




CARRIER SAFETY PROTOCOL

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1. Purpose

Protocol drafted pursuant to articles R.4515-4 and subsequent of French employment legislation (Code du Travail), applicable to road haulage loading and unloading operations at the SEAYARD 2XL terminal.

2. Designation of the operation

Loading and/or unloading of equipment, mechanical parts, etc.;

3. Nature of the operation

These operations are covered by a protocol renewable by tacit agreement, in accordance with article 4 of the decree of April 26, 1996.

Changes will be announced by SEAYARD.

Every 6 months, drivers will be required to take a safety induction test at the terminal installed at the kiosk dedicated at the main entrance. At the end of this test, the driver will have to complete a questionnaire, the successful completion of which will entitle him/her to reactivate his/her badge for a period of 6 months. If the driver fails to pass the questionnaire within this period, access to the terminal will not be authorized.

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4. SEAYARD representatives

Refer to section 10 of this protocol herein.

5. Strict rules to be complied with by the carrier

Important : The access to the terminal will be done only after making an appointment on our website.

<https://rdvcamions.seayard.com>

(An explanatory video is available on this link if needed).

- 1) Vehicles allowed entry are subject to the establishment's general regulations, to highway code traffic regulations, to instructions stated in internal signage, and to instructions issued by SEAYARD management personnel.
- 2) Every driver must be in possession of an entry permit and a valid identity document recognized by the French authorities for entry to the terminal (ID card, passport, driver's licence), which is classified by prefectural by law as a Restricted Access Area.
- 3) Access to the to the terminal is restricted to persons of adults. No passengers are allowed in trucks. If a second driver is present, **he/she must wait in the guardhouse. No other persons are allowed entry to the site, including the guardhouse (including family, friends and - especially - children).** Special waivers must be applied for by email, by no later than the preceding day, to the following addresses: calouaamari@seayard.com / parc@seayard.com / patricia@seayard.com with a copy to pfso@seayard.com.

The request must contain the identity card and licence plate of the tractor. The terminal's agreement will be based on the applicable security rules.

- 4) All trucks must enter through the overhead and side clearance portal, except flat bed trucks and vehicles carrying an overhanging container (entry via the Seayard guardhouse). Drivers must have their badge scanned by the scanner at the kiosk before the SEAYARD entry tunnel. Maximum height allowed: 4.80 m.
 - Carriers with containers exceeding this height must enter through the special convoy gateway after having called the guardhouse to have it opened. The telephone number to call is displayed on a panel beside the gateway. The unloading process will be carried out by a specialized docker (the process differs from the one below). They must then park in reverse on the area dedicated to exceptional convoys and walk to the gate to finalize their transaction. Any movement outside the materialized way will be sanctioned.
Important: the convoy of the truck is ensured by a Seayard agent. It is strictly forbidden to move without a convoy in the station area.
- 5) At the SEAYARD GATE, trucks must use all the available lanes (lanes 1 to 4).
- 6) Before any operation, drivers **must switch off** their engine and scan their badge again on the kiosk's badge scanner. Drivers must not get out of their trucks, and must use the touch screens of the kiosks to report the type(s) of transactions they have come to perform at SEAYARD.
- 7) In the event of a problem that cannot be resolved at the gate alone, drivers must park their truck after the SEAYARD gate, at the locations provided for the purpose (see the appended plan), and go see the gate's dockers, **OBLIGATORILY** wearing their high-visibility vest and following the dedicated route.
- 8) Vehicles carrying an unregistered container or picking up a container that does not have an exit form must leave the terminal premises.
- 9) **Compliance with the circulation plan, traffic flow and signage in the SEAYARD 2XL terminal.**
- 10) It is strictly **forbidden to enter the area of operation of straddle carriers**. Only tractors towing a dolly trailer are allowed to enter in forward gear to reach the place assigned to them, and must follow the circuit specified in the appended plan. Straddle carriers always have priority.
- 11) Pedestrians and handling plant within the traffic areas of the terminal have **ABSOLUTE** priority.
- 12) Drivers scan their badges at the terminal near their parking place, and report their position on the screen.
- 13) **Chassis locks may not be locked or unlocked either at the guardhouse or in the parking areas. Locking/unlocking must be performed in the area in front of the parking area (see the appended plan).**
- 14) **The locking/unlocking operation is performed under the exclusive responsibility of the truck driver. The truck driver must ensure that the locking mechanism operates perfectly. Seayard declines all responsibility for locking/unlocking failures.**
- 15) Drivers must ensure that their entire load transported is compliant with all applicable legislation and respect the weight restrictions applicable for their trailer (or trailers).

- 16) Trailers of Rolltainer type are strictly forbidden.
Loading/unloading must be carried out by Seayard only.
- 17) Drivers **must never remain in the vehicle's cab** during loading or unloading of their trailer.
Drivers must wear a fluorescent vest in a visible manner, and must position themselves in front of their tractor to guide the port plant, or will not be provided with service.
- 18) Safety shoes/boots must be worn **obligatorily** within the terminal.
- 19) Drivers must **restrict their movements** to the greatest extent possible, to prevent any collision with a vehicle in movement within the area.
- 20) The maximum speed limit within the terminal is 30 kph. Speed must be reduced in areas in which there are pedestrians and/or in areas of heavy traffic.
- 21) Lock a container on a truck is only permitted if all 4 locking points are serviceable. If this is not the case, straddle carrier driver have strict instructions not to load the truck. Similarly, the driver must notify to the company (Seayard) if such a defect has not been detected before.

If the container is not locked on 4 points, item 21 will be rejected in favor of the Seayard procedure, after the opinion of an expert commissioned for this purpose.

- 22) Drivers must be fully **compliant** with regulations governing the transportation of hazardous goods (ADR).

Drivers require:

- an identity document bearing a photograph;
- a currently-valid ADR training certificate

Vehicles require:

- currently-valid approval certificates for the vehicle, and/or for the tanker where applicable, onboard the vehicle;
- signage compliant for the load carried (orange plates and hazard signs);
- fire-extinguishing equipment;
- general protection equipment and personal protection equipment (gloves, safety glasses, wheel chock, etc.

Hazardous goods require:

- document for the transportation of hazardous goods;
- written safety instructions.

- 23) SEAYARD reserves the right to **not load/unload** a truck **if the safety instructions are not fully complied with**.
- 24) Compliance with the rules laid down by the Regional Health Agency during a pandemic (wearing a mask, social distancing, restrictions on access to certain premises, etc.)

The truck driver is the sole party responsible for compliance with applicable legislation. SEAYARD will not be held directly or indirectly liable for the aforesaid operations.

6. Entry to the terminal

Terminal entry badges are issued on a strictly personal basis. Because the terminal is a Restricted Area, therefore a traffic permit is required to enter the port facility. Similarly, refusal to receive a security check by Terminal staff at the site entrance will result in a ban on access to the terminal.

Likewise, entry authorization may be suspended or withdrawn if the safety and security regulations are not complied with. The same applies to behavior incompatible with entry to restricted areas.

The status of port facility and restricted access area requires us to carry out regular checks, with which drivers must cooperate under penalty of prohibition of access (check).

7. Bans

- 1) It is totally forbidden to enter container storage areas on foot.
- 2) It is forbidden to park outside the trailer parking area (for container unloading or unloading) marked on the appended plan.
- 3) It is forbidden to bring in and/or consume alcoholic beverages or narcotics, or to drive under the effect of such products.
- 4) All movement outside authorized pedestrian areas and all movement not necessary for the completion of a transaction/mission **is strictly forbidden**.
- 5) It is forbidden to enter TA2 from TA1 without going via the gate (comply with the imposed traffic flow).
- 6) It is forbidden to use premises intended for company personnel apart from the guardhouse, where there are conveniences, showers (men's and women's) and beverage dispensers.
- 7) It is forbidden to allow any animal to leave a tractor cab, even if restrained on a leash.
- 8) Passengers allowed entry on a waiver (for training) may not exit the tractor cab anywhere except in the trailer parking area and exclusively in pedestrian areas. Any movement not necessary for the transaction is strictly prohibited.
- 9) It is forbidden to exit a tractor cab without wearing a high-visibility vest and PPE.
- 10) It is forbidden to unhook a trailer from its tractor anywhere within the terminal premises.
- 11) The parking time allowed on the public parking located at the entrance to the terminal is 2 hours.

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12) It is totally forbidden to leave discarded objects anywhere on SEAYARD premises (such as cut lead seals, waste from delivered empty containers, etc.)

13) Apart from the time required for completing administrative formalities, it is forbidden to park with a container with a hazardous load on the guardhouse parking or on the parking outside the terminal.

14) It is forbidden for drivers to take their legally-imposed work breaks within the terminal premises.

SEAYARD reserves the right to refuse entry to the terminal to any vehicle that fails to comply with the aforesaid safety regulations.

8. Progress of the operation

Operations are carried out using a stacker or elevator gantry, and according to the schedules below from Monday to Friday, barring exceptional opening hours.

	Type	Start	End
Hours	S1	6.15 a.m.	12.45 p.m.
	S2	1.15 p.m.	7.45 p.m.

Note: flat and open-top export containers are unloaded during daytime hours, and an appointment must be made for the purpose the day before, by calling the SEAYARD facility (04 42 48 96 15 or 04 42 11 74 39). In the absence of a special appointment, SEAYARD reserves the right to refuse the carrier.

In case of dispute, it is necessary to establish an amicable report at the time of the incident. In order to do so, the opening hours of the Park office are based on the working hours of the straddle carriers.

9. Emergency Services Organization

In the event of an accident, you must:

- inform the emergency services by calling 18 on landline telephone
- or dial 112 from a mobile phone
- notify the gate's dockers or the facility dispatchers.

3 defibrillators are available at the port facility :

- at the administrative building;
- at the maintenance building; and
- at the quayside, in the docker cabin landside of gantry crane P1.

In case the internal Seayard siren being triggered, drivers should take shelter immediately in the cab of their truck or in the guardhouse until the arrival of the emergency services, and should wait for instructions from a management staff member.

The assembly points are located:

- in front of the maintenance building;

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- in front of the administrative building.

10 . Personal data

During the operations described in this protocol, Seayard may collect some personal data as defined by the RGPD regulations.

Access control :

Seayard has set up a badge system to control access to the terminal.

The legal basis of the treatment is the legitimate interest (see Article 6.1.f) of the European Data Protection Regulation) and the regulation applicable to the Restricted Access Zone, “arrêté du 4 juin 2008” concerning the access rules in restricted access zones of harbor and port facilities and the issue of travel documents. The data collected are the following: identity, company of origin, date and time of entry and exit, tractor of registration plate, nature of the security control if relevant. This data are archived during 5 years.

The recipients of the data are only the personnel authorized by Seayard in charge of the security and the personnel of the companies in charge of the maintenance of the material. These data will be communicated in case of judicial requisition.

CCTV System :

Seayard has set up a video CCTV system for the safety of people and property.

The legal basis for the processing is the legitimate interest (see Article 6.1.f) of the European Data Protection Regulation) and the regulations applicable to the restricted area and access control. Anyone entering the restricted area perimeter is therefore likely to be filmed. These data are archived one month.

The recipients of the data are only the personnel authorized by Seayard in charge of the safety and the personnel of the companies in charge of the maintenance of the material, for this sole purpose.

Violations of safety and security rules are also archived by the QHSE department for a period of 5 years, so that sanctions can be chosen according to the seriousness or repetition of the violation(s).

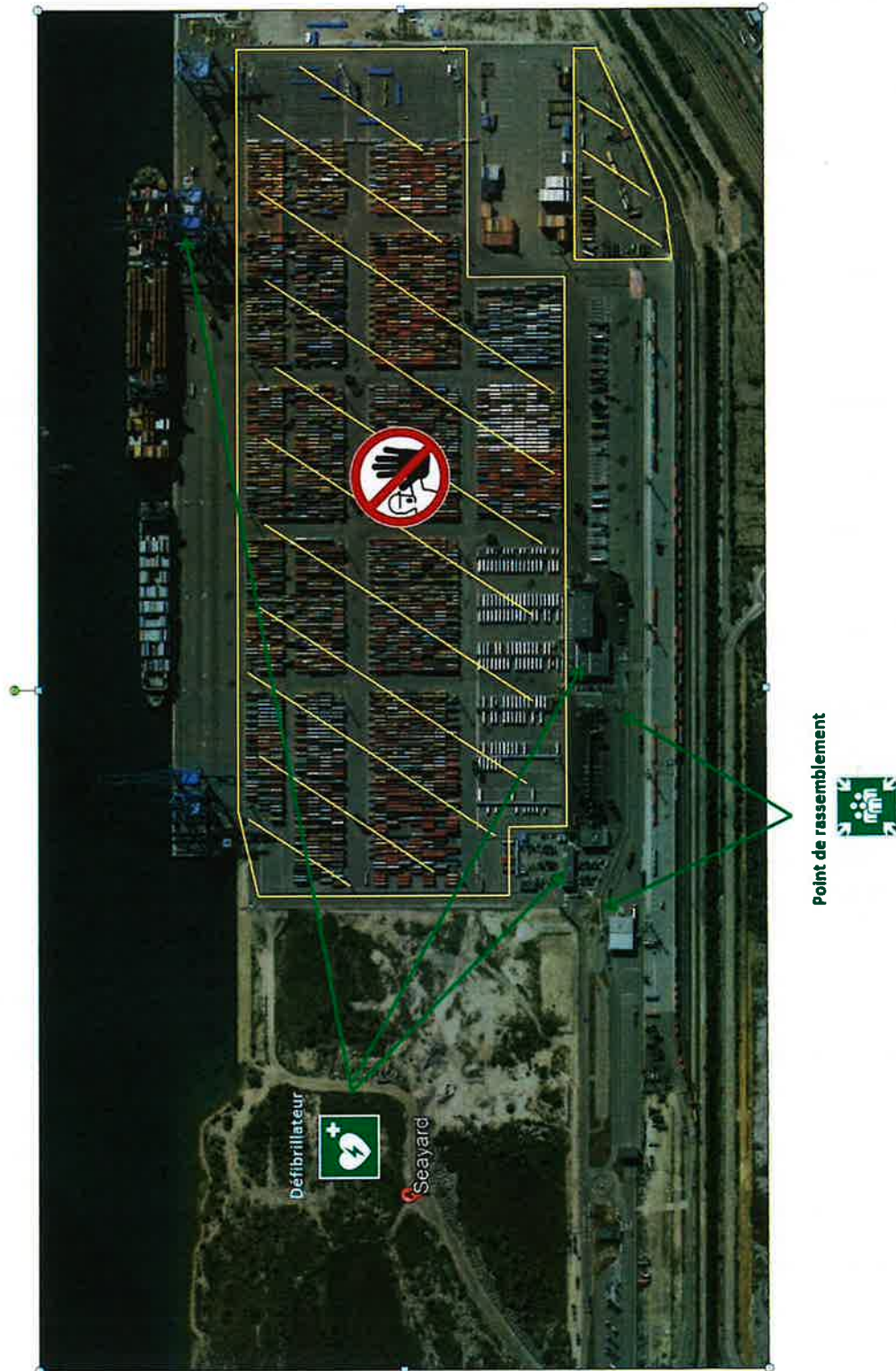
Exercise of rights

To exercise these rights or for any question about the processing of your data in this device, you can contact our Data Protection Officer (DPO).

Contact the Responsible by mail: dpo@seayard.com

If you feel, after contacting us, that your rights are not respected or that the access control device does not comply with the data protection rules, you can submit an online complaint to the CNIL or by post.

Location of assembly points and defibrillators



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10. Companies concerned

10.1 Reception and contact company

Head of goods loading operations	Camélia AL OUAAMARI
Position Telephone	Facility Operations Manager 04 42 11 71 89 calouaamari@seayard.com
Circulation plan and/or instructions	In appendix
Custody acceptance location	Guardhouse
Access to loading/unloading dock	Circulation plan appended herewith

Contact	Position	Telephone	Email address
Camélia AL OUAAMARI	Facility Operations Manager	04 42 11 71 89	calouaamari@seayard.com
Service Facility	Operations/Assistance	04 42 48 96 15 04 42 11 74 39	parc@seayard.com

10.2 Transportation carrier

Company's name and manager's name	
Postal address:	
Telephone	
Email address	
Hazards at operations locations	Circulation and movement on-site Plant/pedestrian/truck interaction in loading area <ul style="list-style-type: none"> ⇒ Wearing of PPE (covering garments, high-visibility vest and safety shoes/boots) ⇒ Compliance with traffic and parking regulations ⇒ Locking/unlocking in the dedicated area ⇒ Compliance with pedestrian areas ⇒ Ban on leaving one's truck for non-professional reasons ⇒ Ban on entering the gantry crane operating area (except dolly)
Special precautions for hazardous products	ADR safety equipment and protective gloves
Transportation of hazardous products	Driver training certificate obligatory Compliance with ADR requirements
Date & signature	

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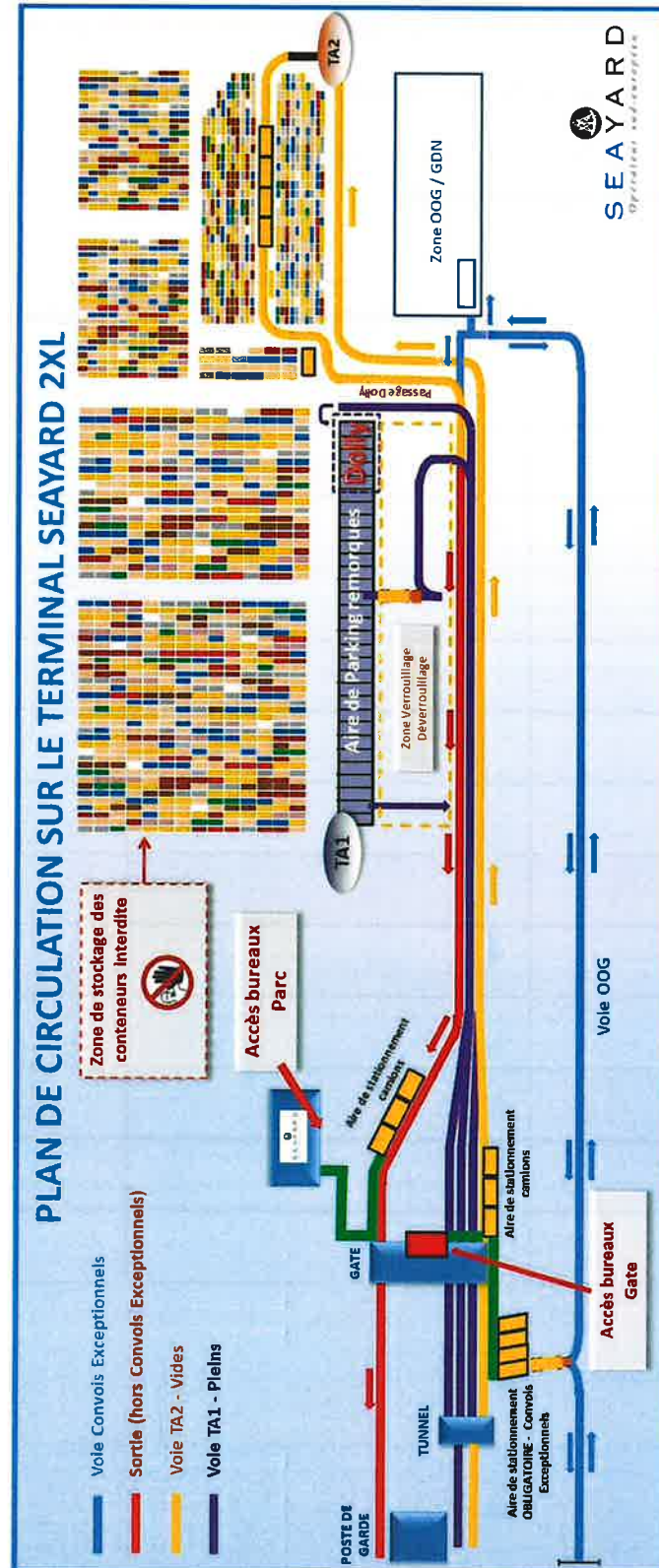
The signatory carrier undertakes to disseminate this document to all of its drivers and subcontractors, and to strictly enforce the regulations stated in this document.

A copy must be issued to every driver, and must be kept in the truck.

11. Appendix 1: Driver registration list

Date	Last name, first name	Signature

12. Appendix 2: Circulation plan



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13. Appendix 3: SEAYARD badge application form

BADGE APPLICATION FORM – SEAYARD 2XL TERMINAL ENTRY

Company's name _____

Address _____

Name of Operations Manager _____

Telephone number _____

Email address _____

Number of badges requested* X €10 = _____

For all information, please contact 04 42 11 71 88 or 89.

PROVIDE A COPY OF KBIS COMPANY INFORMATION CERTIFICATE

Signature of carrier
Manager

Company's stamp

* Badges are issued on a strictly personal basis

