Proceedings of sanction for contractors

Dear Contractor/Supplier,

Compliance with general regulations and rules is a vital condition for every individual on our precincts. The application of sanctions exists in the first place to guarantee a safe environment for everyone on site. By means of entering the precincts of UMICORE the contractor complies unconditionally with all current regulations and rules. Non respect of these rules will always imply the use of following measures;

Umicore Precious Metals Refining distinguishes following violations;

1) **Traffic offenses:**

   a) **Light traffic offenses :**
   In case of violation of traffic regulation (light offenses):

   1) After a first offense UMICORE will inform the contractor in writing
   2) After a second offense UMICORE will inform the contractor once again in writing
   3) After a third offense UMICORE will refuse the contractors admission to UMICORE's precincts for 3 months
   4) After a fourth offense UMICORE will refuse the contractor definitively to UMICORE's precincts

   b) **Heavy traffic offenses:**
   In case of violation of traffic regulation (heavy offenses – denial traffic lights, exaggerated speed (>50km/h)):

   1) After a first offense UMICORE will inform the contractor in writing
   2) After a second offense UMICORE will refuse the contractors admission to UMICORE's precincts for 3 months
   3) After a third offense UMICORE will refuse the contractor definitively to UMICORE's precincts

2) Offenses to internal rules

a) Light violations :

In case of violation of internal rules (not wearing badges – non compliance smoking rules – non compliance with traffic rules - obligation to carry personal protection – violation of hygienic rules - …)

1) After a first offense UMICORE will inform the contractor in writing
2) After a second offense UMICORE will inform the contractor once again in writing
3) After a third offense UMICORE will refuse the contractors admission to UMICORE's precincts for 3 months
4) After a fourth offense UMICORE will refuse the contractor definitively to UMICORE's precincts

b) Heavy violations:

In case of violation of internal rules (Abuse of alcohol and or drugs – taking photographs - …)

1) After a first offense UMICORE will inform the contractor in writing
2) After a second offense UMICORE will refuse the contractors admission to UMICORE's precincts for 3 months
3) After a third offense UMICORE will refuse the contractor definitively to UMICORE's precincts

3) Criminal offenses :

Civil legislation and rules (burglary – theft - improper use of documents of identity – vandalism – trade of narcotics -…) are applicable. All violations can be prosecuted legally.

a) <u>Violation without legal prosecution</u>:
After offense UMICORE will refuse the contractors admission to UMICORE's precincts for 3 years

b) <u>Violation with legal prosecution</u>:
After offense UMICORE will refuse the contractors admission to UMICORE's precincts definitely

No exception to this procedure is possible. The Contractor is responsible for all his employees and will accurately communicate this policy and its implications to all employees.