

SAFETY AND HEALTH GUIDELINES  
FOR IN-PERSON TRAININGS  
RUN BY CONLEA SP. Z O.O. WITH ITS REGISTERED OFFICE IN GDYNIA

Out of concern for the safety, hygiene and comfort of the participants of the trainings conducted by Conlea Sp. z o.o. based in Gdynia ("Company"), and to ensure the highest standard of services provided by our company, we would like to inform you that, as an entity that conducts stationary trainings we have prepared the following document contains a list of preventive measures aimed at protecting training participants from contracting SARS-CoV-2.

Please be advised that the current scope of binding restrictions and orders related to counteracting the spread of the SARS-CoV-2 virus is defined each time by legal regulations, in particular by the content of the Regulation of the Council of Ministers on establishing certain restrictions, orders and prohibitions in connection with the occurrence of an epidemic threat (the latest text: Journal of Laws of 2022, item 679). The following safety and hygiene rules have the nature of guidelines and recommendations, the observance of which is recommended in order to ensure the health protection of participants of training courses conducted by the Company .

**Safety measures at the training site outside the seat of Conlea Sp. z o.o.:**

- Application of the safety and hygiene rules defined by the owners or managers of the training site
- Taking care that the safety rules specified by the entities, described in the above point, are available to the ordering party or participants and updated on an ongoing basis before the date of the training.

**To protect the health and safety of us all, please strictly follow the principles below:**

- You should regularly and thoroughly wash your hands with soap and water
- When coughing or sneezing, you should cover your mouth and nose with flexed elbow or use a disposable tissue and discard it immediately after use and then wash your hands.
- If you start feeling the symptoms of Covid-19 on the day of the meeting, stay at home and follow the recommendations of the Chief Sanitary Inspector / Ministry of Health and immediately contact a doctor, regional sanitary and epidemiological station or an isolation ward, and if you feel worse and worse, call 999 or 112 and report your symptoms.
- If you start feeling the symptoms of Covid-19 during the training, you should immediately inform the person responsible for the organization of the training about the occurrence of such symptoms.

**In connection with the above information, we reserve the right to:**

- introduce changes to security measures arising from recommendations or decisions of competent public authorities or applicable laws;
- introduce or change security measures arising from the security rules adopted by the owners or managers of the training site;
- not to admit to a training course or an examination a participant who has symptoms of COVID-19 disease or another infectious disease included in the list of infections and infectious diseases contained in the Act of December 5, 2008 on preventing and combating infections and infectious diseases in humans
- ask the participant to leave the room when symptoms are observed during a training or examination;
- stop the training or examination in the event of the participant's failure to comply with the safety rules and endangering the health or life of others despite a prior notification in this matter.



Taking the above-mentioned actions and preventive measures will ensure the comfort and safety of training participants and the trainer.

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