

**General Terms and Conditions of Performing Services for
SEC Spółka z o.o.**

§ 1. Scope of application

1. These General Terms and Conditions of Performing Services for SEC Spółka z o.o. are in force in the absence of contradictory stipulations for all services performed for SEC Spółka z o.o.
2. SEC Spółka z o.o. reserves that the Contractor's General Terms and Conditions of Performing Services are not applicable, even in relation to specific stipulations.
3. Any issues not regulated by the General Terms and Conditions of Performing Services for SEC Spółka z o.o. shall be governed by the General Terms and Conditions of Purchase of SEC Spółka z o.o.

§ 2. Principles of performing services

1. The Contractor shall inform the relevant department of SEC Spółka z o.o. about the responsible employee authorised to accept, on behalf of the Contractor, any requests related to the performance of the service. Entering any facilities or buildings of SEC Spółka z o.o., other than the locations specified with the execution of the service, is forbidden.
2. Prior to the commencement of the service, the Contractor should answer and clarify any possible questions and doubts related to the service with the relevant department of SEC Spółka z o.o.
3. The Contractor is obliged to observe any:
 - occupational health and safety regulations and fire safety regulations,
 - environmental protection regulations,
 - construction regulations and standards,
 - other legal regulations, Polish Standards, industry standards, conditions of execution of construction and installation works, technical knowledge principles, etc.
4. Any contractors who perform services for SEC Spółka z o.o. and who employ employees are obliged to observe all labour law regulations. In particular, the Contractor is forbidden to perform services using employees without employment contracts. Any contractors who employ employees to perform services are required, as the payers of social insurance premiums, to pay them regularly.

5. SEC Spółka z o.o. may refuse to consent to the commencement or continuation of the service if the Contractor fails to observe, fully or partially, any obligations specified in Items 3 and 4 or resulting from other legal regulations. If the Contractor fails to observe any of the obligations specified in Items 3 or 4, SEC Spółka z o.o. shall be exempt from the obligation to compensate any damages resulting from suspending the commencement or the continuation of performance of the service for SEC Spółka z o.o. and to reimburse the Contractor's expenses resulting from postponing the date of commencement or continuation of the service. Moreover, SEC Spółka z o.o. may use the rights specified in § 9. of the General Terms and Conditions of Purchase of SEC Spółka z o.o.
6. The Contractor shall be obliged to perform services duly and diligently.

§ 3. Performance of services by sub-contractors

1. If the Contractor perform the contract using sub-contractors, the parties shall specify a scope of services to be performed by the Contractor in person or using sub-contractors.
2. The contractor is required to obtain the consent of SEC Spółka z o.o. to execute any contracts with sub-contractors. If SEC Spółka z o.o. fails to submit, in writing, any objections or reservations within 14 days from the presentation of the contract or a draft of the contract with sub-contractor, along with a part of documentation related to the execution of specific services stipulated in the contract or a draft of the contract by the sub-contractor, this shall be construed as the consent of SEC Spółka z o.o. to the execution of such contract.
3. The sub-contractor is required to obtain the consent of SEC Spółka z o.o. to execute any contracts with further sub-contractors. Item 2 is applied as required.
4. The contracts specified in Items 2 and 3 should be executed in writing to remain valid.

§ 4. The place of execution of the service

The place of execution of the service for SEC Spółka z o.o. by the Contractor shall be a place specified each time by SEC Spółka z o.o..

....., [date]

I hereby represent that I have received the General Terms and Conditions of Performing Services for SEC Spółka z o.o. along with the General Terms and Conditions of Purchase of SEC Spółka z o.o. upon executing the contract and that I accept them fully and unconditionally.



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Signature of the Contractor or a person authorised to represent the Contractor.



