

Site Conditions for Contractors

I. INTRODUCTION

GENERAL

Contractors shall comply with the following conditions when working at the Mondelez International sites:

- a. The Company is committed to safe systems of work and will only allow contracting organisations to work on-site that demonstrate an equal commitment to safety. All contractors are required to complete an HSE Induction training prior to being allowed entry to site.
- b. All Contractors shall comply with all site security, safety, food safety, and environmental policies/procedures existing at the time of work being performed. Failure to do so will be deemed to be a risk requiring immediate stoppage of work and escalation to the account representatives of MDLZ and the company for resolution.
- c. Mondelez International security, safety, food safety, and environmental policies are continuously being improved and strengthened. These policy changes will be communicated to contractor supervisors. Contractor employees will be required to comply with all policy changes
- d. All Contractors are required to strictly comply with all relevant local Legislation and Regulations.
- e. Contractors must provide evidence of their credentials or qualifications to complete the required contract.

II. REQUIREMENTS

Human Resources

All Contractors must ensure that they comply with Mondelez International requirements for acceptable workplace behaviours based on our values and equal opportunity legislation. Behaviour relating to discrimination, harassment (including sexual and racial), bullying, victimization, vilification, and violence is not tolerated or accepted at Mondelez International.

Our Way of Doing Business

The Mondelez International Code of Conduct contains important rules we all must follow as we do business, and it describes the values that will guide us in our decisions. By complying with this code, we will enhance not only Mondelez International' integrity, but also its financial performance.

The ten rules below reflect our company's values, particularly the most essential one – trust. Trust means that others can rely on us to speak truthfully, to honour our commitments, and to treat people fairly. We must earn and keep the trust of our customers, our business partners, our employees, our shareholders, and those who live in the communities where we operate.

1. Make food that is safe to eat.
2. Market responsibly.
3. Treat people fairly.
4. Respect the free market.
5. Compete fairly.
6. Respect the environment.
7. Deal honestly with the government.
8. Keep honest books and records.
9. Never trade on inside information.
10. Give Mondelez International your complete business loyalty.

III. SECURITY

a) Entry to Mondelez International Sites

- At all times, when entering or leaving Mondelez International sites, Contractors and their employees shall check in and out at the Security checkpoint and follow the entry requirements for each site. These will be explained in the respective site inductions.
- Children are not permitted on site with contractors. Any children arriving in the cabin of transport vehicles must be notified to Security.
- Mondelez International policy prohibits animals being on site.
- Access to the plant outside normal working hours will only be permitted by prior arrangement with the appropriate Manager and Security.

- The Company reserves the right to inspect bags, toolboxes, and vehicles at any time on site and when being removed from the Mondelez International site.
 - Vehicles entering the site are subject to a security search at any time whilst on site or upon leaving the premises.
- b) Theft
- Anyone detected taking material, goods or any other property belonging to Mondelez International or employees of Mondelez International will be prosecuted.
- c) Confidentiality Agreement
- Confidentiality and Non-disclosure agreement will be signed by contractor prior to commencing detailed discussion with Mondelez.
- d) Privacy Act
- Mondelez International takes all reasonable steps to comply with the Privacy Act and to protect the privacy of any personal or corporate information stored by electronic or hard copy form.

IV. **QUALITY AND FOOD SAFETY**

Personal hygiene, disease control and consumption of food and drink are strictly controlled in a food-manufacturing environment

a) Food and Drink

- No food products can be taken into manufacturing areas and eating is not allowed in manufacturing areas. Canteen and Tea room facilities are provided at most sites.
- Food product containers must only be used for their intended purpose and must never be used for other purposes eg: to hold cleaning agents, spare parts etc.

b) Clothing

- Clothing must be appropriate to the work being conducted. No shorts, singlets, tracksuits, sandals, thongs, high heel or jogging type footwear can be worn around the plant. Safety footwear is mandatory and must be worn in manufacturing area.
- Long sleeves are normally required to be worn at Company facilities, for all shirts buttons done up to cover body hair, and no loose clothing shall be worn around machinery.
- Where practicable, clothes must be clean and suitable to the facility, or covered by a suitable protective garment such as a laboratory coat provided at the facility when inside the manufacturing areas.
- Approved style hair nets must be worn at all times in production areas. Beards and moustaches covers are to be worn at all times within the food manufacturing areas.

c) Hygiene

- Proper hand washing practices are essential to preventing product contamination.
- Personnel working in manufacturing areas must wash and sanitise hands at the following times:
 1. Before starting work
 2. Upon returning to the work area
 3. After each visit to the toilet
 4. After smoking/breaks
 5. After blowing your nose, or
 6. Any other time when hands have become soiled or contaminated
- Fingernails must be kept short and no fake nails or nail polish is to be worn

d) Housekeeping

- Strict attention must be given to housekeeping at all times during and on completion of the job - both within the plant and in outside designated contractor work or storage areas.

e) Pest Control

- Pests such as mice, birds and insects are carriers of germs and diseases and must be prevented from entering the plant.
- Doors must be kept closed at all times to prevent pest entry.
- Pest sightings must be reported to your Supervisor.

f) Jewellery

- All jewellery is prohibited in the manufacturing area.
- This includes all piercings, wedding and other rings

g) All work must be performed in such a manner as to ensure that foreign material does not contaminate Company raw materials, work in process or processing equipment.

h) Particular care must be taken when cutting or grinding or working overhead. Contractors must supply their own screens, for example approved welding screens or blankets.

V. **WORKPLACE HEALTH AND SAFETY**

a) Mondelēz International Safety Principles

- Nothing we do is worth getting hurt .
- All injuries and occupational illnesses can and must be prevented
- We will continually strive for zero incidents.
- Everyone is responsible for safety; leaders are accountable
- Working safely is a condition of employment

b) General Safety Rules That Must Always be followed

- All Mondelez International and contractor employees are expected to be aware of the Safety Rules that apply at the sites where they will work in. Violation of any of these rules could result in contractor employees being banned from site. The Company will not be responsible for any lost time or expense resulting from a violation of Mondelez Safety Rules.

c) Safety KPIs

- TIR
- TAR
- Severity

d) Safety KAIs

- BOS
- Unsafe conditions
- Risk Assessment
- HSE Assessments score for priority standards

VI. **SAFETY RULES:**

- Always adhere to safety policies, procedures, and instructions – including standard operating procedures and hazardous energy isolation procedures
- Always obey signage and markings. Examples include:
 - Signage in the workplace including on stairways and in offices
 - Signage for traffic management
- Never modify equipment, remove, or bypass a safety device or guard, or reach under a safety guard or similar device designed to protect you, unless following an approved procedure, and are trained and authorised to do so
- Never undertake a high-risk task without an appropriate permit in place. For example:
 - Never work at height above 2 metres or within 2 metres of a live edge unless following the hierarchy of controls for safe work at height
 - Never enter a designated confined space without authorisation and training
 - Never remove someone else's personal danger tag or lock without authorisation
- Never access restricted areas inappropriately:
 - Restricted / unauthorised access areas unless approved
 - Electrical cabinets unless qualified or authorised to do so
- Never operate equipment (plant, machinery, vehicles) unless authorised, licensed, certified or and/or trained to do so or unless under supervision of a trainer
- Never participate in horseplay or practical jokes in a manner which causes, or has the potential to cause serious harm
- Always wear the correct personal protective equipment as directed by procedures, signage, safety data sheets, or management

c) Emergency Situations

- Site Emergency Procedures will be explained to Contractors during the Induction. The Contractor is responsible for finding out what the emergency evacuation procedure is and for ensuring that all its employees or subcontractors also know and understand it, and where the Assembly Points are. The Emergency Procedures are generally available at Safety Information Boards on site.
- If a contractor becomes aware of an emergency, they must immediately notify site Security.

d) Occupational Health and First Aid

- There are qualified First Aiders on each site. All injuries must be reported to a First Aider or clinic (if available) for treatment.

- Mondelez International Incident/Accident Report and RCA must be completed.
- e) Hazard and Incident Reporting
- Any hazards identified whilst on site must be reported to the Company Representative.
 - All accidents, incidents, or near misses must be reported to your Supervisor, the Company Representative involved and the site safety professional. In such cases an investigation is to be carried out by the Contractor's Supervisor and by a Company Representative. A Mondelez International Incident Report form shall be filled out.
- f) Fire Protection and Safety Equipment
- Fire mains, valves, hydrants, fire hoses and other fire protection equipment must not be operated or used for purposes other than firefighting.
 - Fire exits must be kept clear at all times.
 - Fire sprinkler mains must only be isolated by authorised personnel, with prior notification given to the Company Representative and Security (where applicable). Sprinkler mains must remain accessible at all times. Fire sprinkler heads must not be obstructed at any time.
 - The use of or damage to any fire equipment or the occurrence of any fires must be reported immediately to the Company Representative and Security, where applicable.
 - The Contractor's senior representative shall ascertain and inform all his personnel of the location of all Company safety equipment pertinent to the work at hand, i.e. eye wash stations, Safety Centres, fire alarms, fire protection equipment and telephone numbers.
- g) Smoking
- Smoking is only permitted in the approved area for each site. Site specific details and guidelines for contractors who wish to smoke will be provided during induction training. Some sites might require contractors to change out of their Company supplied uniform if they are to proceed to the smoking area.
 - Cigarette butts must always be placed in the receptacles provided. Tobacco products must not be carried through the factory
- h) Barricades
- All excavations and work in overhead positions are to be surrounded with approved barricades, warning notices, warning lights at night and signs to direct vehicular, pedestrian traffic.
- i) Personal Protective Equipment
- All Personal Protective Equipment, including hi-visibility vests, must comply with the relevant locally approved standard and be worn in designated areas as indicated by signages in the site.
 - The Contractor will supply all protective clothing or equipment necessary for the job.
 - Hearing protection is mandatory in most manufacturing areas and must be worn at all times. You may only wear Mondelez International approved earmuffs or ear plugs. For food protection reasons, no other type is permitted.
 - Eye protection is mandatory and must be appropriate to the job being done. Safety glasses shall have side protection.
 - Hard hats must be worn in designated hard hat zones or where there is a danger of head injury
 - Contractors working in the manufacturing or warehouse areas or are involved in outdoor work must wear steel capped or oil or acid resistant footwear or Mondelez International standard footwear. Footwear worn in all other areas shall be constructed of leather, be of an enclosed design, and have non-slip soles.
- j) Contractor's Vehicles / Site Traffic / Parking
- All vehicles on site will strictly observe site traffic regulations and speed limits. All vehicles on site must be registered and insured for Third Party property damage.
 - Vehicles are only allowed to be brought onto site when they are essential for the performance of the work / task and should leave the site as soon as possible eg: once loaded or unloaded.
 - Vehicles such as mobile workshops may be given approval (from your Company Representative) to park on site.
- k) Dangerous Goods Transport
- Any dangerous goods transported to or from Mondelez International or transported on behalf of Mondelez International shall be transported in accordance with all relevant legislation, regulations, and codes of practice.
- l) Permit To Work
1. General Permit to Work
 - A General Permit to Work for the job must be undertaken for all contractor work. The General Permit to work will be arranged by the Company Representative. A Job Safety (& Environment) Analysis (JSA or JSEA) is required for all work unless the work is covered by a Standard Operating Procedure. The JSA / JSEA is to be conducted by the Contractor & checked by the Company Representative. The Company Representative may provide assistance with the JSA if required.
 - Control measures are to be identified, agreed, and implemented prior to commencing work. In addition, a Designated High Risk Activity Permit is required for asbestos removal, crane operations,

excavation, high-voltage electrical work, use of hazardous substances, and pressure vessel work. The Company Representative will arrange the Designated High Risk Activity Permit.

2. Hot Work

- Commencement of Hot work within the site will not be allowed until a hot work permit has been obtained. Hot work includes any work that requires any oxy welding or cutting, heating with a welding torch, or grinding steel.

3. Work at Heights

- All work above 2m and within 2m of a live edge is defined as work at heights. All work at heights must have a documented JSA / JSEA and Permit to Work prior to the work commencing. Fall Protection is required for all work at heights.
- All scaffolding and access to scaffolding must comply with all the requirements of the relevant local regulations and Standards. Any personnel erecting scaffolding must hold a certificate of competency.
- Hand rails and kick plates must be provided on all equipment from which a person or object can fall a distance of greater than 2 metres.
- Personnel cages to be lifted on and fastened to the forklift trucks are to conform locally approved standards and be certified and approved to ensure compliance.

4. Confined Space Entry

- Any contractor required to work in confined spaces must obtain a Confined Space entry permit prior to commencement of work. All confined space entry must be carried out by trained personnel and evidence of competencies may be asked of the contractor at any time.

m) Lock Out – Tag Out

- Only Authorised Persons are permitted to isolate hazardous energy at Mondelez International. If hazardous energy isolation is required, Contractors who have not completed Company specific Lock Out – Tag Out training must be shown the isolation points &/or supervised by an Authorised person.
- Lock out – Tag Out equipment will be supplied by Mondelez International.
- Personal DANGER Tags and/or locks must not be removed by anyone except the person who placed it in position, or approved Supervisor, under site procedures.
- Any Contractor found not to be complying with Mondelez International's requirements regarding LOTO shall be removed and banned from the all ANZ sites.

n) Portable Oxy-Acetylene:

- Cylinders - Contractors will ensure that all portable compressed gas cylinders are fitted with flash back arresters and securely fastened in a vertical position at all times when in use and have relevant testing approval.
- All contractors' gas cylinders are to be removed from site when the contractor leaves the site on completion of the day's work unless approval has been given that cylinders may be stored in an assigned storage area.

o) Electrical Equipment

- All electrical work must be performed by an appropriately qualified Electrician. A certificate of Electrical Safety must be provided to the Site Electrical Supervisor for each job involving an electrical installation
- All defective wiring or electrical equipment should be reported immediately to Mondelez International.
- All portable electrical equipment must be tagged and tested as per locally approved standards.
- Electrical leads must be raised off the floor. Portable earth leakage protection devices (RCDs) are to be used at all times.

p) Mechanical Plant & Equipment

- It is expected that Contractors will supply their own equipment, ensure it is in good repair, be responsible for its storage and upkeep, and that it does not generate excessive noise or fumes.
- Contractors must ensure that their mechanical plant/equipment is safe for use, guarded, electrical leads are tagged and tested, and equipment operated safely in accordance with Statutory Regulations.
- Contractors must not use mechanical plant or equipment owned or managed by Mondelez International unless the relevant Company Representative gives specific approval.
- The Company shall not be held responsible for any loss or damage to Contractor's mechanical plant/equipment.
- All lifting gear must comply with relevant locally approved standard and must be tagged with the Safe Working Load and a current inspection tag.

q) Hazardous Substances & Dangerous Goods

- Any hazardous substances or dangerous goods proposed to be brought on to the site for use by contractors must be approved by the Company before they can be brought onto the site.
- Contractors must supply a SDS for all substances

- Contractors must supply and use appropriate PPE when using substances
- Any approved substances used on site must meet the following requirements:
 1. Be stored safely to minimise any relevant risk and hazard
 2. Be contained to minimise the risk of spillage
 3. Have appropriately labelled containers with relevant warnings
 4. Have access to the current SDS for the product
 5. All used or empty hazardous substance containers must be removed from site daily

r) Mobile Plant

- Only persons authorised by Mondelez International can operate mobile plant and equipment on site. Before authorisation will be given the following conditions must be satisfied:
 1. Proof of competency
 2. Presentation of a current licence (where appropriate, for example High Risk Work Licence)
 3. Familiarisation with any relevant site Safe Operating Procedure (SOP).
 4. Completion of equipment pre-start safety check

s) Asbestos

- Where asbestos is present, the site will have an Asbestos Register identifying where asbestos is or where it is suspected of being.
- When conducting demolition, coring, or drilling, part of the JSA / JSEA should include the likelihood that unidentified asbestos is present and the Asbestos Register must be consulted.
- All work in areas with asbestos must be covered under a Designated High Risk Activity Permit

t) Compressed Air

- Compressed air hoses must only be used for prescribed operations, e.g. operating pneumatic tools, machinery and/or equipment.
- Safety glasses with side shields or goggles must be worn if compressed air is used.
- Report any leaks or faults in compressed air equipment or systems

u) Ladders

- Ladders are to be used for access, not as work platforms.
- Defective ladders must not be used.
- Metal or wire reinforced ladders shall not be used in the vicinity of any electrified conductors or equipment.

v) Knives

- Safety style (auto retractable) knives should be used wherever possible. Loose blade knives (EG: 'Stanley' type knives) are not permitted in the manufacturing or warehouse areas. Knives must be sheathed when not in use. Razor blades are not permitted on site.
- All knives need to meet food safety and sanitation standards.

VII. ENVIRONMENT

a) Waste, Hazardous Material and Recycling

- Where possible, solid waste must be recycled e.g. all scrap metal, plastics, and cardboard.
- Whenever equipment is cleaned or washed down onsite, it must be done in approved locations or by approved methods as advised by the Contract Supervisor. Petrochemicals, detergents, and chemicals must not be tipped into any drain or onto the site area.
- Open drains at Mondelez International' facilities will generally go to storm water and then go directly to soil, groundwater, or river systems – any contamination could result in the prosecution of the individual(s) concerned. Note: Check with your Company Representative for details.
- Contractors need to be aware of the location of relevant spill kits in the area that they are working in case of a spillage.
- All contractors must:
 1. Use Company waste management infrastructure including reuse and recycling for general wastes
 2. Not remove any product, equipment, waste material, reusable material, or recyclable material without the correct, signed documentation presented to Site Security
 3. Ensure that containment, removal, and disposal of waste and hazardous material is in accordance with Mondelez International procedures and environmental standards and regulations.

b) Further Information

- Information and guidance on spill kits or the site waste management and recycling systems and infrastructure is available by contacting the site Environmental Specialist. Failure to comply with these requirements will result in disciplinary action against the Contractor.

VIII. **AUDITS AND VIOLATIONS**

Company representatives will conduct periodic work site observations, inspections, or audits. The results will be discussed with the Contractor job supervisor. Audit results shall be reviewed with all Contractor employees.

If a Company representative observes a Contractor with unsafe practices that involves imminent danger to Mondelez International, immediate action shall be taken to stop work and correct the hazardous situation.

Contractors who violate safety requirements shall be denied access to the job site.

Failure to comply with these requirements may result in disciplinary action against the Contractor's employees or non-renewal of contract with you from Mondelez.