

Annex no. 2
to Instruction on pass system, rules of staying on the company premises and rules of material movement for CMC Poland sp. z o.o. (Traffic instructions)

Instruction on pass system, rules of staying on the company premises and rules of material movement for CMC Poland sp. z o.o. (Traffic instructions) introduced by the Order of the President of the Management Board no. ZN/02/2015 of January 20, 2015 (as amended) shall be amended as follows:

- I. The existing content of § 3 item 2 subitem e) of the Instruction shall be repealed and the following wording shall be adopted:
 - e) *conduction of tests for the presence of alcohol or substances having similar effect to alcohol under the rules described in Attachment 11 - Instruction for the presence of alcohol or substances having similar effect to alcohol*
- II. The existing content of § 5 item 2 subitem 4) of the Instruction shall be repealed and the following wording shall be adopted:
 - 4) *have the test for the presence of alcohol or substances having similar effect to alcohol conducted under the rules specified in Attachment 11 - Instruction for the presence of alcohol or substances having similar effect to alcohol.*
- III. The existing content of § 5 item 4 subitem 3) of the Instruction shall be repealed and the following wording shall be adopted::
 - 3) *Comply with the instructions of the Security Service related to the request to show items or cargo*
- IV. The existing content of § 5 item 9 subitem 1) and 2) of the Instruction shall be repealed and the following wording shall be adopted::
 - 1) *In case of an attempt to bring in alcohol, possess alcohol or other substances having effect similar to alcohol to the Company premises and to enter the Company premises under the influence of alcohol or in the state of insobriety or after using substances having similar effect to alcohol;*
 - 2) *Drinking alcoholic drinks or using substances having similar effect to alcohol on the Company premises and staying on the Company premises under the influence of alcohol or in the state of insobriety or under the influence of substances having effect similar to alcohol;*
- V. The existing content of § 5 items 11 and 12 of the Instruction shall be repealed and the following wording shall be adopted::

11. People entering and staying within the Company premises are obliged to be absolutely sober. As part of the implementation of the sobriety obligation, it is prohibited to:

- 1) work on or enter the Company premises under the influence of alcohol or other substances having similar effect to alcohol, and**
- 2) drink alcohol, use other substances having similar effect to alcohol during the working hours, bring in alcohol, possess alcohol or other substances having effect similar to alcohol on the Company premises.**

12. In each case, Personal Director of the Company in consultation with the Management Board decides about the amount of penalty imposed on External Company or Entity for the infringement of the sobriety rule described in Attachment 11 upon the request of HR manager. In respect to other violations of the Traffic Instructions, Personal Director having consulted with the Management Board may decide as follows:

- To impose pecuniary penalties in the amount from PLN 500 to PLN 5000;
- To impose a ban to move on the Company premises

Company employees may be subject to penalties indicated herein with consideration of provisions of the Labor Code.

VI. The content of Attachment no. 9 "*Facility Plan Map*" to the Instruction is amended.

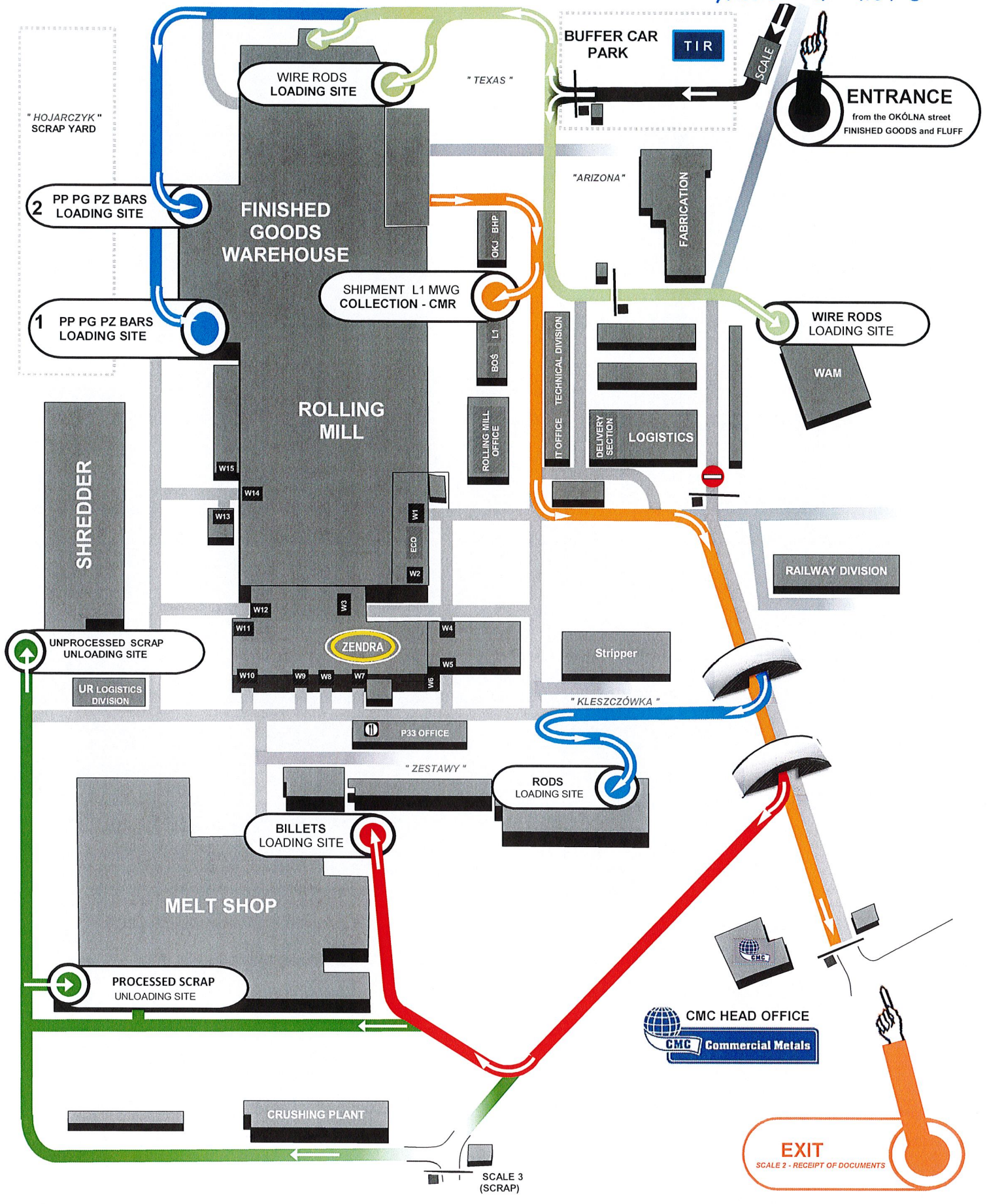
VII. Attachment no. 11 has been added:

Attachment no. 11 - Template – Instruction on alcohol testing and testing for the presence of substances having similar effect to alcohol.

VIII. Annex no. 1 of April 1, 2020 to *Instructions on pass system, rules of staying on the company premises and rules of material movement for CMC Poland sp. z o.o. (Traffic instructions)* shall be repealed in its entirety.

IX. Other provisions of the Instructions remain unchanged.

X. This Annex comes into force on March 28, 2023.



BILLETS
LOADING SITE

WIRE RODS
LOADING SITE

ENTRANCE

SCRAP
UNLOADING SITE

BARS
LOADING SITE

EXIT

INSTRUCTION ON ALCOHOL TESTING AND TESTING

FOR THE PRESENCE OF SUBSTANCES HAVING SIMILAR EFFECT TO ALCOHOL

I. The instruction defines:

- 1.1. Purposes, conditions and methods of conducting tests by CMC Poland sp. z o.o. for the presence of substances having similar effect to alcohol in body of employees or other persons present on the premises of CMC Poland sp. z o.o.:
 - 1.1.1. alcohol,
 - 1.1.2. substances having similar effect to alcohol and
- 1.2. method of documenting the tests.

II. Tests for alcohol content

- 1.1. Testing for alcohol content shall be carried out with the use of an electronic device equipped with a mouthpiece that measures alcohol concentration in exhaled air by electrochemical oxidation method.
- 1.2. The purpose of tests for alcohol content is to determine the presence of alcohol in the body of a tested person indicating their condition as state after alcohol use or the state of insobriety within the meaning of Art. 46 sec. 2 or 3 of Act on upbringing in sobriety and alcoholism prevention (JoL of 2023, item 165).
- 1.3. The mouthpiece referred to in sec. 1.1. above shall be replaced before conduction of each measurement. The mouthpiece packaging should be opened in the presence of a tested person.
- 1.4. A breathalyzer testing shall not be performed before a lapse of 15 minutes from the moment the tested person finished consuming alcohol, smoking tobacco products, including smoking of novelty tobacco products, electronic cigarettes or using smokeless tobacco products.
- 1.5. In case the first measurement conducted with the breathalyzer referred to in sec. 1.1. above shows the result of more than 0,00 mg/dm³, the second measurement shall be carried out after a lapse of 15 minutes.
- 1.6. In the event the first measurement taken with the use of a breathalyzer shows the result equal or higher than 0,10 mg/dm³ and in the second measurement the result is 0,00 mg/dm³, the third measurement shall be taken immediately. If the result of the third measurement is 0,00 mg/dm³ then the testing results do not indicate the state defined as after consumption of alcohol.

III. Testing for the presence of substances having effect similar to alcohol

- 1.1. Testing for the presence of substances having effect similar to alcohol consist in non-invasive collection of saliva samples and placing them in a device for immunological determination of substances having effect similar to alcohol following the instructions in the device manual.
 - 1.2. The purpose of testing is to determine the presence of substances having effect similar to alcohol, i.e. opioids, amphetamine and its derivatives, cocaine, cannabinoids, benzodiazepines in the body of a tested person.

IV. Testing conditions

- 1.1. Testing shall be carried out by an authorized and trained security services employee.

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- 1.2. Testing of a group of employees or individual employee shall be performed upon the request of the manager of HR office, HR director or an authorized employee of HR office or supervisor of a tested employee ("Employer's Representative").
- 1.3. In justified cases, individual testing of an employee or other persons entering or present on the premises of CMC shall be conducted by an authorized and trained security services employee without a specific order.
 - 1.4. In each case, testing shall be performed in a closed room.
 - 1.5. Testing shall be performed in the presence of the following persons only:
 - 1.5.1. a person or, if necessary, persons conducting the tests;
 - 1.5.2. a tested person and,
 - 1.5.3. at the request of the tested person, a person in whose presence the test has been performed.
 - 1.6. Testing shall be carried out with respect for the dignity and other personal rights of the tested person.
 - 1.7. The results of the test shall be communicated by the person performing the test exclusively to:
 - 1.7.1. the tested person,
 - 1.7.2. employer's representative,
 - 1.7.3. person attending the test as requested by the tested person.
 - 1.8. A relevant testing report shall be drawn up in accordance with the template included respectively in Attachment 1 or 2.
 - 1.9. In the event the employee refuses to sign the testing report, the person conducting the test shall detail that matter in the content of the report. In such a case, the police shall be summoned to re-test the person in question.
 - 1.10. The testing report shall be prepared in one copy. At the request of the tested person, the copy of the report shall be prepared and issued to them. In any other case, the copy of the report shall not be drawn up.
 - 1.11. Having conducted the test, a security services employee shall immediately hand the prepared report over to the representative of the Employer.
 - 1.12. In the event the test result indicates the presence in the body of a tested person:
 - 1.12.1. alcohol concentration in exhaled air of 0,1 mg in 1 dm³ or more, or
 - 1.12.2. substances having effect similar to alcohol,

a person conducting the test shall:

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FOR THE PRESENCE OF SUBSTANCES HAVING SIMILAR EFFECT TO ALCOHOL

- 1.12.3. immediately notify the Employer's representative of this fact;
- 1.12.4. calls appropriate services to provide medical assistance, if necessary,
- 1.12.5. prevents a tested person from entering or moving within the premises of the facility or takes them out of the premises,
- 1.12.6. informs the tested person of the possibility to have upon their own request or at the request of CMC Poland sp. z o.o. the tests conducted by law enforcement authority.
- 1.13. The cases in which alcohol content does not reach or does not lead to reaching the values appropriate for the state after alcohol use shall be deemed equivalent to the declaration that no alcohol content has been found in the body of an employee.
- 1.14. If the case described in item 1.12.1 or 1.12.2 concerns Employee, the Employer's representative referred to in item 1.2 above provides them with the Statement of Refusal to Admit Employee to Work stating the reason thereof. Attachment no. 3 and 4 constitute the templates of Statements of Refusal to Admit Employee to Work.
- 1.15. In case alcohol content of up to 0,1 mg in 1 dm³ of exhaled air has been found in the body of a person other than employee, this person's permission to enter the premises of the Company shall be withdrawn for the period of 12 months from the occurrence of this incident.
- 1.16. In case alcohol content of 0,1 mg in 1 dm³ of exhaled air or more has been detected or the presence of substances having effect similar to alcohol has been found in the body of a person other than employee,
 - 1.16.1. This person shall be prohibited from entering the Company premises for indefinite period of time and
 - 1.16.2. CMC Poland sp. z o.o. shall have the right to impose a penalty of up to PLN 5 000 PLN (five thousand) for each infringement of the sobriety obligation on the subject, Entity or External Unit employing the tested person or Entity that requested a pass for the person in question.

Attachments:

- I. **Template – Report on conducting tests for the presence of alcohol.**
- II. **Template – Report on conducting test for the presence of substances having similar effect to alcohol.**
- III. **Template - Statement of refusal to admit an employee to work due to the results of tests for the presence of substances having similar effect to alcohol**
- IV. **Template – Statement of refusal to admit an employee to work due to the results of the tests for alcohol content.**