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PART I

Full-time employees of the company CRIST S.A.

1. TYPES OF PENALTIES FOR EMPLOYEES OF CRIST S. A.

1.1. **Basic penalties** imposed on employees

- admonition
- reprimand
- fine

1.2. **Admonitions and reprimands** are being put behind the non-observance by the employee:

- of the established organization and order in the process of the work,
- of provisions of health and safety at work,
- of fire protection provisions,
- of adopted method for confirming the arrival and the presence at the work and justifying the absence at work.

1.3. **A fine** can be applied towards the employee for the following offences:

- violation of health and safety rules and regulations
- non-observance of fire protection provisions
- leaving the workplace without the excuse
- appearing at work under the influence of alcohol
- drinking alcohol during working hours.

1.4. **Amount of fines** imposed for:

- a) the first offence,
- b) each day of an unexcused absence

A fine cannot be higher than the one-day remuneration of the employee.

Fines in total cannot exceed the tenth part of the remuneration due to the employee for the payment after all deductions (alimony, bailiff etc.)

2. RULES FOR IMPOSITION OF PENALTIES


2.1. **The only person authorized** to impose penalties in the workplace, according to the labor code, **is the Employer.**

2.2. Before imposing the penalty the employee must be heard out.

2.3. The penalties cannot be applied after:

- 2 weeks from the moment of reporting a breach of employee duties
- 3 months from the moment of committing a breach of employee obligations

2.4. If the employee cannot be heard out, the running of the two-week period does not start, and the one that started is suspended until the employee comes back to work.

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2.5. The principle of writing applies. It means that the Employer notifies the employee in

writing, indicating the nature and the date of breach of employee duties and informs him about the right to raise an objection and the date of its submission. The copy is filed in the employee's personal files.

2.6. When applying the penalty, in particular the type of breach of employee duties, the degree of guilt and his previous attitude to work are taken into account.

3. PROCEDURE

Due to the aforementioned conditions, the following procedure should be applied:



In case of a penalty imposition requested by employees of the Health and Safety Department or Fire Protection Department, the Organizational and Administration Department is notified directly and the application includes all circumstances of the act, including the date and time and the method of obtaining information of it and, if possible, the photographic documentation.

It should be remembered that in those cases when the employee is hired in a combined form (i.e. under a contract of employment and on the basis of business activity), the **LABOR CODE** always prevails.

PART II

Individual subcontractors

1. TYPES OF PENALTIES

Employees listed in hereby part are not a subject to rules mentioned in art. 108-113 of Labor Code. Hereby part refers to individual subcontractors (hired on the basis of a civil law contract or business activity), performing their work for the benefit and on the premises of CRIST S.A. Due to the aforementioned the following fine/penalty classification (as set out in table 1).

Subcontractors cooperants

2. TYPES OF PENALTIES

Employees listed in hereby part are not a subject to rules mentioned in art. 108-113 of Labor Code. Hereby part refers to subcontractors cooperants, performing their work for the benefit and on the premises of CRIST S.A. Due to the aforementioned the following fine/penalty classification (as set out in table 2).


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Table 1. FINE/PENALTY CLASSIFICATION – Individual subcontractors

Nature of offence	First offence	Second offence	Third offence	Fourth offence
A condition indicating alcohol consumption during working hours	1000 zł and prevention from further work	Termination of cooperation – ban on entry to the shipyard	-	-
Finding out that the employee is under the influence of alcohol at the entrance gate	Prevention from further work			
No personal protective equipment	Training	100 zł	500 zł	Removal from the shipyard
Posing a threat to human health and life	Training	300 zł	1000 zł	Removal from the shipyard
Blocking communication routes	Training	200 zł	600 zł	Removal from the shipyard
Parking outside designated areas (if communication routes are not blocked)	Admonition	100 zł	200 zł	Taking back of a car pass
Creating a fire hazard	Training	300 zł	1000 zł	Removal from the shipyard
lack of supervision over subordinate employees / tolerating deviations from the applicable rules and regulations of occupational health and safety	Training	500 zł	1000 zł	Removal from the shipyard



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Table 2. FINE/PENALTY CLASSIFICATION – Subcontractors cooperants

Nature of offence	First offence	Second offence	Third offence	Fourth offence
A condition indicating alcohol consumption during working hours	2000 zł and prevention from further work	Termination of cooperation – ban on entry to the shipyard	-	-
Finding out that the employee is under the influence of alcohol at the entrance gate	Prevention from further work			
No personal protective equipment	Training organized by the subcontractor	300 zł	600 zł	Removal from the shipyard
Posing a threat to human health and life	Training organized by the subcontractor	500 zł	1000 zł	Removal from the shipyard
Blocking communication routes	Training organized by the subcontractor	500 zł	1000 zł	Removal from the shipyard
Parking outside designated areas (if communication routes are not blocked)	Admonition	200 zł	400 zł	Taking back of a car pass
Creating a fire hazard	Training organized by the subcontractor	500 zł	1000 zł	Removal from the shipyard
lack of supervision over subordinate employees / tolerating deviations from the applicable rules and regulations of occupational health and safety	500 zł	1000 zł	2000 zł	Removal from the shipyard

The income from financial penalties is used solely to improve health and safety conditions.

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3. METHOD FOR APPLYING PENALTIES

Each person may apply for imposition of a penalty in accordance with the applicable fine/penalty classification. The notification to Organizational and Administration Department sent by e-mail or submitted in writing must include all circumstances of the act, including the date and time and the method of obtaining the information on the act. If possible, photographic documentation shall be enclosed.

2.1. Financial penalties for persons performing work directly for the benefit and on the premises of CRIST S.A.

Due to the aforementioned conditions the following procedure should be applied:



In case of a penalty imposition requested by employees of the Health and Safety Department or Fire Protection Department, the Organizational and Administration Department is notified directly and the application includes all circumstances of the act, including the date and time and the method of obtaining information of it and, if possible, the photographic documentation.

It should be remembered that in those cases when the employee is hired in a combined form (i.e. under a contract of employment and on the basis of business activity), the **LABOR CODE** always prevails.

2.2. Financial penalties for persons performing work for subcontractors who implement the work for the benefit and on the premises of CRIST S.A.

If it is necessary to punish the person performing the work for the subcontractor, the subcontractor will be punished by issuing a debit note. The following procedure shall be applied in such cases:




The notification to Organizational and Administration Department shall include all circumstances of the act, including the date and time and the method of obtaining information of it and, if possible, the photographic documentation.

2.3. Additional health and safety trainings

If an employee or a person working on the basis of business activity or other civil law contract, who violated the applicable rules and regulations of health and safety and needs to undergo additional training in the field of occupational health and safety, then:

- the deficiencies should be listed on the form "HEALTH and SAFETY / FIRE PROTECTION INCONSISTENCY",
- the person who committed the offense is obliged to appear within the given deadline for occupational health and safety training along with a copy of the received form "HEALTH and SAFETY / FIRE PROTECTION INCONSISTENCY",

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- on the same form, health and safety inspector confirms that the person has completed the training,
- solely on this basis, the Pass Office may reactivate the pass of the person who committed the infringement in the field of occupational health and safety, if such a pass has been previously blocked.

The form "HEALTH and SAFETY / FIRE PROTECTION INCONSISTENCY" is available in the offices of the managers of the production halls, managers of departments as well as in the Health and Safety Department and Fire Protection Department.

PART III

Removal from the shipyard premises in case of alcohol consumption or intoxication

1. Finding out that the employee is under the influence of alcohol

In case of confirmation or suspicion that the employee may perform his duties under the influence of alcohol, it is necessary to:

- call the security officers,
- escort the person to the entrance gate where a breathalyzer test should be performed, and in the event of a positive result, a protocol should be written down,
- call the Police or another authority dedicated to law enforcement, if necessary,
- submit the protocol with incident report to the Organizational and Administration Department.

2. Suspicion of being under the influence of intoxication

If there is a suspicion that a person is under the influence of intoxicants, the Police should be called immediately to investigate the matter.

