

Document No.: EKO-PRO-022	<h2>Quality Management at Ekoenergetyka-Polska S.A.</h2>	Valid for (area / process): <i>Ekoenergetyka -Polska S.A.</i>
Rev.: 1		
Copy No. (hard copy): 0		

Table of Contents

1. Introduction	2
2. Policy of the Integrated Management System	3
3. Quality Management Measures	4
3.1. ISO 9001:2015	4
3.1.1. Description	4
3.1.2. Structure of the Company	5
3.1.3. Staff and Human Resources	5
3.1.4. Quality Control Components	6
3.2. Environmental Management Measures ISO 14001:2015	9
3.2.1. Description	9
3.2.2. Company policy for the implementation of environmental protection obligations	9
3.3. Project Management	10
4. Description of technical stations for product testing	10
5. Revision History	11

Prepared by:		Reviewed by:	Approved by:
Ireneusz Lechniak <i>Head of the Quality Department</i>	Karolina Malinowska-Ślipko <i>Environmental Protection Specialist</i>	Aneta Łabuz <i>Management Systems Documentation Specialist</i>	Dagmara Duda <i>President of the Management Board</i>

Document effective as from the date of printing. Printout date: 2021-08-24 21:01;

Page:1/11

1. Introduction

Ekoenergetyka Polska S.A. is one of the leading manufacturers of charging stations for electric buses in Europe. The electric mobility market, including, in particular, charging infrastructure for the public transport sector is the main activity of Ekoenergetyka Polska S.A.

The company delivered its first station to the market in 2012, and at the moment it can boast over 1,200 stations implemented throughout Europe as well as in non-European countries. In order to provide the highest quality products and services to its customers, the Company has developed management system processes and applies them in its organization. Ekoenergetyka Polska S.A. has the Integrated Management System Certificate in accordance with the requirements of ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 in the field of production of devices for electric vehicles and components for electric devices and vehicles, which, along with the company's quality policy and the equipment of the hall and workstations, as well as control and testing devices, is the basis for quality, environmental protection and occupational health and safety management.

Ekoenergetyka Polska S.A. has implemented a Code of Conduct, which explicitly obliges all employees of the Company, as well as suppliers, to comply with the general principles of ethics in the field of: working conditions, health and safety, environment and business ethics, together with an indication of the need to maintain confidentiality.

Three pillars of quality management at Ekoenergetyka Polska S.A.:

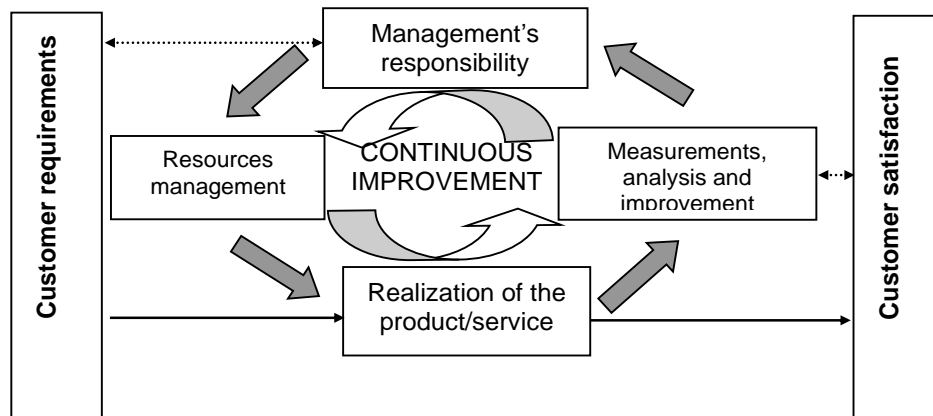
1/ Policy of Integrated Management Systems

2/ Quality Management Measures: implemented and certified quality management system compliant with ISO 9001:2015 in the scope of "Production of charging infrastructure for electric vehicles and components for electric devices and vehicles" and quality project management.

3/ Devices used for testing prototypes and finished products.

Each of these pillars is interdependent with the others. Quality assurance of Ekoenergetyka Polska S.A. charging stations is the result of activities undertaken in the Company at every stage of production and delivery of charging stations, the structure of which is ensured by three pillars. The quality management process is a cycle of control and feedback, the main measure of which is customer satisfaction.

The quality management cycle at Ekoenergetyka-Polska S.A.:



2. Policy of the Integrated Management System

Ekoenergetyka - Polska S.A., focusing on customer satisfaction and ensuring the highest quality of services in the production of electric vehicle charging infrastructure, has adopted the following quality policy: "The company's policy is to provide customers with the top-quality services, ensure stability and high position of the company on the market"

THE QUALITY POLICY IS IMPLEMENTED THROUGH THE FOLLOWING OBJECTIVES:

- meeting the expectations and needs of our contractors while fulfilling the quality, environmental, OHS and legal requirements,
- timely provision of services, free from defects, at a high-quality level,
- maintaining the opinion of a trustworthy, reliable and credible partner,
- continuous improvement of qualifications and professionalism of our employees,
- providing employees with appropriate working conditions,
- expansion of technical facilities by equipping our company with modern equipment and devices,
- increasing work efficiency through an appropriate organization system,
- continuous improvement of our services and the Quality, Environment and OHS Management System, in particular with regard to its effectiveness and efficiency,
- improving processes related to regular monitoring and measuring as well as activities that have a significant environmental impact through: waste segregation, reducing the amount of municipal waste and preventing emissions and pollution,
- improving activities in the field of occupational health and safety by identifying and eliminating places where there is a risk of accidents, preventing accidents at work and occupational diseases,

- striving to constantly improve the health and safety at work and the state of environmental protection, while improving the qualifications of employees and engaging them in activities promoting health and safety at work and environmental protection,
- improvement of activities related to the work environment in the field of: reduction of failures of machines and devices, readiness and response to failures and natural hazards, protection of the health of the staff against harmful and burdensome factors, through effective monitoring of the occurring threats and informing the staff thereof.
- compliance with applicable standards and legal regulations in the field of production quality, OHS and environmental protection.

Striving to constantly improve the quality of services is the responsibility of every employee of the Company. The President of the Management Board takes an active part in achieving the set goals, while being fully aware of the obligation to provide adequate resources within the available funds. Our Integrated Management System policy is the Management Board's declaration to increase efforts in all areas of the Company's operations and improve the quality of services offered. Each employee is responsible for the development of ISO 9001:2015, ISO 14001:2015 and ISO45001 management systems and knows and respects the assumptions of this policy.

3. Quality Management Measures

3.1. ISO 9001:2015

3.1.1. Description

Ekoenergetyka Polska S.A. has implemented and applies a quality management system compliant with the ISO 9001:2015 standard in the Company. The organization adopted a process approach. Each activity that is associated with inputs (input data) and transforms them into outputs (output data) is considered in the company as a process:

- a. The Company has in place the processes needed in the quality management system and has their application described in the organization - by identifying the owners of each process and its requirements;
- b. Sequences of processes and their interactions are defined - through the presented map of processes and documenting some of them in the form of an algorithm of proceeding;
- c. Specified criteria and methods ensure the effectiveness of the course and supervision of these processes - through the analysis of economic issues expressed by the qualitative, timely, quantitative and cost criteria;
- d. The Company provides the resources and information necessary to support and run the processes by defining records for the given processes;
- e. It monitors, measures and, where applicable, analyzes processes through the necessary measurements given in the process sheets developed for other processes;
- f. It implements the activities necessary to achieve the planned results and continuous improvement of these processes through the implementation and effectiveness of correction and corrective actions.

Vice-President of the Management Board – the Management Board Representative for the Integrated Management System supervises the procedures ensuring the quality of charging stations and internal proceedings in accordance with ISO 9001, ISO 14001 and ISO 45001 regarding the order handling process.

3.1.2. Structure of the Company

Ekoenergetyka-Polska S.A. has a clear organizational structure, with specific roles of individual levels and employees, which ensures efficient operation and implementation of charging station production processes. The Integrated Management System defines the roles of employees in the process of ensuring the quality of the final product.

3.1.3. Staff and Human Resources

Ekoenergetyka provides resources and their appropriate quality in order to:

- Implementation, maintenance and development of the Integrated Management System,
- process improvement,
- product improvement in relation to customer requirements.

3.1.3.1. Human Resources

Ekoenergetyka Polska S.A. provides:

- the need for the competence of all persons whose work affects compliance with the requirements for the charging station product,
- where applicable, training to achieve the necessary competencies,
- assessment of training in terms of effectiveness. If training is found to be ineffective, the management shall take appropriate action, up to and including removal from the list of qualified service providers;
- awareness of the personnel in order to focus their activities on the customer (by communicating the importance of meeting customer requirements, among others, in the Integrated Management System policy and for quality purposes)
- maintenance of appropriate records on personnel education, skill development and expertise.

3.1.3.2. Infrastructure

Ekoenergetyka Polska S.A. determines, provides and maintains the infrastructure needed to achieve compliance with the requirements for products, environmental protection and occupational health and safety.

3.1.3.3. Work environment

Ekoenergetyka Polska S.A. provides employees with modern and comfortable workstations by analyzing their ergonomics. For the purposes of ISO's policy, it assumes actions to minimize the risk of accidents at the workplace as well as during work in the form of home office. Therefore, it provides employees with access to safety instructions and work ergonomics, organizes the necessary equipment (footrests, monitor extensions, ergonomic computer mouse pads, etc.).

The organization conducted an occupational risk analysis at individual work positions. Employees were acquainted with the level of risk in their positions.

In order to ensure safety at workstations, all newly hired employees undergo OHS training and workstation-related training. By the decision of the Management Board, employees employed under civil law contracts also undergo training and medical examinations.

Each employee receives protective clothing and personal protective equipment, which she/he can select depending on her/his needs.

Systematic measurements of the physical working environment are performed at workstations in cooperation with the center for research on working conditions.

Internal controls regarding compliance with occupational health and safety regulations are carried out several times a week. Identified irregularities are discussed with employees or managers on a regular basis. Employees of the OHS service prepare an inspection report at least twice a month. Each control is confirmed by a protocol, which is sent to the Management Board and managers of controlled departments by e-mail.

As part of raising employee awareness and building organizational culture at Ekoenergetyka Polska S.A. short training sessions are conducted in the field of occupational health and safety and environmental protection, "Mondays with OHS".

There are designated first responders and people to evacuate employees in the event of a fire in the workplace. All designated persons receive training once a year. Taking into account the potential for fire, a trial evacuation is organized once a year.

3.1.4. Quality Control Components

3.1.4.1. Document supervision procedure

Ekoenergetyka Polska S.A. has procedures in place to ensure that:

- the competences of all people whose work affects compliance with the requirements for the product (Requirements for employees at workstations) are clearly defined;
- where applicable, training is provided to achieve the necessary competencies (Training List);
- the effectiveness of the training is assessed. If training is found to be ineffective, management shall take appropriate action, up to and including removal from the list of qualified service providers;
- personnel awareness was ensured in order to focus its activities on the customer (by communicating the importance of meeting customer requirements, inter alia, in the Integrated Management System policy and for quality purposes);
- adequate records of education, skill development and expertise of personnel are kept.

3.1.4.2. Procedure for the selection and evaluation of suppliers and components

Ekoenergetyka Polska S.A. has implemented procedures for selecting and evaluating suppliers of components, which are described in the documents "ZAK-PRO-005 Supplier Assessment Procedure" and "ZAK-PRO-001 Supplier Selection Procedure".

Suppliers are periodically assessed through a supplier self-assessment questionnaire sent to them or by conducting a supplier audit.

The raw materials delivered to the Company are subject to quality acceptance in accordance with the available technical documentation, product sheets and internal guidelines.

Ekoenergetyka - Polska S.A. takes intensive actions aimed at acquiring alternative suppliers and obtaining raw materials with the required parameters that meet the requirements set by the Company.

Customers of Ekoenergetyka - Polska S.A. can also participate in the selection of raw materials for the construction of devices by participating in tests, measurements and acceptance of finished products (FAT).

3.1.4.3. Customer Satisfaction Survey Procedure

Ekoenergetyka Polska S.A. monitors information on the customers' perception of whether or not it has met their requirements. The tools used to measure customer satisfaction are service requests, surveys, lead times - timeliness and complaints.

3.1.4.4. Procedure for supervision of non-conformities in the production process

Ekoenergetyka Polska S.A. ensured that non-conformities with the requirements for charging stations in the production process are identified and supervised to prevent their use or delivery. The supervision and the related responsibilities and authorizations for dealing with non-conformities were specified by the organization in the documented procedure "EKO-PRG-003 Handling non-conforming products".

3.1.4.5. Correction and corrective actions

Ekoenergetyka Polska S.A. regularly takes actions to eliminate the causes of actual and potential non-conformities in order to prevent their recurrence.

The Company has established a documented procedure "EKO-PRO-003 Monitoring non-conformities. Non-conformities and corrective actions" in order to define the requirements concerning:

- review of non-conformities, including customer complaints;
- potential non-conformities and their causes;
- determining the (actual and potential) causes of non-conformities;
- assessment of the need for corrective actions to ensure that non-conformities will not recur;
- assessment of the need for corrective actions for the occurrence of non-conformities;
- establishing and implementing the necessary actions, including the unit responsible for their implementation at a specified time;
- records of the results of actions taken;
- review of correction actions taken;
- review of corrective actions taken;
- identifying and implementing the necessary actions;
- records of the results of actions taken

3.1.4.6. Internal quality audits

Ekoenergetyka Polska S.A. has a documented procedure for internal audits of the Integrated Management System, under which the Company conducts internal audits at scheduled intervals to determine whether the Integrated Management System complies with the planned arrangements and with the requirements of ISO 9001, 14001, 45001, as well as the requirements of the Integrated Management System.

3.2. Environmental Management Measures ISO 14001:2015

3.2.1. Description

Ekoenergetyka Polska S.A. has implemented and applies a quality management system compliant with the ISO 14001:2015 standard. The organization adopted a process approach. Each activity that is associated with inputs (input data) and transforms them into outputs (output data) is considered in the company as a process:

- a. The company has the processes needed in the environmental protection management system and has their application described in the organization - by identifying the owners of each process and their requirements;
- b. Sequences of processes and their interactions are defined - through the presented map of processes and documenting some of them in the form of an algorithm of proceeding;
- c. Specified criteria and methods ensure the effectiveness of the course and supervision of these processes - by analyzing economic issues expressed by the criteria of environmental protection in terms of time, quantity and cost;
- d. The Company provides the resources and information necessary to support and run the processes by defining records for the given processes;
- e. It monitors, measures and, where applicable, analyzes processes through the necessary measurements given in the process sheets developed for other processes;
- f. It implements the activities necessary to achieve the planned results and continuous improvement of these processes through the implementation and effectiveness of correction and corrective actions.

3.2.2. Company policy for the implementation of environmental protection obligations

Ekoenergetyka Polska S.A., caring for the natural environment and in order to pursue sustainable development as part of its operations, undertakes many activities to ensure the reduction of the carbon footprint in the entire supply chain.

Ekoenergetyka-Polska S.A. selects suppliers from the immediate vicinity so that the impact of transport on the natural environment and pollutant emissions is as low as possible.

Ekoenergetyka-Polska S.A. commissioned SGS Polska Sp. z o.o. to calculate the carbon footprint of the company according to ISO 14064. The result of the calculation should be known in February 2021.

As part of the Company's activities, Ekoenergetyka PV Sp. z o.o. was established, whose main activity is the selection, assembly and support in the installation of photovoltaic panels. Ekoenergetyka Polska S.A. installed a solar panel farm on the roof of the production hall with a total capacity of 50 kW; the annual production capacity of the panels is 50 MWh, which meets the Company's monthly electricity demand and is equivalent to 4.5 tons of CO₂.

Ekoenergetyka PV Sp. z o.o. signed contracts for the construction of photovoltaic farms for 300 MW of combining capacity, and the investment will start in 2021.

The impact of the Company's operations on carbon dioxide emissions will be known in February 2021, including energy obtained from renewable energy sources.

3.3. Project Management

Project management standards are specified at Ekoenergetyka Polska S.A. in accordance with the TenStep Project Management Process methodology, which was implemented in cooperation with a consulting company.

Project management at Ekoenergetyka Polska S.A. is included in the Project Plan, the purpose of which is to document key decisions about how to implement the project as a result of arrangements between the relevant project shareholders, to the extent necessary to make future design decisions and confirm their unequivocal understanding.

The Project Plan describes the goal, scope of the project and success criteria, includes a description of products and the concept of work, as well as the adopted assumptions and limitations. In addition, the document defines the organizational structure, project roles and related responsibilities, as well as the principles of communication. The Project Plan also contains formal rules for the implementation, monitoring and control of project works, as well as procedures for cooperation between the customer and Ekoenergetyka Polska S.A.

The document, in whole or in part, is intended for all Project shareholders, i.e. persons or institutions interested in the successful implementation of the Project, in particular for all Project participants, both responsible for managing its various areas and carrying out tasks aimed at achieving the Project's objectives. For each project of the implementation of charging stations for electric buses, Ekoenergetyka delegates a Project Manager responsible for the process.

4. Description of technical stations for product testing

Ekoenergetyka Polska S.A. has a number of devices that allow testing of charging stations in terms of communication compatibility when it comes to meeting communication standards regarding charging (IEC 61851-1, 61851-23, 61851-24, ISO 15118, DIN 70121), electromagnetic compatibility, etc. These devices are used to perform Factory Acceptance Tests (FATs) by Ekoenergetyka Polska SA, which are the basis for technical quality testing of the product after its production, and Site Acceptance Tests (SATs), which are the basis for the customer's acceptance of the product at the installation site of the device.

Additionally, on the basis of contracts signed with the Ministry of Development, the company built the Center for New Technologies for Electric Mobility and equipped it with research and production stations.

The currents technical resources of Ekoenergetyka-Polska designed to perform routine tests:

No.	Device	Manufacturer	Quantity
1	Electrical safety tester GPT-9904	GW INSTEK	1
2	Electrical safety tester GPT-9903A	GW INSTEK	1

3	Multifunction calibrator Time electronics 5025C	TIME ELECTRONICS LTD.	1
4	Multifunction electrical installation meter MPI-530	SONEL	1
5	Multifunction electrical installation meter MPI-525	SONEL	2
6	Residual current protection meter MRP-201	SONEL	1
7	Digital clamp-on multimeter CMP-401	SONEL	1
8	Digital clamp-on multimeter CMP-2000	SONEL	2
9	Transmitting Clamp C-3	SONEL	1
10	Transmitting Clamp N-1 WACEGN1BB	SONEL	1
11	Electronic equipment safety tester PAT-820	SONEL	2
12	Network parameters meter (power quality analyzer) PQM-700	SONEL	1
13	Oscilloscope DSO-X 2014A	KEYSIGHT	1
14	Program for creating measurement reports PE5	SONEL	1
15	Thermal imaging camera TESTO 865	TESTO	1
16	Thermal imaging camera KT-80	SONEL	1
17	Sound level meter testo 815	TESTO	1
18	Torque screwdriver 1/4" 1,2 - 3,0 Nm Wera 7441	WERA	6
19	Torque wrench TENGTOOLS 5 - 25Nm	TENGTOOLS	3
20	Torque wrench TENGTOOLS 20 - 100Nm	TENGTOOLS	1
21	Paint thickness gauge P-11-S-AL. Blue Technology	BLUE TECHNOLOGY	2
22	Universal digital multimeter UT58C	UNI-T	14
23	MZS 1 - PRUEF SCHWARZ / BLACK - Measuring probe 4mm Black, SKS	KONTAKTTECHNIK	6
24	Digital angle finder with Electronic Protractor INSIZE 2171-250	INSIZE	1
25	Vernier caliper with the double-faced scales and a depth gauge Limit 300mm	LIMIT	1
26	Digital vernier caliper Magnusson 150mm	MAGNUSSON	1
27	Electronic vernier caliper HITEC 150mm	HITEC	10
28	RAL K7 Classic Color Guide, 213 colors	RAL	2
29	Tape measure Kraftwerk 3m	KRAFTWERK	5
30	Tape measure Kraftwerk 5m	KRAFTWERK	18
31	Tape measure Stanley for inside measurements 3m	STANLEY	1

5. Revision History

No.	Revision	Date	Change description / Reason for a change	Author
1	1	29.03.2021	Initiation process	Ireneusz Lechniak / Karolina Malinowska-Slipko