

MANUAL TO PROVIDE TRAINING AND AWARENESS FOR THE EMPLOYEES OF EXTERNAL PROVIDERS OF PROCESSES, PRODUCTS AND SERVICES RELATING TO THE METHODS FOR BEHAVIOURAL COMPLIANCE WITH THE REQUIREMENTS OF TEDOM a.s. IN THE ENVIRONMENT PROTECTION AREA (04/2017)

This Manual defines the relationships in the environment area in the process of implementing the external provision of processes, products and services between TEDOM a.s., residing at Výčapy 195, 674 01 Třebíč, Company ID: 28466021, registered in the Trade Register kept by the Regional Court in Brno, Section B, File 6260 (hereinafter the „**Buyer**“) and the other contractual party, the external provider of process, product or service (hereinafter the „**Seller**“). If the Seller confirms the order or, if appropriate, renders fulfilment to the Buyer by the Buyer's order without any preliminary confirmation of this order, the Seller undertakes to accept this Manual and further attached documented information – see the Annexes. The Buyer made a voluntary decision to perform all of the Buyer's activities in conformity with the environment protection related requirements. The Buyer is a holder of the ISO 14001 Certificate. The Buyer considers the issues of environment and environmental hazards in all of the decision-making processes and activities of the company. The cited standard, Article 8.1, imposes on the Buyer to manage or influence the outsourced processes, that is, to instruct the individuals who provide the Buyer with the outsourced processes, products or services or who are present in the workplaces of the company premises in the awareness of the Buyer about the necessity to conform their behaviour to the Buyer's way of perceiving environmental care. The primary objective is the elimination of hazards of negative influences on the environment and the unceasing improvement of the environmental condition. The exigency and matter of course for the Buyer is to meet the obligatory requirements – the applicable legislation for the environment preservation.

THE COMPANY MANAGEMENT DETERMINED THE MAIN PRINCIPLES OF THE ENVIRONMENTAL CARE QUALITY POLICY BELOW:

Customers

- meet the requirements of customers
- services must be comprehensive, they must meet the customer expectations and be provided in the required quality while meeting all the requirements imposed by legislation and further regulations
- respond on time to the needs and interests of TEDOM clientele in terms of quality and benefits for the environment

External providers

- build long-term and mutually profitable partner relationships with external providers of processes, products and services, and manage the outsourced processes in conformity with the requirements
- engage TEDOM's business and contractual partners in TEDOM's pursuits to improve the environmental condition and quality

Employees

- support and boost motivation, awareness and development of the professional level of TEDOM's employees in order to reach the high level of labour quality
- protect health of the employees and enforce effective prevention to avoid work injuries

Technology, processes and infrastructure

- prevent or reduce the damage to the environment by applying the correct practices and procedures, new pieces of knowledge and convenient state-of-the-art technologies during the process of manufacture, implementation, operation, and service as well as in further activities.
- monitor, evaluate and improve the efficiency of processes in the company
- manage the risks and opportunities in all the processes, activities and in all the workplaces in the company

Surrounding environment, parties of interest

- utilize the resources (e.g., raw materials and energies) in an economical manner, reduce the amount and hazardous nature of wastes
- collaborate actively with the state bodies, organizations and self-government authorities that operate in individual company localities
- cut down the risks of negatively influencing of the environment

IMPLEMENTATION OF THE MAIN PRINCIPLES OF THE ENVIRONMENTAL CARE POLICY IN PRACTICE:

- Spare the work with materials and energies.
- Use the correct procedures and practices.
- Avoid useless creation of hazardous wastes and reduce the generated wastes.
- Sort the generated wastes carefully and place the wastes into the dedicated and designated containers.
- Maintain vehicles in the good technical condition without any dripping of the operational fluids and fuels.
- Avoid leaving a vehicle running unnecessarily.
- Adhere to the instructions and regulations given by the safety and warning decals, fire prevention rules, operating regulations and guidelines.
- Adhere to the OSH and FP principles.
- Move along the demarcated road areas where they are marked.

It is the Seller's duty to get all the employees who will perform any tasks for the Buyer to become familiar with this manual. The obligation to provide training and awareness rests with the person authorized to accept the Buyer's order. Completion of unclear points, if any, will be done before the Buyer's delegated employee performs the agreed upon activities.

The Seller is responsible for the attainment of compliance with our environmental policy and the system procedures and requirements.

Failure to adhere to the determined procedures and compliance with the environmental management system can result in the exaction of liquidated damages to full extent from the Seller or, if necessary, in the termination of the contract.

Annexes:

- The Policy of TEDOM a.s. in the Environment Care and Quality Area
- Register of Environmental Aspects with Significant Impacts