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The Requirements for Contractors Operating on the Premises of ŠKODA AUTO in Terms of the Protection of the Environment, Work Environment and Occupational Health and Safety

PSU – Environmental and Work Protection

01. 12. 2022

I.

Compliance with regulations

Each contractor operating on the premises of ŠKODA AUTO a.s. is obliged to comply with all generally binding legal regulations applicable in the Czech Republic in the protection of the environment and working environment as well as occupational safety and health and all relevant internal regulations and directives of ŠKODA AUTO a.s. (such as organisational standards, internal technical standards, operational documentation) with which the contractor has been provably acquainted before or during their activities at ŠKODA AUTO a.s.

II.

Enabled checks

Contractors shall enable the relevant departments of ŠKODA AUTO a.s. to check compliance with generally binding regulations and internal regulations of ŠKODA AUTO a.s. in the protection of the environment and work environment as well as occupational safety and health protection.

III.

Liability for damage

Each contractor operating on the premises of ŠKODA AUTO a.s. is liable for damage caused by violations of the requirements for the protection of the environment and working environment and occupational health and safety which are incurred as a result of their activities on the premises of ŠKODA AUTO a.s. by them, by ŠKODA AUTO a.s. and by third parties; the contractor shall pay in full all costs associated with their remediation, including any fees and fines.

IV.

Incidents

Contractors must immediately notify the Fire and Rescue Service of ŠKODA AUTO a.s. of any incident which poses a threat or damage to the environment, the working environment, the life or health of persons or a risk or occurrence of fire (FRS – tel. +420 326 8 13000). Injuries to persons are to be reported by contractors to ŠKODA AUTO a.s. – to the Dispatch Centre of Department SO – Plant Protection (tel. +420 326 8 12316 or +420 326 8 12949). Contractors must additionally follow the instructions given by the Fire and Rescue Service and the relevant specialist departments of ŠKODA AUTO a.s. as well as following relevant regulations of ŠKODA AUTO a.s.

V.

Consultation on activities



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Before starting one's own activity and any of its changes, each contractor is obliged to consult the subject of their activity on the premises of ŠKODA AUTO a.s. with the company, specifically with Department PSU – Environmental and Work Protection. The contact persons for each topic are as follows:

national dialling code +420

- waste management	731 297 966
- water protection	732 294 953
- air protection	732 294 954
- nature protection, EIA, IPPC	704 941 093
- environmental burdens	730 864 834
- safety and health	734 298 682
- occupational hygiene and working environment	732 294 956
- energy management	731 296 329

Contractors need to submit the following items for consultation or during their own activities:

1. Waste management

- a summary overview of all waste generated during the contractor's activities on the premises of ŠKODA AUTO a.s. and of their management, including in particular:
 - code and name of the waste type, category, quantity (annual – when operating at ŠKODA AUTO a.s. long-term), code of the waste management method, data on the partner entity and establishment to which the waste is handed over, description of the waste management method – points and methods of waste sorting, concentration, collection and handling, type and designation of concentration and collection containers and handling equipment in accordance with applicable legislation and ON 1.032 Waste Management, names of persons responsible and their contact details
- copies of contracts with authorised entities to whom the waste is to be handed over for recovery or disposal
- for waste generated from activities on the premises of ŠKODA AUTO a.s., it is possible to make a written agreement for the following catalogue numbers that ŠKODA AUTO a.s. will take over the obligations of the waste producer:
 - 20 03 01, Category O – Mixed Municipal Waste
 - 20 01 01, Category O – Paper and Cardboard
 - 20 01 39, Category O – Plastics
 - 20 02 01, Category O – Biodegradable Waste
 - 20 01 08, Category O – Biodegradable Kitchen and Cafeteria Waste
 - 20 01 40, Category O – Metals
 - 20 01 02, Category O – Glass
- upon completion of construction or demolition activities, companies will submit documents on the methods of the generated waste management (recovery, disposal), including weighing notes and analyses of waste

2. Water protection

- a description of all installations and activities in which water is consumed or which may affect surface water and ground water. These are mainly the following:
 - amount and type of water consumed by installations or activities
 - quantity, type and level of pollution of the produced waste water, the used technologies of treatment, the method of monitoring the quantity and quality of waste water at the outlet of the contractor's workplace



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- a list of the types and quantities of harmful substances that are contained in the installations or that are used or stored during the activities, including a description of their handling
- documents on water management or hazardous substance management:
 - a contract (an agreement) on water supply and waste water discharge with ŠKODA AUTO a.s. (Department PPB/1, see Article VI of the lease agreement and Annex 2 – energy consumption)
 - a contract (an agreement) on waste water post-treatment with ŠKO-ENERGO, s.r.o., if the waste water is to be treated in the facilities of that company
 - a valid permit issued by the water authority on water management pursuant to Acts No. 254/2001 Coll., the Water Act, as amended, and No. 274/2001 Coll., on water pipelines and sewerage, as amended, if required by these acts
 - waterworks operating and handling rules approved by the water authority, if the facility is intended for waste water treatment or if it produces waste water
 - an emergency plan approved by the water authority if harmful substances are handled to the extent specified by Decree No. 450/2005 Coll. on the requisites of harmful substance handling and on the requisites of an emergency plan, on the method and extent of emergency reporting, their remediation and removal of their harmful consequences, as amended

3. Air protection

- an overview of air pollution sources operated by the contractor on the premises of ŠKODA AUTO a.s., including the name of the source, classification of the source, the emitted pollutants and their annual amount, monitoring of emissions and the description of the emission control technology
- a permit issued by the air protection authority to operate (in case of a plan to locate and build) a source of air pollution
- operating rules of the air pollution source approved by the air protection authority, if required by law
- a permit of the Ministry of the Environment for greenhouse gas emissions, if the contractor's equipment is subject to the mode of Act No. 383/2012 Coll., on the cap and trade conditions, as amended
- a list of refrigerating and air-conditioning equipment operated on the premises of ŠKODA AUTO a.s. based on regulated refrigerants and fluorinated greenhouse gases containing the equipment type and its location, type of refrigerant and its amount, refrigerant GWP, conversion to the tonne CO₂ eq. and the contact details of the organisation providing the equipment's servicing
- when intending to apply paints with volatile organic compounds (VOC) on indoor or outdoor surfaces, it is necessary to submit the following:
 - a description of the activity containing the place of activity, the painted surface, the consumption and method of application of paints, the content of the organic solvents in paints and the measures to reduce emissions of particulate matter
 - the result of consulting the activity with the user of the areas in ŠKODA AUTO a.s.

4. Nature protection, EIA, IPPC

- proposal of the contractor's intervention in unpaved areas and greenery on the premises of ŠKODA AUTO a.s. This must be documented with the consent of the user of the areas in ŠKODA AUTO a.s. and, in the case of tree felling, also with the consent of the relevant municipal authority
- notification of the plan that is to be located on the premises of ŠKODA AUTO a.s. and that is subject to proceedings pursuant to Act No. 100/2001 Coll., on Environmental Impact Assessment, as amended, before submitting the notification to the competent authority
- application form to issue an integrated permit or its change for the contractor's equipment on the premises of ŠKODA AUTO a.s. which is subject to Act No. 76/2002 Coll., on integrated prevention, as amended, prior to submitting the application to the regional authority



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5. Environmental burdens

Location of the contractor's workplaces, including intended interventions in buildings and areas, in order to verify whether the use of buildings and areas is not linked to the obligation to remove old environmental burdens or other environmental problems (such as residual pollution in sumps and pipelines) and the monitoring of boreholes.

6. Occupational hygiene and working environment

- an overview of all machines, equipment and activities that the contractor will be using when operating at ŠKODA AUTO a.s. that may affect the quality of the working environment (noise, ultrasound, vibration, ionizing radiation, radiant heat, pollutant emissions, etc.), including their relevant technical parameters and measures to reduce their negative effects
- an overview of all chemical substances and mixtures that the contractor will be using in their activities at ŠKODA AUTO a.s. In doing so, they need to give the following evidence:
 - detergents, cleaners and disinfectants must comply with the relevant European legislation
 - updated safety data sheets for hazardous chemicals and mixtures in accordance with applicable legislation. The safety data sheets must be sent to the collection e-mail for approval before they can be used: MSDS@skoda-auto.cz. Each safety data sheet must contain information on the content of volatile organic compounds (VOC). If the legislation on the substance or mixture in question does not require a safety data sheet, information on the VOC content shall be included in other documentation (for example, in the technical data sheet and so on).
 - marking and packaging of approved chemical products (including certificates for the relevant operating materials and operating refills) from the company's contractors in accordance with the requirements of legal regulations and the company's requirements
 - valid concession authorising the use of hazardous chemical substances and mixtures classified under Act No. 350/2011 Coll., on chemical substances and chemical mixtures, as amended
 - ŠKODA AUTO a.s. reserves the right to assess all chemical substances and mixtures that the contractor will be using in their activities on the premises of ŠKODA AUTO a.s. In justified cases, ŠKODA AUTO a.s. (Department PSU – Environmental and Work Protection) decides on their use in specific facilities.
 - If the contractor operates on the plant premises of ŠKODA AUTO a.s. in Kvasiny or Vrchlabí, then ŠKODA AUTO a.s. (Department PSU – Environmental and Work Protection) may request to discuss the activities also with the relevant specialists of these plants, such as with water managers, environmental specialists, safety engineers, etc.

Due to the fact that the effects of the contractor's activities on the environment and working environment, safety and occupational hygiene add to the effects created by ŠKODA AUTO a.s. and other contractors, ŠKODA AUTO a.s. reserves the right to decide on enabling such activity and on determining restrictive conditions prior to the contractor's commencement of activities or their change.

7. Energy management

- the location of the contractor's workplaces on the premises of ŠKODA AUTO a.s, including intended interventions into buildings and areas, and a contract (agreement) on energy supplies and the method for calculating the payments for their consumption to ŠKODA AUTO a.s (the PPB/1 department, see Article VI of the lease agreement and Annex No. 2 – energy consumption) so that it is possible to verify whether the use of the buildings and areas is linked with the obligation to measure and monitor energy consumption on a regular basis,
- if the contractor is going to be operating on the premises of the ŠKODA AUTO plants in Kvasiny or Vrchlabí, ŠKODA AUTO a.s.(the PSU department – Environmental and Work Protection) may require that activities be also discussed with the respective specialists of these plants, especially the energy management system representatives, etc.,
- an overview of all machines, equipment and activities that the contractor will be using when operating at ŠKODA AUTO a.s. that may affect energy consumption (electricity, natural gas, heat, compressed air),



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- including their respective technical parameters and measures to reduce their negative impact on consumption,
- a plan for training their employees operating on the premises of ŠKODA AUTO a.s. on the topic of efficient energy management for the premises where they will be operating.

VI.

Occupational Health and Safety (OHS)

Health and safety requirements are given in the document entitled 'Binding conditions and regulations of occupational health and safety for business partners supplying services in ŠKODA AUTO production plants', which is part of the documents placed on the website for our trading partners at vwgroupsupply.com.

VII.

Breach of contract

Failure to consult the subject of the contractor's operations on the premises of ŠKODA AUTO a.s. or violation of generally binding regulations or internal regulations of ŠKODA AUTO a.s. in the protection of the environment or working environment or occupational safety and health is considered a gross breach of contract, on the basis of which ŠKODA AUTO a.s. may withdraw from the contract.

In Mladá Boleslav on 1st December 2022

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