



ENGIE Energie Nederland N.V.

SHE Regulations

ENGIE Energie Nederland

**Requirements and general rules for working
healthily, safely and environmentally aware**

www.engie.nl

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1. Policy statements ENGIE Energie Nederland

1.1. Working Conditions statement

The health, welfare and the physical integrity of our employees and those of third parties must not be jeopardised in any manner whatsoever during the performance of their tasks.

This implies that we set out to create a safe and healthy working environment with the aim of promoting wellbeing, the maximum prevention of accidents at work, injuries and occupational diseases, and avoiding material damage. We manage our working-conditions performance by formulating a clear working-conditions policy and embedding it in the organisation by means of a working-conditions management system. We continually evaluate our policy and adjust it where necessary. We periodically formulate objectives and terms of reference to translate the policy into practice. We also formulate annual action plants, monitor their implementation, report on them and adjust them where necessary to achieve our objectives. We regularly verify whether we meet our agreements and whether our system performs correctly.

Therefore we will:

- Make sure that legislation and regulations governing safety, health and welfare are complied with and safeguarded adequately;
- Anticipate amendments to working-conditions legislation and regulations;
- Take measures to prevent and manage occupational health and safety risks as much as possible;
- Work towards optimum coordination of the needs and expectations of our stakeholders;
- Conduct and maintain an open dialogue with the stakeholders;
- Promote cooperation with our clients and partners;
- Promote safety awareness among our employees and third parties by actively involving them in the policy;
- Give our employees the appropriate responsibilities and hold them to account for the results achieved;
- Work on continuous improvement;
- Put safety first in all our activities;
- Protect our employees against harassment (sexual or otherwise), aggression and violence.

Therefore we require:

- That management expresses this working-conditions policy to its stakeholders by means of clear and specific communications;
- That management makes the necessary training and resources available for its employees to ensure they can perform their tasks correctly;
- That all employees, at their own level, are aware of the working-conditions policy and accept their responsibility for putting it into practice as effectively as possible.

1.2. Environmental policy statement

Responsibility and respect for the living environment are among the basic values of ENGIE NL. We will take this into account in all our decisions and in performing our business operations.

We manage our environmental performance by formulating a clear environmental policy and embedding it in the organisation in an environmental management system. We continually evaluate our policy and adjust it where necessary. We periodically formulate objectives and terms of reference to translate the policy into practice. We also formulate annual action plans, monitor their implementation, report on them and adjust them where necessary to achieve our objectives. We regularly verify whether we meet our agreements and whether our system performs correctly.

Therefore we will:

- Make sure that environmental legislation and regulations are complied with and safeguarded adequately in our processes;
- Anticipate amendments to legislation and regulations and lobby where necessary;
- Take measures to prevent and manage environmental risks as much as possible;
- Work towards optimum coordination of the needs and expectations of our stakeholders;
- Conduct and maintain an open dialogue with the stakeholders (government, environmental organisations and the community);
- Promote cooperation with our clients and partners;
- Promote environmental awareness among our employees by actively involving them in the policy;
- Give our employees the appropriate responsibilities and hold them to account for the results achieved;
- Work on continuous improvement;
- Investigate, encourage and apply energy efficient and sustainable technologies and processes.

Therefore we require:

- That management expresses this environmental policy to its stakeholders by means of clear and specific communications;
- That management makes the necessary training and resources available for its employees to ensure they can perform their tasks correctly;
- That all employees, at their own level, are aware of this policy and accept their responsibility for putting it into practice as effectively as possible.

1.3. Quality policy statement

Management of ENGIE NL regards quality as the key to achieving its mission.

That implies that as well as striving towards the high quality of our service and products, we work towards a high quality standard in the areas of safety, health, the environment, social and economic policy.

Quality: We regard quality as the extent to which our products, services and policies meet the needs and expectations of our stakeholders.

Stakeholders: Stakeholders are our personnel, shareholders, clients, suppliers and those in our surrounding community.

We manage our performance by formulating a clear policy and embedding it in the organisation by means of a quality management system. We continually evaluate our policy and adjust it where necessary. We periodically formulate objectives and terms of reference to translate the policy into practice. We also formulate annual action plants, monitor their implementation, report on them and adjust them where necessary to achieve our objectives. We regularly verify whether we meet our agreements and whether our system performs correctly.

Therefore we will:

- Make sure that legislation and regulations are complied with and safeguarded adequately in our processes;
- Anticipate amendments to legislation and regulations;
- Take measures to prevent and control risks as much as possible;
- Work towards optimum coordination of the needs and expectations of our stakeholders;
- Conduct and maintain an open dialogue with the stakeholders;
- Promote cooperation with our clients and partners;
- Promote awareness of "total quality" among our employees by actively involving them in the policy;
- Give our employees the appropriate responsibilities and hold them to account for the results achieved;
- Work on continuous improvement.

Therefore we require:

- That management expresses this policy to its stakeholders by means of clear and specific communications;
- That management makes the necessary training and resources available for its employees to ensure they can perform their tasks correctly;
- That all employees, at their own level, are aware of this policy and accept their responsibility for putting it into practice as effectively as possible.

2. Introduction

These Regulations contain the main provisions from the procedures and instructions formulated for the benefit of a safe and healthy workplace and for protecting the environment. The most recent internal procedures and instructions apply in full.

These Regulations form part of the contract agreements and terms and conditions of purchase between ENGIE Energie Nederland n.v. (ENGIE NL) and businesses and sub-suppliers that carry out activities for ENGIE NL on its sites in the Netherlands. If a SHE plan applies this will be made available to all the parties concerned. The most recent template of a SHE plan is published at <http://www.gdfsuez.nl/over-ons/leveranciers/veiligheid>.

3. General

3.1. General prohibitions

- To carry, possess and/or use weapons, munitions and/or explosives.
- To photograph and film without permission.
- To use, possess or be under the influence of alcohol or drugs.

3.2. General obligations

- Dutch legislation in respect of health, safety and the environment applies in full.
- Local obligations, such as permits and bye-laws, apply in full.

3.3. Subcontracting

- Contractors employing sub-contractors in order to carry out work at the Contractor's responsibility shall inform their ENGIE NL contact person of their deployment and the nature of the work to be carried out.
- The contractor must show the ENGIE NL contact person that the safety requirements imposed on him played a role in his choice of subcontractor.
- Each contractor keeps a list of subcontractors, employees and temporary employees at work and informs them of the applicable ENGIE NL rules.

3.4. Proficiency in the language

- The Contractor and subcontractors work with employees who:
 - ✓ Are proficient in Dutch, English or German;
 - ✓ Work continuously under the supervision of a foreman who is proficient in one of those languages.
- The contractor is responsible for ensuring that all risks, control measures and guidelines are understood by his employees.

3.5. Working hours

- The contractor and his subcontractor must abide by the law governing working hours.

3.6. Access

- In order to obtain access authorisation, please report to the gatekeeper or reception.
- You must give them the name of your contact person at ENGIE NL.
- You must identify yourself by means of a valid means of ID (passport, ID card or driving licence).
- All persons entering the site must be familiar with the access conditions. This can be achieved by viewing the presentation on the website of ENGIE Energie Nederland (www.gdfsuez.nl, under tab 01 About us: Suppliers)
- Your knowledge of the gate instruction will be tested.
- When you enter or leave the site, you will be using your access pass.
- Carry this access pass with you at all times.
- The security staff are authorised to search you and to check material and equipment.
- Wearing the prescribed personal protective equipment is compulsory on all sites, with the exception of the marked walkways (see 5.4).

3.7. Traffic and transport

- Access to the site in a vehicle must be requested from your contact person at ENGIE NL.
- Mobile workshops, service vehicles, materials vehicles etc must carry an inventory.
- The security staff grants access for vehicles by means of a parking permit.
- All sites are governed by Dutch Road Traffic Act.
- The maximum speed limit is 15 km/hour.
- In the event of special transports, for example lorries with axial rear wheel drive, it is compulsory that the transport is accompanied during movements on the site.
- Parking is only allowed in designated or allocated parking spaces.
- Cyclists and pedestrians have right of way at all times.

3.8. Order, tidiness and hygiene

- Keep your workplace clean and tidy.
- Materials and tools may only be stored with the permission of your contact person and in the designated place.
- The workplace must be left clean and tidy upon (temporary) termination of the work.
- Walkways, platforms, emergency routes and emergency exits must be kept free from obstacles.
- Emergency provisions must be kept open and accessible.
- It is not permitted to eat and drink in the workplace.
- You may not enter the canteen in dirty clothing.

3.9. Waste

- Waste materials are collected separately in the appropriate bins and containers.
- Waste must be placed in the designated containers as soon as possible after being released, but no later than by the end of the day.
- Waste consisting of hazardous substances is delivered to the warehouse, unless the hazardous substances have been brought onto the site by a contractor himself. Contractors have hazardous waste disposed of responsibly, if necessary by approved processors.

4. Emergency situations (unsafe situations, accidents, near accidents, and environmental incidents)

4.1. Dealing with emergencies

- An emergency must be reported as quickly as possible, in the Dutch language, on number 2222 (088 769 2222).
- Upon hearing the evacuation signal (slow whoop), leave your workplace and assemble at the muster station. 'Sign off' by means of your access pass. Then follow the instructions of the company emergency service (CES)/evacuators. An exception to this rule is the test alarm which is sounded every first Monday of the month immediately after the national alarm. You do not need to respond to this test alarm.
- Lifts must not be used during emergencies.

4.2. Company Emergency Services

- Each site has its own Company Emergency Services organisation.
- When discussed prior to the work taking place, a Contractor's CES employees may be deployed as agreed.

4.3. Accident reporting and investigation

- An accident, near accident, unsafe situation or an environmental incident is always reported (via your superior) to the ENGIE NL Intervention Controller.
- If required, the persons concerned will assist with ENGIE NL's incident investigation.

4.4. Environmental incident

If an environmental incident or disaster takes place, this is reported immediately. It ensures that the environmental effects are limited to an absolute minimum.

- Environmental incidents may include:
 - Unforeseen noise, odour and air emissions outside the plant;
 - Unpermitted discharges to surface water;
 - Leaks or oil leaks;
 - Controlled waste and storage of hazardous substances without the required facilities;
 - etc.
- Report leaks and oil leaks immediately to the ENGIE NL Intervention Controller.
- Drip trays are positioned if there is a chance of oil leaks or leaks of other hazardous substances.
- In the event of minor leaks, the leaked fluids are absorbed with "oil absorbent" and disposed of.

5. General work

5.1. Life-Saving Rules

Both our own employees and (sub)contractors observe the ENGIE Life-Saving Rules and we ensure that all our employees are adequately informed on these essential rules. Additional information on the Life-Saving Rules can be found at <http://safety.gdfsuez.com>. Failure to adhere to the Life-Saving rules is covered by the "Zero tolerance of unsafe behaviour" policy.

5.2. GSM policy (mobile telephones) within the technical installations of ENGIE Energie Nederland.

While performing physical tasks or operating industrial equipment, mobile telephones should not be in use. In the event of an urgent need to make a call during operational activities within the installations, this should be done at a safe location, while no other actions are being carried out.

5.3. Intervention Controller (IC)

ENGIE NL appoints an IC for the implementation of the work. The IC is a point of contact, holds the work permit, including any corresponding Task-Risk Analysis, provides information and instructions (toolbox) and ensures compliance.

5.4. Work permit and Task-Risk Analysis (TRA)

- Activities are always directed by the IC. He or she also supervises compliance with rules and guidelines.
- The contractor will appoint his own supervisor and will inform the ENGIE NL Intervention Controller.
- Work may only be carried out with a valid work permit. The work permit is issued by the ENGIE NL IC.
- The work planning records the hazards, risks and adequate control measures to ensure safe working. This takes place in consultation between the Contractor and the relevant work planner of ENGIE NL.
- Prior to implementing the work, the IC concerned discusses the hazards, risks and control measures recorded on the work permit and in the TRA.




During the work planning ENGIE NL can require the Contractor to draw up his own SHE plan or TRA. Such a TRA is always assessed by ENGIE NL and must be approved prior to starting the work. When a TRA forms part of the work permit, a toolbox meeting must always be held and all the relevant employees sign that they have understood the content.

5.5. Tools and equipment







- Machines and systems of ENGIE NL may not be operated without the express permission of the ENGIE NL contact person.
- A person must have proven training to operate and use the tools and equipment.
- Electrically operated tools and equipment must be disconnected from the power supply after use and gas equipment must be rendered pressure-free.

5.6. Personal protective equipment (PPE)

- Personal protective equipment is made compulsory for any person throughout the entire site, irrespective of the work to be performed, except for the exempted areas. The relevant PPE are:

	<p>At all sites and in all production units, with the exception of marked walkways.</p>
	<p>At the power station, the work clothing must be flame retardant in accordance with ISO EN11612 (with minimum A1 or A2 classification). This symbol must be visibly displayed on the work clothing.</p>
	<p>In ATEX zones the clothing must be antistatic in accordance with standard 1149-3. This symbol must be visibly displayed on the work clothing.</p>

- Additional room or task related PPE shall be worn when this is noted on the work permit. This may concern the following PPE:

	<p>During grinding work and work with a risk of splashing of hazardous substances.</p>
	<p>During grinding work and work with a risk of splashing of hazardous substances.</p>
	<p>At noise levels >80 dB (A).</p>
	<p>When there is a danger of sharp objects and/or hazardous substances.</p>
	<p>Upon inhalation of hazardous substances.</p>
	<p>When working at heights where collective fall protection cannot be applied.</p>

- The Contractor is responsible for providing his own personal protective equipment.

6. Working at height

6.1. General

- The rules for working at height apply as of a height of 2m and also to work at heights lower than 2m when a fall may have serious consequences (because of protruding parts or obstacles).
- Working at height uses collective protection measures, such as barriers. If this is impossible or insufficient, personal protective equipment will be used. This will be coordinated between the Contractor and the ENGIE NL Intervention Controller.

6.2. Working on roofs

- When working within 4 metres of the roof's edge, fall-protection measures are always used. These can be either collective or individual.

6.3. Scaffolding

- Scaffolding will only be built by recognised scaffolding builders and tested by persons certified to do so.
- Scaffolding is only entered after it has been approved and given a signed scaffolding tag (scafftag).
- Scaffolding must only be accessed via a ladder attached to the scaffolding for that purpose.
- Scaffolding may only be changed by persons authorised to do so.

6.4. Rolling scaffolding

- Aluminium rolling scaffolding with a standard construction may only be built by persons familiar with the standard version.
- Before standard aluminium rolling scaffolding is taken into use, its suitability is checked by the designated Intervention Controller.
- Rolling scaffolding is only used on a flat, stable surface and is never moved whilst people are still on the scaffold.

6.5. Elevated working platforms

- Elevated working platforms must have proof of their annual inspection.
- Elevated working platforms, and their accessories, are operated by persons with a VCA certificate and with adequate expertise.

6.6. Ladders

A ladder is used as climbing equipment to bridge differences in height. A ladder is only used as a workplace when it is not possible to use a safer means and the following conditions are met:

- Standing height < 7.5m;
- Effective standing time < 4 hours (total working time);
- Required reach < 1 arm's length;
- Hold ≥ 1 hand on the ladder;
- Wind speed < 6 BF;
- Work in an office environment.

6.7. Tools and materials

- Materials and tools to be used at a height are transported to the working height by means of a crane. Lightweight materials and hand tools may be transported with the appropriate belt or closable shoulder bag.
- When working at height, supplementary measures are taken to avoid persons under the work location being hit by falling materials or tools.

7. Vertical transport

7.1. Mobile cranes

- The following documents accompany a mobile crane. They are checked by the security staff upon access to the ENGIE Energie Nederland site.
The following points are checked:
 - Up-to-date crane book;
 - Results of first test or type approval;
 - Certificates of periodic testing of the hoisting equipment and corresponding hoisting aids.
 - Crane driver certificate

7.2. Forklift truck

- A forklift truck certificate is compulsory for operating and driving a forklift truck.
- Electrical forklift trucks are used in indoor areas.
- In specific cases, LPG forklift trucks can be used with permission from the ENGIE NL contact person.
- Diesel forklift trucks are not used in indoor areas.
- Forklift trucks that are property of ENGIE NL may only be used by third parties with permission from the ENGIE NL contact person.

7.3. Hoisting work

- Only approved and certified hoisting tools may be used for hoisting work.
- The use of ENGIE NL cranes and travelling cranes is only permitted by proven trained persons.
- The area in which the load can be moved must be cordoned off.
- The operator is responsible for safety during the hoisting process and ensures adequate supervision.
- Walkietalkies must be used as a means of communication if the operator cannot see the load to be hoisted.
- Chain hoists may only be hung from hoist points approved for that purpose.
- A hoisting plan is made for more complex hoisting work (e.g. hoisting simultaneously with other work, limited space, complex hoisting objects,...). This describes all the technical and organisational control measures.
- The hoisting plan is discussed prior to the activities by the Contractor and the Intervention Controller of ENGIE NL.

8. Confined spaces

8.1 Risk assessment of work in confined spaces

- A Task-Risk Analysis is carried out as part of the preparations of the work to assess the risks that correspond to the planned work and the control measures that must be taken.
- Working with electrical hand tools or cables in confined spaces shall comply with at least one of the following conditions:
 - The equipment is double insulated;
 - The equipment is connected behind a isolating transformer;
 - The equipment works on 'safe voltage';
 - The equipment is connected to a power supply with protective earthing and the confined space is earthed adequately.

8.2 Preconditions for accessing confined spaces

Before a confined space, released by Business Operations, may be accessed for work, the following conditions must be met:

- A signal and record board is positioned when the confined space is accessed. Other opened manholes (for ventilation) may not be accessed and have a 'no entry' sign;
- The gas-measurement list and work permit are hung on the board to signify that the confined space is released for work by Business Operations;
- Prior to the work, the Intervention Controller has checked the proposed control measures to ensure they are present and operate properly;
- Prior to the work, the tasks, risks and control measures are discussed with the employee who carries out the work and the manhole guard;
- A manhole guard is present at the manhole that is used as access to the confined space;
- The employees who carry out the work in the confined space hang their photo badge on the record board before they enter;
- In the event of work spanning several days, the Intervention Controller releases the confined space every day after measurements have established that the atmosphere in the area still complies with safe criteria.

8.3 (Temporarily) suspending a confined space

- When it has been guaranteed that acute health hazards, such as suffocation, stunning, poisoning, electrocution and danger of explosion are excluded, a confined space may be suspended temporarily. The TRA indicates the measures that may be cancelled and the ones that will be taken due to difficult access.

Signage



Confined spaces (red sign with white text)

9. Flammable work environment

9.1. General

When flammable work is carried out, the fire extinguishing facilities that are suitable for the specific fire risk are present, ready to use, in the immediate vicinity of the workplace. Powder extinguishers are not used in or near a plant.

When flammable work is carried out, suitable screening or capture facilities are used to prevent the spread of hot parts, such as sparks, metal smelt or splashing. You can use metal buckets, trays or welding blankets.

9.2. Gas cylinders

- When handling gas cylinders, no distinction must be made between full or empty cylinders.
- Where possible, gas cylinders are stored in the open air or in a suitably ventilated space.
- Loose gas cylinders must be securely fixed to prevent them from falling.
- Gas cylinders that are not secured against falling are always fitted with a protective cap

10. Working in explosive areas

- Areas with an explosion hazard are indicated by the following symbols.



- It is forbidden to enter and work in an explosive area without permission.
- Activities in explosive areas are only carried out in accordance with the measures recorded in the TRA.
- When the risk of explosion is temporarily absent, this is indicated by the sign shown below. The area can be accessed safely without any additional measures.



11. Hazardous and environmentally harmful substances

11.1. General

- Taking hazardous or environmentally harmful substances onto the site or their storage must be discussed in advance with the QESH Officer to establish whether this is permitted. ENGIE NL requires written permission.
- At least 3 weeks prior to the commencement of an overhaul/project, an MSDS (Material Safety Data Sheet), not older than 3 years and in the Dutch language, for the relevant substance(s) is sent to the QESH Officer or the project secretariat.
- Hazardous substances that are not in the Hazardous substances database of ENGIE NL (WIK database) are not used.
- When you work with hazardous substances, a Work Instruction Card/MSDS is present.
- The substances must be used in accordance with the regulations and agreements.
- Hazardous substances are reported to security before entry onto the ENGIE NL sites. This report includes the specific properties, quantities and where the substances will be placed.
- Hazardous substances are stored in their original and closed packaging and marked with the correct hazard symbols.

11.2. Working with environmentally hazardous substances

If environmentally hazardous substances are used, preventive measures are put in place first in order to prevent those substances from entering the environment.

Environmentally hazardous substances must always be kept and stored above a (plastic) drip tray or in a double-walled container.

11.3. Asbestos and ceramic fibres

If the presence of asbestos or ceramic fibre material is suspected, the work must be discontinued immediately and this must be reported to the Intervention Controller of ENGIE NL.

11.4. Radioactive sources

- ENGIE NL must grant written permission before radioactive sources can be transported.
- Radioactive sources are reported to security upon entry to the site.

12. Cordoning off hazardous sites

When carrying out work, (work) areas can pose great risks and access to such areas can pose a direct threat. Areas can be cordoned off or hazardous situations screened off, depending on the risks. The degree of cordoning or screening is determined in consultation between the ENGIE NL Intervention Controller and the Contractor. Cordons are given the name and telephone number of the person who is responsible for placing and managing the cordons.



- Cordoned off areas may not be accessed without permission or a work permit.
- Screens, cordons and floor seals may only be removed or adapted following permission from the ENGIE NL contact person.
- Never dismantle or operate labelled and/or locked sealing devices.

ENGIE NL uses the following cordon types:

- Solid barriers (railings or scaffolding material)
 - Openings in floors, walls and platforms are cordoned off with a solid barrier to prevent people falling through.
- Red-white cordons, such as barrier boards and chains
 - Hoisting areas, dangerous areas where leakages and so on are present are cordoned off with red and white cordons.
- Yellow and black cordons such as tape, floor markings
 - Areas with enhanced health risks, such as during asbestos clearance, high-pressure cleaning and ATEX areas are cordoned off with yellow and black ribbon.

13. Excavation work

Hazardous situations and/or great damage can be caused on the ENGIE NL sites due to excavation work. All work at the ENGIE NL locations/sites, whereby the ground is compressed, moved or processed, are included under the definition of excavation work.

The following applies to excavation work:

- ENGIE NL assesses all excavation work in terms of the risk and presence of cables, pipelines and/or polluted soil and groundwater.
- Excavation work may only be carried out with a valid work permit and a valid excavation permit.

14. Zero Tolerance of unsafe behaviour

Safety is extremely important when working for ENGIE NL: we want everyone to return home safely after his or her work!

Prevention is better than the cure, which is why we strive for a safety culture in which everyone points out (potentially) unsafe behaviour to everyone else, in a **positive** manner.

That is why we have agreed a number of important rules that apply at all our sites.

If you do not stick to these rules, that may have serious consequences. ENGIE NL has symbolised this with red and yellow cards.

We call this "Zero Tolerance of unsafe behaviour".

You will receive a yellow card if you:

- Smoke where that is not allowed.
- Do not wear Personal Protective Equipment (PPE), work clothing or any required additional means of protection outside the white lines (walkways).
- Deviate from the assignment or work permit during work.
- Do not work orderly and tidily, resulting in danger; (falling) tools and materials must not pose a danger (blocking emergency routes, for example, tripping up, risk of falling materials).

You will receive a red card if you:

- Use, are in possession or under the influence of drugs or alcohol at the location.
- Smoke in zones marked as an explosion or fire-risk area.
- Work without a work permit.
- Work without fall protection where this is compulsory.
- Remove means of protection, covers, seals and/or cordons without permission.
- Adapt scaffolding without permission.
- Operate equipment without having the required diploma or certificate.

Only personnel in managerial positions at ENGIE NL may allocate red and yellow cards.

Enforcement of the sanctions described on the red card lies with the Site Managers and Directors of ENGIE NL.

14.1. *Response to safe behaviour*

In addition to the “Zero tolerance of unsafe behaviour” policy of ENGIE Energie NL, ENGIE may also award a “green card” for excellent safety behaviour.

A green card may be awarded for:

- *Structural proactive safety behaviour*
- *Alerting colleagues to unsafe behaviour*
- *Taking initiative to increase the safety level*
- *Safety improvement actions.*

Green cards are awarded by the site or project management in consultation with the principal/site manager.

Rewards may be:

- *Letter supporting the green card award*
- *Publication*
- *Appropriate recognition/interview with management.*