

1 Target

Defining the rules to be followed by External Companies (Contractors and Contractor's Employees) performing work on the premises of Phoenix Contact Wielkopolska, in relation with limiting the spread of SARS-Cov-2 virus, causing COVID-19.

2 Opportunities

Reducing the possibility of spreading the coronavirus in the PxCW area and reducing the incidence of COVID-19.

3 Risks

Spread of the SARS-Cov-2 virus on the premises of the Plant

4 The rules that apply to contain the spread of Coronavirus

4.1 Process flow

4.1.1 General rules for PxCW

For the safety of all employees and people on the premises of PxCW, the following preventive measures were taken:

- 1) Before entering the area, body temperature is measured with a non-contact thermometer. In the event of malaise, a cold, elevated temperature, employees are asked to stay at home.
- 2) It is obligatory to cover the mouth and nose with, for example, protective masks or face shield throughout the company, if it is not possible to keep a distance of min. 1,5 m between people. (in accordance with the Regulation of the Council of Ministers of June 19, 2020 on establishing certain restrictions, orders and bans in connection with the occurrence of an epidemic).
- 3) A ban was introduced for employees to move between the halls, unless it results from their duties at the workplace.
- 4) In the bathrooms and in front of the entrance to the production halls, dispensers with hand disinfectant have been set up.
- 5) Workstations have been separated so that a distance of 1.5 m is kept.
- 6) The number of people staying in canteens, smoking rooms and toilets has been limited.
- 7) The social rooms (changing rooms, toilets, canteens) are disinfected once a week.

4.1.2 Rules applying to persons who are not PxCW employees

1. Contractors and Contractor's employees are required to comply with the rules for limiting the spread of the coronavirus.
2. Contractors should:
 - 1) Undergo the obligatory temperature measurement. In case of malaise, colds or elevated temperature, it is not possible to enter/drive into the Plant.
 - 2) Cover the nose and mouth with a protective mask or a visor, if it is impossible to keep a distance of min. 1,5m.
 - 3) Frequently wash and disinfect your hands with products available on the Plant and, if necessary, use protective gloves.
 - 4) Avoid touching objects and surfaces that are not included in the scope of services/controls/visits.
 - 5) Keep a safe distance from other people - minimum 1,5 m.
 - 6) Stay only in places necessary for taking action. This place should be separated so as to limit contact with plant employees - plant employees (apart from Contractors and Contractors' employees) may stay in this place, the presence of which is necessary to carry out specific works.
 - 7) Disinfect brought materials / devices / tools, etc.
 - 8) Avoid coming to the Company during production shift hours, i.e. around 6:00, 14:00, 22:00, in order to limit unnecessary contacts with plant employees, unless the time of arrival is determined by the working time schedule.

- 9) If necessary, use separate rooms intended for rest and eating - it is allowed to eat your own meals or meals provided by a catering company. You should not stay in social rooms used by Plant employees.
- 10) Contractors and Contractors' employees living outside the country should organize their stay in an uninterrupted manner, i.e. without breaks, e.g. for a weekend return home - this creates an additional risk of transmission of the virus to the premises of the Plant. Such stay should be limited to performing activities on the premises and staying at the place of accommodation.

4.2 Process description

4.2.1 Contractor's obligations

1. The Contractor is obliged to have a written confirmation that employees are familiar with this manual (declaration attached to this manual).
2. The Contractor is obliged to provide the Contractor's employees with the necessary personal protective equipment, ie mask/visor, protective gloves.
3. The Contractor's liability for non-compliance with the provisions of the Instruction includes liability for own actions and omissions as well as for the Contractor's employees and third parties that the Contractor uses to provide services to the Company.
4. Contractors and Contractor's employees are obliged to comply with the provisions of these instructions until further notice.
5. In the event of suspicion of infection or detection of an infection among the Contractor or the Contractor's employee, immediately notify the PxCW Health and Safety Department of the situation by sending a notification to the e-mail address: PL-covid19@phoenixcontact.com

4.2.2 PxCW obligations

1. The Supervising employee is obliged to prepare a room for rest and eating for Contractors and Contractors employees, if the scope of work and duration of the order indicate this.
2. The rooms intended for Contractors and Contractors' employees for the purpose of resting and eating meals should be regularly disinfected.
3. Adequate means for disinfecting hands and surfaces should be provided.
4. The Supervising employee is obliged to inform the Contractor about the applicable rules contained in the instruction.

4.2.3 Change instructions

1. The Plant may amend the Instructions at any time.
2. The Company informs the interested persons about the changes introduced to the Manual only by making the current version of the Manual available in an electronic version on its website (PHOENIX CONTACT | Poland - home page).

4.2.4 Final provisions

1. The instruction constitutes an integral part of the contract / order for services, on the basis of which the Contractor provides services to the Company. The manual is available on the Plant's website. (PHOENIX CONTACT | Poland - home page).
2. The Supervisor and employees of the OHS and Environmental Protection Department will periodically control compliance with the applicable regulations by the Contractor working on the premises of PxCW.

5 Definitions and Abbreviations

5.1 Definitions

Whenever the manual mentions:

- „Company”, „Plant” or „PxCW” "should be understood as Phoenix Contact Wielkopolska Sp. z o.o
- "Plant area", it should be understood as each area belonging to the Plant, where it carries out its activities;
- „The Contractor” it should be understood as a natural or legal person providing, on the basis of an agreement concluded with PxCW or an order placed by the Plant, a service for the Plant, as well as each subsequent subcontractor,
- "Contractor's employee", it should be understood as a natural person(s) employed - regardless of the basis of employment, at the Contractor's or any of the subcontractors in the provision of services to the Company,
- „OHS department” it should be understood as Department of Health and Safety and Environmental Protection,
- "Supervising employee" should be understood as an employee who interacts with the Contractor and/or supervises the performance of the service on behalf,
- "Instructions", it should be understood as this Manual

6 Annex

Declaration (FS-HSM-000016) confirm receipt of the document „ Rules for companies providing services in Phoenix Contact Wielkopolska in relation to limiting the spread of the COVID-19”.