

# GENERAL TERMS OF EMPLOYMENT STORA ENSO LANGERBRUGGE N.V.

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Between

Stora Enso Langerbrugge N.V.  
(the purchaser)

and

The signer of the general employment conditions  
(the external company)



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**Stora Enso Langerbrugge N.V.**  
VAT BE 417.331.909

## **TABEL OF CONTENT**

### **ORDER OF PRIORITY:**

The General Terms of Employment of Stora Enso Langerbrugge NV, together with the Special Conditions, which are signed by both parties for agreement, forms the contractual terms (hereafter" the Contract").

### **GENERAL TERMS OF CONDITIONS**

1. Construction activities – PDOK registration and content requirements in case of debt
2. A1 and Limosa declarations
3. Giving orders and temporary employment act
4. Subcontractors and procedure
5. General working conditions
6. Attendance lists number of working hours
7. Industrial accident insurance, social legislation and Third-party liability
8. Liability of the external company

### **SAFETY REGULATIONS**

#### **Stora Enso Langerbrugge N.V. and the Safety Policy**

1. Regulations and consequences of non-observance
2. Knowledge of the workshop, safe working, training, safety film, risk analysis
3. Alcohol and drugs
4. Smoking ban
5. Theft
6. Cars and vehicles, parking permit and speed limit
7. Work clothing, Personal protective gear
8. Fall protection
9. Work equipment
10. Knowledge and use of hazardous substances
11. Operator of travelling crane/ lifting devices and hoists
12. Work permit
13. Fire licence
14. Welding activities
15. Digging licence
16. Working in enclosed spaces
17. Scaffolding
18. Seizure
19. Working in electricity rooms
20. Regulations with regard to working in temperatures higher than 28°C
21. Access to own site, order and cleanliness, vandalism
22. Warning in case of fire and evacuation
23. First-aid - Emergency numbers

## **ENVIRONMENTAL LICENCES**

Environmental licence  
Environmental guidelines

## **SUPPLIER CODE OF CONDUCT**

## **DISPUTE**

Dispute regarding General working conditions Stora Enso Langerbrugge

## **HEADINGS AND TITELS**

## **ANNEXES**

Annex 1 Insurance conditions  
Annex 2 Overview subcontractor  
Annex 3 Environmental guidelines  
Annex 4 Supplier Code of Conduct  
Annex 5 Plan Evacuation

## GENERAL TERMS OF CONDITIONS

1. Belgian companies with construction operations. The contractors' obligation to register was abolished on 1 September.

The client or the contractor is obliged, on payment of the work referred to in article 30b or part thereof to a contractor/subcontractor who at the time of payment has **social security debts**, to deduct **35 %** of the amount of the invoice exclusive of VAT and to transfer it to the Social Security Office (RSZ).

Foreign companies that are not based in Belgium with construction operations must comply with the loyalty stamp rules of OPOC-PDOK (the employers' office for the organisation and monitoring of social security systems) in Belgium. The company must register with OPOC-PDOK in advance. All employees of foreign companies must be in possession of a valid A1/E101 form. For more information in this regard, please contact Stora Enso Langerbrugge.

If the contractor is an employer who is not established in Belgium, and who has no social security debts in Belgium and all employees are in the possession of a valid secondment certificate, the deductions are not applied to the payment owed to him.

2. Foreign employees who are employed by a company with its registered office or a business location in the European Economic Area (EEA) must be in the possession of an E101/A1 form (A1 from May 2010) (Statement regarding the applicable law) and are obliged to submit this form to the Stora Enso Langerbrugge guards from the first working day.

Foreign employees who are employed by a company with its registered office or a business location internal the European Economic Area (EEA) must be in the possession of a document which, in accordance with the applicable international convention or international agreement, proves that they are subjected to the social security legislation of their country of origin which, as such, is accepted by the Belgian social security administration. They are obliged to submit this form to the Stora Enso Langerbrugge guards from the first working day.

From 1 April 2007 foreign employees, self-employed persons and apprentices need to report their activities in Belgium to the Belgian government beforehand. Foreign companies can make this Limosa declaration via [www.limosa.be](http://www.limosa.be). The employee or self-employed person receives a Limosa 1 receipt with the application. The person is obliged to submit this form to the Stora Enso Langerbrugge guards from the first working day. In case of possible questions or problems please contact the Limosa Contact centre: Tel. 0032 2 788 51 57 in Dutch, English, German and French.

3. Personnel not belonging to Stora Enso Langerbrugge N.V. but to companies active in this factory or outbuildings, are under contract with their employer and work directly under the supervision of their employer or an appointed person. This applies to any kind of job:

- Subcontracting of a contract
- Assistance or inspection service in pursuance of a subcontracting agreement
- After sales services
- Technical assistance

In principle, Stora Enso Langerbrugge N.V. is not allowed to give instructions to the personnel of the external company. It is only allowed to give instructions to the external company or to (an) appointed person(s). In other words no delegation of authority is allowed in the capacity of employer.

In accordance with article 31, § 1 of the Temporary employment act, the instructions of Stora Enso Langerbrugge N.V. to the personnel of the external company concerning health and safety at work can never be considered as delegation of authority.

4. If the external company works with (a) subcontractor(s), the external company is fully and personally liable for the observance, by these subcontractor(s), of all provisions/obligations specified in these “General working conditions on the sites”. The fact that Stora Enso Langerbrugge N.V. agreed to the subcontractor(s) of the external company has no effect whatsoever on the liability of the external company as aforementioned.

The external company undertakes to give a copy of the “General working conditions on the sites” to its subcontractor(s) and to ensure the subcontractor(s) accept and observe the “General working conditions on the sites”.

A document signed by the subcontractors needs to be returned to Stora Enso Langerbrugge N.V. beforehand by the external company.

If the external company decides to transfer the agreement of delivery reached with Stora Enso Langerbrugge N.V. to a third party in accordance with the provisions of this agreement, the transferee needs to explicitly accept the “General working conditions on the sites” in the same way as the external company.

5. The general terms and conditions that may conflict with our general (working) conditions, may only be invoked by you if explicitly accepted in writing by Stora Enso Langerbrugge N.V.
6. At the start and end of every working day your personnel must register with the guards in order to allow you to keep tabs on the number of hours worked.

The appointed person of the external company undertakes to draw up a list every day of the number of hours worked, as well as the nature of the work that was carried out. This information needs to be specified on the lists of attendance of the company.

In accordance with article 31, § 1 of the Temporary employment act, instructions regarding the number of working hours given by Stora Enso Langerbrugge N.V. to the personnel of the external company do not constitute any delegation of authority.

7. Personnel foreign to Stora Enso Langerbrugge N.V. and belonging to companies active in its factory, site or outbuildings, shall be insured against industrial accidents, as well as accidents on the way to and from work (appendix 1), by the company with which they are under contract.

This applies to both the external company and their contracting partners.

You personally are obliged to respect all social security obligations. The external company shall also take out a third-party liability insurance from an insurance company.

The external company is obliged to notify this list in accordance with appendix 2 if it employs contracting partners on our site.

If, during the execution of the contracted works, a serious work-related accident occurs with an employee in the workplace which is subject to the provisions of the reporting obligation to the competent government authorities as described in the Employees Welfare Act of the currently applicable legislation, the parties will take all necessary measures in order to immediately cooperate in the investigation of the accident. Furthermore, the Parties will make the necessary arrangements in order to, within the period imposed by the government authorities, prepare a detailed report which fulfils the reporting requirement to the competent government authorities. The contracting parties commission the prevention advisor of Stora Enso Langerbrugge NV to take the lead in this matter and to coordinate the necessary measures in order to satisfy the applicable reporting obligations. The costs relating to this procedure will be borne equally by the two parties.

8. The external company and/or its subcontractors are liable for any damage following a mistake or negligence on the part of the external company and/or its subcontractors.

However, the liability of the external company and/or its subcontractors vis-à-vis Stora Enso Langerbrugge NV is excluded if the damage is the direct result of:

- manifestly wrong instructions on the part of Stora Enso Langerbrugge NV regarding the safety on the shop floor; or
- the availability of faulty equipment provided that Stora Enso Langerbrugge NV formally authorised its use to the external company and/or its subcontractors; or
- fraud or intent on the part of Stora Enso Langerbrugge NV.

Under no circumstance are the supplier and its subcontractor(s) liable for any indirect and/or arising loss or damage such as - but not limited to - loss of profit, loss of production, loss of orders or any other economic losses or damage except in case of misconduct or gross negligence on the part of the external company and/or its subcontractor(s), and recognized as misconduct or gross negligence of the external company and/or its subcontractor(s) by Court. In this case the professional liability insurance of the external company is employed.

In case of damage to third parties caused by a mistake or negligence on the part of the external company and/or its subcontractor(s), the external company and/or its subcontractor(s) shall indemnify Stora Enso Langerbrugge NV against liability.

## SAFETY REGULATIONS

### **Stora Enso Langerbrugge N.V. and the Safety Policy**

The objective of Stora Enso Langerbrugge N.V. is to be a leader with regard to 'Occupational Health and Safety'.

Our employees constitute our greatest strength. Therefore we want employees who are motivated, healthy and competent, and a workplace which is free of accidents and work-related illnesses.

Safety is the responsibility of all employees on every level. Working safely must be a daily objective for everyone.

**We expect that each individual will assume responsibility for his own safety, while also being attentive and helping to assure the safety of those around him.**

**Our goal is to work without work-related accidents and without stoppages as a result of fires.**

**If a choice has to be made, safety takes priority over production, quality, cost control and environmental protection.**

The management bears a special responsibility with regard to safety by motivating their employees and by making available and applying the written instructions and/or procedures.

**Each employee is responsible together with the management for knowing the safety instructions and safe work processes, and will inform the management of any identified dangers or risks.**

Work equipment which does not meet the necessary safety guidelines will not be used unless it has first been repaired, adapted or replaced.

Stora Enso Langerbrugge N.V. respects the statutory obligations.

Contractors, suppliers and visitors must comply with the same safety policy.

The necessary means will be made available to document, implement, maintain and continuously improve this safety policy.

Ghent

Chris De Hollander  
Managing Director



1. The external company must observe all applicable Belgian labour and environmental safety and health regulations and enforce compliance by its personnel as well.

If these obligations vis-à-vis and by its employees are not or unsatisfactorily respected, Stora Enso Langerbrugge N.V., following a summons, shall take all necessary measures at the expense of the external company.

Stora Enso Langerbrugge N.V. is able to suspend the work and is entitled to bar the external company or terminate the contract.

The employees of the external company who do not observe the rules and regulations shall be reported to the concerned contractor and need to be removed from the site by the contractor either immediately or within a reasonable term.

In case of gross negligence Stora Enso Langerbrugge N.V. reserves the right to have the person in question removed from the factory. Any arising costs cannot be charged to Stora Enso Langerbrugge N.V. Any potential subsequent damage due to gross negligence will be invoiced to your company.

2. The external company has taken due note of the construction site or workplace to ensure the safe execution of the works. He acknowledges that Stora Enso Langerbrugge N.V. has made all necessary information available with regard to the risks and the measures regarding the safety and health of employees.

The external company acknowledges that its employees have received the appropriate training and instructions for the work to be carried out.

The external company is obliged to observe all social security obligations vis-à-vis its employees. In particular the external company undertakes to observe all obligations regarding health and safety of employees at work which are typical for the installation where the employees need to carry out their work.

The external company needs to ensure that its employees, depending on the information provided by Stora Enso Langerbrugge N.V., are able to carry out the work in optimum and safe conditions.

Every employee of the external company is obliged to follow a safety training, and take the evaluation test at the factory entrance. In case of a negative evaluation Stora Enso Langerbrugge N.V. reserves the right to refuse access to the person in question.

The external company is obliged to draw up a risk analysis of the activities to be carried out for each specified job. For that form RF-VD-35 has to be filled in by the external company and sent to Stora Enso Langerbrugge N.V. at least 1 working day before execution of the works. If necessary for the preparation and/or coordination of the works the date for handing in the risk analysis can be advanced.

3. Consuming, being in possession or under the influence of alcohol or drugs is strictly prohibited on the site of Stora Enso Langerbrugge N.V.

4. There is NO GENERAL SMOKING BAN applicable on Stora Enso Langerbrugge premises. Smoking is allowed OUTSIDE except in the areas with the indication 'FORBIDDEN TO SMOKE'. INSIDE smoking is only allowed in the designated SMOKING ROOMS. Stora Enso Langerbrugge recommends NOT to smoke during work.

5. Stora Enso Langerbrugge N.V. rejects any responsibility for the loss or theft of tools or personal belongings.  
Your personnel need to take the necessary precautions to protect them from theft and loss.

The external company agrees that searches may be made at the factory entrance with a view to checking for any stolen goods.

6. The vehicles, both cars and trucks, need to be parked in the car park at the front of the factory.

Trucks and/or cars entering the site need to have a parking permit and an inventory of the items in the car. Cars and/or trucks need to be parked in the designated parking bays. Stora Enso Langerbrugge N.V. discharges itself from any liability for damage inflicted on parked vehicles.

The parking permit needs to be visibly displayed at all times on the windscreen of the vehicle.

Parking external the specified parking bays is not allowed.

Wrongly parked vehicles on the firebreak or evacuation roads shall be towed for safety reasons at the expense and risk of the driver and owner.

The Highway Code applies on the site of the factory.  
The speed limit is 30 km/hour.

7. In addition to its own work clothing, your personnel must also have the necessary applicable safety equipment.

The management of the external company defines in consultation with Stora Enso Langerbrugge N.V. the personal protective equipment (P.P.E.) which must be worn.

In particular, it is recommended that persons who are exposed to falling objects or run a risk of colliding against obstacles wear a safety helmet.

Wearing a safety helmet is obligatory during construction, assembly and demolition works.

Wearing a safety helmet is obligatory during stoppages (no pulp on cloth).

Wearing a safety helmet is always obligatory in power plants 1 and 2 in accordance with the posted safety signs.

Wearing safety shoes is obligatory.

The safety helmet is replaced after a major blow or 4 to 5 years after date of manufacture. Always consult the manufacturer's guidelines.

The helmet must satisfy PPE category CAT II and EN397

A 'bump cap' is NOT an adequate alternative for a safety helmet.

Wearing a safety helmet is not obligatory if the machine is operating at creep rate (15 m/min) or full speed and no more technical activities are being performed in the surrounding area.

Wearing a safety helmet and safety shoes is not obligatory in the offices and control room if no construction, assembly or demolition works are ongoing.

8. Personnel exposed to drops from heights in excess of 2 metres need to use personal fall protection equipment.

A fall protection system consists of a solid anchor point, safety harness and, according to the conditions and taking into account the risk assessment executed by yourself, a single or double life line with absorber or a fall arrest block with absorber.

9. The work equipment – machines, appliances, tools and installations to be used by your personnel, are delivered by you. No work equipment is lent by Stora Enso Langerbrugge N.V., unless otherwise and explicitly specified.

Any work equipment you use must meet the applicable Belgian labour safety and health regulations.

Electrically powered work equipment used during stoppages in the production departments of Stora Enso Langerbrugge N.V. need to meet all technical standards for use under the following environmental factors (AREI (General rules and regulations on electrical installations)).

Condition of the human body

- BB1: dry skin
- BB2: wet skin

Presence of water

- AD4: damp

Contact with ground potential

- BC3: multiple contact with conductive parts
- BC4: constant contact with conductive parts

Electrical measuring equipment for low voltage:

- Standard EN 61010
- Safety class CAT III 1000V (+Label by authorised agency)
- Direct and alternating current measurement up to 1000V
- True RMS alternating current measurement up to 750V

The direct and/or indirect costs arising from the refusal or the stoppage of work equipment that does not meet the regulations, cannot be charged to Stora Enso Langerbrugge N.V. The same applies to the costs, damage or delays arising from defective work equipment.

10. The external company shall take all necessary precautionary measures to avoid any disruption and shall immediately notify its employees of the level of danger of the substances and preparations with which those involved come into contact.

The use of inflammable or hazardous substances is only allowed following the written consent of the management at Stora Enso Langerbrugge N.V.

11. Operators of travelling cranes or lifting devices and hoists need to be in the possession of a medical certificate and a statement of a qualified person that they have followed the necessary training.

A copy of the training certificates will be provided to Stora Enso Langerbrugge before start of works.

To access travelling cranes the IW-VD-21 instruction needs to be followed.

12. Prior to starting any work the external company is obliged to apply for a work permit.
13. Prior to doing any work with open flames or a source of heat, a fire licence needs to be applied for.
14. Welding activities are carried out by certified welders.

All welding needs to be carried out in accordance with the applicable Belgian regulations, or in accordance with the generally accepted foreign technical regulations – codes of good practice.

15. Prior to starting any excavation work the external company is obliged to apply for a licence.
16. Prior to starting any work in confined spaces the external company is obliged to apply for a licence.
17. Prior to accessing any scaffolding it needs to be checked by a qualified person of Stora Enso Langerbrugge N.V. If approved a green label is attached to the scaffolding. Scaffolding without a green label or with a red label may not be accessed.

Scaffolding and ladders need to be used in accordance with, and need to meet the regulations of, CODEX title VI, chapter II, Section V "Work equipment for temporary work activities at height".

The scaffolding may only be assembled, converted or disassembled by a competent and authorised person.

18. Prior to working with any work equipment the external company is obliged to apply for a seizure licence.

19. Work exclusive to the area of the electrical department shall be performed by BA4 (warned) or BA5 (skilled) qualified members of staff in accordance with Article 47 of the General Regulations for Electrical Installations.

This means that the external company has available a written document for every employee showing the employee name, type of work, electrical installation and the staff's level of competence.

This document shall be provided to the client of Stora Enso Langerbrugge NV before the work starts.

20. In case of work in an area with an environmental temperature in excess of 28°C WBGT the special regulations specified in het A.R.A.B. (labour protection regulations) or in the 'Stora Enso Langerbrugge N.V. instructions' need to be followed.

21. Your personnel only have access to the places where work needs to be carried out.

The elementary rules of cleanliness, order and discipline need to be strictly respected on the site of Stora Enso Langerbrugge N.V. Your personnel must use the designated sanitary facilities and changing rooms.

If your personnel causes damage to or vandalises installations and/or buildings, Stora Enso Langerbrugge N.V. is entitled to have them restored in their original state at the expense of the external company and to have the external company immediately removed without any costs arising from this for the account of Stora Enso Langerbrugge N.V.

At the end of every working day the site needs to be clean and tidy. If not, Stora Enso Langerbrugge N.V. reserves the right to have the site cleaned and to recover the costs from the external company.

22. The external company is obliged to know and strictly follow all procedures in case of fire and evacuation, as instructed during the safety training.

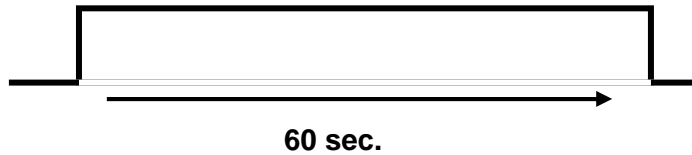
With the slightest sign of fire or suspicious smoke the company fire brigade needs to be notified immediately and without hesitation by calling number 600 (Guard).

Dialling this number automatically activates the fire warning signal (sirens) for the company fire fighting team.

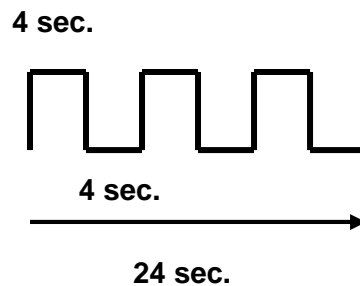
The location of the fire needs to be clearly notified to the Guard.

## Evacuation signals (sirens)

*Start evacuation – continuous signal for 60 seconds*



*End evacuation – discontinuous signal for 24 seconds*



## General evacuation guidelines

In case of a calamity all sirens will sound a continuous signal for 1 minute.

If this happens act as follows:

**Stay calm, don't panic!**

**Make sure the worksite is safe!**

**Immediately evacuate the buildings!**

- take the safest route, don't run but walk calmly.
- don't go to the changing rooms first, don't make a detour
- evacuate via the existing access routes
- if there is no other way, evacuate via the emergency ladders and windows

**Tell all other people to get out as well!**

- make sure your colleagues are following you, form a group and help each other

**Shut all doors and windows!**

- as long as this does not endanger you
- shutting does not mean locking
- only shut doors and windows on the escape route

**Go to the assembly point nearest to L4-building and report to the evacuation heads of the location where the works are being carried out!**

- wait there for further guidelines
- never return to your work zone before you have permission

23. The external company takes all necessary measures to provide first aid, as stipulated by law. The external company shall provide the legally required number of first aid helpers.

The external company will report all dangerous situations, near-accidents and work-related accidents to the contact person within Stora Enso Langerbrugge N.V. The further notification will be performed by Stora Enso Langerbrugge N.V. in accordance with KWP-VD-03.

### **EMERGENCY NUMBERS Stora Enso Langerbrugge**

**INDUSTRIAL ACCIDENT / FIRST AID:** 700

**FIRE:** 600

**AMBULANCE:** Mobil phone the guards: +32 (0)473 30 20 13

## **ENVIRONMENTAL LICENCES**

1. The external company undertakes to observe the environmental regulations. In this context the external company which possibly operates a mobile installation, specified in VLAREM I (Regulations on environmental licences), on the site of Stora Enso Langerbrugge N.V. must possess the necessary environmental licences.

The external company is obliged to strictly observe all regulations and guidelines concerning the environment as specified in appendix 3.

## **SUPPLIER CODE OF CONDUCT**

Appendix 4

## **DISPUTE**

The tribunals of Ghent alone are competent in the event of a dispute concerning the General Employment Conditions of Stora Enso Langerbrugge.

## **HEADINGS AND TITLES**

In the General Employment Conditions of Stora Enso Langerbrugge N.V. and its annexes the headings and titles are inserted only as reference. These headings and titles may not be given any restrictive significance.



The undersigned declares to have taken note of the terms and conditions specified in appendices 1, 2, 3, 4 and 5

Stora Enso Langerbrugge NV shall always provide a valid version of the General Terms of Employment on <http://printingandreading.storaenso.com/contacts/mills>, applicable at start of works.

Drawn up .....

Read, approved:

Signature:

Name and position:

Name external company:

Company number:

## APPENDIX 1

### **Insurance policy conditions imposed on the external company working in the factories and on the sites of Stora Enso Langerbrugge N.V.**

The external company undertakes, prior to the start of the work and at least for the entire duration of the work – unless specified otherwise below - irrespective of nature and location, in the factories and on the sites of Stora Enso Langerbrugge N.V., established in Belgium, to have taken out the following insurance policies:

#### **1. Accident insurance:**

The external company confirms that the following contracts of insurance have been taken out. The external company confirms that all appointed subcontractors have also taken out the following contracts of insurance.

##### *1.1. Industrial accidents*

An insurance policy covers the industrial accidents and any accidents on the way to and from work suffered by personnel.

##### *1.2 Disablement for self-employed persons*

An insurance policy that covers the disablement and the incapacity for work of self-employed persons.

#### **2. Damage to property**

The external company undertakes to take out an insurance policy, for both its own activities and the activities of its subcontractor(s). This insurance policy must cover the delivery according to the contract, including all material and services which are foreseen by the purchaser for the delivery.

The insurance policy must be in effect as of the contract date until the end of the warranty period.

#### **Insured amounts for each type of loss**

Loss limit for the delivery 1 000 000 EUR

##### *Additional coverage*

Existing/surrounding property 1 000 000 EUR

Shipping costs 10% of the loss limit for the delivery, or max. 100 000 EUR

Removal Removal of debris/rubble 20% of the loss limit for the delivery, or max. 200 000 EUR

The purchaser needs to be specified in the insurance policy as the insured / co-insured.

The insurance may not contain a supplementary clause which refers to other property and liability policies.

The deductible of the insurance amounts to max. 10 % of the total insured amount; the maximum has been determined at EUR 100,000.

The external company insures his own company and equipment which is necessary for the delivery.

### **3. Liability insurance**

The external company takes out a third-party liability insurance from a certified insurer, with inclusion of product and service liability and entrusted goods.

The insured amount of the insurance amounts to at least:

- Third-party liability product and service liability: EUR 3,000,000 physical, material damage and intangible consequential damages mixed;
- Entrusted goods: EUR 300,000;
- Article 544 Belgian Civil Code, the pure intangible damage, the damage following fire and explosion, environmental damage and material damage caused by water, fire, smoke, implosion or explosion: EUR 300,000;

The insurance shall cover the damage suffered by third parties by personnel not belonging to the insured company but under the authority, management and supervision of the external company.

The insurance also covers the personal liability of the external company for mistakes on the part of the subcontractor or of self-employed people he is using.

The insurance needs to be at least valid from the contract date and up to 3 months after the guarantee period. The coverage of the product and service liability shall still apply to claims submitted following the end of the insurance policy.

The deductible of the insurance amounts to max. 10% of the total insured amount. The maximum has been laid down at EUR 100,000.

### **4. Insurance certificate**

The external company undertakes to give a copy of the insurance certificates of the aforementioned insurance policies to Stora Enso Langerbrugge N.V. on the commencement of the contract with Stora Enso Langerbrugge N.V.

If an insurance certificate is provided which expires before the aforementioned end date or is still based on an annual insurance programme, the external company undertakes, on its own initiative, to deliver a new insurance certificate to Stora Enso Langerbrugge NV before

the initially delivered insurance certificate expires to prove that the insurance is still valid during the requested period.

## **5. Provisions applicable to all aforementioned insurance policies**

The costs for taking out the aforementioned insurance policies are completely payable by the external company.

The external company undertakes to ensure that the aforementioned insurance policies specify that the insurer is only able to suspend, cancel, terminate, dissolve or change the insurance policies for whatever reason, following written notification via registered letter sent to Stora Enso Langerbrugge N.V. by the insurer and detailing its intention to suspend, cancel, terminate, dissolve or change. This suspension, cancellation, termination, dissolution or change only comes into effect after a period of 30 days upon receipt by Stora Enso Langerbrugge N.V. of the aforementioned letter.

- The purchaser has the right, but not the obligation, to restore the negligence of the external company in order to avoid the announced suspension, cancellation, termination, dissolution or change. This right includes, among others, the payment of the outstanding insurance premiums.
- In case of a suspension, cancellation, termination, dissolution or change of the insurance policy following an action, negligence or oversight on the part of the external company, the purchaser has the right, but not the obligation, to take out a suitable contract of insurance to cover part or all of the suspended, cancelled, terminated, dissolved or changed insurance policy.

In both cases the purchaser has the right to recover the incurred costs from the contractor or external company.

The external company undertakes that the insurer in the aforementioned insurance policies shall waive the right of recourse on Stora Enso Langerbrugge N.V and all other possible companies belonging to the Stora Enso group.

The external company undertakes to give a copy within 5 working days to Stora Enso Langerbrugge N.V of any damage claim made under the aforementioned insurance policies.

## APPENDIX 2

### WORKING WITH SUBCONTRACTOR

External company and their subcontractor who execute work at Stora Enso Langerbrugge N.V.

Project:			
<b>Main contractor</b>	contact	e-mail	
<b>Subcontractor 1</b>	contact	e-mail	
	Subcontractor 1:1	contact	e-mail
	Subcontractor 1:2	contact	e-mail
<b>Subcontractor 2</b>	contact	e-mail	
	Subcontractor 2:1	contact	e-mail
	Subcontractor 2:2	contact	e-mail
<b>Subcontractor 3</b>	contact	e-mail	
	Subcontractor 3:1	contact	e-mail
	Subcontractor 3:2	contact	e-mail

## APPENDIX 3

### ENVIRONMENTAL GUIDELINES

#### Environmental policy declaration

**ENVIRONMENTAL CARE is a priority at Stora Enso Langerbrugge as well as safety and quality in harmonious balance with productivity and cost control.**

As a producer of graphic paper types based on waste paper such as newspaper and magazine paper, Stora Enso feels obliged to pursue a responsible and sustainable environmental policy.

For Stora Enso Langerbrugge the main activities are related with loss of raw materials, water consumption or with odour nuisance and sound pollution (paper machines) or with waste that is produced and incinerated.

Stora Enso Langerbrugge at all times undertakes to meticulously apply all applicable legal regulations in the execution of existing and new activities. Moreover, it undertakes to meet the specified environmental demands issued by the Stora Enso Group.

By continuously optimising its activities and processes and applying the best available technology, Stora Enso Langerbrugge seeks to constantly improve its environmental performance. Stora Enso Langerbrugge also expects these efforts from its suppliers and contractors in order to ensure that on every level, from raw material to end product, the effect on the environment is restricted to a minimum.

Stora Enso Langerbrugge pays considerable attention to continuously making its employees aware of environmental care issues. Employees are notified that care for the environment requires their special attention.

Based on the principle of prevention employees are informed to plan, execute and follow up all activities with a view to the least possible effect on the environment.

This environmental policy is supported by an environmental care system with specific objectives and an environmental care programme kept up-to-date via an information management system.

The Managing Director will regularly review the environmental policy and update it if necessary.

This ENVIRONMENTAL POLICY is in line with STORA ENSO's general environmental policy, which is based on the following pillars:

- Stora Enso undertakes to develop its activities within the context of sustainable development. The aspect of environment is seen as a shared responsibility in all its sites. This guarantees a continuous improvement.

- Stora Enso's outspoken aim is to offer high-quality products that meet the customer's wishes. These products are manufactured from renewable raw materials, and can be recycled.

The concept of the product life cycle is the guiding principle of our environmentally-friendly activities and provides a framework for our environmental efforts. We expect the same commitment from our suppliers and partners to ensure the environmental impact of every stage of the product life cycle (from raw material to end product) is restricted to a minimum.

- Stora Enso considers the open and clear dialogue with all stakeholders, both the customers and society, as a fundamental part in the continuous improvement of its environmental results.

Ghent

Chris De Hollander  
Managing Director

## **1. Hazardous substances**

Hazardous products can only be brought into the company after approval of the Stora Enso Manager.

On entering the external company notifies the guard which hazardous products he is bringing into the company.

The use of hazardous products and the quantities brought into the company need to be restricted as much as possible.

Hazardous products brought into the company by the external company need to be clearly and correctly labelled according to the applicable legislation.

Hazardous chemicals need to be well packaged.

Receptacles with dangerous liquids, irrespective of the fact whether they are in use or not, need to be placed in or on a containment system in order to avoid any soil or waste water contamination.

Leakages resulting in (possible) soil or waste water contamination need to be reported immediately to the Stora Enso manager.

Leakages need to be filled as soon as possible, the released product needs to be contained and cleaned up. The external company can use Stora Enso Langerbrugge NV's means of intervention to this end.

The costs for using Stora Enso's means of intervention and, if necessary, digging up and treating the contaminated soil are fully payable by the contractor.

## **2. Coolstores**

Only refrigerants permitted in accordance with the applicable environmental regulations are allowed on company premises.

The external company needs to foresee and fill in a log and place it at Stora Enso Langerbrugge's disposal, as stipulated by law.

## **3. Well-pointing**

Well-pointing needs to be requested at least a week in advance from the Stora Enso manager with specification of the location, the presumable flow and the duration.

After consultation with the environment co-ordinator, the Stora Enso manager will decide where the drainage water can be discharged.

## **4. Waste products**

The special agreements concerning storage and removal of waste products laid down in the contract need to be strictly respected.

Following their activities, all external companies are responsible for the selective collection of all waste products in the receptacles made available by Stora Enso.

In case of doubt about the correct collection point, please address the Stora Enso manager. He shall make a plan available to the contractor with the different waste flows. If necessary a record of the specific waste flow can be requested. This clearly specifies what and how certain waste products need to be sorted.



## APPENDIX 4

# Supplier Code of Conduct

STORA ENSO SUPPLIER CODE OF CONDUCT

MAY 2014

### Introduction

This Supplier Code of Conduct (CoC) outlines the minimum standards Stora Enso requires its Suppliers (as defined below) to comply with when doing business with Stora Enso in addition to observing all laws and regulations governing their activities. Further guidance on how to interpret and implement this CoC is given in the Practical Guide for Stora Enso Suppliers.

This CoC forms an integral part of all contracts between the Supplier and Stora Enso.

### 1. Definitions

A "Supplier" is any person or legal entity which provides Stora Enso with products or services. In addition to Suppliers who have a direct contractual relationship with Stora Enso, this definition also includes the Suppliers' sub-suppliers.

"Stora Enso Representatives" include the company's employees and legal representatives.

### 2. Management systems

The Supplier shall have appropriate management systems in place to enable adherence to this CoC or its own equivalent code of conduct, whichever is stricter, as well as all other relevant and applicable laws and regulations. The functioning and quality of the management system shall be in proportion to the size, complexity and risk environment of the Supplier's business. This means that, at a minimum:

- 2.1 the Supplier shall adopt a systematic approach to the assessment, mitigation and management of risks related to human and labour rights, occupational health and safety, responsible business and environmental impact (hereafter referred to as "Code of Conduct Issues"),
- 2.2 the Supplier shall adopt measurable performance targets in relation to Code of Conduct Issues and define related actions to reach these targets with a view to ensure continuous performance improvement,
- 2.3 all applicable laws, regulations and contractual terms governing the Supplier's assignments shall be duly applied and communicated, with sufficient training provided to relevant employees and business partners,
- 2.4 the Supplier shall have systems in place to enable the reporting of Code of Conduct Issues-related grievances (e.g. a whistle-blowing system),
- 2.5 the Supplier shall duly ensure and monitor that its own suppliers and sub-suppliers comply with this CoC or their own equivalent code of conduct. The Supplier is liable for the performance of its sub-suppliers as for its own work.

### 3. Human and labour rights

#### 3.1 Human rights

The Supplier is required:

- 3.1.1 to respect human rights and not be complicit in human rights violations within its sphere of influence,
- 3.1.2 to duly map its human rights impacts whenever the need for such action is agreed,
- 3.1.3 to have in place adequate remedial mechanisms in case of any human rights violations.

#### 3.2 Basic workers' rights

The Supplier is required:

- 3.2.1 not to employ any workers below 15 years (14 years in certain developing countries) or the minimum age according to national legislation, whichever is higher (in line with the ILO Convention 138 on child labour),
- 3.2.2 to ensure that employing young people above minimum age but under 18 years does not jeopardise their education, health, safety or morals, to fully recognise employees' right to organise, belong to a union and bargain collectively,
- 3.2.4 not to use any forms of involuntary labour,
- 3.2.5 not to discriminate against any employee,
- 3.2.6 to treat all employees fairly and respectfully.

#### 3.3 Wages and working hours

The Supplier is required:

- 3.3.1 to pay employees at least the minimum wage and applicable overtime wages defined by national laws or any applicable collective agreements,
- 3.3.2 to apply normal working hours that comply with applicable law and collective agreements and where no such laws or collective agreements exist working hours will not exceed 48 hours per working week on a regular basis,
- 3.3.3 to provide all employees with at least one rest day in seven consecutive working days unless regulated otherwise by applicable laws.

#### 4. Occupational health and safety (OHS)

The Supplier is required:

- 4.1 to fulfil all applicable legal OHS requirements,
- 4.2 to have a written OHS policy of its own, to demonstrate management's commitment to OHS, and to assign responsibility for OHS within its organisation,
- 4.3 to ensure that operational controls such as rules and procedures are in place and communicated to all employees,
- 4.4 to have emergency preparedness and response procedures in place,
- 4.5 to increase its employees' awareness of health and safety issues, to enhance safety culture through open

# Supplier Code of Conduct

STORA ENSO SUPPLIER CODE OF CONDUCT

MAY 2014

communications, and to ensure that its staff have received appropriate OHS training.

- 4.6 to measure and monitor its OHS performance and OHS hazards with the help of properly conducted workplace inspections and audits,
- 4.7 to report and investigate all health and safety incidents.

## 5. Environmental impact

The Supplier is required:

- 5.1 to fulfil all environmental requirements defined in relevant laws, regulations and environmental permits,
- 5.2 to assign responsibility for environmental issues within its organisation,
- 5.3 to ensure that its employees have appropriate know-how and experience in relation to environmental issues, as well as resources to enable them effectively to meet their responsibilities,
- 5.4 to ensure that written instructions covering all processes with potential environmental impacts, such as the storage and handling of hazardous materials, are available and that the relevant information is communicated to all employees involved,
- 5.5 to proactively work to prevent emergencies and ensure the capacity to react appropriately to such events, by analysing, identifying and adopting suitable preventive and corrective measures,
- 5.6 to handle environmental violations and complaints systematically and communicate them to employees and external stakeholders, including Stora Enso if affected,
- 5.7 to provide Stora Enso with up-to-date material safety data sheets (MSDS or SDS), as applicable, and any other relevant documents and information requested by Stora Enso.

## 6. Responsible business

The Supplier is required to conduct its business in full compliance with Stora Enso's Business Practice Policy or the Suppliers' own equivalent ethical rules, whichever are stricter. This means, among other things, that the Supplier is required:

- 6.1 to conduct business in full compliance with all applicable antitrust and fair competition laws,
- 6.2 to prevent situations where there is a conflict of interest between the Supplier and Stora Enso,
- 6.3 to act in compliance with all applicable anti-corruption laws, by, among other things, refusing to receive or offer bribes, facilitation payments or anything of value for the purpose of obtaining or retaining business or any improper benefit or advantage,
- 6.4 to act in compliance with all rules and regulations related to the safety and quality requirements of products and services, including rules defined by Stora Enso,
- 6.5 to transparently and accurately record and disclose details of its business activities, corporate structure,

financial situation and performance in accordance with applicable laws and regulations.

When doing business with Stora Enso this means among other things that:

- 6.6 Stora Enso Representatives shall always pay for their own travel and accommodation costs when visiting the Supplier, conferences, reference plants etc,
- 6.7 Stora Enso Representatives shall not be offered any gifts, hospitality or expenses that could be considered unreasonable or inappropriate with regard to possible business transactions.

## 7. General requirements

The Supplier is required:

- 7.1 to immediately report any non-compliance with this CoC to Stora Enso. The Supplier and any of its employees may report their concerns confidentially to:

Head of Internal Audit  
Stora Enso AB  
P.O. Box 70395  
SE-107 24 Stockholm, Sweden.  
See web page [www.storaenso.com](http://www.storaenso.com) for more details.

- 7.2 to disclose information and data regarding issues covered by this CoC at the request of Stora Enso, unless this would conflict with its statutory obligations on disclosure of information.
- 7.3 to allow Stora Enso, or any third party authorised by Stora Enso and reasonably acceptable to the Supplier, to conduct in the presence of the Supplier an audit of the Supplier's operations relevant for this CoC including but not limited to the Supplier's facilities, and relevant extracts from books and records. At the Supplier's request, the parties involved in any such audit shall enter into a confidentiality agreement regarding the circumstances disclosed in the audit.

## 8. Enforcement

- 8.1 If Stora Enso finds that the Supplier is not meeting the requirements and expectations set out in this CoC, Stora Enso will offer guidance specifying which issues need to be corrected or improved. The Supplier must then take corrective actions promptly as advised by Stora Enso. Stora Enso nevertheless reserves the right to cancel outstanding orders, suspend future orders or terminate the contract with the Suppliers in case of a material breach of this CoC.
- 8.2 Should the main contract between Stora Enso and the Supplier, to which this CoC forms an Appendix, contain separate termination rules, it is nevertheless understood by both parties that breach of this CoC may be considered a material breach of contract, thus entitling Stora Enso to terminate the contract.

APPENDIX 5

**VEILIGHEIDSRICHTLIJNEN**  
**SAFETY REGULATIONS**

**BRAND**  
**FIRE**

**600**  
 PORTIER / SECURITY  
 0473 / 30 20 13

**EVACUATIE**  
**EVACUATION**

van zodra u het alarm hoort  
 as soon as you hear the alarm

1 min.

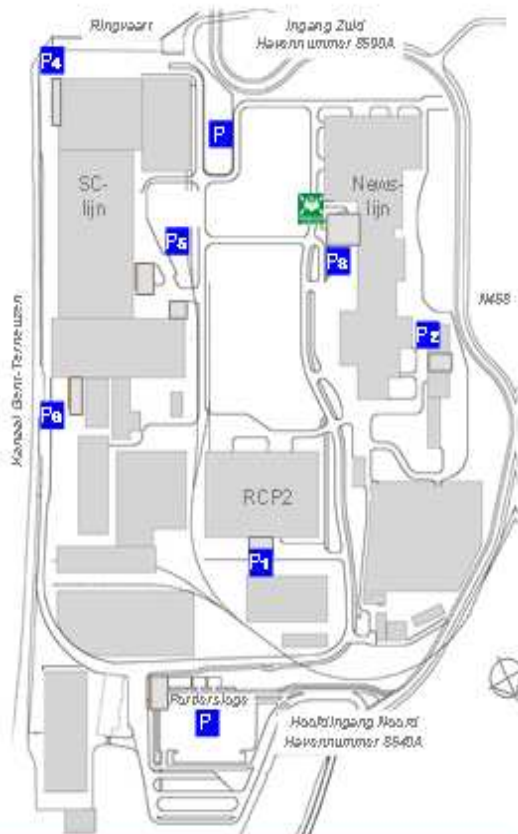
via via naar to

**EINDE / END**

24 sec.

**ONGEVAL**  
**ACCIDENT**

**700**  
 PORTIER / SECURITY  
 0473 / 30 20 13



No smoking, No mobile phones, MAX 30KM, No littering, Parking (P)