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|  | <b>Appendix 2</b><br><b>to the Order of the President of the Management Board</b><br><b>of Lubelski Węgiel Bogdanka S.A. No.</b> |               |
|   | Version  |               |
|   | In effect  | starting from |
| <b>Title</b>  | <b><i>Regulations of the educational 'Zone C' in Lubelski Węgiel Bogdanka S.A.</i></b>   |               |

## REGULATIONS

### OF THE EDUCATIONAL 'ZONE C'

§ 1

#### Mission of the Education Zone C

'Zone C' is a special educational zone where classes and workshops related to mining are organized. The mission of 'Zone C' is to raise the interest of the participants in the mining profession, to familiarize them with mining traditions, its history and present-day business activities. The educational items provided and the activities organized in an interactive format entice people to experience, better understand the mining world and encourage active participation in the activities.

§ 2

#### Access to exhibition

1. The 'Zone C' is located in the Management Office building, at the headquarters of Lubelski Węgiel Bogdanka S.A., Bogdanka, 21-013 Puchaczów (hereinafter: the Company, LW Bogdanka).
2. The ESG Department of Lubelski Węgiel Bogdanka S.A. coordinates the activities of 'Zone C'.
3. The 'Zone C' is not open to individuals/groups who have not previously completed the registration procedure described in Point 3 of these Regulations. Registration is necessary to visit the 'Zone C'.
4. The opening hours of 'Zone C' are set by the Coordinators and adjusted to the groups and guides. Normally, classes are arranged for visitors from Tuesday to Thursday from 9:00 am to 1:00 pm. Standard entry hours: 9:00, 10:00, 11:00, 12:00.
5. The Coordinators reserve the right to change the opening hours of 'Zone C' or to open and close it to interested parties at times other than those specified in section 4 above.
6. In justified cases, the Coordinators reserve the right to temporarily change the rules of providing access to specific items and to set additional rules for the stay of visitors in 'Zone C' (Point 4). Information on the changes to be made will be provided at [www.lw.com.pl](http://www.lw.com.pl) or directly to interested parties.
7. For safety reasons, the number of people participating in activities in 'Zone C' is limited - a maximum of 30 people, including supervisors, at a time.
8. The average time for one group is 60 minutes.
9. Participation in activities in 'Zone C' is free of charge.

10. There is a minimum age limit for participants: children must be at least 4 years old.

### § 3

#### **Group registration**

1. Reservations are made only by the school representative: teacher, principal, supervisor, or other person employed by the institution. Parents or other unauthorized persons are not allowed to make reservations.
2. Reservation is possible only via e-mail using the application form (scan of signed letter) sent by e-mail to: [esg@lw.com.pl](mailto:esg@lw.com.pl) or a request presented in the e-mail.
3. Only organized groups can be registered for activities in 'Zone C' – individual/family/informal groups are not accepted.
4. Reservations are possible subject to availability.
5. A single reservation (by one Applicant) can be made for a maximum of 2 groups of up to 30 people each.
6. The following data must absolutely be provided in the application for educational activities submitted via e-mail:
  - a. details of the person responsible for the visit (name of the teacher/educator and contact information: e-mail address, phone number);
  - b. detailed information about the institution (details of the school, information about the form to be registered) for which the reservation is made;
  - c. number and age of people who will participate in the visit (with specification of grade);
  - d. other important information (e.g., whether there are people with special needs in the group).
7. The data controller for data provided in the application for is Lubelski Węgiel Bogdanka S.A. Personal data will be processed for the purpose of making the reservations in accordance with the generally applicable legal regulations in this regard, in particular Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ L No. 119, p. 1). The data protection information clause is available at [www.lw.com.pl](http://www.lw.com.pl). In case of questions and/or doubts, interested parties may contact the Data Protection Officer by email to: [iod@lw.com.pl](mailto:iod@lw.com.pl) or by mail: Lubelski Węgiel Bogdanka S.A., Bogdanka, 21-013 Puchaczów.
8. Reservation applications are processed by the Coordinators. If the submitted reservation application is accepted, then the Coordinators send a message, using the e-mail address [esg@lw.com.pl](mailto:esg@lw.com.pl), with a proposed available date of visit in 'Zone C'. It is required to respond (obligatory step) and confirm the intention to visit on the proposed date or inquire about the next (different) available date. If no confirmation is obtained, the reservation is not made.
9. Once a particular school's visit to 'Zone C' is entered into the schedule, the reservation becomes confirmed, and a confirmation of the reservation is sent via e-mail.
10. If you wish to cancel your visit, please inform the Coordinators by email to [esg@lw.com.pl](mailto:esg@lw.com.pl), no later than 4 calendar days before the scheduled date. Failure to inform in advance about the cancellation of

the date and the failure of the group to show up at the venue may entail a temporary suspension of the ability to make reservations.

11. In case of occurrence of special circumstances that were not possible to predict, 'Zone C' Coordinators reserve the right to change previously approved admission hours, of which they will inform the group's supervisor immediately at the time of their occurrence.

#### § 4

#### **Stay of visitors in 'Zone C'**

1. Visitors should behave in a polite manner and not interfere with other people doing their jobs. In particular, visitors should avoid any loud behavior, running, or touching exhibits without permission from staff.
2. Visitors are required to follow all safety instructions and instructions of the Coordinators and company staff. In particular, it is prohibited to enter rooms outside the 'Zone C'.
3. The entrance to 'Zone C' is through the main entrance to the Management Board building.
4. The groups arrive at the scheduled time, no earlier than 10 minutes before the visit starting time. In case of early arrival, visitors are requested to stay in the coach until the arranged time of the visit.
5. Supervisors are responsible for ensuring silence and order while waiting for the arrival of the guide and/or Coordinators, as well as throughout the group's stay on the Company premises.
6. Outerwear and backpacks and other items should be left in the locker room or other place designated by the Coordinators.
7. The locker room is not supervised. Coordinators are not responsible for items left in the locker room and their possible damage or loss. Visitors are requested to take care of their property.
8. Lubelski Węgiel Bogdanka S.A. is not responsible for any incidents resulting from non-compliance with instructions or improper use of the exhibits.
9. Any breakdowns, damage or destruction of 'Zone C' equipment should be immediately reported to the Guide or other persons designated by LW Bogdanka.
10. Supervisors are responsible for the behavior of the group members in their charge and for any damage caused by them.
11. The following is not allowed in the 'Zone C' area:
  - a. consumption of food and drinks;
  - b. making phone calls using mobile devices;
  - c. entering into places that are prohibited from entry (technical rooms, etc.);
  - d. hindering LW Bogdanka employees from performing their duties.
12. School groups are subject to limits of the number of students per supervisor:
  - a. secondary schools - a maximum of 15 students per 1 supervisor;
  - b. kindergarten groups - a maximum of 8 children per 1 supervisor;
  - c. elementary schools - a maximum of 10 children per 1 supervisor.
13. Leaving 'Zone C' is equivalent to the end of the visit.

14. 'Zone C' Coordinators reserve the right to exclude exhibits or rooms that are malfunctioning, damaged or destroyed.

#### § 5

##### **Prohibited behavior**

1. Visitors staying on the premises of LW Bogdanka S.A. are prohibited from any behavior dangerous to other visitors, employees and equipment of 'Zone C'. In particular, visitors are not allowed to:

- Take equipment of 'Zone C' out of its area;
- Move equipment of 'Zone C' out of their intended location;
- Damage equipment of 'Zone C';
- Bring in and consume alcohol, smoke tobacco, bring in and use drugs, use electronic cigarettes;
- Bring weapons, explosives and other items dangerous to life and health into the 'Zone C' area.

2. Persons who are intoxicated or under the influence of drugs, as well as persons behaving in a manner that threatens the safety of visitors and exhibits of the 'Zone C', disturbing order or violating generally accepted norms of behavior in public places are not allowed to stay in the Mine.

3. Taking photographs and making videos in 'Zone C' is allowed only for private purposes. The use of photos and videos for commercial purposes requires the approval of the company Management Board.

#### § 6

##### **Safety**

1. The premises of Lubelski Węgiel Bogdanka S.A. are protected with audiovisual monitoring system and physically. Personal data, i.e. image recorded by video surveillance cameras is collected solely for the purpose of ensuring security at the Mine. Personal data is collected pursuant to Article 6(1)(f) GDPR. Personal data will be stored in the video surveillance system for 30 days after recording.

2. The company performing security tasks is authorized to ensure security on the premises of Lubelski Węgiel Bogdanka S.A. and to enforce the provisions of these Regulations.

3. If evacuation is announced, all persons staying in 'Zone C' are obliged to immediately leave the Management Board building by the nearest evacuation exit and to strictly obey the instructions of employees of LW Bogdanka and security service.

#### § 7

##### **Miscellaneous**

1. The Regulations are available at [www.lw.com.pl](http://www.lw.com.pl) and sent to interested parties.

2. The Visitor accepts these Regulations and undertakes to respect them.

3. Visitors who do not comply with these Regulations are obliged to leave the building at the request of the guide or other authorized employee of LW Bogdanka. In such case, the relevant person is not entitled to enter 'Zone C' again.

4. Lubelski Węgiel Bogdanka S.A. has the right to amend these Regulations.