

## **Safety rules for the performed work**

1. Before entering the premises of BALTIC HUB and undertaking work, the contractor's employees and their subcontractors undergo an online safety training, including general safety rules, evacuation procedures and safe working standards applicable at BALTIC HUB. The training is in the form of an online training course (the ordering party sends a link to the online course).
2. When entering the premises of BALTIC HUB all employees of the contractor and subcontractors must always carry an identity document with a photo and an online training certificate (which may be issued in electronic form). Failure to provide all documents required by BALTIC HUB may result in non-admission to work.
3. The Contractor and its subcontractors shall comply with the OHS regulations and the rules resulting from BALTIC HUB procedures.
4. Acceptance of an order / signing an agreement by the contractor is each time understood as the contractor's declaration that all its employees have undergone a valid OHS training, have valid medical tests, licences and qualification certificates, are aware of the hazards occurring during their work and are familiar with Occupational Hazard Assessment Sheets.
5. The Ordering Party may require a Hazard Assessment Sheet for the scope of the work performed at the terminal.
6. The Contractor and all its subcontractors shall hold a specification of basic machines, equipment and substances brought onto the premises of BALTIC HUB. At the request of BALTIC HUB the contractor shall present relevant UDT/TDT documentation of the machines used by it and safety data sheets.
7. If the required documents are not held, in whole or in part, BALTIC HUB has the right to impose a ban on the performance of work until the required documentation is submitted.
8. In the event of work performed by employees of two or more contractors in the same area (one area is understood as an unfenced area that may be accessed by third parties), an OHS Coordinator shall be designated in the common area, in consultation with BALTIC HUB OHS unit, prior to the commencement of the work, on the basis of an agreement or the "Cooperation Agreement" annexed to such agreement. The OHS Coordinator shall personally exercise supervision in the place of the work performance over the compliance by all persons employed in the work place with the OHS rules and regulations. The appointment of the OHS Coordinator shall not release the employers of their obligation to ensure occupational health and safety to employees and compliance with the fire protection regulations. In each other event the work performed by the contractor shall be supervised by the Ordering Party and the employees designated by BALTIC HUB.
9. A BALTIC HUB employee who commissions the work hands over the work permit to the person in charge of the contractor's employees. SECTION A is filled in by the person commissioning the work, SECTION B is filled in by the contractor. The contractor should hold a work permit at the time of performing work. The work permit is issued for one scope of work, e.g. replacement of paving stones. If the scope of work changes, a new work permit is required.
10. In the event of work carried out by the Maintenance Department (DUR), the work permit is replaced by an order in the MAXIMO system. When the work is not supervised and the contractor is left unsupervised, then a printout from the system is required and must be held by the contractor until the work is completed.

11. If it is necessary to carry out fire hazardous work, the requirements of laws and regulations and BALTIC HUB rules shall be met. Refer to the Safety Guide for specific requirements. This work is always carried out on the basis of a written permission.
12. When performing particularly hazardous work, the required written permits and the risk assessment sheet must be filled in (separate arrangements made with the Ordering Party).
13. Lack of a work permit during the performance of the work means that the contractor is banned from performing the work and the work of the contractor's company on the premises of BALTIC HUB is suspended until the work permit is presented to the employee that imposed the ban.
14. In the event of performing work on the premises of BALTIC HUB, the contractor is obliged to equip all its workers with appropriate work clothes, compliant with applicable laws, regulations and standards, full footwear, a high-visibility vest or other warning clothes, a protective helmet with a chinstrap and other PPE, depending on the work being carried out and the existing hazards. In the event of performance of the work at the quay (berth), at T1 and/or T2 terminals, contractors and subcontractors are obliged to equip their employees with life jackets in compliance with applicable laws, regulations and standards.
15. The Contractor shall ensure direct supervision over its employees and delegate persons for direct contact with the person assigning the performance of a task, the OHS Services and the OHS Coordinator, if any.
16. The Contractor shall immediately notify of any near miss incidents, emergencies and accidents at work occurring during the performance of the assigned tasks.
17. Each vehicle of an external company must drive at the terminal in accordance with the applicable horizontal and vertical signs and at the maximum speed of 30 km/h. All occupants of the vehicle must have their seat belts fastened and there must be an additional operating orange warning light on the roof of the vehicle.
18. The Contractor and its subcontractors are obliged to cordon off the area of work performance. A lack of traffic cones will result in suspension of the work until the area is cordoned off. The work must be cordoned off at least 2 metres from the activity, with the use of concrete barriers, where possible, and otherwise with safety posts.
19. If required by the work performed, each contractor shall be equipped by BALTIC HUB with at least one radio for communication in the event of emergency.
20. In the event of gross violation of the OHS rules and regulations, the employee shall be prohibited from entering the premises of BALTIC HUB. In the event of any other offences, the penalty tariff included in the contract/order applies.
21. The employers undertake to cooperate with each other within the scope of health and safety and for the purpose of ensuring health and safety to the employees working in the same place.
22. As regards long-term work, it is necessary to arrange periodic meetings to discuss safety issues.