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GENERAL ADMINISTRATIVE PROVISIONS FOR WORKING AT SADACI

1.1. Definitions

- “Contractor” here refers to anyone who comes to carry out work at Sadaci. Consequently, this also includes the installation of equipment.
- “Contact person” here refers to the contact person or project manager at SADACI.

1.2. Subcontractors

- A contractor who opts to work with one or more subcontractors will remain responsible and liable for all of the work. He will also remain the only contractual partner of SADACI and thus also the only point of contact. He is responsible for ensuring that information is conveyed without any problem to all persons carrying out work.
- The list of subcontractors must be submitted prior to the commencement of the work and SADACI will have the right to reject certain subcontractors.

1.3. Liability and insurance

- The contractor will continue to be liable by virtue of law for any harm caused to the construction and/or third parties during the whole period of the work until final delivery.
- The contractor declares that he has obtained all necessary insurance in sufficiently high amounts to cover the risks of this work.

1.4. Delivery and inspections

- Provisional and final delivery must be requested by the contractor.
- Provisional delivery can only take place if:
 - all works of the contract have been carried out;
 - the site has been fully cleaned;
 - all requested certificates and any instructions for use have been supplied.
- The remaining points (non-essential shortcomings) of provisional deliveries must be dealt with within the month. The balance of the invoice will only be paid after this is completed.
- Twelve months after the date of provisional delivery, on the initiative of the contractor the work will be subject to a new inspection and the report of final delivery or substantiated rejection will be prepared.
- In case of deliveries which require a statutory inspection, the first inspection will be the responsibility of SADACI. Any further re-inspection will be the responsibility of the contractor as will the costs of necessary changes.

1.5. Payment Terms

- Invoices are payable 30 days after the end of the month.
- Invoices must be sent to our Accountancy Department with clear indication of our order number.
- Advance payments will be made only for the prior financing of materials to be purchased. As a result of the payment of the advance amounts, SADACI will become the owner of these materials. In the event of a breach of contract, the advance amounts and/or materials will be payable to SADACI.
- In the case of large-scale works, invoicing will be performed based on progress statements which are submitted for approval.
- A balance of 20% of the contract value is payable only once the remaining points of provisional delivery have been dealt with.

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- As a contractor, you must continue to satisfy all your **social security** and **VAT** obligations. If these obligations are no longer satisfied for any reason, the contractor is obligated to immediately inform the client thereof. The latter will have the option either (i) to end this agreement without any form of compensation but without waiving compensation to which he may be entitled or (ii) to continue the performance of the contract by means of retentions which are provided for by law. The contractor is obligated to compensate the client for any damages which the client suffers as a result of this situation.

1.6. Social security and LIMOSA

- If you have employees who are not covered by Belgian social security arrangements, you must fulfill the duty of registering these employees via www.limosa.be as required by Belgian law.
- You can find more information about this statutory obligation on the same website.
- Sadaci may carry out random checks to ensure that this is done properly.

1.7. Confidentiality of information and data supplied

The contractor agrees to keep confidential all information supplied by SADACI NV, including this document. The contractor will not release any information except to those of his employees who are directly involved in the project. He agrees to the strict observance of this confidentiality with regard to all subcontractors who are involved with the project and obviously also as far as the press is concerned.

The contractor agrees to only use this information to carry out the contract at SADACI. The contractor will not use this information to create, sell or license similar processes anywhere in the world, unless both parties have a written agreement with regard to production, sale or licensing.

It is not allowed to take pictures without the explicit consent of the Sadaci contact person.