

## **FIRE SAFETY TRAINING MATERIAL**

The National Fire Safety Code and the Fire Safety Policy of Novomatic Hungária Ltd. shall apply to the employees of external service providers, contractors or enterprises working on the premises of Novomatic Hungária Ltd. The **contractor** or the **head of the enterprise** is solely responsible for the compliance with these regulations.

The contractor or the head of the enterprise shall be entirely (100 %) responsible for any fire and fire-related consequences (or injuries) that may occur during the work. External companies and contractors shall only access the premises of NOVOMATIC Hungária Ltd. in Veszékény for work purposes after having read the training material. Persons entering the premises are required to declare and certify that they have received fire safety training from their employer on the work processes to be carried out.

### **An external contractor entering the premises is obligated to:**

- perform any work involving a fire hazard only with a valid fire safety certificate, the relevant certificate must be presented on site,
- carry out a fire hazardous work process on the premises of NOVOMATIC Hungária Ltd. only after completing the form " Permission to carry out fire hazardous activity", attached as Annex no. 3 of the "Fire Safety Policy",
- if the work process involves dust or smoke, the representative of NOVOMATIC Hungária Ltd. in charge of the supervision of the work must be consulted in order to prevent the possible activation of the fire alarm system,
- the quantity of flammable liquids required for the work must be arranged with the representative of NOVOMATIC Hungária Ltd,
- during work, the exits, extinguishers and fire hydrants must not be blocked, not even temporarily,
- in the case of a fire alarm, the premises of NOVOMATIC Hungária Ltd. must be evacuated immediately by using the designated routes,
- a fire alarm is announced with a siren,
- Smoking is only allowed on the premises of NOVOMATIC Hungária Ltd. in the designated area of the courtyard.
- In the event of a fire or a fire hazard, you must proceed in accordance with the following:
  1. report the fire without delay, first of all, by contacting the representative of NOVOMATIC Hungária Ltd. assigned to supervise the work or, if necessary, the professional fire brigade at 112,
  2. alert the occupants of the premises or building.

### **The fire alarm and damage alarm shall include the following:**

- the exact location (address) of the fire or damage, the name of the premises
- what material is on fire, what damage has occurred, what is at risk,
- whether human life is endangered,
- name of the person reporting the fire, telephone number from which the fire was reported,

## OCCUPATIONAL SAFETY AND HEALTH TRAINING MATERIAL

With respect to the employees of external service providers, contractors or enterprises working on the territory of NOVOMATIC Hungária Ltd., the contractor or the head of the enterprise is solely responsible for compliance with the provisions of the Occupational Safety and Health Act, for safe working conditions that do not endanger health and for safe working in accordance with the same. The service provider, the **contractor** or the **head of the enterprise** shall bear 100% of the responsibility for any accidents that may occur during the work and their consequences (or injury).

External companies and contractors are only allowed to enter the premises of NOVOMATIC Hungária Ltd. in Veszékény for work purposes after having read the training material. Persons entering the premises must declare and certify that they have received occupational safety and health training from their employer on the work to be carried out.

### Requirements for external contractor entering the premises:

- the tools, personal protective equipment and other equipment required for work shall be provided by the external contractor or enterprise to its employees working on the premises of NOVOMATIC Hungária Ltd., who shall also be responsible for their safety and compliance,
- Must obey the speed limits while driving a motor vehicle on the premises of NOVOMATIC Hungária Ltd. and shall drive with utmost care to the designated parking place,
- Must stay only in the area designated for work purposes,
- Movement of forklift trucks can be expected on the premises,
- During the work, the external worker must not endanger the physical integrity of the employees of NOVOMATIC Hungária Ltd,
- Must perform work in a condition suitable for safe work and in compliance with the safety regulations (a condition suitable for work when an external worker has the situational awareness and reflexes expected of them - is not under the influence of alcohol, drugs or any medicines - as professional and safety knowledge and can apply it.)
- Must have the ability to check the condition of the work equipment provided and to use it in accordance with the employer's instructions,
- Must use the personal protective equipment provided by his employer in accordance with its intended purpose,
- Must wear such clothing at work that does not endanger their health or physical integrity,
- Must maintain order, discipline and cleanliness at work.
- Must acquire and comply with the knowledge necessary for safe working practices,
- Must eliminate or report immediately to the person supervising the work on behalf of NOVOMATIC Hungária Ltd. any dangerous irregularity in the manner expected of them, and
- Must immediately report any accident, injury or illness to the person supervising the work on behalf of NOVOMATIC Hungária Ltd,

Herángli Ferenc  
Fire and occupational safety officer

## **ENVIRONMENTAL- AND ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) TRAINING FOR VISITORS, CONTRACTORS, PARTNERS AND WORKERS ENTERING THE SITE.**

### **TRAINING OBJECTIVE**

The training material describes the main environmental protection rules to be observed on the site and the key elements of an environmental management system. Visitors and contractors must be accompanied at all times when visiting the site.

### **VISITORS**

Having mastered the educational material, all visitors are required to sign the entry register at the entrance to confirm that they have read and understood the training material and that they will comply with the regulations during their stay.

### **CONTRACTORS PERFORMING WORK**

- After mastering the educational material, all partners and contractors performing work are required to sign the entry register at the entrance to certify that they have read and understood the training material and are performing their work accordingly.
- The competent manager or representative of the contractor company performing the work must also fill in the "Logbook of external contractors", attached as *Annex 1*.

### **WASTE MANAGEMENT**

- The contractor shall always collect waste generated during the work separately and shall ensure its proper collection and disposal.
- The removal of municipal waste is provided by NOVOMATIC Hungária Ltd..

### **HANDLING HAZARDOUS SUBSTANCES**

- Always read the Safety Data Sheets before working with hazardous substances!
- Hazardous substances may only be brought into the area with a Safety Data Sheet.
- Pay attention to the pictograms that indicate danger!
- If required, use personal protective equipment!
- Hazardous substances must be stored in compliance with the regulations.
- In the event of an accident, spillage must be immediately replenished and reported to the relevant contact person.

### **WATER MANAGEMENT**

- When you work with hazardous substances, make sure that they do not end up in drains or fresh water.
- Pay special attention to water consumption!
- In the event of a problem or accident, notify your contact person immediately.

### **ENERGY MANAGEMENT**

- Pay special attention to the conscious energy use during your work!
- Do not leave machines or devices switched on when you are not in operation.
- Use energy sensibly on the premises (e.g. use of air conditioning, lighting, switching off machines).

## **AIR QUALITY PROTECTION**

- Be careful not to pollute the air when carrying out your work!
- Pay special attention to the maintenance of your equipment, due to possible pollution.
- In the event of a problem or accident, notify your contact person immediately.

## **ENVIRONMENTAL MANAGEMENT SYSTEM (MSZ EN ISO 14001:2015)**

NOVOMATIC Hungária Ltd. is going to implement an environmental management system at its site in Veszékény in 2024. The purpose of the environmental management system is to provide a framework for the organisation to protect the environment and respond to changes in environmental conditions, balanced with social, economic needs and production, business strategy.

Compliance with the rules and regulations established in relation to the system is mandatory for all persons working on the premises.

Certification is carried out annually by an external certifying body, during which the work of partners may also be inspected.

## **ENVIRONMENT POLICY**

Company has formulated an environmental policy, which provides a framework for setting targets in line with the strategic direction.

## **EMERGENCY RESPONSE**

The partners must report emergencies and help to resolve them.

## **MONITORING AND MEASUREMENT**

The company is entitled to monitor the performance of the partner or contractor, and to check that the rules of work are being complied with, thereby improving its own performance.

## **INTERNAL AUDIT**

Prior to the certification audit, the company conducts an internal audit once a year to monitor the operational conformity and effectiveness of the management system. Colleagues with internal audit qualifications carry out internal audits in all the areas and make notes of any non-compliances. An internal audit report is also issued on the audits.

Internal audits may also cover the supervision and performance of contractors.

Veszékény, 09.12.2023. (Revision 00)