

APPROVED

(digitally signed)
Nikolai Petroviš
Board member
September 2019

VKG OIL AS MANAGEMENT PRINCIPLES

The management of VKG OIL AS undertakes to:

1. to study the current and prospective requirements of customers and consumers, and promptly respond to their observations and suggestions;
2. supply production in due time and in conformity with specified requirements;
3. strive to constantly improve the methods of analytical control, to provide a modern basis for analytical product control, and comply with the requirements of the standard EVS-EN ISO / IEC 17025;
4. control and improve production processes in the direction of reducing the risks of the working environment, ensuring optimal energy consumption, reducing emissions to the atmosphere, reducing formation of unusable by-products and waste;
5. implement modern technologies and equipment that minimize the impact on the environment and the working environment, improve energy performance and increase the efficiency of the use of natural resources;
6. constantly identify ecological aspects and impacts on the environment associated with the enterprises production activity, their relation with legal and other requirements;
7. develop measures to reduce the burden on the environment, and improve the living environment of the local region and local residents;
8. cooperate with governmental organizations and other interested parties, and provide reliable and accurate information about our activities;
9. constantly follow the principles of efficient energy usage and consider the energy performance, energy efficiency, improvements of energy usage and consumption when developing company's long-term plans;
10. *constantly identify, assess and control risks of working environment to ensure safe and healthy working conditions for the prevention of work-related injuries and ill health for our employees, contractors and visitors;*
11. *ensure the involvement of workers and workers' representatives in the development, planning and implementation of occupational health and safety objectives and actions for improvement;*
12. develop annual measurable goals of the integrated management system, review their implementation and relevance at least once a year, and, if necessary, make changes to ensure that results are obtained that satisfy the stakeholders;
13. with dedication and leadership to ensure achievement of the intended goals of the enterprise, and the strategic objectives of the concern as a whole, and to support the continuous improvement of the enterprise integrated management system;

14. comply with legal and other requirements, assumed, in the field of quality, environmental protection, occupational health and safety, energy use, consumption and efficiency;
15. conduct regular training of employees to improve their competence in the field of quality, occupational health and safety, environmental protection and energy usage, thereby reducing the likelihood of emergencies and ensure staff's readiness to adequately respond to them;
16. ensure the necessary information and resources for achieving the objectives and targets.

The management principles are applied throughout the scope of VKG OIL AS: **design, development, production and sales of products based on oil shale thermal processing as shale oils, bitumen, mastics, softeners/modifiers, coke, phenols and fractionated shale oil phenols.**

The enterprise ensures familiarization with the principles of management of all employees of the enterprise and all contract organizations working for enterprises. For the public, management principles are available at the company's website at: <http://www.vkg.ee>.

(viseeritud WD-s)
Igor Velmar
Petroter production manager/
technical director- director for development

(viseeritud WD-s)
Martin Sikk
Head of process management department