

Sanction Rules of PARAMO, a.s. for fuel carriers using tank trucks and cisterns who enter the premises of PARAMO, a.s.

1. PARAMO, a.s. (hereinafter referred to as „PARAMO“) as the sender of dangerous goods is obliged to ensure the fulfilment of obligations of the participants to the transport in terms of safety, as are among other things defined in section 1.4 of the European Agreement concerning the International Carriage of Dangerous Goods (hereinafter referred to as „ADR“). To avoid risks of damage to property and health, PARAMO purposefully observes the strict compliance with the principles and rules alid down by OSH, technology security, Code of Ethics of the company and other respective generally binding legal regulations.
2. For the above-mentioned reason, PARAMO followed up in the action-control system in accordance with the ADR, OHS, technological safety, and Code of Ethics with these Sanction Rules. In case of infringing the duties, this document lays down clear and unified sanctions and measures that are applicable to the fuel-loading premises of PARAMO and all those who enter these premises in order to transport fuels by road tank trucks and containers. PARAMO relies on fundamental principles which are included in the Sanction Rules below and which are binding in cases of violation of the rules of ADR, OHS, technological safety, Code of Ethics, and other generally binding legal regulations.
3. According to the seriousness of the infringement, PARAMO defines penalties for infringement of rules. The enumerated infringements with defined sanctions are listed in the table which is an integral part of the Sanction Rules. The Sanction Rules shall not affect or limit the rights and obligations arising from the provisions of higher legal force.
4. Both natural and legal persons doing business in the fuel transport as well as their employees who, within the scope of their business activities or their employment with the business entity, enter the premises of PARAMO. The aim of the Sanction Rules is to prevent undesirable and high-risk states and situations using preventive actions. If necessary, transparent rules are defined for the application of monetary and non-monetary sanctions which are graded according to their nature, extent and size of the infringement of the respective standard.
5. Sanction Rules' basic principles upon which PARAMO relies are as follows:
 - a. The principle of zero tolerance for flaws in the driver's certificate according to the ADR and vehicle designation according to the ADR,
 - b. The principle of zero tolerance for the presence of drugs and alcohol among persons entering the premises of PARAMO,
 - c. The principle of zero tolerance for leakage/ dripping of oil products from vehicles in the premises of PARAMO,

- d. The principle of zero tolerance for disregard of the OSH and fire protection rules in the premises of PARAMO,
 - e. The principle of zero tolerance for unethical conduct or behavior of persons entering the premises of PARAMO,
6. It is required for persons entering the premises of PARAMO to familiarize themselves with these Sanction Rules, to understand their content, and to put their signature to their agreement that PARAMO is authorized to apply the sanctions contained within. If an employee of the person who is in contractual relationship with Unipetrol enters the premises of PARAMO it is the responsibility of such person to familiarize their staff provably with this Sanction Rules.
 7. The complete text of the Sanction Rules, including the Appendix which contains information on undesirable, risky, and sanctioned situations. The type and amount of the sanction is listed in actual wording on PARAMO's website.
 8. The Sanction Rules were developed in collaboration with several other storers and fuel distributors in the Czech Republic in order to unify the approach to preventing the risks damage to property and health.

Appendix: List of individual undesirable situations / actual states and sanctions applied.

Sanction Rules Attachment 1/3

GENERAL SAFETY		Expeditious measures - always	1st breach	2nd breach	3rd breach and any subsequent breach
1	Identification of undeclared cargo before loading (excluding technological rest)	recording of proof, one-time access ban, operational solution, written notification to transport company	suspension of entry permission for driver for 1 month	suspension of entry permission for driver for 3 months	suspension of entry permission for driver for 36 months
2	Identification of forbidden handling of warehouse equipment or product in warehouse, truck or tank truck in warehouse area	recording of proof, truck not allowed to leave until the situation is cleared, operational solution, written notification to transport company	suspension of entry permission for driver for indefinite period	x	x
3	Identification of non-permitted items or packages (barrels, tanks, funnels, more than 2 collecting vessels etc.) during entry or leaving security check or while inside premises, of which driver did not notify the security guards	recording of proof, truck not allowed to leave until the situation is cleared, operational solution, written notification to transport company	suspension of entry permission for driver for 3 months	suspension of entry permission for driver for indefinite period	x
4	Detection of contamination in warehouse/terminal area and improper waste disposal by driver with exception of technical failure	recording of proof, truck not allowed to leave until the situation is cleared, operational solution, written notification to transport company; costs related to restoration the warehouse/terminal to it's original condition will be invoiced to the transport company	suspension of entry permission for driver for 1 month	suspension of entry permission for driver for 6 months	suspension of entry permission for driver for 36 months
5	Detection of contamination in warehouse/terminal area and improper waste disposal due to technical failure of transport company equipment	recording of proof, truck not allowed to leave until the situation is cleared, operational solution, written notification to transport company; costs related to restoration the warehouse/terminal to it's original condition will be invoiced to the transport company	x	x	x
6	Disobedience to instructions from warehouse/terminal employee and/or security	recording of proof, truck not allowed to leave until the situation is cleared, operational solution, written notification to transport company	x	suspension of entry permission for driver for 1 month	suspension of entry permission for driver for 3 months
7	Unintentional damage to the warehouse/terminal	recording of proof, truck not allowed to leave until the situation is cleared, operational solution, written notification to transport company; costs related to restoration the warehouse/terminal to it's original condition will be invoiced to the transport company	x	x	x
8	Deliberate damage to the warehouse/terminal	recording of proof, truck not allowed to leave until the situation is cleared, operational solution, written notification to transport company; costs related to restoration the warehouse/terminal to it's original condition will be invoiced to the transport company	suspension of entry permission for driver for 1 month	suspension of entry permission for driver for 3 months	suspension of entry permission for driver for 12 months
9	Identification of deliberate non-conformity of data declared by the driver (license plate, name of the driver,...)	recording of proof, truck not allowed to leave until the situation is cleared, operational solution, written notification to transport company	suspension of entry permission for driver for 12 months	suspension of entry permission for driver for indefinite period	x
10	Identification of unintentional non-conformity of data declared by the driver (license plate, name of the driver,...)	recording of proof, truck not allowed to leave until the situation is cleared, operational solution, written notification to transport company	x	x	x
11	Non-declared cargo when leaving	recording of proof, truck not allowed to leave until the situation is cleared, operational solution including notification and cooperation with the Police, written notification to transport company	suspension of entry permission for driver for 1 month	suspension of entry permission for driver for 6 months	suspension of entry permission for driver for 36 months
12	In terminal's loading area, no other person except the following cases can be present in addition to the driver: authorised instructor who trains the drivers, authorised persons who have a legitimate reason to be present in loading area (e.g. supervisory activities)	immediate exclusion from the area, written notification to transport company	x	suspension of entry permission for driver for 1 month	suspension of entry permission for driver for 3 months

Sanction Rules Attachment 2/3

ADR, DES		Expeditious measures - always	1st breach	2nd breach	3rd breach and any subsequent breach
13	Vehicle not approved for ADR (to be checked at registration into the system), unintentional conduct	loading will not be permitted, written notification to the transport company	X	X	X
14	Invalid ADR certificate of the vehicle (driver does not have validity extension certificate), unintentional conduct	loading will not be permitted until submission of valid certificate, written notification to the transport company	X	X	X
15	Invalid ADR training (driver does not have validity extension certificate), unintentional conduct	loading will not be permitted until submission of valid certificate, written notification to the transport company	X	X	X
16	Transport company - identification of illegal conduct in order to bypass provisions of ADR or safety regulations of PARAMO, a.s.	loading ban, record on the discovery, operational solution with main control center	conditional access restriction for the transport company until the payment of the penalty of CZK 50,000.00 + subsequent external audit to prove that there is no risk for the sender	suspension of entry permission for transport company for indefinite period	X
17	Driver - identification of illegal behavior in order to bypass provisions of ADR or safety regulations of PARAMO, a.s.	loading will not be permitted, record on the discovery, written notification to the transport company	suspension of entry permission for driver for indefinite period	X	X
18	Apparent damage to the vehicle which excludes safe loading (any leak, non-functional lighting, pressure/air leak,...)	loading will not be permitted, written notification to the transport company (photodocumentation if available)	X	X	X
19	Incorrect indication of tank truck in contradiction with ADR	loading will not be permitted, written notification to the transport company	X	X	X
20	Tank truck fire extinguishing equipment is not appropriate (type, weight of filling, seal, validity certificate)	loading will not be permitted, when problem is identified after loading, the tank truck is not allowed to leave until remedy, written notification to the transport company	X	X	X
21	Flaws in required ADR equipment, mission instructions in case of accident, congruance of the equipment with instructions in case of accident	loading will not be permitted, when problem is identified after loading, the tank truck is not allowed to leave until remedy, written notification to the transport company	X	X	X
22	incomplete transport documentation when leaving the warehouse/terminal	leaving forbidden until remedy of the problem, written notification to the company	X	X	X

Sanction Rules Attachment 3/3

OHS		Expeditious measures - always	1st breach	2nd breach	3rd breach and any subsequent breach
23	Driver insufficiently equipped with OHS equipment	leaving forbidden until remedy of the problem, record of the discovery, written notification to the company	X	suspension of entry permission for driver for 1 month	suspension of entry permission for driver for 3 months
24	Non-wearing/disuse of required personal protective equipment	interruption of activity until problem remedy, record of the discovery, written notification to the transport company	X	suspension of entry permission for driver for 1 month	suspension of entry permission for driver for 3 months
25	Positive breath alcohol test (tested by certified tester)	driver immediately removed from warehouse area, vehicle shall be stopped and placed in a secure location, record of the discovery, call to the Police, written notification to the transport company	suspension of entry permission for driver for indefinite period	X	X
26	Non-observance of technological procedure when loading at the terminal	interruption of the activity, remedy of the problem, record of the discovery, written notification to the transport company	X	suspension of entry permission for driver for 1 month	suspension of entry permission for driver for 3 months
27	Use or identification of a switched on mobile phone in the area where it's use is forbidden	driver immediately removed from the area, record of the discovery, written notification to the transport company	X	suspension of entry permission for driver for 1 month	suspension of entry permission for driver for 3 months
28	Smoking outside of designated areas	driver immediately removed from the area, loading interrupted, record of the discovery, written notification to the transport company	suspension of entry permission for driver for indefinite period	X	X
29	Banned stay in the AC cabin during the AC loading	remedy of the problem, record of the discovery, written notification to the transport company	X	suspension of entry permission for driver for 1 month	suspension of entry permission for driver for 3 months
30	Non-use of the safety barrier of the AC or safety harness not used or not buckled up to an anchor wire while filling the tank through upper filling point	remedy of the problem, record of the discovery, written notification to the transport company	X	suspension of entry permission for driver for 1 month	suspension of entry permission for driver for 3 months
31	Breach of the terminal transport rules	remedy of the problem, record of the discovery, written notification to the transport company	X	suspension of entry permission for driver for 1 month	suspension of entry permission for driver for 3 months
32	While unloading, the driver cannot move away from the vehicle on the side of loading and the safety button STOP except emergencies. Drivers cannot occupy themselves with other activity than the loading.	driver immediately removed from warehouse area, vehicle shall be stopped and placed in a secure location, record of the discovery, written notification to the transport company	X	suspension of entry permission for driver for 1 month	suspension of entry permission for driver for 3 months