

	Appendix 1 to the Order of the President of the Management Board of Lubelski Węgiel Bogdanka S.A. No.	
	Version	
	In effect	starting from
Title	<i>Procedure to organize educational and vocational visits in Lubelski Węgiel Bogdanka S.A.</i>	

Procedure to organize educational and vocational visits in Lubelski Węgiel Bogdanka S.A.

§ 1 **General**

1. Lubelski Węgiel “Bogdanka” S.A. (hereinafter: LW Bogdanka, the Company) offers two types of educational activities:
 - 1) educational activities for organized groups from kindergartens and schools, as well as for guests wishing to expand their knowledge of mining and the history of coal mining in the Lublin Coal Basin: workshops in the ‘Zone C’ located in the Company Management Board building, and
 - 2) vocational classes - on-site classes in the form of study visits to the area of the mining plant (surface only), in which pupils and students may participate with the approval of the top management of the mine. The purpose of these classes is to attract young people’s interest in vocational training and expand their knowledge of vocational specialization and the skills desired by companies, as well as to facilitate an informed choice of educational and professional path.
2. Organizational units (legal entities, organizational units without legal personality), especially educational institutions and local government units, can request participation of group(s) in the activities listed in section 1.
3. This procedure sets out the specific requirements for the documents to be submitted, the various stages of approval, and the movement of groups in the mine site.

§ 2 **Organization of educational visits in Zone-C**

1. LW Bogdanka offers free of charge guided classes in the educational zone (hereinafter referred to as ‘Zone C’), whose mission is to interest visitors in the mining profession, to familiarize them with mining traditions, the history of the mine and currently undertaken activities related to sustainability.
2. The ESG Department is responsible for organization of visits in ‘Zone C’.
3. Visits to Zone C are conducted in accordance with the detailed rules included in the *Regulations of the Educational ‘Zone C’*, which is attached hereto as Appendix 1 and published on the Company’s website.
4. All persons responsible for the arrival of groups to ‘Zone C’ are required to read and comply with the said Regulations in advance.
5. Only organized groups are allowed to participate in activities in order to guarantee quality of visits in the educational zone. It is required to make a reservation of a date by sending an e-mail to esg@lw.com.pl and to meet all the requirements set out in the said Regulations.
6. Moving around ‘Zone C’ without a designated guide is prohibited.
7. As a rule, visits to ‘Zone C’ can be organized from Monday to Friday.

8. In case of late arrival at the scheduled time, the ESG Department reserves the right to cancel the visit. If possible in terms of organization and logistics, a late group may be offered a different time or date for the visit.
9. Groups interested in extending the scope of the visit to include the admission to the mining plant (surface) are obliged to submit an application to the Management Board of Lubelski Węgiel Bogdanka S.A., the template of which is attached hereto as Appendix 2.

§ 3

Organization of vocational visits

Vocational visits are a valuable initiative to support young people in planning their further educational path and career development. They provide insight into various professions, showing their specific features and the necessary abilities and qualifications for a particular job. Students can see in practice what it is like to work in a particular workplace.

1. This procedure applies only to educational visits to the surface area (including Coal Preparation Plant, Mine Rescue Station), without going down into the mine.
2. The Mining Operations Manager division is responsible for organizing vocational visits and visits carried out of the Management Board building (out of 'Zone C').
3. Legal entities, in particular educational institutions and local government units requesting a visit to the Company's premises, are required to submit an application, attached hereto as Appendix 2, at least 30 days before the planned visit, along with a cover letter describing the educational profile of the students, the purpose of the visit and other relevant information, along with a list of participants, which must include first and last name, PESEL number – in case of lack of PESEL number, the number and type of identity document (to be checked against this identity document), which is forwarded to the Security Department for information by the ESG Department.
4. In specific cases, the application may be processed in an accelerated manner, and such a document should include a justification for the application of the extraordinary procedure.
5. The application is addressed directly to the Management Board of Lubelski Węgiel Bogdanka S.A., which directs it to obtain a recommendation to the Mining Operations Manager or deputy.
6. The Mining Operations Manager or deputy gives permission or refuses entry to the Company, and appoints an employee responsible for supervising the group at a given time.
7. A copy of the application with written consent, forwarded through the General Office by the Mining Operations Manager, must be forwarded to the ESG Department, which contacts the specific school or institution to confirm the date and time of the visit and keeps records of visiting groups.
8. Information about the group's visit is communicated to the Security Manager at least two working days before the scheduled date.
9. The supervisor designated by the Company is obliged to give instructions on keeping calm, increased caution, the need to comply with instructions immediately, the prohibition on moving away from the group, etc.
10. Each visitor is required to strictly follow the instructions of the Company Employee and not to move away from the group during the visit. In case of an emergency, the Company Employee may shorten or modify the mine visit plan.
11. General passes – guest passes for participants in group visits are subject to registration according to the order in which they are issued, and the person receiving the pass is obliged to confirm it.
12. In case of a large number of participants, the Pass Office confirms the list and hands it over as the basis for admission by the Security Service after checking identity and entering it in the Visitors' Register.
13. Visiting the mine is not allowed to persons under the influence of alcohol or other substances, as well as to persons behaving in a way that endangers the safety of employees and other participants of the visit.

14. Special attention should be paid to the vicinity of machinery and other mechanical and electrical equipment. It is forbidden to touch electrical equipment or wiring during the visit.
15. It is not allowed to move around the mining site without an authorized person designated by the Mining Operations Manager.

§ 4

Miscellaneous

1. This document is a Company document, intended to be made available to third parties.
2. This Procedure has been adopted by a resolution of the Management Board of Lubelski Węgiel Bogdanka S.A. no. dated and is effective as of.....

Appendices:

1. Regulations of the educational 'Zone C'
2. Template of Application for permission to visit Lubelski Węgiel Bogdanka S.A. for vocational orientation purposes.

Prepared by: ESG Department