

TEN RULES FOR WORKING AT KBC LOCATIONS

Everyone working at a KBC entity must sign a copy of these Ten Rules before entering the KBC Locations. It is Supplier's duty to archive the signed copies, and to e-mail a list with the names of all signatories to the KBC contact person before initiating any Task. Only Staff members who signed this document, can be sent to a KBC Location.

- 1. General: information and instructions** – I am aware of the risks I will encounter during the performance of my work at any KBC Location. I have received all the required information, work equipment and instructions from my superior (including his detailed risk assessment), and have understood and accepted them. If I have any questions, I will contact my superior directly. I know what to do in emergency situations (such as fire and medical emergencies). I will report any risks, incidents and accidents immediately to my superior and to all people concerned. I will make the necessary arrangements with all people involved to avoid risks.
- 2. Appliances and chemical products** – I will only use appliances (such as scaffolding and tools) and chemical products allocated to me by my superior if they are suitable for my work and if I can use them safely and without health hazards. I will only use them with proper and adequate protection. I will closely follow the instructions on the labels of the chemical products and use the prescribed protective equipment.
- 3. Protective equipment** – I will use the necessary protective equipment (such as safety harnesses, helmets, safety glasses, railings and air extraction) when required by law, and in accordance with both the KBC rules and the rules laid down in the instructions of my employer.
- 4. Safety devices** – I will never remove safety devices (such as safety guards and railings) and will never modify them. If necessary, I will first inform KBC and ensure there is a suitable and safe alternative that is approved by my superior.
- 5. Working at a height** – When working at a height, I will either use approved and stable scaffolding or an approved elevated work platform. I know that working on a ladder is prohibited, unless the use of the ladder is explicitly authorized and the ladder is limited in height and movement.
- 6. Electricity** – I will not seek access to any electricity box or high-voltage area (high-voltage location or installation) to which I am not legally authorized. I must hold a valid "BA4" or "BA5" certificate from my employer before entering an electrical installation or working on electricity. Moreover, when accessing or working on high-voltages, I will strictly follow KBC's access procedure. Both before and during any work on electricity, I will respect and comply with the requirements concerning electricity, including the "seven vital steps". I will never expose myself or other people to any electrical hazards.
- 7. Smoking, alcohol and stimulants** – I will respect the general smoking ban in all KBC premises and areas of risk, as well as the general ban on alcohol and stimulants.
- 8. Evacuation** – I will immediately exit the building upon receiving a request to evacuate or hearing a siren (even if the siren is only short and audible for a limited time), having taken only those strictly necessary measures (e.g., the shutdown of welding devices that are still running when the siren is initiated). In doing so, I will follow the evacuation routes and report at the assembly area.
- 9. Unwanted conduct** – I will refrain from all forms of violence, bullying, sexual harassment or crimes against property or persons. In this respect, KBC may take action such as asking security staff from its appointed security firm to carry out exit inspections.
- 10. Additional guidelines** – I realize that additional guidelines apply to specific situations, such as working with an increased risk of fire, or working in a room with automatic fire extinction (e.g., data rooms). I will consult these additional guidelines before initiating any such work.

Name and first name:

Company name:

Signature:

Date: