



CODE OF GOOD PRACTICES

of the Members of the Economic Chamber of Non-Ferrous Metals and Recycling

Seat: Katowice, Republic of Poland

www.igmnir.pl

TRANSLATOR'S NOTE

This document is an English translation of the *Kodeks Dobrych Praktyk członków IGMNiR* (Code of Good Practices of the Members of IGMNiR). The English name of the Chamber follows the form adopted in § 1(2) of the Chamber's Statute. The statutory reference is rendered to its official Polish citation (the *Journal of Laws, Dziennik Ustaw*, abbreviated Dz.U.). In the event of any discrepancy between this translation and the Polish original, **the Polish text shall prevail**.

The Members of the Economic Chamber of Non-Ferrous Metals and Recycling (“IGMNiR”) engaged in recycling, being aware of the serious harm that metal theft causes to the Polish economy and Polish society, with a view to minimising the scale of the phenomenon of theft and to eliminating:

- a) the financial risk associated with the inadvertent purchase of materials derived from theft, as well as
- b) the risk of IGMNiR Members being subject to criminal liability, and also
- c) the negative image resulting from the acceptance of stolen materials,

shall endeavour to observe the following practices.

IGMNiR Members shall cooperate with state authorities, enterprises exposed to metal theft offences, and local communities in order to eliminate the phenomenon of metal theft.

IGMNiR Members shall cooperate with legislative bodies in order to enact laws eliminating the phenomenon of metal theft.

I. Identification of the seller

1. IGMNiR Members should strictly observe the guidelines set out in Article 43a of the Act of 27 April 2001 on Waste (Journal of Laws of 2001, No. 62, item 628, as amended).
2. IGMNiR Members should obtain a sufficient amount of information in order to identify the selling person should a problem arise with the purchased material.
3. IGMNiR Members should record the registration number of the vehicle driven by the seller at the time of the transaction.
4. IGMNiR Members should create an account record for each customer and use it in every transaction with that customer. Such an account should be assigned on the basis of the initial information about the customer, and this information should be updated no less frequently than every two years.
5. The acquisition document should contain a declaration that the seller is the owner of the materials or a person authorised to sell them.
6. In the case of cash payments, the receipt should contain a declaration that the seller is the owner of the materials or a person authorised to sell them.
7. IGMNiR Members should consider introducing additional video monitoring with a visible date and time at the weighing station, which will make it possible to link specific video segments with specific transactions in accordance with their registration by the computer or on a handwritten weighbridge confirmation. The video recording should be retained for at least 14 days.

II. Prohibited materials

1. IGMNiR Members should consider refusing to purchase certain types of materials, unless such a purchase takes place in connection with a contract or authorisation. The materials to be taken into account include:

- a) materials usually sold by business entities but brought in by private individuals, such as scrap from new production, new materials forming part of the production process, and baled or cut materials;
- b) items commonly used exclusively by public authorities, utility companies, or other specialised industries, e.g. guardrails, manhole covers, conductors used exclusively in high-voltage lines, and commemorative and gravestone plaques;
- c) full-size, new materials, e.g. those used in construction, or equipment and tools used by contractors;
- d) materials that are not new but raise serious suspicion, as well as other suspicious materials;
- e) materials clearly marked as the property of an entity other than the seller, e.g. beer kegs and other marked materials;
- f) materials whose theft has been reported. A full list of such materials is available on the IGMNiR website.

III. Training

1. IGMNiR Members should consider developing a training programme for the personnel receiving materials in the recognition of suspicious materials.
2. IGMNiR Members should develop a set of questions that employees may ask where something arouses their suspicion, and should determine when the personnel receiving materials should summon their supervisor if they cannot obtain satisfactory answers.
3. IGMNiR Members should determine when a supervisor should contact a senior manager or the owner if a transaction raises suspicion.
4. IGMNiR Members should train personnel in how to act where they decide not to purchase a given material — what to say and what to do, how to react in the event of a confrontational attitude on the part of the seller, and when to call the police.
5. IGMNiR Members should maintain a list of items whose theft has been reported through the IGMNiR alert system, from local police information, and from other local and regional sources. Such a list should be made available to the personnel receiving materials and, where necessary, to other employees.

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