

# Quality and Food Safety, Health & Safety and Environmental Clauses for Contractors working on COCA-COLA HBC Sites (excluding contractors providing Warehousing & Transportation services)

## 1. Purpose

This document defines Quality and Food Safety, Health & Safety and Environmental requirements (the “requirements”) that must be adhered to by contractors working in COCACOLA HBC AG or any of its affiliates (“COCA-COLA HBC”) sites and are based on the following sources:

- COCA-COLA HBC requirements
- The requirements of The Coca-Cola Company (“TCCC”) = KORE
- Local laws and regulations

For the purposes of this document, the term “contractor” shall include reference to contractor’s sub-contractors, which may be used in relation to the provision of services to COCA-COLA HBC.

If a Contractor violates any of the Rules, it may be escorted off the CCHBC premises and evicted. CCHBC reserves the right to impose a financial penalty for breach of certain Rules (details of which are set out in the relevant section of the QSE Annex).

Upon commencement of the activity, the Contractor shall provide CCHBC with all relevant documentation, such as records of training undertaken, methodologies/risk assessments, permits, which are relevant to the activity it is undertaking.

## 2. Scope

The requirements set out herein will apply to:

- All owned and leased property which is under control and operation of the COCA-COLA HBC

All contractors working on COCA-COLA HBC sites

**The legal entity Contractor warrants that this QSE Annex will be communicated to and enforced by the Contractor's employees.**

## 3. Quality, Safety, Environmental (QSE) Requirements

### 3.1 QSE Legal Compliance

The contractor shall, at its sole cost and expense, comply with all applicable laws, rules and regulations. Any breach of these requirements may result in immediate exclusion from site, in addition to and without prejudice to all other legal and contractual rights COCA-COLA HBC may have.

### 3.2 QSE Management System

It is highly recommended the contractor to be certified or at least have equivalent management systems to ISO 9001/14001/ ISO 22001/FSSC 22000/OHSAS18001 or ISO45001.

### 3.3 QSE Method Statement/Risk Assessment

Before undertaking any work on COCA-COLA HBC sites, the contractor must provide a health and safety risk assessment agreed with the CCHBC and make corresponding risk reduction measures. (Own format or the risk assessment of the work of the CCHBC’s subcontractors ). The Contractor may not start work until the competent manager of CCHBC (project manager, area manager, or occupational safety representative) has

approved this. Any deviations from the agreed methodology must be discussed with the local CCHBC contact (project manager, area manager, or occupational health and safety officer).

The risk assessment must include a description of the activity performed by the Contractor, its duration, the tools and materials used and the on-site representative responsible for the work.

The risk analysis must list the specific quality, occupational safety and environmental protection risks related to the performance of the activity and all solutions that the Contractor applies to avoid injuries, environmental effects, material loss and damage to CCHBC's products and equipment.

### **3.4 QSE Incident Management**

- The aim of COCA-COLA HBC is to ensure a systematic approach for prevention of any quality & food safety, health & safety and environmental related incidents.
- The contractor is instructed to report QSE incidents related to COCA-COLA HBC immediately after the incident and complete root cause and appropriate corrective actions to prevent recurrence;
- In the event of an incident resulting in injury / quality/ food safety / environmental impact / equipment damages in particular, the contractor must notify their COCA-COLA HBC contact immediately;
- The contractor must also notify their COCA-COLA HBC contact immediately in the event of a near miss incident which could have resulted in any Quality, Food safety, Health and Safety, Environment and products/equipment damages.

### **3.5 Provision of QSE information, instruction and training**

The contractor must ensure that employees, including permanent, contract and temporary employees, working for or on behalf of the contractor are qualified and competent based on appropriate education, training, licenses required, skills and experience so that all work can be undertaken to prevent injury / food safety incident /damage to COCA-COLA HBC products and equipment.

All contractors must sign in and out at security where they will be issued with a contractor pass and receive a site induction. All contractor's personnel must receive the site health, safety and environmental induction before they commence work on site. The induction is valid for 12 months.

### **3.6 Equipment/Machinery**

The contractor must ensure that any equipment used (by itself or by its sub-contractors) in the COCA-COLA HBC site is operated and maintained in accordance with Quality, Food safety, Health & Safety and Environmental laws and COCA-COLA HBC requirements set out in this document, where applicable.

### **3.7 Protection against unauthorised entry and security**

Access to COCA-COLA HBC sites is restricted to authorised personnel only and must be respected.

Products, data and infrastructure, which belongs to COCA-COLA HBC, has to be protected from wilful malicious third-party influence such as but not limited to chemical and fire risks as well as natural phenomenon by adequate construction, technical and organisational measures.

The Contractor and their employees must wear the identification card received upon entry The Contractor acknowledges that the security service can check the movement of the people on the site, conducts alcohol testing if necessary and check the existence of permits required for dangerous work.

### **3.9 Audits**

The contractor is subject to announced audits related to COCA-COLA HBC QSE and KORE requirements, in line with the terms of the relevant contract agreement.

### **3.10 Monitoring and Supervision on site**

The contractor must ensure it has adequate resources for supervision of the works to ensure contractors under their control comply with all COCA-COLA HBC requirements for the duration of their works on site. The contractor will be subject to unannounced inspection by the COCA-COLA HBC management site representative throughout the duration of the works to ensure the contractor is complying with site rules and COCA-COLA HBC requirements.

## **4. Quality and Food Safety Requirements**

### **4.1 Quality/Food Safety Rules**

The contractor must comply with all site quality and food safety rules. The contractor is required to undertake induction training before undertaking any work on COCA-COLA HBC premises where site quality and food safety rules will be explained. Training records must be kept by the contractor and be available upon COCA-COLA HBC's request.

### **4.2 Health and Hygiene of Employees**

All contractors must verify that they are not ill prior to entering the site.

In case of permanent contractors working on COCA-COLA HBC premises they must have the respective health licenses/ documents as per the local legislation before commencing any work on site and employees in the plant area must also make a separate declaration regarding their state of health.

- The contractor must not enter the site if they are suffering from coughing, sneezing, diarrhea, vomiting or other transmitted disease, respiratory infections or infected open wounds. The contractor must inform their COCA-COLA HBC site contact if they feel ill whilst on site.
- Do not allow handling of products and food processing equipment, by people who do not fulfill all the conditions and do not have all the permits / licenses / authorizations required by law, and COCA-COLA HBC requirements in regards with specific work
- All contractors must maintain a high level of personal hygiene and adhere to proper behavior during work for the company
- The contractor must follow the hygienic site rules with respect to hand washing, wearing clean clothes and hair protective nets where required as well as e.g. beard protection in sensitive areas according to local site rules, removal of jewellery (except the ones allowed by the local laws), before entering the production facilities,
- The contractor must use only dedicated places for eating and smoking. Entering the production areas with food and drinks is not allowed.
- Use of alcohol and drug substances is prohibited on COCA-COLA HBC site as well as entering the COCA-COLA HBC sites under influence of such substances.
- Any loss of small objects within the production facility must be reported immediately.
- Any glass or other material breakages on the production equipment that might have food contact must be reported to the COCA-COLA HBC immediately.

### **4.3 Pest control on CCH sites**

Rooms and installations have to be kept free of pests. All doors must be kept closed. In case of any damage of insects or mice traps it must be reported to the supervising person on behalf of COCA-COLA HBC.

It is prohibited to bring pets to the facility.

## **5. Health and Safety Requirements**

### **5.1 Insurance**

The contractor must ensure that they have valid insurance (employers and public liability) policies in place to cover the works being undertaken. The contractor must also ensure that contractors under their control have adequate insurance policies in place.

## **5.2 Site Health and Safety Rules**

The contractor must comply with all site health and safety rules, including site security.

It is prohibited to be under the influence of alcohol or other drugs on the CCHBC premises or to work there. Prior to entering the premises, the security service will carry out a random check at the personnel gate and will prohibit entry to the premises to anyone found to be under the influence of alcohol. If a person found to be under the influence of alcohol on the premises is found to be under the influence of alcohol, the security service may remove him from the premises and prohibit him from further entry.

Under the contract with the contractor, the contractor is liable to pay a drunkenness penalty in the event of a positive result of a drunkenness test.

The Contractor must ensure that it is aware of and complies with the following rules (where applicable):

- All staff of contractors must be qualified to undertake work in accordance with their method statement/risk assessment
- All equipment, tools must have necessary documents, certificates and licenses
- All vehicles must comply with all technical requirements, inspections completed on time and in the required scope
- A list of contractor names must be provided to COCA-COLA HBC before work commence.
- Training records or contractors' employees' licenses must be provided to COCA-COLA HBC before works commence
- All contractors must be aware that they must receive permission from their COCA-COLA HBC site contact before using any COCA-COLA HBC plant/equipment or site workshop facilities.
- Use of COCA-COLA HBC containers for any reason must be agreed with the COCA-COLA HBC site contact.
- Always adhere to the site/legal speed limit and adhere to all site parking/traffic rules
- Contractors must report any injury, spillage, property damage and/or near miss to their COCA-COLA HBC site contact immediately
- Contractors must provide and maintain their own first aid supplies and ensure first aid arrangements are in place and agreed with their COCA-COLA HBC contact.

If the Contractor's employee suffers an accident at work, the Contractor shall ensure that the investigation is carried out by CCHBC in conjunction with the Contractor's appointed Health and Safety Officer, if the accident occurred on CCHBC's premises or with CCHBC's equipment. Dunaharaszti site first aid locations: the orange cabinet with stretcher in front of the plant zone manager's room, laboratory, shift supervisors' office in the warehouse area, or the cold drink service office and security office. In more serious cases, there is also equipment in the medical room opposite the central canteen, where there is also a stretcher.

- Contractors must comply with all site fire and emergency procedures.
- Contractors must take adequate precautions to control dust/fumes/noise and any emissions associated with their work and agree controls with their COCA-COLA HBC contact before works commence
- Times for noisy work are subject to the agreement of COCA-COLA HBC
- No tools or other equipment may be left in areas used by COCA-COLA HBC employees unless cordoned off/locked to restrict access/use.
- The site must be left in a clean and tidy state at the end of each day.
- Welfare facilities must be agreed with the COCA-COLA HBC site before works commence. The use of site welfare facilities is subject to the agreement of COCA-COLA HBC site contact.

- Due to the heavy forklift and vehicle traffic in the yard, you must use the designated passenger road only, with great caution.
- Access to the designated work area is also only possible on the designated route.

### **5.3 Segregation of Work**

The contractor must ensure that their work is segregated from COCA-COLA HBC operations whenever possible by suitable fencing/barriers. Health and safety signage should be displayed.

For sites segregated from COCA-COLA HBC operations the contractor must ensure the work complies with all legal requirements and health and safety requirements of COCA-COLA HBC.

The coordinator, i.e. the person who issues the permit, is in charge of coordinating the work, so any anomalies or observations should be reported to him or her. Only after his/her authorisation can the work start.

### **5.4 Permit to Work**

Before works commence the responsibility for issue of permits to work must be agreed by the contractor with their COCA-COLA HBC management site representative. Any permits to work issued by the contractor must be agreed with their COCA-COLA HBC management site representative.

Relevant permits to work for high hazard work in accordance with legal, KORE and site requirements must be issued before works commence. See also Provision of QSE information, instruction and training.

Permits include:

- Work on COCA-COLA HBC plant and equipment e.g. machinery, site services (electricity, all site energy supplies, fire protection systems) tanks/pipework containing hazardous materials
- Work in confined spaces
- Work at height including roof work
- Hot work
- Lifting operations
- Excavations
- Other dangerous/high hazard work as identified by the "pre work" risk assessment and legal requirements
- Dangerous substances may only be brought onto the site on the basis of a permit for their use, even in the case of a test. The CCHBC contact person can request a use permit if the substance, based on the existence of a safety data sheet not older than 5 years.
- Work in restricted areas:
  - Access to and work in the bottling plant area requires permission from the Area Manager.
  - No entry into the finished goods, raw materials and label warehouse, chemical storage, boiler and compressor rooms without permission.
  - For reasons of food hygiene, the Contractor and his employees may only enter and remain in the production area and premises with special permission.

### **5.5 Workplace Transport**

The contractor must ensure that any vehicle is operated by a trained employee.

The vehicle must be roadworthy and maintained in accordance with local regulations.

The contractor must ensure that site traffic rules are adhered to all times.

### **5.6 Personal Protective Equipment**

The contractor must provide personal protective equipment to all of their employees in accordance with COCA-COLA HBC sites rules and their method statement/risk assessment.

Personal protective equipment must comply with legal, KORE and site requirements.

In manufacturing areas, the following minimum PPE must be worn:

- Protective safety footwear – toe cap and midsole, slip resistant sole, chemical resistant
- Protective bump cap or hard hat (hard hat must always be worn where there is risk of falling materials)
- Hearing protection
- Hi-visibility vest in all areas where workplace vehicles operate
- Eye protection when working on glass lines and working with chemicals
- Safety gloves must be worn where there is risk of cuts and contact with chemicals

In logistics areas, the following minimum PPE must be worn:

- Protective safety footwear
- Hi-visibility vest in all areas where workplace vehicles operate

In case of use personal hoist a valid driving licence and wear personal protective equipment (helmet, body harness, etc.)

The contractor must ensure that PPE is in good condition and ensure that their employees always wear their PPE.

### **5.7 Fire safety rules**

A fire protection monitoring system at CCHBC's sites and a water fire extinguishing (sprinkler) system has been installed and operated at its Dunaharaszti and Zalaszentgotót sites.

At the sound signal of the fire alarm system, the employees of the Supplier are obliged to immediately leave the area and go to the designated assembly points. In the event of an emergency, they are required to follow the instructions of the CCHBC manager of the area and the security service employee.

In case of fire, hydrants and fire extinguishers located in the CCHBC area can also be used.

Fire alarms are also possible via manual beacons and telephone to the security service, tel.: 06 24 500 225.

Fire brigade phone number: 105

Traffic roads, hydrants and fire extinguishers must not be blocked, even temporarily.

## **6. Environmental Protection Requirements**

### **6.1 Environment Protection Rules**

The contractor must comply with all site environment protection rules. The contractor is required to undertake induction training before undertaking any work on COCA-COLA HBC premises where site environmental rules will be explained.

### **6.2 Water Use**

The contractor must undertake their work to ensure efficient water usage.

The contractor must seek permission from their COCA-COLA HBC contact before using site water supplies.

The contractor must ensure any discharge to drain has been agreed with their site contact before discharging any water to drain.

### **6.3 Energy Use**

The contractor must undertake their work to ensure efficient energy usage.

### **6.4 Waste Management (Environment)**

The contractor must undertake their work to minimize waste.

The contractor must seek permission from COCA-COLA HBC to use on site waste facilities and any waste should be segregated to promote recycling.

The contractor must ensure that any waste removed from site is disposed of in accordance with local regulations.

### **6.5 Hazardous Materials**

The contractor must submit technical data sheets/ MSDS for any materials which will be used on site. Approval must be received from the COCA-COLA HBC contact before works commence and materials can be used.

The contractor must ensure risk assessments include controls for working with hazardous materials have been agreed with COCA-COLA HBC before works commence.

Hazardous materials must be stored in appropriate sealed, labelled and banded containers/secondary containment (bund capacity at least 110% of volume).

All contractors' personnel who work with hazardous materials must be trained and submit evidence of training to their COCA-COLA HBC site contact. The contractor must ensure that emergency procedures are in place and cooperate with COCA-COLA HBC site rules and procedures.

In the case of spillage or leakage of substances during the works (oil, fuel, etc.), contractor is responsible for all costs associated with the spillage/leakage of substance. Such cleaning should include all areas affected by the spilled substances, including premises, land, ground and underground water, etc.

## **7. Penalties for breach of the QSE Annex**

A breach of this QSE Annex constitutes a serious breach of the agreement between the Contracted Partner and CCHC.

If a Contracted Partner or its employees or subcontractors violate any of these Rules, they may be escorted off the CCHBC premises.

A Contracted Partner also agrees to pay a penalty in the event that it, its employees, subcontractors, agents or others acting on its behalf violate certain environmental, labor and fire safety rules listed in this QSE Annex. The amounts and details of the penalties are set out in Appendix to Annex QSE. The amounts and the amounts of the penalties are set out in the Penalty Payment Agreement attached as Appendix to Annex QSE.

The CCHBC's Occupational Safety and Health Specialists, Area Managers, and Security Service Members are entitled to:

- to warn and instruct any person who is found/recognized to be engaging in conduct that endangers the health and safety of workers, the environment or the hygiene of the premises to cease such conduct.
- to record the fact and circumstances of the observed unlawful conduct in a report or ensure that it is recorded in a report.

If, on the basis of the recorded report, a breach of this QSE Annex is established, CCHBC shall inform the Contracted Partner's representative of the fact and circumstances of the breach of the rule(s) in writing (by e-mail), with a copy of the recorded report, as soon as possible. The CCHBC shall also be entitled to make use of the provisions of Appendix to Annex QSE. The CCHBC may also invoice the Contracted Partner for the penalty amount set out in Appendix 1, which the Partner shall pay to the CCHBC within 15 days.

## **8. Precedence of documents**

The requirements set out in this document supplement the requirements set out in the relevant agreement. In case of discrepancies, the provisions of the agreement shall supersede.

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**Version October 2023**



### Appendix to Annex QSE - Penalty system valid at the headquarters and sites of Coca-Cola HBC Hungary

In case of a violation of the Quality and Food Safety, Occupational Safety and Environmental Protection Regulations and Site Regulations applicable at CCHBC 2330 Dunaharaszti, Némedi út 104, you, as a CCHBC contractor or contractor employee, undertake to pay the following penalties after documenting the event. In case of violation falling into the categories below, but not explicitly mentioned here, a minimum penalty of HUF 20,000 will be invoiced to the person violating the rule or to the company employing her/him.

**Date of effect:** from 01.10.2023 until revocation

<b>I.</b>	<b>Violation of general occupational safety rules</b>	<b>Penalty amount (HUF)</b>
1.	Failure to use prescribed PPE (e.g. high-visibility vest, safety shoes, helmet)	20.000
2.	Breaking the rules of working at a height	30.000
<b>II.</b>	<b>Violation of alcohol rules</b>	<b>Penalty amount (HUF)</b>
1	Applying to work/entry/quitting while intoxicated > over 0.3 per thousand *	20.000
2	Alcohol consumption in the area > above 0.3 per thousand*	30.000
3	Driving in an alcoholic state (including driving a forklift) > over 0.3 per thousand*	50.000
*	Zero alcohol tolerance! It is forbidden to enter or stay above > measured value of 0 thousandths, BUT only penalties	
	>0.3 thousandths of a measured value (to exclude possible measurement error)	
<b>III.</b>	<b>Violation of smoking and fire safety rules</b>	<b>Penalty amount (HUF)</b>
1.	Carrying out work subject to a fire permit without a permit	30.000
2.	Smoking outside designated areas	30.000
3.	Discarding burning cigarette (also in designated smoking areas if not placed in designated bins)	30.000
4.	Blocking fire doors/gates	30.000

5.	Hydrant/hydrant cabinet blockage	30.000
<b>IV.</b>	<b>Violation of traffic rules</b>	<b>Penalty amount (HUF)</b>
1.	Parking in prohibited places (e.g. on designated footpaths, pedestrian crossings, areas closed to traffic)	20.000
2.	Dangerous traffic with unfixed tarpaulins in the area	20.000
3.	Dangerous traffic in the area with the platform/tail wall opened;	20.000
4.	Leaving a starter key behind in an unattended car or forklift	20.000
5.	Missing/inoperability of reversing acoustic signal	20.000
6.	Failure to use locking wedges during parking/loading (minimum 2 pcs)	20.000
7.	Driver within 5 m range of an active loading truck	20.000
8.	Exceeding the speed required on internal roads of the site (>20 km/h)	20.000
9.	Violation of site priority rules/failure to give priority	30.000
10.	Listen to music using headphones while driving.	20.000
11.	Failure to wear seat belts while driving	20.000
12.	Phone calls (handheld) while driving	20.000
13.	Violation of basic road traffic regulations (mandatory direction of travel, no entry, etc.)	20.000
<b>V.</b>	<b>Violation of environmental and hygiene rules</b>	<b>Penalty amount (HUF)</b>
1.	Oil spill from a car driving/parked	40.000
2.	Littering (including throwing away butts) in the interior area and car parking	30.000
3.	Violation of separate waste collection rules	20.000
4.	Urination outside designated toilet facilities on site	20.000
5.	Eating food outside the designated area	20.000
6.	Non-compliance with hygiene and dress code in a production area	30.000
7.	Failure to wash hands when entering a production area	30.000