

Working with third parties

1 Safety arrangements

1.1 Obligations of third-party employees

Third-party employees carrying out works at AIM Recycling nv always have to take care of their own safety as well as the safety of others by observing the following non-exhaustive list of rules:

- Use machinery, tools, means of transports and the like in a correct manner
- Use personal protective equipment placed at their disposal in a correct manner.
- Refrain from switching off, changing or relocating the safety devices of machines and installations.
- Immediately inform their hierarchical line or AIM Recycling Europe nv's contact of any situation which they believe can pose a serious risk to health and safety.
- Respect and support the prevention policy at AIM Recycling Europe nv.
- Provide assistance so as to ensure safe working conditions.
- Bullying and discrimination are strictly prohibited in any form.

1.2 Access to the company for third-party employees

- Only persons who are essential for the execution of the tasks described in the contract are allowed to enter the company.
- These employees will register at the reception desk on a daily basis . The safety instructions form will be signed on the day when the works commence.
- It is forbidden to enter the company with image-recording equipment. Every image recording must be approved in advance.
- Third-party employees are not allowed to share information about the installations and (product) processes with third parties.
- All information related to the order remains the property of AIM Recycling Europe nv.
- Youngsters under 18 years of age specifically need to register within the scope of activities which are forbidden for youngsters (working with chemical agents, working at height, working on high-voltage systems etc.)

1.3 Access to the company's premises with vehicles

- Private cars should always be parked in the staff car park.
- It is not allowed to park in parking spaces reserved for visitors.
- AIM Recycling Europe does not accept any liability for vehicle damage or theft.
- Installation of works sheds and containers on the company's premises is only possible upon explicit approval and on condition that this is essential for the works and does not hinder or pose any risk to normal traffic on the company's premises.
- Any damage to the property or goods of AIM Recycling Europe nv will be recovered from the person liable.
- AIM Recycling Europe nv reserves the right to inspect any vehicle, trailer, delivery van etc. that is located on the company's premises or leaves the company's premises within the scope of theft prevention.

2 General rules of conduct

2.1 Use of sanitary facilities

- Third-party employees may make use of the toilets and shower provided that they respect general hygiene rules and leave these facilities clean.
- The dressing rooms are reserved for in-house employees and possible temporary agency workers.

2.2 Work clothes and obligatory personal protective equipment

- It is obligatory to wear appropriate work clothes and safety shoes in the workshops:
 - safety shoes
 - helmet
 - gloves

The following measures are required for employees working with rotating components:

- loose-fitting garments are prohibited
- long, loose hair is not allowed
- gloves are mandatory

2.3 Use of alcoholic beverages and drugs on the shop floor

The consumption and possession of alcohol and/or drugs is not permitted on the company's premises. Persons in the possession of alcohol and drugs will be denied access. Persons who are suspected to be under the influence of alcohol, drugs or medication can also be denied access.

2.4 Smoking ban

Smoking is only allowed in designated areas where an ashtray is provided. Cigarette butts belong in these ashtrays and not on the ground.

Smoking anywhere else on the premises is explicitly prohibited. It is not allowed to smoke in the toilets and the cafeteria either.

2.5 Order and cleanliness in the workplace

The equipment and materials of third parties need to be placed in such a manner so as to prevent any possible form of danger or hindrance. Passageways, exits and first-aid equipment need to remain accessible under all circumstances.

Access to emergency exits, fire extinguishers, fire reels and the like must never be restricted.

2.6 Theft and vandalism

People who are caught stealing or deliberately damaging goods, equipment, installations or buildings owned by AIM Recycling Europe nv will immediately be denied access to the company. They will also be held liable in court for the damage they caused.

It is forbidden to take company property home, even if it concerns waste.

2.7 Camera surveillance and access control

AIM Recycling Europe nv features a camera surveillance and access control system. Camera images are logged and can be viewed at any given time. In case of irregularities, these images may be used as evidence against the third-party contractor.

3 Requirements, procedures and measures to be taken before and during the works

3.1 General requirements prior to commencement of the works

It is obligatory to carry out a risk assessment prior to the commencement of the works in cooperation with AIM Recycling Europe nv's contact. The third-party contractor needs to take measures which guarantee the safety of his employees in order to ensure that the works are performed under the most favourable conditions.

Any unsafe situation which presents itself during the execution of the works will immediately be reported to AIM Recycling Europe nv's team leader.

Upon termination of the works, the third-party contractor will inform the client so that the client can ensure:

- The workplace is left in a safe and clean condition.
- The responsible officer is informed of possible risks and measures to be taken in the field of safety.

3.2 Use of work equipment, PPE and collective protective equipment

It is forbidden to operate machines, devices or other work equipment which do not belong to the third-party contractor. The only exception is when equipment is explicitly assigned to the third-party contractor.

The third-party contractor will ensure his staff have access to suitable material and/or equipment to complete their tasks on the one hand and protective equipment on the other (both collective and personal). He will also ensure that his staff make use of this equipment when performing their tasks.

The client may inspect the condition of the protective equipment used and may check whether the staff have received sufficient training and information to use the equipment correctly.

3.3 Works at height

In case of works at height, the third-party contractor will have to take appropriate measures to ensure these works can be carried out in a safe manner. Young employees and interns are not allowed to work at height.

Safety harnesses need to be worn if the work involves a risk of falling from a height and insufficient collective protective measures can be taken. These harnesses need to be accompanied by a valid inspection certificate.

3.4 Works on electrical installations

Only competent persons are authorised to work on electrical installations. All works on such installations need to be carried out in consultation with the client's responsible team leader.

3.5 Environmental aspects and waste

AIM Recycling Europe nv strives to comply with the environmental legislation at all times. The third-party contractor is equally expected to observe environmental laws.

The third-party contractor therefore undertakes:

- Not to leave any waste on the premises and in the workshops.
- Not to pour any oil, solvents or other liquid waste down sewers.
- Not to incinerate any waste.
- To report any chemical spills to AIM Recycling Europe nv's responsible officer. The third-party contractor shall take measures to collect the spilled products and if necessary remove the products.
- To report any use of chemical products in advance and to present the safety data sheets.
- To take measures to prevent harmful substances from being released in case of works on HVAC installations.
- Not to discharge any industrial wastewater.

4 Psychosocial aspects and unacceptable behaviour

As required by law, AIM Recycling Europe nv keeps a register of all notifications of unacceptable behaviour. This includes bullying, violence as well as sexual harassment. This register contains the statements of the employees and a description of the facts. These facts are registered regardless of the capacity of the complainant.

Third-party contractor employees who find themselves in such a situation can appeal to the confidant of their employer or to the confidant of AIM Recycling Europe nv.

5 Unsafe contractors

If a third-party contractor turns out not to observe his legal obligations in terms of the well-being of his employees in the workplace, we will ban this third-party contractor. AIM Recycling Europe nv will furthermore take appropriate measures to ensure the well-being of the employees at the expense of the third-party contractor.

If such a situation presents itself, AIM Recycling Europe nv will first send a written warning to the third-party contractor. There are two possible outcomes:

- The third-party contractor fulfils his obligations (this will be checked by AIM Recycling Europe nv).
- The third-party contractor does not fulfil his obligations. In this case, AIM Recycling Europe nv will take measures itself at the expense of the third-party contractor.

AGREEMENT ON SAFETY ARRANGEMENTS
BETWEEN THE CLIENT AND THE THIRD-PARTY CONTRACTOR

Art.1

The contractor states he has informed the client about the way in which the works will be carried out and about the risks the execution of the works may entail.

The contractor furthermore states he has been sufficiently informed by the client about the circumstances in which the work needs to be carried out, about the possible related dangers and about the precautions to be taken in such a context.

The contractor puts forward he has given his employees appropriate instructions and guidelines to perform the works under safe conditions.

Art. 2

The contractor undertakes to fulfil his obligations with regard to the well-being of the employees in the performance of the work which are appropriate for the environment in which his employees carry out the work.

These obligations are stipulated in the Act of 4 August 1996 on the well-being of workers in the performance of their work (Belgian Official Gazette of 18/9/1996).

Art. 3

The client, on whose premises the works will be carried out, will take appropriate measures at the expense and risk of the third-party contractor if the latter fails to fulfil the obligations stipulated in article 2 either in full or in part.

Art. 4

If the employer fails to take appropriate measures within the scope of the well-being of the employees in the performance of their work or fails to fulfil this obligation in full, the third-party contract can take such measures at the expense of the client after notice of default has been served to the client.

Art. 5

In case of an industrial accident on the client's premises, the third-party contractor will ensure that his prevention service will immediately inform the client's prevention service of the accident. The competent prevention services of the third-party contractor and the client will conduct an investigation into the industrial accident insofar as the victims are employees of the third-party contractor and/or employees of the client.

In case of a major accident, both prevention services will engage in mutual consultation and ensure that a comprehensive report is provided to the relevant employers and the authorised officials within 10 days of the accident.

Art. 6

This agreement is an integral part of the order and is therefore subject to all provisions of the order. The Parties have the right to cancel the order if either party fails to fulfil its obligations.

Art. 7

By signing this document, the client and the third-party contractor confirm they both agree with these safety arrangements. By signing this document, the third-party contractor also confirms he has read the 'Safety Instructions' document and will observe the provisions contained therein.

On behalf of the client

On behalf of the third-party contractor

Name:

Name:

Signature:

Signature:

Date:

Date: