

SYNCHROTRON SOLEIL

Rules of Procedure

NOTE TO READER

In this document, the terms "SOLEIL" or "the Company" or "the Establishment" refer to the Synchrotron SOLEIL Company and all of its sites.

The term "staff assigned to SOLEIL" covers the CNRS staff employed as part of the CNRS SOLEIL Research Unit and assigned to Synchrotron SOLEIL, as well as staff from other establishments and organisations made available to Synchrotron SOLEIL.

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TITRE 1 - PURPOSE AND SCOPE

ARTICLE 1 PURPOSE

1. The purpose of these Rules of Procedure is to specify the implementation in the Establishment of:
 - general and permanent disciplinary rules
 - health and safety regulations.
2. The provisions of these Rules of Procedure apply to SOLEIL employees, staff made available or assigned to SOLEIL (including associate staff), synchrotron users and staff from external companies working on the SOLEIL site. They apply without prejudice to the obligations arising from the responsibilities of external company managers or of employers of staff made available or assigned or synchrotron users, as well as the competences of the Health, Safety and Working Conditions Committees of such companies or organisations.
3. The Rules of Procedure are filed with and available from the Administration Division. They are available to managers of external companies called upon to work in the Establishment and users of the SOLEIL synchrotron. Each SOLEIL employee or member of staff assigned to SOLEIL (including associate staff) receives a copy. They are also available on the SOLEIL Intranet.

ARTICLE 2 GEOGRAPHICAL SCOPE

The provisions in these Rules of Procedure apply to the entire SOLEIL site.

ARTICLE 3 PERSONS COVERED UNDER THE SCOPE

1. The general disciplinary rules (work schedule, site access, etc.) apply to all staff working on the SOLEIL site.
2. With regard to health and safety, the Rules of Procedure apply to all staff, whether or not they are SOLEIL employees, working on the SOLEIL site, subject to each company's own specific provisions (cf. Articles 1-2).
3. Non-compliance with these rules may be subject to penalties (cf. Section 2 on discipline, Articles 17 to 20).

TITRE 2 - GENERAL DISCIPLINE

Section 1: General and permanent disciplinary rules

ARTICLE 4 PRINCIPLE

The Company's staff and staff assigned to SOLEIL must comply with the instructions they are given by their line managers and with the guidelines and directives brought to their knowledge by means of memoranda or posters or via the loudspeaker network for general dissemination. They must also comply with the instructions given by staff in the Safety group, in their disciplinary and safety role.

ARTICLE 5 RULES LAID DOWN BY MEMORANDA

Under the law, memoranda issued by the Establishment, outside the Rules of Procedure, containing general and permanent directives regarding discipline and health and safety, are disseminated to all division and group secretariats and listed in a methodical catalogue available on the Administration Division Intranet.

ARTICLE 6 WORKING HOURS

1. The Company's staff and the staff made available or assigned to SOLEIL must comply with the work schedule.
2. The Establishment's current work schedule is: 8.30 am – 5.30 pm on working days. It corresponds to an 8-hour working day. Working time is considered to be the entire time an employee is present in the Establishment, except for one hour of inactivity including the meal break. In agreement with the line manager, these hours may be arranged within the 7.30 am – 7.30 pm time window, in compliance with the daily working time.
3. Any staff assigned to shift work must comply with the schedule set for the team to which they are assigned. The list of names in each team and the schedule set for that team are indicated on displayed charts or memoranda.
4. Any staff working staggered working hours must comply with the schedule they are set. This schedule is indicated on displayed charts or memoranda.
5. Any absence of a SOLEIL member of staff must, except in cases of force majeure, be subject to prior written authorisation from the empowered hierarchical authority. This provision does not apply to staff representatives fulfilling their duties, these however being bound by advance written notification from their line manager.
6. All staff are reminded that if they are absent due to illness, they must inform their line manager as soon as possible, once they have stopped work, and send Human Resources a medical certificate issued by a doctor of their choice within 48 hours, indicating how long they are likely to be absent.
7. Following any workplace or commuting accident, employees must immediately notify their line manager, the Human Resources Manager and the Safety Manager, or have them notified (cf. Article 39).

8. Any unjustified absence under these circumstances may be subject to a penalty.
9. Senior management may carry out unannounced or routine checks on people entering and leaving the Establishment. Entries and exits can be recorded using the electronic badge scanner.

ARTICLE 7 WORKING OUTSIDE NORMAL WORKING HOURS

Staff employed by the Company, or made available or assigned to SOLEIL, may be called upon to work outside normal working hours, on a temporary or permanent basis, for reasons relating to the construction then the operation of the facility, or for safety or maintenance imperatives. This is the case for staff that do shift work, staff on stand-by duty at home with interventions and staff working staggered working hours. These situations are decided by the line managers subject to the rules laid down by the Managing Director.

ARTICLE 8 ACCESS TO THE ESTABLISHMENT

1. The Establishment is open Monday to Friday, from 7 am to 9 pm. Staff involved in operations in the course of their duties can enter outside the hours and days mentioned above, including Saturdays and Sundays.
2. All Synchrotron SOLEIL employees or collaborators, staff made available or assigned to SOLEIL, Company trainees or people called upon to enter the Establishment receive a badge. This badge is the only access card for the Establishment and must be worn in a visible place all the time. This secure badge features the holder's first name, surname and photograph and has personal data stored in its memory, so that it can be used with an automatic access control scanner.
3. Users of the synchrotron and visitors to the Establishment may be issued with an ordinary badge. Visitors must be accompanied by a member of the Company's staff or staff assigned to SOLEIL.
4. On entering and leaving the Establishment, drivers and their passengers must present their badge to the security staff or insert their badge into a scanner. Any action that allows someone without a valid badge to enter SOLEIL shall be treated as misconduct.
5. The Managing Director may deny access to certain vehicles on grounds of security or public order.
6. Staff can only exercise their right to access the computer processing of the badge with the Administration Division which provides the badge holder, after identification of the wearer, with a means of consultation in a location ensuring the confidentiality of this right of access.
7. On an exceptional basis, if they forget or lose their secure badge, the persons concerned can present a piece of identification to the security officer who will issue them with a visitor's badge for the day. Furthermore, if a secure badge is lost, the Administration Division or the security guards at the entrance to the Establishment must be notified as soon as possible.
8. Outside the Establishment's normal opening hours, and on Saturdays, Sundays, non-working or public holidays, occasional or permanent access by staff, employees or

trainees must be subject to the prior agreement of the line manager concerned, who shall inform the Head of the division concerned.

9. Some buildings or certain parts of buildings may be subject to extra screening because of the risks they pose or the need to secure the work conducted there, or the equipment, items or data they contain. In agreement with the Safety Manager, the head of the facility concerned is the only person authorised to allow the data enabling such access to be entered onto the secure badge. Such access may be permanent or for a specified period.
10. Save in exceptional circumstances or unless specifically agreed by the Managing Director, minors under the age of 16 may not access the site, apart from the visitor centre.

ARTICLE 9 RULES FOR MOVING AROUND THE ESTABLISHMENT

1. Movement in the Establishment is restricted to journeys of a professional and routine nature.
2. Movement is prohibited outside the usual traffic routes and the facility boundaries, particularly near fences or on undeveloped land.
3. For the safety of pedestrians, the use of mobility devices such as, for example, roller skates or scooters is prohibited in the grounds of the Establishment.
4. Bicycles can be used on the site, but must be ridden at a moderate speed, particularly in the synchrotron building. Other people must not be carried on bicycles and the carriers provided for transporting any equipment must be used.
5. The provisions laid down in the French Highway Code for traffic and parking in urban areas apply inside the Establishment, the speed being adjusted to the site layout and specified by signs. Unless there are special, more restrictive signs, the maximum speed limit is 30 km/hour across the entire site. Offenders may be subject to measures resulting in refused access to the Establishment with their own vehicle, as well as the withdrawal of permission to drive vehicles (including service or company vehicles) on the site.
6. The driving of Company vehicles is subject to written authorisation from the line manager and must, in any event, correspond to the service's requirements.
7. In accordance with Article 23 of these Rules of Procedure, any traffic accident that occurs on the Establishment's traffic routes must be immediately reported to the Safety Control Centre, the Safety Manager or the Head of Human Resources. However, the reports prepared by these people are only valid within Synchrotron SOLEIL and are not binding on third parties. If necessary, the Safety Manager or the company's Senior Management shall summon the appropriate authority for an official report.

ARTICLE 10 PROTECTION OF PROPERTY AND CHECKS

1. For collective safety reasons, the Managing Director reserves the right to conduct preventive checks on people and vehicles entering or leaving the Establishment or in

the grounds of the Establishment, provided they are carried out in conditions of common decency and preferably using appropriate screening devices.

2. Searches in connection with stolen items may only be conducted by a police officer with search and warrant authority, in accordance with the provisions of the French Code of Criminal Procedure. However, if Senior Management finds that equipment has disappeared, the people present on the site will be requested to show the contents of their personal effects or belongings.

In this case, the persons concerned shall be expressly advised of the right to object to this check in the presence of third parties, other employees or staff representatives.

Anyone caught in the act of stealing may be detained by the Safety Manager for the time required for him or her to be presented to a police officer who alone has the authority to search the person concerned, even without his or her consent.

3. Except as authorised in writing by the Managing Director or his representative, the following are prohibited:
 - i. bringing in, carrying and being in possession of weapons or ammunition and explosive materials of any kind
 - ii. bringing in and/or using a radio transmitter/receiver (apart from those provided for where required; mobile telephones are allowed)
 - iii. taking out any items belonging to Synchrotron SOLEIL or a company working in the Establishment, without written permission
 - iv. lending personal access badges to people
 - v. bringing in alcoholic beverages (except in the cases provided for in Article 15 of these Rules of Procedure)
 - vi. bringing in narcotic substances
 - vii. bringing in animals
 - viii. bringing in radioactive material.
4. All employees must ensure that before they leave their work station, they place precious metals and other valuable items, nuclear material and documents under special protection (trade secrets, etc.) in a secure location and lock the premises.
5. Deliveries of materials and supplies for the Establishment and the dispatch of materials and supplies must pass through reception, subject to provisions applicable to special transportation.
6. Items that are found must be handed in to the Establishment's security staff.
7. Malfunctioning devices or equipment must be reported to the relevant technical departments.

ARTICLE 11 USE OF IT EQUIPMENT

1. Regarding IT, all users must comply with the IT charter in force at SOLEIL.

ARTICLE 12 GENERAL LIVING AND WORKING CONDITIONS IN THE ESTABLISHMENT

1. Staff must be decently dressed and conduct themselves properly in all circumstances. Entry to the Establishment's restaurant or accommodation block in protective clothing is prohibited, unless it is for work requirements within these premises.
2. Staff are responsible for the equipment and clothing they are provided with. If they are lost or damaged, this must be reported to the line manager as soon as possible.
3. Personal work or work on behalf of third parties, even if unpaid, must not be performed on the Establishment's premises, unless special permission has been given on an exceptional basis by the Head of the division concerned.
4. Trade union displays and the distribution of trade union publications and leaflets must comply with current statutory and contractual provisions. In particular, publications and leaflets may only be displayed by trade union organisations in the designated locations. The content of such displays, publications or leaflets is freely determined by the trade union organisation, on condition that the provisions relating to the press are applied. Any displays which are not on these notice boards shall be removed by Senior Management or the person it has delegated for that purpose. Anyone infringing these provisions shall be charged for damage caused by displaying publications or leaflets anywhere other than on the notice boards provided for this purpose.
5. Furthermore, unless authorised by Senior Management, the following are prohibited:
 - i. collecting money for charity or legal entities. This provision does not apply to collecting union dues
 - ii. convening assemblies or meetings, even outside working hours, with the exception of trade union meetings authorised in accordance with current regulations
 - iii. eating meals on the grounds of the Establishment outside the premises provided for that purpose
 - iv. consuming alcoholic beverages outside meal times and eating areas.

ARTICLE 13 SITE PROTECTION

1. Equipment and supplies must not be left outside storerooms, warehouses or areas designed for this purpose. Staff must ensure that the equipment, supplies or materials they store are secure, particularly in terms of stability and stowage, and traffic and evacuation areas are kept clear.
2. The arrangements for separating waste and rubbish, which are defined by internal circulars, must be strictly adhered to. The Technical Services Division is responsible for the disposal of materials, waste and rubbish.
3. The discharge of chemical, biological or radiological effluent into general purpose networks is strictly prohibited, apart from conventional cleaning agents. Before they use any chemical, biological or radiological products, staff must check with the Safety Manager and the Technical Services Division on the authorisation for their use and the provisions concerning their use as well as the existence of systems for collecting and

disposing of the effluent produced. This effluent must then be disposed of according to the procedures implemented on the site.

4. Anyone granted access to the Establishment must respect the flowerbeds, lawns, planted and wooded areas, and not do anything detrimental to the external and internal condition of the buildings.
5. Hunting, poaching, foraging and picking vegetation are prohibited.

ARTICLE 14 PHOTOGRAPHS AND VIDEO FOOTAGE

Photographs and video footage, their publication or broadcasting, as well as their classification arrangements, are subject to prior authorisation from Senior Management.

ARTICLE 15 ALCOHOLISM, SMOKING AND SUBSTANCE ABUSE

1. Under Article R. 4228-20 of the French Labour Code, alcoholic beverages must not be brought into the workplace and consumed. Senior Management may grant permission for official events. Drinks parties shall take place preferably between 11.30 am and 2.30 pm, and must involve non-alcoholic beverages.
2. Smoking is banned in all enclosed and covered areas open to the public or which serve as a workplace, in accordance with Decree 2006-1386 of 15 November 2006. This ban also applies to the use of electronic cigarettes.
3. It is strictly prohibited to bring in and consume drugs of any kind on the Establishment's premises.
4. In the event of behaviour which may threaten the safety of an employee or another person, there will be an automatic medical examination for a decision regarding fitness, particularly to determine under medical confidentiality whether there is intoxication.

ARTICLE 16 FURTHER REQUIREMENTS

1. Only post bearing the words "Personal" or "Union post" shall be considered as post which is personal in nature and therefore protected. Using the Establishment as the registered address for short written or telephone advertisements is prohibited.
2. Phone calls for personal purposes are tolerated on an occasional basis. They must not lead to abnormal costs for the Company. This is also the case for the printing and photocopying of documents for personal purposes. Finally, the franking of postal mail on behalf of SOLEIL is restricted to professional correspondence only.
3. The organisation of sales and any operation of a commercial nature aimed at the public is prohibited, unless the Managing Director has granted special authorisation.
4. Staff must ensure they keep the premises and communal areas clean and refrain from:
 - damaging the buildings by putting graffiti on them or pictures and displays outside the designated areas
 - damaging the fire extinguishers or any other safety equipment.

5. When their employment contract ends, all employees must return all of the equipment and documents in their possession that belong to the company, as well as the various company access cards and keys, before they leave the company.

Section 2: Discipline

ARTICLE 17 MISCONDUCT

1. Employees whose conduct is deemed to be wrongful, including due to an infringement of the work and disciplinary rules in force in the Establishment, may be subject to penalties.
2. In accordance with Article L. 1153-2 of the French Labour Code, no employee may be subject to a penalty or dismissal through having endured or refused harassment by a person who, abusing the authority conferred upon them by their duties, has given an order, issued threats, imposed constraints or applied pressure of any kind on this employee with a view to obtaining favours of a sexual nature, for their own benefit or that of another. Neither may employees who have given accounts of or attested to such conduct be disciplined. Instead, anyone who, in the performance of their duties, has displayed such conduct is liable to disciplinary action.
3. In accordance with Article L. 1152-2 of the French Labour Code, no employee may be subject to a penalty, dismissal or any discriminatory measure, direct or indirect (including in terms of remuneration, training, regrading, assignment, classification, ranking, career development or contract transfer or renewal), through having endured or refused to endure repeated conduct whose purpose or effect is a worsening of their working conditions liable to violate their rights and their dignity, affect their physical or mental health or jeopardise their future career. Neither may employees who have given accounts of or attested to such conduct be disciplined. Instead, anyone who has displayed such conduct is liable to disciplinary action.
4. During their probationary period, the employment contract of the Company's employees may be terminated without notice in the case of gross negligence or serious misconduct.

ARTICLE 18 STAFF WHO ARE NOT COMPANY EMPLOYEES

1. Staff made available or assigned to SOLEIL whose conduct is deemed to be wrongful, including due to an infringement of the work and disciplinary rules in force in the Establishment, may be subject to penalties under the terms and conditions defined in the context of their provision or assignment. These may extend to the termination, by the SOLEIL Senior Management, of their provision or assignment, a procedure which also applies to associate staff.
2. In the case of a serious breach of the Rules of Procedure requirements, particularly in terms of safety, external company staff may be banned from entering the Establishment, without prejudice to the penalties applicable within their own company.
3. In the case of a serious breach of the Rules of Procedure requirements, particularly in terms of safety, staff using the synchrotron may be banned from entering the Establishment, without prejudice to the penalties applicable within their own company or organisation.

ARTICLE 19 DISCIPLINARY PROCEEDINGS

1. The procedure for disciplinary penalties follows the provisions of the French Labour Code, including those regarding the preliminary interview provided for in Article L. 1332-2 and notification of the penalty, as well as those provided for in Article 31 of the Company's Collective Agreement.
2. No penalty may be imposed on employees without them being notified in writing at the same time of the grievances held against them.
3. Any planned penalty other than the written warning must lead to the employee being summoned to a preliminary interview, with an indication of the matter for which he/she is being summoned. During the interview, the employee may be accompanied by a person of their choice belonging to the Company's staff; the employer states the reason for the envisaged penalty and receives the employee's explanations. The penalty may not be imposed less than one clear day or more than one month after the day set for the interview.
4. Any planned penalty is referred to the Careers Committee for comments.
5. The employees in question are notified of the penalties by the Managing Director or his representative.
6. An employee facing disciplinary proceedings may, depending on the allegations against him or her, be temporarily suspended until the Company comes to a final decision. The decision establishing a temporary suspension must specify whether the person concerned shall continue to receive their salary or what part thereof is to be withheld, which may be a quarter or a maximum of half of the aforementioned salary. The employee is entitled to the reimbursement of the amount of remuneration withheld, except in the case of a subsequent disciplinary suspension ascribed to the temporary suspension period, and except in the case of dismissal for gross negligence or serious misconduct.

ARTICLE 20 PENALTIES

1. Employees whose conduct is deemed to be wrongful, including due to an infringement of the work, disciplinary and safety rules in force at SOLEIL, may be subject to the following disciplinary penalties.
 - a) a written warning
 - b) suspension of a maximum of 15 days
 - c) dismissal on disciplinary grounds.
2. The reference to the warning shall be removed from the employee's personal file if this employee has not been subject to a new penalty, for a period of three years, from the warning notification date.

TITRE 3 - HEALTH AND SAFETY

Section 1: General provisions

ARTICLE 21 GENERAL PRINCIPLE

The prevention of the risks of workplace accidents and occupational illnesses is a matter of ongoing concern for the Establishment's services (the Safety Manager in particular), the occupational healthcare service and the Health, Safety and Working Conditions Committee, but above all, it is everyone's business. It requires everyone working in the Establishment, regardless of their status or employer, to strictly adhere to health and safety regulations.

Such prevention is the subject of:

1. the provisions of these Rules of Procedure
2. staff regulations on occupational safety (French Labour Code)
3. general radiation protection rules
4. instructions specific to a category of staff, to a building, a room, a facility or a piece of equipment, which are on display, notified to the people concerned or made available in the work sites
5. written or verbal safety instructions given by managerial staff for carrying out the work.
Please note: the managers of external companies are notified of these instructions when preparing the prevention plan put in place under the implementation of the Decree of 20 February 1992. These managers must pass on these instructions to their employees.

Only equipment which complies with the regulatory provisions is allowed into the Establishment, including old equipment which must meet current standards and regulations. Any damage or defects arising in the use of a piece of equipment must be reported to its owner and the Safety Manager straight away, and use of the piece of equipment concerned must stop immediately.

The Safety Manager or their representative can stop any operation they deem to be hazardous until satisfactory safety conditions have been restored, whether work, construction sites or experiments are involved. Delays or cost overruns connected with this downtime, insofar as they are generated solely because of external companies or users of the synchrotron, may not warrant any claim for compensation from the Company.

ARTICLE 22 PENALTIES

Failure to comply with the provisions laid down in the previous article may constitute misconduct liable to result in disciplinary penalties for the Company staff, as provided for in these Rules of Procedure.

For staff who are made available or assigned to SOLEIL, staff from external companies working in the Establishment and staff using the synchrotron, failure to comply with the regulations and instructions may result in the temporary or permanent withdrawal of the access card for the Establishment, without prejudice to any other action.

ARTICLE 23 EMERGENCY PROVISIONS

In the event of an accident or incident requiring emergency assistance, anyone in the premises should immediately alert, in the order of priority below:

1. the Safety Control Centre (control room) by dialling 18, ~~using~~ the red telephones or by 98-40 (SOLEIL internal number)
2. the Safety group
3. the workplace First-Aiders, who are on a list displayed in every building.

In the event of a general alarm announced by loudspeaker or any other system, staff present shall follow the instructions they are given by the pre-recorded message or by the Safety Manager. Private vehicles must not be used, unless specific instructions are given.

Section 2: General risk prevention measures

ARTICLE 24 STAFF INFORMATION REGARDING RISKS

In accordance with Articles L.4141-1, L.4141-2 and L.4142-1 of the French Labour Code, staff receive information or on-the-job training upon their arrival in the Establishment, supplemented as soon as possible by general safety training. This provision applies to the Company's employees, staff made available or assigned, associate staff and external staff using the synchrotron.

Any intervention by an external company on the SOLEIL site, apart from enclosed and separate construction sites, is the subject of a prevention plan (latest version of procedure DIR/SEC/NT/2000) except for business procedures, meetings and deliveries.

ARTICLE 25 SPECIFIC CASE OF EXTERNAL USERS OF THE SYNCHROTRON

The proposed experiments submitted by external users of the synchrotron must include a section dealing with the risks and describing the associated safety devices and measures. This section must be forwarded to the Safety Manager who will or will not agree to the experiment being set up and conducted, accompanying his agreement with specific requirements, if necessary.

Failure to comply with the requirements laid down by the Safety Manager constitutes grounds for deciding to suspend or stop the work connected with the experiment in question. In this case, the user or users involved may not use this decision to claim any kind of compensation from Synchrotron SOLEIL, including for their travel and accommodation expenses.

ARTICLE 26 MEDICAL SUPERVISION

1. All employees undertaking an activity within the company must be acknowledged as medically fit. Fitness is declared on the basis of the description of the job's working conditions and hazard exposure (Job Description and Hazard Exposure Form).

The workplace doctor provides the employee and Human Resources with the medical examination record indicating the employee's fitness (Art. D.4624-47 of the French Labour Code) and its period of validity. The Job Description and Hazard Exposure Form must be renewed if the employee changes work station. After any absence of at least twenty-one days due to illness and at least eight days due to an accident at work, and after any occupational illness or maternity leave, a return-to-work medical examination must be scheduled (Art. R.4624-21 of the French Labour Code).

2. The Company staff must therefore attend the medical examinations and further examinations required by law, in particular Articles R. 4624-10 et seq of the French Labour Code, and by the Company's own regulations. The unjustified failure of a

member of staff to attend the medical examinations means they shall not be issued with a medical fitness certificate for their work station. The member of staff concerned shall be deemed to have committed an infringement and shall be liable to the penalties defined in Article 20 of these Rules of Procedure.

3. Any pregnant woman called upon to work in an area where there is a risk of exposure to substances classified as carcinogenic, mutagenic and toxic to reproduction (C.M.R.) or biological, radioactive or magnetic substances must declare her pregnancy to Human Resources as soon as she becomes aware that she is pregnant.
4. Compulsory medical supervision also applies to staff from companies or organisations outside the Company. These companies and organisations must be able to provide, at the Company's request, a fitness record issued by their workplace doctor, certifying that the employee has undergone a medical examination according to current regulations, irrespective of their occupation and place of work in the Establishment.

ARTICLE 27 PREVENTION REGULATIONS

The prevention of workplace accidents and occupational illnesses requires strict adherence by the staff to regulations on statutory and regulatory requirements relating to such prevention and employee safety, including Articles L. 4321-1 and L. 4321-4 of the French Labour Code.

ARTICLE 28 SIGNAGE

Anyone moving around or working in the Establishment is required to comply with the signs in place on the installations, evacuation routes and emergency exits, as well as health and safety regulations.

ARTICLE 29 SPECIAL REGULATIONS FOR BUILDING SITES

1. Construction waste: soil, rubble and non-flammable materials shall only be placed in the landfills or storage sites indicated by the Technical Services Division. The contractor must find out beforehand the terms and conditions for accessing the landfills, depending on the nature and quantity of the materials. The discharging of any waste whatsoever into the sewage networks is strictly forbidden.
2. Maintenance and cleaning of construction sites: all of the equipment used on the construction sites must meet current and up-to-date safety standards regarding the periodic inspection schedule. Construction sites must be left clean and in good order at the end of the day. On completion of the work, the premises will be delivered in good order, ensuring that any materials or rubbish have been cleared away. In the case of work done by companies outside the Company, completion of work (or service) shall be pronounced by the SOLEIL project manager, in the presence of the external company's manager.

Section 3: Prevention measures for specific risks

ARTICLE 30 FIRE RISK PREVENTION

The building regulations imposed by the French Labour Code which should allow people to evacuate quickly in the case of fire shall be observed.

The following are prohibited:

1. needlessly stockpiling combustible products such as cardboard boxes and packaging, etc. ;
2. placing anything obstructive in or near passages or exits
3. lighting a fire in the grounds of the Establishment, without written authorisation.

A fire permit is routinely requested from the Safety Manager for hot work.

Staff are reminded that everyone is required:

1. not to obstruct access to fire extinguishers, fire points and electricity points
2. to inform the Safety group if fire extinguishers are used so that they can be immediately returned to good working order; the same applies if fire extinguishers, fire points or any other device associated with preventing, detecting or fighting fire is dropped or moved
3. to take part in training sessions for evacuating the premises or using fire-fighting resources decided upon by the Safety Manager.

ARTICLE 31 ELECTRICAL RISK PREVENTION

All staff must comply with the instructions established in the buildings or on the installations. Any defect or malfunction affecting a piece of electrical equipment must be reported immediately to the Technical Services Division.

Electrical work must only be carried out by staff authorised for the kind of work to be undertaken.

Staff from external companies must comply with the instructions established in the buildings and installations, and more specifically with the instructions adopted in the Prevention Plan. Portable or semi-fixed electrical equipment which belongs to the company must be checked annually, in accordance with the regulations in force.

The synchrotron users may only work on the electrical equipment they bring to use for the experiments they have to perform provided they have the necessary qualifications. Users are made aware of this obligation when they submit their projects and reminded of it during their safety training. They cannot work on electrical equipment owned by the Establishment. If it proves necessary to carry out operations on the electrical equipment owned by the Establishment in order to implement experimental devices, the synchrotron users shall ask the Company's Technical Services Division to do so.

The power supply for construction sites shall come from mobile control cabinets fitted with compulsory emergency disconnect devices. These control cabinets must be connected to sockets indicated by SOLEIL.

ARTICLE 32 PREVENTION OF RISKS ASSOCIATED WITH HANDLING

The use of lifting and handling equipment is strictly reserved to staff with authorisation.

External company staff and users of the synchrotron must not use lifting and handling equipment which belongs to the Company, unless they have been granted special authorisation by the Safety Manager and provided such use is specified in the operating terms and conditions of the company or the synchrotron user.

Staff are reminded in particular that:

1. the removal or circumvention of a protective device on the machinery or equipment constitutes serious misconduct
2. any operation on a machine, either by staff working on it or a specialist, is subject to the instructions intended for this purpose
3. the instructions placed in all the working areas near the tooling, on the machine tools and various machinery (travelling cranes, lifts, cranes, etc.) must be strictly adhered to
4. staff working on the site must follow the loading/unloading protocol (latest version of DIR/SEC/NT/1111), as well as the recommendations issued during the preparation of the prevention plans.

ARTICLE 33 CHEMICAL RISK PREVENTION

Chemical risk prevention arises from the use of hazardous substances. The use and entry onto the site of hazardous chemical products (corrosive, irritant, harmful, carcinogenic, mutagenic or teratogenic) or chemical products that appear in occupational illness charts must be subject to written authorisation issued by the Company's Safety Manager.

Before any chemical substances are used, users must:

1. be in possession of the product's safety data sheet and have read it in order to assess the risks present
2. ensure that each product or sample is correctly labelled
3. ensure that the collective protective equipment works properly (vapour capture devices, etc.)
4. equip themselves with adequate personal protective equipment (gloves, lab coat, safety glasses, respiratory protective equipment, etc.)
5. manage their stock by only having what is strictly necessary
6. carry out a stock review periodically
7. proceed with waste disposal in coordination with the Head of Chemical Laboratories
8. comply with the ban on mouth pipetting

9. follow the safety instructions in the premises in question
10. inform the Safety Manager of any purchase of chemical products.

ARTICLE 34 BIOLOGICAL RISK PREVENTION

Biological risk prevention arises from the use of hazardous substances. The use of hazardous biological products or biological products that appear in occupational illness charts must be subject to authorisation issued by the Safety Manager.

Before any biological substances are used, users must:

1. be in possession of the product's safety data sheet and have read it
2. ensure that each product or sample is correctly labelled
3. equip themselves with adequate personal protective equipment (gloves, safety glasses, lab coat)
4. manage their stock by only having what is strictly necessary
5. carry out a stock review periodically
6. proceed with waste disposal and the destruction of residues and leftover substances in coordination with the Head of the Biological Laboratory.
7. follow the safety instructions in the premises in question
8. comply with the formal ban on bringing Group 3 or 4 biological samples onto the site.

ARTICLE 35 PROTECTION AGAINST IONISING RADIATION

Ionising radiation poses a risk to humans and the environment.

At SOLEIL, it mainly comes from:

- particle accelerators (LINAC, BOOSTER and Storage Ring) and the resulting synchrotron radiation. This equipment only produces ionising radiation when in operation
- X-ray generators. This equipment only produces ionising radiation when in operation
- radioactive materials in the form of sealed sources (including samples from the MARS beamline). Their use must be subject to authorisation issued by a Competent Radiation Protection Person in the Company.

Any activity carried out in the restricted zone must comply with the general radiation protection instructions. Safety and marking devices and devices for prohibiting access must be strictly adhered to. The removal or circumvention of such devices constitutes serious misconduct.

Some of the main principles are given below for guidance. In no way do they replace the special instructions given when required to the workers concerned.

Instructions for particle accelerators and beamlines using the synchrotron radiation facility:

1. During the period when the machine is in operation, access to the particle accelerator tunnels is prohibited. The same applies to the beamline shielding hutches taking the beam (access to the roof of these hutches is therefore also prohibited).
2. During the machine's shut-down period, access to the tunnels is either controlled or regulated:
 - a. controlled access: for operations limited in time (2 hours) and in the number of participants (10). A machine operator or a member of the Radiation Protection group must accompany them and they must wear personal dosimeters
 - b. regulated access: the Radiation Protection group must have previously conducted mapping. Employees should therefore comply with the marking put in place, become acquainted with the special instructions via the mandatory consultation of the work permit linked to the operation and wear their personal dosimeters.

Access to the beamline hutches is authorised.

3. Any equipment/waste which has stayed in the tunnels while the particle accelerators are in operation, and which is potentially activated, shall be checked (Radiation Protection group) before it is taken out on a short-term basis or permanently. It will then be labelled by the requester to ensure traceability.

Instructions for electrical appliances producing ionising radiation:

1. When the appliances are in operation, the access conditions for the premises involved are set out in the instructions on display and must be followed.
2. When the appliances are not in operation, the premises can be accessed.

Instructions regarding radioactive materials:

The transportation of radioactive material must follow the Company's internal instructions and comply with statutory provisions, especially for transportation on the public highway.

Before any handling or use of radioactive substances, the staff concerned must:

1. have received training on the risks involved in handling radioactive material
2. be in possession of the product's safety data sheet and have read it
3. ensure that each product is identified
4. ensure that the necessary containment, vapour capture and metering devices (dosimeter, etc.) are working properly
5. equip themselves with adequate personal protective equipment (gloves, face mask, protective clothing, respiratory protective equipment, etc.)
6. manage their stock by only having what is strictly necessary
7. carry out a stock review periodically

8. dispose of superfluous products and any waste, or have them disposed of, in accordance with current regulations, in conjunction with the Safety Manager and the relevant Technical Services Division.

Food, beverages or any personal belongings must not be taken into premises where radioactive material is stored or handled.

After using or handling radioactive material, staff must ensure it is properly stored and that means of identification and marking have been placed on the containers, equipment or premises concerned, in accordance with the rules in force and under the supervision of the Safety group.

Each time staff leave premises where radioactive material is handled, they will be screened for external contamination. Likewise, personal protection devices shall be placed in the receptacles provided for that purpose.

ARTICLE 36 LASER RISK PREVENTION

Laser risk prevention arises from the use of light beams which can cause long-lasting injuries for those people affected. The implementation of laser devices is subject to the approval of the Safety Manager.

Before any use of laser beams, laser beam generators or laser transmission systems, users must:

1. have received training on the risks involved in using lasers
2. be in possession of the laser risk assessment sheet and have read it
3. ensure that the protection and warning devices work correctly (screens, lighting systems, servo controller, etc.)
4. equip themselves with adequate personal protective equipment (special glasses)
5. mark off and prohibit access to the zone where the beam is generated, transmitted and used
6. conduct periodic inspections of all of the equipment implemented in connection with the laser itself or the protective equipment associated with it to make sure it is in good working order, in accordance with current regulations
7. stop the beam from operating immediately in the event of a malfunction of a piece of equipment which generates, transports or uses the beam, or a piece of marking or protective equipment.

ARTICLE 37 PREVENTION OF THE RISK ASSOCIATED WITH THE USE OF NANOMATERIALS

Applying a precautionary approach, and given the current knowledge in the field of nanomaterials, the prevention of the risk associated with nanomaterials must be managed in the same way as that associated with chemical risk (cf. Article 33).

Section 4: Rights and obligations concerning prevention and declaration of accidents in the workplace

ARTICLE 38 SERIOUS AND IMMINENT DANGER - RIGHT OF WITHDRAWAL

In accordance with Article L. 4131-1 of the French Labour Code, any member of staff who has reasonable cause to believe that a work situation poses a serious and imminent danger to their life or health, or to anyone else, or who notices a flaw in the protection systems set up in the Establishment, shall immediately report it to their line manager or the person designated for that purpose. The line manager or designated person may not ask the member of staff concerned to resume their work if the danger remains.

All staff are under an obligation to immediately inform the people around them of any dangerous situation they have noticed.

If a staff representative on the Health, Safety and Working Conditions Committee finds that there is a cause of serious and imminent danger, particularly through a member of staff present who has withdrawn from the work situation defined in Article L. 4131-1, they shall immediately notify the Safety Manager and can log such notification in writing in the logbook they keep for this purpose.

ARTICLE 39 WHAT TO DO IN THE EVENT OF AN ACCIDENT

Any witness to an accident must comply with the directives of Article 23 of these Rules of Procedure:

If they have the skills, witnesses to accidents must assist the injured person, making sure that in doing so, they are not exposing themselves or the environment to the same risk (particularly in the case of asphyxiation or electrocution).

ARTICLE 40 DECLARATION OF ACCIDENTS

Any member of staff who has had an accident in the workplace must report it or have it reported by a witness to the Safety Manager, either during the day or at the latest within 24 hours, for recording in the Company's workplace accident logbook. Human Resources, in conjunction with the Safety group, shall make the statutory declaration which must be made to Social Security within 48 hours after the date of the accident or the date it became aware of it, and shall inform the members of the Health, Safety and Working Conditions Committee.

For staff who do not work for the Company, Human Resources shall inform the employer of the staff concerned of the workplace accidents it is aware of and which have occurred in the Company. The same provision shall apply to staff assigned to SOLEIL.

Responsibility for the administrative procedure for workplace accidents of staff from external companies or external users of the synchrotron lies solely with their employer. These companies or organisations are also requested to inform the Managing Director of any accident which occurs on the site.

Please note: for accidents which are initially considered to be minor, their recording by the Safety Manager in the Company's logbook safeguards the victim's rights as regards its being dealt with as a workplace accident.

ARTICLE 41 INVESTIGATIONS FOLLOWING AN ACCIDENT

The Health, Safety and Working Conditions Committee is informed of any workplace accidents or occupational illnesses. It may then conduct an investigation. Furthermore, following any accident resulting in or which could have resulted in serious consequences, the Health, Safety and Working Conditions Committee must be notified of this as soon as possible and an investigation must be conducted for or in the wake of an extraordinary meeting provided for in this case by the French Labour Code.

TITRE 4 - PUBLICATION

ARTICLE 42 PUBLICATION

These Rules of Procedure are subject to approval by the Synchrotron SOLEIL Health, Safety and Working Conditions Committee and Works Committee.

They shall be disseminated under the terms and conditions provided for in the French Labour Code.

Any subsequent amendment shall be subject to the same procedure.

ARTICLE 43 DATE OF ENTRY INTO FORCE

These Rules of Procedure shall enter into force on 1st May 2014.

The original version of these Rules of Procedure dates from 11 March 2003.