

Document title:

Rules for Suppliers Performing Work at Aalborg Portland

Document no.:

I-5109 EN

This document is accessed via a link from AP's website. AP Marketing must be informed of updates.

1. Purpose

This instruction explains the rules that suppliers and their employees must follow when entering and working at Aalborg Portland (AP).

2. Scope

These rules apply when entering or working at Aalborg Portland (AP).

3. Responsibility

Suppliers and their employees must follow Aalborg Portland's safety rules and all other applicable rules whenever they are on or working at AP.

4. Contents

Preparing access to Aalborg Portland

Before suppliers and their employees can enter AP, they must complete AP's online site induction using the link provided.

Requirements for workwear, vehicles and training

- Supplier employees carrying out work at the plant must wear workwear displaying the supplier's logo/company name.
- Safety helmets, safety glasses, high-visibility clothing (Class 1) and safety footwear are mandatory at the plant.
- Guests making short visits to the plant may borrow a helmet, safety glasses, safety footwear and a high-visibility vest. The supplier must provide personal protective equipment for its own employees.
- Vehicles must display a company logo or, alternatively, the company registration number (CVR no.).
- Supplier employees must have the training required to perform their work. Supporting documentation must be available on request.
- When employing foreign labour, documentation must be available showing the Danish Working Environment Authority's recognition of courses where required and confirming registration in accordance with applicable legislation.

Access to Aalborg Portland

- All access to the plant must be registered at the gatehouse or reception if an access card has not been issued. Access to the plant requires a personal appointment with an Aalborg Portland employee. Suppliers and their employees must state the name of this AP contact person.
- If employees have not completed the site induction before their first attendance, it may be completed at reception or the gatehouse, after which a personal access card will be issued at reception. The access card must be worn visibly. It is not permitted to admit other persons using your personal access card.
- Persons and goods entering or leaving the fenced plant areas must pass through the gatehouse. On completion of the work, all sign-out must also take place at the gatehouse.

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- Persons under the age of 16 are not permitted to enter the plant unless special permission has been granted by management. Couriers with direct business at the warehouse or laboratory building are exempt.

The gate is staffed Monday to Friday from 05:00 to 19:00 and Saturday to Sunday from 07:00 to 19:00. Outside these hours, the gatehouse can be contacted by telephone on +45 25 18 60 36 / +45 98 77 71 72 to agree the task and opening of the gate.

Access to Aalborg Portland's landfill

AP operates its own landfill, which is covered by Aalborg Portland's environmental permit and applicable legislation. Supplier employees handling materials at the landfill must hold a valid Class B certificate in accordance with applicable legislation. This does not apply to suppliers who only transport materials to or from the landfill.

Access to Aalborg Portland's port area

Access to and from the port area must be via Gate 3 or Gate 4A for pedestrians. See the map [D-5108 Access to Plant Areas](#)

Inspection

All persons on AP premises must, upon request, state the reason for their presence.

The gatehouse may carry out random inspections of any vehicle passing through the AP gatehouse or found on the plant premises.

During an inspection, access may be requested to the vehicle cab, passenger compartment, boot and/or load platform. The driver and passengers must, upon request, present access cards or documentation, or provide a satisfactory explanation for the presence of any items.

Traffic on Aalborg Portland premises

The Danish Road Traffic Act applies throughout AP premises. However, the maximum speed is 30 km/h and 15 km/h in designated areas.

Private cars are not permitted. Parking is only allowed in designated parking areas.

In areas with marked pedestrian and cycle paths, these must be used. In unmarked areas, pedestrians and cyclists must comply with the Danish Road Traffic Act. However, pedestrians and cyclists must give way to motorised vehicles.

Occupational health and safety information during work activities

"D-5101 AP Basic Safety Rules" must be observed.

- Companies that regularly perform work at AP are expected to participate in scheduled safety meetings with AP representatives.
- Relevant Danish legislation and the instructions and guidelines issued by the Danish Working Environment Authority must be followed at all times.
- If the work requires modifications to technical installations or structural elements, the AP contact person

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- If welding, angle grinders, cutting torches or other tools generating smoke or heat are used, AP's rules for hot work must be observed.
- Local exhaust ventilation must be used for welding and cutting. If the extraction is not effective, supplied-air respiratory protective equipment must also be used. The supplier must provide the extraction equipment.
- All safety signage must be observed.
- In designated areas, hearing protection and dust masks are mandatory.
- The work area must be left tidy and clean, with safety measures equivalent to those in place when the area was handed over. AP may arrange cleaning and tidying at the external company's expense.
- Where a cleaning plan has been prepared, it must be followed.
- Alcohol and intoxicating substances are prohibited. Reference is made to the general policy on alcohol and intoxicating substances.
- Smoking is prohibited in all AP buildings, in vehicles and in areas where no-smoking signs are displayed due to fire risk. Violations will result in immediate removal from the premises.
- Further information or questions should be addressed to the AP contact person named in the agreement.

Emergency notification

In the event of an accident or fire, the alarm **MUST** be raised in cooperation with the gatehouse. Remember to send a person to the gate to direct emergency services to the incident location. Call 112 and the gatehouse on +45 25 18 60 36 / +45 98 77 75 50.

Environmental incidents

- In the event of an environmental incident, e.g. a major spill entering the sewer or fjord, contact the gatehouse immediately.
- All spills must be contained and collected.
- All accidents, near misses and environmental incidents must be reported by email to the AP contact person no later than the end of the working day.

Confidentiality

All work and deliveries to AP are subject to the following conditions:

- Photography is not permitted anywhere on AP premises.
- Images or other information concerning AP's plant or other activities must not be published. This includes, for example, internal communications, brochure material and statements to the media.

CCTV surveillance

CCTV surveillance is in operation at Aalborg Portland. The processing of personal data in this connection is carried out in accordance with applicable GDPR legislation and Aalborg Portland's current personal data policy, available here: <https://www.aalborgportland.dk/gdpr/>.

Removal of items

- Items, including materials and consumables collected from AP's warehouse, as well as discarded materials from plant or work areas, must not be removed from the premises without written approval

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- Immediately after completion of the work, surplus materials and consumables must be returned to the warehouse or project manager.

Waste

- Chemicals purchased by subcontractors must be disposed of by the subcontractor.
- When delivering chemical waste originating from AP's plant, warehouse personnel must be contacted. If AP containers are used for waste disposal, the instructions displayed on the containers MUST be followed.

Facilities

- Suppliers and their employees have access to the AP canteen. The access card may be used for canteen purchases.
- Suppliers must provide changing and shower facilities for their own employees.

5. Supporting documents

- [D-5101 AP Basic Safety Rules](#)
- [D-5108 Map - Access to Plant Areas](#)

6. Reporting and filing

- Call 112 and the gatehouse in the event of a major accident/fire.
- Call the gatehouse in the event of an environmental incident.
- Inform the AP contact person before leaving the workplace.