

### **Rules and compliance guidelines for contractor access to INEOS Phenol Belgium N.V.**

#### **Safety, environment and health are INEOS' top priorities!**

Working safely is the primary responsibility of all of us.

Your employees who will be carrying out work on our site will receive a safety training in advance by means of a safety film and an accompanying test (duration 30 minutes).

After a successful test, your employees will gain access to our site for a maximum of 1 year.

#### **INEOS does not allow illegal employment!**

Suppliers must comply with all applicable laws, regulations and/or collective agreements regarding working conditions, hours, rest days, wages and salaries, which must correspond to locally applicable living wages.

To ensure this, the following rules strictly apply:

- INEOS demands full compliance with Belgian (social) legislation and regulations.
- All required documents must be submitted in advance for each employee to gain access to the factory.
  - After screening and verification, access will be granted or denied in case of inconsistencies, breaches or reasonable doubt about the accuracy of the data provided.
  - Any delay in granting your employee physical access to the site as a result of late or incorrect and/or missing documents will not be considered waiting hours and will therefore not be reimbursed.
- Subcontracting will only be permitted after prior written approval from our Purchasing department. Consent will be granted or refused based on the submitted company details as stipulated in the "General contractual conditions for contractors" and the addendum.
- Contracted self-employed persons are regarded as subcontractors.
- Access is granted for the duration of the project/agreement and based on the validity of the documents with a maximum of one year.

#### *Processing of personal data*

*INEOS Phenol Belgium N.V. will carefully process the personal data correctly provided by the Contractor subject to strict compliance with applicable data protection legislation, in particular the General Data Protection Regulation 2016/679 of April 27, 2016 ("GDPR").*

### Simplified overview of required documents for employees (exact legal rules may differ and/or change)

Application of the documents below may take several weeks.

Start these formalities on time!

Employee nationality	EU or EFTA national		Third country national (non EU or EFTA)	
Formal employer	Belgium	Outside Belgium	Belgium	Outside Belgium
Required documentens	Dimona	Limosa	Dimona	Limosa
		A1 certificate		A1 certificate
	Valid ID card	Valid ID card	Passport with Visum C of D	Passport with Visum C of D
			Annex 3 (< 90 days)	Annex 3 (< 90 days)
			OR	OR
		Belgian residence permit (> 90 days) (i.e.. electronic A-card, B-card, etc)	Belgian residence permit (> 90 days) (i.e.. electronic A-card, B-card, etc)	
		OR	OR	
		Work permit B (< 90 days)	Work permit B (< 90 days)	

**EFTA** EU plus Norway, Iceland, Lichtenstein and Switzerland

**Dimona** Prove of Belgian RSZ compliance

**Limosa** Declaration of work in foreign country

**A1 certificaat** Document stating in which country a workers social insurances premiums are paid

Employees must at all times have their ID card or passport, visa, Dimona, Limosa and A1 certificate as applicable to their status on them.