

Re: Social Responsibility and Health and Safety self-assessment of contractors

Dear Sir or Madam,

The willingness and objective of LafargeHolcim and its subsidiaries is to make a long-term commitment with business partners who adhere to the values of our Supplier Code of Conduct.

https://www.holcim.be/sites/belgium/files/atoms/files/lh_supplier_code_of_conduct.pdf

For the purposes of our ongoing efforts to strengthen relations with our subcontractors and service providers, and in order to guarantee the health and safety of their members of staff, when assessing our contractors we aim to take on board criteria other than those of performance, price and quality.

Therefore, please complete and send back the enclosed questionnaire entitled "Pre-qualification Social Responsibility and Health and Safety questionnaire for contractors".

In this way, you will undertake to respect and ensure that your staff comply with the safety rules in force at Holcim.

We would also like to ask you to send us the following documents and certificates:

- Civil Liability insurance policy (object & amounts)
- A certificate of entry upon the Commercial and Companies register (Kbis)(FR)/ Databank of registered companies (BE) or equivalent
- The document attesting your agreement to the General Data Protection Regulations (GDR).

Please get in touch with us if you have any questions about our contractor pre-qualification process and thank you in advance for your help with meeting our commitments.

Best regards,

Procurement Support

AGREEMENT IN RELATION TO THE SHARING OF PERSONAL DATA (GDPR)

1. DATA PROTECTION

- 1.1 The Parties agree to share with each other certain Personal Data (such data received by the other Party: "**Shared Data**") on the basis of Article 6 par. 1 (b) of the EU General Data Protection Regulation (GDPR) for purposes of the performance of this Agreement only ("**Permitted Purpose**"). No special categories of personal data (sensitive data) will be transferred and processed. The Party receiving Shared Data from the other shall be referred to herein as the "**Data Receiver**" and the Party transferring Shared Data to the Data Receiver shall be referred to herein as the "**Data Discloser**".

Details of the Shared Data:

- (a) Categories of data subjects concerned:
- Individuals involved in the execution of the Agreement at both Parties or at third parties involved in the execution of the Agreement
- (b) Categories of Shared Data
- Contact details, such as name, position, location, telephone number or other communication channel data
 - No special categories of data will be transferred and processed.
- 1.2 The Data Receiver shall at all times process Shared Data in a professional manner in compliance with applicable law and this Agreement exercising due skill, care and diligence and shall implement and apply appropriate, state of the art level of technical and organizational data security standards.
- 1.3 Any disclosure or transfer of Shared Data by the Data Receiver to a third party is only admissible if required for the Permitted Purpose and must comply with applicable laws, in particular Articles 25, 26 GDPR.
- 1.4 Where required under applicable law, either Party shall inform data subjects concerned about the sharing of Shared Data under this Agreement. The Data Receiver shall promptly notify the Data Discloser of any requests, objections or any other enquiries of Data Subjects under applicable laws regarding the processing of Shared Data ("**Data Subject Requests**") which may give rise to any legal obligation or liability or otherwise concern the legitimate interests of the Data Discloser.
- 1.5 In the event of a Personal Data Breach (Article 33 GDPR) or disputes with or claims of data subjects, supervisory authorities or other third parties the Parties will promptly notify and inform each other provided that such event concerns the Processing of Shared Data and may give rise to any legal obligation or liability or otherwise concern the legitimate interests of the other Party. The Parties shall reasonably coordinate and support each other in relation to any such event.
- 1.6 The Data Receiver shall promptly delete Shared Data once they are no longer required for the Permitted Purposes unless the Data Receiver is required or legally permitted under applicable law to continue processing the Shared Data.

Date :

Signature :

Box for use by Holcim only

Assessing officer's name	
Contractor's SAP no.	
Category	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Pre-qualification validity period	

Pre-qualification Social Responsibility and Health and Safety questionnaire for contractors

Identification of the contractor			
Company number			
Address			
Contact person (for contractual & commercial aspects)	Name:		
	Position:		
	Tel. / mobile:		
	e-mail:		
Contact person (for Health & Safety aspects)			
Number of employees			
NACE code - Description of business activity			
VAT no.			
<input type="checkbox"/> Administrative work <input type="checkbox"/> Consultant / Training <input type="checkbox"/> Design and engineering office <input type="checkbox"/> Office cleaning services	<input type="checkbox"/> Repairs to office equipment <input type="checkbox"/> Corporate catering <input type="checkbox"/> Gardening services <input type="checkbox"/> Supervisory bodies <input type="checkbox"/> Surveyor	<input type="checkbox"/> Construction / Building and Public Works <input type="checkbox"/> Quarrying (drilling, mining, extraction, etc.) <input type="checkbox"/> Repairs / maintenance / emergency mechanical and electrical repairs, boilermaking, etc. on vehicles, buildings or facilities <input type="checkbox"/> Treatment / handling of hazardous products and substances <input type="checkbox"/> Crane operation / towing	<input type="checkbox"/> Transportation / Distribution of products transported by Holcim (by road, rail and waterways)
Within what geographical scope do you operate? <input type="checkbox"/> France <input type="checkbox"/> Belgium <input type="checkbox"/> Netherlands Please state the region:			

Contractor's Health & Safety policy and results						
Certifications						
Does the contractor have any certification in:	Which?			Expiry date		
⇒ Quality						
⇒ Health & Safety VCA* / VCA** Besacc, OHSAS 18001, other...						
⇒ Environment						
Training programme safety of your employees (please detail level of training and qualification worker's)						
Do you have a general health & safety training programme as part of the induction of your operational supervisors (e.g.VCA)						
Training programme for workers (e.g. basic VCA training)						
Do you have a specific training programme for those of your employees who engage in activities involving special risks (licence to drive vehicles, work at heights, etc.)?						
Statistics on industrial accidents						
	For the whole of the company			At Holcim		
	Year N-3	Year N-2	Year N-1	Year N-3	Year N-2	Year N-1
⇒ Total number of industrial accidents with time off work						
⇒ Number of fatal accidents						
⇒ Frequency rate						

Declaration of intent

The undersigned declares :

- That the answers given in this questionnaire are accurate
- That s/he undertakes to adhere and to ensure that all workers operating both on behalf of his or her company and on behalf of any subcontractors adhere to the local legislation and the Holcim group's Health & Safety and Corporate Social Responsibility requirements. Also available on site www.holcim.be
- That s/he will take any costs relating to the Holcim group's Health & Safety and Corporate Social Responsibility¹ requirements into account in his or her bids
- Intent to respect them and to have them respect by all workers in all circumstances.

Date :

Name + Signature :

⇒ See annex : General safety requirement

GENERAL SAFETY REQUIREMENTS

(To be used by service providers working at or on behalf of Holcim France, Belgium and Netherlands)

Legislation:

Generally speaking, the service provider undertakes to adhere to the Health and Safety in the workplace legislation currently in effect on the sites where the work is to be carried out.

Language:

The documents supplied must be in the lingua franca of the site(s) in question.

Breaches / penalties:

Holcim reserves the right to call all work to a halt in the event of any at-risk situations involving the following:

- A serious, imminent hazard
- A failure to adhere to a safety-related prevention provision defined by:
 - A legislative / regulatory obligation which is applicable on the site in question
 - The site rules which are applicable on the site in question
 - A work permit or authorisation / prevention or start of work plan / safety protocol, etc.
 - A safety sign or notice displayed on the site

Any failure to adhere to a health and safety requirement contractually defined between Holcim and the service provider shall automatically lead to the payment by the service provider of the following penalties:

- €250 for each Health and Safety discrepancy recorded
- €250 for each failure to attend a Health and Safety meeting which has been scheduled and confirmed

Safety induction / start of work:

Upon arriving on the site, the service provider must go to reception and sign the attendance register, if there is one (every time that s/he arrives and leaves).

In all cases, the service provider must always go to see the person placing the order at Holcim before making a start on the operations, for the following main reasons:

- Presentation of the work and inspection of the site
- Discussion of any risks of interference / choice of preventive measures
- Details of any instructions to be followed / drawing up of any safety documents

Whenever this is specified to him or her, the service provider must agree to any safety induction information / training courses organised by the sites where the work is to take place.

Equipment / vehicles:

Holcim informs these service providers that, unless expressly stated otherwise, the lending of equipment, machines and vehicles is prohibited.

Generally speaking, all equipment used by service providers must comply with the current legislation in application on the sites where the work is to be carried out, be in good working order and periodically checked.

For certain operational equipment, Holcim reserves the right to ask the service provider for the latest regulatory technical inspection report.

In any case the service provider hereby gives an undertaking that, if necessary, s/he will be able to prove the competence

of any members of his or her staff employed in using his or her equipment (accreditation, permit, authorisation, certificate of competence, etc.)

Hazardous products:

For any hazardous products, substances or items which may be brought onto a Holcim site, the service provider must be able to:

- Produce the product's technical data sheet
- Produce the safety data sheet
- Ensure that the transportation, packaging and labelling all comply with current legislation

These products must be temporarily stored with care taken to control any risks relating to leaks (holding tanks, absorption kit, and the quantities stored must be limited to what is strictly necessary).

Health and Safety coordination:

Prior to carrying out the operations, the service provider undertakes to send the person placing the order at Holcim contact details for the people from his or her company who:

- Are authorised to sign contractual health and safety documents
- Are in charge of monitoring the works on the Holcim site
- Are in charge of the health and safety aspects

All operations carried out by a service provider on behalf of Holcim may only be undertaken after the drawing up and signing of a document analysing the risks and setting out any preventive measures relating to the work (work permit or authorisation, prevention / start of work plan, safety protocol, etc.)

Only service providers who are in possession of copies of the documents stated above may begin the work entrusted to them.

Service providers undertake to send these documents to any persons from the company who they may have assigned to work on the Holcim site.

Service providers undertake to inform their Holcim contacts in advance if they wish to use subcontracting for the purposes of carrying out all or part of the work entrusted to them.

Holcim reserves the right to accept or reject the subcontractors suggested by service providers.

Service providers undertake to take part in site / safety meetings organised by or on behalf of Holcim.

Cleanliness and tidiness:

The service provider undertakes to keep the working area clean and tidy whilst the work is being carried out and prior to leaving the site.

All service providers are responsible for cleaning, repairing and overhauling any facilities they may have soiled or damaged throughout work on the site.

Working alone:

Service providers must not carry out any work outside of opening hours and days or when there are no Holcim members of staff in attendance on the site.

When permanent surveillance by a third party capable of providing help is not possible, working alone is authorised only subject to the providing by the service provider of suitable equipment allowing his or her operatives to alert the emergency services if necessary.

GENERAL SAFETY REQUIREMENTS

(To be used by service providers working at or on behalf of Holcim France, Belgium and Netherlands)

Using explosives:

Generally speaking, the service provider undertakes to adhere to the current regulations on the site where the work is to be carried out for the transportation, handling and use of explosives

Explosives may only be used by a person who has an appropriate and currently valid certificate of competence and a blasting licence issued by Holcim

If they are to be used as soon as they have been received, the quantities of explosives ordered must be used on the same day (otherwise steps which are in line with the applicable regulations must be taken to guarantee both safety and protection against theft).

The service provider must remove any surplus explosives from the site once loading is complete (the service provider must take back any explosives left over after each operation).

Before any blasting operation:

- Ensure that the danger zone is evacuated, seal up any access points and make sure that the danger zone is completely clear
- Announce the blast by giving three long blasts on a horn

After any blasting operation:

- Three minutes after the blast, check the top and bottom of the blasting area
- In the event of any misfires, do not sound the signal for the end of blasting and follow the regulatory procedure
- Announce the end of blasting by a long blast on a horn
- Collect any "undetonated" explosives on the same day for destruction
- Access to a cavity created by the blasting must only be allowed after the discharging of any gases and the securing of the zone

Work near / on bodies of water:

In order to avoid any risk of drowning, work may only be carried out on or near a body of water provided that:

- A lifejacket is worn (including on board a vehicle).
- Proof of swimming proficiency can be produced (50 metres)
- The work must be carried out under the constant surveillance of a third person

Work at heights:

Work at heights may only be carried out upon a work surface which has been designed, installed or fitted out in such a way as to guarantee the health and safety of the workers involved.

Generally speaking, the equipment (guardrails, cradles, platform lifts, scaffolding, harnesses, ladders, etc.) used to carry out work at heights must be:

- Compliant with the regulatory requirements and in perfect working order
- Used by competent staff who are duly accredited / authorised by the head of the service provider's establishment

For certain kinds of equipment, Holcim reserves the right to ask for the following:

- The latest regulatory technical inspection reports,
- Certificates of training / accreditation / authorisation

Scaffolding may only be installed and used in line with the regulatory provisions. The service provider must be able to prove the competence of the person in charge of carrying out the assembly and checking of any scaffolding for which s/he is responsible.

Medical fitness:

The service provider undertakes to adhere to the regulatory provisions on the medical surveillance of his or her staff and to take the nature of any health hazards to which his or her employees may be exposed as a result of the activities of Holcim into account.

Personal protective equipment:

Members of the service provider's staff must wear any personal protective equipment which is stated to be compulsory on the sites where the work is to be carried out (helmets, high-visibility clothing, safety shoes, safety goggles, hearing protection, breathing protection, etc.) at all times.

The choice and use of any personal protective equipment relating specifically to the actual risks of the service provider's activities (work at heights, welding, handling of hazardous products, etc.), remains the latter's responsibility.

Locking out:

All operations (electrical, mechanical, hydraulic, etc.) on facilities, vehicles, buildings, etc., may only be undertaken after following the lock-out procedure currently effective at Holcim.

Electrical work:

Work of an electrical nature may only be carried out by members of staff who have been duly accredited by the head of the service provider's establishment.

The accreditation must be up-to-date and match both the types of work or operation and the voltage range on which the accredited person will be working.

Holcim reserves the right to check the accreditation documents.

Lifting / mechanical handling work:

Work involving the handling-mechanical lifting of equipment or materials requiring the use of vehicles or devices (forklift trucks, cranes, loaders, telescopic handlers, etc.) may only be carried out by members of staff who are duly authorised by the head of the service provider's establishment. The authorisation must be up-to-date and match the types of vehicles or devices used by the service provider.

Generally speaking, the equipment used to carry out these mechanical handling-lifting operations must be compliant and in perfect working order. For certain kinds of equipment, Holcim reserves the right to ask for the latest regulatory technical inspection reports.

GENERAL SAFETY REQUIREMENTS

(To be used by service providers working at or on behalf of Holcim France, Belgium and Netherlands)

Hot work:

Prior to carrying out any hot work (oxyacetylene cutting, grinding, brazing, welding, bitumen soldering, etc.), a fire permit must be drawn up in consultation with Holcim according to the procedure currently effective at Holcim.

Work in confined spaces / material accumulators:

Prior to carrying out any work in a confined space – material accumulator (silos, aggregate hopper, etc.), a permit for operations in confined spaces – material accumulators must be drawn up in consultation with Holcim according to the procedure currently effective at Holcim.

A supervisor must be appointed to monitor the work from the outside and must be present throughout whilst the work is being carried out, and must not leave the premises under any circumstances whatsoever. S/he must constantly have a means of communication allowing him or her to alert the emergency services if necessary.

The providing of adequate operational and emergency equipment must also be decided upon prior to carrying out work of this type.

Excavation / earthworks:

Prior to carrying out any excavation – earthworks (excavation, stripping of top soil, coring / sounding, earthworks / clearing / filling, work on underground pipes, etc.), an excavation – earthworks permit must be drawn up in consultation with Holcim according to the procedure currently effective at Holcim.

The work may only commence once the following operations have been carried out:

- A search for and the identification of any buried or overhead networks
- Adherence to the regulatory provisions applicable on the site where the work is to be carried out (coordination / consultation / information working with the network concession holders)

Acceptance of the works / end of operations:

At the end of the works, the service provider must notify the person placing the order at Holcim before leaving the site in order to proceed to the acceptance of the works carried out:

- Checks to ensure that the site has been tidied up and any materials, waste, etc. have been removed.
- Checks on tagging out,
- Checks to ensure that there are no risks to future operatives (overhauling of safety devices, protective equipment, emergency shutdown, alarms, etc.)
- Checks to ensure that everything is working properly

- Handover of documents, drawings, instructions, etc.

The works may not be deemed to be completed and thus paid for until this condition is fulfilled.

Alcohol / drugs / smoking:

When members of staff are present on a site belonging to Holcim or carrying out work on behalf of Holcim, both the consumption and bringing of alcohol or drugs onto the site, or working under their influence are strictly prohibited.

As a general rule smoking is banned on Holcim premises (please adhere to the signs in place).

Asbestos:

If the operation entrusted to the service provider exposes him or her to working on or near asbestos, Holcim will send him or her an extract from the asbestos technical documentation.

These operations may only be performed after a risk assessment has been carried out and any preventive measures tailored to the risks of asbestos have been implemented.

Generally speaking, the service provider is responsible for the removal of his or her own waste, in adherence to the regulatory provisions for the site on which the work is to be carried out.

The discharging of products into the natural environment and into the water inflow or collection networks is strictly prohibited.

All waste must be sorted and then disposed of through authorised recycling channels suitable for the type of waste.

Pending disposal, waste must be stored on the site in the skips provided for this purpose.

The burning of waste is strictly prohibited.

Any noisy work must be avoided between 10 p.m. and 6 a.m.

Dust must be captured and sucked up as close to the source as possible.

Dust / Silica:

In order to prevent the risk of employees being exposed to any dust and silica dust, the members of staff carrying out the work must adhere to the safety signs specifically put into place and wear suitable breathing protection when required.

Noise:

In order to prevent the risk of employees being exposed to noise, the members of staff carrying out the work must adhere to the safety signs specifically put into place and wear suitable hearing protection when required.