

Safety Regulations Working with Third Parties

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Deloitte Services & Investments
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1 – Definitions

ARAB:	The General Regulations of 11 February 1946 for Labour Protection, largely replaced by the Codex on Well-being at Work
AREI:	The General Regulations of 10 March 1981 on Electrical Installations
Codex:	The Codex on Well-being at Work of 12 June 2017 (official coordination)
Contractor(s):	A company or natural person from outside who performs work and/or deliveries of goods, for the account of Deloitte or with its consent, in accordance with an agreement concluded with Deloitte
Deloitte:	Deloitte Services & Investments NV, with its registered office at Luchthaven Brussel Nationaal 1J, 1930 Zaventem, registered in the Register of Legal Entities in Brussels with company number 0402.910.779
Facility:	Any geographically defined area that falls under the responsibility of Deloitte, based on a rental, real estate lease or service agreement
Law	The Law of 4 August 1996 concerning the well-being of the employees in the performance of their work
Policy:	The underlying document which contains the Deloitte safety regulations for working with third parties
PPE:	<p>Personal protective equipment, being all equipment intended for work, worn or carried by the employee in order to protect them against one or more hazards that could jeopardise their safety or health at work, as well as any supplements or accessories that could contribute to such, with the exception of:</p> <ul style="list-style-type: none">• Regular and uniform work clothing that is not specifically intended to protect the safety and the health of the employee;• PPE specific for military, policemen and law and order personnel;• PPE of road transport resources;• Sports equipment;• Self defence equipment or deterrents;• Portable equipment for detecting and signalling hazards and load factors.
Subcontractor(s):	A company or a natural person from outside who performs work and/or delivery of goods in a facility based on an agreement concluded with a Contractor

2 – Introduction

2.1 – Deloitte Well-being Policy

Deloitte is a company that offers logistical and organisational support to various entities in the service industry. Deloitte believes that it is important to pay attention to protecting health and safety in the workplace. In order to guarantee a safe workspace, everyone must be aware of the possible dangers. This policy applies to the Contractor and Deloitte and contains the main guidelines that every Contractor must comply with when performing work and/or when delivering goods.

This document allows the contractor to provide its employees and subcontractors with the necessary information in regards to health and well-being measures when executing its assignment at Deloitte.

“Together we are
committed to a safe
work environment.”

3 – Guidelines

3.1 – General Prevention Principles

The Contractor complies with the provisions as laid down in the Law, the ARAB, the Codex, and the AREI.

More specifically, the Contractor shall take the necessary measures to promote the well-being of its employees during the execution of their work. For this purpose, it will apply the following prevention principles as laid down in Article 5 of the Law:

- a) Prevent hazards;
- b) Evaluate hazards that cannot be prevented;
- c) Combat hazards at the source;
- d) Replace what is dangerous with something that is not dangerous or less dangerous;
- e) Give priority to measures regarding collective protection over measures regarding individual protection;
- f) The adjustment of the work to the people, specifically in regards to the set-up of the workplaces, and the choice of the work equipment and the work and production methods, specifically in order to make monotonous work and speed-driven work more bearable and to limit the health consequences thereof;
- g) Limiting the risks as much as possible, taking technological developments into account;
- h) Limiting the risks of a serious injury by taking material measures that prevail over any other measures;
- i) The adaptation of work to human beings, particularly with regards to the design of workstations, and the choice of work equipment, working and production methods, with, in particular, the intention to making monotonous work and work at a predetermined work-rate more bearable and to reducing their impact on health
- j) Inform the employee about the nature of their work, the associated remaining hazards, and the measures that are aimed at preventing or limiting these hazards;
 - a. 1° upon their employment;
 - b. 2° each time if this is necessary in connection with the protection of well-being;
- k) Providing adequate instructions to the employees and determining supervisory measures for a reasonable guarantee of the compliance with these instructions;
- l) Providing for or familiarisation with the existence of the appropriate health and safety signals at work, if hazards cannot be prevented or cannot be sufficiently limited by the collective technical protective equipment or by measures, methods or working approach in the sphere of the work organisations.

3.2 – General Obligations of Contractor

The Contractor commits to comply with its obligations regarding the well-being of the employees in the execution of their work that are common to the facility, and to have its subcontractors comply.

The Contractor shall forward the conditions of this policy and other safety information it receives from Deloitte (if applicable) to its employees and subcontractor(s), and shall monitor the compliance. It shall ensure that its employees and subcontractor(s) will have the necessary competencies to be able to perform the work assigned by Deloitte in a safe manner.

There will be prior consultation with Deloitte about any activities. The Contractor shall provide Deloitte with all information about the hazards inherent to the work they will be performing. In this context, every Contractor will enclose a copy of its risk assessment with the offer or contract to the Deloitte Facilities Department¹, which will contain the respective services. This does not apply if the performance is limited to the delivery of goods.

If the Contractor does not (adequately) comply with its obligations regarding the well-being of the employees in their work performance that are inherent to the facility, Deloitte itself may take the necessary measures at the expense of the Contractor.

The Contractor who asks (a) subcontractor(s) for the performance of the agreed work in the facility, commits to include the clauses in the contractual agreement(s) with the subcontractor(s) as referred to under paragraph 1 to 4 of Article 3.2, which means if the Subcontractor fails to comply with the respective obligations or does not do so adequately, the Contractor may take the required measures if necessary, at the expense of the subcontractor.

All employees of the Contractor shall stay at the location where the work is performed and shall use the provided PPE in function of the hazard to which they are exposed.

It is not permitted during the performance of the assignment to use a mobile phone if this would entail an increased risk, nor is it permitted to film at the facility.

One shall never endanger others during the performance of the work.

3.3 – General Obligations of Deloitte

Before the start of the work, Deloitte shall provide the necessary information to the Contractor for its employees and those of its subcontractors.

This information is more specifically:

- a) The hazards for the well-being of the employees as well as the prevention and protective measures and activities, both for the facility in general as well as every type of work station and/or every type of function or activity insofar as this information is relevant for the collaboration or coordination;
- b) The measures that were taken for emergency response, fire safety, and the evacuation of the employees and the designated employees who are tasked with implementing these measures.

Deloitte will also coordinate the actions of Contractors and their subcontractors to ensure the collaboration between them and Deloitte in the implementation of the measures regarding the well-being of the employees in the performance of their work.

Lastly, Deloitte ensures that every Contractor complies with its obligations regarding the well-being of the employees in the performance of their work that are inherent to its facility.

¹ See Chapter 5 Contact

3.4 – Social Security

Before the start of work, the Contractor must have the necessary documents for each of its employees that justify their employment in Belgium and the application of the Belgian social security laws.

For the employee who is not subject to Belgian social security, the LIMOSA (Landenoverschrijdend Informatiesysteem ten behoeve van Migratie Onderzoek bij de Sociale Administratie) document must be available. If applicable, an A1 document and/or a work permit must be provided. All the above-mentioned legal documents may be requested at any time.

The Contractor confirms that:

- a) All its employees may legally work in Belgium;
- b) If applicable, the regulations applicable concerning residence in Belgium are met;
- c) It respects all salary and employment conditions as provided in the Belgian social law.

3.5 – Access

In order to receive access to the facility, badges will be provided to the Contractor (and if applicable, its subcontractors) at the reception desk.

If a badge received, it will be returned to the reception desk at the end of each workday.

3.6 – Identification

The Contractor shall provide to the Deloitte Facilities Department², no later than two working days before the start of the work, an overview of the employees (of both itself and of the subcontractors) who will perform the work at Deloitte.

This list shall include the names of the employees, the date on which the respective employee will start the work, and what the planned duration is of their work.

The personnel of the Contractor (and, if applicable, its subcontractors) shall register with each entry and exit of the facility as agreed with the contact person of Deloitte. During the presence in the facility, the personnel will at all times wear the Deloitte badge in a clearly visible manner, unless Deloitte has explicitly indicated that this is not necessary for safety or hygienic reasons.

3.7 – Presence

The Contractor and its subcontractors shall perform their work during office hours. In principle, no work will be performed during weekends, holidays, and office closure days that apply at Deloitte. Possible exceptions to this will be coordinated with the Deloitte Facilities Department³.

The Contractors and its subcontractors are forbidden to be in any other places than the respective designated location.

² See Chapter 5 Contact

³ Ditto

3.8 – Traffic in the Facility

Each facility is subject to the Belgian Highway Code, as well as the local right-of-way, prohibition, and command signs.

The operators of vehicles who perform work on behalf of the Contractor or its subcontractors in the facility must observe the following:

- a) Be in the possession of the necessary driver's licenses and/or other necessary certificates;
- b) Guarantee the utmost carefulness;
- c) Respect the traffic rules, taking the Highway Code into account;
- d) Adhere to the speed limits;
- e) Keep the roads and gateways free;
- f) Properly park vehicles in the respective designated zones.

3.9 – Safety Provisions

3.9.1 – PPE

The Contractor shall provide the necessary and adjusted PPE to its employees and have these used according to the nature of their work (safety helmets, safety glasses, safety shoes, gloves, protective clothing, and other).

If necessary, the Contractor shall ensure that its subcontractors also comply with this obligation.

3.9.2 – Machines and tools

When using portable cutting or sharpening tools, the protective cover must be in place and be properly attached. All turning and moving mechanical parts must be covered as carefully as possible.

The Contractor ensures that its employees:

- a) Never use damaged or poorly working tools;
- b) Do not carry sharp objects in their pockets (chisels, screwdrivers, scissors, knives, pencils, etc.);
- c) Carry and use equipment that meets the requirements imposed in the Codex, the RD of 17 October 2021 concerning the use of personal protection equipment and AREI;
- d) Ensure that the mandatory inspection certificates are with the equipment at all times. These can be requested by Deloitte;
- e) Unplug the electrical equipment from the wall after the work is completed or, in general, after the working hours;
- f) Never use cables or extension cords of which the wire or plugs are in poor condition;
- g) Never lay cables over a road, in gateways or through doors without protective cover.

All distributor boxes and cables must be at least of class IP54 where water drops are possible.

During the maintenance (cleaning, repair, inspections, assembly, disassembly, etc.) of machines or installations, the energy supply must be shut off (electrical, pneumatic, hydraulic, etc.) so that no accidents could occur that can be attributed to among other things with moving parts or electrical voltage.

3.9.3 – Working at high elevations

Working above the heads of other employees is not permitted.

A helmet must be worn at all times in case of work at higher elevations.

Works may not be performed from a ladder if the feet are more than 2 meters above the ground.

Scaffolds will be built properly and will be approved by a competent person before using them.

If used work and walking platforms are higher than 2 meters from the ground, they must be equipped with rails or equivalent collective protection measures.

Nets or equivalent collective catching elements are required where no efficient rails can be installed.

Collective protective measures shall always prevail over personal protective measures. Safety belts or equivalent personal protective equipment are required at all times when it is not possible to install collective protective equipment.

Hanging scaffolds for window washers may only be used by authorised persons.

3.9.4 – Electrical work

Electrical work (i.e. electrical installations) may only be performed by accredited experts. It is the responsibility of the Contractor to provide these experts.

The Contractor will ensure that the AREI are strictly complied with by its employees and, if applicable, the employees of its subcontractors.

3.9.5 – Working with fire hazard (welding, sharpening,, ...)

Working with open fire, naked flame, heat or sparks (such as welding, grinding, etc. requires a fire permit at all times. This must be applied for at least two working days before the start from the Deloitte Facilities Department⁵.

The original copy will be kept by the Deloitte Facilities Department⁴. A copy will be provided to the Contractor and must at all times be present at the location where the respective work is performed.

Before commencing work, the area shall be cleared of combustible materials. The Contractor shall ensure that the necessary fire extinguishing equipment and fire blankets are kept available in the immediate vicinity.

Fire detection and extinguishing equipment shall be provided in the Facility. In case of fire, the internal emergency procedure shall be activated.

3.9.6 – Excavation works

For all excavation works deeper than 40cm, the Contractor will contact the Deloitte Facilities Department⁵ at least five working days before the start of the excavation works.

Where there is a hazard from underground utility lines, manual excavation will take place.

Wells will be blocked off up to a height of at least 1 meter and be equipped with warning lights and signals.

3.9.7 – Working with hazardous products

If it is necessary to work with hazardous products and there is a risk that hazardous materials are released, the Contractor must inform Deloitte Facilities Department⁶ thereof in advance.

⁴ See Chapter 5 Contact

⁵ Ditto

⁶ Ditto

3.9.8 – Signals and ringfencing

All hazardous situations must be clearly indicated and be provided with the necessary ringfencing measures.

All temporary works must be cordoned off by means of appropriate signals. These will be removed immediately after the work is completed.

3.10 – Hygiene, Order and Tidiness

Material and equipment will be stored in a safe and orderly manner. The emergency exits will be kept free at all times.

At any time during the work, stairs, emergency exits, First Aid boxes, fire extinguishing equipment, gateways, electricity and control boxes will be kept free and unobstructed.

No waste is left behind. At the end of the workday, the workplace will be left in an orderly condition.

The Contractor will be responsible for the sanitary facilities for its personnel and that of its Subcontractors. In certain circumstances, the sanitary facilities of Deloitte may be used. This will be discussed with the Deloitte Facilities Department⁷ before the start of the work.

3.11 – Theft and Damage

Deloitte is not responsible for the material and equipment of the Contractor or that of its subcontractors. The Contractor and its subcontractors shall take the necessary precautions to protect the tools against theft and damage.

In case of a suspicion of theft by the Contractor or its employees or its subcontractor(s) or its employees of property of Deloitte or its employees, every manager of Deloitte and the security officer will have the right to check this.

3.12 – Alcohol Prohibition

The possession, introduction, use or being under the influence of alcohol and all non-regulated stimuli in the facility is strictly prohibited. A person who shows signs or drunkenness or who is under the influence may not start the work and shall be denied entry, if applicable.

3.13 – Smoking Areas

Smoking is only permitted in the designated areas. It is strictly forbidden to smoke at the entrance of the buildings.

⁷ See Chapter 5 Contact

3.14 – Insurance

The Contractor undertakes, before the start of the work, to obtain all legally required insurance, such as, but not limited to, a work accident insurance policy for its employees, a liability insurance policy for motor vehicles, etc.

A “Civil Liability After Delivery/After Work and Civil Liability Operations” insurance policy must be obtained as well. This insurance policy must have a minimum coverage of EUR 1,250,000.00, all damages mixed, per damage event, including the liability of the subcontractor(s).

If the Contractor only performs intellectual services against the payment of a compensation, then Professional Liability insurance is required as well and this for an insured amount of at least EUR 500,000.00.

If the possible damage to third parties is higher than this stated amount, this shall not release the Contractor from compensating this third party in full.

If the Contractor works with subcontractor(s), then it is the responsibility of the Contractor to ensure that the subcontractor(s) meet the same insurance requirements.

4 – Emergency Procedures

4.1 – First Aid

If someone feels unwell or is the victim of an accident within the facility, one must call the internal emergency number 1010. This number can only be reached with a Deloitte mobile phone or landline.

Contractors can use the number +32 (0) 2 600 66 00. This way they will immediately be in touch with the security officer who will do what is necessary to arrange for the necessary assistance. A certified First Responder will go to the location.

If the situation requires such, one can call the emergency services directly via the central number 112. In that case it is also important to call the emergency number 1010 or +32 (0) 2 600 66 00 so that quick access to the campus can be provided.

The reception desk of every Deloitte branch is equipped with a First Aid kit.

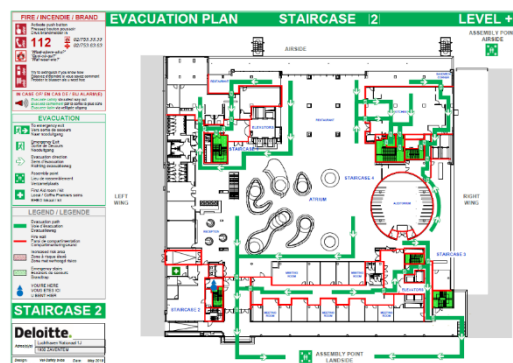
4.2 – Accident

Each accident is reported to the Deloitte Facilities Department⁸ as soon as possible. The law regarding the reporting of work accidents applies.

4.3 – Fire Alarm and Evacuation

Every fire alarm must be taken seriously and requires immediate evacuation. In case of alarm, the building will be exited via the shortest route to the emergency exit and everyone will go to the designated assembly point. One will wait for further instructions there.

All floors are equipped with an evacuation plan that contains the necessary information about evacuation routes and assembly point. These are as follows:



4.4. – Fire Alarm Testing

As part of our regular fire safety checks, our fire alarms will be tested every first Thursday of the month at 9am in Gateway (incl. GTW Extension), Antwerp, Ghent, Kortrijk and Oostkamp offices. The alarm will be heard for a few seconds throughout the entire building and does NOT require an evacuation.

⁸ See Chapter 5 Contact

5 – Contact

Department	Contact Information
Facilities	<p>Johan Debruyne Facility Manager – Hard services Gateway Building Luchthaven Brussel Nationaal 1J – 1930 Zaventem</p> <p>e-mail : jdebruyne@deloitte.be; begsvfacilities@deloitte.com Tel: + 32 2 301 87 89 GSM: + 32 490 56 08 42</p>
Facilities	<p>Jutta Van Hoogten Facility Manager – Soft services Gateway Building Luchthaven Brussel Nationaal 1J – 1930 Zaventem</p> <p>e-mail : jvanhoogten@deloitte.com; begsvfacilities@deloitte.com Tel: + 32 2 301 87 99 GSM: + 32 497 37 18 40</p>
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