EDPR Suppliers Sustainability Guide

CONSTRUCTION WORKS

QUICK GUIDE

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About this guide

The performance of suppliers is essential to the success of EDPR.

The company bases its relationship with suppliers on trust, collaboration and the creation of shared values, and this results in a joint capacity to innovate, strengthen sustainability policies and improve the quality of our operations.

EDPR has defined policies and codes (available for consultation in EDPR website: www.edpr.com) to ensure the several aspects that fill in with the sustainability, as well as the management and mitigation of any type of environmental, social or ethical risks in the supply chain.

These policies, with which the supplier must become familiar, are:

- EDP Supplier Code of Conduct
- EDP Renováveis Code of Ethics
- Anti-Corruption Policy of EDP Renováveis
- Occupational Health & Safety Policy
- Environmental Policy

This Suppliers Sustainability Quick Guide provides an overview of the sustainability requirements we expect our suppliers to meet.

1. H&S AND ENVIRONMENTAL REQUIREMENTS FOR CONSTRUCTION SUPPLIERS

1.1. General considerations

The Contractor shall strictly comply with all laws, orders and rules, either local, municipal, regional, state, country or European (for this last, except for Brazil), licenses, authorizations and permits, which may apply to the execution of the works or provision of the services included in the scope of the Contract.

The Contractor shall adopt all measures required to comply with the rules in force in terms of Occupational Health and Safety, Environment and Cultural assets. As a consequence of this engagement, the Contractor shall undertake the implementation of the necessary actions to mitigate the risks related to their activities, plan the necessary corrective and preventive actions, provide training and information about risks to its workers and follow the standards, internal codes and policies, procedures and rules provided by EDPR. Without detriment to the foregoing, the Contractor shall comply with its obligations regarding cooperation and coordination between contractors as required by law.

The Contractor is responsible for the Health and Safety of all employees, both its own and its subcontractors, and shall be committed to respect the environment and cultural assets, working in the scope of the Contract execution.

The Contractor shall provide to EDPR/H&S coordinator, according to the contractual terms, before starting the works or whenever requested to do so, of the following points:

- H&S plans that have to include detailed procedures for all the works that are considered high risk activities (work at height, load handling, electrical works, confined spaces, and others that could be established in the countries law, emergency situations and evacuation and risk assessment

- Evidence that, during the execution of the works, the Contractor acts with maximum respect for the environment, the local communities and the cultural assets, taking all the necessary measures to prevent any impact.

- Evidence that the Contractor is executing the Contract observing the local rules and regulations.

- Evidence that, prior to the commencement of the works, the Contractor has provided to its workers adequate training about the risks of the work that they shall perform. Also, workers have to be informed about Health and Safety measures regarding such work, the protective equipment to be used and the measures to adopt in emergency situations.

During the performance of the works, EDPR/H&S Coordinator/Environmental Supervisor will have the right to conduct Safety, Health and Environmental inspections at those locations where the Contractor may be performing the work. The Contractor is obliged to correct any irregularities detected during

Health, Safety and Environmental inspections as soon as possible or within the deadline established by EDPR/H&S Coordinator/Environmental Supervisor.

EDPR/H&S Coordinator/Environmental Supervisor will have the right to stop the works until the hazards have been eliminated should it detect any manifest negligence with respect to compliance with the health and safety and/or environmental rules and regulations.

1.2. Health and Safety requirements at EDPR facilities in construction

All people on site (workers and visitors) should be familiar with and follow the rules below:

- Observe the safety signalization;
- Usage of the machines, devices and equipment not according to the purpose is forbidden;
- Usage of the firefighting equipment and first aid not according to their purpose is forbidden;
- Entering to excavations is allowed only in through designed accesses;
- It is forbidden to pass under the hanging loads;
- In case of an emergency situation or incident it is necessary to immediately evacuate the danger area, keeping the attention on the hazards around us;
- All workers are obliged to use the necessary PPE's on the construction site, depending on the work they are performing. The minimum PPEs to stay in an EDPR construction site are: safety boots, high visibility vest and helmet;
- Workers are obliged to follow the speed limit which is binding on site (30 km/h), in Brazil 40km/h;
- It is forbidden to work and drive any vehicles under alcohol or drug influence;
- Is not allowed to park the vehicles in the working areas of machines; they should be stationed in the designated areas for this purpose.
- It is forbidden to use equipment by unauthorized people or without necessary certificates or trainings;
- If it is necessary to perform works during the night, proper lighting conditions for the works should be provided.
- Electrical devices must be properly insulated. Connectors of the electric circuit have to be keep In the ideal conditions;

- Access roads cannot be blocked during assembly of the crane and during works when it is necessary the space for the manoeuvre, must be accessible for the emergency vehicles;
- All works should be provided in the way, which do not create any additional hazards and don't disturb the works of other people.

For all this, the Contractor is committed to act according to the following requirements:

- Prior to the beginning of the works, the Contractor must facilitate the company, employee and equipment documentation required by EDPR/H&S coordinator, as well as that of its subcontractors.

- In case of an accident, the Contractor must first provide first aid to the victim and protect the place of the accident in order to avoid additional harm, also for the subsequent investigation. The Contractor must notify to EDPR as soon as possible of any incident or near miss as well as of any unsafe acts or conditions that may arise in the facility areas of EDPR.

- If the use of cranes is necessary, with sufficient time before the start scheduled for the works, the Contractor will provide the Construction Manager/H&S Coordinator with the working procedure and the crane manual. These documents must include the authorized wind speeds for each operation of the crane. In addition, the procedure must define the responsibilities of each figure involved in the work, in relation to decision making / supervision of work.

- The Contractor cannot leave the crane, in any case, if it is not in safety position.

- Prior to using chemical substances at the construction site, the list of chemical products must be sent to the Construction Manager/H&S Coordinator along with their material safety data sheets (MSDS) in the local language.

- The Contractor shall only use tools, machinery and equipment that are adequate and technically suitable and that have valid documentation. The Contractor must regularly inspect power tools and must remove them immediately if any defects are detected.

- The Contractor is obliged to have in the installation of the mechanical equipment for the handling of loads appropriate to the work to be carried out.

- The Contractor must verify that the limits required for vehicles – particularly heavy vehicles and cranes – to circulate in adverse weather or poor visibility conditions have been included in his risk assessment and that of its subcontractors. If said conditions and their corresponding measures have not been included in the risk assessment, the Construction Manager/H&S Coordinator may take the decision that is most appropriate in that respect, and may stop, if deemed appropriate, these vehicles from circulating until the weather or visibility conditions improve. The Contractor must accept this decision.
- Cars may only be used in roads meant for road traffic. Driving in the field, meadows, trenches, etc. is forbidden. Facilities that have special driving risks (wind farms or PV plants with high slopes, areas where heavy snow is frequent, etc.) will require the use 4x4 off-road vehicles.

- Any vehicle transiting through EDPR facilities must be equipped with high visibility vests for the workers. Additionally, in Poland, any car transiting through the facility must carry a fire extinguisher.

- With respect to the transiting of heavy vehicles or large vehicles, the Contractor must prepare a Heavy Vehicle Transit Plan for the Facility, which must indicate the paths vehicles must follow depending on the wind turbines that will be visited. The Heavy Vehicle Transit Plan must include a map showing the marked paths on which heavy vehicles will travel, as well as the necessary indications for the operator to drive safely. In the event that the Heavy Vehicle Transit Plan should identify any risk situations that require taking action such as, for example, towing, road base repairs, etc. all measures that must be taken must be included in the plan itself prior to the entry of the vehicle. The Heavy Vehicle Transit Plan must be provided in writing to the Construction Manager/H&S Coordinator for review prior to the beginning of the works. Heavy vehicles may not access the facility without the approval of said Plan.

- Cars that are used for transportation of tools and/or materials must have a separate transportation area from the passengers/driver zone. All gas bottles must be transported in a vertical position. Tools and materials transported in the car must be prevented from moving freely in the transportation zone.

- Ladders must be according to work load (kgs) and according to country regulations. Simple hand ladders will have a maximum length of 5 meters. The use of the safety harness will be compulsory for work over 3.5 meters high, measured from the point of operation to the ground, and whenever the job requires efforts or movements that can endanger the worker's stability.

- The use of trestle scaffolds is forbidden. The scaffolding may only be substantially assembled, disassembled or modified under the guidance of a person with university or professional training qualifying him/her for such task, and by workers who have received adequate and specific training for the foreseen operations. The person directing these operations must inspect the scaffolding before it is put into service, periodically during its use and after any modification, period of non-use, exposure to the weather, or any other circumstance that could have affected its strength or stability. In the case of scaffolds that have "CE" marking, this assembly plan can be replaced by the instructions of the manufacturer, supplier or vendor, and these operations may be overseen by a person who brings over two years' experience in this matter certified by the employer and with the corresponding safety training, at least for basic level functions. In the case of scaffolds that have "CE" marking, this assembly plan can be replaced by the instructions of the manufacturer, supplier or vendor, and these operations may be overseen by a person who brings over two years' experience in this matter certified by the employer and with the corresponding safety training, at least for basic level functions.

- The Contractor is obliged to provide the technical measures necessary to respond to emergency situations (such as fire extinguishers, first aid kit, etc.) and ensure that its workers have constant access to these. In the event that any of these devices owned by EDPR are used, EPPR shall be notified immediately so that the supplies that may have been used/consumed may be replaced.

1.3. Environmental requirements at EDPR facilities in construction

The works performed during the construction phase of a wind Farm/PV plant/HVL/substation are carried out in a natural environment. Remaining and performing work in said locations carries potential risks to the environment and the cultural assets.

The Contractor must act with respect for the Environment and local communities and take all the necessary measures to prevent any impact.

Any environmental-related doubts arising during the provision of the services shall be consulted immediately with the Environmental Supervisor and/or the EDPR Construction Manager.

The Contractor shall inform, with enough anticipation, about activities such as opening roads, cutting, pruning, restoration, etc, to proceed to communicate it to the competent body and/or request the corresponding authorizations.

The Contractor shall execute and/or provide the contracted works/services ensuring the maintenance of the order and cleanliness in the worksite and its surroundings. Once finished, the area shall remain in the same conditions as before starting the work.

All waste generated, both hazardous and non-hazardous, shall be properly managed in compliance with the applicable legislation and as producer and holder of the waste generated in the development of its activity shall ensure the proper storage and management of waste, according to the applicable legislation in force.

The Contractor shall provide to the Environmental Supervisor all the documentation that evidences the authorization of the waste haulers/handlers, the final treatments to be applied to the different wastes, as well as any other aspect related to the proper management of waste (waste records, etc).

The Contractor shall execute and/or provide the contracted works/services with maximum respect for the environment and local communities, taking all the necessary measures to prevent any impact on vegetation and wildlife, watercourses, waterbodies and soils, as well as to avoid air pollution, noise generation and visual impact. For that purpose, the Contractor is committed to act according to the following requirements:

- Wildlife or vegetation sensitive areas and protected habitats shall not be affected, being therefore prohibited its occupation.

- Immediately notify Environmental Supervisor and/or EDPR Construction Manager in case of finding any injured or dead animal or abandoned animal remains (carrion).

- Limit the movement of vehicles and/or machinery to the strictly necessary to perform the works, only on designated areas and respecting the maximum speed of 30 km/h.

- Do not discharge any type of waste or wastewater.

- Water used at the worksite shall come from an authorized source.

- Drainage network and access infrastructures shall be properly restored after construction works.

- Do not light fires on the ground.

- In case of environmental accident, the Contractor shall immediately act to minimize the damages and shall notify the Client.

- Construction works shall never impede the drainage capacity of the streams, decrease the flow or affect the quality of the water.

- Keep the vegetation clearing to the minimum required following EDPR instructions.

- Properly manage plant remains from land clearings and do not use herbicides or pesticides.

- The occupation of land shall be minimized to the strictly necessary for the works execution, delimiting each area with visible elements.

- Program noisy activities to be performed close to inhabited areas during the most appropriate periods to avoid disturbances.

- Respect any cultural/archaeological sites that may exist in the surroundings of EDPR premises to avoid deterioration or damage.

thank you!

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