
Access for contractors and their employees

1. General

Contractors who have received instructions from Aluchemie to carry out work may only do so in connection with the Wages and Salaries Tax and Social Security Contributions (Liability of Subcontractors) Act (*Wet Ketenaansprakelijkheid*), subject to the conditions that the Purchasing Department lays down in the purchase order. Contractors' employees are subject to the special access rules described in these regulations.

2. Definitions

- 2.1 Contractor: supplier of services hired in by Aluchemie by means of an agreement in order for work to be carried out subject to the conditions laid down.
- 2.2 Contractor employee: person who is employed by the contractor and who carries out work on the Aluchemie site.

3. Registration

3.1 First callout

Before the first call out of a contractor employee the contractor has to issue an Employers' Declaration at Aluchemie's security service at least 16 hours before first call out (see Paragraph 3.1.1). In case of urgent work at Aluchemie's request, the 16 hours rule will no longer be applicable; the contractor however still has the obligation to issue a valid Employers' Declaration. When the contractor employee is called out for the first time, the employee is registered with the company's security service. The contractor employee is registered by means of the VB.024 application form titled 'Application form for Entrance Passes' (*'Aanvraag toelatingsbewijzen'*) (A&B-B522). The contractor employee is required to provide proof of identity in the form of an officially valid document such as a driver's licence, passport or identity card.

If the applicant is unable to provide proof of identity in the prescribed manner, s/he will be refused access.

3.1.1 Employers' Declaration

At the first call out of a contractor employee, change in company name, change in Chamber of Commerce data or when a contractor employee changes employer, an Employers' Declaration has to be issued by the contractor. The minimum standards such a Declaration has to meet are described in document A&B-B5127. Members of the Company Managements are also regarded as contractors and therefore also need an Employers' Declaration.

3.1.1.1 Exceptions for the obligation to issue an Employers' Declaration

A one-man business (without employees) is not obliged to issue an Employers' Declaration. This contractor can suffice with a recent summary of the Chamber of Commerce.

4. Entrance pass

4.1 Temporary entrance pass

If a contractor employee registers at the security desk, he will obtain a temporary entrance pass with maximum 6 months validity. Within these 6 months, he can enter the Aluchemie plant maximum 10 times to carry our work.

4.2 Issuing of entrance passes

If work takes longer than 10 days, an entrance pass for maximum 12 months will be given to the contractor employee. A supervisor of Aluchemie can request to hand out a long term pass to the contractor employee directly upon start of work. If possible, the requested entrance passes will be issued to the contractor employees on the same day.

The period of validity of the entrance pass will be the same as the projected period of time during which the work is to be carried out, with a maximum of 12 months. The entrance pass of a contractor employee will be valid for maximum 12 months, unless the VCA [Contractors' Safety Checklist] end date, the BVCA [Basic Contractors' Safety Checklist] end date or the end date of other obligatory certificates/diplomas expire sooner than this. The date that expires first

will be the date when the validity of the pass expires. Prolongation of the validity will be executed after showing the new certificate(s). At prolongation of the entrance pass matter will be treated as if the end dates of VCA/BVCA or other certification did not expire (so maximum 12 months from the first entry date). The minimum condition for prolongation, 12 months at a time, is the validity of necessary certificates. The entrance pass itself does not have a visible validity. This is arranged in a central computer system. The repetitive frequency of the necessary education, tests and training is listed in the protocol "contractor management".

4.3 Ownership of the entrance pass

The entrance pass is personal by means of name and photograph and will be issued once by Aluchemie. The pass will not be handed in at Aluchemie when the contractor employee is not working at the Aluchemie plant for a certain period of time. The contractor employee signs for receipt of the entrance pass. This pass can not be surrendered in. The entrance pass will remain the property of Aluchemie and must be surrendered at the first request. If, however, the entrance pass is surrendered uninvited, it will be returned. The main contractor for which the contractor employee was working at the time, will have to pay € 25, = excluding VAT.

4.4 Loss of the entrance pass

The company security service must be notified immediately of loss or theft of the pass and a loss report - which is available from the company security service - must then be filled in and submitted. In the event of culpable loss of the entrance pass, an amount of € 50 excluding VAT will be charged for the issuing of a new entrance pass. On presentation of a copy of a loss report the employee involved will get a pass a maximum of 2 days. The pass has to be handed in to the company's security service by the end of each day. After manual notification, the contractor employee in question can access the Aluchemie site for a maximum of two consecutive days. The employee in question will report in person upon arrival and departure to the company security service on these 2 days and will be registered manually in the central system. Thereafter, access will be denied. A new entrance pass will be issued after the manager of the contractor employee has given his approval on the declaration form and has also agreed to the costs referred to. In the event of non-culpable loss, a new pass will be provided without costs being charged.

5. Foreign workers employed by contractors

As regards the registration of contractor employees, people who do not have Dutch nationality must comply with a number of requirements. They must demonstrate that they are legally present in the Netherlands by submitting their passport and their (permanent) residence permit. If they are not subjects of one of the EU/EEA Member States and do not have a permanent residence permit or a statement from the Minister of Social Affairs that the Foreign Workers (Employment) Act (*Wet Arbeid Buitenlandse Werknemers*) does not apply to them, they must produce a work permit as required under the said Act. In the passport of subjects from the EU-/EER a valid "European sticker" must be put in.

6. Safety instruction

6.1

For reasons of safety during work, all contractor employees must watch the safety film when they register and before they are allowed to enter the Aluchemie site to commence work. Knowledge gained from this safety film is tested by means of 10 questions. 8 or more of these questions must be answered correctly before work can be carried out on the Aluchemie site. If 7 or fewer questions are answered correctly, the person in question may retake the test. The new test will take place after the safety film has been shown again. The immediate manager of the contractor employee (manager from the main contractor if work is being subcontracted) must be present during this process. If, once again, 7 or fewer questions are answered incorrectly, registration of this contractor employee will be halted. The contractor employee in question may only re-report to the company security service after a period of 3 months has expired.

If a contractor employee has a command of the Dutch language but is unable to read Dutch, the questions will be read out by the security guard. This can take place on an individual basis.

If it is not possible to communicate in Dutch, communication may only take place in German or English. In such cases, the test will be conducted by the Aluchemie supervisor. S/he will provide a confirmation that communication may take place in German or English for the work in question.

Once the test has been passed, the company rules booklet will be issued, possibly together with details of additional measures to be observed. The contractor employee must sign the test form (A&B-B519c) to show that s/he has seen and will comply with the safety instructions (film and [company] rules) and that s/he has received the entrance pass.

6.2 LMRA (Last Minute Risk Analysis) instruction

As regards the registration all contractor employees must sign for receipt and compliance with (A&B-B519a) the LMRA instruction before entering the Aluchemie site and starting to carry out work. The LMRA instruction (A&B-B5108) will be issued to the contractor employee by the company's security service.

7. Registration on arrival and departure

7.1 Every day, at least 16 hours before work is started, the responsible supervisor/foreman must submit a Registration List of People Present (A&B-B523) (see appendix) to the company security service. This list must include all contractor employees from the company in question **and** from any subcontractors who are going to carry out work on the Aluchemie site that particular day.

The worker may also sign himself provided the name of this worker has been laid down contractually in the purchase order.

Any additional or new personnel must, of course, report in person to apply for entrance passes (see point 3).

7.2 Contractor employees must clock in with the company security service before entering the site. They need to give a valid and personal entrance pass to the security service. The security service employee will clock the contractor employee in. The contractor employees must give their entrance pass to the security service again when they leave the site. The security service employee will clock out the contractor employee. Contractor employees must report personally upon arrival and departure.

7.3 If the contractor employee does not have his entrance pass with him, he can only enter the plant after filling out a registration form. He will receive a day pass for maximum 2 days (see paragraph 4.4 of this document for the next steps to be taken).

8. Aluchemie contact person

Each contractor will have an Aluchemie supervisor or contact person. This person's details must be stated on the Registration List of People Present. If a contractor is involved in irregularities, the Aluchemie supervisor or contact person must be informed accordingly. The supervisor or contact person must take measures to solve the irregularities.

9. Subcontracting

Pursuant to Aluchemie's general terms and conditions, (arranging) the execution of subcontracted work is not permitted unless Aluchemie has provided written permission. Permission to subcontract must be requested from the A&B Company Security Service department. Once permission has been obtained, the name of the subcontractor and the name of the main contractor must be stated on both the 'Application Form for Entrance Passes A&B-B522' and the 'Registration Lists of People Present A&B-B523a'. The validity of the permission to subcontract is left for an indefinite period of time (unless otherwise decided by the management of Aluchemie) and will be communicated in writing to the main contractor. The end date of the entrance pass is the same as the end date of the work, the expiration date of the VCA (subcontractor or main contractor), the expiration date of the BVCA of the contractor employee, the expiration date of other obligatory certificates/diplomas or the date stated in the written confirmation. The date that expires first will be the date when the validity of the pass

expires. The request for subcontracting consent must be submitted by means of form A&B-B5120 (see annex).

10. Exceeding normal working hours

Any exceeding of the working hours referred to on the Registration List of People Present must be reported immediately to the company security service.

11. Obligatory safety certificates

11.1 VCA certification

Contractors must have a VCA certificate. VCA stands for Contractors' Safety Checklist (*Veiligheids Checklist Aannemers* in Dutch) and can be regarded as a sort of safety care system (a guarantee of a minimum level of safety). The VCA certificate applies to the organisation of the contractor concerned and must have been submitted to the Purchasing Department before workers are first called out. The registration of the VCA certificates and their validity are managed centrally by the Arbo [Health and Safety] and Security Team Leader.

11.1.1 Exceptions to the VCA obligation

- Contractors who do not physically carry out work on production and/or infrastructure facilities and who are not exposed to high risk.
- Other legally arranged matters such as one-man businesses.
- No contractors are available for the work in question that have a VCA certificate.
- Decision by the board of Aluchemie.
- Temporary employment and secondment agencies.

11.2 VCU certificate

Temporary employment and secondment agencies must have at least the VCU certificate. VCU stands for Safety Checklist for Temporary Employment and Secondment Agencies (*Veiligheids Checklist Uitzend- en detacheringbureau's* in Dutch) and can be regarded as a more limited version of the VCA certificate.

The details must have been submitted to the Purchasing Department before workers are first called out. The registration of the VCU certificates and their validity are managed centrally by the Arbo [Health and Safety] and Security Team Leader.

11.2.1 Exceptions to the VCU obligation

- Contractors who do not physically carry out work on production and/or infrastructure facilities and who are not exposed to high risk.
- Other legally arranged matters such as one-man businesses.
- No contractors are available for the work in question that have a VCU certificate.
- Decision by the board of Aluchemie.

11.3 Basic Contractors' Safety Certificate (BVCA) (formerly the VVA-1 certificate)

Basic safety training for contractors. The Basic Contractors' Safety Certificate (BVCA) (formerly the VVA-1), or an equivalent document, has been made obligatory for all contractor employees if they carry out work at Aluchemie. A minimum obligation is that the certificate has to be issued by Hét Examen B.V. whereby the period of validity of the certificate is set at 10 years.

11.3.1 Exceptions to the BVCA obligation

- Contractor employees who carry out service work for a maximum of 4 half-days (of 4 hours) per year and are supervised continuously by a person who has been authorised by Aluchemie.
- Contractor employees who do not physically carry out work on production and/or infrastructure facilities and who are not exposed to high risk.

11.3.2 Exemptions from the obligation can be granted to:

- New contractor employees for a maximum period of 6 months from the date they enter the employment of the employer in question (must be demonstrable).
The condition that applies is that these new employees are demonstrably studying for the basic safety certificate (BVCA) or have not yet received the result of the exam and are supervised by a mentor from their company until the obligation has been fulfilled.

11.3.3 Exemption from the Basic Contractors' Safety Certificate (BVCA)

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- Contractor employees who have the safety for managers certificate (VCA) (formerly VVA-2), safety for operational managers certificate VCA (VOL-VCA), PV1, ELVE, AVAL, Secondary Level Safety Officer (*Middelbaar Veiligheidskundige*) and/or NIVO 2 (province of Antwerp), Higher Level Safety Officer (*Hoger Veiligheidskundige*) and/or transitional level and NIVO 1, Top tech MO SHE.
- 11.4 VCA training for managers (applicable as of 01/01/04)
Contractor employees who supervise work at the Aluchemie site must have the safety for manager's certificate (VCA; formerly VVA-2) or the safety for operational managers certificate VCA (VOL-VCA).
- 11.4.1 Exceptions, dispensations, exemptions
Exceptions, dispensations and exemptions for the VOL training are equal to points 12.3.1, 12.3.2 and 12.3.3 [with the exception of safety for managers (VCA)].
- 11.5 Fork-lift truck and aerial platform certificate
All contractor employees who use a fork-lift truck and/or an aerial platform must have the appropriate certificate. These certificates must be approved by DeltaLinqs.
- 11.6 Hoisting certificate
Contractor employees who, as part of their work, have to carry out hoisting and/or load slinging activities must have the VVL (safe movement of loads) certificate.
- 11.7 High-pressure spray gun
Contractor employees who, as part of their work, use a high-pressure spray gun must have a certificate for the use of high-pressure spray guns.
- 11.8 Other
Contractor employees who carry out work for which prescribed training courses have to be followed must be able to produce the appropriate certificates or diplomas.
Aluchemie may make training obligatory for certain types of work. In addition to the certificates or diplomas mentioned above and which are stated as obligatory in the company rules, other necessary training courses may be referred to in the purchase order.
- 12. Verification and registration of the safety certificates**
Contractors are obliged to register the above-mentioned certificates in their employee's national safety passport (formerly the EBB/NOGEPa safety passport). The contractor employee must show this passport to the company security service during registration.
- 13. Gate checks**
Materials or goods which are brought into the company site by the vehicle granted access, or which are removed upon departure, must be made known to the company security service by means of an inventory list (A&B-B558), consignment note or accompanying document. The consignment note and the accompanying document must have been signed by a properly authorised Aluchemie official.
The contractor must be able to demonstrate the ownership of the tools and materials. The interior and the load of vehicles granted access may be checked both upon arrival and departure.
Contractor employees must cooperate at all times with such gate checks.
- 14. Refusal or cancellation of admittance**
Aluchemie reserves the right:
 - To refuse admittance even if all the conditions have been fulfilled during the application for admittance.
 - To refuse access to the site even if the person has a valid admission document.
- 15. Appendix**
Registration List of People Present A&B-B523a.
Subcontracting consent request form A&B-B5120.
Employers' Declaration A&B-B5127