4 Other specific types of transport of tangible assets

4.5.4.1 Selected outside companies (especially these, which have their headquarters in the Premises and which possess tangible assets) carry out transport of tangible

assets by means of yellow documents (sample is available in the dept. of Protection & Internal Administration). Protection & Internal Administration dept. takes decisions on enabling of this specific transport.

4.5.4.2 Maxion Wheels Czech s.r.o. transports away tangible assets by means of own exit documents and weighing bills. Transport of all wastes with the exception of metal waste is carried out without weighing bills.

4.5.4.3 RAYLANI INVEST s.r.o. annex to the properly filled in yellow exit document also delivery note, which shows quantity and clear specification of the transported material. The exit document number must be identical with the number of the enclosed delivery note. Issue must comply with the stipulations of this Overview.

5 Retention of tangibles assets

In case of transport of tangible assets without the prescribed documents or in case of justified suspicion that the tangible assets were stolen from the Premises, the obligation of safety guards is to retain such assets.

5.1 Retention procedure

5.1.1 Security guard shall fill in a Certificate on retention (see annex no. 12) to the person, whose tangible assets were retained.

5.1.2 Person, who shall commit unauthorized transport of tangible assets valued above CZK 5 thousand or any quantity of precious and colour metals, must wait until arrival of the Police of the Czech Republic.

5.1.3 Retained tangible assets shall be transported from the retention area and shall be temporarily stored by security.

5.2 Release of retained tangible assets

5.2.1 Upon finalization of the case investigation and finding that the tangible assets were not stolen, determined employee of the security shall hand the assets over to the authorized person, who must prove the origin and ownership towards these assets (property title acquisition document, usage agreement, statutory declaration etc.). Retained tangible assets can be picked up the following working day after retention at the earliest, from 7:00 to 14:00.

5.2.2 Authorized person shall confirm taking over of the retained assets by his signature (while providing surname, name and date of birth) in the Book of retained objects. Representative of security guards, who issues the retained assets, shall provide certificate on retention to the acquisition title certificate or statutory declaration.

5.2.3 Retained tangible assets, which are solved by police or court, shall be issued only as per the resolution of the relevant criminal proceeding bodies.

5.2.4 Failing to collect retained tangible assets within 1 month since their retention shall be considered as serious violation of internal regulations linked to Entry of persons and driving in of vehicles to the Premises.

6 Sanctions/Penalties

6.1 Any violation of the above-mentioned rules NOVÁ HUŤ s.r.o. may result in permanent Entry/Drive in prohibition to the Premises imposed by NOVÁ HUŤ s.r.o. In case of repeated or especially serious violation of the rules proposal for cancellation of the contractual relationship with the given outside company can be made. Apart from these sanctions NOVÁ HUŤ s.r.o. also sanctions resulting from concluded contracts apply.

6.2 The sum to be settled in case of failing to return Entry/Drive in Permit – CC (per 1 piece incl. 21% VAT) is:

- a) CZK 200 for long term permit (see 2.6);
- b) CZK 300 for short term permit (see 2.5).

Payment for CCs, which were not returned, is made in cash at the Entry Permit Issue Office.

6.3 In case of violation of the duty of adherence to the stipulations of Act no. 361/2000 Coll. (see point 2.2.6), especially in case of violation of the speed limit, NOVÁ HUŤ s.r.o. shall apply the following:

- a) upon 1st violation drive in Permit will be withdrawn for the period of 3 months;
- b) upon 2nd violation drive in Permit will be withdrawn for the period of 1 year;
- c) upon 3rd violation drive in Permit will be withdrawn permanently (permanent prohibition of drive in).

6.4 Selected contractual penalties resulting from violation of the rules listed in this Overview:

- a) Violation of stipulations of Act no. 361/2000 Coll., on road traffic as amended, especially exceeding the speed limit, disobedience to traffic signs or parking at specific areas of the Premises:
 - CZK 2,000.00 upon first breach;
 - CZK 4,000.00 for individual subsequent repeated breaches;
- b) Gross violation of the stipulations of Act no. 361/2000 Coll., on road traffic as amended, especially exceeding the speed limit by 40 km/h or more:
 - CZK 10,000.00 upon first breach;
 - CZK 20,000.00 for individual subsequent repeated breaches;
- c) Positive result of breath test of alcohol contents above 0.2 ‰ or positive result of drug test or refusing of this test upon Entry/Drive in to the Premises or anywhere within the Premises:
 - CZK 25,000.00 upon first breach;
 - CZK 50,000.00 for individual subsequent repeated breaches;penalty does not apply if employee of external company carried out the test for his/her own employee and if the security guards were immediately informed about the positive result of the test.
- d) Unauthorized removal/transport of tangible assets from the Premises (missing exit documents):
 - CZK 2,000.00 upon first breach;
 - CZK 4,000.00 for individual subsequent repeated breaches;

- e) Unauthorized removal/transport of tangible assets from the Premises (theft of tangible assets):
 - CZK 25,000.00 upon first breach;
 - CZK 50,000.00 for individual subsequent repeated breaches;
- f) Non-respecting of the orders and decisions made by the security Service, conflicts with Security Service:
 - CZK 2,000.00 upon first breach;
 - CZK 4,000.00 for individual subsequent repeated breaches;
- g) Non-marking of Staff, vehicles and buildings to be either owned or leased:
 - CZK 2,000.00 upon first breach;
 - CZK 4,000.00 for individual subsequent repeated breaches;
- h) Smoking on the Premises:
 - CZK 5,000.00 upon first breach;
 - CZK 10,000.00 for individual subsequent repeated breaches;
- i) Deterioration of the assets in the ownership of NOVÁ HUŤ s.r.o. or in the ownership of the companies having their registered office on the Company Premises including real estates, i.e. the accomplished deterioration and attempted one as well:
 - CZK 2,000.00 upon first breach;
 - CZK 4,000.00 for individual subsequent repeated breaches;
- j) Non-secured buildings on the Company Premises (dressing rooms, vehicles, assembly boxes, construction cells etc.) against breaking by a non-authorized person:
 - CZK 1,000.00 upon first breach;
 - CZK 2,000.00 for individual subsequent repeated breaches.

6.5 NOVÁ HUŤ s.r.o. shall account contractual penalty equal to CZK 150.00 against Forwarder for each repeated weighing due to breach of the set condition as per article 2.2.16. This contractual penalty can be also requested in Euros based on the foreign exchange rate announced by the Czech National Bank (CNB) as of the date of duty violation.

7 Other provisions

7.1 Lists of passing/driving through gatehouses of NOVÁ HUŤ s.r.o.

7.1.1 List of passing through/driving through as recorded in the electronic access system can be provided upon request. These have electronic MS Excel format and are usually made once a month, unless agreed upon differently with Protection & Internal Administration dept. These are usually sent within the next working day after having received the request.

7.1.2 Outside persons can request lists by email at the Entry Permit Issue Office, while using the address which is mentioned in the Request for entry/drive through permit or from the address as announced in a written form by Protection & Internal Administration dept. This applies to persons, who applied for entry/drive through permits.

7.1.3 These lists contain the date, time of passing through the gate, surname and name of the person, system personal no., direction (entry/exit). Company name and subcontractor. Data for such lists are kept for approximately 90 past days.

7.1.4 As for the lists of own passing through the gates, individual persons can request these based on verification of his/her identity at the Entry Permit Issue Office.

7.2 The head of the Protection & Internal Administration dept is competent to solve disputable cases and exceptions of the matters solved by this Overview.

7.3 This Overview of Decisive Intercompany Regulations and selected annexes included in it are available on the website of NOVÁ HUŤ s.r.o. (<https://www.novahut.cz/persons-entering-the-premises-staying-on-the-premises/index9ed2.html?lang=en>)

- No. 1 Basic Rules For Persons Staying on the Premises & Entering the Premises of NOVÁ HUŤ s.r.o.
- No. 2 Applications for Permit of Entry/Drive in to the Premises of NOVÁ HUŤ s.r.o. – type A
- No. 3a Applications for Permit of Entry/Drive in to the Premises of NOVÁ HUŤ s.r.o. based on the contract on providing of services – B1: Applicant's data
- No. 3b Applications for Permit of Entry/Drive in to the Premises of NOVÁ HUŤ s.r.o. based on the contract on providing of services – B2: Entry of persons
- No. 3c Applications for Permit of Entry/Drive in to the Premises of NOVÁ HUŤ s.r.o. based on the contract on providing of services – B3: Vehicles Driving-in
- No. 4 Application for permission of taking pictures/film shooting in the Premises of NOVÁ HUŤ s.r.o.
- No. 5 Applications for Permit of Collective Visit/Excursion to NOVÁ HUŤ s.r.o.
- No. 6 Exit document on transportation of tangible assets of outside company
- No. 7 Opening hours of gates
- No. 8 Declaration on transport of oversized load
- No. 9 Entry of tangible assets of an outside company notification

The annexes are in electronic form on the Internet: <https://www.novahut.cz/persons-entering-the-premises-staying-on-the-premises/index9ed2.html?lang=en>

Tax document (Voucher)

Contractual payment



Voucher no.:

Payer, the one who is responsible for realizing taxable event (provider):

NOVÁ HUŤ s.r.o.

Ostrava-Kunčice, Vratimovská 689/117, PSČ 719 00

Ident. no.: 23089032 VAT no.: CZ23089032 Commercial register: Regional Court of Ostrava, C part, insert 99128

Payer, the one in whose favour the taxable event realizes (Applicant)

Extent and subject of payment

Provider hereby undertakes to enable the Applicant to use transport roads located in the Premises of NOVÁ HUŤ s.r.o. by the further specified road motor vehicles as per the conditions given on the reverse side of this tax document.

Specification of the road motor vehicles

Plate no.	Car manufacturer /brand/	Category of vehicle	No. of months	Period	Amount in CZK incl. 21% VAT
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Total amount and payment

In view of the number and specification of vehicles and machines the amount to be paid equals to:

Agreed upon contractual price without VAT
plus 21% VAT
Total

Applicant made the settlement in cash.

Date of taxable event realization:

Date of issue:

Issued by:

Conditions relating to usage of transport roads in the Premises of NOVÁ HUŤ s.r.o.

1 Usage of transport roads in the Premises of NOVÁ HUŤ s.r.o. by road motor vehicles is subject to contractual payment depending on the category of the road motor vehicle and duration. Three entries with the total duration of 7 days of the given calendar month are free of charge.

2 Road motor vehicles, which enter the Premises of NOVÁ HUŤ s.r.o. are, based on the maximum Permitted weight, divided into 3 categories with variable monthly payment, including 21% VAT:

Category I – vehicles with the maximum weight up to 3.5 tons CZK 500.00

Category II – vehicles with the maximum weight from 3.5 to 10 tons CZK 600.00

Category III – vehicles with the maximum weight above 10 tons CZK 900.00

3 One month equals to one calendar month, and/or its equivalent, i.e. period of 30 days. The minimum to be paid is rate per one month. If the required time exceeds 1 month, then the payment is rounded upwards to entire multiples of monthly rates. If three entries, which are Permitted and free of charge with the total duration of 7 days of the given calendar month will be exceeded, then the time of payment realization is one calendar month, i.e. from the first until the last day of the calendar month.

4 Based on the carried out payment the Applicant receives an issued Entry Permit to the Premises of NOVÁ HUŤ s.r.o. as per the numbers and time specified in the extent and subject of payment. If the Applicant shortens the required validity of Entry Permit, then the adequate part of the contractual payment will not be paid back.

5 After expiry of the Entry Permit validity the Applicant must give the Entry Permit back. If this Entry Permit will not be returned or will be lost, then the Applicant must pay contractual fine for each unreturned Entry Permit of the vehicle.

6 Drivers of the vehicles must in the entire Premises of NOVÁ HUŤ s.r.o. observe stipulations of Act no. 361/2000 Coll., on traffic on roads as amended later, including observation of the speed limit, traffic signs and parking on reserved parking lots in the Premises of NOVÁ HUŤ s.r.o. If these obligations will be violated, then the contractual penalty will be applied. Control of the above-mentioned in the Premises of NOVÁ HUŤ s.r.o. is organized by monitoring. Further the drivers must observe the internal regulations relating to the entry/driving in and stay in the Premises of NOVÁ HUŤ s.r.o. Overview of the most significant intercompany regulations relating to the Entry or stay of persons, as well as driving in of vehicles to the Premises is annexed to the Contract on work execution, Contract on services and Contract on leasing of building or area in the Premises of NOVÁ HUŤ s.r.o. This document is also available on the website (<https://www.novahut.cz/persons-entering-the-premises-staying-on-the-premises/index9ed2.html?lang=en>).

7 Drivers of vehicles must not damage or pollute roads, areas and devices in the Premises of NOVÁ HUŤ s.r.o. Individual cases of the above-said will be solved by contractual penalty equal to CZK 1000 for each such event and will be invoiced by NOVÁ HUŤ s.r.o. while the Applicant will have to settle this invoice within 14 days since the date of receipt. Eventual compensation for damage is not restricted by this contractual penalty. Similarly to that also events of unauthorized usage of the roads will be solved.

8 Breach of the above-mentioned conditions will result in taking away of the Entry and drive in Permit without compensation.

Representative of the Applicant hereby agrees with the conditions relating to usage of transport roads in the Premises of NOVÁ HUŤ s.r.o. and undertakes to observe these.

Name, surname

Date

Signature

Contract



on usage of transport roads in the Premises of NOVÁ HUŤ s.r.o. by road motor vehicles concluded as per Section § 269, par. 2 of the Commercial Code

1 Contracting parties

Provider:

NOVÁ HUŤ s.r.o.

Ostrava-Kunčice, Vratimovská 689/117, PSČ 719 00

Represented by Ing. Petr Holusa, B3 dept.- Protection & Internal Administration

Tel. no.: 595 684 218

Ident. no.: 23089032 VAT no.: CZ23089032 Commercial register: Regional Court of Ostrava, C part, insert 99128

Account no.: 131-3847500207/0100

Applicant:

2 Subject-matter of the Contract

Provider hereby undertakes to enable Applicant to use transport roads of the Premises of NOVÁ HUŤ s.r.o. by road motor vehicles of the Applicant, as well as of his subcontractors, and also to issue for the Applicant Entry Permits to the Premises of NOVÁ HUŤ s.r.o. while its numbers and duration is set upon fulfilment of this Contract.

3 Price and payment conditions

3.1 In view of the number and specification of vehicles and machines as given in article 6 of this Contract the following is valid:

Agreed upon contractual price without VAT

plus 21% VAT

Total

3.2 User undertakes to settle invoice issued by Provider, while its maturity term is 14 days since its date of issue. If invoice settlement will be delayed, the Applicant will have to pay delay interest equal to 0.02% of the due amount for each day of delay, and representatives of the Applicant, and/or its vehicles will not be authorized to enter/drive in to the Premises of the Provider until settlement of the invoice.

4 Validity

This Contract is concluded for the period from _____ to _____.

5 Other stipulations

5.1 Entry Permit to the Premises of NOVÁ HUŤ s.r.o. will be issued by the Provider against documented contractual payment.

5.2 After expiry of the Entry Permit validity the Applicant must return the Entry Permit back. If this will not be the case, the same situation as upon loss of the Permit will follow, i.e. the Applicant must pay contractual fine for each unreturned vehicle Entry Permit.

5.3 Drivers of the vehicles must in the entire Premises of NOVÁ HUŤ s.r.o. observe stipulations of Act no. 361/2000 Coll., on traffic on roads, as amended later, including observation of the speed limit, traffic signs and parking on reserved parking lots in the Premises of NOVÁ HUŤ s.r.o. If these obligations will be violated, then the contractual penalty will be applied. Control of the above-mentioned in the Premises of NOVÁ HUŤ s.r.o. is organized by monitoring. Further the drivers must observe the internal regulations relating to the entry/driving in and stay in the Premises of NOVÁ HUŤ s.r.o. Overview of the most significant intercompany regulations relating to the Entry and stay of persons, as well as driving in of vehicles to the Premises, is annexed to the Contract on work execution, Contract on services and Contract on leasing of building or area in the Premises of NOVÁ HUŤ s.r.o. This document is also available on the website (<https://www.novahut.cz/persons-entering-the-premises-staying-on-the-premises/index9ed2.html?lang=en>).

5.4 The Applicant undertakes not to damage or pollute roads, areas and devices in the Premises of NOVÁ HUŤ s.r.o. Individual cases of the above-said will be solved by contractual penalty equal to CZK 1000 for each such event and will be invoiced by NOVÁ HUŤ s.r.o. while the Applicant will have to settle this invoice within 14 days since the date of receipt. Eventual compensation for damage is not restricted by this contractual penalty. Similarly to that events of unauthorized usage of the roads will be solved accordingly.

5.5 During validity of the contractual relation the Applicant must inform the Provider about all changes linked to the subject-matter of this Contract without delay.

5.6 If point 4 of this Contract will not be kept by the Applicant (shortening of the validity of fulfilment), adequate part of the contractual payment will not be returned.

5.7 Breach of the above-mentioned conditions of the concluded Contract or violation of the rules given in the Overview of the intercompany regulations relating to Entry and stay of persons and Entry of vehicles to the Premises of NOVÁ HUŤ s.r.o. caused by the Applicant will result in taking away of the Entry and drive in Permit without compensation.

6 Specification of the motor vehicles

No.	Car manufacturer /brand/	Type of vehicle	License plate	Category of vehicle 1)	Number of months 2)	Payment in CZK 3)

- 1) Category I: road motor vehicles with the maximum weight up to 3.5 tons;
 Category II: road motor vehicles with the maximum weight from 3.5 to 10 tons;
 Category III: road motor vehicles with the maximum weight above 10 tons.
- 2) One month equals to one calendar month, and/or its equivalent, i.e. period of 30 days since concluding of the Contract. The minimum is rate per one month. If the required time exceeds 1 month, then the payment is rounded upwards to entire multiples of monthly rates.
- 3) Monthly rates, including 21% VAT se per individual categories of vehicles, are as follows:
 Category I: CZK 500;
 Category II: CZK 600;
 Category III: CZK 900.

7 Final stipulations

This Contract enters into validity and becomes efficient since the date of being signed by both contracting parties.

Provider

In Ostrava on

Applicant

Retention receipt

CENTR GROUP, a.s., gatehouse no. (shift) confirms that the following object
(Description of the retained object) was retained

.....

Name and surname DOB:

Address of domicile

Plant, company.....

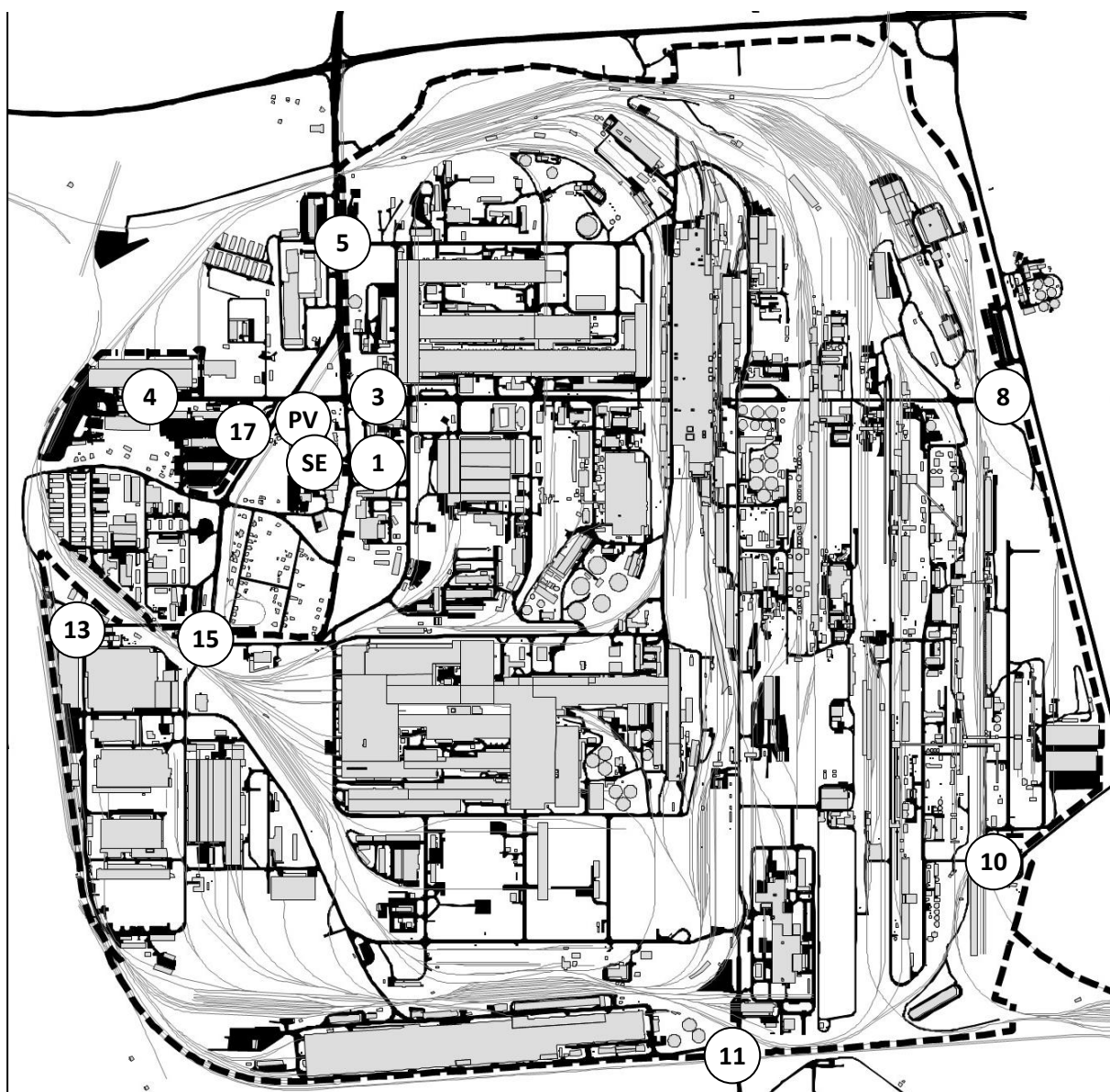
.....
date

.....
stamp, signature and company no. of the gatekeeper

Advice:





- Retained tangible assets can be picked up during working days from 7:00 to 14:00 from the responsible security employee, e-mail: dokladyostraha.ostrava@novahut.cz, tel. no.: 595 687 497, against presentation of the valid documents on acquisition or authorized usage of the object.
- If the retained tangible assets will not be picked up, no further Entry of the outside person from whom the tangible assets were retained will be possible, unless otherwise agreed upon with the NOVÁ HUŤ s.r.o. Protection & Internal Administration dept.
- If the retained tangible assets will not be picked up within 1 month since their retainment, this fact will be considered as significant violation of internal regulations relating to Entry of persons and drive in of vehicles to the Premises of NOVÁ HUŤ s.r.o.

Layout map of NOVÁ HUŤ s.r.o.



Legend

- 1** Head Office
- 3** Main Gate
- 4** Mine Supports
- 5** Fire Brigade
- 8** Zarici
- 11** Vratimov Gate
- 13** Maxion Wheels Czech
- 15** South Gate
- 17** Garages
- PV** Entry Permit Issue Office
- SE** Road dispatch workplace

-  Roads
-  Buildings
-  Rails
-  Premises boundary

IMS Instruction Sheet

Used for:

- a) **Instruction of new Staff of NOVÁ HUŤ s.r.o.;**
 - b) **Instruction of other persons whose work is managed by the organization (i.e. Staff of outside providers, who work in the Premises of NOVÁ HUŤ s.r.o.)**
- for acquaintance with the Integrated Management System for quality, environmental protection, occupational health and safety, energy management and prevention of serious breakdowns.**

1 Instruction Sheet (IS) provides basic information on:

- a) Definition and management of IMS.
- b) Main intentions of NOVÁ HUŤ s.r.o. as expressed in IMS Policy and Objectives.
- c) Increasing IMS awareness.
- d) Duties set by the internal rules of the company, observation of which is valid for both Staff of the company and other persons whose work is managed by the organization.

2 Integrated Management System (IMS)

NOVÁ HUŤ s.r.o. has implemented the IMS, which includes:

- a) Quality management systems (QMS) according to EN ISO 9001
- b) Environmental management systems (EMS) according to EN ISO 14001
- c) Health and safety management system (HSMS) according to OHSAS 18001
- d) Energy management system (EnMS) according to EN ISO 50001
- e) System of prevention of serious breakdowns caused by selected dangerous chemical substances and chemical mixtures according to Act no. 224/2015 Coll.

3 The objective of IMS is to provide:

- a) Standard conditions in production and to restrict influence of random influences.
- b) Required quality of products and services, stability of deliveries fulfilling requirements of customers.
- c) Technological and safety competency of production device, professional competency of persons whose work is managed by the organization.
- d) Observance of set rules and documented procedures.
- e) Understanding the needs and expectations of interested parties.
- f) Fulfilment of mandatory requirements in the area of protection of environment, occupational health and safety, energy management and prevention of serious breakdowns.
- g) Optimal management of energy media, continuous improvement of energy efficiency.
- h) Reducing the environmental impact of our activities, products and services.
- i) Increasing the level of occupational health and safety and the working environment.
- j) Identify problem areas, determine causes, carry out corrective measures as part of planning considering risks and opportunities, and taking action to resolve them.
- k) Continuous improvement of company performance.

4 IMS specification and management

- a) IMS is used for all processes and activities secured in the company.
- b) IMS applies to all Staff of the company and other persons whose work is managed by the company.
- c) The authorized top manager of the company is responsible for the IMS. He appoints representatives of the management (RM) of QMS and EMS (IMS) / HSMS / EnMS / PZH and assigns them authorities to take decisions and to manage the given area.

At individual plants there are also representatives of the plant management and other persons appointed, who within their scope of work are responsible for maintaining and developing of IMS as per the respective requirements.

- d) IMS council, which is controlled by RM, ensures coordination of joint procedure of individual plants and departments of the company management upon maintenance, control and improvement of IMS.

5 The main intensions and obligations of the NOVÁHUŤ s.r.o. management relating to the area of the IMS are expressed in the document Integrated Management System Policy & Goals in 20xx.

Quality of products and services, protection of environment, occupational safety and health protection of Staff, energy management, as well as fire protection and prevention of serious breakdowns belong among the highest priorities of the company.

By permanent improvement the company is undertaken to:

- a) Increase satisfaction of customers and other interested parties with the quality of the provided products, processes and services.
- b) Prevent pollution and reduce negative influences of our activity on environment.
- c) Through prevention, to prevent occurrence of extraordinary situations consequences, which could have negative influence on the health of Staff, environment and property.
- d) Increase the level of the protection of health and work environment, minimize the number of occupational accidents, occupational illnesses, accidents and breakdowns.
- e) Prioritize more energy-efficient technologies/equipment, optimize energy consumption in production processes and improve energy efficiency.
- f) Build and strengthen mutual relationships with suppliers.
- g) Communicate and cooperate with the local administration, public and customers with the goal to provide objective information on the influences of the company on environment and safety of inhabitants.
- h) Motivate Staff and increase their awareness, professional knowledge and skills.

Staff is expected to have a responsible approach when fulfilling all set tasks, observe the Company set procedures and regulations, active approach towards personal qualification and competencies growth, search for the possibilities of improving the quality, protection of environment, safety and health protection during work and improving energy efficiency at the relevant workplaces.

6 Acquaintance with the IMS Instruction Sheet

New Staff of NOVÁ HUŤ s.r.o. and other persons whose work is managed by the organization are acquainted by this Instruction sheet with the fact that the company, for which they work, possesses introduced IMS and set goals, which the company wants

to achieve. They must be aware of the fact that also their activity is part of the processes leading to achievement of these goals and satisfaction of customers and of others interested parties.

Instructing of new Staff of the company about the IMS Instruction Sheet is part of induction adaptation training.

Instructing of Staff of outside providers about the IMS Instruction Sheet will be ensured by direct superiors of outside companies, including a written record on the training.

Prepared by: K-Quality Management System and Ecology / Ing. Schudková / 6785

Version: 10/2025

Instructions



Biologic Material Taking (Blood Taking, Urine Taking)

- Positive result of a breath test for alcohol presence detection or positive result of drug presence detection or refusal, obstruction or frustration of those tests shall be deemed by NOVÁ HUŤ s.r.o. serious breach of the Rules for Persons Entering and Staying on the Premises of NOVÁ HUŤ s.r.o. with all the consequences arising out of it (particularly concerned person's permanent ban on Premises entering).
- **Shall the concerned person not agree to a result of made test** and/or shall such test be frustrated, the concerned person has the right to submit to biologic material taking (blood taking, urine taking).
- Biologic material shall be taken in the outpatient clinic of the Ostrava City Hospital. **By request of the person concerned, the Security Service shall provide the transport to this outpatient clinic, medical examination, collection of biological material and transport back. Taking shall be take place within 60 minutes at the latest after testing.**
- In case of biologic material taking in order to determine drug abuse, entry of the given person will not be permitted until receipt of the results and expert opinion.
- If the result of the examination of biologic sample will be positive, the costs of the sampling procedure and examination of the biologic sample will be requested, while these are CZK 3 500 for alcohol test and CZK 10 000 for drug test.

E.z. 3652/14/B3/P

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I got acquainted with the Biologic Material Taking instructions as given on the document E.z. 3652/14/B3/P and based on this document I hereby apply for Biologic Material Taking:

Name, surname

Date

Signature