

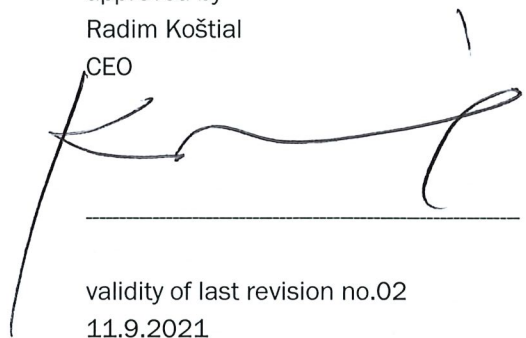
Organizational regulation

L-01-34

CDM Policy

written by
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approved by
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A handwritten signature in black ink, appearing to be 'Radim Košťal', written over a horizontal dashed line. The signature is fluid and cursive.

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Amendments

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1 General provisions

1.1. Introduction

The Company confirms its commitment to good management of health and safety in construction under the Construction (Design and Management) Regulations 2015 (CDM2015).

1.2 Scope

Rules and bases stated in this company regulation are valid for all employees of Sipral UK Ltd. and for all companies working on behalf of Sipral UK Ltd. (hereinafter "Sipral").

2 CDM Policy

Sipral is aware of their responsibilities under the CDM Regulations 2015 and ensure they comply fully with their requirements.

In general, Sipral will take on the role of multiple dutyholders on projects including Principal Designers, Designers, Principal Contractor and Contractor.

We comply fully with the Regulations which are summarised below:

CDM Dutyholders	Summary of Role / Main Duties
<p>Clients are organisations or individuals for whom a construction project is carried out.</p>	<p>Make suitable arrangements for managing a project. This includes making sure:</p> <ul style="list-style-type: none"> Other dutyholders are appointed; Sufficient time and resources are allocated; <p>Make sure:</p> <ul style="list-style-type: none"> Relevant information is prepared and provided to other dutyholders; The Principal Designer and Principal Contractor carry out their duties; Welfare facilities are provided
<p>Domestic Clients are people who have construction work carried out on their own home, or the home of a family member that is not done as part of a business, whether for profit or not.</p>	<p>Domestic clients are in scope of CDM 2015, but their duties as a client are normally transferred to:</p> <ul style="list-style-type: none"> The contractor, on a single contractor project; Or The Principal Contractor, on a project involving more than one contractor. <p>However, the domestic client can choose to have a written agreement with the Principal Designer to carry out the client duties.</p>
<p>Designers are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work.</p>	<p>When preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during;</p> <ul style="list-style-type: none"> Construction; and The maintenance and use of a building once it is built. <p>Provide information to other members of the project team to help them fulfil their duties.</p>
<p>Principal Designers are designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.</p>	<p>Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project.</p> <p>This includes:</p> <ul style="list-style-type: none"> Identifying, eliminating or controlling foreseeable risks; Ensuring designers carry out their duties. <p>Prepare and provide relevant information to other dutyholders.</p> <p>Provide relevant information to the Principal Contractor to help them plan, manage, monitor and coordinate health and safety in the construction phase.</p>

CDM Dutyholders	Summary of Role / Main Duties
<p>Principal Contractors are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.</p>	<p>Plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes: Liaising with the Client and Principal Designer; Preparing the construction phase plan; Organising cooperation between contractors and coordinating their work. Ensure: Suitable site inductions are provided; Reasonable steps are taken to prevent unauthorised access; Workers are consulted and engaged in securing their health and safety; and Welfare facilities are provided.</p>
<p>Contractors are those who do the actual construction work and can be either an individual or a company.</p>	<p>Plan, manage and monitor construction work under their control so that it is carried out without risk to health and safety. For projects involving more than one contractor, coordinate their activities with others in the project team – in particular, comply with directions given to them by the Principal Designer or Principal contractor. For single contractor projects, prepare a construction phase plan.</p>
<p>Workers are the people who work for or under the control of contractors on a construction site.</p>	<p>They must: Be consulted about matters which affect their health, safety and welfare; Take care of their own health and safety and others who may be affected by their actions; Report anything they see which is likely to endanger either their own or others' health and safety; Cooperate with their employer, fellow workers, contractors and other dutyholders.</p>

DUTIES OF PRINCIPAL DESIGNERS AND DESIGNERS

A Principal Designer is the designer with control over the pre-construction phase of the project. This is the very earliest stage of a project from concept design through to planning the delivery of the construction work. The principal designer must be appointed in writing by the client.

The principal designer can be an organisation or an individual that has:

- the technical knowledge of the construction industry relevant to the project;
- the skills, knowledge and experience to understand, manage and coordinate the pre-construction phase, including any design work carried out after construction begins.

Sipral is not in the role of Principal Designer but will be the Designer for certain aspects of the project.

In liaison with the client and principal contractor, the principal designer has an important role in influencing how the risks to health and safety should be managed and incorporated into the wider

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management of a project. Decisions about the designs taken during the pre-construction phase can have a significant effect on whether the project is delivered in a way that secures health and safety. The principal designer's role involves coordinating the work of others in the project team to ensure that significant and foreseeable risks are managed throughout the design process.

Where we act as Principal designers or are part of a team undertaking this role we shall:

- plan, manage, monitor and coordinate the pre-construction phase, taking into account the contents of any pre-construction information, construction phase plan or existing H&S file;
- identify, eliminate or control foreseeable risks – taking into account the principles of prevention;
- ensure cooperation and coordination between all relevant Dutyholders;
- provide pre-construction information – this is information already in the client's possession or which is reasonably obtainable;
- liaise with the principal contractor for the duration of their appointment.

Duties of Designers

A designer is an organisation or individual who:

- prepares or modifies a design for a construction project; or
- arranges for or instructs someone else to do so.

A designer has a strong influence during the concept and feasibility stage of a project. The earliest decisions can fundamentally affect the health and safety of those who will construct, maintain, repair, clean, refurbish and eventually demolish a building. A designer should address health and safety issues from the very start.

Where Sipral are Designers' we shall ensure that we:

- make clients aware of their duties;
- when preparing or modifying designs, we shall take account of the general principles of prevention and the pre-construction information provided to us;
- eliminate, reduce or control foreseeable risks through design;
- provide design information to other duty holders using or implementing the design;
- cooperate with other duty holder.

DUTIES OF PRINCIPAL CONTRACTOR

A principal contractor is the organisation or person that coordinates the work of the construction phase of a project involving more than one contractor, so it is carried out in a way that secures health and safety.

Although rare, we do occasionally take on the role of Principal Contractor and when we do, we ensure the following:

- In planning, managing, monitoring and coordinating the construction phase, the we will take account of the general principles of prevention.
- We shall ensure that contractors under our control cooperate with each other and coordinate their activities.
- Provide suitable site inductions to every site worker – this shall be site specific and highlight any particular risks and control measures that those working on the project need to know about.
- Preventing unauthorised access to the site.
- Provide suitable and sufficient welfare facilities which are maintained throughout the construction phase;
- Liaise with the principal designer for the duration of the project.

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- Consult and engage with workers to ensure that measures for their health, safety and welfare are developed, promoted and checked for effectiveness.

Sipral is not in the role of Principal Contractor but will be the Contractor for certain aspects of the project.

DUTIES OF A CONTRACTOR

A contractor is anyone who directly employs or engages construction workers or manages construction work. Contractors and the workers under their control are those most at risk of injury and ill health. They can influence the way work is carried out to secure their own health and safety and that of others affected.

When we undertake the role of a Contractors, we ensure the follow:

- Making clients aware of their duties.
- Plan, manage and monitor construction work under our control so it is carried out in a way that controls the risks to health and safety.
- Appoint only competent contractors or workers or provide suitable training to allow them to become competent.
- Provide appropriate supervision for employees and contractors under our control.
- Provide information and instructions to employees and contractors so they can carry out their work without risk to health and safety.
- Prevent unauthorised access to site.
- Provide welfare facilities which meet the minimum requirements set out in Schedule 2.