



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 current legislation on the environment & health and safety.
2. Those visitors who intend to use the 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 the Director of Quality and Engineering Laboratories (QEL), including the Quality System and Environment (SQA), which is responsible for overseeing compliance.
4. For the purposes of that shown in the above clause, the GQA’s contact details are as follows: Telephone: 21.781.07.00; Fax: 21.781.07.29; e-mail address: sqaambiente@incm.pt.
5. When using any internal equipment provided by the INCM, visitors must follow the respective regulations for its use.
6. Any workers who have access, or are expected to have access, to the INCM’s facilities will be notified about this present document and provided with information on its contents by the visitors.
7. This present document must be filled in and properly signed and sealed before being handed into the INCM’s Purchasing Directorate (DCP) along with the “Declaration of Acceptance” shown in Appendix I.
8. Visitors agree to present evidence of the training records of the workers who have access, or are expected to have access, to the INCM’s facilities.

II. WASTE

9. Visitors agree to separate all of the waste that they produce during the time that they spend at the INCM's facilities, and to deposit it in the places that the INCM designates for this purpose.
10. The INCM will provide explanations to visitors about the waste disposal system that they have adopted, which consists of depositing pre-existing and identified waste in suitable containers, in accordance with current European Waste Legislation codes.
11. As regards situations that are not covered by the waste disposal system referred to in the previous clause, the INCM will inform visitors about the procedures that should be followed, depending on the activities to be carried out.
12. 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.
13. It is expressly prohibited to dump any types of waste, chemical products or contaminated materials on the ground or in drainage networks, or to deposit them in containers that are not designated for this purpose.

III. PROHIBITED PRODUCTS

14. While carrying out any activity inside the INCM's facilities, visitors must exclusively use only those products that comply with the legislation that applies to substances that are harmful to humans and the environment.
15. Before any task is executed, the INCM can demand a list of all the 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.

16. For the purposes of the previous paragraph, this list must specifically contain the following information: the product's specifications, its volume and its respective safety information sheets.
17. All materials or products belonging to visitors that require a "Safety Sheet" must be labelled and transported in a suitable way.
18. Whenever visitors need to store any of their products or materials, the 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 need to be used.

IV. EFFLUENTS

19. It is expressly prohibited to discharge effluents into the drainage network or onto the ground.
20. Any work that could create effluents as a result of washing operations or hazardous substance spills must only be carried out in areas that the INCM makes available for this purpose.

V. INDIVIDUAL PROTECTIVE EQUIPMENT

21. All visitors and respective workers must possess a sufficient quantity of suitable protective equipment in good condition, in accordance with current legislation.

VI. TRAFFIC

22. 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.

23. Visitors must follow the traffic rules set out in the Highway Code, and must follow the entrance and exit directions at the facilities.
24. 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) Do not leave the car parked with the engine running

VII. SIGNS

25. It is obligatory to comply with the instructions displayed on any sign inside the INCM.
26. Appropriate warning signs, approved by the INCM, must be supplied to visitors 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.
27. The signs mentioned in the previous paragraph must identify the types of danger that could be posed by the work to be carried out.
28. Warning signs must be illuminated whenever necessary. They 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

29. Visitors will be held responsible for any direct or indirect damage that they cause to the INCM or its workers, as a result of not having observed either the provisions set out in this present document, or the legislation that is in force to regulate the matter.
30. If it can be proved that visitors have not complied with current legislation on the environment & health and safety, or with the statutes set out in this document,

the INCM can terminate their contracts at any time. In these cases, they will not have the right to claim payment of any compensation.

Lisbon, 22th of october 2012

Imprensa Nacional – Casa da Moeda, S.A.

The Administration

A handwritten signature in black ink, appearing to be 'D. Lino', with a long horizontal flourish extending to the left.



APPENDIX I (DECLARATION OF ACCEPTANCE)

Name/Business Name

Contract signed with the INCM,
(applicable case)

Contract date,
(applicable case)

The company identified above hereby declares, for all due legal purposes, that it fully accepts the conditions set out in the INCM's Environmental & Health and Safety Rules 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: