
AS LATVIJAS FINIERIS

Unified registration No. 40003094173

PROCEDURE

Riga,

Penalties for a failure to comply with the Internal Rules of Procedure by Service Providers and/or Suppliers – Consignees of Goods

5th of October 2018

Valid from 1st of November 2018

1. A deed shall be drawn up for each violation established. The responsible person of the Service Provider or Supplier - Consignee of Goods shall be familiarised with the content of the deed, and the director of the department shall be notified regarding the established fact and the responsible person - regarding the performance of the contract.
2. The responsible representatives of the Company laid down in the contract, all senior OH&S specialists, leading safety management specialist, environmental specialist, fire safety specialist, and also the head of each department, including the shift managers are authorised to unilaterally draw up the deed regarding the above-mentioned violations, or the director regarding the violations established in his or her department.
3. The fines set out for breaches shall be deducted from the amount of remuneration to the Service Provider, or an invoice shall be submitted to the Service Provider which is to be paid within (10) ten days after the day of receipt thereof (if the amount payable to the Service Provider is less than the calculated fine).

VIOLATION	PENALTIES
Failing to use personal protective equipment - helmet, reflective vest, fall protection arresters etc.	200 EUR
Failing to clean the workplace from waste in time; disposal of waste in non-compliance with the procedures laid down by the Company.	200 EUR + expenses for waste disposal
Work at a dangerous site without safety barriers or arbitrary dismantling thereof, failing to delimit a dangerous area.	200 EUR
Performance of fire-hazardous works without obtaining an order-permit.	200 EUR
Presence at premises of the Company under the influence of alcohol or other intoxicating substances, use thereof during working hours, as well as refusal to be tested for drugs and alcohol.	200 EUR, expulsion and annulment of the access pass
Taking photographs, filming without permission.	100 EUR
Failing to notify regarding accidents, incidents, collisions, emergencies.	100 EUR
Failing to fulfil the instructions of the responsible persons of AS <i>Latvijas Finieris</i> regarding work safety and fire safety measures to be taken.	100 EUR
Repeatedly	500 EUR and suspension of works
Smoking in the territory other than a specially designated area.	200 EUR

Breach of access pass regime, including allowing entry of unauthorised persons.	50 EUR
Other violations of IRP, for example use of damaged electrical devices, failing to follow safety signs, presence in the areas not related to work, breach of general code of conduct etc.	Evaluated according to breach severity, from 50 EUR
Failing to return the issued access pass after the completion of works.	30 EUR
Theft	Compensation in fivefold amount and annulment of the access pass
Breach of traffic regulation order (leaving vehicles for parking on evacuation ways, pedestrian walkways as well as blocking access to firefighting equipment	50 EUR
Penalties for damage caused by the employees of the Service Provider (damage to equipment, structures, territory) and for environmental pollution will be calculated in conformity with the amount of losses caused to the Company.	According to the amount of losses

A.Būmane
Director of Safety Management Department