
AS LATVIJAS FINIERIS

Unified registration No. 40003094173

APPROVED
Chairman of the Board
J.Ciems
2nd August of 2019

INTERNAL RULES OF PROCEDURE

Riga,

2nd August of 2019

Valid from the date of approval

GENERAL PROVISIONS

1. These internal rules of procedure and safety regulations, hereinafter referred to as the Regulations, apply to all persons located either temporarily or for a long period of time in the premises of *AS Latvijas Finieris*, hereinafter referred to as the Company, on a contractual basis (except for an employment contract), for the purpose of studies or as a guest or visitor, as well as the employees of the Company referred to in Paragraph 6 of these Regulations.
2. Compliance with the Regulations shall ensure the safety for all persons located in the premises of the Company, retaining the Company's material values, internal security and order, and maintenance of the general code of conduct and ethical principles.
3. All personal data are processed in accordance with the approved Privacy Policy¹, subject to the provisions of General Data Protection Regulation No. 2016/679 and binding laws of the Republic of Latvia.
4. The Regulations shall be confirmed by the Board of the Company. Compliance with the Regulations is the sole responsibility of any person located in the premises of the Company. The introduction of the persons to the requirements of these Regulations, depending on the purpose of the visit referred to in Paragraph 9, shall be carried out pursuant to the procedures laid down in the relevant Annexes.
5. For the purpose of safety and security the territories and manufacturing premises are under CCTV surveillance.
6. The monitoring and control of compliance with the Regulations by the persons shall be the responsibility of:
 - 6.1. Access control attendants and/or security guards – by monitoring the premises and persons crossing the access control points;
 - 6.2. Contact persons for performance of the Contract - during the period of time of service contract performance;
 - 6.3. Employees of Department of Safety Management - during routine surveillance of all of the Company's departments;
 - 6.4. Department and Shift Managers - within the framework of his or her department;
 - 6.5. Accompanying Persons - during the visit;
 - 6.6. Any employee of *AS Latvijas Finieris* who observes a clear violation of the laid down procedures.
7. These Regulations, without Annexes, shall exclusively apply to persons visiting the administrative building of the Company, not those travelling through the rest of the Company's premises, hereinafter referred to as the Visitors. In such cases, the accompanying person is responsible for ensuring that the Visitors comply with the requirements of these Regulations throughout the visit.

¹ Privacy policy available on the websites www.finieris.lv and www.finieris.com

8. The persons located in the premises of the Company shall be identifiable.
9. Additional specific safety rules and rules of procedure are included in the Annexes to the Regulations with regard to particular groups of persons visiting the Company:
 - 9.1. persons located in the premises of the Company and providing services under (company) contract, hereinafter referred to as the Service Providers;
 - 9.2. persons visiting the manufacturing premises and premises for the delivery or receipt of goods, hereinafter referred to as the Suppliers – Consignees of Goods;
 - 9.3. persons located in the premises of the Company on a study tour, hereinafter referred to as the Tour Participants;
 - 9.4. persons located in the premises of the Company for the purpose of commercial negotiations, maintaining business relationships or as Company visitors, hereinafter referred to as the Company Visitors.
10. The Company shall not be liable for the safety of persons who are in breach of these Regulations (incl. the corresponding Annex).
11. Determination of alcohol content in exhaled air (alcohol test) and determination of the presence of psychotropic and narcotic substances can be carried randomly out for any person on the premises of the Company.
12. AS Latvijas Finieris has developed an internal whistleblowing system. More information about whistleblowing system at AS Latvijas Finieris is available on the websites www.finieris.lv and www.finieris.com

GENERAL SAFETY RULES AND CODE OF CONDUCT

13. A person located in the premises of the Company has an obligation:
 - 13.1. to follow general work safety rules and rules of procedure, as well as fire safety regulations provided for in the laws and regulations of the Republic of Latvia, to follow the general code of conduct and norms of ethics, and to show respect to others;
 - 13.2. to follow special safety rules relating to the particular groups of persons enclosed in Annex No. 1, 2, 3, or 4 to these Regulations;
 - 13.3. to follow directions of safety signs in the manufacturing premises of the Company. If the safety sign “Use Reflective Vests” is located at the entrance, only high visibility clothing is allowed.
14. In the premises of the Company it is forbidden to:
 - 14.1. bring, carry, store and use flammable substances, open flame, any weapons, explosives or pyrotechnics without prior approval of the Company management in writing;
 - 14.2. smoke less than 10 m from the entrance to the Company premises, smoke outside of specially designated places, as well as violate fire safety regulations;
 - 14.3. bring, carry, store, sell or use alcoholic beverages or narcotic and psychotropic substances, be under the influence of alcohol, narcotic or psychotropic substances or have an indecent or inappropriate appearance;
 - 14.4. be present and/or travel through the premises of the Company without the presence of the Company employee appointed for such purpose, except for the persons - Service Providers located or working in the premises of the Company pursuant to concluded agreements;
 - 14.5. damage the Company's inventory or other tangible assets, or drop litter in the premises of the Company;
 - 14.6. harass the Company employees or disturb the work of employees in any manner, collect information about the Company, question the Company employees or apply to the Company employees in an orderly manner without prior approval of the Company management in writing;

- 14.7. engage in commerce unrelated to Company business without the agreement of the Company management;
- 14.8. film or take pictures without the Company management's permission.

ACCESS CONTROL REGULATIONS

15. Visits of non-employees are allowed on weekdays from 8.00 to 16.30. Staying in the premises of the Company outside of these hours is only allowed under a separate agreement.
16. Access to the premises of the Company is determined by the following procedure:
 - 16.1. By a short term temporary access pass - persons located in the premises of the Company and providing services under service (work performance) contract, hereinafter referred to as the Service Providers;
 - 16.2. By agreement according to procedures prescribed by Company for persons located in the premises of the the Company for the delivery or receipt of goods, hereinafter referred to as the Suppliers - Consignees of Goods;
 - 16.3. By a confirmed list of tour participants - persons located in the premises of the Company on a study tour, hereinafter referred to as the Tour Participants;
 - 16.4. Upon invitation of the accompanying Company employee, by registering at the access control point in the visitors' book for persons located in the premises of the Company for the purpose of commercial negotiations, maintaining business relationships or as Company Visitors, hereinafter referred to as the Company Visitors. When only visiting the office premises without travelling through the manufacturing premises, registration is optional.
17. Visitors, Company Visitors and Tour Participants, except for the Service Providers and Suppliers - Consignees of Goods, may only be located or travel in the premises of the Company, when accompanied by the Company employee appointed for such purpose.
18. It is prohibited to transfer issued Company access passes to third parties or make copies thereof; the issued access passes shall be returned to the security office or Companies contact persons upon the completion of the work or at the end of the visit

LIABILITY FOR NON-COMPLIANCE WITH REGULATIONS

19. Any person visiting the premises of the Company undertakes to fully comply with these Regulations and Annexes relating to respective groups of persons; presence of a person in the premises of the Company means the acceptance of the Regulations and provisions of the relevant Annex by the respective party.
20. Any person visiting the premises of the Company is aware that they may be expelled from the premises of the Company in the event of a breach of the Regulations hereunder, and may be held liable pursuant to the laws and regulations of the Republic of Latvia or Annex 5 to these Regulations, depending on the severity and consequences of the breach.

FINAL PROVISIONS

21. These Regulations are drawn up on three (3) pages with six (6) Annexes attached, which are an integral part of the Regulations hereunder:
 - Annex 1 – Instructions on *Safety requirements for persons providing services according to a concluded service (work performance) contract*; (approved at 5th October of 2018)
 - Annex 2 - Instructions *For Visitor safety*; (approved at 5th October of 2018)
 - Annex 3 - Instructions *For Tour Participant safety*; (approved at 5th October of 2018)
 - Annex 4 - Instructions *Safety requirements for Suppliers and Consignees of Goods*; (approved at 5th October of 2018)
 - Annex 5 – Procedure on *Penalties for a failure to comply with the Internal Rules of Procedures by Service Providers and/or Suppliers – Consignees of Goods*. (approved at 5th October of 2018)

- Annex 6 – Order “Prohibition of the use of intoxicating substances”. (approved at 5th October of 2018)

- 22. The Annexes shall be developed and updated by the Department of Safety Management of the Company, and hereinafter approved by the Chairman of the Board of the Company.

A. Būmane
Safety Management Department Director