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- *Corporate Expenses and General Services* -

## **FCC Group management Procedure**

- *Transportation and Moving* -

**Madrid, January 1, 2014**



## Index

<b>0. Purpose.....</b>	<b>3</b>
<b>1. Scope.....</b>	<b>4</b>
<b>2. Basic concepts and operation.....</b>	<b>5</b>
<b>3. Organization.....</b>	<b>8</b>
<b>4. Service recruitment and support service.....</b>	<b>9</b>
<b>5. Basic information.....</b>	<b>12</b>
<b>6. Functionality and features.....</b>	<b>13</b>
<b>7. Annex I - Documentation and requirements.....</b>	<b>14</b>



## **0. Purpose**

The purpose of this document is to establish the principles that should govern shipping and removal services as well as to standardize and systematize their treatment in order to optimize and facilitate their paperwork.



## 1. Scope

The contents and guidelines of this document should be applied to **all companies that are part of FCC Group**, that due to business needs are forced to hire shipping and removal services.

Joint ventures, JV, where FCC Group is a part as major shareholder should also be included in this scope.



## 2. Basic concepts and operative

### 2.1. Types

Among the shipping and moving services that can be given in FCC Group for the purposes of this procedure, two main types must be distinguished:

- **Operative:** Transferring of goods, furniture and accessories, necessary for the development of business activity between local headquarters or offices. These elements might have a specific use or be shared by different Business Areas.
- **Personal:** Moving or transporting between homes of any domestic furniture, household furnishing and all the rest of the house equipment of the property of FCC's moved or expatriated staff.

### 2.2. Who is entitled to the service

- **Working operations:** In the case of workplaces closing up, the shipment shall be authorized by the head of the applicant centre and have the approval of his/her supervisor. For goods partial shipment, permission of the applicant center responsible person will be enough.
- **Personal:** The applicant should have to be a expat worker or someone having a transfer exceeding twelve months. The employee receiving compensation or subsidy from the company as compensation for the incurred costs in the move, will not be allowed to request this service. This request should have to be sent by the person responsible for each particular area.

### 2.3. Quantities and magnitudes in “personal” moving

- Quantities established as reasonable and whose cost will be borne by the company, within the conditions set out in the previous section are the following ones:
  - o **Moving home furniture: 24 m3 (this amount includes the share of expatriated worker).**
  - o **Transfer of household goods not including home furniture: 6 m3 per member of the household.**
- In case of exceeding the above mentioned quantities, **corresponding supplement will be borne by the transferred staff.**



- In the case of sea freight, **shipping by air will be authorized in the first instance for personal effects up to the amount of 60 kg per household member who moves, worker included.**
- A vehicle road transportation with the use of a trailer or a container in the case of maritime shipping, must be previously authorized by the Head of Human Resources of the Business Area.
- **All costs incurred by the breach of internal rules and legal requirements set out by the Group (Annex I) will be on transferred staff's account.**

#### **2.4. Insurance:**

In case of "personal" moving the **maximum amount of capital** allocated to the transferred goods which **is established by the company will be 1,000 € / m3 with a limit for the total carrying value of € 35,000** Corresponding supplement to be applied to the appropriate premium.in the event of exceeding this amount surcharge will be on the transferred staff's account.

#### **2.5. Elements in a transportation and moving service:**

Among the elements in a moving and carriage service are:

- Moving company: is a company that provides a transportation paid service, meeting with the requirements of current legislation in transport. If there is such a company it must be registered within the Estate or Community Register of Moving Companies. It must also be in possession of the FAIM seal.
- Applicant or sender: a natural or legal person, who either directly or through an intermediary, requests a transport to be carried out on his behalf and against which the carrier assumes the obligation of it.
- Carrier: The carrier that under the contract and on behalf of himself assumes the obligation to carry the goods from one place to another.
- Storage: Activity related to the moving activity, consisting of the deposit, care and custody of furniture or fixtures whose characteristics and condition are detailed in a list or inventory. It will be necessary that the company is in possession of the corresponding administrative authorization to be entitled to do it. In the event a deposit is requested in a furniture repository, the consignee or recipient will be allowed to visit the facility beforehand and check the way and method of storage.



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- Moving Contract: Through the moving contract the carrier undertakes to transport furniture, household furniture, appliances and accessories coming from or going to homes, business premises or workplaces, in addition to the loading, unloading and transfer of the objects to be transported from where they are to place them in the home, business premises or workplaces of destination.
  - Activities such as the preparation, assembly or disassembly, packing, unpacking and other complementary ones, will depend on the agreement signed by the contracting parties, having to be specified in the service request.
  - Consignee or recipient: natural or legal person to whom goods, aim of this service have to be delivered.



### 3. Organization

In order to achieve an efficient management of deliveries and removals in the entire FCC Group, a FCC group responsible person, depending on Corporate Expenses and General Services is appointed being his duties and responsibilities the following ones.

- a) **Make himself aware that the process is known** and properly used by all staff involved, through:
  - a. Global and individualized communication actions.
  - b. Control of its correct application.
- b) **Making inquiries to each of the potential information sources**, in contact with partners in each business area.
- c) Optimization of the requested services by **prioritizing groupage service on individual service**.
- d) Same international origin service **dates concentration**.
- e) Collection of legal requirements and setting out of internal regulations (Annex I).



## **4. Service and support services hiring**

### **4.1. Choice of supplier/s**

The Purchasing Department will carry out a contest where one or several suppliers will be selected, through an objective selection criteria and according to the type of work to be performed, Selected suppliers will accomplish their services for the whole duration of the contract.

### **4.2. Communication of need**

#### 4.2.1. Service need Communication.

The service requester will contact the HHRR department of the corresponding Business Area to analyze and process the requested service. HHRR or whoever is appointed on each Business Area, will request estimates from approved suppliers and once those estimates have been received the service will be awarded to the cheapest supplier. This award will either be sent to the responsible department (point 3) to proceed to the dispatch of the award to the right provider, or will request relevant clarifications deemed appropriate to the choice made and once they have been resolved the corresponding award will be sent to the supplier.

#### 4.2.2. Inventory of properties to be moved.

Carrying out and acceptance of an inventory of property to be moved will be necessary in the case of staff's moving.

#### 4.2.3. Information provided by the removal company.

The removal or delivery services made available to FCC Group will provide in a certain and objective way, truthful, effective and sufficient information about their essential features, and contain at least the following information:

4.2.3.1.- Full price or estimate, if applicable, and legal and economic conditions for use of the service, price of the service clearly stated and differentially service price and the amount of Increases or discounts, if any, as well as any additional costs per services, accessories, financing, postponement, taxes and fees in order to ensure the proper execution of the removal company service.



4.2.3.2.- Service execution date and recommended deadline duration.

4.2.3.3.- Instructions or directions for the proper performance of the service, warnings and foreseeable risks. The removal company will have to report of any incidents at loading and unloading places, as well as of the packing and type of packaging in order to provide the highest level of service with optimal cost. These instructions will be delivered for signature to the user and copy will be sent to the responsible department (point 3). **Any costs arising from the breach or non-fulfillment of the above mentioned instructions will be borne by the user.** The company will not get in charge of it unless justification approved by the responsible department (point 3) is produced.

4.2.4. Responsibilities: In the removal or delivery services, cargo operations, stevedoring and unloading of goods, responsibility will be borne by the mover in charge on them. The removal company will be liable for the total or partial loss of the goods, as well as for breakdowns occurred from the time of reception for transport until delivery on destination. The removal company will also be responsible for damages resulting from the delay in the implementation of transport, attributable to their performance. No damages occurred to those packages that have not been packed by the removal company's staff will be included, whenever such a circumstance has been previously advised to the service recipient.

4.2.5. Insurance: The removal company undertakes the responsibility within the limits established by the law and the contract:

- To cover the obligation to indemnify a third party for damages caused by an event specified in the contract, the consequences of which the insured is liable for, in accordance with law.
- To compensate for property damage that may occur on goods transported.

As for the storage service, goods stored must be insured from damage, theft, flood or fire that may occur. Cases of "force majeure" or any others that are not established by law are not covered.



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#### **4.3.- Limit for claim of loss or damage to the property subject of the move**

- Claims to the removal company or its subsidiary for losses or damage not detected at the delivery time must be in writing at that moment or within seven days of delivery, Sundays and holidays not included. Copy of the above mentioned letter of claim will have to be sent to the following email address [serviciosgenerales@fcc.es](mailto:serviciosgenerales@fcc.es).



## 5. Basic information

**Basic data that will have to be reported** in the application form (4.2.1) are:

- 1 - User's data identifiers: name, address and telephone number.
- 2 - Company's profile identifiers on behalf of which the service is performed: NIF, company name, address and contact person.
- 3 - Date and place of shipping reception and delivery (these ones may change due to optimization of the service).
- 4 - Nature: number and importance of the objects to be loaded.
- 5 - Inventory prior to the completion of service.
- 6 - Existence of objects whose transport is subject to special rules.
- 7 - Accuracy on the need for special packaging, assembly, disassembly and furniture placement, or any kind of handling to perform on the merchandise.
- 8 - Specification on access to the building.
- 9 - Remarks: Those points of interest not covered in the previous sections will be included.



## **6. Functionality and features**

The efficient management of deliveries and removals within the FCC Group has the following objectives:

- ✓ Cost reduction
- ✓ Efficiency increase in operational management



## **ANNEX I. – DOCUMENTATION AND REQUIREMENTS**

As a general rule the following list of prohibited items to be included in goods to be transported is established. However, furthermore other limitations imposed by the customs legislation of certain countries which must be complied with, will be itemized.

### **Banned products:**

- GAS: perfumes, aerosols (deodorant, air freshener), compressed gas cylinders, diving aqualung.
- MONEY, JEWELS: money, jewelry, watches, gems.
- DRUGS, narcotic and psychotropic substances: including seeds, flowers and mushrooms.
- CORROSIVE: wet cell batteries, acids and alkalis devices containing mercury, lithium batteries.
- EXPLOSIVES: ammunition, firearms, fireworks and flares.
- FLAMMABLE PRODUCTS, toxic and infectious substances: lighter, matches, fuel heater, paint, solvents, insecticides, herbicides, bleach, peroxides.
- MISCELLANEOUS DANGEROUS GOODS: self-inflating life jackets, dry ice, magnetized materials.
- IN ARAB COUNTRIES: any Israeli origin, political or religious literature that threatens the government or the Islamic faith, religious statues, etc.

### **Restricted products:**

- ANIMAL PRODUCTS: animal skins (non-domesticated), skins, ivory and live animals.
- SHELF PRODUCTS, PLANTS AND SEEDS: food products, spices, oil.
- DRUGS: unless prescribed, where access will be allowed in small amounts.
- SNUFF PRODUCTS.
- ALCOHOLIC DRINKS, LIQUORS.
- EXCEPTIONAL VALUE ITEMS: artworks, antiques.
- PORNOGRAPH.
- NEW ITEMS: appliances, new items.
- SATELLITE EQUIPMENT, ANTENNAS.



## ARABIA SAUDÍ - RIYADH

For moving to Saudi Arabia, *the residence permit (Iqama)* is necessary. Carrying out a move without this permission is not possible.

100 % of exports to Saudi Arabia are submitted to **physical customs inspection** and authorities **penalize the non-compliance of import rules** (from confiscation to fines and possible imprisonment).

### **Transit time:**

For air shipments.... 2-3 weeks

For maritime groupage shipments.... 8-10 weeks

For 20 ft. Container of shipping.... 7-8 weeks

### **Noteworthy data:**

- In sea shipping, the applicant must spend 3000 SAR as a deposit for the shipping company.
- The deposit will be refunded once the container is returned to door, once the downloading has been completed, minus any costs of detention if any.
- Shipments valued (in lack of appropriate invoice, valuation is done by the Local Customs Authority) in over 10,000 SAR are subject to payment of taxes and fees (15 % for furniture, 5% for appliances, 5% for Video / CD, etc.).
- Items similar to the ones that can be manufactured in Saudi Arabia are subject to fees / taxes (5 % to 15 % approximately).
- Books and used clothing, in reasonable quantities, are exempt from payment of duties / taxes.
- The applicant will be subject to fines / penalties, in case of videos, CD's , books, etc. confiscation for censorship reasons.
- **Prohibited Items:** all games of chance, including chess, dice, backgammon, weapons, military uniforms, alcoholic beverages, radio transmitters and communication equipments, figures or statues or anything that represents humans or animals, and pornographic materials, fashion



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magazines, trendy pictures of people in bathing suit or underwear and any other religious book of Islam.

- **Objects subject to censorship:** Camera films, magazines, books, music, images, pictures, personal computers (laptops) CDs, DVDs, video tapes, hard drives, printers, mobile phones and any other objects aimed at storing information.
- The applicant must be in Saudi Arabia a few weeks before the shipment arrival to begin the customs dispatching process. If not and if the necessary documentation was not ready, the shipment will not be delivered and will incur in delay and, storage costs, etc. It is estimated that customs process under normal conditions, will require about two weeks.