

Document title:

OSH CONTRACTOR AND TRANSPORTER MANAGEMENT MANUAL

REVISION STATUS

Issue No.	Date	Reason of Revision	Prepared by	Approved by
1	12/01/2011	Integrated System (Initial issue of the Occupational Safety and Health Management System)	Production Plant Manager Zhaklina Stamboliska Head of Purchasing Section Gabriela Boshkovikj	Chief Executive Director Antonios Nikolopoulos
2	01/01/2020	Major changes	OSH Manager Ivan Angelov Head of Legal Section Maja Jakimovska	Chief Executive Director Boris Hrisafov

This copy:	IS	<input checked="" type="checkbox"/>	CONTROLLED	No.:
	IS NOT	<input type="checkbox"/>		

1 PURPOSE

For the purpose of attaining the Vision of Cementarnica USJE AD Skopje pertaining to **Zero Injuries at the Workplace**, all of the Company employees, contractors, subcontractors and transporters are to meet the following **objectives stipulated in the process of managing contractors, subcontractors and transporters of Cementarnica USJE AD Skopje (hereinafter the Company)**:

- ✓ Only qualified, authorized and trained persons are to be engaged as contractors, i.e. subcontractors or transporters.
- ✓ The Company is to implement an equity-focused system of evaluation and auditing of the performance of the contractors, subcontractors and transporters and take it into consideration when awarding the contracts.
- ✓ The contractors, subcontractors and transporters fully understand and abide by the occupational health and safety requirements set out in this Manual and in the other relevant written and oral instructions given by the persons in charge of the Company.

For the purpose of attaining the afore-stated and other OSH related objectives, the Company has adopted the following Occupational Safety and Health Vision and Policy:



Occupational Safety and Health

VISION AND POLICY

For the purpose of attaining the Vision pertaining to healthy work environment free from any incidents, injuries and accidents,



Needless to say, we comply with the local legislation and all directives related to occupational safety and health.



We are committed to do our best to safeguard the health and safety of all our direct and indirect employees in all activities where we have management control.



We aim at continuous improvement of our health and safety performance by managing it as our top Business Priority.



We manage health and safety as an integral system of goals, with clear responsibilities and accountabilities.



We continuously strive to embed safe and sound behavior throughout the organization in our everyday activities and to create an environment in which everybody and all of us are responsible for our own and our colleagues' safety.



All employees are expected to follow safe-work practices, obey rules and regulations and work in a manner that upholds the high safety standards developed and endorsed by the Group.



We use our influence to the best of our ability to persuade our suppliers, contractors and third parties to adopt a similar Occupational Safety and Health Policy.



We willingly engage with stakeholders and third parties who may seek our advice.



Dimitri Papaleksopoulos

Manager of TITAN Group

2 DEFINITIONS USED IN THIS MANUAL:

Contractor: A legal entity with which the Company has entered into a service contract or which is engaged in the performance of certain works/services in the interest of and on behalf of the Company on the basis of an Order and/or Contract.

Subcontractor: A legal entity engaged by the Contractor to perform works/services with reference to the Contract/Order on the basis of which the Contractor has been engaged by the Company. The Contractor is fully responsible for the operation of the subcontractor. The engagement of a subcontractor must be approved in writing by the Company.

Transporter: A legal entity with which the Company has entered into a contract for the transport of goods in the interest and on behalf of the Company on the basis of an Order and/or Contract.

Other Transporter: means a transporter engaged by the Transporter.

All of the above entities are hereinafter referred as **Contractors**.

Company - Cementarnica USJE AD - Skopje

OSH – Occupational Safety and Health

Persons in charge:

- Persons in charge of the Company are: (a) Persons employed in the Company, designated as persons in charge of overseeing and controlling a particular work/service by the Contractors, or (b) a legal or physical person contractually engaged by the Company for the purpose of performing control over the performance of a particular work/service provision.
- Persons in charge of the Contractors are legal or physical persons employed or contractually engaged by the Contractors for the purpose of performing control over the work of the Contractors.

OSH Coordinator: provided that works are performed both by employees working for the Company and for the Contractor (one or several) and that they share the same work space, an OSH Coordinator is to be assigned by the Company.

Trained person: A person who has attended and passed the induction OSH training and has received an identification badge, as well as attending specific trainings on safe operation in performing the agreed activity.

PPE: Personal Protective Equipment - equipment that the Contractor is obliged to procure, distribute to its employees, and train them for its proper use.

3 SCOPE OF APPLICATION AND RESPONSIBILITIES

This Manual shall be applicable in all organizational units within the Company and by all Contractors. Those responsible for the implementation of this Manual are as follows:

- All Managers,
- All Heads,
- Civil Construction Coordinator,
- Foremen,
- Members of the Subcommittee for Contractor Management from the aspect of OSH,
- OSH Experts,
- Audit teams
- Contractors' employees

This Manual shall not be applicable to persons engaged by the Company for provision of consultative and any other intellectual services provided that the services are not related to any movement in the production section of the Company.

4 PROCESS OF CONTRACT AWARDING

4.1 Pre-selection

All new Contractors, prior to being hired, that is, prior to service provision, undergo a pre-selection process in conformity with Procedure P.410 - Supplier Evaluation. Those Contractors that fail to meet the pre-selection requirements will not be included in the Company's shortlist of potential suppliers.

4.2 Procurement of services

The process of procurement of services by the Company is governed by Procedure P.420 – Procurement. It is hereby stipulated that the persons in charge of the Company are to foresee and specify the risks involved in making the procurement request.

4.3 Preparation, approval, signing and verification of a Service/Transport Contract (hereinafter the Contract)

Pursuant to the criteria set out in Procedure P.420 - Procurement, each Contractor is to enter into a contract with the Company prior to commencement of work or service provision. The preparation, approval, signing and verification of contracts is performed in accordance with Procedure P.420 - Procurement and Guidelines for Contracts for the Procurement of Goods and Services and Annexes thereto I1-P.420.

The general terms and conditions for the procurement of goods and services in Cementarnica USJE AD Skopje are available at http://www.usje.com.mk/General_terms_for_procurement_of_goods.pdf and this Contractor Management Manual, available at [http://www.usje.com.mk/I2-P.1810-Contractor and Transport Management Manual.pdf](http://www.usje.com.mk/I2-P.1810-Contractor_and_Transport_Management_Manual.pdf) , and they are constituent parts of the Service Agreement.

Prior to submitting a bid and entry into a Contract, every Contractor is obliged to read thoroughly and examine the Company requirements set out in the General Conditions and in this Manual.

4.4 Collection and verification of documents prior to contract implementation

The Procurement Officer in coordination with the persons from the technical services secures the following documents from the Contractor either as paperback documents or electronically via email:

Document Title	Compulsory/ If Necessary	Submitted to
List of personnel to be directly engaged in the performance of the contractual obligations accompanied by an employment certificate for the personnel on the list	Compulsory	The OSH Sector prior to commencement of work. Renewed on an annual basis
Certificate of completed OSH training issued by an authorized company	Compulsory	The OSH Sector prior to commencement of work.
Person in charge of occupational safety and health and contact details	Compulsory	The OSH Sector prior to commencement of work.
Plan on safe performance of works	In conformity with the rulebook on mobile construction sites and the Rulebook of TITAN Group	The OSH Sector prior to commencement of work.
Proof of qualification of the personnel and/or the Contractor (for example work at heights, welding, electrical engineering, transport licenses, forklift operators, hoist crane operators, etc.)	If necessary	The OSH Sector and the Technical Service prior to commencement of work.
Equipment certificates, vehicle registration licenses, etc.	Compulsory	The OSH Sector prior to commencement of work. Renewed on an annual basis
Work Plan	If necessary	Technical Service

The afore-stated documentation is to be submitted within three days at the latest prior to the commencement of works and is to be kept within the Contractor's File.

5 INTRODUCTION TO THE CONTRACT

Following the submission of the documentation set out in 4.4 and upon the completion of all OSH trainings set out in 8.1, there might be additional introduction to the subject work depending on the activity. Namely:

In the realization of projects – The Technical Service/Requestor are to fill in and sign Minutes with reference to the transfer/ introduction to work and keep a construction log.

Regular maintenance of the equipment – There is no need for introduction to work concerning each activity.

Transport – The transporter is regarded to have been introduced once the loading order has been issued.

6 MONITORING THE IMPLEMENTATION OF THE CONTRACTUAL ACTIVITIES

6.1 Work Permits

The company has introduced a Work Permit System for the purpose of notifying all parties involved and defining OSH related measures. The verification of these permits is performed by the Company's Plant/Sector Manager, the Company's work organizer and by the direct executors (employees of the Company or of the Contractor).

The permits are signed by the afore-stated persons in charge:

- Prior to commencing the activity thus verifying that dangers and hazards have been identified, appropriate measures have been undertaken and that safe conditions for commencing work have been secured.
- Upon completion of works: (a) at the end of each working day thus ensuring that the work area has been cleared of debris, unnecessary materials and tools, that the area remains confined and secured for unauthorized persons to enter; and (b) once all the activities have been completed ensuring that the work area has been restored to its original state, defining the condition of the machinery and equipment (whether the machinery is operational or whether further intervention is required, whether there are bans, etc.).

No work, apart from transport and intellectual services, may commence without the appropriate work permits being issued and verified.

6.2 Daily controls of the Contractors' work

The managers and foremen are responsible for the daily monitoring of the Contractors' work within their department and they are to respond immediately should they notice any irregularities in the performance of any Contractor. Furthermore, they are obliged to perform the checks in conformity with the Safe Work Plans, if any, and in the absence of such a plan, they are obliged to perform them pursuant to the issued OSH licenses, policies, procedures and instructions of the Company.

All Company employees are entitled and obliged to perform scheduled or random checks of the Contractors' safe operation and to submit oral or written reports or forms thereon.

6.3 End-of-works checks

The persons in charge of the Company are responsible for carrying out end-of-work checks. The final checks include the following activities:

- Verification of the equipment integrity from a safety and technical aspect (to establish whether the equipment has not been unauthorizingly modified and that all the necessary protection devices are in their right position, such as protection of joints, drums, fences, platforms, etc.)
- Verification of the workspace tidiness and orderliness following the completion of works

7 KEY POLICIES, PROCEDURES AND INSTRUCTIONS RELATED TO OCCUPATIONAL SAFETY AND HEALTH

Upon the initial engagement of the Contractors by the Company, the OSH Sector shall familiarize them and shall present them with copies of the relevant OSH related procedures and instructions referring to their respective scope of work. The following Company documents (Instructions and Procedures) are a constituent part of this Manual:

- ✓ I1-P.1820 – Work at Heights
- ✓ I2-P.1820 – Safety Guidelines for Intervention on Machine s

- ✓ I3-P.1820 – Hot Works
- ✓ I4-P.1820 – Marking the Work Area
- ✓ I6-P.1820 – Guidelines for Work in Confined Space
- ✓ I7-P.1820 – Safe Work Using Ladders
- ✓ I8-P.1820 – Safe Driving
- ✓ I9-P.1820 – Devices and Measures for Protection Against Machine Operation
- ✓ I14-P.1820 - LOTOTO
- ✓ I15-P.1820 – Work Permit

8 INTERNAL TRAINING OF THE CONTRACTORS' PERSONNEL

8.1 Induction training for new Contractors or new Contractor personnel

The Technical Service/the procurement requesting party in cooperation with the OSH Sector schedules the training period with reference occupational safety and health for all of the Contractor's employees engaged for the first time. The induction training shall be conducted in conformity with a previously defined Training Program, the Safe Work Plan (if any) and pursuant to the specifics of the scope of the Contract/Order.

8.2 Other OSH trainings

The OSH Sector and the technical services arrange scheduled and random trainings for the Company employees and for the Contractors' personnel. The Contractors' personnel are obliged to attend any of the trainings relevant for their activities and operation, as requested by the training organizer.

Provided that a Safe Work Plan has been drawn up, prior to commencement of activities, a training is to be conducted for all the persons engaged in the activity during which the hazards and the OSH measures shall be presented.

The OSH Sector shall keep a record of all trainings conducted for the Contractors' personnel and shall issue an identification badge to the persons that have attended and passed the OSH induction training.

9 REPORTING OF SAFETY INCIDENTS AND IMPLEMENTATION OF PENALTIES

Any Company employee may report unsafe act on the part of the Contractor's personnel. In the event of any major infringements, penalties shall be imposed in accordance with Annex A to this Manual. Any occurring accidents and incidents must be reported to the persons in charge of the Company for investigation purposes and undertaking respective preventive and corrective measures.

It is of exceptional importance that the Contractors report incidents that will contribute to adopting respective corrective measures on the part of the Company for the purpose of preventing their reoccurrence in the future.

10 CONTRACTORS' EVALUATION

The Contractors' Evaluation is used as an instrument to determine whether the Contractor meets the Company's requirements in all respects, including OSH, in performing its annual reviews, in conformity with Procedure P.410.

The OSH Sector conducts an additional in-depth annual evaluation of contractors that work for the Company on a regular basis and perform higher risk activities.

On the basis of the evaluation made, recommendations are given for further actions to be taken (eg. excluding suppliers, meetings with specific companies to agree upon further cooperation, etc.).

11 OTHER CONTRACTORS' RESPONSIBILITIES

Additional responsibilities, regulations and procedures referring to the Contractor's operation are listed hereunder.

11.1.1 Drugs, alcohol and medicine affecting the psychophysical abilities

No person may access the workplace if they are under the influence of alcohol, drugs or other substances affecting the persons' psychophysical abilities. If it is ascertained that certain persons are affected by any of the afore-stated, they are to immediately leave the property of Cementarnica USJE. For the purpose of establishing presence of alcohol, the Company reserves the right to perform alcohol testing using a breath analyzer which is regularly calibrated and certified. The Company policy with reference to alcohol is 0 ‰. Provided that the presence of alcohol is greater than 0‰, the employee will be immediately removed from the Company's premises, and sanctions will then be imposed in line with the Penalty Matrix. The Contractor shall ensure that its personnel comply with the Company's Alcohol and Drug Policy during the performance of their works.

11.1.2 Children at the Company's workplaces

Persons under the age of 18 are not allowed access to the Company's workplace.

11.1.3 Evacuation and rescue

Emergency Management is an integral part of the Induction Training for Contractors. All Contractors must adhere strictly to the guidelines given and actively participate in the evacuation drills organized by the Company.

11.1.4 Workplace orderliness

Contractors that are regularly engaged in or carrying out longer-term projects are to provide accommodation (temporary facilities, containers, etc.) for their employees (changing rooms, place for keeping personal belongings, etc.) as well as a dedicated area for their work equipment and tools outside the factory area (at the end of the truck parking lot) dedicated for this purposes. Getting changed and storing equipment and tools within the factory area is not permitted unless regulated by virtue of a specific Contract.

The Contractor and its employees are responsible for the orderliness and hygiene at the workplace where they perform their activities in order to avoid the occurrence of any hazards.

With reference to the employees' health and well-being, and in the context of the above-stated, the Company allows food consumption only within the factory canteen.

Upon completion of work, the Contractor must clear the workplace and select and dispose of the waste at designated sites inside or outside the factory.

11.1.5 Firearms

All contractors are strictly forbidden to carry firearms on the Company's premises. As an exception to this rule, the carrying of firearms is only permitted to authorized persons from the Security Company in accordance with the national laws.

11.1.6 Personal Protective Equipment Requirements – PPEs requirements

The Company has prescribed rules and regulations pertaining to the use of appropriate PPE. This means that all Contractors, employees and visitors are to wear the necessary PPE at all times during their stay at the Company's workplaces. The basic PPE that is to be worn at all times is as follows:

- Protective footwear with S3 level of protection
- Work uniform consisting of long trousers and a long-sleeved shirt/jacket/blouse with fluorescent strips for better visibility. Provided that there are no such strips, the worker is to wear a reflective vest.
- Protective helmet
- Protective glasses or goggles

In addition to the basic PPE, and depending on the activity, requirements and risk assessment, the workers are to be equipped with and use the following:

- Protective gloves with respective protection
- Respiratory masks (disposable ones or masks/half mask respirators with replaceable filters)
- Full face protective masks
- Hearing protection
- PPE preventing falls from heights (fall arrestors)
- Work uniforms resistant to high temperatures
- Disposable protective suits
- Others.

The Contractors are to secure their workers with the necessary PPE and train them to use them properly.

11.1.7 Tools and equipment

The Contractor is to secure and use its own tools and equipment. They are to be operable and in conformity with the relevant legal regulations and accompanied by operability certificates and operation licenses (if applicable).

The Company may inspect the Contractor's tools and equipment as well as impose a ban on the use of any equipment if it is established that it does not meet the necessary standards and is not safe for operation.

The Contractor may use the Company tools only on condition that permission has been requested and granted from the persons in charge of the Company.

The Contractor must maintain its tools and equipment and provide their safety. Provided that the tools and equipment are to be kept at the site, the Company does not acknowledge any responsibility for their safety.

11.1.8 Vehicles

Vehicles may enter only for the purpose of supplying equipment and materials. The use of vehicles for transport of workers is not permitted. The movement of freight vehicles, mechanization and lightweight vehicles within the factory area shall be in conformity with the Safe Driving Procedure.

12 ENTRY AND EXIT FROM THE WORK PREMISES OF CEMENTARNICA USJE

The Company work premises have certain joint characteristics applicable to all plants/sectors, i.e. departments/services within the Company. These characteristics are as follows:

12.1 Entrance to the Company work premises:

All Contractors, their employees and visitors are to check in and register themselves when entering the Company. This check-in shall be performed at the Company front gate. Upon the check-in and registration of the purpose of the Company visit, they shall be presented with an admission card and an electronic entry card.

The security personnel at the gate shall grant unattended entry only to the Contractors' trained personnel by verifying their identification badge. These workers may directly proceed to their work stations but may not commence work until they receive the necessary work permits by the persons in charge of the Company.

In the event of a new Contractor employee, he/she may not proceed to his/her work station without being presented with the necessary documents set out under 4.4. Additionally, as previously arranged with the OSH Sector, this employee shall be referred to an induction OSH training. Upon the completion of the training, the worker shall be presented with an identification badge thus qualifying himself/herself as a 'trained person'. The employee shall be entitled to this treatment in the course of any subsequent entry to the Company.

All Contractors and employees are limited in their movement within their direct work area. Nevertheless, they may visit the warehouses for tools and materials, as well as the canteen, toilets and the infirmary if needed.

12.2 Exit from the work premises of Cementarnica USJE

Prior to exiting the site, the Contractor and its employees are to clear the area where they have worked. Provided that some equipment is to remain due to the large volume of work, it is to be clearly marked and properly secured so as not to pose any threat to the site.

The Contractors and their employees are to check out and leave their admission card and electronic entry card prior to leaving the site at the end of the working day.

12.3 Levels of entry with reference to the Company work area

There are two levels of entry that may be obtained in order to enter the Company.

a. Fully attended visitor/Contractor – This person has not been introduced to or familiarized with the site and must be fully and continuously attended by a competent Company employee. This person may not enter the Company without the presence of a person attending him/her from the main factory entrance.

b. Unattended visitor/Contractor – This person has been introduced / familiarized by a competent Company employee with the general occupational safety and health regulations, with the necessary personal protective equipment and with the emergency plans pertaining to any potential hazards in the area that he/she is to visit. Unattended persons may be: 1) persons that are not allowed to do any work on the site, and 2) persons that are allowed to do work on the very site prior to which a list of their names has been submitted by their employers with which Cementarnica Usje has entered into a contract.

13 TRANSPORTERS

- The Safe Driving Procedure set out under point 7 must be adhered to.
- All drivers are to register at the factory entrance gate and only the truck's driver shall be granted access.
- All drivers waiting within the factory area are to remain in their trucks until the loading or unloading operations commence.
- All drivers waiting to enter the factory or access the other Company sites are to be in possession of the personal protective equipment stipulated under point 11.1.6 and use it once they get out of the vehicle onto the Company sites.
- When loading packed cement, the drivers are to remain in the driver's cabin or right next to it. Any movement in the immediate vicinity of the trailer of the truck where the loading takes place is forbidden.
- All loads, including the cement loaded pallets, are to be secured and attached prior to being moved from the loading site.
- Failure to meet the afore-stated conditions shall result in non-commencement of loading operations and instigating of a penalty procedure.

- In the event of unloading, the person in charge of the Company is to be contacted and necessary measures are to be undertaken for the purpose of preventing the spillage/leakage of the transported material beyond the designated site.

14 USING THE CANTEEN

The Contractors may use the canteen (located within the factory area) for their own needs. In order to do so, they need to arrange this with the independent company managing the canteen or they can bring their own food and consume it in the canteen.

ENCLOSURE A***PENALTIES FOR THE CONTRACTORS***

Each and every of the Company employees is entitled to and obliged to observe the occupational safety of the external contractors. This may be performed systematically by supervising their work or randomly during the joint presence on the same site. Provided that a Company employee has observed any unsafe operation (hereinafter infringement from the aspect of safety), he/she is obliged to report it to the Occupational Safety and Health Sector. The reporting is to be made in writing by using Form F1-P.1880 – Incident Reporting. Henceforth, the OSH Sector shall instigate the penalty procedure.

Depending on the type of infringement and the frequency (reoccurrence of infringements), the penalty measures may be as follows:

- Warning in writing by the person in charge of the Contractor (in the form of a letter or electronic mail)
- Fine in the amount of 20, 50, 70, 100 or 200 Euros (expressed in Denar counter-value)
- Temporary suspension from work
- Termination of activity, and
- Contract termination.

The imposed fines are taken into consideration in the Annual Contractor Evaluation pursuant to the Company Internal Procedure P.410 Contractor Evaluation. Depending on the imposed penalty measures, the Contractor may be put on a Black List due to its bad evaluation regarding its OSH performance.

Some incidents shall be subject to an in-depth investigation pursuant to the Internal Company Procedure P.1880 Incident Investigation.

The warnings in writing and the fines shall be submitted to the Contractor in a period of 7 days following the occurrence of the incident.

Warning in writing:

Upon the receipt of the Incident Report, the OSH Sector proceeds by recording the report, defining the corrective measures and informing the person in charge of the Contractor in writing regarding the infringement made and about the corrective measures. No substantive evidence or witnesses are required regarding the issuance of the warning. This category of infringements mainly covers the first incidents in the year by a Contractor employee due to:

- Failure to wear the compulsory PPE depending on the site and activity being undertaken
- Commencement of operation on the part of the Contractor employee prior to attending the respective induction training by the OSH Sector within USJE
- Jeopardizing the safety of the other employees as a result of:
 - Failure to observe the safe driving regulations (exceeding the permissible speed, improper parking, driving in the opposite direction, faulty vehicle safety systems, using a mobile phone, not having a seatbelt on, unsecured load, unattended vehicle with the engine running or unattended vehicle with a key in the ignition, etc.)
 - Unsecured work area (missing signal tape or signs in conformity with Instruction *I4-P.1820 Marking of Work Area*, scattered or discarded material and equipment, etc.
 - Unauthorized entry in the crane operating hall and non-observance of Instruction *I5-P.1820 – Activities Undertaken in Crane Operating Halls*, as well as entry in other designated restricted entry areas to unauthorized persons
- Usage of faulty tools and equipment, for example improvised tools, faulty and unsecured extension cables, torn apart cables of electric tools, faulty cylinders and gas welding equipment as well as unsafe storage of the cylinders in cages or in the field, uncertified equipment that is legally subject

to certification, faulty or improvised ladders, damaged personal protective equipment, damaged belts, cables and hooks for lifting loads, etc.).

- Non-observance of the basic Safe Work Instructions (I1-P.1820 – Work at Heights, I3-P.1820 – Hot Procedures, I6-P.1820 – Work in Confined Spaces, I14-P.1820 LOTOTO, I15-P.1820 Work Permit, I16-P.1820 – Safety and Use of Scaffoldings, I17-P.1820 – General Safety Rules for Excavations), commencement of work without the possession of the relevant license, etc.
- Smoking cigarettes in restricted areas, and in particular in the immediate vicinity of high risk plants such as the solid fuel preparation lines (horizontal and vertical mills), and the solid fuel storage depots, the natural gas installation, the boiler room, the heavy oil room, the line for processing of alternative fuels, etc.

Fines:

The amount of the fine depends on the gravity of the infringement and the frequency (reoccurrence) of infringements and may be 20, 50, 70, 100 and 200 Euros (expressed in Denar counter-value). The amount of the fine is stipulated by the Legal Section in consultation with the OSH sector.

Upon the receipt of the Incident Report, the OSH Sector records the incidents and verifies whether there has been a similar incident with the Contractor. If there is a basis for imposing a fine, the OSH Sector shall submit the respective documentation to the Legal Section with a draft fine and accompanied by an explanation regarding the fine (gravity of the infringement, number of previous similar infringements, etc.)

Fines shall be imposed for the below-stated cases:

- Reoccurrence of minor infringements for which warnings in writing were previously issued in the course of the current year (as stipulated above)
- Improper or violent behavior
- Jeopardizing the employees' general safety or the safety of any other accidental passers-by thus leading to 'near misses' or injuries of other employees
- Inflicting material damage to the property of the Company or of the other Contractors
- Workers under the influence of alcohol or in possession of alcohol
- Engaging employees that are not officially employed with the Contractor
- Combination of an environmental and an OSH accident (spillage/leakage of a given substance as a result of faulty equipment of the Contractor or non-observance of the loading and unloading rules and regulations).

Suspension from work:

A worker or a group of workers may be temporarily suspended from the factory area or from the quarries in the below-stated cases:

- Non-possession of the necessary personal protective equipment (until procured)
- Non-possession of the necessary tools and equipment crucial for their activity (until procured)
- Improper or violent behavior (temporary suspension of up to 6 months or permanent suspension)
- Intentional jeopardy of one's personal safety or the safety of the other people (temporary suspension of up to 6 months or permanent suspension)
- Work under the influence of alcohol (permanent suspension)
- Workers that are not officially employed with the Contractor (until officially employed)