

INSTRUCTIONS FOR CARRIERS AND SUB-CARRIERS

C.O.I.M. s.p.a. hereby specifies that whenever one of C.O.I.M. s.p.a.'s Customers or Suppliers organizes any means of transport of goods to be collected or unloaded inside C.O.I.M. s.p.a.'s plants in Offanengo (CR), Via Ricengo, 21, or in San Martino in Strada (LO), Via Privata Fabrizio De André, 24, or in any other place indicated, the following instructions need to be observed and shall be further transmitted by the Customer/Supplier to the appointed Carrier or Forwarder.

This is to ensure that the Carrier and/or any Sub-Carrier (appointed by the Customer/Supplier or by their Forwarder) comply with the local regulations where the transport takes place to prevent C.O.I.M. s.p.a. from being considered liable in case of violations, together with the Carrier/Sub-Carrier and/or the Customer/Supplier/Forwarder. In the case of a breach of local regulations caused by the Carrier and or Sub-Carrier, and subsequent responsibility extended to C.O.I.M. s.p.a., the latter hereby specifies that a claim for reimbursement from all responsible parties will be made.

Under Legislative Decree 286/2005, the Customer/Supplier (or their Forwarder) **must ensure that the Carrier and/or Sub-Carrier:**

- if they are Italian transport companies, they are registered in the National Register of road hauliers acting on behalf of third parties;
- they possess all the authorizations and/or qualifications required by national and Italian law, European and international regulations for the exercise of the transport activity (for example: the European license and/or the Bilateral Permits and/or The European Conference of Ministers of Transport - ECMT). ECMT and/or the Bilateral Permits, which are mandatory for transport outside the European Union, must be original and detail the transport method. They must be valid and cover the loading and unloading locations, the carrier's nationality and the chosen route;
- if they are Italian transport companies, they must produce a valid single insurance contribution payment certificate (DURC) in which there are no irregularities and they must be regularly registered in the "Central Committee for the National Register of individuals and legal persons who carry out the road haulage of goods on behalf of third parties" portal. If they are a non-Italian road haulage company, they must produce an equivalent document;
- preferably possess a **Certification of Quality**;
- for Transport under ADR Regulations, are certified to transport dangerous goods who can provide appropriate and in order means of transport;
- respect the whole body of legislation in force regarding transport of goods on road, with a specific mention of compliance inserted into the contract between the parties;
- use Sub-Carriers within any limits provided for by the applicable law;
- **for Transport under ADR Regulations**, have complied with all the dispositions of the ADR Regulation in force – when applicable. They must have put into practice all the "Security" measures provided for in the mentioned regulation and (in the specific case of the transport of products with high risk) they must have written a Security plan;
- possess all the equipment required by current legislation. If it involves transport under the ADR system, any vehicle without the necessary equipment will be rejected. The vehicle without the following equipment will not be allowed to enter the plant:
 1. fire extinguisher with a minimum capacity of 2 kg
 2. chocks for blocking wheels
 3. fluorescent warning vest or clothing
 4. orange coloured plates for danger warning
 5. two self-standing warning signals (reflective cones or triangles or flashing amber lights)
 6. a pocket lamp;

- respect every present instruction;
- respect all the internal regulation and the whole safety body of legislation in force in Offanengo and San Martino Plants;
- save a different agreement, goods shall be collected/unloaded within the slot selected according to Annex 1 **from Monday to Friday, from 8.00 to 15.00**, excluded Saturdays, Sundays, bank holidays and planned closure of the plants. If days and times above - including the agreed ones - are not respected, goods shall not be loaded and COIM shall not be deemed responsible for it;
- always use the **mandatory devices for individual protection**, that are glasses, protective helmet and security shoes, in the right way, besides the devices linked to the specific risks that your working activity brings within itself, according to the safety rules in force inside the plant/s. Any time one of those people will be found without those devices, will be applied a monetary sanction of euros 250,00 and after the third violation, the carrier won't be allowed to enter the plant anymore;
- always use the compulsory **safety sling**, in case of risk of fall (i.e. opening of tank's hatches or container);
- use tankers and tank containers with proper and efficient anti-fall protection. Means of transport without proper anti-fall protection or which are not in state of perfect efficiency, won't be allowed to enter and COIM shall not be deemed responsible for it;
- **use** means of transport with handrail. Means of transport without handrail or which are not in state of perfect efficiency, won't be allowed to enter and COIM shall not be deemed responsible for it;
- use vehicles with equipment suitable for anchoring goods, under the Ministry of Transport Decree no. 214 of 19/05/2017. For each row of pallets, each vehicle must have at least one approved belt (according to EN 12195-2) which is in good condition.
- use vehicles with a total mass indicated on the Registration Certificate enough to load all the goods to be transported. According to articles 62 and 167 Legislative Decree 30.04.1992 n. 285 (Traffic Law), the vehicle will not be loaded beyond the total mass indicated on the Registration Certificate;
- keep **aboard** each Vehicle used for carriage a **copy of the present instructions**;
- keep aboard each Vehicle used for carriage a copy of the carriage contract linking the Customer/Supplier/Forwarder, to the Carrier and the Carrier to its Sub-Carrier;
- keep aboard each Vehicle used for carriage all documentation that relevant Authorities may request during the road check for all the countries that the Carrier crosses during transport and the documentation listed in the Ministry of Infrastructure and Transport Decree 22.2.2006 must be kept aboard each vehicle used;
- they are not owned for 25% or more by a Russian/Belarusian natural or legal person, entity or body and they do not appoint for transport by road within EU territories, even in transit, any Carrier and/or Sub-Carrier prohibited by EU restrictions.

Upon arrival of the vehicle at the C.O.I.M. s.p.a plants or another place indicated, C.O.I.M. s.p.a, or a person in charge, will check the load suitability. This will include a check of the vehicle's general condition (lack of obvious structural anomalies), anchorage, fall protection, safety features and suitability of the vehicle to be loaded with the quantity of goods to be transported without exceeding the total mass indicated on the registration certificate. If the vehicle proves unsuitable, it will be rejected for reasons not attributable to C.O.I.M. s.p.a.

The Carrier and any Sub-Carrier which attend loading/unloading must have the following documentation on the vehicle:

	TRANSPORT OF HAZARDOUS GOODS (ADR)		TRANSPORT OF NON-HAZARDOUS GOODS	
	national	international	national	international
Transport identification numbers (transport request number or order number)	X	X	X	X
VEHICLE REGISTRATION CERTIFICATE (tractor with trailer) in original (with valid revisions and tests)	X	X	X	X
Original CERTIFICATE OF APPROVAL FOR THE TRACTOR/TRAILER ("pink crossed" or DTT306) (only for tankers)		X		
WASHING/CLEANING CERTIFICATE (only for non-dedicated tankers)	X	X	X	X
Declaration about the previous transport or the previously transported product (only for dedicated tankers)	X	X	X	X
DRIVING LICENCE original valid for the category of the vehicle driven	X	X	X	X
ADR TEMPORARY DRIVING LICENCE original	X	X		
Original PERSONAL RECOGNITION DOCUMENT WITH PHOTOS (each member of the crew)	x	x	x	x
Certified copy of the European Licence or Original Bilateral Permit or original ECMT (if required by law for the type of route)		x		x

The **waiting period related to vehicles waiting to carry out each loading and unloading operation** shall be calculated in accordance with Article 6-bis of Legislative Decree 286/2005 and in accordance with the **procedure set out in Annex 1** to these Instructions ("WAITING PERIOD FOR LOADING/UNLOADING AND RELATED DEDUCTIBLE. Article 6-bis of Legislative Decree 286/2005 *** OPERATIONAL MANAGEMENT AND INSTRUCTIONS FOR C.O.I.M. S.P.A. SITES"), which the Customer/Supplier is responsible for forwarding to the Carriers/Freight Forwarders they instruct to load/unload at COIM sites and/or for attaching to the transport contracts they enter into with them. Failing this, the Customer/Supplier shall indemnify COIM against all damages incurred. In particular, should the deductible period be exceeded, in order to receive the compensation due under Article 6-bis of Legislative Decree 286/2005, the entitled party must submit a written request to COIM within 10 days of the transport being carried out, failing which the right is waived and it forfeits any claim and/or action for compensation in this regard against COIM.

The Customer/Supplier/Forwarder must ensure that:

- the tariffs are adequate to guarantee road and social security in line with the indicative reference values of the road haulage company operating costs
- the instructions given to the Carrier are compatible with the prevailing laws and regulations set up to protect road traffic safety.

Customers/Suppliers acknowledges that COIM obtained A.E.O. - Authorised Economic Operator authorization (Certificate no. IT AEOF 21 1853) and undertakes to comply with the principles and security requirements needed for the issue of the aforementioned authorization, in particularly with reference to the protection of the goods manufactured, stored, shipped or transported for COIM, delivered to COIM or in any case entrusted by COIM, undertaking that:

- such goods are received, downloaded, stored, handled and loaded in safe business places and in safe load and shipping zones;
- such goods are protected against unauthorized interferences during downloading, storage, handling, loading and transport.

For downloading, storage, handling, loading and transporting goods, Customers/Suppliers undertake to give instruction to their Carriers/Sub-Carriers to exclusively entrust qualified and reliable personnel, subjected to security controls.

For rendering services into COIM's plant and in any case of possible contact with goods located therein, the Customers/Suppliers undertake to give instruction to their Carriers/Sub-Carriers to exclusively entrust qualified and reliable personnel, subjected to security controls.

Customers/Suppliers warrant that any third parties, eventually appointed to carry out part of the entrusted services, meets the above mentioned security requirements too.

At all times, the Carrier and Sub-Carrier are held responsible, especially in the case of the return of goods, to ensure all road safety provisions are respected and especially for arrangements regarding:

- **Clearance gauge** (Article 61 Legislative Decree 30.04.1992, no. 285 – Highway Code – of which the entire text is shown. "1. Without prejudice to what specified in Article 10 and the following paragraphs, each vehicle including its load must:

- a) Not exceed the maximum width of 2.55metres; side rear-view-mirrors, if movable, are not to be included in the calculations for maximum width;
- b) Not exceed the maximum height of 4 m; for buses and trolleybuses used for city and suburban public service lines circulating along prearranged routes, the maximum height allowed is 4.30 m;
- c) Not exceed the total length, including towing hitch, of 12 m, except for semitrailers, for isolated vehicles.

Rear-view mirrors, provided they are movable, are not taken into account when calculating the said length. Buses and coaches for hire, touring coaches and buses for regular service may be equipped with ski, bicycle or luggage racks mounted at the rear or, in the case of bicycle racks only, also at the front, in accordance with the directives established by decree of the Ministry of Infrastructure and Transport - Land Transport Department.

Vehicles or combinations of vehicles that are equipped with extended cabs or aerodynamic devices that meet the type-approval requirements of European regulations may exceed the overall lengths laid down in this Article, provided they comply with the provisions of paragraph 5. Such devices must be folded, retracted or removed by the driver where the safety of other road users or the driver is at risk or, on urban and extra-urban roads with a speed limit of 50 km/h or less, in the presence of other vulnerable road users. The use of aerodynamic devices must nonetheless be compatible with intermodal transport operations and, in any case, when retracted or folded, the devices must not exceed the overall length of the vehicle or vehicle combination without such devices by more than 20 cm.

2. Articulated vehicles and articulated buses must not exceed a total length, including towing devices, of 18,75 m, subject to the certified suitability of the trailers, or loading units loaded thereon, for intermodal road-rail and road-sea transport, and subject to compliance with the other limits laid down in the Regulation; articulated buses and trolley buses used for regular passenger transport services intended to travel on predetermined routes may not exceed a maximum length of 18 m; trailer trains and trolley trains may not exceed a maximum length of 18.75 m, in accordance with the technical prescriptions laid down by the Minister of Infrastructure and Transport.

2-bis Articulated buses and trolley buses intended for rapid mass transport systems may reach a maximum length of 24 m on reserved lane routes authorised by the Ministry of Infrastructure and Sustainable Mobility.

3. The building and functional characteristics of trailers are settled with order of the Minister of the infrastructure and Minister of the transport.

4. The maximum width of the vehicles for carriage of perishable goods on state of controlled temperature (ATP) can be 2,60 mt, without the projections of the rearviews, on conditions that they are movable.

5. The regulations lay down the conditions to satisfy and the control system of turning vehicles and combinations of vehicles.

6. Vehicles that, for specific functional needs, exceed, either alone or including their load, the gauge limits established in the previous paragraphs can be admitted to circulation as exceptional vehicles or exceptional transport if they comply with the specific rules contained in the regulation.

7. Anyone using a vehicle or a group of vehicles where the load exceeds the gauge limits established in this article shall be subject to an administrative penalty ranging from Euro 430 to 1731 unless it constitutes an exceptional transport. For the continuation of the journey the provisions contained in article 164, paragraph 9 shall apply.”)

- **weight limits** (Article 62 D.Lgs. 30.04.1992, n°285 – The Highway Code – reported entirely herein: “1. The maximum full load of a vehicle, save that which is set out in Article 10 and in paragraphs 2,3,4,5 and 6 herein, constituted by the weight of the vehicle itself and that of its load ready for departure, must not exceed 5 t for one-axle vehicles, 8 t for two-axle vehicles and 10 t for vehicles with three or more axles.

2. For trailers, excluding semitrailers, equipped with tyres such that the average overall weight transferred to the road imprint area is not over 8 daN/cm², the total full load weight must not exceed 6 t for one-axle vehicles, excluding the rear unit of an articulated vehicle, 22 t for two-axle vehicles and 26 t for vehicles with three or more axles.

3. Save any provisions under Article 104, isolated motor vehicles equipped with tyres such that the average unit weight transferred to the road imprint is not over 8 daN/cm² and for vehicles with three or more axles, the distance between two adjacent axles is not less than 1 m, the total full load weight of the single vehicle must not exceed 18 t in the case of two-axle vehicles and 25 t for vehicles of three or more axles; 26 t and 32 t for vehicles with three or four axles respectively when the engine axle is equipped with coupled tyres and suspension recognised by the Ministry of Infrastructure and Transport. In the case of a two-axle trolley bus, the full load weight must not exceed 19,5 t.

4. In observance of the conditions in paragraphs 2, 3 and 6, the total weight of a three-axle articulated truck must not exceed 24 t, that of a semitrailer or articulated vehicle with three axles must not exceed 30 t, that of an articulated truck, a semitrailer or an articulated vehicle must not exceed 40 t if they have four axles and 44 t if they have five or more axles.

5. For all types of vehicle, the weight resting on the most loaded axle must not exceed 12 t.

6. Correspondingly, the weight on two adjacent axles must not exceed 12 t if the distance between the axles is less than 1 m;

should the distance between axles be equal to or more than 1 m but less than 1.3 m, the limit must not exceed 16 t; should the distance between axles be equal to or more than 1.3 m but less than 1.2 m, the limit must not exceed 20 t.

7. Whomever drives a vehicle including its load that exceeds its limit, save provisions in Article 167, the maximum limits herein established and by the regulations is subject to penalties provided for in Article 10.”)

- **speed limits** (art. 142 Legislative Decree 30/04/1992, no. 285 - Highway Code - of which the entire text is shown: 1. To ensure safety during driving as well as safeguards to human life, maximum speed must not exceed 130 kph on motorways, 110 kph on primary roads and 50 kph on non-primary and local roads, though limits may be increased to a maximum of 70 kph on primary roads where the build and functional characteristics of the road permit, on condition that prior appropriate road signs are in place. On three-lane motorways plus the hard shoulder in both directions, equipped with duly approved equipment for calculating the average travel speed of certain sections, the relevant road authority or agent may raise the maximum speed limit up to 150 kph based on the type of planning and actual characteristics of the road, on condition that prior appropriate road signs are in place, and as long as the intensity of traffic, the prevailing atmospheric conditions and data based on the last five year period permits. Should there be atmospheric precipitation of any nature, the maximum speed must not exceed 100 kph on motorways and 90 kph on primary roads.

2. Within the abovementioned speed limits, the relevant road authorities establish, in addition to the provision of appropriate road signs, different minimum and maximum speed limits from those set in paragraph 1, on certain roads and stretches of road when application of the criteria in paragraph 1 in an actual case makes it appropriate to set different limits, in accordance with the regulations provided by the Ministry for Infrastructure and Transport. The road authorities must promptly bring the speed limits into line failing a reason for the need for a special limit. The Minister of Infrastructure and Transport can modify measures taken by the road owners if they are contrary to its directives and conflict with the criteria referred to in paragraph 1. If the owner has not provided for it, the Minister may order the imposition of limits. If there is non-compliance, the Minister of Infrastructure and Transport can directly execute the necessary works, with the right of recourse against the owner.

3. The following categories of vehicle may not exceed the speed limits below:

a) motorcycles: 45 kph

b) cars or motor vehicles used to transport dangerous goods classified in class 1 in the hereby attached agreement of which Article 168, paragraph 1, when transporting loads: 50 kph outside town centres; 30 kph in town centres;

c) farm machinery and operational machinery: 40 kph if equipped with tyres or other equivalent systems; 15 kph in all other cases;

d) four-wheeled motorcycles: 80 kph outside town centres;

e) trains consisting of a motor vehicle and a trailer according to letters h), i) and l of Article 54, paragraph 1: 70 kph outside town centres; 80 kph on motorways;

f) buses and trolley buses for which full-load weight exceeds 8 t: 80 kph outside town centres; 100 kph on motorways;

g) motor vehicles used to transport objects or for other uses, for which full-load weight is over 3.5 t but under 12 t: 80 kph outside town centres; 100 kph on motorways;

h) motor vehicles used to transport objects or for other uses, for which full-load weight exceeds 12 t: 70 kph outside town centres; 80 kph on motorways;

i) trucks for which full-load weight exceeds 5 t if used for passenger transport in accordance with Article 82, paragraph 6: 70 kph outside town centres; 80 kph on motorways;

l) fully loaded work equipment when travelling: 40 kph in town centres; 60 kph outside town centres.

4. Vehicles according to paragraph 3, except for those according to letters a) and b), must display at their rear the maximum speed limit

allowed. For a combination of vehicles, the speed limit sign must be displayed on the trailer or the semitrailer. However, military vehicles included in letters c), g), h) and i) in paragraph 3 are excluded when used by the Armed Forces, or the Bodies and Organisms under Article 138, paragraph 11.

5. For all cases to which a maximum speed limit applies, obligations in Article 141 apply.

6. To assess whether speed limits are adhered to, approved equipment shall be deemed as proof, also for the calculation of the average travel speed on certain sections, along with the tachograph recordings and documents relating to the motorway routes, as expressed by the regulations.

6-bis. Checkpoints on the road network for speed detection must be signposted in advance and clearly visible, using signs or luminous signalling devices, in accordance with the rules laid down in the regulations implementing this code. The terms of use are laid down by decree of the Minister of Transport, in agreement with the Minister of the Interior.

7. Anyone who disregards the minimum speed limits, or exceeds the maximum speed limits by no more than 10 km/h, shall be subject to the administrative penalty of a fine ranging from € 42 to € 173.

8. Anyone who exceeds the maximum speed limits by more than 10 km/h and by no more than 40 km/h shall be subject to the administrative penalty of a fine ranging from € 173 to € 694.

9. Anyone who exceeds the maximum speed limits by more than 40 km/h but no more than 60 km/h shall be subject to the administrative penalty of a fine ranging from € 543 to € 2,170. The infringement shall result in the ancillary administrative penalty of suspension of the driving licence for one to three months.

9-bis. Anyone who exceeds the maximum speed limits by more than 60 km/h shall be subject to the administrative penalty of a fine ranging from € 845 to € 3,382. The infringement shall result in the ancillary administrative penalty of suspension of the driving licence for six to twelve months, in accordance with the rules laid down in Chapter I, Section II of Title VI.

10. Anyone infringing the provisions set out in paragraph 4 shall be subject to the administrative penalty of a fine ranging from € 26 to € 102.

11. If the violations referred to in paragraphs 7, 8, 9 and 9-bis are committed while driving one of the vehicles indicated in paragraph 3, subparagraphs b), e), f), g), h), i) and l), the administrative fines and the ancillary sanctions provided for therein shall be doubled. Speeding beyond the limit to which the speed limiter referred to in Article 179 is calibrated entails, in vehicles that must be fitted with such equipment, the application of the administrative fines provided for in paragraphs 2-bis and 3 of the same Article 179, in case of a non-functioning or altered limiter. The vehicle must always be taken to an authorised workshop for the purposes referred to in paragraph 6-bis of the aforementioned Article 179.

12. Where the holder of a driving licence has committed a further breach of paragraph 9 within a period of two years, the ancillary administrative penalty shall be suspension of such licence for eight to eighteen months, in accordance with the rules laid down in Chapter I, Section II of Title VI. Where the holder of a driving licence has committed a further breach of paragraph 9-bis within a period of two years, the ancillary administrative penalty shall be the withdrawal of such licence in accordance with the rules laid down in Chapter I, Section II of Title VI.

12-bis. The proceeds of penalties deriving from the detection of infringements of the maximum speed limits laid down in this Article, by using speed detection devices or systems or by using devices or technical means of remote control of infringements within the meaning of Article 4 of Decree-Law 20 June 2002 no. 121 converted, with amendments, by Law 1 August 2002 no. 168, as amended, shall be attributed, in an amount equal to 50 per cent each, to the body owning the road on which the assessment was carried out or to the bodies exercising the relevant functions pursuant to Article 39 of Presidential Decree 22 March 1974 no. 381, and to the body on which the assessment body depends, under the conditions and

within the limits set out in paragraphs 12-ter and 12-quater. The provisions referred to in the previous sentence do not apply to concession roads. The bodies referred to in this paragraph other than the State shall use the portion of the proceeds allocated to them in the region in which the assessments were made.

12-ter. The bodies referred to in paragraph 12-bis shall allocate the sums deriving from the allocation of the portions of the proceeds of the administrative fines referred to in the same paragraph to the implementation of maintenance and safety measures for the road infrastructure, including road signs and barriers, and the relevant facilities, as well as to the strengthening of the control and verification of road traffic violations, including personnel expenses, in compliance with the regulations in force concerning the containment of expenses in the field of public employment and the internal stability pact.

12-quater. Each local body shall electronically transmit to the Ministry of Infrastructure and Transport and to the Ministry of the Interior, by 31 May of each year, a report indicating, with reference to the preceding year, the total amount of proceeds pertaining thereto under paragraph 1 of Article 208 and paragraph 12-bis of this Article, as resulting from the accounts approved in the same year, and the measures implemented using such resources, with a specification of the costs incurred for each measure. Each local body publishes the report referred to in the first sentence in a special section of its institutional website within thirty days of its transmission to the Ministry of Infrastructure and Sustainable Mobility and to the Ministry of the Interior. As from 1 July 2022, the Ministry of the Interior, within sixty days of receipt, publishes on a special section of its institutional website the reports received pursuant to the first period' and, in the second sentence, the words: 'referred to in the previous sentence' are replaced by the words: 'referred to in the first sentence. The percentage of proceeds due under paragraph 12-bis shall be reduced by 90 per cent per annum with respect to any body that fails to submit the report referred to in the previous sentence, or that uses the proceeds referred to in the first sentence in a manner inconsistent with paragraph 4 of Article 208 and paragraph 12-ter of this Article, for each year for which any of the aforesaid failures is found. The breaches referred to in the previous sentence are relevant for the purposes of disciplinary liability and for State damage and must be reported promptly to the Regional Prosecutor of the Court of Auditors'.)

- **loading of vehicles** (art. 164 of Legislative Decree no. 231/2001 30/04/1992, no. 285 - Highway Code - of which the entire text is shown: "1. Vehicle loads must be placed, so they avoid falling or being dispersed. They may not impair the driver's view or freedom of movement. They may not affect the vehicle stability or obscure any lighting or visual signalling devices, or any number plates or hand gestures.

2. The load must not exceed the loading gauge established in Article 61 and must not overhang the front of the vehicle lengthways; the load may overhang the back of the vehicle lengthways if consisting of inseparable goods, up to 3/10ths of the length of the actual vehicle, as long as it is within the limits established in Article 61.

2-bis. In the case of buses and coaches for hire, touring coaches and buses for regular service, notwithstanding paragraph 2, the use of front-mounted bicycle racks is permitted; such racks may protrude longitudinally from the front up to a maximum of 80 cm from the vehicle's own contour.

3. As long as the loading gauge limits in Article 61, paragraph 1 are adhered to, goods which overhang the edges of the vehicle sideways may be transported on condition that the overhang on each side shall be no more than 30 cm from the distance of the front and rear lights. Poles, barriers, sheets or similar loads that are difficult to see which are loaded sideways may not overhang the edges of the vehicle.

4. Movable accessories must not exceed the edge limits of the actual vehicle whilst moving and must not drag on the ground.

5. It is prohibited to transport or haul anything that may drag on the ground, even if partly supported by wheels.

6. If the load exceeds all the edges of the vehicle, appropriate precautions must be taken to avoid danger to other roadusers. In any case, the lengthways excess must be clearly signalled by using one or two special quadrangular boards, covered in rear-reflecting texture, positioned at the end of the part of the load overhanging at normal height to the vehicle axis.

7. The measures establish the characteristics and modality for approval of the boards. The board must conform to the approved design and show authorisation details.

8. Whomever contravenes the regulations in the aforementioned paragraphs shall be subject to a penalty of a sum from Euro 87 to Euro 344.

9. The vehicle may not continue transporting should the driver fail to correctly load the vehicle according to the manner laid down herein. Therefore, the checking body, in the case of motor vehicles, shall not only apply the penalty in paragraph 8 but also proceed in immediately withdrawing the registration document and driving licence, providing, with security, for the vehicle to be taken to an appropriate place for the aforementioned correct loading; when picking up the truck, the contravention shall be mentioned in the objection report. Documents shall be returned to the entitled party once the load conforms to regulations herein. The way documents may be returned is set out in the rules.”)

- Transport of goods on motor vehicles and trailers (Article 167 of Legislative Decree no. 30/04/1992, no. 285 - Highway Code - of which the entire text is shown: “1. motor vehicles and trailers must not exceed the total weight indicated on the registration document.

1-bis. A reduction of 5 per cent of the measured value applies when measuring the mass of vehicles with the instruments referred to in paragraph 12, while a reduction of 10 per cent of the measured value applies when using the instruments referred to in paragraph 12-bis.

2. Whomever drivers a vehicle for which the total full load weight exceeds five percent of that indicated on the registration document, when that weight is more than 10 t, is subject to a penalty of a sum:

- a) from Euro 42 to Euro 173, if the excess is less than 1 t
- b) from Euro 87 to Euro 345, if the excess is less than 2 t
- c) from Euro 173 to Euro 695, if the excess is less than 3 t
- d) from Euro 431 to Euro 1.734, if the excess is more than 3 t.

The vehicles referred to in paragraph 2, if they are single- or dual-fuel methane, LPG, electric and hybrid vehicles equipped with electronic stability control, may be driven with a total laden mass not exceeding that stated in the registration certificate plus one tonne. The penalties referred to in paragraph 2 shall apply.

3. For vehicles with a total laden mass not exceeding 10 tonnes, the administrative penalties provided for in paragraph 2 shall apply where the excess does not exceed 5, 15 or 25 per cent, respectively, or exceeds 25 per cent of the total mass.

3-bis. The vehicles referred to in paragraph 3, if they are single- or dual-fuel methane, LPG, electric and hybrid vehicles equipped with electronic stability control, may be driven with a total laden mass not exceeding the mass stated in the registration certificate by 10 per cent. The penalties referred to in paragraph 3 shall apply.

4. Motor vehicles used for transportation of vehicles according to Article 10, paragraph 2, letter d), may only travel with their load on motorways or roads for which carriageways are not less than 6.50m with free height limits of underpasses that can guarantee a minimum clearance compared to the intrados of works of art less than 20cm. Vehicles according to Article 10, paragraph 3, letter e) and g) may travel with their load on roads that allow free height limits of underpasses that can guarantee a minimum clearance compared to the intrados of works of art less than 30cm.

5. Anyone driving a trailer train or articulated vehicle whose total laden mass is greater than that stated in the registration certificate shall be subject to a single administrative penalty equal to that provided for in paragraph 2. The same penalty shall also apply where a trailer train or articulated vehicle is made up of a towing vehicle as referred to in paragraph 2-bis; in this case the excess mass is calculated separately among the vehicles of the

combination, applying the tolerances set out in paragraph 2-bis for the towing vehicle.

6. The penalty in paragraph 5 may also apply should the weight limit be exceeded by only one vehicle, even if the overall weight limit has not been exceeded.

7. Whomever drives in violation of the measures laid down in paragraph 4 is subject to penalty of a sum between Euro 173 and 694, the civil responsibility in Article 2054 of the Civil Code being understood.

8. For the penalties provided for herein, the overall full load weight indicated in the registration document, plus the resulting figures from applying the appropriate percentage, must be rounded up to the next hundred kilograms.

9. The penalties provided for herein apply to both driver and owner of the vehicle, as well as the consignor, for transport exclusively on the consignor's behalf. The registration document holder must communicate to the relevant road authority of the routes taken, the indemnity according to Article 10, paragraph 10, in proportion to the weight excess according to Article 62.

10. Should the maximum weight exceed total full load weight by five percent as shown in the registration document, the journey may be continued if the load is reduced so as to adhere to the limits allowed.

10-bis. In the case of the vehicles referred to in paragraph 2-bis, the excess mass for the purposes of applying paragraph 10 is equal to 5 per cent plus one tonne of the total laden mass stated on the registration certificate.

11. The administrative penalties provided for in this Article are also applicable to exceptional transports and vehicles, as defined in Article 10, when the maximum overall mass indicated in the authorisation is exceeded. The continuation of the journey is subject to the issue of a new authorisation.

12. Sources of proof for load control are the results of static weighing instruments that have been checked in accordance with the law and those held by police bodies, as well as the accompanying documents required by law. The costs of the assessment shall be borne jointly and severally by the persons referred to in paragraph 9.

12-bis. Also constituting sources of proof for load control are the results of dynamic type weighing instruments held by police bodies, type-approved or approved by the Ministry of Infrastructure and Sustainable Mobility. The costs of the assessment shall be borne jointly and severally by the persons referred to in paragraph 9.

13. All the regulations herein also apply to vehicles registered abroad.”)

- driving duration of vehicles intended for people and goods transportation (Article 174 of Legislative Decree no. 30/04/1992, no. 285 - Highway Code - of which the entire text is shown:

“1. The duration of driving of motor vehicles used for the transport of persons or goods and the corresponding checks are governed by the rules laid down in Regulation (EC) No. 561/2006 of the European Parliament and of the Council of 15 March 2006.

2. The duty rosters, extracts from the duty roster and copies of the service timetable referred to in Regulation (EC) No. 561/2006 must be shown, for control purposes, to the personnel entrusted with traffic police services pursuant to Article 12 of this Code. The duty rosters referred to in the aforementioned Regulation (EC), which are kept by the undertaking, must also be shown to the officials of the Department for Transport, Shipping and Information and Statistical Systems and to the inspectors of the provincial labour directorate for control purposes.

3. Infringements of the provisions of this Article may always be established by referring to the results or records of the control devices installed in the vehicles, as well as to the documents referred to in paragraph 2.

4. A driver who exceeds the duration of the driving periods prescribed by Regulation (EC) No. 561/2006 shall be subject to the administrative penalty of a fine ranging from € 41 to €168. A penalty of € 218 to € 870 shall be imposed on any driver who fails to comply with the provisions on daily rest periods laid down in the aforementioned Regulation (EC).

5. When the infringements referred to in paragraph 4 last for more than 10 per cent of the maximum daily driving time limit prescribed by Regulation (EC) No. 561/2006, the administrative penalty of a fine ranging from € 326 to € 1,304 shall apply. A penalty ranging from € 380 to € 1,522 applies if the infringement of more than 10 per cent relates to the minimum rest time prescribed by the aforementioned Regulation.

6. When the infringements referred to in paragraph 4 last for more than 20 per cent of the maximum daily driving time limit, or minimum rest time limit, prescribed by Regulation (EC) No. 561/2006, the administrative penalty of a fine ranging from € 434 to € 1,738 shall apply.

7. A driver who fails to comply with the maximum weekly driving time limit prescribed by Regulation (EC) No. 561/2006 by more than 10 per cent shall be subject to the administrative penalty of a fine ranging from € 272 to € 1,086.

A driver who fails to comply with the minimum weekly rest periods prescribed by the aforementioned Regulation by more than 10 per cent shall be subject to the administrative penalty of a fine ranging from € 380 to € 1,522. If the limits referred to in the previous sentences are not complied with by more than 20 per cent, the administrative penalty of a fine ranging from € 434 and € 1,738 shall apply.

8. A driver who, while driving, fails to comply with the provisions on breaks laid down in Regulation (EC) No. 561/2006 shall be subject to the administrative penalty of a fine ranging from € 168 to € 673.

9. A driver who does not have the extract from the duty roster or the copy of the service timetable referred to in Regulation (EC) No. 561/2006 shall be subject to the administrative penalty of a fine ranging from € 334 to € 1,334. The same sanction shall apply to anyone who does not carry the extract from the duty roster or the copy of the duty roster or keeps them incomplete or altered, without prejudice to the application of the penalties provided for by criminal law where the act amounts to a criminal offence.

10. The penalties referred to in paragraphs 4, 5, 6, 7, 8 and 9 shall also apply to other crew members who fail to comply with the requirements of Regulation (EC) No. 561/2006.

11. In the cases provided for in paragraphs 4, 5, 6 and 7, the investigating body, in addition to the application of the administrative fines, shall temporarily withdraw the driving documents, shall warn the driver of the vehicle not to continue the journey until he has taken the prescribed break or rest periods and shall order that, with the necessary precautions, the vehicle be taken to a suitable place to park, where it must remain for the necessary period; the withdrawal of the driving documents and the warning shall be recorded in the report. The report shall also indicate the command or office to which the investigating body belongs, to which, once the prescribed breaks or rest periods have been completed, the driver is authorised to go to obtain the return of the documents previously withdrawn; to this end the driver must follow the route expressly indicated in the same report. The command or office shall return the licence and registration certificate of the vehicle after ascertaining that the journey can be resumed in compliance with the conditions prescribed in this Article. Anyone who drives during the period in which he has been ordered not to continue his journey shall be punished by the administrative penalty of a fine ranging from € 1,923 to €7,694, as well as immediate withdrawal of his driving licence.

12. For infringements of Community legislation on driving times, breaks and rest periods committed in another Member State of the European Union, if ascertained in Italy by the bodies referred to in Article 12, the penalties provided for by the applicable Italian legislation in force shall apply, unless an action has already been brought in another Member State; for this purpose, for the exercise of the actions provided for in Articles 203 and 204-bis, the place where the infringement was committed shall be deemed to be the place where the ascertainment was carried out in Italy.

13. For violations of the rules referred to in this Article, the undertaking employing the worker to whom the violation relates shall

be jointly and severally liable with the offender for payment of the sum owed by the latter.

14. An undertaking that fails to comply with the provisions of Regulation (EC) No. 561/2006, or fails to keep the prescribed documents or keeps them out of date, incomplete or altered, shall be subject to the administrative penalty of a fine ranging from € 334 to € 1,334 for each employee to whom the violation refers, without prejudice to the application of the penalties provided for by criminal law where the act amounts to an offence.

15. In the event of repeated infringements, also taking into account their extent and frequency, the undertaking that carries out the transport of persons or goods on its own account pursuant to Article 83 shall be subject to the suspension, for a period of one to three months, of the licence or transport authorisation relating to the vehicle to which the infringements refer if, following a warning issued by the competent authority to regularise its position within a reasonable time, it fails to do so.

16. If the undertaking referred to in paragraph 15, notwithstanding the measure taken against it, continues to demonstrate a persistent recidivism in committing infringements, also in performing any other transport services, it shall be subject to the forfeiture or revocation of the measure enabling it or authorising it to carry out the transport service to which the repeated infringements most relate.

17. The suspension, disqualification or revocation referred to in this Article shall be ordered by the authority that issued the licence authorising transport. Revocation and disqualification orders are final acts.

18. When the repeated infringements referred to in paragraphs 15 and 16 of this Article are committed with vehicles used for the transport of persons or goods on behalf of third parties, paragraph 6 of Article 5 of Legislative Decree 22 December 2000, no. 395") shall apply.")

DATE: _____

CUSTOMER/SUPPLIER

SIGNATURE AND STAMP

ANNEX 1

WAITING PERIOD FOR LOADING/UNLOADING AND RELATED DEDUCTIBLE

According to Italian Law - Article 6-bis of Legislative Decree 286/2005

OPERATIONAL MANAGEMENT AND INSTRUCTIONS FOR C.O.I.M. S.p.A. SITES

With reference to Article 6-bis of Legislative Decree 286/2005 concerning “Regulations on waiting times for proceeding to loading/unloading. Deductible”, these instructions have been drawn up to ensure that:

- carriers appointed by COIM to carry out a transport (with loading or unloading at COIM sites) are familiar with the operating procedure and agree to an allocation of waiting times based on predetermined criteria;
- customers/suppliers are aware of the operating procedure and communicate it to the carriers they instruct to load/unload at COIM sites, so that the carriers can organize their activities and estimate waiting times based on predetermined criteria.

OPERATIONAL MANAGEMENT OF THE OFFANENGO SITE

Yard Management System

The C.O.I.M. S.P.A. production site in Offanengo (CR) is equipped with a Yard Management System that enables the tracking of vehicles from the moment they enter the parking area until they leave at the end of operations.

Where C.O.I.M. S.P.A. (hereinafter also referred to simply as COIM) is also the consignor, traceability begins even earlier, involving the carrier or freight forwarder during the delivery booking phase. At this stage, the supplier is required to confirm a time slot for the vehicle's arrival.

Where C.O.I.M. S.p.A. is not the consignor, the consignor (COIM's customer/supplier) is asked to arrange a slot in advance with their own carrier and to notify the relevant COIM staff in good time.

The traceability offered by the YMS system allows a digital record to be created, which accompanies each vehicle throughout its stay at the COIM site.

The Record is created when the vehicle enters the parking area and it is identified by a number plate recognition system.

Formal definition of Milestone

For summarizing the issue about the period connected to waiting vehicles to be able to execute the loading and unloading operations, the following three milestones are conventionally defined:

- **Registration Time (A):** This is the time at which the driver completes the registration process at the check-in Totem located in the car park area. The Totem corresponds to the “loading or unloading place” as defined by Italian Law. The process can be carried out 24 hours a day, 7 days a week, either manually (at a physical Totem) or virtually (via a digital Totem accessible through a dedicated Wi-Fi network). The registration system is available in multiple languages (26 languages).
Given that the plant's operating hours are Monday to Friday from 08:00 to 15:00 (excluding public holidays and scheduled plant closures), registration outside operating hours (i.e. between 15:00 – 08.00 from Monday to Friday and, in any case, at weekends, on public holidays and on days when the facility is closed) implies that the Registration Time (A) is to be aligned at the start of operating hours.
Once the registration process at Totem has been completed, the driver must be available at all times to continue working: drivers are therefore asked not to complete the registration process if they intend to wait and use of the facilities offered by the COIM plant, such as the canteen, showers or rest areas.
- **Entry Time (B):** This is the time of incoming weighing. Once the weighing is complete, the vehicle is instructed to enter the plant to carry out the actual loading/unloading operations. The weighbridge is located immediately after passing through the entrance to the plant.
- **Exit Time (C):** This is the time at which the documents are handed over to the carrier again, once the actual loading/unloading operations have been completed.

Formal Definition of Time Period

By defining and recording the above mentioned three Milestones in the system, it is possible to calculate the final balance of times spent by each vehicle. Specifically, it is possible to define three periods:

- Time connected to waiting vehicles to be able to execute the loading and unloading operations (shorter **Waiting Period**): difference between Entry Time and Registration Time (B-A)
- Time spent for physically carrying out loading/unloading operations (shorter **Loading/Unloading Period**): difference between Exit Time and Entry Time (C-B)
- **Total Period:** sum of Waiting Period and Loading/Unloading Period, that is the same as the difference between Exit Time and Registration Time (C-A)

NOTES

- This conventional definition of Milestones and Times has been simplified to the benefit of the vehicle, as during the Waiting Time are carried out all the preparatory activities – which are necessary for the actual loading/unloading operations – such as the handover and verification of documents relating to the vehicle and the underlying sale/purchase; the verification of the vehicle's suitability for loading/unloading; the taking of retained samples, where applicable for the unloading of bulk raw materials.
- The final calculation must take into account any delays attributable to the carrier, which must be deducted from the time during which they occurred.

Loading/Unloading Time Period:

As this is a major-accident hazard site, within the meaning and for the purposes of Legislative Decree 105/2015, Annex B, Appendix 1 (transposing Directive 2012/18/EU – known as ‘Seveso III’), safety is treated as a top priority. The estimated average Loading/Unloading Time Period is approximately 2 hours and 30 minutes. This time is therefore to be considered the maximum loading/unloading time, as an essential element of the written transport contract according to Italian law.

Summary of loading and unloading operations

Using the Yard Management System, COIM can track the above times (Waiting Time Period, Loading/Unloading Period and Total Period) and share the recorded data retrospectively with carriers, freight forwarders, customers and suppliers who submit a written request.

Any delays attributable to the carrier will also be recorded. The main causes of delays attributable to the carrier are listed below:

- Arrival in a time slot other than the one scheduled. In the case COIM is not the Consignor, arrival on a day other than the one scheduled will be considered a carrier's responsibility.
- Incomplete documentation (e.g. missing references to the transport request (outbound), purchase orders (inbound), etc.) leading to delays and hold-ups during the acceptance and identification phase;
- Failure to meet the minimum vehicle eligibility requirements, including, for example
 - Lack of cargo securing equipment (straps, etc.)
 - Lack of equipment required by ADR regulations
 - Lack of documents required for transport operations (driving licenses, vehicle registration documents, valid MOT certificates, tank cleaning certificates, etc.)
- Slowdowns and delays in securing operations (strapping pallet rows)
- Drivers being unavailable after registration or during loading/unloading
- Accidents within the premises caused by the driver
- A driver who has exceeded its daily driving hours
- Uncooperative behavior regarding the use of PPE or the obligations set out in the Plant Access Instructions (which were previously signed during registration).

OPERATIONAL MANAGEMENT OF THE SAN MARTINO IN STRADA (LO) SITE

All of the above also applies to the C.O.I.M. S.P.A. production site in San Martino in Strada (LO), with the exception that, given its much smaller size and significantly lower throughput, this site does not have a Yard Management System. Systems for tracking operational times are currently under review.