

Annex no. 1 dated April 1, 2020

to the INSTRUCTION on pass system, rules of staying on the company premises and rules of material movement for CMC Poland sp. z o.o.

(Traffic Instruction)

§1. General provisions- objective of the Annex:

1.1. This Annex provides for:

- a) **Additional rules** concerning traffic and safety of people in order to minimize the risk of Covid-19 contagion by people staying at the Company Premises;
- b) Additional authorizations of the Security Service;
- c) Financial sanctions imposed on people or entities failing to comply with the safety rules set forth in the Annex.

§2. Additional safety rules

As of the day of signing this Annex until cancellation, in order to reduce the risk of spreading COVID-19, CMC Poland Sp. z o.o. implements the following additional rules of conduct for people staying on the Company Premises:

1. Protective masks

- 1.1. All drivers supplying or collecting goods or materials who enter the premises of CMC Poland Sp. z o.o. must wear face masks covering their mouth and nose. While being outside the truck cabin they have to wear a mask covering their nose and mouth for the entire time they stay on the Company Premises.
- 1.2. In extraordinary cases the Company may provide the face mask to the driver at its own cost, if available.
- 1.3. In the absence of protective equipment, including lack of a face mask, the Security Service is obliged to refuse the driver to enter the Company Premises or demand leaving the mill immediately or instruct to get back to the truck cabin.

2. No entrance for people with disease symptoms

- 2.1. It is prohibited to enter the Company Premises for people, including drivers supplying or collecting goods or materials, who reveal disease symptoms, in particular increased body temperature (38°C or more).
- 2.2. Each person entering the Company Premises by car or on foot may voluntarily decide to have a body temperature measured. The measurement will be conducted in accordance to the internal Instruction on temperature measurement on the premises of CMC Poland Sp. z o.o. by means of contact-free thermometers, in indicated places, in particular at the entrance gates to the Company Premises.
- 2.2. The Security Service is obliged not to allow people with clear symptoms of a disease to enter the Company Premises or to order them to leave the Mill immediately.

3. Restrictions of movement

- 3.1. People entering the Company Premises, including suppliers, customers, drivers should:
 - a) limit moving on the Company Premises or leaving the truck cabin to the necessary minimum;
 - b) keep distance from other people of at least 1.5 meter.
- 3.2. The drivers must prepare the truck for unloading or loading before entering the warehouse area.
- 3.3. While waiting for unloading or loading of goods, the driver must stay in the car and wait for the instructions of warehouse employees.
- 3.4. During loading or unloading the driver must stay in a safe zone indicated by the warehouse employee.

4. Additional restrictions

- 4.1. If any binding law regulations come into effect or recommendations are published in reference to counteracting Covid-19, the Company will implement further obligations in respect to safety in the form of the announcement. In such a case any non-compliance with implemented restrictions will be subject to a financial sanction, set forth in § 3.

§3. Sanctions for safety rules violation

- 1.1. In case of any violation of the rules defined in §2 by a person or entity, there will be a financial sanction imposed on the person or representative of the entity in the amount of PLN 500 for each act of violation.

§4. Final provisions

- 1.1. This Annex constitutes an integral part of the Traffic Instruction and comes into effect as of the day of its signing until it is cancelled in writing.