


INTEGRATED MANAGEMENT SYSTEM DOCUMENT		
Appendix	3 rd Edition – in force since 3.11.2014	
<i>Environmental Protection Requirements for Contractors of Cemex Polska Sp. z o.o.</i>		

In connection with Cemex environmental policy and Environmental Management System compliant with ISO Standard 14001 and Eco-Management and Audit Scheme (EMAS) Regulation that has been implemented and is maintained in production plants, we expect our business partners to get involved in environmental protection.

Contractors who at the request of Cemex Polska provide services **with potential environmental impact** (hereinafter referred to as “Contractors”) are required to provide those services strictly in compliance with environmental laws and other requirements laid down in the laws of Poland, Cemex Environmental Policy, Cemex Environmental Management System and this Annex. All Contractor subcontractors are required to comply with the same obligations, and it is the Contractor who bears full responsibility for its subcontractors in this respect. It is a precondition for conclusion of the agreement.

1. WASTE MANAGEMENT

- a) Contractor is required to manage waste in line with applicable laws and internal standards of Cemex Polska, in particular to:
 - have and, at the request of Cemex Polska, submit required valid waste management permits (e.g. for generation, collection or processing of waste),
 - keep up to date and, at the request of Cemex Polska, submit the required register of waste generated/collected/processed in course of Contractor’s operations (e.g. waste transfer sheets, waste register sheets, waste reports to Authorities)
 - separately collect waste at the place where it is generated,
 - gather generated waste in the designated, properly marked and protected sites,
 - where hazardous waste (e.g. fluorescent lamps, oils, dirty clothes and cleaning agents, hazardous substances packaging, etc.) is generated, ensure leak-proof and covered storage protected against unauthorised access, and to transfer the abovementioned waste only to companies authorised to transport and manage hazardous waste,
 - comply with the ban on waste burning applicable throughout Cemex Polska premises.
- b) Where as a result of services provided by Contractor at the request of Cemex Polska involving construction, demolition, renovation of buildings, cleaning of containers or equipment, as well as general cleaning, maintenance and repairs waste is generated, the Contractor becomes automatically waste producer in the meaning of the *Waste act*, including all obligations under the act; unless service provision agreement, or an agreed *Statement of Transfer/Acceptance* of Equipment/Facility* for Renovation/Modernisation/Project* provides otherwise.

2. KEEPING ORDER AND RESPONDING TO EMERGENCIES

In order to limit negative environmental impacts Contractor is required to:

- a) keep cleanliness and order in course of provision of services requested by Cemex Polska;
- b) optimise the use of water and energy;
- c) operate with minimum environmental impact, i.e.:

- implement measures to prevent generation and emissions of waste to all natural environment components (air, soil and water),
- use the water and waste water network on Cemex Polska premises without causing environmental hazards,
- develop emergency instructions and provide training (e.g. for oil leaks);
- d) in areas where services are provided at the request of Cemex Polska and the surroundings thereof, protect against pollution with hazardous substances, *inter alia*, by:
 - conducting repair, refuelling and washing operations of vehicles and other equipment at appropriately adapted and designated sites,
 - using equipment and vehicles in good working order (e.g. without leaks of oil and other substances), compliant with occupational health and safety, Technical Supervision Authority, railway law and road rules requirements,
 - protecting transshipment of fuel and other hazardous substances against possible leaks,
 - using trays/tubs/pallettes or other leak-preventing solutions under barrels and other tanks containing oil or other hazardous liquids;
- e) immediately inform Cemex representative about occurring emergencies and observed irregularities with environmental impacts (e.g. oil spills, illegally stored or removed waste, excessive dust generation);
- f) in case of uncontrolled leakage of oil or other chemical substance, immediately remove it using an appropriate sorbent (using sand is allowed), collect polluted material, store it and transfer for disposal in accordance with applicable laws,
- g) implement corrective measures to remove observed failures and irregularities that have negative environmental impacts.

3. ENVIRONMENTAL PROTECTION AWARENESS

- a) In order to ensure appropriate environmental awareness Contractor will familiarise all its employees providing services on Cemex Polska premises with environmental protection requirements set out in this document.
- b) Supervising officers employed by Contractors running business on Cemex Polska premises on permanent or regular basis are required to participate in environmental protection requirements training courses organised by Cemex Polska Environmental Protection Team.
- c) Contractor employees providing services on Cemex Polska premises are required to complete introductory environmental protection requirements training (e.g. provided as an e-training provided by Cemex Polska).

4. SPECIAL REQUIREMENTS FOR TRANSPORT SERVICES CONTRACTORS

Moreover, Contractor's drivers are required to comply with the following obligations:

- a) on establishment premises travel in a way that minimises environmental impact, in particular follow establishment speed limits;
- b) switch off the engine when parked;
- c) load and unload loose materials in compliance with Cemex requirements in a way that prevents dust emissions, i.e.:
 - do not exceed the permitted material feed-in pressure defined for the container,
 - make sure the unloading hosepipe or sleeve is appropriately connected without leaks,
 - use unloading equipment in good working order only,
 - do not blow tankers on Cemex Polska premises,
 - continuously monitor unloading/loading processes,
 - close tanker hatch immediately upon completion of loading;
- d) keep cleanliness and order on premises and along access roads;
- e) during unloading, avoid slamming trailer side panels to prevent excessive noise emissions;

- f) follow the prohibition to wash vehicles on Cemex premises outside of designated sites;
 - g) wash vehicle wheels in designated wash sites if available.
- It is recommended to provide vehicles with sorbent to neutralise leaks.

5. SUPERVISION OF CONTRACTOR OPERATIONS AND SANCTIONS

- a) Cemex Polska reserves the right to have its representatives (internal auditors of Integrated Management System or Environmental Management System) check compliance with the abovementioned requirements, upon notice to the Contractor. Where any non-compliance is found, Cemex Polska has the right to require the Contractor to implement appropriate corrective and preventive measures.
- b) Where Contractor, or Contractor's subcontractor violates environmental protection laws, or internal requirements of Cemex Polska, including those stipulated in this Annex, Cemex Polska has the right to:
 - suspend the implementation of the entire Contractor Agreement, or a part thereof, where violations are serious or recurring,
 - apply to Contractor contractual fines and other measures laid down in the "List of Fines for Environmental Protection Requirements Violations" below, which is an integral part of this Annex. Cemex Polska shall be entitled to deduct those fines from Contractor's fee due under the Agreement.
 - demand the Contractor to pay compensation for losses resulting from violations of environmental protection laws and requirements, where the losses incurred by Cemex Polska exceed the contractual fines paid,
 - apply to Contractor's drivers, who violate laws or environmental protection rules, the fines listed in the "List of Fines for Drivers Violating Environmental Protection Requirements".

Date:

Signature of Cemex Polska Sp. z o.o.

Signature of Contractor Representative

Representative

(Contractor Name)

.....

.....

Catalogue of liquidated damages for Contractors for infringing environmental requirements

Type of infringement	Liquidated damages for each subsequent infringement			
I. Basic infringements	First infringement	Second infringement	Third infringement	Fourth infringement
Failure to maintain order and cleanliness at the premises of Cemex Poland in providing services	Written warning	Liquidated damages PLN 1000	Liquidated damages PLN 2000	Suspending performance or PLN 4000 (the number of infringements covers infringements from part I, II and III of the Catalogue)
Non-selective storage of waste				
Ignoring selective waste collection on the premises				
Failure to notify Cemex of an emergency having a negative impact on the environment				
II. Serious infringements	First infringement	Second infringement	Third infringement	
Storage of non-hazardous waste outside the designated and legalised sites	Written warning	Liquidated damages PLN 2000	Suspending performance or PLN 4000 (the number of infringements covers infringements from part I, II and III of the Catalogue)	
Discharge of domestic or technology waste water to water / soil or to the internal sewage system without consent of Cemex				
Washing vehicles at Cemex premises outside places designated for that purpose				
Obstructing the Cemex internal auditor in carrying out control				
Carrying out repairs / maintenance work on equipment and vehicles resulting in leakage, in places not intended for that purpose				
Lack of administrative decisions in the area of Environmental Protection, required by law				
Use of equipment and vehicles that are not in working order (causing or likely to cause leaks of consumable fluids to the environment)				
Failure to take immediate action to remove the effects and causes of environmental incident				
III. Very serious infringements	First infringement	Second infringement		
Release of hazardous substances to water, soil or internal sewage of Cemex	Liquidated damages PLN 2000	Suspending performance or PLN 5000		
Incineration of waste on the area belonging to Cemex				
Storage of hazardous waste outside the designated and legalised places in breach of the provisions of law				

Catalogue of liquidated damages for Drivers for infringements of environmental requirements.

Type of infringement	Liquidated damages for each subsequent infringement			
I. Basic infringements	First infringement	Second infringement	Third infringement	Fourth infringement
Failure to maintain order and cleanliness at the premises of Cemex Poland and on access roads	Written warning	Entrance ban for one month	Entrance ban for three months	Entrance ban
Failure to notify Cemex of an emergency having a negative impact on the environment				
Ignoring selective waste collection on the premises				
Leaving the engine running while the vehicle is stopped without important reason				
II. Serious infringements	First infringement	Second infringement	Third infringement	
Washing vehicles at Cemex premises in places not designated for that purpose	Written warning	Entrance ban for three months	Entrance ban	
Use of vehicles that are not in working order (causing or likely to cause leaks of consumable fluids into the environment)				
Failure to comply with rules on loading or unloading of bulk materials, including: <ul style="list-style-type: none"> • exceeding allowable pressure of raw material feed, set for the tank, • incorrect connection of the discharge hose or tube, • use of the unloading equipment that is not in working order, • blowing cement tanker chambers at the premises of Cemex Poland, • lack of constant surveillance over the unloading process. 				
Failure to take immediate action to remove the effects and causes of environmental failure				
Driving and unloading in a manner violating the environmental protection requirements (speeding resulting in environmental risks, rapid unloading, slamming flaps / side panels, etc.)				