

GOOD ENVIRONMENTAL & HEALTH AND SAFETY PRACTICES

The Imprensa Nacional – Casa da Moeda, S.A. (INCM) requires all of its workers, as well as any suppliers that have access to its facilities for any reason, to follow the environmental & health and safety rules while performing their activities.

The INCM aims to achieve, among others, the following objectives in this area:

- Preventing pollution by reusing, recycling and reducing waste instead of simply eliminating it, according to the legislation in force;
- Minimising the environmental impact caused as a result of their activities;
- Minimising the dangers and assessing the risks involved with their activities;
- Ensuring that any environmental legislation that applies to their activity is fully complied with;
- Involving all workers, suppliers and customers in following environmental rules;
- Requiring all workers and anyone else who uses the company’s physical space to comply with all the Safety Regulations that are in force;

The Environmental & Health and Safety Rules (RBP) have been established as a result of these objectives. They must be followed by all of the INCM’s suppliers and service providers who use their facilities as part of the contractual relationships established between both parties, under the following terms and conditions:

I. GENERAL PROVISIONS

1. For the purposes of this present document, a “visitor” is defined as any contracted or subcontracted supplier or service provider who has access to, or uses INCM’s facilities for any activity, which must be carried out in accordance with environment & health and safety legislation in force.

2. Those visitors who intend to use INCM's internal equipment to perform any activity, or provide any service inside the company's facilities, must acquire the necessary authorisation beforehand from the INCM's internal service where this activity or service will take place.
3. Any and all questions or clarifications related to the provisions in this document should be directed to INCM, which is responsible for overseeing compliance.
4. For the purposes of previous paragraph, the following contact details may be used: e-mail address: ambiente@incm.pt; telephone: 21 781 07 00.
5. When using any internal equipment provided by INCM, visitors must follow their respective use regulations.
6. Visitors commit to disclose this document to all of it's workers who have access, or are expected to have access, to the INCM's facilities.
7. Visitors commit to present evidence of the training records of the workers who have access, or are expected to have access, to INCM's facilities, whenever required by INCM.

II. WASTE

8. INCM adopts a waste disposal system, which consists on depositing waste in proper containers, as defined on previous existences and identified according to the European Waste Catalogue (EWC) code.
9. Visitors commit to separate all waste that they produce during the time spent at INCM's facilities, and to deposit them in adequate places for that purpose, according to the contractual clauses.
10. Visitors must dispose of waste belonging to them or the INCM in accordance with current legislation. All damages and penalties resulting from non-compliance with this legislation will be incurred by the visitors.

11. It is expressly prohibited to dump any type of waste, chemical products or contaminated materials on the ground or drainage networks, or to deposit them in containers that are not designated for that purpose.

III. PROHIBITED PRODUCTS

12. While carrying out any activity inside INCM's facilities, visitors must exclusively use products that comply with the applicable legislation in force about human and environment harmful substances.
13. Before any task is executed, INCM can demand a list of all products and chemical substances, among other items, that the visitor intends to use and/or apply during the respective time that they spend at the company's facilities.
14. For the purposes of the previous paragraph, this list must specifically contain the following information: the product's specifications, its volume and Material Safety Data Sheet.
15. All materials or products belonging to visitors that require a "Material Safety Data Sheet" must be labelled and transported in a suitable way.
16. Whenever visitors need to store any of their products or materials, INCM will inform them about the place(s) that is(are) suitable for this purpose. However, they must be informed beforehand about any specific storage or containment mechanisms or any other types of control that needed.

IV. EFFLUENTS

17. It is expressly prohibited to discharge effluents into the drainage network or onto the ground.

18. Any work that can generate washing effluents as a result of washing operations or hazardous substance spills must only be carried out in areas that INCM makes available for this purpose.

V. INDIVIDUAL PROTECTIVE EQUIPMENT

19. All visitors and respective workers must possess suitable protective equipment, sufficient and in good condition, in accordance with legislation in force.

VI. TRAFFIC

20. Before being allowed to enter the facilities, any driver of a visiting vehicle must identify himself to the security services located in the access area.
21. Visitors must follow the traffic rules set out in the Highway Code, and must follow the entrance and exit directions at the facilities.
22. Visitors must observe the following rules when parking their vehicles: i) Do not obstruct access routes, movement areas or emergency exits; ii) Do not block access to the different areas of the company or to the emergency protection equipment; iii) Park with the front of the vehicle positioned towards the exit way, for safety reasons.

VII. SIGNS

23. It is mandatory to comply with the instructions displayed on any sign inside the INCM.
24. Visitors must supply all appropriate warning signs, approved by the INCM, under terms to be agreed on by the parties. These signs must be used under all circumstances, for all the potential dangers that could be posed by the activity to be carried out.

25. The signs mentioned in the previous paragraph must identify the types of danger that could be posed by the work to be carried out.
26. Warning signs must be illuminated whenever necessary and can only be removed after work has been completed and/or when there is no longer any possibility that any dangerous situation will occur.

VIII. NON-COMPLIANCE

27. Visitors will be held responsible for any direct or indirect damage that they cause to INCM or its workers, as a result of not having observed either the provisions set out in the present document, or the legislation in force to regulate the matter.
28. If it can be proved that visitors have not complied with environment & health and safety legislation in force, or with the statutes set out in this document, INCM can terminate their contracts at any time. In these cases, they will not have the right to claim payment of any compensation.

Lisbon, 18th may 2021

Imprensa Nacional – Casa da Moeda, S.A.
The Administration

DECLARATION OF ACCEPTANCE

Name/Business Name:

Contract signed with INCM
(if applicable)

Contract date
(if applicable)

The company identified above hereby declares, for all due legal purposes, that it fully accepts the conditions set out in the INCM's The Environmental & Health and Safety Rules (RBP) and that it undertakes to abide by them, and transmit them to its employees, during the time that they spend at the INCM's facilities and/or for the entire duration of the contract that both parties have entered into.

Date:

Signature: