 Belcinto	Work Requirement	IT.AMB.02
	Implementation rules of work at Belcinto by external entities	Version No. 1 Date: March/2020

Introduction

Belcinto promotes policies and practices aimed at respecting the environment, safety and health at work and social issues. For the success of these policies, it is necessary the collaboration and commitment of all those who intervene directly or indirectly in their activities. Accordingly, this document intends to transmit good practices that should always be adopted whenever Belcinto's facilities are addressed.

Persons authorized to provide clarification and instructions on how to act:

Managers Ana Maria Vasconcelos; Cristina Vasconcelos; Sílvia Duarte

Environment Team José Sequeira; Elsa Correia

1. Labor Law Compliance


The Service Company must promote health and safety conditions at their work, complying the applicable labor legislation, highlighting the need for the company to work insurance for all their employees.

2. Work Organization:

Before starting any intervention, The Service Company must ensure that it is carried out in a way that minimizes the possible negative impact on Belcinto's activities. During the intervention you must respect all the signs and indications of the Belcinto's managers.

The Service Company should stay informed about where they can use water, electricity, compressed air or other resources provided, if applicable.

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All safety issues must be guaranteed for those who will perform the service and for Belcinto's employees.

It's not allowed:

- Putting materials outside the areas previously defined by the ones who are responsible for monitoring the interventions.
- The movement of people through areas not necessary for carrying out the interventions.

At the end of the work, the interventioned area must be clean and tidy. For this purpose, all waste is properly separated and placed in the respective places (see point 3).

3. Noise and Vibrations

For the works that generate noise above normal, the The Service Company should, if possible, avoid this noise by installing specific means of containment and controls or more efficient work processes. Workers subject to intense noise levels should wear hearing protectors.

The outdoors equipment must comply with that specified at DL no. 221/2006 of November 8th:


- EC marking;
- Indicative of the sound power level – Comply with attachment V of the aforementioned DL;
- Accompanied by EC declaration of conformity.

For the performance of jobs causing significant vibrations, the performing company must use anti-vibration materials or, whenever possible, work processes that minimize vibrations.

4. Consumption of resources (water / energy / materials)

All external companies using resources (water, energy, materials) must rationalize their consumption.

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- ENERGY:**
- Priority should be given to equipment with higher performance;
 - Never leave equipment or lighting on unnecessarily.
- WATER:**
- Never leave taps open or dripping when they are not needed;
 - Avoid leakage - if they detect leakage, they should immediately alert Belcinto;
 - Whenever possible, reuse water.

5. Waste

Belcinto has a waste management system that allows its segregation and correct routing. There are properly identified containers for the separation of waste.

If you have residues that do not fit into the categories provided or there are doubts as to the location for your internal deposition, ask to the member of Belcinto, who is accompanying your work, for clarification.

The Service Company must ensure that their employees know and follow these instructions for sorting waste.


6. Liquid Effluents

Belcinto has two wastewater networks:

- **Sewerage System:** collecting the waters of the showers, toilets, cafeteria and leads to the collectors of the City Council.
- **Rainwater Harvesting:** collecting the rainwater drained from the roofs and the company's park to the outside without passing it to the collectors.

None of the networks may leak oils, toxic products or other contaminated effluents.

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If liquid effluents are produced during the period in which the service is being provided, the member accompanying the work should be contacted to define the appropriate destination.

7. Chemicals Using

Chemicals must be used safely for people and the environment.

You must inform in advance the person who accompanies the work of Service Company at Belcinto in the case of using chemical products, and must present the respective safety data sheets.

Employees who use chemical products must have the appropriate protective equipment to the risks presented by the product. If necessary, you should warn of risks that affect Belcinto's employees.

Never spill down chemicals into the water network (Rainwater or Sewerage System) or on the soil.

8. Other health and safety risks arising from the intervention


The Service Company must minimize the risks arising from the intervention, such as falls, projection of solids, mechanical hazards or others, both for its employees and Belcinto's.

In the event that it is not possible to eliminate the risk completely, you must guarantee its signaling:

- For your employees: Provide the appropriate personal protective equipment (PPE);
- For Belcinto's employees: Provide the appropriate PPE or analyze with Belcinto which PPE to use.

Any intervention that entails high risks, must be carried out by employees with adequate skills, and must be accredited, whenever required by the legislation in force.

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9. Emergency Situations

Accident: for the purposes of registration, support and clarification, always contact the Belcinto member who is accompanying the work immediately.

Fire: extinguishers are strategically placed in different locations of the company, Emergency Plans are defined with the Evacuation Plans and a fire alarm is installed. For your safety, you must proceed in accordance with the Emergency Plans, Evacuation Plans and the orders of the Prevention Team.

Accidental spillage: In the event of leakage of chemicals, industrial waste water or/and any substance hazardous to the environment, the service company must inform the Belcinto employee and intervene immediately as described below, whenever possible:

- Protect the soil and the rainwater harvesting around the accident area, quickly isolate entrances to the storm sewer and the sites of presumable soil contamination, making use of the available means. There is insulating material, specific for this purpose, placed in different locations of the company;
- Leak Isolation: If it is a canister or other small container you can try to cover the hole with a rag or other, in order to temporarily isolate the leak;
- If it is an easily manipulated container, try to tilt and rotate it to temporarily stop the leaking.

S. João da Madeira, _____

Acknowledgement of understanding (Company representative)

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