

**RULES OF PROCEDURE  
FOR PARTICIPATION IN MEETINGS OF THE SUPERVISORY BOARD  
OF RAFAKO S.A. OF RACIBÓRZ  
THROUGH MEANS OF REMOTE COMMUNICATION**

Section 1  
**DEFINITIONS**

1. Whenever used in these Rules, the following terms shall have the following meanings:
  - 1.1. "Company" shall mean RAFAKO S.A.,
  - 1.2. "Supervisory Board" shall mean the Supervisory Board of RAFAKO S.A.

Section 2  
**GENERAL**

1. These Rules of Procedure define the rules and technical requirements for participation in meetings of the Company's Supervisory Board through means of remote communication.
2. Participation in Supervisory Board meetings through means of remote communication may take place by means of:
  - a) a telephone connection providing two-way audio communication in real time;
  - b) software enabling real-time audio and video transmission;
3. Participants of a Supervisory Board meeting held with the use of means of remote communication shall be able to:
  - a) actively participate in the meeting by being able to speak and submit motions/proposals;
  - b) vote.
4. Supervisory Board meetings using means of remote communication may be held provided that all members of the Supervisory Board have been notified of the meeting and at least half of the Supervisory Board members participate in such meeting.

Section 3  
**CONVENING AND CONDUCTING THE MEETINGS**

1. The decision about enabling participation in a Supervisory Board meeting using means of remote communication shall be made by the party calling the meeting, who shall include information about this form of participation in the invitation to the meeting.
2. Details enabling joining the Supervisory Board meeting through means of remote communication shall be sent to the email addresses of each Supervisory Board member.
3. At the beginning of each meeting, the person conducting the meeting shall check attendance by identifying each Supervisory Board member attending the meeting.
4. During the meeting, before commencing to speak about a matter under debate Members of the Supervisory Board shall say their first name and surname, unless the Supervisory Board members can be seen over a video connection.
5. Draft minutes of a Supervisory Board meeting shall be made available to the Supervisory Board members within three working days of the date of the meeting. Members of the Supervisory Board may submit their comments on the draft minutes within 7 days of the date of receipt of the draft. Upon expiry of the time limit referred

to in the preceding sentence, the minutes shall be signed (physically or using a qualified electronic signature) by the minute-taker and the Chair or Deputy Chair of the Supervisory Board.

Section 4  
**ADOPTING RESOLUTIONS**

1. The Supervisory Board may adopt resolutions during meetings held using means of remote communication.
2. A resolution adopted with the use of means of remote communication shall be valid if all Supervisory Board members have been notified of the contents of the draft resolution and at least half of the Supervisory Board members have participated in the adoption of the resolution.
3. If a vote is held at a meeting held using means of remote communication, the person conducting the meeting shall read the draft resolution.
4. Members of the Supervisory Board shall exercise their voting rights at the meeting in such a way that, in the course of voting on a given resolution, the person conducting the meeting asks each Supervisory Board member participating in the meeting whether they vote in favour of, against or abstain from voting on a resolution. After all Supervisory Board members have cast their votes, the person conducting the meeting shall count the votes and declare whether the resolution has been adopted. Where technically feasible, the Chair may call a secret ballot either on their own initiative or at the request of a Supervisory Board Member.