

Annex A

Contract Reference: C17079 Coquelles Repatriation Service

EUROTUNNEL SITE RULES

These Eurotunnel Site Rules are issued by the UK Security Department and apply to all persons visiting or working on Eurotunnel's Site (including Samphire Hoe).

A copy of these Site Rules will be included in all contracts issued to Contractors and are available on request.

The General Rule: All persons on Site must comply with all Laws that apply to the Site and Eurotunnel's activities. 'Laws' means all regional, national and international laws, rules, regulations, standards and directions, including those imposed by any governmental or regulatory authority, all applicable industry standards and standards determined by any self-regulatory body which apply from time to time to the person or activity in the circumstances in question. For the avoidance of doubt 'Laws' also include the laws, rules and regulations applied by the national authorities of the UK and France present on the UK Terminal, including border force/PAF, customs authorities/douane and the British and French police on the Site.

Access, Security and Vetting

1. Access to the Eurotunnel Site is subject in all cases to the approval of Eurotunnel's Security Department, including where necessary the successful completion of the process in part 1(a) below and, if required by Eurotunnel, parts 1(b) and 1(c):
 - a. Counter Terrorism Clearance security vetting by the Department for Transport. Any person seeking access to the Site must provide such information as is required under this process.
 - b. Site safety and security training and such other training as determined by Eurotunnel.
 - c. Confirmation of fitness to work.
2. Persons successfully completing the processes in part 1 will be issued with an Identity and Access Control Pass.
3. Eurotunnel is entitled, at its sole discretion and without giving reasons, to refuse to issue a pass, or revoke and withdraw a pass. Eurotunnel shall not be liable in any circumstances for any loss or expense arising from such decision.
4. Any changes to personal circumstances that would impact upon security vetting clearance i.e. prosecutions or cohabitation with a new partner, **must** be notified to the Eurotunnel Security Department immediately.
5. Identity and Access Control Passes must be worn and clearly displayed at all times on Site. Eurotunnel is entitled to inspect passes at any time.
6. Eurotunnel is entitled to undertake searches and screening of any person, property, vehicle, goods, buildings or any other article of any description entering or on the site.
7. Vehicles will be issued with Vehicle Identity and Access Control Hangers. Eurotunnel is entitled, at its sole discretion and without giving reasons, to revoke and withdraw a vehicle hanger and shall not be liable in any circumstances for any loss or expense arising from such decision. Eurotunnel is entitled to inspect vehicles at any time. Hangers **must** be displayed at all times on Site and **must** be removed before leaving site.

8. The person issued with a pass (or their employer) shall be responsible for the payment of the costs of replacement of Identity and Access Control Passes and Vehicle Identity and Access Control Hangers. Loss must be reported to Longport security immediately.
9. Access to Site is at all times subject to Eurotunnel's safety and security policies updated from time to time available from Longport security or www.getlinkgroup.com.
10. On the completion of a visit or assignment on site, persons must return any equipment supplied by Eurotunnel and return their Identity and Access Control Pass and Vehicle Identity Pass.

Health & Safety

11. All persons working on Site must ensure that they are fit for the role for which they are employed and always act in such manner to avoid risk to the health and safety of persons or damage to property.
12. All persons on Site must be equipped with such protective clothing, footwear and equipment as is appropriate to the tasks they are undertaking.
13. All contractors working on Site shall have and maintain a suitable Safety Management System (SMS) and apply it in all circumstances.
14. All injuries, damage, incidents, accidents or safety concerns must be reported immediately to a manager or a Health & Safety representative.

Environment

12. Persons on Site must at all times act in such a manner so as to eliminate or minimise the impact upon the environment. Persons on Site (and their employers) are responsible for the consequences and costs of any pollution, contamination or waste caused by their activities.

Miscellaneous

13. The Channel Tunnel operates 24/7/365. Persons on Site will inevitably interact with other visitors, contractors, Eurotunnel staff, those representing national authorities (police, border authority personnel etc) and members of the public. Eurotunnel expects all persons on Site to respect the presence of others, anticipate the need to interface with others and where required, schedule their activities to meet Eurotunnel's operational objectives.
14. Contractors undertake at all times to manage their employees and subcontractors in such manner so as to minimise the risk to Eurotunnel's operations. Contractors fully indemnify Eurotunnel against the costs and impact of any failure to do so.
15. Vehicles:
 - a. The Road Traffic Act applies on all roads on the UK terminal.
 - b. All vehicles on Site must be reverse parked.
 - c. All persons must obey all traffic speed limits/restrictions/regulations in force on the Site.
 - d. All vehicles must be kept in good working order.
16. Contractors working on Site must keep their working areas clean and tidy and dispose of rubbish and waste in accordance with Eurotunnel procedures.
17. Drugs and Alcohol: All persons are required to comply with Eurotunnel's drug and alcohol policy on the Site. Eurotunnel operates random testing and testing for cause. Persons failing or refusing to take a test will have their pass withdrawn. A copy of the policy is available on request.

18. All persons on Site must comply with the Getlink Code of Ethics and Conduct available at <https://www.getlinkgroup.com/uploadedFiles/assets-uk/Suppliers/pdf/Code-Ethics-Conduct-Getlink-2019.pdf>
19. Any persons failing to comply with these Site Rules may have their access pass withdrawn.
20. Contractors are solely responsible for compliance with the Site Rules by their personnel and subcontractors.

November 2019