1.0 PURPOSE

This standard establishes minimum health and safety requirements for contractors to ensure that they perform work at business units and sites in a manner consistent with company standards, have performance requirements that are defined and communicated, provide personnel who have been screened, trained and are qualified to perform the specified duties.

The purpose of this standard is to provide business units and sites with minimum requirements needed for the development and implementation of written procedures, processes, training and stewardship.

2.0 SCOPE

Company-wide. This standard applies to Delek US Holdings, Inc. and Delek Logistics Partners LP, their subsidiaries and their affiliates ("Delek" or "Company").

3.0 DEFINITIONS

3.1 ***Contractor / Contract Employer*** – An individual or organization performing work at a job site on behalf of Delek; including sub-contractors (Contractors employed by another Contractor).

3.2 ***Contractor Safety Administrator*** – A Delek employee who is responsible for administering and fulfilling the requirements of the Contractor Safety Program.

3.3 ***Contractor Sponsor*** – The Delek employee or designee who retains the approved Contractor and is accountable for its performance; ensures that Contractor work is performed safely and in compliance with location, state, and federal requirements.

3.4 ***Department of Transportation (DOT) Operator Qualification (OQ)*** – Qualification requirements Contractors are required to complete prior to performing covered tasks on a DOT OQ pipeline facility.

3.5 ***DISA –*** A third party administrator of drug, alcohol, and background screening for Regulatory compliance of DOT/PHMSA requirements for Delek.

3.6 ***Emergency Work*** – An unexpected situation requiring immediate action.

3.7 ***Experience Modification Rate (EMR)*** – The EMR is a computation comparing a company's annual losses in insurance claims against its Workers Compensation standard premiums over a three-year period, excluding the most current year.

3.8 ***ISNetworld (ISN)*** – A web-based third-party administered database that assists with satisfying governmental and Delek-specific recordkeeping and management requirements relating to Contractor evaluation and selection.

3.9 **Job Hazard Analysis (JHA**) – A process to identify, analyze and record the steps involved in performing a specific job. The analysis identifies the existing or potential health, safety and process safety hazards and those hazards brought by contractors associated with each step and the recommended action that will eliminate or reduce these hazards.

3.10 ***Pre-Qualification*** – A screening process used to evaluate Contractor history and experience to determine if the Contractor has the ability to accomplish the desired job tasks without compromising the safety and health of the Contractor employees, Delek employees, the public, or the environment.

3.11 ***Review And Verification Services (RAVS)*** – Health and safety data verification provided by ISN.

3.12 ***Variance Process*** – A process used to evaluate Contractors that do not meet approved level of safety performance, and to ensure appropriate risk assessment and mitigation.

3.13 ***Workcode Matrix –*** A list that identifies job types conducted on-site and which ones are recommended to require pre-qualification (Level II) and those that do not (Level I).

4.0 REQUIREMENTS

4.1 Business Unit or Site

4.1.1 Develop and implement requirements which ensure that Contractors perform work according to Delek's safety expectations.

4.1.2 Develop site specific training programs that are available for the Contractors to complete prior to work commencing.

4.1.2.1 Program shall minimally include business unit or site specific:

4.1.2.1.1 Hazards (physical, chemical, mechanical, thermal)

4.1.2.1.2 Identification and properties of highly hazardous toxic materials

4.1.2.1.3 PPE and respiratory requirements

4.1.2.1.4 Safe work requirements

4.1.2.1.5 Review of Emergency Response Plan

4.1.2.2 Training programs shall contain verification of competency by knowledge testing and demonstration of skills (if applicable)

4.1.3 Have performance requirements that are defined and communicated, including their responsibility for providing personnel who have been screened, trained, qualified and are able to perform the specified duties.

4.1.4 Regularly monitor and evaluate Contractors to ensure that they continue to perform to requirements.

4.2 Contractor Selection

4.2.1 Contractors performing Level I (see 9.0.1 Contractor Workcode Matrix) work are not required to pre-qualify in ISN due to the low safety risk for work to be performed.

4.2.2 Contractors performing Level II (see 9.0.1 Contractor Workcode Matrix) work are required to pre-qualify in ISN due to the risk of the work of work to be performed or the type of processes they will work on or around. (Manual Grading by Site/Business Unit is allowed, in lieu of ISN pre-qualification).

4.2.3 For Level II Contractors, use the ISN website to determine if a Contractor is a Delek approved Contractor and their safety performance. The following information is available for each Contractor: Safety statistics – TRIR, DART, EMR, Fatalities, RAVS score, and OSHA citations.

4.2.4 Review the Contractor's grade in ISN to determine if they are acceptable. An A or B grade is acceptable, C or F grade requires a Variance.

4.2.5 Grading criteria in ISN: A = 91-100 points, B = 81-90.99 points, C = 71-80.99 points, F = -80-70.99 points.

4.2.6 Refining, Logistics, Renewables and Transportation use DISA approved Contractors that meet regulatory and Delek's drug, alcohol and background screening. These requirements consist of:

4.2.6.1 A urine 10 panel screening and breath alcohol test

4.2.6.2 A Grade 2 background check

4.2.7 Office contractors are required to follow Delek's drug, alcohol and background screening requirements.

4.3 Contractor Sponsor

4.3.1 Identifies the types of work activities to be performed by a Contractor, to include whether the work meets the definition of DOT OQ covered work (e.g., Operator Qualified Tasks (OQ)).

4.3.2 Verifies the Contractor has an acceptable grade within ISN prior to using them.

4.3.3 Conducts an initial project review on the minimum safety expectation of Delek.

4.3.4 Maintains current knowledge of Contractors' ongoing work activities.

4.3.5 Initiates the Variance process (See Variance in 4.7) and monitors the mitigation or improvement plan required under a Contractor's Variance.

4.3.6 Leads/verifies meetings with Contractors at an appropriate frequency based on the level of risk associated with the work being performed. The meetings shall include:

- A review of completed tasks

- Upcoming or in progress hazardous tasks
- And, the control measures to be used

4.3.7 Sets up and maintains a personal query of Contractors (Personal Contractor List (PCL)) in ISN, to be notified of dashboard grade changes for Contractors that the Contactor Sponsor is currently using, to ensure Contractors maintain an acceptable score while performing work.

4.4 Contractor Safety Administrator(s)

4.4.1 Verify that the Contractor had Site/Business Unit specific training prior to starting work.

4.4.2 Maintain knowledge of work activities.

4.4.3 Monitor grade changes for the Contractors currently being used to ensure they maintain an acceptable score.

4.4.4 Upload completed Variance forms into ISN to document the approval of the Variance request.

4.4.5 Perform manual grading of Contractors if circumstances require.

4.4.6 Maintain completed Variance forms.

4.4.7 Monitor key performance indicators (e.g. Inspections, observations, Field audits, ISN grades). This data shall be used to evaluate Contractor performance to identify trends so that any necessary corrective actions can be taken to improve performance.

4.4.8 Verify that safety meetings with Contractors are being conducted at an appropriate frequency, based on the level of risk associated with the work performed.

4.5 Supply Chain

4.5.1 Prior to issuing purchase order, verify that the Contractor (excluding sub-contractors) performing Level II work has an acceptable grade (A or B) or an approved Variance if the grade is a C or F.

4.6 Contractor

4.6.1 Contractors are responsible for ensuring that its personnel (and sub-contractors) safely and effectively perform the job-specific tasks assigned. Contractors (excluding sub-contractor) performing Level II work are responsible for maintaining an active subscription and an acceptable Grade or an approved Variance for the duration of their work for Delek.

4.6.2 When performing Level II work, a Delek approved, written JHA shall be conducted at the start of the work tasks, reviewed prior to conducting work, and revised when conditions change.

4.6.3 Inform Contractor Safety Administrator of any new chemicals that will be introduced into the Site/Business Unit and include a Safety Data Sheet. Delek Safety and Environmental protocols will be followed, including the completion of an MOC, regarding the introduction of new chemicals.

4.6.4 Ensure all employees are instructed in the applicable Site/Business Unit emergency action plan including emergency alarms, emergency response, and evacuation area procedures and understand the meaning of location alarm notifications and evacuation routes.

4.6.5 Advise Delek of any unique hazards presented by their work or identified during their work.

4.7 Variance

4.7.1 A Contractor with a C or F grade may be used with prior approval. The Contractor sponsor shall initiate a Variance which will be issued for a maximum of 365 days period.

4.7.2 Variances issued for a C or F graded Contractor must be approved by Contractor Sponsor's Supervisor, local Health & Safety /HSE Manager, and General Manager of the facility (or his/her delegate). Electronic signature is acceptable.

4.7.3 Site/Business Unit shall work with Contractors operating under a Variance to improve performance. A Variance may be renewed at the end of the Variance period if the renewal is approved by Operational VP (or equivalent/delegate).

4.7.4 If at any time a Contractor currently doing work for Delek who previously had an acceptable grade, experiences a grade decrease to an unacceptable grade, an approved Variance will be required for that Contractor to continue work.

4.7.5 The Variance form shall be uploaded to ISN, and will be visible on the Contractor's account with ISN at the Site/Business Unit. For manually graded Contractors, the Variance documentation shall be maintained by the Contractor Safety Administrator.

4.8 Emergency Work Exception

4.8.1 When an Emergency Work situation arises that does not allow adequate time to pre-qualify the Contractor, the Site/Business Unit may grant interim approval of a Contractor. The Emergency Work Exception (Variance) request shall be initiated by the Contractor Sponsor and signed (electronic signature/approval is acceptable) by the Health & Safety/HSE Manager (or delegate) and Operational VP (or delegate).

4.8.2 The interim approval is valid for 30 days and shall be used as a one-time request. As soon as possible, the Contractor used during the interim process shall go

through the Contractor Pre-Qualification process in ISN, or, in exceptional circumstances, manually graded.

4.9 Training

4.9.1 Each Site/Business Unit will maintain documentation that each contract employee has received and understood site specific training provided. Records will include Contractor name, date of training and means used to verify they understood training and be maintained for three years.

4.10 Performance Measurement

4.10.1 Monitor and evaluate Level II Contractors to ensure continued performance. Field assessment is the primary means of evaluating practices and performance while contractors are working on Delek owned or leased property. And, a review of the program at a minimum annually on these components shall be completed:

- Pre-Qualification
- Results of field assessments
- Oversight of drug, alcohol and background screening

5.0 RESPONSIBILITIES

5.1 Supervision

The Contractor Sponsor is responsible for ensuring that Level II Contractors are pre-qualified prior to commencing work and conducting field assessments as outlined in Section 4.10.

The Business Unit or site training department is responsible for ensuring that site-specific and task-specific hazard information is developed and provided to Contractors at all levels.

5.2 Contractors

Contractors are responsible for complying with all Delek Corporate and Site safety regulations and requirements.

6.0 SCHEDULE & IMPLEMENTATION

This Standard is effective as of February 1, 2022

REVISION HISTORY

Revision	Effective Date	Author	Description of Revision	Approved By
0	01/01/2022	R. Tucker	Origination	T. Lopez
1	01/26/2022	R. Tucker	Removed Appendix "A" from the document and created a stand-alone document in an Excel format. Modified lines 105 to 112 of appendix regarding prequalification.	R. Tucker
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