

SAFETY- AND ENVIRONMENT INSTRUCTION 'WORKING WITH THIRDS'

Internal Department for Prevention and Protection



Contents

1	General	4
1.1	Health and Safety Policy (management system for safety, health and welfare in DENV)	4
1.1.1	Taking steps to prevent safety and health incidents, accidents and illness	4
1.1.2	The compliance with the applicable legislation	4
1.1.3	The integration of the health and safety management system in every activity	4
1.1.4	Provision and promotion of safety and health activities	5
1.1.5	Know-how, training and instructions	5
1.1.6	Environment and energy	5
1.2	Liability	6
1.3	Insurance	6
1.4	Social obligations, fiscal and social debts	6
1.5	Confidentiality	7
1.6	Health supervision	7
1.7	Attestations / permits / licenses	7
2	Access to the company for employees of third (sub)contractors	7
2.1	General	7
2.2	Commencing the job	8
2.2.1	General	8
2.2.2	Working permit	8
2.2.3	Hot work permit	8
2.3	Ending the job	10
3	Access to the company grounds and buildings with vehicles	10
4	General safety regulations	10
5	Specific safety regulations	12
5.1	Use of labour means, personal and collective protection means	12
5.2	AGV (Automatic Guided Vehicle)	13
5.2.1	Guidelines for pedestrians	13
5.2.2	Guidelines for internal transport	14
5.3	Working at an altitude	14
5.3.1	Use of collective protection resources	15
5.3.2	Personal protective equipment against falls	17
5.3.3	Use of ladders	17
5.4	Use of lifting devices, hoisting devices and transportation devices	19
5.5	Use of dangerous substances	19
5.6	Working with electricity	20
5.6.1	General	20
5.6.2	Low tension cabins	20
5.6.3	High tension cabins	21
5.7	Excavation works	21
6	Safety functions	21
7	Emergency situations and emergency procedures	22
7.1	Fire prevention and fire safety	22

7.2	Notification of emergency situations.....	23
7.3	Evacuation in emergencies	24
7.4	Accidents: treatment and reporting	24
8	Labour hygiene	25
8.1	Labour clothes	25
8.2	Usage of sanitary rooms	25
8.3	Usage of refectories and break zones.....	26
9	Alcohol and drugs policy (alcoholic beverages and drugs, being illegal drugs and excessive use of medication).....	26
9.1	DENV policy alcohol and drugs.....	26
9.1.1	Objectives	26
9.1.2	Actions	26
9.2	Use and possession of alcoholic beverages or drugs by employees of third (sub)contractors, his representative or (sub) contractor-.....	27
10	Violence, harassment and sexual harassment	27
11	Smoke prohibition	27
12	Order and cleanliness	28
13	Theft and vandalism	28
14	Cameras and music installations	28
15	Environment and waste.....	29
15.1	Permits and licensing conditions of contractors.....	29
15.2	Conditions at DENV	29
15.3	Waste at DENV.....	29
15.4	Waste water at DENV	31
15.5	Soil at DENV.....	31
15.6	Ambient noise on DENV	31
16	Energy and sustainability.....	32
17	Useful telephone numbers	33

Annex 34

Before beginning the first job the third (sub)contractor receives this safety- and environment instruction 'working with thirds' (VI.00048) as well as the 'Statement' (FCD-0021). This instruction 'working with thirds' is to be read by the third (sub)contractor. The third (sub)contractor will pass the information in this instruction to his employees, representatives and (sub)contractors. The third (sub)contractor will return the 'Statement' signed for approval to DENV. If DENV did not receive a signed 'Statement' from the third (sub)contractor, he will be denied access to DENV. After that the latest version of VI.00048 will always be available on the website of DENV and the third (sub)contractor will be notified by email of every change.

If the third (sub)contractor himself uses a representative or (sub)contractor, he himself is responsible to pass on the information from the safety instruction 'working with thirds' (VI.00048) on to his representative or (sub)contractor. The third (sub)contractor with whom DENV has an agreement remains responsible for the works carried out by his representative or (sub)contractor. His representative or (sub)contractor needs to announce himself as such to the guard house.

1 General

1.1 Health and Safety Policy (management system for safety, health and welfare in DENV)

For Daikin Europe N.V., a manufacturer, distributor, vendor and service provider of air conditioning and heating systems, the occupational health and safety management system has the greatest importance. We will ensure the safety of our operations and carefully implement activities to guarantee the health and safety in our workplaces and by doing so, gain the greater confidence of people (employees, contractors, customers and community).

Taking into account these Daikin ethics, the management of Daikin Europe N.V. is engaging them to obtain real progress in the realization of following principles:

1.1.1 Taking steps to prevent safety and health incidents, accidents and illness

Daikin Europe N.V. is committed to prevent risks and dangers that can lead to incidents, accidents and illness. In order to do so, we will check our workplaces and processes regularly to detect causes in order to implement further prevention measures. In addition, these measures will be evaluated on a frequent base with checks and audits, so that continuous improvement can be reached and reoccurrence can be prevented.

1.1.2 The compliance with the applicable legislation

All Daikin products, processes and services will meet at least the applicable occupational health and safety legislation.

1.1.3 The integration of the health and safety management system in every activity

Our occupational health and safety management initiatives will be communicated in such a way that all levels of the organisation are well informed concerning its objectives and application, and these efforts will be adapted when necessary. The occupational health and safety policy will be integrated in the objectives and goals of every department. Furthermore Daikin Europe N.V. will attempt to integrate the health and safety policy on organisational level, taking into account the advices and visions of all related parties (employees, contractors, customers and community). These management initiatives will be periodically evaluated via checks and audits in order to continuously improve our occupational health and safety performance.

1.1.4 Provision and promotion of safety and health activities

Daikin Europe N.V. engages itself to the promotion and support of activities to reduce off-the-job risks that may affect to the employees life and health. In addition, we will provide adequate and appropriate resources for initiatives that develop our employee competence and awareness for health and safety.

1.1.5 Know-how, training and instructions

In order to implement the occupational health and safety management system and policy, we will foresee the necessary training and information to our employees and contractors. This will also be re-evaluated on regular base so we can achieve continuous improvement and realise these policy objectives.

Daikin Europe N.V. expects the participation of every stakeholder in order to bring these principles into practice. It's the responsibility of the management to organise activities according to these principles. This policy will also be re-evaluated on regular base so these values stay up to date.

The responsible of the direction for the management system for safety, health and welfare in DENV is Mr. Peter Van Den Broecke.

We trust that all of you will join us in a personal commitment to make occupational health and safety 'a way of life'.

1.1.6 Environment and energy

In addition to a management system for safety , Daikin has a management system and policy to reduce its energy consumption and environment impacts.

	ENVIRONMENTAL MANUAL ENVIRONMENTAL POLICY	EM.04 Pg. 3/3 Rev. : F ISO14001 ref. : 4.2
---	---	---


DAIKIN EUROPE N.V. ENVIRONMENTAL POLICY:


Preservation of the environment is a key priority for Daikin.

The management of Daikin Europe N.V. commits itself to implementing the following principles:

1. Taking into account the total product life cycle, we will design our products and processes to limit to a minimum the use of energy and resources. This includes reducing waste to a minimum, recycling waste and scrap where possible, and limiting packaging waste.
2. Measures will be taken to efficiently manage refrigerant and to stimulate the design and manufacture of refrigerant-based products with a reduced environmental impact.
3. The necessary information and training will be given to employees in order to continually realise these policy objectives.
4. Our environmental management initiatives will be communicated in such a way that all levels of the organisation are well informed concerning its objectives and application, and these efforts will be adapted when necessary.
5. These environmental management initiatives will be periodically evaluated via checks and audits in order to continuously improve our environmental performance.
6. All Daikin products, processes and service will meet at least the applicable legislation.

This policy is public


Mr. Minaka
President


F. Hoorelbeke
Chairman & member
of the Board

As third-(sub)contractor you have an important role in the falcon of environment and energy. This statement is intended to inform you about the instructions to comply.

1.2 Liability

The third (sub)contractor is fully liable for the safety of his employees and the employees of his representative or (sub)contractor as well as for the adherence to the regulations concerning safety and environment by his employees and subcontractors.

The third (sub)contractor is liable for all damage which is caused to DENV or thirds by actions or negligence by himself, his employees and the employees of his representatives or (sub)contractors. All damage must be compensated and/or repaired by the third (sub)contractor. To cover this liability, the third (sub)contractor will subscribe to the fitting insurances.

1.3 Insurance

The third (sub)contractor is obliged to subscribe to the following insurances:

- Labour accidents insurance;
- Civil liability insurance;
- Obligatory car insurance.

If the third (sub)contractor calls on a representative or (sub)contractor, he must make sure that this representative or subcontractor has subscribed to the same insurances as he is obliged to have.

If the insurances which the third (sub)contractor has subscribed to expire, are cancelled or suspended during or before the job, DENV must be notified of this immediately.

1.4 Social obligations, fiscal and social debts

The third (sub)contractor is obliged to live up to all legal, obligatory and conventional regulations concerning general conditions of employment and concerning taxation and social security and to have these equally lived up by his possible representative or (sub)contractor.

The third (sub)contractor must always be able to prove that all his social and fiscal obligations have been met - including the timely and correct payment of wages to employees - and not just at the time of conclusion of the contract for services but also at the start of the work and on the occasion of any billing related to the services provided.

The by DENV received fines and liability in the context of social law (including Article 30bis of the Law of 27 June 1969 on social security for workers) and tax laws (e.g. Art. 400, 401, 403, 404 and 406 The CIR 1992) will be recovered from the defaulting third (sub)contractor.

In case the third (sub)contractor does not live up to one or more of the statutory regulatory or conventional conditions on social and labour legislation or fiscal judicial conditions, the 'Statement' shall automatically be terminated against the third (sub)contractor.

In addition to conducting the deductions by DENV, pursuant to Articles 30a of the Law of 27 June 1969 on social security for workers and 403 of the CIR 1992, the third (sub)contractor is obliged to compensate for all possible expenses and costs incurred because of failure to comply with these obligations.

Non-Belgian employees of the third (sub)contractor will, in accordance with the legal requirements, always be in the possession of all necessary residence permits, working permits,

Limosa declarations (L1 documents via www.Limosa.be) and other documents showing the correct connection to and payment of a social-security system.

The third (sub)contractor shall, before starting the works, hand a copy of the L1 documents to DENV and keep these forms available for consultation by DENV during the entire duration of the contracting.

Also with respect to these non-Belgian workers the mandatory conditions regarding the minimum wage and the Law on the protection of the wages of employees will be applied correctly by the third (sub)contractor.

1.5 Confidentiality

The third (sub)contractor -his representative or (sub)contractor- and their employees undertake not to disclose technical information, manufacturing procedures, commercial and other information or documents that are confidential and which are supplied during the execution of the 'Agreement' or of which the third (sub)contractor-his representative or (sub)contractor- and their employees take cognizance conform the execution of the 'Agreement'.

In case, the third (sub)contractor -his representative or (sub)contractor- and their employees, acquires data from employees within DENV they will respect the rules concerning GDPR.

In case of failure to comply DENV can hold the third (sub)contractor -his representative or (sub)contractor- liable.

1.6 Health supervision

It is the responsibility of the third (sub)contractor to make sure that his employees and the employees of his representative or (sub)contractor, who are under health supervision, receive the necessary periodical health appraisal by a prevention advisor – labour doctor.

1.7 Attestations / permits / licenses

It is the responsibility of the third (sub)contractor to ensure that his employees and the employees of his representative or (sub)contractor did receive the necessary training (e.g. safety function, competent person in case of use of a scaffolding, **electricity works**,...) This requires that the necessary attestations, permits or licenses may be supplied at any time.

2 Access to the company for employees of third (sub)contractors

2.1 General

The first day of the job, every employee of the third (sub)contractor -his representative or (sub)contractor- receives a short version of this safety instruction, which is to be read entirely.

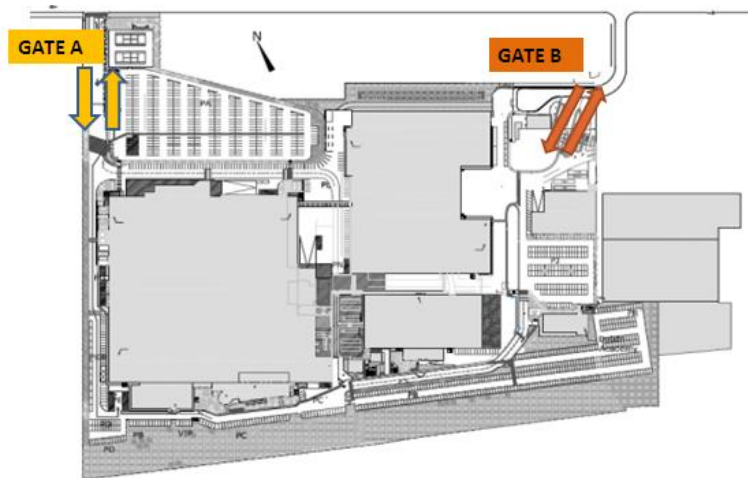
After reading this instruction, the employee is registered by name.

Only the employees of the third (sub)contractor -his representative or (sub)contractor- who are required for the execution of the job are permitted on the grounds of DENV

It is forbidden to enter or leave the grounds of DENV in another way then through the indicated entrances and exits.

It is forbidden for the employees of the third (sub)contractor -his representative or (sub)contractor- to be in a place other than those where their job is to be done.

They will present themselves to the company guard of DENV every day, before starting their job. There, they will receive a badge with their name.



Signing in needs to be done at Gate B.

There are two exceptions:

- During weekends, national holidays and holiday periods GATE A needs to be used.
- Signing in and signing out before 04:30 and after 21:30 needs to be done at GATE A.

This badge is to be worn visibly at all times and must be given back the moment that they leave DENV. This badge is valid for a maximum of one month and has to be remade after this period. The employees of the representative or (sub)contractor of the third (sub)contractor needs to announce himself as such to the company guard house.

Jobs cannot be carried out on Saturdays, Sundays or legal holidays nor outside the normal working hours, unless otherwise agreed upon with the employer of DENV. When, for exceptional reasons, an intervention has to be done or a job has to be continued outside the normal working hours, the third (sub)contractor must notify the employer of DENV immediately of this. The employer will then notify the company guard.

2.2 Commencing the job

2.2.1 General

The job can only be carried out when the necessary measures have been taken, so the job can be done safely.

The employees of the third (sub)contractor -his representative or (sub)contractor- have to make sure that access to the site is prevented for unauthorized persons and passers are informed that works are being carried out. This will be done by using demarcation and signalisation.

2.2.2 Working permit

The first day of the job, before commencing, the working permit needs to be filled out by the responsible of the third (sub)contractor -his representative or (sub)contractor- (FCD 0211). This working permit needs to be completed by the employer of DENV (permission for commencing a job). A risk assessment in the form of LMRA (Last Minute Risk Analysis) needs to be carried out before the work are started. The working permit needs to be hung out clearly visible on the site of the works.

2.2.3 Hot work permit

For works that can cause fire or explosion a hot work permit needs to be used.

The hot work permit is needed in case of following works: welding, burning, grinding, use of open flame, brazing, sand-blasting, works executed in an Ex-zone*.

These works are prohibited in case of roof works. Alternatives need to be used in case of roof works. Exceptions need to be requested to the Internal Department for Prevention and Protection.

*** De next type of locations are part of the explosion safety document**

<ul style="list-style-type: none"> - Low voltage room - High voltage room - Compressor room - Boiler house - Flammable room - Gasdistribution/-connection - Gas storehouse - Charging batteries - Manual brasing - Automatic brasing - Dry oven - Muffle oven - Finn press cabine 	<ul style="list-style-type: none"> - Painting cabine - Combustion installation - Leaktest - Repair - Evaporation oil room - Store house chemicals Piping - Degreasing machine Piping - Use of R32 on different locations (R3 & H1) - PCV glue process(R2) - R32 bulk tank - R32 recovery/repair EDQ - R32 recovery installtion - R32 storage tontanks
---	---

The hot work permit is not needed in case of works executed in a therefor equipped brazing zone.

This hot work permit has to be requested to the employer of DENV.

The job can only be started after the hot work permit has been signed in duplicate by the responsible employee of the third (sub)contractor -his representative or (sub)contractor- and the employer of DENV.

The filled out duplicate of the hot work permit needs be handed over by the responsible employee of the third (sub)contractor -his representative or (sub)contractor- at the company guard house the first working day.

The original filled out permit has to be kept by the employees of the third (sub)contractor -his representative or (sub)contractor- during the works.

The permit can only be used for one particular job, at one particular place for a maximum duration of 1 week. If the continuation of the job seems necessary after the period of 1 week, a new hot work permit needs to be requested.

Before starting the works a risk analyses needs to be carried out by the responsible employee of the third (sub)contractor -his representative or (sub)contractor- together with the DENV commissioner. The employees of the third (sub)contractor -his representative or (sub)contractor- have to take into account all safety measures resulting from the risk analyses.

Daily after the works, the responsible employee of the third (sub)contractor -his representative or (sub)contractor- and the employer of DENV need to carry out a check of the environ-

ment and contiguous zones. The employer of DENV signs the daily check on the hot work permit.

The hot work permit needs, to be given to the employer of DENV, after finishing the works or in case the maximum duration has reached its limit.

2.3 Ending the job

Daily, before the end of the works and before the ultimate end of the job, the employees of the third (sub)contractor -his representative or (sub)contractor- need to ascertain several things:

- all equipment has to be disconnected and inactive,
- all trash has to be removed by the employees of the third (sub)contractor -his representative or (sub)contractor- (unless otherwise agreed upon with the employer of DENV),
- the space where the job is carried out has to be left orderly and clean.

When ending the activities, the employer of DENV has to sign the working permit to confirm the conclusion of the works. The employer of DENV also takes this opportunity to indicate if the employees of the third (sub)contractor -his representative or (sub)contractor- have behaved according to the safety instruction 'working with thirds'. The employees of the third (sub)contractor -his representative or (sub)contractor- must then return the working permit to the company guard.

3 Access to the company grounds and buildings with vehicles

All vehicles need to be parked on the appointing parkings. This can be either parking G or N. These parking spaces can be appointed by the company guard

Parking in other places is only permitted for loading and unloading of materials and equipment.

Only after explicit authorization of DENV it can be allowed to station vehicles and containers in the immediate surroundings of the job. This stationing is only possible with written authorization of the employer of DENV, which the company guard can ask to present. The stationing cannot obstruct and cannot under any circumstances bring any danger. Stationing can also never happen in front of an entrance of exit, nor in front of an emergency exit.

No vehicle can be left behind unmanned with the engine on.

Inside DENV, every traffic is subject to the stipulations of the traffic code. The maximum speed of all vehicles on the company grounds is limited to 20 km/hour. Inside the buildings, speed has to be adjusted in the proximity of employees. Here, the maximum speed of all vehicles is limited to 5 km/hour.

Passing is forbidden.

An overviewplan can be found in annex.

4 General safety regulations

- The third (sub)contractor has to adhere the obligations concerning the welfare of employees imposed by DENV. He must also make sure that his employees, representatives and

(sub)contractors adhere to these obligations as well. The third (sub)contractor can only pass this task to DENV if this has been previously arranged.

- The third (sub)contractor is obligated to pass any and all information concerning risks and prevention measures involving DENV and/or the activities of the third (sub)contractor to his employees, representatives and subcontractors.
- The third (sub)contractor -his representative or (sub)contractor- has to assist DENV in it's task to coordinate the performance of the thirds and to guarantee the cooperation with his establishment.
- The employees of the third (sub)contractor -his representative or (sub)contractor- have to respect all safety regulations in DENV.



- The third-contractor, his employees, representatives and (sub)contractors and his employees and (sub)contractors can make no violations to the rules concerning safety and environment (A.R.A.B., Welfare Law, CODEX, A.R.E.I., Belgian norms, European directives, European standards, VLAREM). The third (sub)contractor -his representative or (sub)contractor- is supposed to know these rules and inform his employees, representatives and (sub)contractors of them.
- All recipients that are brought inside DENV by the third (sub)contractor -his representative or (sub)contractor- have to be labelled.

- The materials and equipment of the third (sub)contractor -his representative or (sub)contractor- have to be placed in such a manner that they pose no danger or obstruction at all. All exits, passages, escape routes, fire fighting means, warning means and electrical signs have to be kept free at all times.

- When entering the workshops and storage buildings, the employees of the third (sub)contractor -his representative or (sub)contractor- must follow the indicated markings strictly.

- Light green: walk ways for pedestrians.
- Dark green: ways for internal transportation.
- Ivory white: workshops and storage areas.
- White zebra crossings: crosswalks.



- Gateways who serve as frequent passage ways for motorised transport cannot be used as passage way for pedestrians. Pedestrians have to use the doors that are present in the immediate vicinity of said gateways.

5 Specific safety regulations

5.1 Use of labour means, personal and collective protection means

As a general rule, DENV provides no labour means nor collective or personal protection means for the third (sub)contractor -his representative or (sub)contractor-.

The third (sub)contractor -his representative or (sub)contractor- is responsible for providing all adapted and suited labour means and collective and personal protection means for the execution of the job by his employees.

All labour means and collective or personal protection means of the third (sub)contractor -his representative or (sub)contractor- have to be clearly identified so ownership of the materials is not contested.

When, during the works, and in exceptional cases, the third (sub)contractor -his representative or (sub)contractor- borrows labour means or collective or personal protection means from DENV, he will be responsible to return the borrowed equipment in impeccable state. The moment the third (sub)contractor -his representative or (sub)contractor- uses said equipment, DENV will not be responsible anymore for the state of the borrowed equipment, even when it is cause of an accident.

All provided labour means and collective and personal protection means must meet the requirements of all legal regulations.

The third (sub)contractor -his representative or (sub)contractor- must ascertain that all provided labour means and collective and personal protection means are in a good state and has to make sure that all his employees possess enough information and manuals.

The third (sub)contractor -his representative or (sub)contractor- must ascertain that all provided labour means and collective and personal protection means are used in a correct manner by his employees during the works. They can be used for no other purpose than that for which they were made.

Only when risks cannot be eliminated at the source or cannot be limited enough with measures, methods or procedures in the field of labour organisation, can collective or personal protection means be used. The third (sub)contractor -his representative or (sub)contractor- must at all times give primacy to collective protection means over personal protection means.

The third (sub)contractor -his representative or (sub)contractor- must provide personal protection means for all activities and labour circumstances as is legally stipulated.

In DENV, wearing safety shoes is mandatory in the following circumstances:

- As soon as one leaves the (green) pedestrian pads in the workplaces and warehouse buildings.
- When performing work in the workplaces and warehouse buildings
- If the nature of the activities outside the workplace and warehouse buildings pose a risk of foot injury.



In DENV wearing glasses (personal glasses or goggles) is required once one enters the factory buildings or warehouses.

In DENV wearing safety glasses -or safety goggles is required in the following circumstances:

- As soon as one leaves the (green) pedestrian pads in the workplaces and the warehouse buildings;
- When performing work in the workplaces and warehouse buildings;
- If the nature of the activities outside the workplace and warehouse buildings pose a risk of eye injury.

In DENV wearing head protection is additionally required in following circumstances:

- Works with a risk of falling objects (for the persons who are exposed to falling objects).
- Works with an increased risk of bumping.

5.2 AGV (Automatic Guided Vehicle)



When entering the workshop and warehouse buildings, the workers of the third (sub)contractor his representative or (sub)contractor- take into account that automatic guided vehicles may be present. The AGV's are equipped with two safety systems:

- A safety sensor: the AGV slows or stops when the sensor is activated.
- A safety bumper, the AGV goes into emergency stop when the bumper is pressed.

Despite the existence of such safety systems following guidelines should be taken into account:

5.2.1 Guidelines for pedestrians

- Pedestrians may cross AGV-paths when there is enough space.

- If the AGV is approaching a crosswalk, pedestrians should always give priority to the AGV.

5.2.2 Guidelines for internal transport

- An AGV may be overtaken and crossed by all logistic vehicles if following conditions are fulfilled:
 - Enough room to manoeuvre,
 - No further risks (for third parties) are present.
- If not both conditions are fulfilled, it is necessary to give priority and/or to stop

5.3 Working at an altitude

Working at an altitude means all works that are carried out at a minimum height of 2 meters or where a fall from 2 meters height is possible.

In case of works carried out at a lower height, this still has to be done in a safe way. If possible, the following preventive measures can also be applied to these lower heights.

When working at an altitude, the third (sub)contractor -his representative or (sub)contractor- must take every material (e.g. use of collective and personal protective equipment) and organisational (e.g. fencing off work zone) measures to make this activity safe. Always do this in consultation with the employer of DENV, and before starting the works.

When working at an altitude, the area underneath the workplace needs to be protected. If there is a risk of falling objects, collision risk by cross traffic or presence of pedestrians, the work zone should be spacious and sufficient fenced off. In case of risk of falling objects, make sure to use an appropriate system to intercept the falling objects.

When demolition work is carried out, always break down the entire installation. If this is not possible, make sure that the remaining pieces, are still sufficiently attached to a solid base. Foresee, extra attachment or an appropriate system to intercept falling objects, when necessary.

When performing works on the roof, there has to be checked what is attached to the ceiling in the building, in the riskzone. This has to be done together with the employer of DENV, before executing the works. Evaluate together, with the employer of DENV, if the activities, can lead to falling objects. Pay also attention to the attachment systems of installations in the external (outdoor) and internal environment (indoor).

In case of risk of falling objects, make sure to use an appropriate system to intercept the falling objects and fence off the work zone in a spacious and sufficient way.

Also, and as for example, the necessary measures need to be taken so that there would be no chance at parts blowing away of the roof or of the buildings. Examples include the fixation of material, such as hammers by using hooks. The area underneath the workplace should therefore be fenced off. If persons should be present in the fenced off zone, they should be qualified and wear the correct protective equipment (e.g. safety helmet).

When working at an altitude, the third (sub)contractor -his representative or (sub)contractor- must provide the necessary protection means to prevent falling from an altitude and to stop a possible fall. In doing this, the third (sub)contractor -his representative or (sub)contractor- must give primacy to collective protection (e.g. permanent or temporary railing, scaffold, altitude worker, ...) means over personal protection (personal fall protection) means.

Activities at an altitude can only be executed when the weather circumstances do not endanger the safety and health of the employees. The necessary measures have to be taken to prevent all possibilities of materials blowing away of the roofs or buildings. It is therefore not recommended to carry out works at an altitude on a smooth (ice, snow, rain) surface and in case of squalls.

The measurements, properties and characteristics of the used labor means which are used for working at an altitude are to be adapted to the nature of the activities and the foreseen loads.

The employees of the third (sub)contractor -his representative or (sub)contractor- are to make correct use of the necessary labor means.

5.3.1 Use of collective protection resources

a) Use of scaffolding

The third (sub)contractor -his representative or (sub)contractor- who assembles, disassembles and modifies the scaffold needs to dispose of:

- the manufacturer's instructions
- a note that contains the strength and stability calculations
- an assembly, disassembly, and modification scheme of the scaffold (prepared by the manufacturer or an authorized person)
- an instruction note on the use of the scaffold (prepared by an authorized person)

The third (sub)contractor -his representative or (sub)contractor- must be able to present above mentioned documents to DENV when requested.

The third (sub)contractor -his representative or (sub)contractor- must appoint a authorized person for carrying out following tasks:

- Guarantee the implementation of measures to prevent the risk of persons or objects falling;
- Guarantee the application of security measures in case of changing weather conditions which could prejudice the safety of the scaffolding;
- Guarantee compliance with the conditions of permissible load;
- Adapt an assembly, disassembly or modification scheme;
- Establish an instruction note on the use of scaffold;
- Implement the necessary checks (checks to determine whether the scaffold is in all circumstances in conformity with the calculation note).

Proof of controls by the authorized person should be requested upon request from DENV.

The parts of the scaffold that are not ready to be used must be marked or barred by the third (sub)contractor -his representative or (sub)contractor-.

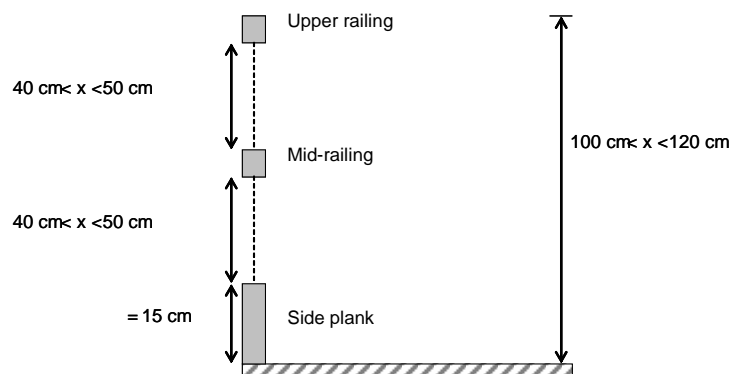
The third (sub)contractor -his representative or (sub)contractor- may only let authorized persons work on a scaffold and have allow them in the participation of the assembly, the disassembly and the modification of a scaffold. He must provide the necessary training that enables employees the knowledge and skills necessary for the performance of their duties.

The scaffolds that are being used have to comply with all legal provisions.

Following provisions have to be taken into account:

- The scaffolds must be stably and sturdy and manufactured out of good materials;
- The scaffolds must be in good condition;
- The scaffolds must be build in such a way that none of the parts can move with respect to the scaffold as a whole;

- The scaffolds and floors of the scaffolds must be able to withstand all weight and all weather to which they will be exposed;
- The scaffolds must be adequately anchored or fixed into place;
- The basis must be strong enough
- The size, shape and location of the floors of the scaffolds must be adapted to the nature of the weight to carry, in order to guarantee safe traffic and to carry out the work in a safe way;
- The floors of the scaffold must be assembled that their parts cannot move in case of normal use;
- Sufficient safe access routes must be present between the different floor levels of the scaffolds
- During the assembly, disassembly, modification and the use of the scaffolds, at each level of the scaffolds a custom made protection must be present against the risk of falling and the risk of falling objects;
- Between the edges of the floors and the construction where the scaffold is placed against, there can be no dangerous openings. If this is not possible, the necessary prevention measures must be applied
- Scaffold planks must be of equal size and be kept close together. These scaffold planks must overlap each other at the support points (0,6 meter overlapping, with the support point in the middle of the overlapping);
- On all scaffolds, railings must be placed;
- On all scaffolds, side planks must be placed;



- The upper side of the railing must be at least 1 meter above the workfloor. Between the mid-railing and upper railing, there can be a maximum distance of 47 cm. Between the side plank and the mid-railing, there can be a maximum distance of 47 cm. The side plank must be at least 15 cm high, calculated from the workfloor.

- Movable scaffolds must be free of persons, materials and tools before they can be moved. Movable scaffolds must be secured against unwanted moving. Scaffolds cannot be used for any other means than the purpose for which they were made.

b) Use of altitude workers

When using altitude workers a difference should be made between (nodding) altitude workers (see Picture 1) of which the working zone can move relative to the telescopic arm, and scissors lifts of which the platform just moves up and down (see Picture 2).



Picture 1



Picture 2

Both can only be used by trained workers. When using these altitude workers a safety helmet or safety cap should be worn if the risk to bump your head is present.

The use of personal fall protection with a fixed lifeline (see Section 5.3.2) is required at both the use of (nodding) altitude workers and scissor lifts.

5.3.2 Personal protective equipment against falls

Wearing a fixed lifeline is required to work in a (nodding) altitude worker or scissor lift and when working at height, without adapted collective protection, when the employee is positioned at more than two meters from the edge.

In all other cases of working at an altitude where there is no collective protection present, personal protective equipment should be worn. This should then be adjusted to the risk to fall and the risk of impact (personal fall protection and head protection).

All available personal protection means against falling must comply with all legal provisions.

All personal protection means against falling have to be accompanied by a certificate of the last periodical testing of an authorized testing organism.

5.3.3 Use of ladders

Ladders, staircase ladders and platform ladders should not be considered collective and personal protective equipment.

Use of ladders, staircase ladders and platform ladders is only permitted to bridge height differences and if safer means cannot be justified because of the short duration, the limited risk of the job of the fixed properties of the work post.

Activities for which ladders may be used:

1. To get to a higher or lower work surface;
2. To carry out inspection or control (e.g. visual inspection of damage at a certain height);
3. To carry out works when safer means cannot be justified because of the short duration, the limited risk of the job of the fixed properties of the work post. Meaning works:

- And carried out for a short period of time: time to stand less than 4 hours per project
- And carried out within a limited reach: within arm's length /arm's reach
- And where no great power efforts are needed: use of small tools with a total weight of less than 5 kg
- And without use of tools fed with cables or pipes
- And at a limited height: not higher than 6 feet
- And not repetitive
- And executable with one hand.

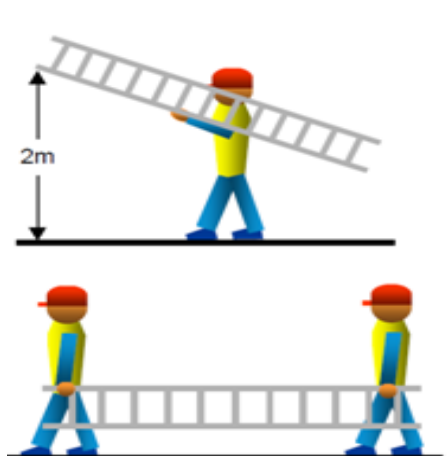
The ladders need to be regularly inspected by a certified person, appointed by the third (sub)contractor -his representative or (sub)contractor-. Additionally ladders need to be checked before every use.

The ladders which are used, have to comply with all legal regulations. When the ladders no longer comply with the legal regulations, the third (sub)contractor -his representative or (sub)contractor- must take the necessary steps to make sure they comply again.

Following regulations should be adhered:

- The ladders must be sturdy and stable and manufactured out of good materials.
- The ladders must be in a good condition.
- The ladders cannot bend. The rungs of the ladders must remain horizontal.
- The ladders must be stably constructed (with an angle between 65° and 75°).
- The ladders must be protected against falling.
- The ladders with more than 25 rungs must be attached at the top.
- Portable ladders must be supported on stable and sturdy points with fitting measurements, so they remain motionless.
- With portable ladders, slipping of the base must be prevented.
- Movable ladders must be fixed into place.
- Hanging ladders must be fixed properly.
- Access ladders must stick out sufficiently above the exit level.
- With ladders out of multiple parts or extension ladders, the moving of the different parts in respect to each other should be prevented.

When using ladders, the carrying of weights should be limited and a safe hold should not be obstructed. When climbing, the ladder must always be faced. There can never be more than one person at a time on the ladder.



When carrying a ladder, the employee of the third (sub)contractor -his representative or (sub)contractor- must have enough sight so he cannot wound anyone.

That is why a ladder must be carried in such a manner that the front side is at least 2 meters above the ground.

If a ladder is carried by two employees of the third (sub)contractor -his representative or (sub)contractor-, they have to carry it as much at the ends as possible.

Ladders cannot be used for any other purpose besides the one for which they were made.

5.4 Use of lifting devices, hoisting devices and transportation devices

Note:

- Lifting devices: hydraulic elevators, work platforms, hydraulic scissor lift, stepladders, ...
- Hoisting devices: elevators, hoists, rolling bridge, cranes, hanging platform, ...
- Transportation devices: platform trucks, transport pallet, stacker, fork-lift truck, reach truck, ...

All lifting devices, hoisting devices and transportation devices that are used have to comply with all legal provisions.

All lifting devices, hoisting devices and transportation devices brought in by the third (sub)contractor -his representative or (sub)contractor- have to be accompanied by a certificate of the last periodical testing, done by an authorized testing organism.

All employees of the third (sub)contractor -his representative or (sub)contractor- who operate a lifting device, hoisting device or transportation device must possess the necessary license of medical aptitude as well as a valid license of followed training for working with the device. These licenses need to be presented on request.

It is not permitted to use lifting devices, hoisting devices and transportation devices that are property of DENV, unless written permission for this has been given by the employer of DENV.

If mobile labour means are being used in a place where there are also pedestrians, the driver of the internal transportation device must keep enough safe distance for the pedestrian. They have to slow down and warn on dangerous and blind spots and when approaching pedestrians.

The drivers of the mobile labour means must always look in the direction of the movement and always have a clear view on the road. They can never drive with the cargo in the air. The forks have to be at a height of approx. 15 cm from the ground at all times, loaded or unloaded. If necessary, they have to drive backwards or make an appeal to an escort. They have to take into account the height of the free passage under the different obstacles, beams, pipe ways and gateways. They need to keep enough distance as well. The maximum speed of 12 km an hour has to be respected.

All mobile labour means with one or multiple employees riding along must be manufactured in such a way that risks resulting from rolling over or falling are limited.

5.5 Use of dangerous substances

If the third (sub)contractor -his representative or (sub)contractor- brings dangerous substances (including gases) to DENV, they always have to carry the legally foreseen labels. The security health card (Safety Data Sheet = SDS) of these substances must be available at all times. The dangerous substances which a third (sub)contractor -his representative or (sub)contractor- brings into DENV must be limited to the quantity that is necessary to work for one day.

Stocking of dangerous substances (including gases) on the premises of DENV is not allowed.

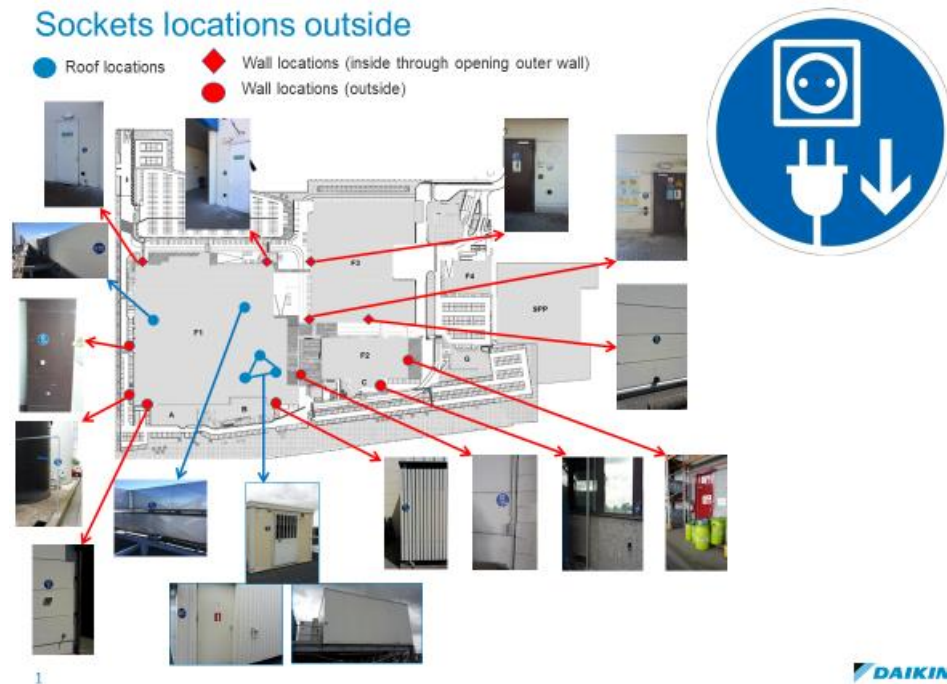
An exception to this rule can only be made if there is approval of the DENV employee and with the agreement of the General Affairs section Welfare & Environment.

5.6 Working with electricity

5.6.1 General

All electrical current for lighting and functioning of the equipment of the third (sub)contractor - his representative or (sub)contractor- are provided by DENV free of charge.

Therefore there are utilities on fixed locations:



All connections of the for the job of the third (sub)contractor -his representative or (sub)contractor- needed electricity must be in accordance with the General Regulations for Electrical Installations (A.R.E.I.). All operations and work will be executed in accordance with the A.R.E.I.

When electricity is necessary, attention should be kept on risks concerning tripping, cross traffic,...

The third (sub)contractor -his representative or (sub)contractor- must make sure that his employees are sufficiently informed and trained and have the correct personal protection means to work at an electrical installation. **The necessary certificates professional knowledge/competence must be able to be submitted at any time.**

5.6.2 Low tension cabins

Working at a low tension cabin is only permitted for authorized personnel according to the legal provisions and the A.R.E.I.

Fuses can only be removed or put back by the maintenance electrician of DENV.

It is strongly forbidden to work on pieces which are on high tension. If there is no other way, this can only happen under the supervision of an engineer or foreman of the maintenance department of DENV.

When working in low tension cabins, the following safety procedure must be followed for protection of the employees of the third (sub)contractor -his representative or (sub)contractor- and the employees of DENV (the vital 6):

- 1 risk-analyses
- 2 cut the tension of the appliance;
- 3 lock (make unlocking impossible, attach injunction sign, ...);
- 4 measure (check if the tension is gone);
- 5 earth and short circuit;
- 6 demarcate.

5.6.3 High tension cabins

High tension cabins are only accessible for the authorized BA5-2 electricians of the maintenance department of DENV. Everyone else has only access if they are accompanied by an authorised BA5-2 electrician of said maintenance department.

5.7 Excavation works

For all excavation works, driving of piles, drilling, ... contact must be had before starting the job with the department General Affairs (internal number 8485). The third (sub)contractor -his representative or (sub)contractor- must gather the necessary information concerning underground pipes (electrical wiring, water pipes, telephone wiring, waterway, ...) before starting the works.

The third (sub)contractor -his representative or (sub)contractor- must place sound fences, railings, cover plates, signals or other efficient warning signs before the floor openings, open gutters, excavations, ...to protect the employees of DENV. These have to be sufficiently marked so they can be seen clearly both during day-time and night-time.

If during the excavation works, electrical wiring, pipes, ... are exposed, they have to be sufficiently supported by the third (sub)contractor -his representative or (sub)contractor- so they cannot break under their own weight.

The third (sub)contractor -his representative or (sub)contractor- must ask the employer from DENV for permission at least three days on beforehand to break open roads.

6 Safety functions

By safety functions, we mean:

- everyone who uses labour means
- everyone who uses motorised vehicles, cranes, rolling bridges, lifting devices of any nature or machines which operate dangerous installations or devices

in so far this can endanger the safety and health of other employees of the company or external companies.

The employees of the third (sub)contractor -his representative or (sub)contractor- who hold a safety function have to be registered on the working permit (FCD-0211) before starting the job.

It is the responsibility of the third (sub)contractor -his representative or (sub)contractor- to ensure that the employees who carry out a safety function are under health supervision and receive the necessary periodical health appraisals by a prevention advisor – labour doctor.

7 Emergency situations and emergency procedures

7.1 Fire prevention and fire safety

Flammable substances, like fuel, oil, cleaning detergents, ... must be adequately packed. They also have to be clearly recognisable by means of the legal labelling and separately stored on a designated place.

If gas canisters are used, they must always be correctly and clearly labelled. These canisters must be stored in a mobile way and must be placed at a safe distance from every heat source. Empty canisters must be transported to the designated areas as fast as possible.

Burning of garbage is strictly forbidden.

Smoking outside the designated smoking zones is strictly forbidden. Note: the restrictions regarding smoking also apply for electronic cigarettes !!!

The execution of works with open flame during roof works is prohibited. Exceptions need to be requested to the Internal Department for Prevention and Protection.

For works that can cause fire or explosion a hot work permit needs to be used (see 2.2.3).

For works in an explosive (Ex) zone following measures need to be taken into account:

- Not smoke, no grinding or use of flame.
- Tools need to be spark free, better spark safe and double isolated.
- Use of antistatic shoes obliged.
- Use of mobile phone or phone prohibited.

When the third (sub)contractor -his representative or (sub)contractor- must work in an explosive (Ex) environment, he will use explosion free electrical equipment and spark free mechanical material.

Following fire extinguishing means are present in the offices, work places and storage areas: axial wall reels, dry-chemical extinguishers and CO2 extinguishers.

The work places and storage areas are equipped with an automatical hydraulic extinguish installation. The offices are equipped with smoke detection. The computer room is equipped with an automatical aragonite extinguishing installation which is controlled by the present smoke detectors. For all works which have to be carried out in the computer room, the Internal Department for Prevention and Protection has to be notified.

The third (sub)contractor -his representative or (sub)contractor- must foresee the necessary fire extinguishing means, additional to these of DENV, if he carries out work which involves a fire risk.

The presence and functioning of the fire extinguishing means cannot be altered without permission of the Internal Department for Prevention and Protection of DENV.

The evacuation ways, emergency exits and fire fighting means have to be kept free under all circumstances. If this is impossible, the Internal Department for Prevention and Protection of DENV must give explicit permission. The safety equipment (emergency light, fire detection, water pressure hydrants, ...) can never be interrupted. If an interruption is needed, the Internal Department for Prevention and Protection must give explicit permission.



The emergency doors are automatically protected and open only in following circumstances:

- in case of an evacuation signal,
- if the doors are opened by pressing the button in the yellow box with break the glass (after using the button, the evacuation signal will sound),
- exceptionally by using a key in the key contact of the green box (this key can only be given by the Internal Department for Prevention and Protection of DENV).



7.2 Notification of emergency situations

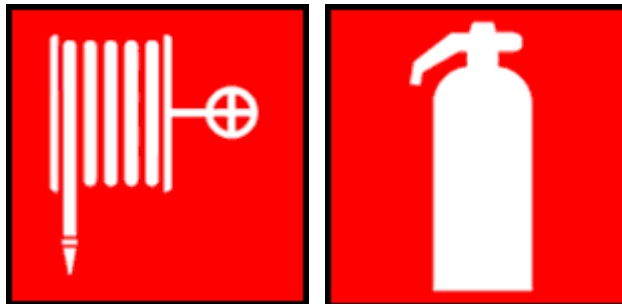
When noticing fire, smoke or suspicious gasses, all employees of the third (sub)contractor - his representative or (sub)contractor- have to stay calm.



They immediately have to report the fire, smoke or suspicious gasses by means of a notification. This is possible by using the notification button of the nearest-by break-the-glass box. These boxes are clearly indicated by means of the accompanying pictogram.

The emergency situation can also be reported by calling the emergency number. This is the number 8000 and can also be called by using the emergency telephones. The use of the emergency telephone or the emergency number for other purposes is forbidden.

If possible, the employees of the third (sub)contractor -his representative or (sub)contractor- have to extinguish the fire with the present fire fighting means until the intervention team is present. These means are clearly indicated by means of the accompanying pictograms.



If the employees of the third (sub)contractor -his representative or (sub)contractor- cannot extinguish the fire, they have to leave the place of the fire and close the door of the room (do not lock it with a key!)

7.3 Evacuation in emergencies

When hearing the evacuation signal, the following measures have to be taken:

- shut down machines, suction units and computers,
- if possible, shut down all heating and air conditioning installations,
- end all telephone conversations,
- shut windows and doors (do not lock them),
- immediately leave the building through the indicated evacuation ways and emergency exits,
- do not use elevators or catwalks to leave the building,
- leave behind all personal possessions.

After leaving the building, all employees of the third (sub)contractor -his representative or (sub)contractor- have to go to the company guard house Gate B. There they need to gather at the sign 'subcontractors'. There, a counting is done of all the evacuated employees.



**BEDIENDEN /
SUBCONTRACTORS**

7.4 Accidents: treatment and reporting

All accidents and near-accidents have to be reported to the employer of DENV who passes this information to the Internal Department for Prevention and Protection of DENV. The internal Department for Prevention and Protection of DENV can decide that an analyses (determine the causes and the measures) of the accident or near-accident needs to be carried out. The third (sub)contractor -his representative or (sub)contractor- is obliged to take part of this analyses.

In DENV, a First Aid room is available. To use this room, the emergency number 8000 has to be called.

In case of serious accidents, the emergency number 8000 has to be called immediately to contact the emergency services. Please pay attention to always mention the location of the

victim and the nature of the injury. Badly injured victims must not be moved, if possible, until the emergency services have arrived.

At DENV there are 5 AED's (Automatic External Defibrillator). The location can be found in plan in annex.

The report of the labour accident to the labour accident insurance needs to be done by the third (sub)contractor -his representative or (sub)contractor-.

After any serious accident with an employee of the third (sub)contractor -his representative or (sub)contractor- during the work executed in DENV, this accident will immediately be examined by the appropriate prevention services. The third (sub)contractor takes all necessary steps. The third (sub)contractor -his representative or (sub)contractor- delivers within ten days following the accident a detailed report to the supervisory officials. Any costs arising from this study are for the expense of the third (sub)contractor.

8 Labour hygiene

8.1 Labour clothes

The third (sub)contractor -his representative or (sub)contractor- supplies the necessary labour clothes to his employees. These have to be tight fitting to the neck, arms and legs and closely fitting to the body. Loose hanging clothes and fluttering sleeves are not permitted.

Wearing short pants or skirts to do a job in the work places and storage buildings is not permitted, unless the risk analysis shows an acceptable residual risk. The risk analysis is made on the working permit.

While performing work in the workplaces and warehouse buildings long hair should be tied up above shoulder height.

Wearing loose hanging jewels is forbidden.

Working in bare upper body is forbidden on the premises of DENV.



8.2 Usage of sanitary rooms

Using the dressing rooms, sinks, showers and toilets is only permitted if the employees of the third (sub)contractor -his representative or (sub)contractor- obey the rules of cleanliness and good manners.

When changing clothes, the existing dressing rooms can be used. The appropriate dressing room will be appointed by the employer of DENV.

The employees of the third (sub)contractor -his representative or (sub)contractor- have to use the foreseen toilets and wash places.

8.3 Usage of refectories and break zones

Using refectories and break zones is only permitted if the employees of the third (sub)contractor -his representative or (sub)contractor- obey the rules of cleanliness and good manners.

The employees of the third (sub)contractor -his representative or (sub)contractor- have to use the foreseen refectories and break zones.

Work breaks should preferably be taken in the refectories. The break should be taken at a location and a time that does not cause discomfort to the DENV-staff.

Unless during work breaks, there can be no drinking in the work places and storage buildings, unless it is from the drinking fountains which are placed on several locations in DENV.

At no time can food or beverages be carried along in the work places and storage buildings. Food and drinks can only be kept in the foreseen places and can only be consumed in the places foreseen for this purpose.

9 Alcohol and drugs policy (alcoholic beverages and drugs, being illegal drugs and excessive use of medication)

9.1 DENV policy alcohol and drugs

In line with the corporate values of the company DENV appoint a number of objectives and actions in the approach to alcohol and drug problems that give rise to function problems within the company. Work related use of alcohol or drugs will be considered as one of the factors affecting the safety, health and welfare of workers and adversely affect their environment. The operational problems will always be judged from the ability to work safely at all times for themselves, the environment and colleagues. This policy will be developed into actions which primarily focus on prevention, early intervention and counselling and as a last resort to sanctions. It is explained further on into a number of objectives and actions:

9.1.1 Objectives

- Promoting the welfare and safety of all employees by preventive actions on this theme.
- Contributing to the smooth functioning of the staff, the quality of work relations and positive image of DENV.
- Stimulating a responsible attitude towards the use of alcohol and other drugs.
- Raising awareness with the people with problems and help them in order to promote reintegration.
- Guaranteeing equal treatment of all employees in this matter.

9.1.2 Actions

- General raising of awareness through the appropriate channels, making it possible to discuss the problems.
- Ensure the earliest possible detection of problem, with special attention for the role of the hierarchy in this matter.
- Incitement to achieving behavioural change regarding the use of alcohol and drugs (if required).
- Adequate care and supervision of problem drug users, in consultation with the prevention service / medical service, if desired, with input from the trust persons. Cooperation with and possible referral to the curative sector.
- The determination of the procedures to be followed when determining the dysfunction at work due to possible alcohol or drug use or the violation of these rules. DENV hereby re-

tains the possibility to subject persons to well-defined tests, although limited to medical framework and always with respect for medical confidentiality. In all of this, sufficient attention is being given to the distinction between one-time and repeated events.

- The provision of appropriate measures and sanctions in the work rules.
- Recording the method and procedure to be followed concerning the transportation of the person in case of determination of the dysfunction.

DENV believes that implementation of these objectives and actions is a shared responsibility of the management and employees. Everyone is expected within its assigned duties and responsibilities, to contribute to its realization. Everyone will receive the necessary information and training to properly execute these tasks and responsibilities.

The above mentioned policy has to be applied at all times to all employees, visitors, customers and employees of contractors within our company.

9.2 Use and possession of alcoholic beverages or drugs by employees of third (sub)contractors, his representative or (sub) contractor-

The use and possession of alcoholic beverages or drugs at the establishment of DENV is prohibited. Whoever is in possession of alcohol or drugs may be denied access to DENV. Employees of third (sub)contractors -his representative or (sub)contractor-, who register and who are suspected of being under influence, may be refused the authorisation to start the works.

10 Violence, harassment and sexual harassment

Every employee of third (sub)contractors -his representative or (sub)contractor- is obliged to refrain from any act of violence, harassment or sexual harassment at work.

When an employee of DENV turns out to be the victim of transgressing behaviour committed by an employee of the third (sub)contractors -his representative or (sub)contractor- DENV will contact the third (sub)contractor as quickly as possible to intervene and take appropriate action. The third (sub)contractor -his representative or (sub)contractor- is obliged to cooperate.

When an employee of the third (sub)contractors -his representative or (sub)contractor- himself turns out to be the victim of transgressing behaviour committed by an employee of DENV, this person can appeal to a member of the trust-team of DENV. The person may do so by contacting the Internal Service for Prevention and Protection of DENV. In addition, the third (sub)contractor can contact his DENV contact person to intervene as quickly as possible and take appropriate action.

11 Smoke prohibition



In DENV there is a general smoke prohibition. Smoking is only allowed in the for this purpose foreseen smoking zones outside.

Smoking is also only permitted during work breaks.

Note: the restrictions regarding smoking also apply for electronic cigarettes !!!

12 Order and cleanliness

Order and cleanliness are one of the most important safety demands.

The employees of third (sub)contractor -his representative or (sub)contractor- must do everything possible to keep mud or other slippery substances off the roads and walkways. If this cannot be prevented, the involved employees have to clean the roads and walkways immediately and regularly.

Materials, tools and other equipment must be stored or stacked in such a way that they do not hinder activities and other people.

Materials, tools and other equipment can never block safety gear of DENV (for example emergency stairs, fire extinguishers, emergency stops, ...).



After ending the work, the employees of the third (sub)contractor -his representative or (sub)contractor- must leave their work place orderly and clean. They will also remove all waste (unless otherwise agreed). If the employees do not do this, then DENV will hold the right to clean up the work place at the third (sub)contractor's expense.

13 Theft and vandalism

If employees of third (sub)contractor -his representative or (sub)contractor- get caught stealing or intentionally damaging goods, equipment, installations, building or property of DENV, they will not only be immediately denied further access to DENV, but they will be held responsible for the caused damage.

It is explicitly forbidden to take home property of DENV, even if this would be waste or scrap. Exceptions can only be allowed with explicit permission of the employer of DENV.

The contents of the vehicles of the third (sub)contractor -his representative or (sub)contractor- can at all times be inspected by the company guard when leaving the company grounds.

DENV denounces all responsibility for goods which they have not explicitly agreed to guard.

The third (sub)contractor -his representative or (sub)contractor- is responsible himself to take the necessary measures to prevent theft of his materials.

14 Cameras and music installations

It is forbidden to bring cameras into DENV, unless permission was given explicitly by the employer of DENV. If the third (sub)contractor -his representative or (sub)contractor- carries any camera for which no permission was given, he will entrust it to the company guard. If the employer of DENV gives permission to bring in a camera, he has to accompany the third (sub)contractor -his representative or (sub)contractor- at all times when images are taken.

It is forbidden to bring music installations into DENV. Listening to music (by means of radio's MP3 players and all other music installations) is not allowed in DENV. If the third (sub)contractor -his representative or (sub)contractor- carries any music installation, he will entrust it to the company guard.

15 Environment and waste

15.1 Permits and licensing conditions of contractors

The third (sub)contractor -his representative or (sub)contractor- commits to observe all applicable legislations concerning the environment

This means, among other things, that:

1. any third- (sub) contractor has a valid (environmental) license for its establishment / its exploitation
2. any third- (sub) contractor respects and honours the applicable environmental requirements (VLAREM VLAREBO, VLAREMA, VLAREL, CLP, etc ...)

15.2 Conditions at DENV

For every work, the third (sub)contractor -his representative or (sub)contractor- has to consider all environmental aspects and take the necessary preventive precautions. Specific attention points connected to the works have to be mentioned on the working permit (FCD-0211).

If activities are performed, as included in Vlarem I - Annex I, the department General Affairs (8840) has to be contacted prior to the start of the activities. The activities has to be performed cfr. the sectoral conditions in Vlarem II.

These are referred to include the following common, activities:

- Discharge of sewage
- Dispose of waste
- Temporary installation of emergency generator
- Storage of gas cylinders
- Storage of hazardous products
- Pumping of groundwater
- ...

Depending on the size of the above activities additional values can be held.

15.3 Waste at DENV

Waste is normally removed by the third (sub)contractor -his representative or (sub)contractor-. Packaging is also considered to be waste. Any deviation, because of circumstances, can only happen if the employer of DENV has given permission and if it is mentioned on the working permit (FCD-0211). When waste containers, etc. must be provided, it is done with prior consultation with the employer of DENV. The waste certificates have to be delivered to DENV.

DENV collects among other following waste fractions selectively

- Metal

- Paper and cardboard
- PMD
- Copper and aluminium
- Wood (Class A = not contaminated)
- ISOMO
- PE film (wrapping film)
- Batteries
- AEEA
- Aerosols
- Adhesives, inks and solvents
- Empty containers of hazardous products
- Residual waste

If the client of DENV give permission to discharge waste to the recycling of DENV, the waste must still be sorted correctly. In any case, waste is placed in the container, without placing them in the correct container. If a particular group cannot fit the container, this should be discussed together with the customer and General Affairs. As example we think of demolish waste that doesn't fit the container, residual amounts of hazardous products or waste fractions which are not selectively collected at Dai-chin.

NOTE: ASBESTOS.

The façade of the A-building on the side of the roof is asbestos-containing. This is also indicated on the façade with the icon below. When In certain circumstances, however asbestos-border-material is encountered during work in other locations, IMMEDIATELY inform General Affairs (8840)



15.4 Waste water at DENV

Waste water cannot give cause to soiling of the ground and rain water sewages. Sewers, sanitary and pouring boxes cannot be used to remove waste water or other waste products. All waste water and other waste products have to be removed by the third (sub)contractor - his representative or (sub)contractor- and be processed in a legal manner. Only after consultation and with permission of the responsible of the waste water treatment installation can substances be emptied in the waste water treatment plant. To do this, the department General Affairs needs to be contacted (8840).

These various water drains are completely separated from each other (rainwater and industrial wastewater). Therefore, it is forbidden to bring polluted water or rinse water or chemicals from rainwater wells in the sewer.

15.5 Soil at DENV

For projects excavation work, with a volume of 250m³ or more inform General Affairs (8840)

Employees of the third (sub)contractor -his representative or (sub)contractor- who spill products which can lead to soil contamination have to clean this up. If the contamination is of this degree that the employees of the third (sub)contractor -his representative or (sub)contractor- cannot clean it up themselves, they have to ask the intervention team for assistance. This is possible through the emergency number 8000. All spilled materials which can contaminate soil, water or air have to be reported to the employer of DENV and have to be registered on the working permit (FCD-0211).

If chemical products or chemicals should be stored on DENV (= more than a day supply) before the works are executed, following steps should be taken after contact with General Affairs (8840):

- Forward SDS cfr. CLP
- For fixed tanks (eg.: Temporary diesel) the necessary certificates should be provided (conformity certificate, entry report and report of last periodical inspection)
- The storage of products in trade packages (<30L / kg) should always be stored in a drip tray or bund. Acids and bases should be stored separately.

If possible, no storage of dangerous products on DENV.

Note: Because of specific production processes, silicon sprays or volatile products with silicon cannot be used in DENV.

15.6 Ambient noise on DENV

DENV has a good relationship with its neighbours and wishes to hold it.

When using outdoor units / machines, which more than

- Daily value 60 dB (A)
- Evening value 55 dB (A)
- Night value 55 dB (A)

make noise, general affairs should be informed.

16 Energy and sustainability

The third (sub)contractor -his representative or (sub)contractor- is engaged to limit the energy consumption of DENV to a minimum. This contains for example:

- Shutting down lighting in the workplace when works have been finished.
- Disable own tools, equipment and vehicles when they are not used.
- Properly maintain and calibrate own tools, equipment and vehicles to assure optimal operation.

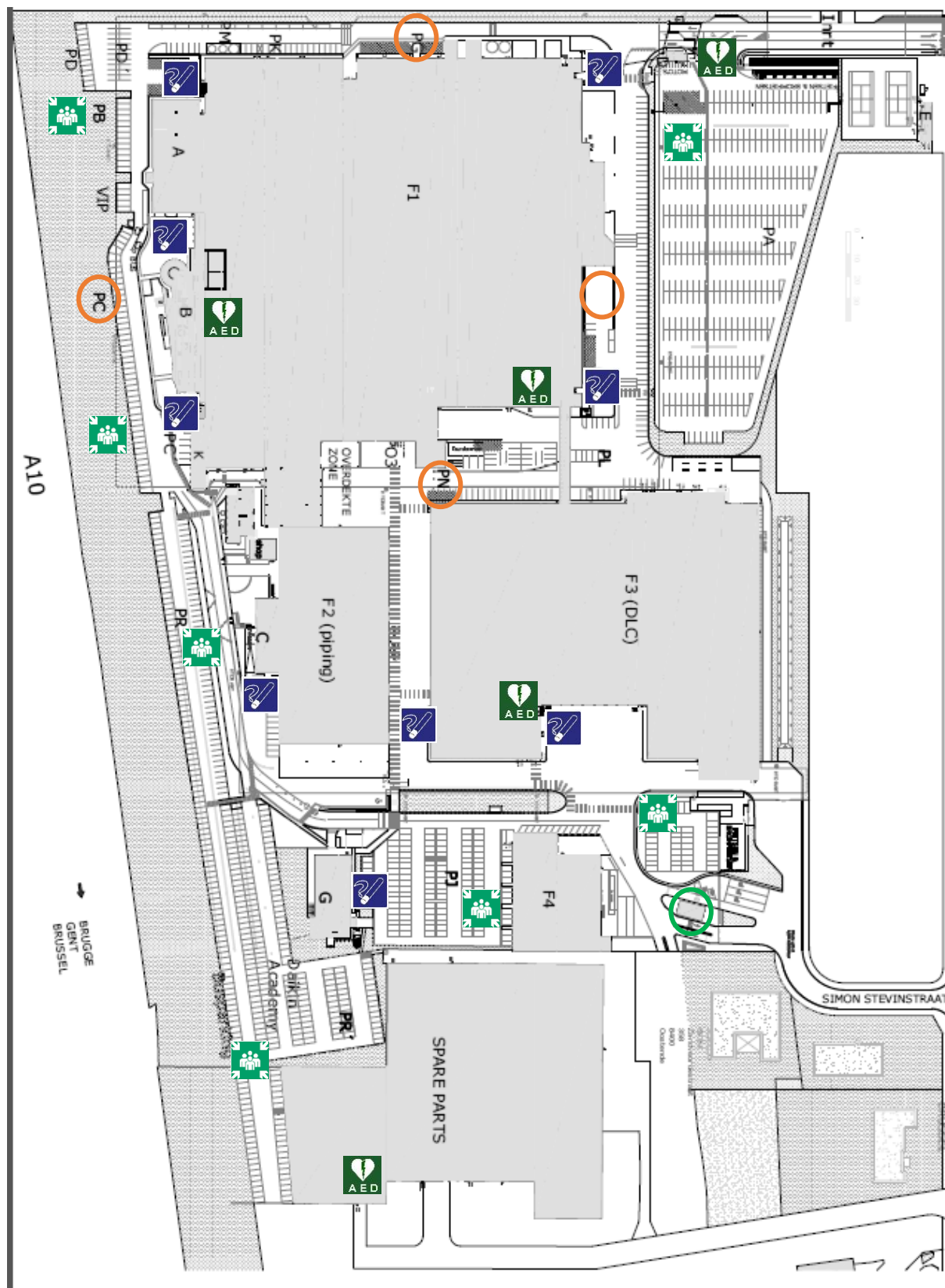
For DENV sustainability is the norm. For this reason DENV expects that the third (sub)contractor -his representative or (sub)contractor- will cooperate with DENV in order to offer sustainable goods and services and to use energy and raw materials in a sustainable way.

17 Useful telephone numbers



Internal numbers:	
Emergency number:	(0032 59 55) 8000
First Aid helper:	(0032 59 55) 8999
Company guard:	(0032 59 55) 8850
Reception:	(0032 59 55) 8112
Environment:	(0032 59 55) 8840
Internal Department for Prevention and Protection:	(0032 59 55) 8485
General Affairs:	(0032 59 55) 8485
Maintenance:	(0032 59 55) 8799
Production:	(0032 59 55) 8787
External numbers (first dial 0)	
Fire Department Oostende:	0032 59 70 10 10
Company guard:	0032 59 55 88 50

Annex

Overviewplan Daikin Europe NV (legenda see next page)



Legende

 Sign in thirds in case of evacuation Smoking zone Parking contractors AED