

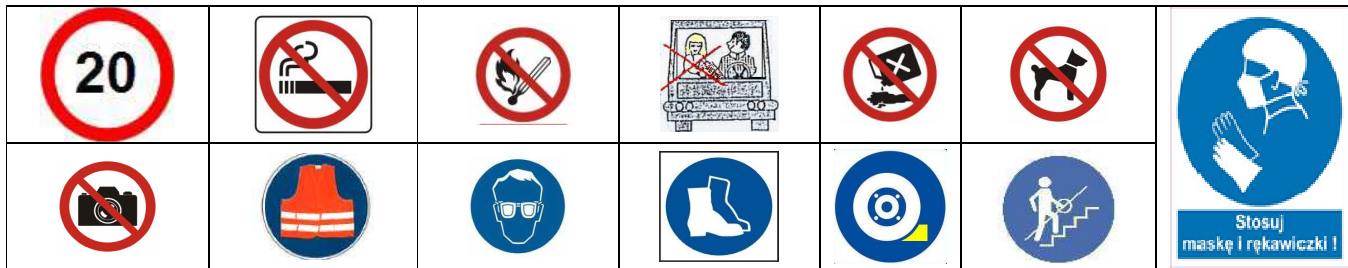
"Instructions for Loading/Unloading and for Third Parties Operating in the Premises of Vesuvius Poland Sp. z o.o."

Effective from 30th March 2020

I. Requirements concerning heavy commercial vehicles (trucks):

- **Only trucks with curtain sided semi-trailers (tautliners).** Vehicles entering the premises must be clean, in good technical condition, equipped with air-suspension enabling height adjustment.
- Vehicle should be equipped with sufficient number of load fastening points/tie downs and fastening devices (straps, mats, nets, etc.), to adequately secure the loads specified in the relevant transport order.
- Straps should be certified, with clear and legible labels. They must not be worn through, tied up, or partly torn
- Semi-trailer side unloading must be possible, low-floor semi-trailers are not permitted.
- Semi-trailer will be loaded only when the use of a fork-lift truck is possible and when loading does not require shifting packages.

II. General



III. Loading / Unloading:

- Truck driver is responsible for preparation of the vehicle for loading / unloading and for safety during preparation.
- **Side loading / unloading:**
 - Permitted only in areas specifically designated for side loading/unloading
 - Permitted only in areas enabling access from both sides of the semi-trailer
 - Loading on one side only is strictly forbidden
 - Pushing/pulling of packages is strictly forbidden
 - **Truck driver should personally prepare the vehicle for loading / unloading**
 - Only one person at a time is allowed around the vehicle
- Upon arrival at the loading/unloading bay, the driver must switch off the engine, apply the handbrake, and put the wheel chocks under the wheels on both sides of the vehicle.
- Driver must report the vehicle's readiness for loading/unloading to warehouse staff.
- **If necessary, the driver may pause the loading /unloading to inspect the operation and instruct the fork-lift truck operator loading the vehicle how the load should be arranged inside the semi-trailer.**
- Prior to departure, the driver removes the wheel chocks and prepares the vehicle for the road. Wheel chocks must not be removed until the warehouse staff confirms completion of the loading/unloading. **The semi-trailer curtains/doors must be closed after loading is completed, even if the vehicle is to pick up more goods from another warehouse.**
- No object other than indented for shipment can be taken from the premises.
- This document must be returned to a Security Guard (in the guard room) when leaving the plant.
- Vesuvius Poland Sp.z o.o reserves the right to prohibit entry of persons who have failed to comply with these Instructions and to seek financial compensation for any damage resulting from such failure.
- **Driver must not leave the cab or move around the vesuvius premises during loading / unloading or waiting in the designated area (except when preparing the vehicle for loading/unloading and handing over documents)**
- **When handing over documents, the driver must wear protective gloves or leave the documents in the designated place**
- **Driver is solely responsible for all consequences of failure to comply with these Instructions!**



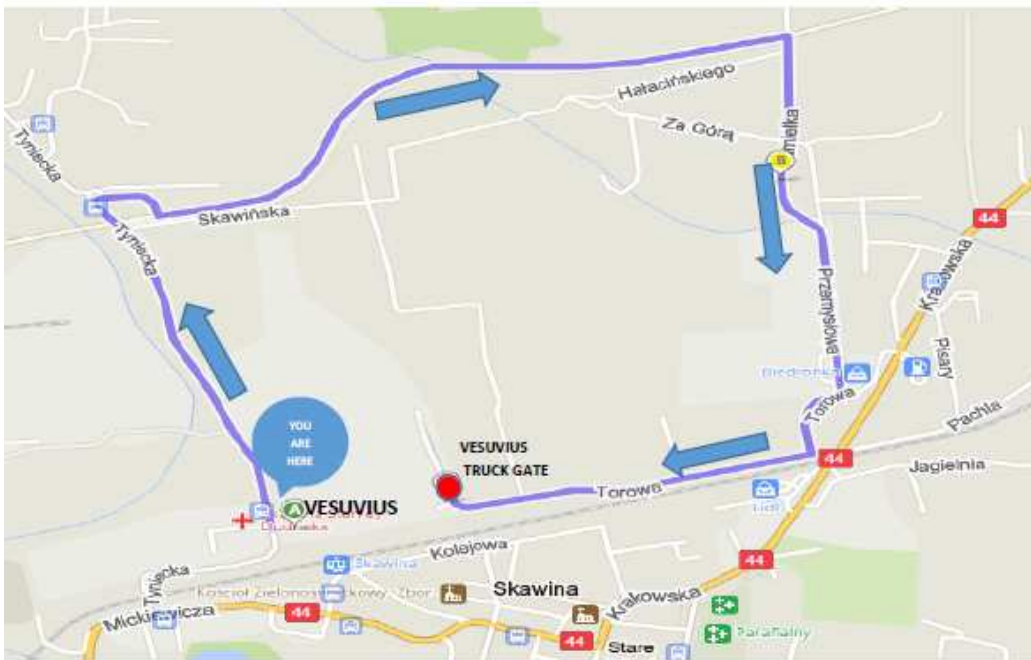
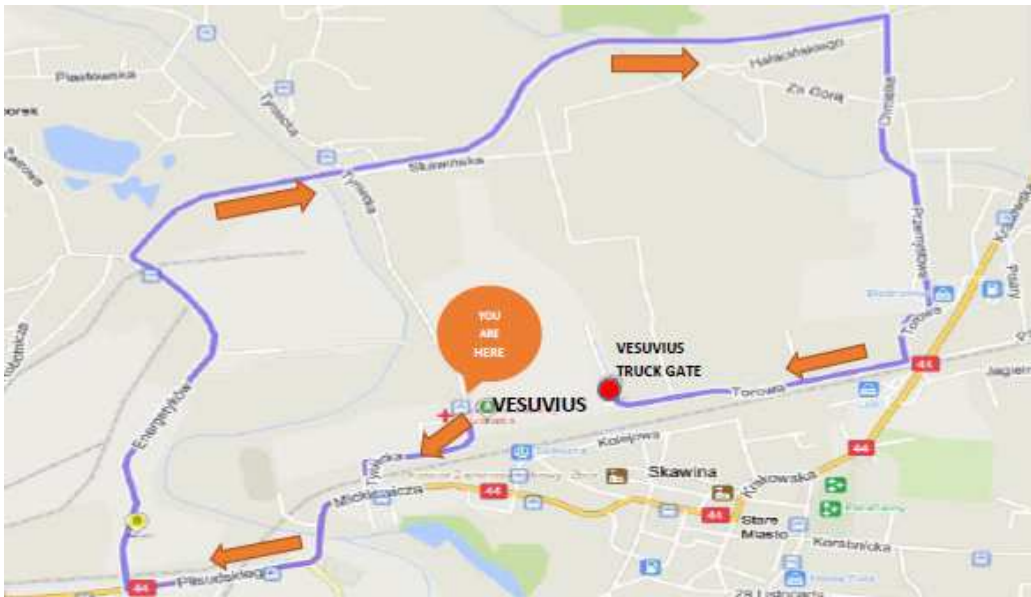
Due to epidemiological situation, in order to reduce the risk of infection from coronavirus (Covid-19), the following rules shall apply to all persons entering (on foot or by vehicle) the Vesuvius Polska - Skawina branch plant (third-party employees providing services in the Vesuvius premises, customers, visitors, own employees):

- 1) **Every person entering the premises (on foot / by vehicle) will be subject to body temperature checks with the use of non-contact thermometer or the thermographic camera. The thermometers have been so programmed that they signal body temperature of 37.5°C or more, while in the case of thermographic cameras, the temperature equalling or exceeding the prescribed value is signalled by the camera operator.**
- 2) When a person refuses to have their body temperature checked or where a person's body temperature is 37.5°C or higher, the person will not be permitted to enter the premises.
- 3) When the checked temperature is equal to or higher than the prescribed value, the check is repeated. When the repeated check gives the same result, the person is not permitted to enter the premises and sent back home and should contact a doctor. An employee not permitted to enter the plant must immediately notify their superior/line manager.
- 4) Body-temperature checks are taken individually, in a designated place. Employees and other persons waiting for body-temperature check must keep at least a two-meter distance from one another.
- 5) **Every person entering (on foot or by vehicle) the premises (third party employees providing services in the Vesuvius plant, customers, visitors, couriers, drivers) must possess their own protective masks and gloves as well as other personal protective equipment (goggles, reflective safety vests, work footwear and clothes) and wear them at all times when at Vesuvius Poland premises. Persons not satisfying the above requirement will not be permitted to enter the premises or will be asked to leave the premises.**
- 6) Gathering in groups or shaking hands is strictly forbidden.
- 7) As a preventive measure, you are recommended to check your body temperature at home. When your temperature equals or is higher than the prescribed value, you should report to the nearest healthcare (NFZ) entity or - when you are experiencing several symptoms (coughing, high body temperature, muscle pain) - you should call the nearest State Sanitary Inspection Office or 800 190 590

PLEASE FOLLOW THE MAP DIRECTION.

THE MAIN TRUCK GATE HAS BEEN MOVED TO **TOROWA STREET**.

GPS (49.978, 19.824)



APOLOGIES FOR ANY INCONVENIENCES