

Rules for the delivery of wood raw material to SWISS KRONO sp. z o.o. for transport companies.

1. All drivers delivering raw material to SWISS KRONO sp. z o.o. and residing in the raw material yard must comply with the rules on the delivery of raw material to SWISS KRONO sp. z o.o.. and staying within the SWISS KRONO raw material yard, the current version of the *Driver's Safety Manual* , in particular the "*Driver's Manual for Drivers of Raw Material Transport Companies*", must be strictly observed. Failure to comply with the rules set out in these instructions may result in the immediate removal of the driver from the SWISS KRONO premises or in the imposition of a fine and ultimately in termination of the contract. The instructions are annexed to the contract and are available at the gatehouses in paper form and on the Company's website at: www.swisskrono.com/pl-pl/o-nas/swiss-krono-polska/surowiec-drzewny. (PDF files: SWISSKRONO-Book-safety-drivers and Appendix No. 2 KBK cars delivering raw timber).
2. It is not permissible to load round timber of different lengths onto a single means of transport (e.g. wrapping 2,4 m long timber with 1.2 m long timber). It is necessary to avoid mixing different grades and species of wood on one "cage".
3. Timber shall arrive at SWISS KRONO on the day the forestry receipt is issued, but no later than the following working day. It is prohibited to store timber in yards or locations other than the SWISS KRONO timber yard. Any case which results in non-compliance with the above provisions must be reported to the staff of the Raw Material Procurement Department. 4.
4. The driver is obliged to take all timber from the piles prepared for SWISS KRONO in the forest (including joists) and to stack the timber carefully on the means of transport.
 - a. On SWISS KRONO's premises, laser measurement of the volume of round timber delivered by stanchion vehicles is carried out. In the event of any discrepancies between the measurement system readings and the volume of timber stated on the export receipt or other transport document issued by the seller (e.g. State Forests), SWISS KRONO's foresters are obliged to verify the measurements manually. If shortages are found in relation to the weight of timber stated on the receipt or other transport document, the transport company will be charged with the difference of 150% of the value of the undelivered timber. Frequent cases of shortages of delivered timber may result in termination of the contract.
 - b. In the event of careless stacking of the load - the driver will be obliged to immediately correct the stacking in the place indicated by the short cutter.
 - c. In the event of a shortage of wood in the forest in stacks collected from the forest districts based on the handover protocol, the driver must immediately inform the staff of the Raw Material Procurement Department responsible for organizing the timber transport and the local forester.

5. Whenever possible, timber should be stacked on vehicles in such a way that the characteristics assigned by the State Forests (number badges) are visible.
6. The haulage companies are obliged to comply with the weekly delivery limits set by SWISS KRONO. In the event of non-agreed deviations from the limits, deliveries will not be accepted.
7. Transport company drivers are required to use the **SWISS KRONO WOOD DELIVERY** mobile application to register deliveries of wood. Delivery data must be entered carefully in the app.
8. Drivers delivering wood from outside Poland must confirm geographical coordinates in the mobile application the geographical coordinates of the place of loading in the mobile application.
9. Companies are required to immediately report any breakdown of transport equipment and the expected date of its removal and the expected date of its removal.
10. Sampling from the site should be conducted in accordance with the "**Instruction for the collection of wood** and biomass for energy purposes". The manual is available in hard copy at the SWISS KRONO depot and on the Company's website at: www.swisskrono.com/pl-pl/o-nas/swiss-krono-polska/surowiec-drzewny
11. Employees of the SWISS KRONO Raw Material Procurement Department will randomly check the premises of transport companies for SWISS KRONO-owned timber.

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