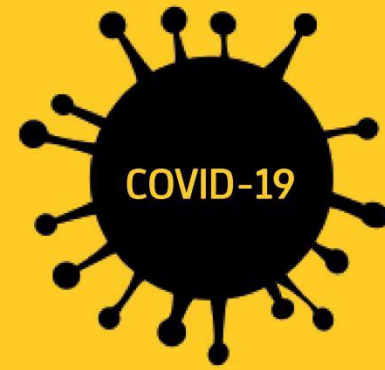


GOOD PRACTICES FROM BUDIMEX GROUP CONTRACTS



HYGIENE

1

Encouraging employees to frequently disinfect touched surfaces (handles, sockets, countertops, mobile phones, cards, keyboards, mice)

2

Putting up hygiene posters in places visible to workers during the pandemic in all native languages for employees and cooperators and in English

3

Launching an additional process to purchase hand and surface disinfectants preferably on an e-shopping platform (e.g. used for the purchase of personal protective equipment) including logistics to ensure the effective delivery of purchased goods

4

Allowing employees to purchase disinfectants at petrol stations without using cash (e.g. ORLEN — using FLOTA company cards)

5

Checking employees' health status by morning interviews

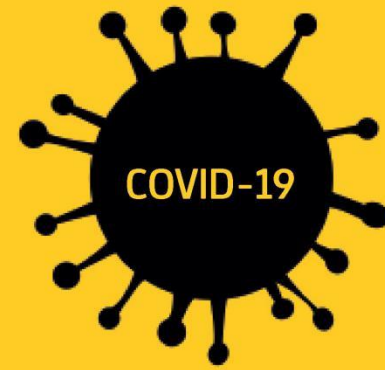
6

Installing mobile sinks at workplaces

7

Keeping a safe distance in contact with others, including during daily briefings — holding open-air briefings at the square in front of the construction office

GOOD PRACTICES FROM BUDIMEX GROUP CONTRACTS



HYGIENE

8

Disinfecting the steering wheel, handles and gear stick, and ventilating the cabin/vehicle interior after the use of the vehicle/machine is finished on the construction site. If possible, ozoning the vehicle interiors at specialist points occasionally

9

Producing disinfectants according to a recipe published on the WHO website when standard disinfectants are not available

COMMUNICATION

1

Communication via e-mail and telephone, video conferencing with stakeholders (purchasers, subcontractors, contractors) and cooperators.

2

Meetings in groups of up to 5 people, preferably outdoors and while maintaining a safe distance (1.5 m)

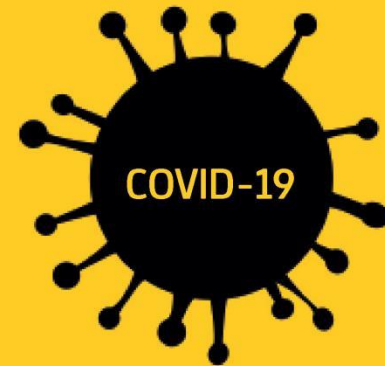
3

Designating one dedicated meeting space, as well as ventilating it and disinfecting all touched surfaces after the end of each meeting

4

Suspending physical coordination meetings and building meetings in the premises until further instructed

GOOD PRACTICES FROM BUDIMEX GROUP CONTRACTS



COMMUNICATION

5

Installing a mail transfer window or locked box placed in front of the construction office entrance, the person receiving the correspondence must be trained, disinfect their hands and wear protective gloves, at the end of the day, the office room should be ventilated and disinfected

6

Closing paper correspondence in self sealed envelopes for 48 hours without opening them, where possible

7

Placing the supervisor's contact number on the front door of the construction office and on the safety and security information board, not letting outsiders into the offices

8

Organising health and safety information training in remote form or in the open air and maintaining a safe distance

9

Introducing electronic document circulation with special protection for the mail room (separate room available only to the mail room staff, latex gloves changed daily, 48-hour quarantine for documents after opening)

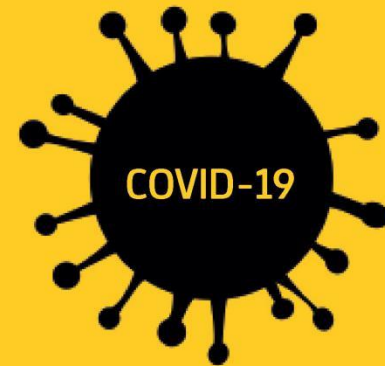
10

Limiting staying together in a means of transport when waiting for departure. Gathering in front of the means of transport and staying inside only for the duration of the journey

11

Providing contracted access to a local company that is able to perform effective disinfection of a given location after an infection is identified

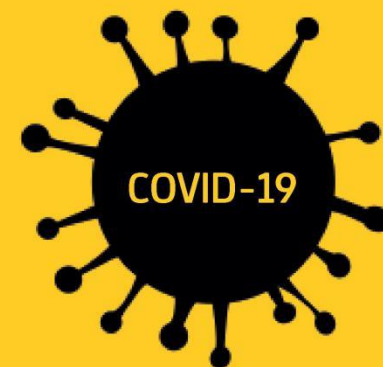
GOOD PRACTICES FROM BUDIMEX GROUP CONTRACTS



WORK ORGANISATION

- 1 Providing the possibility of remote work
- 2 High-risk employees: 60+, and pregnant women work remotely or are on leave
- 3 Increasing the number of field offices to reduce the number of people working in each office and moving between offices on linear construction sites
- 4 Developing emergency procedures in the event of an infection and quarantine at a given location. Procedures should include the need for electronic communication (e-mail) in case of unavailability of Health Department phones
- 5 Delivering meals to field offices by various, proven catering companies to minimise infections
- 6 Isolating teams — organising the work so that the construction teams are not in contact with each other during both work and meals
- 7 Introducing a timetable for the use of the canteen so that no more than 3–4 people are inside at any given time. Ventilating the room before each new group enters

GOOD PRACTICES FROM BUDIMEX GROUP CONTRACTS



WORK ORGANISATION

- 8** Frequent washing of workwear at min. 60 degrees
- 9** Limiting the purchase of small materials to a minimum to reduce the number of shipments
- 10** Conducting an interview to check the health of an employee who enters the construction after an extended absence
- 11** Taking laptops, mouses, power supplies and electronic signature devices home after work