

Agreement on cooperation to ensure safety at work, the course of action in situations threatening life or health and environmental protection on the premises of Quad/Graphics Europe Sp. z o.o. in Wyszaków

concluded by **Quad/Graphics Europe Sp. z o.o.** in Wyszaków (QGE), with its registered seat at ul. Pułtуска 120, Wyszaków, and a **Supplier**.

1. Cooperation.

A Supplier who provides services on the premises of QGE is obliged to cooperate with QGE in the fields of occupational health and safety, fire safety, and environmental protection (BHP-PPOŻ-OŚ).

2. Appointment of a coordinator.

The exchange of information which is not restricted to the management of QGE and which relates to the performance of an order or the fields of BHP-PPOŻ-OŚ should take place between the Supplier and a Requestor from QGE - an employee of the production department submitting the request for a service/Project Coordinator.

The appointment of a coordinator by QGE does not release the Supplier from the obligation to follow the BHP-PPOŻ-OŚ rules and regulations.

3. Cooperation in the event of a threat to the life or health of employees, an occupational accident, or non-compliance of the Supplier with the OHS, fire safety or environmental protection regulations.

In the event of a fire, another localised threat or an occupational accident, the Supplier should act in accordance with the generally applicable rules and regulations, as well as with the provisions of the documentation referred to in point 4.

4. Mutual exchange of information on threats to life or health, protective and preventive activities, and accident events.

- 4.1. The Project Coordinator should provide an information leaflet outlining the safety rules, which the Supplier should familiarise itself with.
- 4.2. The Supplier should inform the Project Coordinator about any threats arising from the works being conducted, for example fire threats which require appropriate permission to be granted by the Health and Safety Department.
- 4.3. In the event of the Supplier breaching the OHS, fire safety or environmental protection rules and regulations, or there are actions posing a direct threat to life or health, then, among others, the manager of the area where the works are being performed, the employees of the Health and Safety Department, an electrician and a power specialist will have the right, in cooperation with the Project Coordinator, to exclude the Supplier from the work and stop the operation of any machines and equipment until the reasons for the irregularities have been removed.

5. When accepting an order, the Supplier represents that:

- 5.1 during performance of the works, it shall use the required personal protective equipment, workwear and work footwear;
- 5.2 during performance of the works, it shall use tools and equipment which are in good working order.

6. At each stage of the work, QGE will have the right to check the manner in which the works are being performed and how the measures referred to in point 5 above are being applied by the Supplier.



7. Waste sorting and disposal.

- 7.1. The Supplier is obliged to follow the rules concerning the segregation of waste which are applicable in the facility and to sort waste in accordance with the information on the labels of the waste containers.
- 7.2. If the Supplier's waste generated while providing a service/completing an order remains on the premises of QGE, the Supplier is obliged to properly sort it and secure it for transport.
- 7.3. If the Supplier is obliged to dispose of any waste generated while providing a service/completing an order for QGE on its own, it is obliged to properly sort such waste and secure it for transport. Before leaving the facility of QGE, the Supplier is obliged to obtain from the people indicated by the OHS employee a WZ (stock release) form for the removal of waste.
- 7.4. In the event of any environmental incident (the leak of a significant amount of chemical substances belonging to QGE or the Supplier), the Supplier is obliged to secure the leaked chemical substance using sorbents found in the nearest emergency kits and to immediately notify the QGE Project Coordinator about the incident. The waste should be disposed of by the Supplier on its own.