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RULES FOR CONTRACTORS

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1. INTRODUCTION.....	4
2. DEFINITIONS and ACRONYMS	5
2.1. Definitions	5
2.2. Acronyms	6
3. SECRECY POLICY.....	6
4. HEALTH, SAFETY, ENVIRONMENTAL AND SECURITY REQUIREMENTS FOR CONTRACTORS	6
4.1. Identification Badges	6
4.2. Incident Reporting and Investigation	7
4.3. Reporting an Emergency	7
4.4. Responding to an Emergency Alarm	7
4.5. Medical Treatment	8
4.6. Prohibited Items	8
4.7. Contact with Media	8
4.8. Communication and Camera Equipment	8
4.9. Process Safety Management	9
4.10. Facility and Building Siting and Placement	9
4.11. Hazard Communication	9
4.12. Personal Protective Equipment	10
4.13. Safe Tool Use	12
4.14. Safe Work Permits	12
4.15. Energy Isolation (Lock, Tag and Try)	12
4.16. Line Cutting and Line Breaking	13
4.17. Confined Space	13
4.18. Working at Heights	13
4.19. Preventing Falling Objects	14
4.20. Crane and Rigging Standard	14
4.21. Utility Hoses & Fittings	14
4.22. Substance Abuse Policy Requirements	14
4.23. Environmental Requirements	16
4.24. Personnel Surety (BACKGROUND SCREENING)	17
4.25. Workplace Violence Prevention	19
4.26. Monitoring, Security Inspections and Investigations	20
4.27. Vacuum Truck Operations	20

4.28. Notification of Illegal or Unethical Conduct.....21
5. COMPANY PIPELINE CONTRACTORS.....21
5.1. Operator Qualification (OQ) Program Requirements.....21

APPENDIX

APPENDIX 1: SECRECY POLICY

APPENDIX 2: CAMERA / VIDEO PERMIT

APPENDIX 3: NORTH AMERICAN SUPPLIER QUALIFICATION WAIVER FORM

APPENDIX 4: CONTRACTOR ACCEPTANCE FORM

APPENDIX 5: SITE SPECIFIC SAFETY AND SECURITY REQUIREMENTS

APPENDIX 6: BACKGROUND SCREENING

RULES FOR CONTRACTORS

NOTE: Contractor's health and safety record will be evaluated before conducting business with Equistar Chemicals LP, Houston Refining LP, Lyondell Chemical Company, LyondellBasell Acetyls, LLC; LyondellBasell Advanced Polymers Inc. and/or LYB Recycling CA LLC. Contractor's performance will be evaluated periodically during the course of the work to ensure that Contractor and their subcontractors maintain adequate safety and health programs to enable Contractor and their subcontractors to be eligible to continue business with the above- mentioned entities. For the purposes of clarity throughout this document, Equistar Chemicals, LP, Houston Refining LP, Lyondell Chemical Company, LyondellBasell Acetyls, LLC, LyondellBasell Advanced Polymers Inc and LYB Recycling CA LLC are referred to collectively as "Company".

IN THE EVENT THAT CONTRACTOR HAS ANY QUESTIONS CONCERNING THE APPLICATION OF THESE RULES OR QUESTIONS CONCERNING THE DESIGNATION OF AREAS, CONTRACTOR SHOULD IMMEDIATELY STOP THE WORK AND CONTACT COMPANY'S CONTRACTOR HOST AND/OR SITE CONTACT.

1. INTRODUCTION

These Rules for Contractors ("Rules") describe the established health, safety, environmental, operational, and administrative procedures applicable to Company's U.S. sites, and have been developed to ensure that Contractor and their subcontractor employees understand these policies and procedures when providing services at any Company site. The Rules specify Company's minimum expectations concerning the standards of behavior and safe work requirements followed by Company employees so that Contractor employees will be familiar with these procedures. Procedures governing interaction with Company employees and site operational systems are also included. The Rules are based on the firm belief of Company management that a safe and environmentally sound workplace is essential to the operation of an efficient and well-run organization and directly contributes to success in a competitive marketplace.

The Rules are general in nature, and are **not** intended to provide complete and detailed instructions for specific work. Regulations (Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), etc.) and Company's procedures and policies should be considered **minimum** requirements. Contractor is expected to follow generally accepted good industry practices and to develop and follow their own safe work practices. It is the responsibility of Contractor to disseminate and enforce the Rules with their employees, and subcontractors and their employees, and to ensure that these employees comply with all applicable laws, rules, and regulations.

In order to Work at any Company facility, Contractor's Health, Safety, and Environmental ("HSE") programs must be evaluated. Company reserves the right to conduct periodic performance audits, and Contractor is required to perform self-audits. Contractor shall contact Company's Contractor Host for specifics on self-audits.

Contractor shall review the Rules before submitting a bid, and will review these requirements periodically, at least twice per year, to ensure that Contractor and their employees and subcontractors have the latest version of the Rules.

Prior to beginning Work, Contractor shall sign the Contractor Acceptance Form (see Appendix 4) and return the executed copy to Company's Supplier Management Administrator by email to PQF@lyb.com. Two reference copies of the Rules shall be maintained by Contractor; one copy at the jobsite and another at Contractor's office. However, if Contractor is issued a "site-specific" safety manual or document where Contractor is working, it is not necessary to have a copy of the Rules on-site.

The Rules do not apply to Vendors; however, Vendors must provide proof of Insurance that meets Company's minimum requirements; view specific site orientation; and be escorted at all times while on the premises or addressed in a risk mitigation plan.

NOTE: Regulations and requirements are constantly changing. Contractor is required to comply with all applicable laws, regulations, and standards that cover Contractor's Work at any of Company's sites. The Rules will be revised periodically. The latest issue shall be incorporated into all on-site service contracts and may be located at *Suppliers > Ancillary Documents > Rules for Contractors* on Company's internet website at www.LYB.com or a copy can be requested from Company's Supplier Management Administrator by email to PQF@lyb.com.

2. DEFINITIONS AND ACRONYMS

2.1. DEFINITIONS

<i>Term</i>	<i>Definition</i>
Company's Contractor Host	A Company onsite individual designated as the liaison between the site and the Contractor company. The person interacts with Contractor(s) at the job site. Company's Contractor Host assumes responsibility for coordinating, overseeing, and monitoring the work to ensure successful HSES performance.
Work	The defined activities required to fulfill Contractor's obligations under an agreement or contract.
GoalZERO	The philosophy adopted by Company that seeks to achieve a Company-wide culture aimed at impacting every worker's heart and mind to build a personal commitment where everyone holds themselves responsible for not only their own safety and well-being, but for that of others. GoalZERO is about behavior and a commitment to flawless execution in everything we do.
Contractor	The entity or individuals contracted by Company to perform Work. This definition includes subcontractors who may be hired by Contractor to perform certain parts of the Work. The term "Supplier" shall also mean "Contractor" for the purposes of the Rules.
General Work	Work activities in operating, workshop, and other areas where reasonable potential exists for exposure to hazards. Examples include: <ul style="list-style-type: none"> • Monitoring operating equipment such as pumps, valves, gauges and instruments • Moving pallets, mixing material, operating extruders • Monitoring operating equipment such as pumps, valves, gauges and instruments • Performing repairs to equipment, machinery, valves, parts, and instruments with no chemical exposure • Tasks associated with operating process equipment (operating valves, connecting/disconnecting utility hoses (air, water, nitrogen), climbing ladders and stairs, etc.) • Tasks where hand tools are used as leverage • Tasks where there is a potential to contact equipment or structure with force • Tasks where a risk of pinching or impact is present • Tasks associated with housekeeping and clean-up • Constructing/removing scaffolding • Turnaround, outage or construction project General Work activities

Regulated Area	An area where the airborne concentration of a material exceeds, or can reasonably be expected to exceed, OSHA's Permissible Exposure Limits (PEL's), or a company supported occupational exposure limit (CSOEL).
Resident Contractors	Long-term, full-time Contractors that are generally on-site daily. An example would include Contractor's regular employees that are at Company's site(s) every day providing on-going site maintenance.
Vendor	A person or entity providing temporary, limited services, such as delivery of goods, but is not a Contractor for purposes of these Rules. A Vendor is treated as a visitor to the site and subject to all procedures.

2.2. ACRONYMS

Acronym	Definition
GAPS	Global Approved Providers System
HASC	Health and Safety Council
NASAP	North American Substance Abuse Program
OSHA	Occupational Safety and Health Administration
TPQMS	Third Party Qualification Management System
TWIC	Transportation Workers Identification Credential
ARSC	Association of Reciprocal Safety Councils
NABSC	North American Background Screening Consortium
TSCA	Toxic Substances Control Act

3. SECURITY POLICY

Contractor and their subcontractors shall fully comply with Company's Secrecy Policy (Appendix 1) and ensure that Contractor's and subcontractor's employees do not release any information (related to and including, but not limited to, photographs, videos, drawings, engineering specifications and data, process, operations, maintenance data, or intellectual property) to third parties without the approval of Company's Contractor Host.

Contractors that have an executed contract containing proprietary and/or confidentiality information provisions are required to comply with the provisions in such contracts and such provisions will govern in the event those provisions conflict with those in the standard secrecy policy attached hereto as Appendix 1. If Contractor is requested to acknowledge the latest version annually and they have an executed contract with proprietary information defined, they can state the contract number on the acknowledgment form and return by email to Company's Supplier Management Administrator (PQF@lyb.com).

4. HEALTH, SAFETY, ENVIRONMENTAL AND SECURITY REQUIREMENTS FOR CONTRACTORS

This section identifies key HSES requirements that are required of Contractors and **may be above the minimum requirements established by governmental agencies**. Notwithstanding that certain safety-related training may be allowed via a combined English/alternative language format to facilitate learning effectiveness. Contractor shall provide a workforce proficient in English to sufficiently understand safety procedures, process hazard overviews, and emergency response. In addition, refer to Appendix 5 for Site Specific Safety And Security Requirements for Company's Domestic Plant, Research Centers and Shared Services Locations (USA) (BY PLANT LOCATION).

4.1. IDENTIFICATION BADGES

Contractor employees entering Company site(s) must have:

- a recent Contractor company identification badge, which must display a clear and identifiable photo
- proof of having completed the approved safety orientation program
- valid federal or state issued photo identification card
- TWIC card for sites with this requirement (see Appendix 5)

All Contractor employees performing Work at any jobsite, or visiting the plant for any purpose, shall be furnished with satisfactory credentials authorizing them to enter and leave the jobsite.

Identification badges are required while within the confines of the jobsite for all Contractor and subcontractor employees, as well as all other visitors. Badges will be:

- visibly worn
- uniquely numbered
- tamper-proof

Company-issued badges must be immediately returned after Contractor's completion of the Work.

4.2. INCIDENT REPORTING AND INVESTIGATION

Contractor shall immediately advise Company's Contractor Host and the site HSE department of all near misses, injuries, illnesses, exposures, or possible exposures that occur to Contractor employees, subcontractor employees, or suppliers. All process safety and environmental incidents are to be reported immediately. Incidents associated with a chemical substance or mixture relating to a risk to health or to the environment will be communicated to the Company TSCA Coordinator at Company's site.

Contractor shall promptly investigate the incidents and determine causes and corrective actions. Contractor shall provide a copy of its completed investigation report to the Company site HSE department. In certain instances, Company may coordinate with Contractor on the incident investigation.

4.3. REPORTING AN EMERGENCY

In the event of a site emergency first observed by Contractor, such as a fire, gas release, or medical emergency, Contractor or its subcontractor employees shall, immediately after ensuring they are in a safe location:

- call the site emergency number found in Appendix 5;
- provide their name and employer;
- specify if possible the type of emergency;
- provide the specific location of the emergency;
- remain on the line until the information has been repeated back to the employee, and the employee shall verify that there is no misunderstanding.

4.4. RESPONDING TO AN EMERGENCY ALARM

If an emergency alarm sounds while Contractor is at a Company facility, Contractor should:

- immediately stop all Work;
- extinguish all flames and sources of ignition (welding machines, hand tools, motors);
- pull vehicles to side of road, shut off all engines, and leave the keys in the ignition;
- leave the area and report to pre-determined assembly area; and
- **Do not** leave the assembly area until the "ALL CLEAR" is issued.

Each site has unique emergency siren codes for specific types of emergencies. Contractor is required to be familiar with the distinct siren codes applicable to the jobsite before entering the site.

NOTE: Some sites have zone requirements for emergency response. If different than above, follow site specific requirements identified during site orientation.

4.5. MEDICAL TREATMENT

Contractor is responsible for first aid treatment of its injured employees or subcontractors, and for making prior arrangements with local doctors and hospitals for medical aid (medical management plan).

NOTE: Contractor shall utilize Company site medical services if available and the injury is non-life-threatening.

Contractor shall provide its medical management plan (including contact information for their medical provider and workers' compensation insurance carrier) to Company's Contractor Host and/or Company site HSE department. If offsite medical care is required for non-life-threatening injuries, Contractor shall utilize an occupational clinic, if available.

Contractor shall notify Company's (i) permit issuing authority, Contractor Host of any Work-related injury/illness, and/or the need for an ambulance.

4.6. PROHIBITED ITEMS

The carriage or possession of a weapon or firearm on Company property is strictly prohibited to the extent allowed by federal and/or state law. Since laws pertaining to the carriage of weapons and concealed handguns differ from state to state, Contractor shall consult with Company management at each site to ensure compliance with the specific requirements for that site.

Federal agents, state and local police in the performance of their official duties, or when contracted by Company to provide armed security support, are exempt from this requirement.

4.7. CONTACT WITH MEDIA

If Contractor is contacted by the media for an interview regarding Contractor activity or involvement at a Company site, Contractor shall:

- obtain the consent of Company's Corporate Communications Department before engaging with the media.
- coordinate media statements with, and approved by, the Company's Director or Associate Director of Corporate Communications prior to issuance.

4.8. COMMUNICATION AND CAMERA EQUIPMENT

Mobile communication systems and cameras, (i.e. cell phones, smart phones, tablets, drones, or any other electronic device equipped with camera/video capabilities such as "Smart Glasses") shall not be used in Company facilities without prior written approval from Company. Camera/video permits may be obtained as described in Appendix 2.

Unlisted or unapproved equipment including cellular phones, pagers, still, digital, video cameras, bar code scanners, etc. are a potential ignition source. If those items will be used in areas designated as Class I, Division II, Group A, B, C or D hazard area, then the item must be intrinsically safe and have the UL, MSHA, or FM approval marking and hazard area classification notice stating the equipment is approved for use in areas designated as Class I, Division II Group A, B, C, or D.

NOTE: In order to ensure compliance with Company standards, Contractor shall check with Company's Contractor Host prior to using such equipment.

NOTE: Dashboard cameras on delivery and trucks are permitted as long as they are not entering a sensitive processing area.

4.9. PROCESS SAFETY MANAGEMENT

Company and Company sites have certain requirements in place to prevent or respond to a loss of primary containment. These processes include, but are not limited to, energy isolation, line break, line cutting, area and personal gas detection, and emergency response procedures.

Contractors performing Work that includes maintenance, repair, turnaround, renovation or specialty work on, or adjacent to, a process area, are expected to follow all site-specific safety and process safety requirements.

Contractor is expected to take measures to minimize potential loss of primary containment, and immediately report to Company's Contractor Host any condition that could lead to a loss of containment.

In the event of a loss of containment, Contractor shall follow all site emergency procedures.

NOTE: Process safety requirements do not typically apply to Contractors providing incidental services such as janitorial services, clerical services or food services.

4.10. FACILITY AND BUILDING SITING AND PLACEMENT

Any structures, tents, enclosed trailers, storage buildings, scaffolding structures intended to serve as a shelter or workspace, or cool-down trailers brought on-site or constructed on-site, must have prior approval in accordance with the applicable site Facility and Building Siting Management of Change process. Company's Contractor Host can provide Contractor with specific requirements and assistance with necessary approvals.

4.11. HAZARD COMMUNICATION

Contractor is responsible for supplying a list of hazardous materials (liquid, gas, or solid form) and their associated Safety Data Sheets ("SDS") at the job location and within material storage areas. New hazardous materials require Company approval before materials are brought to Company sites. Company recommends allowing a minimum of five (5) business days to allow for the appropriate review and approval of chemical SDS.

- Company's Contractor Host will be responsible for initiating the material approval procedure.
- Company reserves the right to deny approval of any materials.

Contractor will maintain labeling and the most current SDS according to Site requirements.

Special verification requirement:

- **Asbestos:** Some Company sites have Asbestos-Containing Materials (as that term is defined 29 CFR 1926.1101) in the form of insulation, gaskets, or transite. Contractor shall contact Company's Contractor Host to verify if the site where the Work will be performed has Asbestos-Containing Materials. An asbestos control program complying with 29 CFR 1926.1101 shall be developed and provided to site HSE for review. Site HSE may require further notice based on state or local regulatory requirements.
- **Lead:** Some Company sites have lead-containing paints and coatings. Contractor shall alert Company's Contractor Host in advance of demolition or renovation Work on painted or

coated surfaces to ensure that such painted or coated surfaces have been tested or checked for lead content before Work is authorized. A lead control program complying with 29 CFR 1926.62 shall be developed and provided when working with lead-containing items to site HSE for review.

- **Silica:** Contractor shall identify if materials or job tasks include a risk for exposure to crystalline silica. If exposure to crystalline silica is present, Contractor shall have a silica competent person develop a silica control plan complying with 29 CFR 1926.1153. The silica control plan shall be provided to site HSE and Company's Contractor Host for approval. The silica competent person shall be available on site during the silica-exposing activities.
- **Radiation:** Contractor shall comply with local and state regulations in addition to site radiation requirements prior to performing radiography (x-ray) or other task involving potential exposure to ionizing and natural occurring radiation.

4.12. PERSONAL PROTECTIVE EQUIPMENT

To enter process or maintenance areas at Company's production sites, personnel are required to have a hard hat, safety glasses, hearing protection, long sleeves and pants, and safety toe shoes. Contractor shall contact Company's Contractor Host for the specific personal protective equipment ("PPE") requirements for the site. Additional PPE is commonly required, which may include the following:

- ARC Flash Rated Garments for contractors working with and/or around Company's electrical systems.
- Chemical goggles (readily accessible on the hard hat)
- Fire retardant garments
- Gloves appropriate for the hazard. General Work gloves (as specified below) should be carried at all times.
- Protection from thermal stress (hot or cold)
- Protection from naturally occurring radioactive material (NORM)
- Personal fall arrest system (PFL/SRL-P)
- High visibility garments for workers assigned to high traffic areas, or areas of poor visibility.

NOTE: Individuals wearing cotton garments treated with fire retardant materials may be required to wear chemical protective clothing when working around or within areas with potential exposure to sodium hypochlorite.

4.12.1 General Work Gloves Requirement:

Company has minimum specifications for General Work gloves which includes:

- ISO13997 cut Level D or EN388 L4
- ANSI cut Level A4
- Entire glove shell must meet minimum cut resistance level
- Impact protection must be integral to the fingers and back of the glove

Tasks that do not fit the definition of General Work must be formally evaluated separately (risk assessment). If the identified hazards cannot be controlled by other means, gloves that are specifically designed for the task will be required. These exceptions to the General Work Glove requirements above must be communicated to Company's Contractor Host prior to Work starting.

4.12.2 Respiratory Protection:

Company may require Work within a Regulated Area. Contractor Work required in a Regulated Area must fulfill Respiratory Protection requirements including:

- respirator training,
- medical clearance,
- fit test, and
- proper equipment supplied by Contractor

These requirements are to be performed by Contractor or by a third party company (not by the Company). Contractor's employees and its subcontractors must have proof of training, medical clearance, and fit testing available at the jobsite.

4.12.3 Purchased Breathing Air:

Where supplied air respiratory protection equipment is necessary, Grade "D" Breathing Air shall be used. Grade "D" Breathing Air is the classification standard for component maxima, in parts per million developed by ANSI/Compressed Gas Association G-7.1. It is also the standard to which workplace environments must comply to meet OSHA requirements.

Contractor shall not bring supplied breathing air on-site at any Company facility unless a written exception has been approved by Company's Contractor Host or site coordinator, and HSE department.

- Contractors bringing supplied breathing air on-site must have a Certificate of Analysis ("C of A's") for each container.
- Only compressed air may be used for breathing air. Breathing air that is synthesized or reconstituted is prohibited.

Contractors' Use of Company Supplied Breathing Air:

- A system must be in place to ensure, at a minimum, the oxygen concentration in these containers is tested prior to use.
- C of A's shall be kept on-site while the supplied breathing air containers are on-site.

Should Contractor have any questions or concerns related to the information above, Contractor shall contact Company's Contractor Host.

4.12.4 Portable Breathing Air Compressors:

Where Contractor will use breathing air that is compressed using portable breathing air compressors, the following is required.

- The compressed air must meet the quality requirements of Section 4.12.3.
- Portable compressors used for breathing air must be specifically configured and certified as suitable for breathing air use.
- Compressors must be located in an area free of potential contamination sources.
- Couplers or connections used for breathing air systems shall be unique (i.e., the type of coupler used for breathing air shall not be used for any other type of service within the facility).
 - Note:** A breathing air system begins at the source of the compressor and ends with the user. All connections, beginning with the outlet of the source or compressor to the end user, and in between, must comply with breathing air system requirements.
- The breathing air system shall not be cross connected to any other type of service

Company's Contractor Host should be consulted for site specific breathing air requirements.

4.13. SAFE TOOL USE

Contractor shall be prepared with appropriate tools to achieve safe task execution.

- Tools shall be selected based on the task. Contractor shall utilize the correct tool for the job to avoid unnecessary risk.
- Tools shall be used and maintained in accordance with the manufacturer's recommendations.
- Contractor shall inspect tools prior to use for damage. Tools that do not pass a pre-use inspection shall be repaired per manufacturer's recommendations or discarded.
- Tools shall not be modified or used in a manner outside of manufactured design to gain mechanical leverage.

Some sites prohibit the use of certain tools. Company's Contractor Host should be consulted for site specific tool requirements

4.14. SAFE WORK PERMITS

Contractor shall not begin Work at any Company site until authorized by Company's Contractor Host. Company's Contractor Host shall advise on the type and number of permits required for Contractor to accomplish the Work.

When arriving at the site, Contractor must report to the designated area of the facility where they will perform the Work and sign-in on the unit log sheet or obtain the appropriate work permit(s). An appropriate work permit shall be issued in the field (where the Work is to be performed). If a visit to the site of the work is not conducted as part of the permit process, then Contractor shall refuse the permit until a field visit is conducted.

Contractor may be permitted to perform Work on live process equipment defined as the act of performing maintenance activities on, or directly to, equipment containing process material (hydrocarbon, chemical, or utilities) or energy (pressure or thermal). The process equipment may or may not be operating; however, remains involved and/or energized.

Company sites will have identified during the permitted process specific requirements for "Work on Live Process Equipment" to ensure hazard mitigation and review for covered activities prior to authorizing a work permit.

As a Permit Applicant, Contractor will participate in a Permit Issuing Dialogue with the Permitting Authority to communicate the hazards and the associated controls that are in-place. The Permitting Authority is required to ask the Permit Applicant(s) to communicate or echo back the hazards and to provide agreement that the controls that are in-place are effective prior to signing the permit. This dialogue will take place for all Life Critical Procedures, before the actual Work in the field starts and will take place at the job location where the actual Work is to be executed.

Once issued to Contractor, these permits become part of the contract and the scope of Work for Contractor. If there is a question as to whether a particular permit is required, Contractor shall contact Company's Contractor Host before commencing any Work.

NOTE: Third party service providers performing activities on their own assets on Company property do not require a Company issued work permit to work on their own assets. They do require check in through security, and annual review of site visitor orientation video.

4.15. ENERGY ISOLATION (LOCK, TAG and TRY)

Energy isolation (lock, tag, and try) covers the servicing and maintenance of machines and equipment in which the unexpected energizing or startup of the machines or equipment, or the

release of stored energy, could cause injury to employees. Company's equipment owner is responsible for the initial steps of the energy isolation procedure.

Contractor employees, and its subcontractors, shall:

- each provide their own personal locks (that require a unique single key to unlock),
- apply these locks to Company's site lockout devices when required by site specific procedures. Locks will be applied after the permit is issued, and
- tag locks according to site requirements.

4.16. LINE CUTTING AND LINE BREAKING

Company and Company sites have specific requirements for line break and line cutting. These requirements include measures to identify or confirm any line break or line cut location prior to initiating work activities. Contractor shall ensure that its employees and subcontractors follow all such specific line break and line cut requirements including verification and marking.

4.17. CONFINED SPACE

Contractor, or its subcontractors, who have potential for working in a confined space environment shall have a confined space/attendant/entrant training course, as well as understand and follow any additional Company site-specific requirements.

Company requires a standby attendant (hole watch) for all permit-required confined space work and, to avoid distraction from safety related duties, that the attendant perform duties solely associated with maintaining the safety of the confined space entrants.

Company allows provisions for Remote Confined Space Monitoring. This practice must be preapproved by Company's Contractor Host and site HSE. Local applicable regulations take precedence. Remote Confined Space Monitoring is a system that utilizes a variety of technologies to perform numerous functions an attendant would typically perform. Remote confined space monitoring enhances the capabilities of an attendant and improves the safety of the confined space entry. Depending on the system and attendant capabilities, one attendant can monitor numerous entry locations. Remote Confined Space Monitoring should meet or exceed traditional monitoring conducted by a local attendant. Interior and external visuals, two way audible communication, atmospheric monitoring, digital entry management and alarming are all elements of remote confined space monitoring.

An appropriate work permit shall be issued by Company before Contractor is authorized to enter a confined space.

4.18. WORKING AT HEIGHTS

Where practical, work at heights should be avoided. Any work at heights which could present a fall hazard requires a risk assessment. Suitable measures must also be taken to control falling objects to protect workers below.

When working at heights **four feet or greater**, in areas not protected by standard guardrails and work platforms, Contractor employees or its subcontractors, including scaffold workers when erecting and dismantling scaffolds, must be protected by a personal fall arrest system (PFAS) such as a full body harness and shock-absorbing lanyard that is secured to an anchor point meeting the requirements of OSHA and Company standards. Due to limitations of fixed length shock absorbing lanyards, Company requires the use of Personal Fall Limiters (PFL) or self-retracting lanyards in most cases. Use of a fixed length shock absorbing lanyard must be approved in advance by the site HSE department. This requirement also applies to activities where increased exposure may exist including work over machinery or other potentially hazardous objects, work over water, or where site-specific requirements dictate. When working

over or adjacent to openings or edges, or performing roof work adjacent to skylights, suitable measures must be taken to protect workers from falls.

Contractor employees, or its subcontractors, must be protected by a fall protection system when accessing work areas using an un-caged vertical fixed ladder, or when accessing a scaffold work area that is nine feet or greater above a lower working level. Some sites require a self-retracting lifeline (Yo-yo). Company's Contractor Host should be consulted for site specific fall protection requirements.

Contractor is required to provide personal fall arrest equipment that is inspected, and to check with Company's Contractor Host to ensure compliance of Company and site-specific requirements. Company's Contractor Host can provide Contractor with copies of Company and site-specific requirements: ***Working at Heights procedures and guidelines***.

4.19. PREVENTING FALLING OBJECTS

When "Working at Heights" Contractor shall include a risk assessment process to identify and define controls for preventing falling objects. Contractor is required to prevent or control dropped objects at all times when working at heights. Contractor shall check with Company's Contractor Host to ensure compliance to Company and site-specific requirements. Company's Contractor Host can provide Contractor with Company's policy and procedure: ***Working at Heights procedures and guidelines***.

4.20. CRANE AND RIGGING STANDARDS

The Company Crane and Rigging Standards defines the minimum requirements for crane and rigging activities performed at Company sites, including the qualification and certification of personnel performing mobile crane operation and rigging activities, lift planning, and inspection requirements for all lifting equipment and hardware. Please contact Company's Contractor Host for a copy of site specific requirements.

4.21. UTILITY HOSES & FITTINGS

Contractor's ¾ inch red or green hoses and "crow's foot" fittings are not allowed at some Company locations. Check with Company's Contractor Host prior to bringing utility hoses and fittings on-site.

4.22. SUBSTANCE ABUSE POLICY REQUIREMENTS

Contractor must have a written substance abuse policy. Minimally, the policy shall include pre-placement testing, random testing, testing for cause, and post-incident testing.

4.22.1 Company is a member of the North American Substance Abuse Program (NASAP) and requires that all onsite contractors participate in this Program when working at Company sites specifically identified with the NASAP requirement within Appendix 5.

NOTE: The provisions of the NASAP program may change from time-to-time. It is Contractor's responsibility to ensure compliance with the requirements at all times.

Company requires that Contractor and its subcontractors abide by the following rules:

- Contractor and its subcontractors agree that as a condition for entry into any Company, subsidiary, jointly owned, or authorized agent facility, that all employees and agents are required to consent to a drug and alcohol testing to verify compliance with Company and NASAP policies, rules, and procedures. No Contractor employee, agent or subcontractor may enter or Work at Company facilities until the individual has been granted a status of "active" and all other

requirements of Company have been met. This requirement includes Contractor's home office personnel that are assigned to Company's jobsite.

- Any Contractor employee, agent or subcontractor who, while assigned to Work for the Company, violates a Company policy or procedure that would warrant termination of the relationship, or removal from the Company's premises, shall be deemed ineligible to Work at, be assigned to, and/or have access to any Company facility. This includes, but is not limited to, a non-negative test result, refusal to test, not timely arriving for a test and/or, any other reason that would warrant an inactive status.
- Contractor employees, agents, and subcontractors will not be allowed on Company premises, or allowed to Work on a Company assignment, while drug/alcohol post-accident/incident test results are pending.
- After notification of a verified non-negative test by the Medical Review Officer ("MRO"), the Contractor employee will be classified "Inactive" and will not be allowed access to any Company's sites until the NASAP "Post-Non-Negative Rehabilitation" requirements are satisfied.
- Company, or its authorized representative, shall have the ability to audit records pertaining to drug and alcohol testing of Contractor, its agents and subcontractors to ensure compliance. Contractor's failure to comply with (i) NASAP and/or Company approved drug and alcohol-testing policies, or (ii) these Rules, may result in removal from the Company's facility and termination of any contract.

4.22.2 Select services are excluded from NASAP participation. The Contractor service types are as follows:

- ***Delivery / Courier Companies***

Examples of delivery companies that enter various Company facilities are: UPS, FedEx, Roadway Freight, Yellow Freight, NAPA, Hotshot, port-a-can, vending machine, and food services that are dropping off food. Such Contractors are not providing a service that could impact the process and therefore, are exempt from NASAP.

- ***Government Mandated Programs***

Any Contractor employee is exempt from NASAP provided they comply with and are enrolled in a federally mandated drug-screening program (i.e., DOT, US Coast Guard, Federal Aviation Administration), and carry an identification card validating that they are in good standing. Examples of this category are pipeline right-of-way aerial surveillance, delivery, HAZMAT drivers, tankermen, surveyors, concrete/limestone/sand deliveries and services, raw material deliveries, equipment deliveries, and hopper truck trans-loading services.

For administrative staff employees that are not governed by a government mandated program as stated above, Contractor must submit, on an annual basis, a report stating that such employees have been monitored under a program that is comparable to the minimal requirements under the government mandated program. Documented proof must be carried (card or letter stating that they are in good standing) for such administrative personnel **when** visiting any Company facility.

- ***Medical Provider Companies and Laboratory Service Technicians***

Contractors performing service activities (instrument calibrations and/or installation) in medical, plant laboratory or research and development (R&D) laboratory facilities not located in areas designated as process safety sensitive by the site / location.

- ***Office Service Companies***

4.23. ENVIRONMENTAL REQUIREMENTS

Company's Contractor Host will be the initial resource to contact for environmental information. In the event that Contractor or its employees have any questions concerning the Rules or any environmental or safety information, Contractor shall immediately contact Company's Contractor Host. The following outlines Company's requirements for Contractor regarding many of the more frequently encountered environmental matters:

- Contractor shall not tamper with tags or other equipment used to comply with leak detection and repair regulations.
- Contractor shall ensure that equipment is returned to service in compliance with open-ended line regulations.
- Contractor shall not allow any oils, grease, fuels, lubricants, solvents, acids, alkalis, chemicals, or wastewater to migrate or flow into the plant ditch system or plant wastewater system, nor will such materials be discharged on the ground.
- Contractor must provide an up to date SDS and obtain approval from Company site HSE department prior to bringing any chemicals, oils, fuels, or other petroleum products onsite.
- Contractor must notify Company site HSE department of the size and proposed location for any containers or tanks and associated containment that will be used to store and manage oils, fuels, or other petroleum products onsite. The proposed locations and associated secondary containment must be approved Company site HSE department.
- Contractor shall either (i) batch-fill their gasoline or diesel driven equipment, or (ii) provide complete secondary containment under gasoline or diesel driven equipment and lines, when continuously fueling this equipment.
- Contractor shall provide secondary containment for portable gasoline or diesel driven equipment such as, but not limited to, light plants, compressors, and generators.
- If Contractor spills petroleum products, oils, fuels, chemicals or other materials, Contractor shall report those spills immediately to Company's site shift superintendent or shift foreman/supervisor, Company's site HSE, and Company's Contractor Host. Contractor may be required to begin immediate spill containment and cleanup action. The expense of spill cleanup and disposal shall be charged to Contractor.
- Washing and maintenance of Contractor's vehicles shall only be performed with the approval from Company, and in runoff contained areas specifically designated by Company's Contractor Host.
- All tankage, storage, and loading/unloading of chemicals, fuels, and other bulk material (except refueling of field equipment from mobile fuel tanks) shall be in a curbed or dike area designated by Company's Contractor Host. This includes, but not limited to, subcontractor vehicles such as concrete trucks and end dumps.
- Secondary containment areas shall be lined or otherwise impermeable to petroleum, chemicals and water.
- Contract cleaning, washing, and hydro-blasting of plant process equipment which has been exposed to chemicals, oil, acids, bases or other contaminants, shall be performed in runoff contained areas which have drains to the plant wastewater system.
- There shall be no open burning of materials, brush, tires, construction materials, oil, or other waste or debris at Company's sites.
- All waste disposals will be coordinated through the Company site solid waste coordinator or Company site HSE department and shall be disposed of at a Company approved disposal site.
- All waste must be managed per Company requirements, and all applicable State and Federal Regulations.
- Waste management areas can only be established with the prior approval of the Company site solid waste coordinator or Company site HSE department.
- Petroleum or chemical contaminated waste management areas must be provided with secondary containment.

- Waste management personnel must be trained as required by applicable State and Federal Regulations. Records of this training must be available by Contractor to Company.
- During, and upon completion of, a project or work order, Contractor will be responsible for policing its area, and managing of all debris created by the project or work order, such as fuel depots, general maintenance debris, and any drum storage areas, or other waste or debris.
- Prior to any excavation, removal, relocation, or storage of soil, asphalt, concrete, gravel, vegetation or grubbing, the Contractor must obtain prior from Company by the site Solid Waste Coordinator, or Company's site HSE department. Approval must be obtained for the designation of soil storage locations.

4.24. PERSONNEL SURETY (BACKGROUND SCREENING)

Contractor is responsible for the conduct of its employees, and its subcontractors, while on Company property and shall ensure compliance with all applicable Company and site specific security policies, standards and procedures.

This section defines Company criminal history background screening requirements for Contractors requiring access to Company facilities in North America.

Company reserves the right to remove or permanently ban individuals who are in violation of any security policy, standard, procedure, or guideline, or who do not meet the minimum background screening requirements.

The North American Background Screening Consortium ("NABSC") shall be used for completing the background screening of Contractor employees.

NOTE: TWIC requirements are in addition to, and not a replacement for Company's background screening requirements as defined in these Rules.

Contractor shall use any one of the six (6) approved NABSC consortium members listed below to complete the background screening requirements:

Name	Phone Number	Email Contact
ASAP	713-526-2727	support@asapdrugsolutions.com
DISA	281-673-2530	sales@disa.com
Info Mart	770-984-2727	sales@backgroundscreening.com
Kress, Inc.	713-880-3693	halvarado@kressinc.com
S2Verify	770-649-8282	customerservice@s2verify.com
Sterling Testing Systems, Inc.	800-899-2272 x1023	hbornstein@sterlingtesting.com

The NABSC uses a tiered grading system to score the background screening investigation results for Contractor employees seeking unescorted access to Company's North American facilities. See Appendix 3 for description of the background screening scoring methodology.

Contractor employees **must obtain a background screening grade of 00, 01 or 02** to gain unescorted access to Company sites.

Contractor employees who receive a background screening grades of "03", "04", "05" "06" or "07" from NABSC **do not meet** Company security requirements, and will not be granted access to Company sites unless and until a background screening permanent exemption applies or has been granted, or if a background screening waiver has been issued.

4.24.1 Requests for Background Screening Exemption:

Requests for a permanent exemption of background screening requirements may be submitted on behalf of Contractor employees who do not meet the background

screening requirements (i.e. have not received a Grade of 00, 01 or 02 from NASBC), but who have a unique skill that is essential to Company operations.

Requests for a waiver must be sent to Company's Global Security Manager, who will then consult with the Senior VP HSES and site manager, to determine if the exemption is appropriate.

Request for Exemption Process:

- Exemption requests must be submitted to Company's Global Security Manager in writing by the site manager (email requests are acceptable).
- Requests for an exemption must include a business justification for the exemption and any supporting documents needed.
- Final decisions will be communicated directly to the site manager within three (3) business days.

4.24.2 Current Exemptions to Background Screening:

The following Contractors are currently exempt from the background-screening requirement and do not have to apply for a background screening exemption as described above in Section 4.22.1.

- ***Contractor Employees which are 100% escorted by Company personnel***
- ***Delivery / Courier Companies***

Includes delivery companies that enter various Company facilities such as, UPS, FedEx, Roadway Freight, Yellow Freight, and NAPA, Hotshot Delivery, port-a-can, vending machine, and food services that are dropping off food. These contractors are not providing a service that could impact the process and therefore, are exempt from NASAP. A site, at its sole discretion, may require any delivery company to comply with the Rules background screening requirement if, for example, the delivery personnel will need unescorted access to a process or other highly sensitive area.

- ***Delivery / Service Companies***

Delivery drivers in compliance with federally mandated background screening requirements administered by the US Department of Transportation (DOT), and who possess a valid Commercial Driver's License, WITH a HAZMAT endorsement.

- ***Medical Provider Companies and Laboratory Services Companies***

Includes medical, plant laboratory or research and development (R&D) laboratory services companies. These contractors are not providing a service that could impact the process; therefore, are exempt from NASAP.

- ***Pipeline Right-of-Way Services Companies***

Includes service providers who conduct landscape maintenance and aerial surveillance of company owned and/or maintained pipeline rights-of-way. These contractors are not providing a service that allows them access into process areas; therefore, are exempt from NASAP.

- ***Railroad***

Employees of the railroad who are in compliance with a federal government mandated background-screening program managed by the DOT are exempt.

- **Third Party Service Providers Performing Activities on Their Own Assets on Company Property**

Includes Contractors or service providers that are performing activities on their own assets. These contractors are not providing a service that allows them access into process areas; therefore, are also exempt from NASAP.

NOTE: These third party providers do not require a Company issued work permit to work on their own assets. They do require check in through security and annual review of site visitor orientation video.

4.24.3 Requests for Waiver of NASBC Background Screening:

Background screening “waivers” may be granted by the site manager for Contractor employees who (1) have submitted all of their paperwork to the background screening provider (NASBC), and (2) are awaiting the results of the background investigation.

A Contractor employee granted a “waiver” will be provided temporary unescorted access to the Company site.

Site managers may approve requests to waive the NASBC background screening requirement, at the site level, by completing and signing the Background Screening Waiver Form (see Appendix 6).

- Waiver must be approved in writing by the site manager or his/her designee.
- Waiver may not exceed ten (10) days duration, and the Contractor employee must comply with provisions outlined in Appendix 3.

Background screening waivers are temporary, and will be granted only for those Contractor employees awaiting the final results of their background investigation. A background screening waiver does not “exempt” Contractor employees from the NABSC background screening requirement.

4.24.4 Background Screening Frequency:

All background screenings shall be considered valid for a period of two (2) years from the date of the most recent NASBC background screening report.

Contractor shall initiate a new background screening from NASBC at least thirty (30) days prior to the expiration date of any Contractor employee’s background screening grade / score.

It is Contractor’s responsibility to ensure their personnel, and their subcontractor personnel, meet the background screening requirements as defined in this document prior to entering a Company facility.

Periodic audits shall be performed to review documents relating to NASBC background-screening scores/grades for Contractor personnel assigned to Company sites.

4.25. WORKPLACE VIOLENCE PREVENTION

Contractor must ensure that their employees, and their subcontractor employees, comply with Company’s Global Workplace Violence Policy at all times.

If an existing or former Contractor employee, or subcontractor employee, is suspected of posing a risk to Company’s work environment, physical or proprietary assets, employees, or

any other individual without regard to their relationship to the Company, Contractor must cooperate fully in supporting Company's investigation and efforts to ensure people and assets are appropriately safeguarded, and instruct its employees, and its subcontractor employees, to do the same. In addition, in accordance with Company's Global Workplace Violence Policy, Contractor employees, and its subcontractor employees, may be immediately removed from Company property and may be permanently banned from entering Company property.

4.26. MONITORING, SECURITY INSPECTIONS AND INVESTIGATIONS

Contractor must inform its employees, and its subcontractor employees that, in compliance with applicable law, Company reserves the right to:

- monitor all Contractor and its subcontractor employee's activity (phone, network, premise access, etc.) at Company facilities,
- perform audits, and
- execute security inspections based on reasonable grounds of illegal or prohibited activity, as determined by Company in its sole discretion.

Authorized Company representatives have the right to monitor or perform inspections on all Company controlled assets including, but not limited to, computers, networks, voicemail, email, and office areas. Contractor must inform their employees, and its subcontractor employees, that they should have no expectation of privacy while using any Company assets.

Where permitted by law, Contractor and its subcontractor employees are required to submit to personal inspections based on reasonable grounds for suspicion of illegal or prohibited activity, as determined by Company in its sole discretion. Such inspections will be conducted in compliance with local law and may include any personal property located at Company's facilities or on Company property, including but not limited to, personal electronic devices and data storage media, personal bags, purses and personally-owned vehicles.

Failure of Contractor or its subcontractors to cooperate with any reasonable security investigation or inspection may result in permanent denial of access to all Company facilities.

4.27. VACUUM TRUCK OPERATIONS

All vacuum truck operations inside Company facilities shall be permitted through the site work permit process. Prior to collecting any material, the physical properties of the material to be collected shall be evaluated to ensure the collection can be performed safely. Prior to offloading collected material, the compatibility of the material must be evaluated with any material in the destination equipment/process. All equipment from the nozzle of the collection hose to truck exhaust must be bonded and the truck grounded to prevent static discharge.

Contractor's operating vacuum trucks must ensure employees are trained and qualified to operate vacuum trucks at Company facilities. Specific areas of training include:

- Proper operation of vacuum trucks.
- Emergency operations of vacuum trucks including:
 - Clogged suction hose.
 - Spill/release of materials.
 - Fire/explosion.
- Selection of type of vacuum truck to collect material.
- Attendance requirements during loading/unloading operation.
- Proper bonding and grounding requirements.
- Control of vacuum truck emissions.
- All DOT requirements if material is to be removed from the site.

Vacuum truck collection tanks shall be cleaned prior to arriving at a Company facility. Vacuum trucks will not be permitted to collect pyrophoric materials, liquified petroleum gasses, oxidizers or material that is not compatible with any existing materials in the collection tank.

4.28. NOTIFICATION OF ILLEGAL OR UNETHICAL CONDUCT

Contractor and its subcontractor employees must comply with Company's Supplier Code of Conduct when doing business on behalf of Company, and when working with Company.

Contractor must cooperate fully with any reasonable investigation conducted by Company or its representatives.

If Contractor becomes aware of any illegal or unethical conduct by its own personnel, subcontractors, Company employees, or any contingent worker (even from another contractor), that either occurs on Company premises, or occurs away from Company, but is associated with the individual's position or assignment with Company, Contractor must promptly notify the Company's Contractor Host and/or Company's Ethics Helpline (1-866-513-1868 or [Ethicspoint](#)).

5. COMPANY PIPELINE CONTRACTORS

This section applies to Contractors performing Work on Company-owned pipelines regulated under the US Department of Transportation (DOT), or an equivalent state agency.

5.1. OPERATOR QUALIFICATION (OQ) PROGRAM REQUIREMENTS

The purpose of Regulation, 49 CFR Parts 192 Subpart N, and 195 Subpart G (collectively, the "Regulation"), is to establish and implement a written Operator Qualification ("OQ") program for all individuals who operate and maintain gas and liquids pipeline facilities. Under this Regulation, all individuals shall be qualified and have the ability to recognize and react appropriately to a malfunction of a component or deviation from normal operations that may indicate a condition exceeding design limits, or result in a hazard(s) to persons, property, or the environment. These certain operation and maintenance activities are considered "covered tasks" if the task is defined as "covered" in the OQ program.

Prior to performing Work, each Contractor hired to perform a covered task must provide documentation to Company's Contractor Host demonstrating the individual(s) completing the covered task are properly qualified. All Contractor OQ records must be maintained, and made available upon request, for at least five (5) years after the covered task was performed.

Contractor personnel may perform covered tasks provided that:

- The individual is qualified to perform the covered task under the Company facility's OQ program, or
- The individual is qualified to perform the covered task under the Contractor's OQ program that has been approved by the Company facility, or
- The individual is qualified to perform the covered task under a third party's OQ program that has been approved by the Company facility.

A "qualified" individual means:

- The individual has passed a qualification evaluation,
- The individual can perform assigned covered tasks,
- The individual can recognize and react appropriately to abnormal operating conditions, and
- The individual's OQ documentation is complete.

Appendix 1 SECURITY POLICY

Lyondell Chemical Company, a Delaware corporation, Equistar Chemicals, LP, a Delaware limited partnership, LyondellBasell Acetyls, LLC, a Delaware limited liability company, Houston Refining LP, a Delaware limited partnership, and LyondellBasell Advanced Polymers Inc., a Delaware corporation, and LYB Recycling CA LLC, a Delaware limited liability company collectively referred to as "Company," each on behalf of itself and its affiliates, within its various facilities, practices certain processes relating to the production of petrochemicals and refined products using (i) technical information relating to the production of petrochemicals and refined products, and (ii) technical information which is the confidential and valued property of Company, some of which is under license. With respect to such facilities, Contractor has been engaged by Company to perform certain Work. The discussions prior to such Work and any matters related thereto and future activities associated with carrying out the said work and any other activities related in any way to the said engineering are herein called "Work".

In connection with the Work, Contractor may acquire or be exposed to technical information relating to the above referenced process and to commercial information, which is the confidential and valued property of Company. All information described in the foregoing sentence is herein called "Confidential Information." Confidential Information shall include, by way of illustration but not of limitation; information with respect to such processes, the facilities in which they are practiced, and the equipment, materials, operations, costs and commercial data relating thereto. The terms of this policy shall apply to Confidential Information whether supplied by Company to Contractor, directly or indirectly, or acquired by observation or in any other way by Contractor, its employees, agents, or subcontractors.

In consideration of the opportunity to engage in the Work, Contractor agrees, for a period of twenty (20) years from the date the Work is completed, that any Confidential Information acquired by Contractor, its employees, agents, and subcontractors shall be, (1) maintained in confidence, (2) not disclosed directly or indirectly to a third party without the prior written consent of Company, (3) not used except for the purpose for which it was disclosed, and (4) protected against unauthorized disclosure by and of Contractor's employees, agents, and subcontractors, and Contractor shall take all reasonable precautions to limit access to the Confidential Information received hereunder only to such of Contractor's agents, employees, and subcontractors as are bound to Contractor by the same obligations of confidentiality, non-use and non-disclosure as stated herein.

The obligation of confidentiality, non-use, and non-disclosure accepted by Contractor pursuant to these Rules shall not apply to:

- (a) information which has been, is hereafter published, or otherwise been available to the public without breach of Contractor's obligations hereunder;
- (b) information which Contractor can demonstrate was in its possession in written form prior to the date of the engagement of the Work; and
- (c) information which Contractor acquired without obligations of confidentiality from a third party which did not acquire same directly or indirectly from Company.

Information acquired by Contractor hereunder shall prima facie be deemed to be Confidential Information and the burden of establishing that such information is within the foregoing exclusions shall rest upon Contractor.

Specific disclosures shall not be deemed to be within the above exceptions merely because they are embraced by general disclosures in the public knowledge or literature or in Contractor's possession; and any combination of features disclosed hereunder shall not be deemed within the above exceptions merely because individual features are in the public knowledge or in Contractor's possession.

At no time shall Contractor disclose any correlation or identity which may exist between (1) any information made available to Contractor hereunder, whether or not Contractor is obligated hereunder to keep such information confidential, and (2) any other information which Contractor may possess or acquire.

Upon termination of the Work, or sooner upon written request from Company, Contractor shall return to Company all documents drawings, specifications, calculations, or other such documents, including copies and excerpts thereof which contain the Confidential Information.

Appendix 2

CAMERA / VIDEO PERMIT

(This is a sample camera / video permit for Company facilities and may vary from site-to-site).

Cell phones, smart phones, tablets, or any other electronic device equipped with camera / video capabilities shall not be used as a camera / video recorder without having a camera / video permit issued in accordance with site procedures.

CAMERA / VIDEO PERMIT

Date _____

TO: PLANT SECURITY

PLEASE PERMIT ENTRY WITH CAMERA / VIDEO OF

(Contractor Company)

(Address)

TO TAKE PICTURES OF _____

- WORK PERMIT FOR FLASH ATTACHMENT REQUIRED
- COMPANY RETAINS FILM, OR ELECTRONIC MEDIA, DEVELOPS AND FORWARDS
- PHOTOGRAPHER TO RETAIN FILM, OR ELECTRONIC MEDIA, DEVELOP AND RETURN NEGATIVES FOR COMPANY REVIEW

Signature of Plant Manager or Authorized Company Representative

PHOTOGRAPH, VIDEO AND COPY AGREEMENT

The undersigned _____ of _____ agrees to surrender undeveloped or developed film, other photographic or electronic media, or forward negative(s) or digital images stored electronically taken of Company facilities on _____ (date) and/or any related copy to Company's Site Manager (or designee). The photographs shall be reviewed on-site by the company representative to verify that no sensitive or proprietary photos or video leave the facility. When proprietary photos or video have been taken of the facility, the photo or video in question must be deleted or destroyed and another picture taken from a different angle to replace the photo. Photos or video that cannot be destroyed must be approved by the Site Manager. Company retains the right to remove and destroy any negatives or digital images stored electronically that it deems necessary. Furthermore, Company reserves the rights to approve, disapprove, or alter any copy which is to be printed in conjunction with any photographs of Company's personnel, facilities, or use of Company's name.

Signature

Appendix 3



Supplier Management North American Supplier Qualification Waiver Form

The purpose of this waiver is to document appropriate approvals to utilize a supplier when the North American Supplier Qualification Work Process has not been completed.

Requestor (LYB Rep): _____ Site: _____ Date: _____
 Name of Supplier: _____ Supplier Representative: _____ PSM (Y/N): _____
 Contract # or Work Order #: _____ Scope of Work: _____
 Type of Waiver: (Site / Company Wide) _____ Employee(s) _____

If the supplier fails to meet safety, technical, or quality requirements, complete this form, obtain approvals, and submit the approved waiver to your site's Procurement Buyer for a purchase order to be issued. For employee waiver requests; list the name, date of birth and driver's license, or passport number of the employees in the "Reason Acceptable/Mitigation Details" section of the table below. Provide the names in the areas where requirements are not met.

Minimum Requirements	Current Supplier Grade or Status	Reason Acceptable/Mitigation Details (attach sheet if additional space is required)
1. Zero Fatalities within the past 3 years	Fatalities:	
2. OSHA Total Recordable Incident Rate (TRIR) ≤ 2.0	TRIR:	
3. Not approved in third party management system (typically requires overall safety assessment by local Safety Dept.)	N/A	
4. Supplier personnel completed Safety Essentials (SE-SAFE) or Safety Essentials Espanol (SE-SAFES) and Site Specific Training	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Other Noncompliance (i.e. NASAP – 10 days, NABSC – 10 days, Signed T&Cs, citations within 36 months, etc.)	List Noncompliance:	
6. Technical/Quality assessment conducted on supplier and approval obtained in GAPS for onsite work	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Please note: Non-compliance and lack of GAPS approval requires a risk mitigation plan completion of the mandatory points listed below. <ul style="list-style-type: none"> • Supplier must acknowledge Company's Rules for Contractors • Supplier must provide proof of Insurance that meets Company's minimum requirements • Supplier must view site-specific safety video or equivalent site specific orientation • Supplier must be escorted at all times while on the premises or addressed in the risk mitigation plan 		

Approvals:

Requestor's Manager (Please Print & Sign) _____ Date _____

Safety Manager/HSSE Director (Where Applicable) (Please Print & Sign) _____ Date _____

Plant Manager (Please Print & Sign) _____ Date _____

Expiration Date for waiver/Duration of Variance _____ Date _____

Appendix 4

CONTRACTOR ACCEPTANCE FORM

Upon receipt of Company's Rules for Contractors, it is the responsibility of Contractor to ensure that all their employees and subcontractor's employees are informed of and abide by these Rules.

ACCEPTED FOR (NAME OF CONTRACTOR)

BY (SIGNATURE AND PRINTED NAME)

TITLE

DATE

Secrecy provisions are executed and governed by Contract Number: _____ with an effective date of _____

This form must be returned to the Supplier Management Administrators at PQF@lyb.com.

Appendix 5

SITE SPECIFIC SAFETY AND SECURITY REQUIREMENTS, for Company North American Plants, Research Centers and Shared Services Locations (USA)

Note: Company will accept Safety Essentials or Safety Essentials Español (SE-SAFE or SE-SAFES) or Safety Essentials Refresher (SE-SAFER or SE-SAFERS after initial Safety Essentials requirement is met) Orientation from all Association of Reciprocal Safety Councils (“ARSC”). e.g. Corpus Christi, Texas City, Houston, Baton Rouge, Austin, New Orleans, Port Lavaca, Shreveport, Dunbar WV, Midland, Nederland, Mobile, Birmingham, Freeport /Lake Jackson, Longview, Lake Charles, and Three Rivers, or HASC Live Online Proctoring

Location Name & Physical Address	Mail Code	Specific Site Safety, Security, and Program Requirements
<p>Akron 790 E. Tallmadge Ave. Akron, Ohio 44310</p> <p>Contact Information for Injury Reporting: Mike Steele Phone: (330) 630-0302</p>	AKO	<ul style="list-style-type: none"> • APS USCAN Contractor Safety • Site specific contractor safety orientation conducted by HSE Manager or Facility Trainer • AKO Contractor HSE Handbook available through Company's Contractor Host (In Development but will be complete soon)
<p>Bay City 1310 S. Valley Center Drive Bay City, MI 48709</p> <p>Contact Information for Injury Reporting Phone: (989) 280-3780 BIO Host or HSE Specialist</p>	BIO	<ul style="list-style-type: none"> • APS USCAN Contractor Safety • Standard PPE, may include specific job task PPE • Site Specific Contractor Safety Orientation
<p>Bayport Propylene Oxide Plant 10801 Choate Road Pasadena, TX 77507</p> <p>Contact Information for Injury Phone: (281) 474-4191 Fax: (281) 291-1782</p> <p>On-Site Emergency Number: 8911</p>	BLO	<ul style="list-style-type: none"> • Safety Essentials or Safety Essentials Español (SE-SAFE or SE-SAFES) • Company's Bayport Complex Site Specific 19LYBBPC • Health And Safety Council (HACSC) Training • North American Substance Abuse Program (NASAP) • North America Background Screening Consortium (NABSC) • Visitor Safety Orientation for Contractor and visitors working in non-process areas and whose Work will not require a Work Permit. • TWIC Identification Required. • Company facilities regulated by the Department of Homeland Security's (DHS's) Chemical Facility Anti-Terrorism Standards (CFATS) program are required to comply with Terrorist Screening Database (TSDB) vetting requirements and deadlines. To meet TSDB mandates, limited employee information must be entered into a DHS portal by approved Company personnel
<p>Bedford 1660 Venture Blvd Bedford, VA 24523</p> <p>Contact Information for Injury Reporting Phone: (540) 707-4842 BVO Host or HSE Specialist</p>	BVO	<ul style="list-style-type: none"> • APS USCAN Contractor Safety • Site specific contractor safety orientation given at site

Location Name & Physical Address	Mail Code	Specific Site Safety, Security, and Program Requirements
<p>Equistar Chemicals, LP Bayport (Polymers) Plant 12001 Bay Area Blvd. Pasadena, TX 77507</p> <p>Contact Information for Injury Phone: (281) 474-4040 Fax: (281) 474-0456</p> <p>On-Site Emergency Number – 3333</p>	BYO	<ul style="list-style-type: none"> • Safety Essentials or Safety Essentials Español (SE-SAFE or SE-SAFES) • TWIC Identification Cards required • Company's Bayport Complex Site Specific 19LYBBPC • Health And Safety Council (HACSC) Training • North American Substance Abuse Program (NASAP) • North American Background Screening Consortium (NABSC) • Visitor Safety Orientation for Contractors and visitors working in non-process areas and whose work will not require a Work Permit • Company facilities regulated by the Department of Homeland Security's (DHS's) Chemical Facility Anti-Terrorism Standards (CFATS) program are required to comply with Terrorist Screening Database (TSDB) vetting requirements and deadlines. To meet TSDB mandates, limited employee information must be entered into a DHS portal by approved Company personnel
<p>Equistar Chocolate Bayou Polymers Plant 2 Miles West of FM 2917 on FM 2004 Alvin, TX 77511</p> <p>Contact Information for Injury Phone: (281) 393-5143 Fax: (281) 393-5111</p> <p>On-Site Emergency Number: 5117</p>	CBO	<ul style="list-style-type: none"> • Safety Essentials or Safety Essentials Español (SE-SAFE or SE-SAFES) • LyondellBasell Orientation (given at HASC, course name -LYBCOR) • LyondellBasell Security Orientation (given at HASC, course name – LYBCOR) • Company's Chocolate Bayou Site Specific Orientation (given at HASC, course name –19LYBCB) 19EQCBf will be accepted until 2/1/2026 • LYB Crane & Rigging training (given at HASC, course name – LYB C&R). • North American Substance Abuse Program (NASAP) • North America Background Screening Consortium (NABSC) • TWIC required
<p>Equistar Corpus Christi Complex 1501 McKinzie Road Corpus Christi, TX 78410</p> <p>Contact Information for Injury Phone: (361) 242-8000 Fax: (361) 242-8116</p> <p>On-Site Emergency Number: 8111 or by radio Channels 2 or 4</p>	CCO	<ul style="list-style-type: none"> • Safety Essentials or Safety Essentials Español (SE-SAFE or SE-SAFES) Training required • Company's Corpus Christi Facility Site Specific Orientation given at Contractor Safety Council of the Coastal Bend (CSC) code on badge is (ES) and the Houston Safety Council code on badge is (19ES). The orientation covers both the Corpus Christi Complex and the Marine/Railcar loading terminal. • North American Substance Abuse Program (NASAP) • North America Background Screening Consortium (NABSC) • TWIC is required for barge dock
<p>Equistar Clinton Plant 3400 Anamosa Rd. Clinton, IA 52732</p> <p>Contact Information for Injury Phone: (563) 243-5500 Fax: (563) 244-2548</p> <p>On-Site Emergency Number: 333 or by radio on Channel 1</p>	CLO	<ul style="list-style-type: none"> • Safety Essentials or Safety Essentials Español, available on www.HASC.com Course code: (SE-SAFE or SE-SAFES) • LyondellBasell Corporate Contractor Orientation, available on www.HASC.com Course code: (19LYBCOR) • Clinton Site Specific Orientation available on www.HASC.com Course Code: (19LYBCLO) • North American Background Screening Consortium (NABSC) • NASAP and TWIC: Not Required
<p>Carpentersville 400-A Maple Avenue Carpentersville, IL 60110</p> <p>Contact Information for Injury Reporting Phone: (224) 828-9135 HSE</p>	CSO	<ul style="list-style-type: none"> • APS USCAN Contractor Safety • Site safety procedures given on-site

Location Name & Physical Address	Mail Code	Specific Site Safety, Security, and Program Requirements
<p>Equistar Channelview Complex 8280 Sheldon Road (POB 777) Channelview, TX 77530</p> <p>Contact Information for Injury Phone: (281) 862-4000 Fax: (281) 457-8098</p> <p>On-Site Emergency Number: 8911</p>	CVO North	<ul style="list-style-type: none"> • Channelview Plant Contractor Safety Handbook is available through the Company Contractor Host or by selecting the link above • Safety Essentials or Safety Essentials Español (SE-SAFE or SE-SAFES) • Company's Complex (CVO North) Site Specific Orientation (given at HASC) 19CVO • North American Substance Abuse Program (NASAP) • North America Background Screening Consortium (NABSC)
<p>Lyondell Chemical Company Channelview Complex 2502 Sheldon Road (POB 30) Channelview, TX 77530 (incl. Shared Service Center)</p> <p>Contact Information for Injury Phone: (281) 862-4000 Fax: (281) 862-6060</p> <p>On-Site Emergency Number: 8911</p>	CVO South	<ul style="list-style-type: none"> • Channelview Plant Contractor Safety Handbook is available through the Company Contractor Host or by selecting the link above • Safety Essentials or Safety Essentials Español (SE-SAFE or SE-SAFES) • Company's Complex (CVO South) Site Specific Orientation (given at HASC) 19CVO • North American Substance Abuse Program (NASAP) • North America Background Screening Consortium (NABSC) • TWIC Required
<p>Evansville Northbrook 15000 US Highway 41 Evansville, IN 47725</p> <p>Contact Information for Injury Reporting Phone: (812) 484-5678</p>	EBO	<ul style="list-style-type: none"> • APS USCAN Contractor Safety • Obtain a Safe Work Permit from the Contractor Host before beginning work • Site Specific Contractor Safety Orientation conducted by the Site Contractor Host and/or HSE Manager • PPE Require on-site; Hard Hat, Safety Glasses with Side Shields, FR Clothing, Gloves (with minimum ANSI Cut Level 4 and impact protection integral to fingers and back of glove), and safety toe boots – (Hi-Viz required for Rail Site) • Daily work cannot begin until LYB Site Safe Work Permit sign off and closure • Daily work to end with LYB Site Safe Work Permit sign off and closure • All Contractors must sign-in at the Main Lobby
<p>Equistar Edison Catalyst Plant 340 Meadow Road Edison, NJ 08817</p> <p>Contact Information for Injury Phone: (732) 985-6262 Fax: (732) 777-2203</p> <p>On-Site Emergency Number – dial 51 for plant pager then 56</p>	EDO	<ul style="list-style-type: none"> • Safety Essentials or Safety Essentials Español (SE-SAFE or SE-SAFES) • Site Specific Requirements will be defined by the HSE Site Representative • North American Substance Abuse Program (NASAP) • TWIC Identification Cards required • Company facilities regulated by the Department of Homeland Security's (DHS's) Chemical Facility Anti-Terrorism Standards (CFATS) program are required to comply with Terrorist Screening Database (TSDB) vetting requirements and deadlines. To meet TSDB mandates, limited employee information must be entered into a DHS portal by approved Company personnel
<p>Evansville O'Hara 5001 O'Hara Drive Evansville, IN 47711</p> <p>Contact Information for Injury Reporting Phone: (812) 204-4494</p>	EOO	<ul style="list-style-type: none"> • APS USCAN Contractor Safety • Obtain a Safe Work Permit from the Contractor Host before beginning work • Site Specific Contractor Safety Orientation conducted by the Site Contractor Host and/or HSE Manager • PPE Require on-site; Hard Hat, Safety Glasses with Side Shields, FR Clothing, Gloves (with minimum ANSI Cut Level 4 and impact protection integral to fingers and back of glove), and safety toe boots – (Hi-Viz required for Rail Site) • Daily work cannot begin until LYB Site Safe Work Permit sign off and closure • Daily work to end with LYB Site Safe Work Permit sign off and closure • All Contractors must sign-in at the Main Lobby

Location Name & Physical Address	Mail Code	Specific Site Safety, Security, and Program Requirements
<p>Equistar Pipeline Operations 16055 Space Center Blvd, Ste 350 Houston, TX 77062</p> <p>Contact Information for Injury (Pipeline Control Center) Phone: (800) 525-7516 Fax: (281) 709-0758</p> <p>On-Site Emergency Number MKO: 7018 MBO: 7001</p>	EPO	<ul style="list-style-type: none"> • Safety Essentials or Safety Essentials Español (SE-SAFE or SE-SAFES) • Company's Pipeline Orientation (given at safety councils from Corpus Christi to Lake Charles) • Site Specific (19EQUPL) • DOT Operator Qualification (OQ) Program Requirements • North American Substance Abuse Program (NASAP) • North America Background Screening Consortium (NABSC)
<p>Equistar Fairport Harbor Facility 110 Third Street Fairport Harbor, OH 44077</p> <p>Contact Information for Injury Phone: (440) 352-9393 Ext. 34 Fax: (440) 352-4575</p>	FPO	<ul style="list-style-type: none"> • Safety Essentials or Safety Essentials Español (SE-SAFE or SE-SAFES) • Company's Fairport Harbor Site Specific Training (Conducted on-site)
<p>Houston Refining LP 12000 Lawndale St. Houston, TX - 77017</p> <p>Contact Information for Injury Phone: (713) 321-6236 Fax: (713) 321-6820</p> <p>On-Site Emergency No.: 4444 On-Site Emergency Radio Channel – HSE 1</p>	HRO	<ul style="list-style-type: none"> • Safety Essentials or Safety Essentials Español (SE-SAFE or SE-SAFES) • HRO Safety, Health, and Environmental Handbook for Contractors is available from the Company's Contractor Host or by selecting the link above • Site Specific Orientation (given at HASC) 19LHR • North American Substance Abuse Program (NASAP) • North America Background Screening Consortium (NABSC) • TWIC Required
<p>Equistar Chemicals, LP Jackson Plant 1035 Flex Drive Jackson, TN 38301</p> <p>Contact Information for Injury Phone: (731) 984-6727 JKO Host or HSE Manager</p> <p>On-site Emergency Number: 911</p>	JKO	<ul style="list-style-type: none"> • APS USCAN Contractor Safety • In-house Site Specific safety orientation • North American Substance Abuse Program (NASAP) • North American Background Screening Consortium (NABSC)
<p>LYB Recycling, CA Jurupa Valley Operations 4388 Serrano Dr Jurupa Valley, CA 91752</p> <p>Contact Information for Injury Phone: (281) 387-2739 JVO Host or HSE Engineer</p>	JVO	<ul style="list-style-type: none"> • Completion of site specific orientation provided by JVO HSE or Host • North American Substance Abuse Program (NASAP) • North American Background Screening Consortium (NABSC)

Location Name & Physical Address	Mail Code	Specific Site Safety, Security, and Program Requirements
<p>Advanced Polyolefins Business and Technical Center Equistar Chemicals, LP 3610 Forest Rd, Suite A Lansing, MI 48910</p> <p>Contact Information for Injury Phone: (517) 336-4800</p>	LAN / LMO	<ul style="list-style-type: none"> • APS USCAN Contractor Safety • Site Specific Requirements will be defined by the HSE Site Representative and Contractor HSE Handbook • Site specific contractor safety orientation conducted by the site contractor host and/or HSE Manager
<p>Louisiana Integrated PolyEthylene JV 2101 Houston River Rd Westlake, LA 70669</p> <p>Contact Information for Injury Phone: (337) 494-5777</p> <p>On-Site Emergency Number: 5777</p>	LKO	<ul style="list-style-type: none"> • Safety Essentials or Safety Essentials Español (SE-SAFE or SE-SAFES) • Site Specific Orientation primarily provided at the Southwest Louisiana Safety Council (13LKO) • North America Background Screening Consortium (NABSC) • North American Substance Abuse Program (NASAP) • LKO is a CFATS Facility
<p>Equistar Lake Charles Polymers Plant 4101 Highway 108 Westlake, LA 70669</p> <p>Contact Information for Injury Phone: (337) 882-1651 Ext. 0 Fax: (337) 439-7397</p> <p>On-Site Emergency Number: 7211</p>	LLO	<ul style="list-style-type: none"> • Safety Essentials or Safety Essentials Español (SE-SAFE or SE-SAFES) • Site Specific Requirements are primarily provided in training at the Southwest Louisiana Safety Council, (Basic Orientation plus Refresher 13BOPR) or on- site in some cases. (2 hrs.) • North America Background Screening Consortium (NABSC) • North American Substance Abuse Program (NASAP)
<p>LaPorte Complex Equistar Chemicals, LP LyondellBasell Acetyls, LLC 1515 Miller Cut-Off Road POB Drawer D Deer Park, TX 77571</p> <p>Contact Information for Injury Phone: (713) 209-1435 Fax: (713) 209-1440</p> <p>On-Site Emergency Number: (713) 209-1444 or report by radio on channel B-1</p>	LPO / LAO	<ul style="list-style-type: none"> • Safety Essentials or Safety Essentials Español (SE-SAFE or SE-SAFES) • North American Substance Abuse Program (NASAP) • North America Background Screening Consortium (NABSC) • TWIC required
<p>Mansfield Facility Equistar Chemicals, LP 100 South Mitchell Road Mansfield, TX 76063</p> <p>Contact Information for Injury Phone: (817) 792-1876 Fax: (817) 792-1490</p> <p>On-Site Emergency Number: 9911</p>	MFO	<ul style="list-style-type: none"> • APS USCAN Contractor Safety • Safety Essentials or Safety Essentials Español (SE-SAFE or SE-SAFES) • North America Background Screening Consortium (NABSC)

Location Name & Physical Address	Mail Code	Specific Site Safety, Security, and Program Requirements
<p>Morris Complex Equistar Chemicals LP 8805 N Tabler Road Morris, IL 60450</p> <p>Contact Information for Injury Phone: (815) 942-7848 Main Gate: (815) 942-7301 On-Site Emergency Number: 7777</p>	MIO	<ul style="list-style-type: none"> Company facilities regulated by the Department of Homeland Security's (DHS's) Chemical Facility Anti-Terrorism Standards (CFATS) program are required to comply with Terrorist Screening Database (TSDB) vetting requirements and deadlines. To meet TSDB mandates, limited employee information must be entered into a DHS portal by approved Company personnel <p><u>Safety Training:</u></p> <ul style="list-style-type: none"> Safety Essentials or Safety Essentials Español (SE-SAFE or SE-SAFES) (Plus) Morris Sites Specific Code (19LYOMOR) TWIC Card Requirement <p>(or)</p> <ul style="list-style-type: none"> Morris - Site specific training is done at TRMA, Monday – Friday (Lyondell) North American Substance Abuse Program (NASAP) is required North America Background Screening Consortium (NABSC) TWIC Identification Cards required
<p>Matagorda Complex Equistar Chemicals, LP 17042 State Highway 60 South Bay City, TX 77414</p> <p>Contact Information for Injury Phone: (979) 245-1225 Fax: (979) 240-1029</p> <p>On-Site Emergency No.: 3911</p>	MTO	<ul style="list-style-type: none"> Safety Essentials or Safety Essentials Español (SE-SAFE or SE-SAFES) Company's Matagorda Facility Site Specific Orientation (given at Port Lavaca/Victoria Area Contractor Safety Council, HASC, and Brazosport Safety Council (19EQUMTO)) LYB Crane & Rigging training (given at HASC, course name - LYB C&R) North American Substance Abuse Program (NASAP) North America Background Screening Consortium (NABSC) Company facilities regulated by the Department of Homeland Security's (DHS's) Chemical Facility Anti-Terrorism Standards (CFATS) program are required to comply with Terrorist Screening Database (TSDB) vetting requirements and deadlines. To meet TSDB mandates, limited employee information must be entered into a DHS portal by approved Company personnel
<p>Perrysburg 12600 Eckel Road Perrysburg, OH 43551</p> <p>Contact Information for Injury Reporting Phone: (419) 874-7941 Contractor Host or HSE Manager</p> <p>On-Site Emergency Number: 9-911</p>	NBO	<ul style="list-style-type: none"> APS USCAN Contractor Safety Site Specific Contractor Safety Orientation conducted by the Site Contractor Host and/or HSE Manager PPE Require on-site; Hard Hat, Safety Glasses with Side Shields, reflective FR clothing (if working in the unit), impact & cut level 4 (min) rated gloves and safety toe boots Daily work cannot begin until work permit has been reviewed and signed in the field with the Site Contractor Host Daily work to end with Work permit sign off All Contractor must sign-in at the main lobby using iLobby visitor management system
<p>North Kingsville 3365 East Center Street Conneaut, OH 44030</p> <p>Contact Information for Injury Reporting Contractor Host or HSE Manager (Phone): (440) 224-</p>	NKO	<ul style="list-style-type: none"> APS USCAN Contractor Safety All Contractor must sign-in at the main lobby using iLobby visitor management system Site Specific Contractor Safety Orientation conducted by the Site Contractor Host and/or HSE Manager

Location Name & Physical Address	Mail Code	Specific Site Safety, Security, and Program Requirements
<p>Equistar Chemicals LP Victoria Plant 2699 Old Bloomington Hwy PO Box 513 Victoria, TX 77902</p> <p>Contact Information for Injury Phone: (361) 572-2548 Fax: (361) 572-2541</p> <p>On-Site Emergency Number – 2508 or report by radio on Channel 1</p>	VTO	<ul style="list-style-type: none"> • Safety Essentials or Safety Essentials Español (SE-SAFE or SE-SAFES) • Equistar-Victoria Facility Site Specific Orientation (given at Port Lavaca/Victoria Area Contractor Safety Council, HASC, and Brazosport Safety Council) (19ESTARV) • LYB Crane & Rigging training required for anyone involved in crane, rigging, mechanical lifting activities (given at HASC, course name – LYBC& • North American Substance Abuse Program (NASAP) • North America Background Screening Consortium (NABSC)

Research Centers	Mail Code	
<p>Akron Technical Center 1183 Home Ave. Akron, OH 44310</p> <p>Contact Information for Injury Reporting Phone: (330) 805-6113</p>	AOH	<ul style="list-style-type: none"> • APS USCAN Contractor Safety • Site specific orientation in regards to PPE and permissible procedures
<p>Cincinnati Technology Center 11530 Northlake Drive Cincinnati, OH 45249</p> <p>Contact Information for Injury Reporting Phone: (513) 530-4000 Fax: (513) 530-4268</p>	CTC / ETC	<ul style="list-style-type: none"> • Safety Essentials or Safety Essentials Español (SE-SAFE or SE-SAFES) • Cincinnati Technology Center Site Specific Orientation for resident contract workers (conducted on-site) • Any Contractor working at the Cincinnati Technology Center is required to view the Visitor Safety Video available at the main lobby security desk • Contractor is required to have their own background policy and a substance abuse policy to be qualified to Work at CTC
<p>Lyondell Chemical Company Houston Technology Center 8450 Sheldon Road Channelview, TX 77049</p> <p>Contact Information for Injury Reporting Phone: (281) 860 1104 Fax: (281) 860-1101</p>	HTC	<ul style="list-style-type: none"> • Safety Essentials or Safety Essentials Español (SE-SAFE or SE-SAFES) • Site Specific Contractor Safety Orientation conducted by the Site Contractor Host and/or HSE Manager • Basic Plus or Safety Essentials (Basic Plus is accepted from all ARSC members) Site Specific Orientation (given at HASC and/or HTC) • Documented Drug and Alcohol program

Other Locations (Non-Manufacturing)	Mail Code	The following is a list of requirements for Contractors who do maintenance, repair or construction work at Dallas Data Center (DDC), Houston Engineering Center (HEC), and Williams Tower (WT)
<p>General Requirements for: HEC, DDC and WT</p> <p>Houston Engineering Center 202 N. Castlegory Rd. Houston, TX 77049 Phone: (832) 679-8700</p> <p>Dallas Data Center (Information Technology) 4025 Midway Drive Dallas, TX 75007 Phone: (972) 512-3100</p> <p>Williams Tower 2800 Post Oak Blvd., Suite 5100 Houston, TX 77056 Phone: (713) 309-7200 Emergency Number: 9911 Security: (713) 759-1002</p>	<p>HEC</p> <p>DDC</p> <p>WT f/k/a LBT</p>	<ul style="list-style-type: none"> • Site Specific Contractor Safety Orientation conducted by the Site Contractor Host and/or HSE Manager • Prior to Work at HEC, DDC or WT, Contractor must first receive approval from the Procurement Department. This approval contains a review of Contractors' safety performance and safety processes. All construction and maintenance Contractors must provide documentation that their employees have received safety training in proper personal protection equipment, safe use of tools and any other state, federal, or local required training for the type of Work they perform • Contractor is required to have a substance abuse policy to be qualified to work at HEC, DDC or WT • All Contractors who work at HEC, DDC or WT must report any injuries, which may occur during their Work at HEC, DDC or WT immediately. An incident investigation of this injury must be completed within 48 hours of the injury and submitted to Company's Contractor Host • All Contractors performing maintenance or construction at DDC or WT must comply with the rules of the building owner • Prior to beginning Work, Contractor must sign-in at the designated area at DDC. Contractors working at WT must sign-in at the third floor. This is required to assure that Contractor employees are accounted for should an emergency situation occur in the building

Appendix 6 BACKGROUND SCREENING

I. Background Screening Process:

Contractor is required to perform a criminal background screening for personnel requiring access to Company sites.

The Contractor background-screening requirement shall include a criminal record check of Federal, State and County/Parish (or equivalent) records as allowed by law. The background screening records review will occur in all jurisdictions in which the individual has lived and worked during the seven (7) years prior to the date of the background-screening document, whether that jurisdiction was declared or developed while searching national, state or other sources.

Only the criminal arrest dispositions (as defined) will be used for determining the background screening score.

II. Each Background Search Shall Consist of all of the Following:

- Collection of information from Contractor employees regarding places of residence and employment for the previous **seven (7) years**.
- A verified Social Security Number (SSN) Trace.
- A verified Department of Motor Vehicle record / State Identification search in each reported State of residence for the previous **seven (7) years**.
- **Seven (7) year** criminal history search (County or Parish level / State level / Federal District level)
- Education verification – Highest Degree

National Criminal Database Search

- A search of government jurisdictions for any State or Local level active criminal arrest warrants.

Patriot Act / Terrorist Watch List Search

- Includes publicly available information from federal agencies to include persons wanted for arrest by federal law enforcement, or are barred from the United States, or are deported illegal immigrants, or terrorists, or narcotics traffickers. It includes searches of:
 - Denied Persons List
 - Fugitive List
 - Office of Foreign Assets Control (OFAC) – SDN list
 - Federal Terrorist Watch List

III. Disqualifying Convictions - Relevance of Criminal Convictions

All Felony convictions and/or Patriot Act / Terrorist Watch List discoveries made during the background screening process that occurred within the previous seven (7) year period, based upon the disposition date, shall be considered relevant and disqualify the individual from access to a Company site.

Any Felony convictions related to a prison release date within the last seven (7) years shall be considered relevant and disqualify the individual from access to a Company site, as allowed by law, without regard to the criminal conviction date.

For example, if a criminal conviction with a disposition date over seven (7) years ago resulted in a prison sentence; the conviction would still be relevant if the prison release date was within the last seven (7) years.

Examples of Disqualifying Outcomes:

- | | |
|------------|---|
| Scenario 1 | Individual has completed a prison sentence within the last seven (7) years for a Felony conviction with a disposition date within the last seven (7) years. |
| Scenario 2 | Individual is currently on probation / parole for a Felony conviction within the last seven (7) years. |
| Scenario 3 | Individual has completed probation / parole within the last seven (7) years for a Felony conviction within the last seven (7) years. |
| Scenario 4 | Individual is listed on the Terrorist Watch List. |