

1. Premises for the procedure implementation

For the LG Energy Solution Wrocław the safety, life and health of employees, visitors, subcontractors as well as the preservation and maintenance of a safe working environment are the highest priority. Building a safety culture is a continuous process that depends both on the actions of the management, employees and contractors performing work for the company. This process requires compliance with strictly defined rules, which in our plant are called **EHS GOLDEN RULES**.

Compliance of these rules is absolutely mandatory, therefore contractors, i.e. employers of external companies, must:

- a) provide qualified staff with appropriate knowledge and experience to perform work in a safe and good quality manner, as well as having all necessary allows to perform work in a designated position, i.e. health and safety training, medical examinations, qualifications
- b) ensure employees participation in health and safety training and familiarize them with the introduced instructions, standards and rules in force at the LG ESWA.
- c) require an employees to comply with health and safety regulations and rules and implement corrective and other actions ordered by the LG Health and Safety Department.
- d) perform commissioned work strictly **in accordance** to the provisions **contained in the work permits, instructions and company standards** as well as **generally applicable health and safety regulations and rules**.
- e) make all effort to ensure safe and hygienic working conditions for the own employees, employees of other subcontractors working nearby and other people staying in the vicinity of the Subcontractor's workplaces.
- f) informed the LGEnSol Safety Department about each accident which occurred on our plant.

Employees are obliged to:

- a) comply with the health and safety regulations specified in the LGESWA's standards, instructions provided as part of the training, as well as the provisions and rules specified in generally applicable legal regulations,
- b) follow the recommendations of company supervisors and employees of the LG EH&S Department or other persons authorized to issue such recommendations,
- c) inform the supervisors, other employees' supervisors and the LG EH&S Department of any situations that affect or may significantly affect the level of occupational safety.
- d) refrain from performing work, notifying the supervisor immediately if the working conditions do not comply with occupational health and safety regulations and pose a direct threat to the health or life of the employee, or when the work performed by him poses such a danger to other people. **(Art. 210. Labor Code)**

The main premise for the implementation of this procedure are situations in which employees and / or persons authorized to manage them do not comply with the provisions, standards, rules, instructions and recommendations of their superiors or employees of the EH&S Department in the field of occupational health and safety.

The purpose of introducing a system of warnings and penalties in LG Energy Solution Wrocław is to minimize the risk of near misses, accidents at work and occupational diseases by eliminating repeated inappropriate behavior of employees or persons authorized to manage them.

2. Conditions for applying the procedure

The following are entitled to impose warnings and penalties on behalf of LG Energy Solution on employees of subcontracting companies performing work on the plant premises:

- employees of the EH&S Department of LG ESWA (Safety & Health Department - Subcontractor Safety),
- plant representatives responsible for commissioning and / or coordinating the work of subcontractors,
- other authorized representatives of the LG ESWA plant.

The hierarchy of disciplinary actions includes:

- first warning - yellow card,
- second warning - orange card,
- third (final) warning - red card,
- lifelong ban on entering the premises of all plants belonging to the LGEnSol - black card.

The employee receives the first warning (yellow card) if he / she commits the first offense in terms of non-compliance with health and safety regulations and rules, exhibits particularly incorrect behavior, performs work with damaged and / or inoperative equipment, tools, does not use appropriate personal protective equipment or uses them incorrectly. For the next offense, the employee receives a second warning (orange card). If he commits another (third) offense, he receives the third and last warning (red card). This action is aimed at ultimately disciplining the employee and point out that his behavior is unacceptable. In a situation where, despite warnings, an employee commits another, i.e. fourth infringement in a particular quarter, this results in the imposition of a black card, and as a consequence the employee is removed from the plant for an indefinite period (without the right to return).

If an employee receives a yellow, orange and red card, it may be removed for a specified period (2 working days) following the day of the offense. Saturdays and Sundays are not included in the grace period. A person appointed to manage employees of a subcontracting company (foreman) may in same time receive a card for his own and his staff's misconduct.

In the event of a gross violation of health and safety regulations (e.g. being under the influence of alcohol, working at high heights without protection, exposing employees to an accident caused by improper behavior, violence), it is allowed to impose a black card on the employee without prior warning.

The employee is removed from the plant by sending an e-mail notification to the Security department with a request to block an employee with the given ID number and the company for which the employee was working on the day of the offense.

Employee warnings are registered in the internal system of the LG Health and Safety Department. Closing the quarter "cancels" the cards collected by the employee.

Quarter	I	II	III	IV
Months	january-march	april – june	july - september	october - december

A subcontractor whose employee has been removed from the plant for a specified period is obliged to train the punished employee to the extent in which he has committed an offense. This activity should be documented, and then a report should be sent to the LG EH&S Department, which includes: name and surname of the trained employee, training employee and the scope of the training that was carried out.

The template of the employee warning card is presented in Attachment 1. Employee warning card.



EMPLOYEE WARNING CARD

Subcontractor's name				
Warning date				
Work location				
Name and surname of the employee				
Employee ID number				
Type of warning (card)	Yellow <input type="checkbox"/>	Orange <input type="checkbox"/>	Red <input type="checkbox"/>	Black <input type="checkbox"/>
Type of penalty applied in connection with the warning	Not applicable (warning only) <input type="checkbox"/>	Employee removal for a limited period <input type="checkbox"/>	Permanent removal of an employee without right of return <input type="checkbox"/>	
Scope of work performed at the time of the warning	Work at heights	<input type="checkbox"/>		
	Mechanical and vertical transport	<input type="checkbox"/>		
	Fire-hazardous works	<input type="checkbox"/>		
	Work on electrical devices and installations	<input type="checkbox"/>		
	Work in confined hazardous spaces	<input type="checkbox"/>		
	Work with hazardous substances	<input type="checkbox"/>		
	Other works.....	<input type="checkbox"/>		
Reason for receiving warnings	Failure to comply with company standards, rules, and OHS instructions	<input type="checkbox"/>		
	Failure to follow the instructions of the superiors / LG H&S Department	<input type="checkbox"/>		
	Particularly incorrect behavior	<input type="checkbox"/>		
	Flagrant violation of health and safety regulations and rules	<input type="checkbox"/>		
	Other.....	<input type="checkbox"/>		

Description of non-compliance (photographic documentation)	

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