



# Transport Security Protocol

In accordance with French Work Law R4515-1

## Host Company :

|         |                                                                             |                                 |                                                        |
|---------|-----------------------------------------------------------------------------|---------------------------------|--------------------------------------------------------|
| Name    | KIMBERLY-CLARK SAS                                                          |                                 |                                                        |
| Address | Z.I. Est - 8, rue Antoine Laurent de Lavoisier - 76300 Sotteville-lès-Rouen |                                 |                                                        |
| Contact | Name - Surname<br>BOUVART Greg                                              | Role<br>Resp. Logistique France | Phone - email<br>+33 141919762<br>greg.bouvard@kcc.com |

## Transport Company :

## Acting on behalf of :

|         |              |      |             |         |                                         |                         |                                       |
|---------|--------------|------|-------------|---------|-----------------------------------------|-------------------------|---------------------------------------|
| Name    |              |      |             | Name    | Kimberly-Clark Europe Ltd               |                         |                                       |
| Address |              |      |             | Address | 40 London Road, Reigate, Surrey RH2 9QP |                         |                                       |
| Contact | Name Surname | Role | Phone email | Contact | Name Surname                            | Role                    | Phone email                           |
|         |              |      |             |         | BOUVART Greg                            | Resp. Logistique France | +33 141919762<br>greg.bouvard@kcc.com |

## Delivery / Shipping schedules

Delivery and shipping schedules are the following :

**From Monday to Friday, 8 : 00 → 15 : 00**

Some different schedules are defined for specific goods :

Yes ☒

No ☐

Specific schedules :

From Monday to Friday, 8 : 00 → 19 : 00

**It is strictly forbidden to stay on site after 20 : 00**

## Delivery / Shipping description

| Shipping <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                              |                          |        |                          |        |                                     | Delivery <input type="checkbox"/>                                                                                                                                                                                                                                                                           |                          |        |                          |       |                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------|--------------------------|--------|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------|--------------------------|-------|--------------------------|
| Zone 1                                                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> | Zone 2 | <input type="checkbox"/> | Zone 3 | <input checked="" type="checkbox"/> | Zone 4                                                                                                                                                                                                                                                                                                      | <input type="checkbox"/> | Zone 5 | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| <b>Type of goods :</b><br>Tissue Boxes Pallets .....<br>.....<br>.....                                                                                                                                                                                                                                                                    |                          |        |                          |        |                                     | <b>Type of packaging :</b><br>Pallets <input checked="" type="checkbox"/> Bulk goods <input type="checkbox"/><br>GRV <input type="checkbox"/> Bulk Material <input type="checkbox"/><br>Goods cartons <input type="checkbox"/> Container <input type="checkbox"/><br>Other : ..... <input type="checkbox"/> |                          |        |                          |       |                          |
| <b>Hazardous chemical?</b><br>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>                                                                                                                                                                                                                                         |                          |        |                          |        |                                     | <b>Substance subject to ADR?</b><br>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/><br>If yes, hazard UN and class numbers : .....                                                                                                                                                      |                          |        |                          |       |                          |
| <b>Type of vehicle :</b><br>Truck <input checked="" type="checkbox"/> Truck / van < 3,5 T <input type="checkbox"/> Car <input type="checkbox"/> Other : ..... <input type="checkbox"/>                                                                                                                                                    |                          |        |                          |        |                                     |                                                                                                                                                                                                                                                                                                             |                          |        |                          |       |                          |
| <b>Loading / Unloading methodology :</b><br>Who perform loading / unloading : KC <input type="checkbox"/> - Transport company <input type="checkbox"/> - Other <input checked="" type="checkbox"/> .....DHL.....                                                                                                                          |                          |        |                          |        |                                     |                                                                                                                                                                                                                                                                                                             |                          |        |                          |       |                          |
| <b>Equipment used for loading / unloading :</b><br>Fork Lift Truck <input checked="" type="checkbox"/> Dock <input checked="" type="checkbox"/> Crane <input type="checkbox"/> Onboard FLT <input type="checkbox"/><br>Crane <input type="checkbox"/> Pallet jack <input type="checkbox"/> Other <input type="checkbox"/> Specify : ..... |                          |        |                          |        |                                     |                                                                                                                                                                                                                                                                                                             |                          |        |                          |       |                          |

## Documents to submit at the plant entrance

The driver must be able to present the following documents at the entrance of the plant. If missing, Kimberly-Clark can refuse the truck entering into the plant.

- Delivery note
- CMR consignment note
- This Transport Security Protocol
- Vehicle register certificate and last inspection certificate
- Evidence of driver hiring provided by the transport company

And, in case of :

- MSDS of hazardous chemical(s)
- For foreign drivers, valid certificate of detachment (maximum duration = 6 months)
- Last inspection of loading / unloading equipment & devices, if there are provided by the transport company

## Mandatory Personal Protection Equipment

|                                                                                   |                                                                                       |                                                                                   |                                                                                   |                                                                                   |                                                                                    |                                                                                     |                                                                                     |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|  |      |  |  |  |  |  |  |
| <input checked="" type="checkbox"/>                                               | <input checked="" type="checkbox"/>                                                   | <input checked="" type="checkbox"/>                                               | <input checked="" type="checkbox"/>                                               | <input checked="" type="checkbox"/>                                               | <input type="checkbox"/>                                                           | <input type="checkbox"/>                                                            | <input type="checkbox"/>                                                            |
| Safety shoes                                                                      | Safety glasses<br>(inside production & maintenance areas or for chemicals unloadings) | High Visibility jacket                                                            | Gloves                                                                            | Work clothes                                                                      | Earing protections<br>(inside production & maintenance areas)                      | Respiratory Protection                                                              | Helmet                                                                              |

## Safety & Quality general rules on site

|                                                                                     |                                                                                     |                                                                                     |                                                                                     |                                                                                       |                                                                                       |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|  |  |  |  |  |  |
| No smoking<br>(2 dedicated areas if needed)                                         |                                                                                     | Inside all production & maintenance areas                                           | Inside all production & maintenance areas                                           |                                                                                       | Dedicated areas if needed                                                             |

## Specific document to submit in case of ADR transport

When arriving on site, driver must be able to submit :

- Driver ADR training evidence
- Transport company ADR approval certificate
- In case of transport by tanker, Approval certificates of ADR tank
- Safety rules

Vehicle / truck must be in compliance with ADR. Safety equipment like PPEs, fire extinguisher, ancillaries materials for stowage and protection of goods during transport,... must be inside the vehicle.

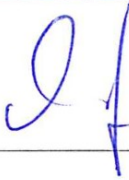
When leaving the site, driver must affix the ADR signs on the vehicle.

**If missing, loading will be refused**

| Activities                           | Risks                                                                                        | Preventive measure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Applicable     |
|--------------------------------------|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Site access                          | Co-activity with Kimberly-Clark's activities (forklift trucks circulation, pedestrians, ...) |  <p>Stop at the entrance gate</p> <p>Boulevard Industriel truck entrance: spell driver's &amp; company's name through the intercom. Enter into the site and park the truck on the right after the gate. Walk to DHL's delivery / shipping offices</p>                                                                                                                                                                                      | YES            |
| Drive on site                        | Co-activity with Kimberly-Clark's activities (forklift trucks circulation, pedestrians, ...) |   <p>Fork lift trucks have priority.</p>   <p>Respect signs.</p>                                                                                                                      | YES            |
| Vehicle maneuvering                  | Co-activity with Kimberly-Clark's activities (forklift trucks circulation, pedestrians, ...) | <p>Be aware there could be pedestrians on site.</p> <p>Maneuvering vehicles have priority over other vehicles</p> <p>Except on docks areas, when driving in reverse, a person has to guide the vehicle.</p>                                                                                                                                                                                                                                                                                                                 | YES            |
| Vehicle parking                      | Co-activity with Kimberly-Clark's activities (forklift trucks circulation, pedestrians, ...) | <p>Truck park is on the right of the truck gate</p> <p>Do not park on plant roads.</p> <p>Park in reverse</p>                                                                                                                                                                                                                                                                                                                                                                                                               | YES            |
| Waiting for loading / unloading      | Co-activity with Kimberly-Clark's activities (forklift trucks circulation, pedestrians, ...) | <p>In loading / unloading areas, driver must stay inside his truck to wait for loading / unloading. It is strictly forbidden to go out of the truck and to walk through the site.</p>                                                                                                                                                                                                                                                                                                                                       | YES            |
| Loading / unloading with dock        | Remove the truck during loading / unloading → Fork lift truck falls down from the dock       |  <p>When loading / unloading on a dock, use the safety wheel block system, and give the truck key to your host.</p> <p>If the use of automatic safety wheel block system is not possible, it is mandatory to use a manual safety wheel block device and to give the truck key to your host.</p> <p>During loading / unloading, truck driver must stay in the dedicated area, and must not walk in the warehouse, mill or yard areas.</p> | YES            |
| Loading / unloading without any dock | Truck movement during loading / unloading                                                    |  <p>It is mandatory to use a manual safety wheel block device.</p> <p>During loading / unloading, truck driver must stay in the dedicated area (painted on the floor) and must not walk in the warehouse, mill or yard areas. It is strictly forbidden to operate with the truck for any reason during loading / unloading.</p>                                                                                                          | Not applicable |
| Autre :                              |                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                |

## In case of accident, fire or environmental incident

|   |                                                                                   |                                                                                                                                                                       |
|---|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 |  | In any case of fire, inform your host or call the internal fire brigade at 02 35 64 38 79                                                                             |
| 2 |  | Fight with fire with the extinguisher available inside the truck                                                                                                      |
| 3 |  | In case of environmental incident (liquid leakage for example), if possible, contain the leakage with the equipment available inside the truck, and inform your host. |
| 4 |  | In case of fire alarm, stop the loading / unloading, follow your hosts advice and join the meeting point (see it on the map)                                          |

|                | For Kimberly-Clark | For Transport Company                                                               |
|----------------|--------------------|-------------------------------------------------------------------------------------|
| Name - Surname | BOUVART GREG       |                                                                                     |
| Date           |                    |                                                                                     |
| Signature      |                    |  |

