

APPROVED

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February 2020

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February 2020

Procedure for allowing contractors to and for identifying violations in the territory of Viru Keemia Grupp

1 General part and definitions

1.1 This procedure for allowing contractors to and for identifying violations in the territory of Viru Keemia Grupp (hereinafter the Procedure) establishes the rules for allowing contractors to enter the territory of Viru Keemia Grupp AS and all the subsidiaries of the group (hereinafter the Group) for the performance of works, as well as for identifying possible violations and imposing contractual penalties.

1.2 Definitions

1.2.1 Contracting Entity – Viru Keemia Grupp AS and/or all the subsidiaries of the Group.

1.2.2 Contractor – a person who performs work for a contracting entity or provides services in a contracting entity's territory on the basis of a contract concluded between the parties.

1.3 The requirements of the Procedure shall apply to all the contracting entities and contractors. The Contractor's obligation to comply with the requirements of the Procedure shall be agreed in the contract to be concluded with the Contracting Entity. If necessary, additional terms and conditions and measures shall be added to the contract, as well as obligations arising from compliance with requirements of prevailing power, which have not been established in the contract.

1.4 Annex to the Procedure:

Annex 1 VKGj.TTO/69 - L1 Rates of contractual penalties

2 Main safety measures

2.1 The main uniform safety rules apply in the territory of the Contracting Entity. The violation of those rules is clearly unacceptable for the Contracting Entity and entails the liability of the violating person in accordance with the Procedure and the contract concluded between the parties.

2.2 The Contractor's representative shall be obligated to introduce the Contracting Entity's main safety rules to all the employees and third persons involved in the fulfilment of the contract before starting to fulfil the contract.

2.3 All the employees and third persons whom the Contractor has involved in the fulfilment of the contract, must comply with the Contracting Entity's main safety rules pursuant to which they are obligated to comply with the following principles while staying in the territory of the Group:

- 2.3.1 Before starting work, always assess the risks and make sure it is safe! When working conditions become dangerous, stop work immediately!
- 2.3.2 When you notice dangerous behaviour, intervene immediately, point out the violation and, if necessary, stop the works!
- 2.3.3 The use of the required personal protection equipment is mandatory!
- 2.3.4 Perform special works only on the basis of a valid permit!
- 2.3.5 In order to turn off safety equipment and emergency stop devices, you need the written authorisation of the equipment manager!
- 2.3.6 Perform lifting works safely! Never move underneath a load or in the danger zone!
- 2.3.7 Staying in the territory of the company under the influence of narcotic, toxic, alcoholic or psychotropic substances and smoking outside the designated smoking areas is strictly prohibited!
- 2.3.8 Always obey traffic rules!
- 2.3.9 Covering up accidents, fires, incidents and injuries is strictly prohibited!
- 2.4 Failure to comply with the above rules by an employee of the Contractor is a gross violation of his/her work duties. For the violation of any rule without exceptions the fulfilment of the contract with that employee shall be immediately suspended and, if necessary, the employee shall be removed from the territory of the Group.

3 Safety requirements

- 4.1 Obtaining an entry permit for the Contractor's employees to enter the Group's territory comprises the following steps:
 - the Contractor reviews the Procedure and other rules and guidelines applicable at the Contracting Entity on the official webpage of the Contracting Entity at <https://www.vkg.ee/partneritele/>;
 - the preparation of an application for entry permits for vehicles and other non-road mobile machinery (including the employees of subcontractors) to enter the Group's territory;
 - the completion of introductory instruction;
 - the completion of initial instruction at the respective Group company;
 - the preparation of all the permits and work order-permits necessary for the performance of works.
- 4.2 The Contractor shall be obligated to ensure that all of its employees, subcontractors and other persons involved in the fulfilment of the contract comply with the rules of conduct and requirements established in the legal acts applicable in the Republic of Estonia, as well as with the internal legal acts of the Group.
- 4.3 In order to ensure safe conditions in the Group's territory, the Contractor shall be obligated to ensure that all of its employees, subcontractors and other persons involved in the fulfilment of the contract use the following personal protection equipment:
 - special clothing or a protective helmet with the organisation's logo;
 - special footwear;
 - protective helmets (with a chin strap upon working at heights);
 - protective glasses;
 - protective gloves;
 - other personal protection equipment necessary for protecting against harmful and/or hazardous production factors in the subunits in the territory of which work is performed/services are provided.

- 4.4 The Contractor shall be obligated to ensure the proper conduct of its employees, subcontractors and third persons involved by it and not allow threats, insults and other manifestations of aggression towards the employees of the Contracting Entity.
- 4.5 The Contracting Entity shall have the right to remove from and thereafter not allow entry into its territory for the Contractor's employees, subcontractors or third persons who are involved in the violation of the prohibitions and safety requirements applicable in the Group's territory.

5 Procedure for identifying violations of occupational health and safety requirements

- 5.1. In the case of violations of the Group's occupational health and safety and production safety requirements:
- upon the first violation, the Contractor shall be given a warning or charged a contractual penalty in accordance with the contract and the annexed price list (Annex 1).
 - in the case of repeated violations, the Contracting Entity may terminate the contract with the Contractor.
- 5.2. All the violations must be recorded in the Hazardous Situations Register (WD or IFS).
- 5.3. In the case of an intention to impose a contractual penalty on the Contractor, the Contracting Entity's representative shall draw up a violation report. The violation report shall be drawn up in two copies, to be signed by the Contracting Entity's representative or the person who discovered the violation, and the Contractor's representative or, if the Contractor's representatives refuses to sign the report, unilaterally by the Contracting Entity's representative.
- 5.4. On the basis of the violation report, the Contracting Entity's representative shall notify the Contractor in writing of the imposition of the contractual penalty and present a claim for the payment thereof. After the payment of the contractual penalty, the Contractor shall present a copy of the payment order to the Contracting Entity's representative. In the absence of a copy of the payment order, the said amount may be withheld from the amounts payable to the Contractor under the contract.

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