



GENERAL RULES TO BE OBSERVED

To access the facilities, you must identify yourself at the entrance checkpoint.

Do not enter restricted access areas unless you are authorized to do so and ensure you use all personal protective equipment (PPE) required during your stay at our facilities.

Smoking is prohibited throughout the entire facility (including the office building, control room, mechanical workshop, etc.).

It is forbidden to enter the plant with your own vehicle (unless authorized) or with a mobile phone. Any worker who needs to communicate from inside the facilities must use an ATEX-certified telephone.

When going up or down stairs, always hold the handrail. It is forbidden to use the stairs with both hands occupied.

Inside the plant, you must always walk along the designated routes (sidewalks, marked pathways, etc.).

Only diesel-powered vehicles are allowed to circulate within the facility, respecting the indicated speed limits (15 km/h), and they must be equipped with an anti-spark system. Do not park in areas that obstruct fire-fighting equipment, and always park in designated areas.

PERFORMANCE OF WORK AND ACCESS TO OPERATIONAL AREAS

Before starting work, you must register on the company's CAE platform by providing the required documents to ensure compliance with regulations regarding the coordination of business activities.

Carrying out any work inside the facilities is only permitted after obtaining a "Work Permit."

To access the different areas of the Terminal, it is mandatory to wear flame-retardant and antistatic work clothing, a helmet, antistatic footwear, hearing protection, and safety glasses, as well as any other PPE indicated in the area. A certified and properly fastened life jacket is mandatory on the jetties.

For any work that requires a gas detector as per the work permit, the contractor company must provide such equipment to their workers. These devices must be properly calibrated and certified, which will be verified via our CAE platform.

The use of tools other than bronze is strictly prohibited for any mechanical work that involves striking or friction between parts of existing equipment.

LOADING AND UNLOADING

TRUCK DRIVER OBLIGATIONS

The maximum speed allowed throughout the premises is 15 km/h.

Before loading, it is mandatory that:

- The tanker displays the correct orange panels and hazard labels for the product to be transported;
- It is equipped with fire extinguishers, wheel chocks, portable lights, reflective warning triangles, a shovel, a drain sealing device, and all PPE required by ADR.

The driver must wear appropriate work clothing covering arms and legs, antistatic safety boots, gloves, safety glasses, eye wash solution, a reflective vest, and a certified safety helmet.

All electronic devices (mobile phones, radios, etc.) must be turned off.

Go to the Stock Control window with all vehicle documentation. There, you will be given your access card and the number assigned to it for order selection.

Once the vehicle is parked for loading, you must:

- Turn off the lights, stop the engine, apply the parking brake, and remove the keys;
- Insert the card into the loading device in Barcelona (in Huelva, you must enter the card number), and follow the instructions on the screen.

At top-loading islands, it is mandatory to have the walkway supported on the truck, wear the required PPE, and secure the safety harness to the lifeline. Do not forget to connect the grounding clamp.

At bottom-loading islands, the overfill prevention probe must be connected, as well as the vapor recovery hose.

Remember:

- Do not move the truck once loading has started. If it must be moved, our staff will instruct you.
- It is strictly prohibited to manipulate valves, meters, or any other facility elements not necessary for the operation.
- Do not load more product than legally permitted for transport.

Once loading is completed:

- Disconnect the arm and ensure the valves are closed;
- Check for any leaks or spills;
- Remove the grounding clamp;
- Proceed to the exit scale, where the Control Room staff will give you the shipping documents.

Use the **"EMERGENCY STOP"** in the event of any irregular situation.

EMERGENCY RESPONSE AND EVACUATION

IN CASE OF AN ACCIDENT

Secure the area. Make sure that both the injured person and yourself are out of danger.

Notify DECAL personnel or go to the Control Room as soon as possible.

Assist the victims. Check the vital signs of the injured person in the following order: **consciousness, breathing, and pulse.**

IF YOU SEE FIRE

Remain calm at all times.

Notify DECAL personnel or go to the Control Room immediately.

Evacuate the affected area on foot, heading to the designated assembly point, and always follow the instructions of the emergency coordinator.

Use the established evacuation routes.

EVACUATION

If you hear the evacuation order, leave the area following the instructions provided by DECAL personnel.

Proceed to the assembly point indicated on the map.

DECAL has an Emergency Plan that is activated in case of emergency. The facility is also equipped with detection, alarm, and protection systems designed to operate as specified in the Plan.

Please note that the emergency alarm is tested every Friday at 10:00 AM.



It is important that you read this document and comply with the rules outlined in it.