PROCEDURE FOR PERSONS PRESENT ON THE COMPANY PREMISES

1. General requirements and occupational risks

1.1. These instructions set out the procedures to be followed by SIA Stena Line Ports Liepājas SEZ employees, outsourced service providers, tenants, contractors, and other third parties, including guests (hereinafter collectively referred to as Visitors) within the buildings and territory of SIA Stena Line Ports Liepājas SEZ (hereinafter referred to as SLPL or the Company), as well as on railway access roads, ensuring safety, order and sanitary cleanliness. The instructions are also published on the website slpv.eu.

1.2. These instructions are binding on all persons who wish to enter or remain within the SLPL territory (see Appendix 1 at the end of this document).

1.3. The presence of visitors within the SLPL and port territory is regulated by the regulatory enactments of the Republic of Latvia, the regulatory enactments on customs and border control, the regulatory enactments of the European Union, as well as the Company's internal documents, such as the SLPV Pass Regime Regulations and these Instructions.

1.4. Visitors to the SLPL and port territory are required to comply with the requirements of the responsible state and local government institutions and services, customs control, border guards, the SLPV Security Service, as well as the orders and instructions issued by the Head of the Company's Security Service.

1.5. In order to ensure the legitimate interests of SLPL, video surveillance is carried out on the Company's premises. Personal data obtained as a result of video surveillance is stored and processed in accordance with the requirements of applicable regulatory enactments. More detailed information on the processing of personal data is provided on information signs located at SLPL territory checkpoints and is also available online at: https://www.stenaline.lv/juridisks/videonoverosanas-politika and https://slpv.eu/general-terms

1.6. In order to prevent or reduce risks in the working environment, the use of collective and personal protective equipment is mandatory on the Company's and port premises.

1.7. It is prohibited to enter (drive into) and/or remain on the Company's premises under the influence of alcohol, narcotics, toxic or other intoxicating substances. Any person who is admitted to or is present on the Company's/port's premises may be subject to testing for alcohol, narcotics, psychotropic or toxic substances in accordance with the procedure laid down in regulatory enactments and the Access Control Regulations.

1.8. Visitors are obliged to comply with the occupational safety, fire safety, environmental protection, sanitary and other regulations in force in the Republic of Latvia that are applicable to activities within SLPL buildings and the port terminal territory.

1.9. Guests and other invited persons are permitted to enter and move within the Company's territory only when accompanied by a previously designated and approved SLPL representative.

1.10. Minors may only enter and remain on the company's territory when accompanied by a company representative who assumes full responsibility for the minor. The entry of minors onto the company's territory must be approved by an occupational safety specialist. For safety reasons, minors may be denied to enter the Company's premises.

1.11. Minors are only allowed to be in areas of the company's territory that are directly related to the purpose of their visit. When proceeding to the place of visit, the nearest route should be used - the carriageway for vehicles or the footpath for pedestrians.

1.12. The movement of vehicles and pedestrians on the Company's and port's territory is organised in accordance with road traffic regulations, road signs and the instructions of the Company's/port's employees.

1.13. The Company and port territory is a production zone that is subject to the technological process of production. In areas outside the designated carriageways, priority shall be given to vehicles involved in the technological process of cargo handling.
1.14. Visitors must comply with general sanitary standards, dispose of household waste in designated containers marked “Household Waste” and in specially designated waste sorting containers, and use the toilets located within the Company’s territory as necessary.
1.15. Any form of advertising, posters, or signs may be placed on the premises or within the Company’s territory only with the prior written consent of the Company.
1.16. Visitors to the SLPL territory and buildings are obliged to ensure the use of safe and appropriate work equipment, as well as the application of safe and appropriate methods for its use.
1.17. SLPL has the right to claim compensation for any losses incurred due to the improper use of water and/or electricity infrastructure or the use of inappropriate equipment.
1.18. IT IS PROHIBITED:
- 1.18.1. to disturb other persons present in the premises, common areas, or within the territory of the Company and the port terminal;
- 1.18.2. to damage greenery, road surfaces, infrastructure;
- 1.18.3. to litter or pollute the premises, common areas, or port terminal territory;
- 1.18.4. to dispose of or store waste in places not designated for this purpose, to collect or accumulate piles of waste, except in special containers and designated areas;
- 1.18.5. to be under the influence of alcohol and/or psychotropic/narcotic substances, as well as to use these substances;
- 1.18.6. to film and photograph, or use unmanned aerial vehicles (drones) without the permission of the person responsible for SLPL;
- 1.18.7. to use SLPL water and electricity infrastructure without the written permission of SLPL (this also applies to contractors and subcontractors).

1.19. When on SLPL premises or in buildings, the following occupational risk factors may be encountered:
- 1.19.1. movement or manoeuvring of motor vehicles and railway rolling stock – risk of being struck, crushed, etc.;
- 1.19.2. cargo handling operations;
- 1.19.3. uneven and/or slippery surfaces;
- 1.19.4. construction or repair works, including areas of underground network maintenance;
- 1.19.5. falling objects;
- 1.19.6. tripping, slipping, snagging, falling, sinking, including into water;
- 1.19.7. impact of tensioned ropes, cables and other parts;
- 1.19.8. insufficient lighting;
- 1.19.9. dust and noise.

2. General occupational safety requirements.

2.1. Before entering the Company's territory, a person must familiarise themselves with these Instructions and, at the request of SLPL, confirm this in writing, otherwise the SLPL may deny access to the Company’s and port territory.
2.2. When entering, driving into, or remaining within the Company’s and port territory, it is mandatory to wear a high-visibility vest or high-visibility clothing with reflective elements, as well as appropriate collective and personal protective equipment.
2.3. Persons involved in the technological process of work must be instructed, trained and comply with occupational safety regulations, and must use personal protective equipment.
2.4. All work carried out within the port area must be coordinated with the SLPL Administration

and performed in accordance with the technological schemes and instructions developed and approved prior to the commencement of work.

2.5. It is mandatory to observe all road, safety, information and other signs located within the Company's and port territory.

2.6. Only roadworthy and technically sound vehicles are allowed to enter the Company's and port territory.

2.7. Vehicles must be parked in designated parking spaces marked with appropriate signs (except for vehicles involved in technological processes) or in locations indicated by a Company representative.

2.8. When parking a vehicle in the parking spaces located on the Company's premises, the vehicle must be positioned in the direction of departure (forward).

2.9. If, for a valid reason, the vehicle must be parked outside the designated parking area, hazard lights or beacons must be used.

2.10. Where possible, vehicles should be driven forwards within the Company's and port terminal territory, avoiding reverse manoeuvres.

2.11. Pedestrians and vehicle drivers in the Company's and port's territory are PROHIBITED from:

2.11.1. stopping or standing in warehouse gate areas, on roadways, or in locations where the movement of port equipment or other vehicles is obstructed or where the safety of persons or property is endangered, as well as in loading areas if the vehicle is not involved in the technological loading process;

2.11.2. crossing railway tracks outside designated railway crossings;

2.11.3. exiting a stationary vehicle or any other obstacle that restricts visibility without first checking whether another vehicle is approaching;

2.11.4. moving at a speed exceeding 20 km/h;

2.11.5. being present, moving, or placing a vehicle, equipment, or cargo on crane or railway tracks, or closer than 2 metres from them;

2.11.6. approaching closer than 50 metres to a port crane, 50 metres to an excavator or hydraulic manipulator, and 30 metres to port rolling stock during operation (except for equipment and persons involved in the technological process);

2.11.7. being in mooring or restricted-access areas;

2.11.8. driving, stopping, or walking closer than 2 metres from the edge of the pier;

2.11.9. being or moving between, under, or on top of stored cargo, racks, cargo support walls, equipment, mechanisms, or other obstacles;

2.11.10. being in loading areas, except for persons and equipment involved in the technological process;

2.11.11. being under a raised load;

2.11.12. entering areas marked with prohibitive signs or posters;

2.11.13. being in cargo storage areas unless required for the performance of work duties;

2.11.14. using a mobile phone while driving a vehicle, including a bicycle, without a hands-free system;

2.11.15. being in a warehouse or railway carriage while machinery is in operation. If entry is necessary, the equipment operator must be informed to stop work beforehand;

2.11.16. fishing;

2.11.17. riding motorcycles, quad bikes, mopeds, scooters, electric scooters, or other motorised vehicles;

2.11.18. during ship handling, entering or driving into the berthing area by vehicle or on foot without appropriate written permission. Entry into berthing areas (including for all types of ship services such as food delivery, fuel delivery (bunkering), waste removal, etc.) is permitted only with prior written agreement on the time and place of entry and stay in the berth area, coordinated with SLPL Stevedores (stevedores.ventspils@stenaline.com).

2.12. When standing closer than 2 m from the edge of the berth, a life jacket must be worn.
2.13. Only walk around a stationary vehicle from the front so that you are within the driver's field of vision and no closer than 5 m from it.
2.14. Truck drivers are permitted to open trailer covers (tarpaulins) and secure all types of cargo to/from trailer fastenings (including sea containers) only at the designated unloading site. After securing all types of cargo to/from the trailer or opening the trailer cover (tarpaulin), movement within the port territory is prohibited.
2.15. Loading and unloading of goods from lorries is permitted only at the location specified by the SLPL representative.
2.16. Pedestrians must use specially designated pavements or footpaths and cross carriageways only at designated pedestrian crossings. Where no footpaths or pedestrian crossings are available, pedestrians must follow the applicable road traffic regulations.
2.17. When walking past cargo stacks or warehouse gates, pedestrians must ensure that no vehicles are exiting before proceeding further.
2.18. When boarding ships at the pier, only stationary gangways equipped with double railings not lower than 1 m may be used.
2.19. Crossing trenches, pits and other depressions in the territory is only permitted using footbridges with double railings no lower than 1 m.
2.20. Cycling in the port area is permitted from 1 March to 30 October. If the road surface is slippery or icy during this period, cycling is prohibited.
2.21. Bicycles must be in good technical condition and equipped with reflectors and lights. If fitted with front and rear lights, they must be switched on while travelling. Bicycles must be parked in such a way that they do not obstruct other operations or traffic.
2.22. In the event of a fire, accident or other emergency, visitors to the company/port must strictly follow the instructions and orders of the SLPL security guard, the Company's security service manager or the stevedore.
2.23. If occupational safety requirements are not observed, SLPL reserves the right to suspend work and revoke access passes until the violation has been rectified.

3. Requirements for construction, repair and outsourcing service providers, including their subcontractors (Contractors)

3.1. Contractors may only be present in those areas of the site where work is to be carried out in accordance with the concluded contract or agreement or regulatory requirements.
3.2. Before commencing work, the Contractor (including subcontractors' employees) must obtain a work permit issued by the SLPL occupational safety specialist or another designated person.
3.3. In order to obtain a work permit, the Contractor must meet the conditions set out in Annex 2, “Contractor Assessment,” prior to commencing work.
3.4. All employees of the Contractor must have:
- 3.4.1. completed introductory training and instruction at the workplace in accordance with the requirements of the regulatory enactments of the Republic of Latvia;
- 3.4.2. undergone a work environment risk assessment, which has been presented to the Contractor's employees. The work environment risk assessment must be carried out for those types of work and workplaces located on the SLPL territory;
- 3.4.3. mandatory health checks carried out in accordance with the workplace risk assessment;
- 3.4.4. all necessary collective and individual protective equipment has been provided.

3.5. SLPL is entitled to request the Contractor to present or submit the documents specified in clause 3.4.
3.6. The contractor shall supervise and be responsible for the activities of its subcontractors on the SLPL territory.

3.7. The contractor undertakes to comply with occupational safety, environmental protection and fire safety requirements.
3.8. The Contractor shall be obliged to perform the work strictly in accordance with the contract and/or the tasks assigned by the SLPL representative, applying safe technologies and complying with occupational safety and fire safety requirements.
3.9. If the activities to be performed by the Contractor may endanger the safety or health of SLPL employees or visitors, the work area must be cordoned off by installing appropriate fencing. The SLPL occupational safety specialist must be informed of any planned work of this type at least 24 hours before the start of the work. If a dangerous situation arises during the work, the work must be stopped immediately, the dangerous area evacuated, and the SLPL occupational safety specialist and shift foreman must be informed. The Contractor must ensure that no unauthorised persons can access the dangerous area. Work may only be resumed after the hazard has been eliminated and permission to resume the work has been granted by the SLPL occupational safety specialist. If a dangerous situation is noticed outside the workplace which endangers or may endanger the health and material assets of the Contractor's employees or other persons, the Contractor's representative is obliged to inform the SLPL shift stevedore or occupational safety specialist.
3.10. If a dangerous situation is identified outside the Contractor’s workplace that endangers or may endanger the health, safety, or property of the Contractor’s employees or other persons, the Contractor’s representative is obliged to inform the SLPL shift stevedore or occupational safety specialist.
3.11. If assistance is required, the Contractor must contact the SLPL shift stevedore or the designated contact person.

4. Fire safety conditions

4.1. Smoking (including the use of any electronic smoking devices) is prohibited in all rooms, premises, and common areas. Smoking on the Company’s and port terminal’s premises is permitted only in specially designated areas (see Appendix 1).
4.2. Ensure that free access to fire-fighting equipment, fire hydrants, and taps is maintained, that evacuation routes remain unobstructed, and that all fire safety requirements are met.
4.3. Outsourced service providers/tenants/other third parties performing work on the SLPL premises or in its buildings must ensure that the work area is equipped with appropriate fire safety equipment.
4.4. Familiarise yourself with and comply with the SLPL fire safety instructions.
4.5. The use of open flames and the performance of fire-hazardous work are prohibited without obtaining authorisation from the responsible SLPL employee (fire safety specialist or shift stevedore).
4.6. All fire-hazardous work planned to be carried out outside a specially equipped area must be agreed in advance with the person responsible for fire safety or the shift stevedore and authorisation must be obtained to carry out fire-hazardous work in accordance with Annex 11 to Cabinet Regulation No. 238 "Fire Safety Regulations".

5. Occupational safety measures in emergency situations

5.1. Any situation that poses or may pose a threat, or that may cause an accident or incident, must be reported to the shift foreman and the immediate supervisor. Work must be suspended until the situation has been resolved.
5.2. In the event of a chemical spill, explosion, fire, environmental pollution or accident, the first step is to evacuate the dangerous area.
5.3. The shift stevedore must be notified immediately of the emergency.

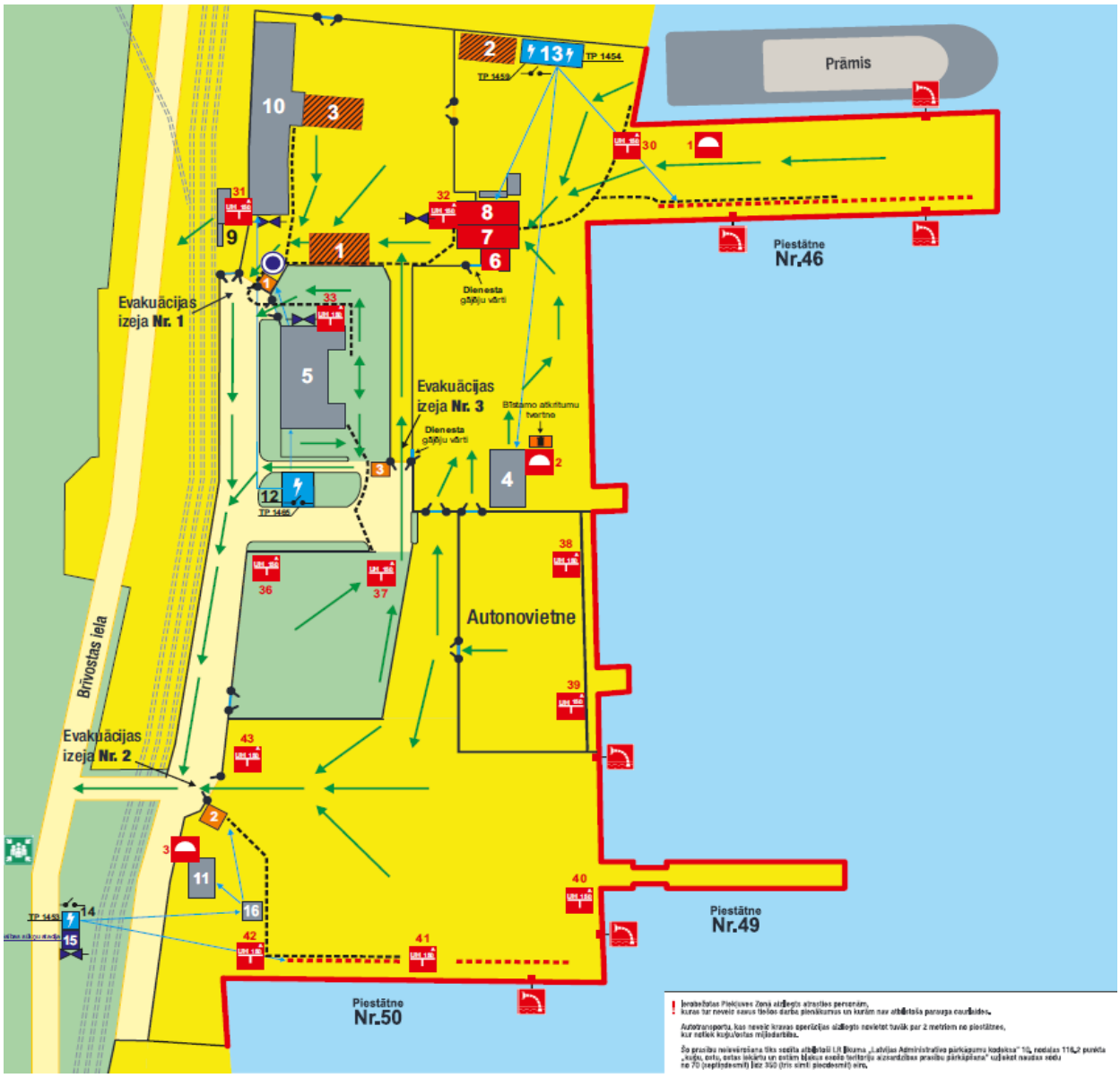
5.4. Any actions taken to remedy the emergency situation must not endanger health and life.
5.5. If someone is injured in an accident, it must be reported immediately to the shift foreman, and first aid must be provided.
5.6. If the victim needs to be rescued, first assess the situation to ensure that the rescue will not endanger your own health or life. Only then should you begin rescue efforts.
5.7. If an accident has occurred or an employee or any visitor feels unwell, then:
  5.7.1. stop the work and inform the supervisor about the dangerous situation that has arisen;
  5.7.2. in the event of a workplace accident, administer first aid immediately, to the extent possible, and call emergency medical services by dialling 113. In the case of minor mechanical injuries, clean the wound with a disinfectant solution and apply a sterile dressing to stop the bleeding;
  5.7.3. keep the workplace in the condition in which the accident occurred, if this does not endanger the lives of other people, cause an accident or fire, and does not interfere with the work process, and report the incident to the work manager.
5.8. In the event of a fire, immediately notify the shift foreman and the fire and rescue service by calling 112.
5.9. In the event of a chemical spill:
  5.9.1. leave the spill site immediately and move to a safe distance;
  5.9.2. report to the work manager and shift stevedore;
  5.9.3. the shift foreman shall assess the situation and, depending on the level of danger and technical capabilities, decide on how to contain and collect the chemical spill and eliminate the hazard using the company's resources, or call the fire and rescue service on 112;
  5.9.4. When collecting the spilled chemical, follow the instructions in the safety data sheet for that specific chemical. Try to limit the chemical's entry into the soil, atmosphere, rainwater and domestic sewage system.
  5.9.5. Measures and methods for collecting spilled chemicals are specified in the safety data sheet for the specific chemical.
  5.9.6. Ensure that unauthorised persons do not enter the contaminated area.
5.10. In the event of burns or chemical (mixture) poisoning, immediately call emergency medical assistance (tel. 113 or 112), provide first aid to the victim, follow the instructions in the relevant safety data sheets, and notify the immediate supervisor and the shift stevedore.
5.11. In the event of an electric shock, the victim must be freed from the effects of the current (by switching off the power or using non-conductive materials to move the victim to a safe place).
5.12. If an accident has occurred in the ship's hold and it is not possible to reach the victim on the quay via the ship's passageways, it is permitted to use a platform attached to a crane to transport the victim to shore. The platform must be equipped so that the victim cannot fall off it during transport.
5.13. In case of evacuation, go to the assembly point. See the diagram in Appendix 1.
5.14. In case of danger, follow the instructions of the stevedore or security guard.

6. Duties and responsibilities

6.1. Failure to comply with any point in these instructions may result in:
  6.1.1. refusal of entry to the company's premises (including future access);
  6.1.2. suspension or cancellation of the access pass;
  6.1.3. an order to leave the company/port territory immediately.
6.2. A person who has violated the rules is obliged to compensate for all losses incurred as a result of the violation.

Appendix 1

AREA PLAN



Apzīmējumu skaidrojums

- Publiskās zonas (teritorijas)
- Paaugstināta riska zonas (teritorijas)
- Ierobežotas piekļuves zonas (teritorijas)
- Caurlaižu ēkas
- Jūs atrodaties šeit
- Evakuācijas maršruti
- Gājēju ceļi
- Elektrības vadi
- Bīstamo kravu laukumi Nr. 1, 2, 3
- Bīstamo atkritumu tvertne
- Elektrības atslēgšanas vieta
- Ūdens atslēgšanas vieta
- Ūdens ņemšanas vieta no kanāla
- Ugunszēsības hidrants
- Ugundzēsības iekārtas
- Žogs
- Dzelzceļa sliedes
- Aizslēgti vārti
- Portālceltnis
- Droša pulcēšanās vieta

1 - Evakuācijas izeja Nr. 1 (caurlaide)
2 - Evakuācijas izeja Nr. 2 (caurlaide)
3 - Evakuācijas izeja Nr. 3 (caurlaide)
4 - Darbnīcas / garāžas

Ēku numerācija

5 - Biroja ēka / Stena Line Terminmāls
6 - Dokeru telpa
7 - Muitas māja
8 - Nojume
9 - Dzelzceļa rampa
10 - Noliktava
11 - Darbinieku ģērbtuves
12 - Transformātors (ar elektrību nodrošina ēkas: Nr. 1; 4; 9)
13 - Transformātors (ar elektrību nodrošina ēkas: Nr. 3; 5; 6; 7; Portālceltni)
14 - Transformātors (ar elektrību nodrošina ēkas: Nr. 2; 10; 15; Portālceltni)
15 - Ūdens sūkņu stacija
16 - Apgaismojuma stabs

Appendix 2

Contractor assessment

1. Under all circumstances, human safety and health shall be considered the highest priority. Workers must take all necessary measures to prevent any deviations from the requirements of regulatory enactments, including the application of correct and safe work technologies.
2. Based on the requirements of the Labour Protection Law and related regulations, in order to assess the company's compliance with occupational safety requirements and the safe performance of work on the SLPL territory and in buildings, the following information must be submitted:
   2.1. a list of employees who will perform the work;
   2.2. a list of vehicles;
   2.3. contact details of the work manager;
   2.4. contact details of the person responsible for occupational safety, fire safety and electrical safety;
   2.5. job description and/or list of planned work;
   2.6. risk assessment of the work to be performed with an action plan to reduce risks in the work environment;
   2.7. copies of training registration documentation (a copy of the initial instruction log, which includes these instructions, a copy of the fire safety instruction log, which includes SLPL fire safety instructions).
3. If construction work is planned on the SLPL territory, the contractor must submit the following for approval no later than five working days before the start of construction work - Fire safety action plan, Work Plan and Work Safety Plan to the SLPL work safety and fire safety specialist.
4. If work is planned in special and/or hazardous conditions, the following must also be submitted:
   4.1. Work at height – Assignment for work at height in high-risk conditions in accordance with Cabinet Regulation No. 143. Training certificate (copy of the protocol or certificate), copy of the worker's OVP card;
   4.2. Work with hazardous equipment – confirmation of technical inspection of hazardous equipment, copies of training documentation (protocols, certificates, diplomas);
   4.3. Work on electrical installations in operation with a voltage of 50 V and above – valid certificate of classification of the relevant electrical safety group;
   4.4. Work with hazardous chemicals – safety data sheets for hazardous chemicals that will be used to perform specific work;
   4.5. Work with materials and equipment containing radiation – a copy of the relevant licence.
5. If fire-hazardous work is planned, then before starting work:
   5.1. coordinate the work with the SLPL fire safety specialist or shift foreman and complete the Assignment for Fire Hazardous Work in accordance with the requirements of Cabinet Regulation No. 238. After completion of the work, submit the completed assignment to the issuer;
   5.2. if fire-hazardous work is planned in a room where an AUATS system is installed, inform the SLPL fire safety specialist or shift foreman to switch off the system's working area and cover the sensors themselves with safety covers.

* Please be advised that all occupational safety and fire safety documents related to the performance of specific work that contain personal data will be destroyed after the work is completed.