

**DUNA-DRÁVA CEMENT LTD.
GENERAL WORKING, FIRE, AND ENVIRONMENTAL CONDITIONS FOR
TRANSPORTERS**

1. Scope and Application of these Conditions

These general working, fire, and environmental conditions (hereinafter referred to as the "Conditions") apply to the performance of external undertakings (hereinafter referred to as the "Transporter") carrying out transport or haulage services in the factories, concrete and gravel plants of Duna-Dráva Cement Ltd. In performing the services, the Transporter must comply with the regulations of these Conditions and shall ensure that its transporters and other contractors also comply with them. If the Transporter having a legal relationship with Duna-Dráva Cement Ltd. (hereinafter referred to as the "Principal") uses the assistance of third parties for the performance of its work, Transporter shall be liable for the conduct of such contractor – including compliance with these Conditions – in a way as if Transporter were performing the work itself.

2. General Terms

Transporter shall provide the personal and material conditions necessary for the fulfilment of the tasks to be performed under the Transportation agreement. Transporter shall provide its employees with personal safety equipment (mandatory safety helmets and goggles, visibility equipment, closed footwear and, depending on the workflow, other protective equipment, e.g., gloves, dust masks) and with technical protection to reduce or eliminate the risk of falls from a height on its own transport vehicles (e.g., railings).

Before entering the Vác and Beremend plants, Transporter shall receive an occupational safety and health training at the Security at the freight entrance, and in the control containers of concrete and gravel plants. In doing so, Transporter shall read, understand, and comply with the training material made available on site. As proof, Principal's agent (Security, production operator, or the person responsible for the supply of goods) will hand over a "work safety licence" card (containing the name of Transporter's agent – driver –, and of the company, licence plate number of the transport vehicle, and the date of training) which is a condition for entry. This card is valid only for a limited period, and the driver must keep it close and show to Principal's agents.

Due to the high working risk in the Vác and Beremend plants, the concrete plants and gravel mines, Principal operates an electronic surveillance system in order to ensure property, life and health protection, to prevent accidents and to protect its business interests.

To protect life, body and health, and to avoid accidents, the Principal will continuously monitor compliance with the security measures and the use of safety equipment through the electronic surveillance system, so that records shall be made of the

Transporter and its employee / agent employed under another employment relationship / subcontractor (hereinafter referred to as “Transporter’s agents”) before entering the premises, which records can be used as evidence in case of a violation of the working, fire and environmental conditions, and the violation may be sanctioned.

The webpage www.duna-drava.hu contains Principal’s Data Management Policy under the link <https://www.duna-drava.hu/hu/adatkezelesi-tajekoztato>.

The Data Management Policy concerning the operation of the electronic surveillance system at the concrete and gravel plants of Duna-Dráva Cement Ltd. and the relating data processing is available at <https://www.duna-drava.hu/hu/letoltheto-dokumentumok-beton>.

Due to the high working risk in the Vác and Beremend plants, the concrete plants and gravel mines, the Principal may control the agents (drivers) of the Transporter with a certified and regularly calibrated alcohol breathalyser. On the day designated by Principal, every driver performing transportation tasks shall be checked at the barrier at the freight gate, and in the concrete and gravel plants, before entering the factory premises. Principal is entitled to carry out an individual check in the case of reasonable suspicion that the driver is under the influence of alcohol. Pursuant to the zero-tolerance principle, the driver performing transportation tasks shall be allowed to drive the truck into the premises only with a negative alcohol probe. If the driver refuses to blow the breathalyser, he shall not be allowed to enter the premises either on foot or driving. If the probe shows a positive result, Principal shall notify Transporter immediately and request that, as foreseen in the road traffic regulations, another driver be sent to the site to return the truck to Transporter’s premises. In the case of concrete plants and gravel mines, if the alcohol probe shows a positive result, the driver shall not be allowed to drive the truck, and the Principal shall notify the Transporter immediately and request at the same time that another driver be sent to the site to carry out the transportation. No driver under the influence of alcohol may enter the premises of the factories, or concrete- and gravel plants!

Transporter and its agents must use the means of transport for their intended purpose, in accordance with the relating legal regulations, technical specifications and instructions and obtain all documents and official licences necessary for their operation and ensure that such papers are always valid. The Transporter is obliged to maintain the safe condition of the equipment and vehicles, regarding especially the functionality and use of the railings on cement and mixer trucks. Railings must be raised and used every time when somebody is on top of the vehicle!

Principal is entitled to inspect Transporter’s compliance with the working, fire and environmental conditions on site. In this respect, Principal is also entitled to use the professional assistance of third parties for the inspection.

Transporter shall ensure that its agents comply with the regulations below, subject to the following sanctions:

1. Transporter’s agent (driver) in violation of the regulations must provide proof of identity when controlled on the factory site by Principal’s employee or a third person (member of the security team). If Transporter’s agent is not able or willing to provide credible proof of identity, the Principal shall notify the agent together with the

Transporter (after the driver has been identified on the basis of the licence plate of the vehicle) that the agent will not be allowed to enter the area of DDC in future.

2. If Transporter's agent (driver) provides credible proof of identity and this was the first offence, the agent will be warned. Together with the warning, the Principal shall inform the agent of the penalty to be applied after the next offense (i.e., participation in a health and safety training course) and at the same time record the name of the offender and the offence grade (first offence).

3. If Transporter's agent (driver) commits another offence (second offence), the agent will not be allowed to leave the factory area after loading/unloading until the agent has listened to (and read) the health and safety training of Principal and declared with his signature that he has understood such training and will not commit another offence in the future. The training will take approximately 15 minutes.

4. If Transporter's agent (driver) commits another offence after the second offence (third offence), the agent will not be allowed to leave the factory area after loading/unloading until he has listened to (and read) the health and safety training of Principal once again. The training will take approximately 15 minutes. Thereafter, the agent (driver) of Transporter committing the offence shall not be allowed to enter the factory area for a period of 3 months, beginning with the date of the third offence.

3. Working, Fire and Environmental Conditions

Transporter must comply with the general and specific local working, fire and environmental conditions applicable at the registered seat and the premises of the Principal.

Without separate agreement, the Principal shall provide:

3.1. telephone lines in order to ensure a quick transport of the injured to a doctor or hospital in the event of accidents, and

3.2. in the event of fire or damage, cooperation in the fire-fighting operation and notification of the respective **fire department**.

4. Principal is entitled to prohibit further work when it finds that Transporter's employees/agents repeatedly violate Principal's working, fire and environmental conditions, or employees/subcontractors of Transporter who are unfit to work are detected in the premises. This includes the use of appropriate work clothing and personal protection equipment (helmet, visibility clothing, goggles, safety boots).

In the event of any action or omission directly endangering the security of life or property, the Principal is entitled to immediately prohibit Transporter from working. In such cases, the transportation agreement also can be terminated with immediate effect.

5. Principal must perform the periodic safety review of the equipment pursuant to Annexes 1/a and 1/b of MüM decree 5/1993. (XII.26.) (= *Decree of the Ministry of Labour on the Implementation of Certain Provisions of Act XCIII of 1993 on Occupational Safety and Health*) at the frequency and with the manner specified therein and present the record of such review to Transporter's agent upon request.

The Transporter have to take care about the good and safe condition of the vehicles continuously. The driver of the vehicle obliged to check the condition of the truck and fill out for this purpose the annexed checklist.

6. In the event that employees of both Transporter and Principal may be involved in the occurrence of an accident at work of each other's employees, or any of the employees is suspected of being liable for such accidents, the Parties shall act pursuant to the relating laws after the accident, i.e.:
 - 6.1. the Parties shall take the protocol about the accident and inspect it jointly,
 - 6.2. in case of differences of opinion, the occupational safety and health experts of the Parties shall attempt to reach conciliation or, if there are further differences of opinion, request the opinion of the regionally competent Chief Labour Inspectorate and decide accordingly. The Parties also may involve a judicial expert when needed.
7. In case if Transporter's agent suffers an accident which must be reported, the Transporter shall properly deliver such report to the occupational safety and health authority. In this case, the inspection of the accident must be carried out on the basis of the criteria laid down by the authority.

In addition to the obligations stipulated in the Act on Occupational Safety and Health, the Transporter shall inform Principal's Security organisation or the health and safety officer about accidents happened in connection with works performed at the premises, verbally immediately after the accident has occurred, or in writing as soon as possible.
8. Transporter shall immediately report any fire occurred during its work on the premises to Principal's representative and participate in the fire investigations. Furthermore, in justified cases Transporter can use the fire extinguisher kept on standby at the premises of Principal, but must replace them, or pay the invoice of Principal for such equipment.
9. Transporter is liable to pay compensation for damages suffered by Principal due to Transporter's failure or delay making the notification.
10. In occupational safety and health issues not dealt with in the transportation agreement of the Parties, the Act XCIII of 1993, the decrees on its implementation, the safety regulations, the effective laws, norms, and regulations shall prevail.
11. The Transporter shall organise and perform its work in a way as to keep the adverse effects on work and the natural environment to a minimum, and comply with the environmental laws, regulations and requirements relating to Principal's premises.
12. Transporter shall immediately report to Principal any environmental pollution caused by Transporter's own fault during work and eliminate the pollution and its causes. Transporter shall bear the costs for the elimination of the environmental pollution (e.g., remediation, soil replacement, etc.) if it is not able to do so on its own.

- 13.** Transporter shall store and use hazardous substances (e.g., chemicals) used during its work in a way that prevents them from dispersing into the environment and from damaging environmental elements. Furthermore, Transporter shall ensure that hazardous and non-hazardous waste generated during the work and belonging to Transporter be removed and disposed of in accordance with the applicable legal regulations in force.

- 14.** Transporter is not allowed to carry out maintenance, repairs, and external washing on its transport vehicles in the concrete and gravel plants. In the case of a defect, battery problem, etc., which is essential for the performance of the service, Transporter may carry out such work with the specific permission of the site manager, i.e., documented allocation of the working area, after having fully understood and complied with the specific local regulations and conditions.

Signed in Vác, on 1st March 2022

Pre-start checklist of trucks

Truck type, plate number: _____

Date: _____ year _____ week

Item	MON	TUE	WED	THU	FRI	SAT	SUN	Identified problems / Comment
	<i>Before using the machine ✓ or X shall be used</i>							
1. Wheels and tyres: check if not cut or damaged, no visible inflation, no wheel nut missing								
2. Leaks: hydraulic fluid, brake fluid, fuel, oil, no visible leaks								
3. Machinery, superstructure (if any): condition								
3. All lights, reflectors, mirrors, windows, camera casing: check damages and cleanness								
4. Access: steps, handrails, walkways, doors (handle), handrails, operational and clean, wipers ok. ?								
5. Safety equipment (Fire Extinguisher incl. pressure, First Aid kit, seat belt)								
6. Function tests: front & rear light, brake lights, reverse light, direction indicator lights, camera monitor								
7. Warning signals: perform test of warning beacon, horn, reversing alarm, body up alarm, no failure indication by								
8. Brakes and Steering: perform function test								
9. Others non specified items (indicated by manufacturer)								
Signature of driver(s)								
10. Comments:								

If you identified some non-conformities, notify your manager!