

## **Procedure for USSK ID Cards (IDK) issue for entry of suppliers of USSK or USSK subsidiaries to the USSK area and premises.**

This Procedure is intended for new employees\* of the supply companies without the IDK/IDKN issued.

In our effort to accelerate and make the process of applying, approving and issuing entries to USSK area and USSK premises more efficient as well as to implement provisions of applicable enactments related to personal data protection, as of 25 May 2018 especially the act No 18/2018 Coll. On protection of personal data as amended and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) effect with the effect from **12 April 2018** we have changed the procedure for USSK ID cards (IDK) issue for entry of suppliers of USSK or USSK subsidiaries to the USSK area and premises.

1. The supply company shall submit **an Application for U. S. Steel Košice, s.r.o. Entry Permit – PERSONS** (hereinafter referred to as the "Application") **only via application PARS** (Plant Access Request System) available for registered supply companies on Internet page USSK, section WORK WITH US/SUPPLIERS/WEB application entry permits PARS. If you have any problems with logging to the application PARS, please contact USSK Helpdesk on 055/673 44 00
2. **The application should be submitted only by the direct supplier to USSK/USSK subsidiaries for his suppliers/sub-suppliers as well.**
3. Applications to block/unblock IDK of concerned persons (e.g. Disuse) are still submitted to e-mail address [vstupyusske@sk.uss.com](mailto:vstupyusske@sk.uss.com)
4. **The Application for U. S. Steel Košice, s.r.o. Entry Permit – CARS, with the effect from Dec 3, 2018 is submitted only via application PARS.**
5. The access for concerned persons listed in the Application can be denied if there are any reasons for it.
6. The supply company shall provide:
  - training and on-line testing of new supplier employees applying for Entry Permit to USSK that are obliged to complete The Cardinal Rules – Life Threatening Programs training using the video training material and link to online testing available on the USSK website: <https://www.usske.sk/en/work-with-us/suppliers/training-and-testing-contractors>. At the Pass Control they submit the confirmation email about successful completion of the on-line test of relevant employee.
  - attendance of its employees on the fire protection training on the day of processing Entry Permit.
  - acquaintance of concerned persons with the wording of Privacy notice based on article 13 and 14 GDPR related to personal data processing of data subjects.
  - presence of new employees in the premises of Pass Control (PVV) in time from 06:45 AM to 09:30 AM on date of start. The Supplier's employees shall register personally with employees of PVV.
  - provable familiarization of all its employees with documentation, binding for suppliers and published on the websites of SteelTrack for Suppliers before assignment for work.

7. The employees of supply company shall produce their identity card listed in the Application to the PVV in order to verify a correctness of personal data.

The Supplier's employee shall confirm receipt of IDK/IDKN by their signatures and IDK/IDKN shall be issued to such employees at 10:00 AM. After issue of IDK/IDKN, the Supplier's employees shall move to training room to attend the fire protection training. Before training, Supplier's employees shall use their IDK/IDKN in the PS Frontier reader in training room. In this way, a fire protection training attendance is registered electronically. A training attendance certificate shall be issued to the Supplier's employees. The Supplier's employee shall carry such certificate when present in the USSK area and premises.

8. Completed trainings are registered in PS Frontier for IDK holder - physical person - not for supply company/ IDK Applicant. In case of change of employer in respect to the Supplier's employee, the trainings shall apply for new employer till expiration.

The additional responsibilities of supply company/ ID card holders are explained in detail in the Standard NOR/0011 (e.g. what to do in case of IDK loss, theft, non-use, etc.).

For additional information see documentation on the SteelTrack sites for suppliers.

Notes / Terms:

1. Fire protection training:

- According to the Sect. 30 (20) of Decree No. 121/2002 Coll. of the Department of Interior of the Slovak Republic on Fire Prevention, "persons staying with knowledge of the legal or physical person - entrepreneur in the premises of such person in order to perform activities for such legal person or physical person - entrepreneur" shall attend the fire protection training. Such training is not required for entry for purposes of business negotiations and presentation of the product or company. Completed training shall be valid for 24 months.

2. OSH CR training:

- All suppliers/sub-suppliers involved directly in production and maintenance working activities in U. S. Steel Košice, s.r.o. or subsidiaries of U. S. Steel Košice, s.r.o. and/or entering the lines shall follow the cardinal rules in their activities and shall complete the OSH Cardinal Rules training and testing. Such obligation to attend training shall not apply to the visitors, suppliers performing activities outside the production plants, e.g. in the administrative buildings and/or rendering supporting services not relating to

production and maintenance, e.g. cleaning services, catering, Aquapro delivery, bus drivers, etc.). OSH CR training shall be valid for 12 months.

3. PS Frontier and PARS application will block automatically IDK validity of the Supplier's employees if:

- IDK holder will not use IDK issued to him/her in the PS Frontier reader for more than 21 consecutive calendar days, or
- IDK validity period set according to the Application expires, or
- 12-month period from the last successful completion of OSH CR training expires, or
- 12-month period from the last fire protection training expires, whichever is earlier.

\*employee = each respective person for which the Supplier asks to issue IDK