

APPROVED BY
15 September 2015 Order No TV1(1.2-1)-251
of Public Company ORLEN Lietuva General Director

**PUBLIC COMPANY ORLEN LIETUVA
REGULATIONS ON THE PASS SYSTEM**

I. GENERAL PROVISIONS

1. Regulations on the Pass System have been prepared taking into consideration the rights and obligations of Public Company ORLEN Lietuva (hereinafter – the Company) set out in i) the European Union Regulation No 1875/2006; ii) Information Security Management System Standard (LST ISO/IEC 27001:2013); iii) Appendix B “Uniform Rules concerning the Contract of International Carriage of Goods by Rail (CIM)”, Appendix I “Regulation concerning the International Carriage of Dangerous Goods by Rail (RID)” of the Convention concerning International Carriage by Rail (COTIF) and technical Annexes A and B of the European Agreement concerning the International Carriage of Dangerous Goods by Road; iv) the International Ship and Port Facility Security Code; v) the Law of the Republic of Lithuania on Protection of Persons and Property; vi) Physical safety requirements for enterprises and facilities of strategic importance to national security as well as other enterprises of importance to ensuring national security assigned to the area of management of Minister of Energy; vii) Standard requirements applied for storage of goods which are subject to excise duty; viii) Rules on Operation of Oil Refining Installations.
2. The purpose of these Regulations on the Pass System is to establish the procedure for access to and exit from the Company’s facilities under protection as well as the requirements for and control of the stay in the said facilities which is executed by checking employees’ (other persons’) IDs, passes or other documents verifying their personal identity or other required data, and inspecting personal belongings, cargoes in the vehicles and associated documents; as well as the procedure for tangible assets (i) transportation / hand-carrying into the territories of the Company, (ii) transportation / hand-carrying from the territories of the Company, and (iii) transportation / hand-carrying from one to another territory of the Company being not interlink; and the procedure for dispatch/haulage of the empty truck tanks and rail tank cars from the Company’s refinery.
3. The present Regulations are publicly available in the Company’s website.
4. The Regulations shall be applicable to all (i) employees of the Company, and (ii) any natural and legal persons staying and/or working in the restricted facilities (territories) of the Company.

II. MAIN TERMS AND DEFINITIONS

5. The following are the terms and definitions used herein:

5.1. **The Company' employees** shall mean the individuals having signed the employment contracts with the Company.

5.2. **Administration officials of the Company** shall mean the Company's managers the list of whom is set out in the applicable Collective Agreement.

5.3. **Employees of the Company' contractors** shall mean the employees of entities having concluded transactions with the Company and, on the basis of such, performing different works or providing services in the facilities of the Company.

5.4. **Clients** shall mean representatives of buyers or customers purchasing the products from the Company or the services rendered by the Company.

5.5. **Guests** shall mean individuals visiting the Company at the invitation or with the knowledge of the Company's management.

5.6. **Officers** shall include representatives of the police authorities, public prosecution authorities, the State Security Department and other law enforcement authorities as well as the state supervision institutions.

5.7. **Other persons** shall include visitors, interested parties, private individuals, etc.

5.8. **Restricted Facilities** shall mean the Company's facilities (territories) according to the list attached as **Annex 1** hereto for which the requirement to obtain a pass for entry and/or vehicular entry is established, and the rules of conduct as well as the control procedure is determined in the form of checking the employment certificates or other persons' IDs or other documents verifying their personal identity or other required information, and inspection of personal belongings, cargoes in the vehicles and associated documents.

5.9. **Restricted Access Zone** shall mean the facilities, premises, and territories located inside the Restricted Facility to which the additional restrictions on individuals' and vehicular entrance as well as restrictions on the activities are applied; facilities/premises containing the key infrastructure of communications or information technologies, the Company's confidential information, locating the data centers or archives premises, the premises used for control of the main technological processes, storage of the Company's key property are attributed to the said facilities, with the list of such to be approved by the Company's Director of Control and Security.

5.10. **Hazardous Facilities** shall include all Company-owned facilities and territories where in one or more installations, including their related infrastructure, one or more hazardous substances or their waste (the amount whereof is equal to or exceeds the fixed marginal amount) are constantly or temporarily produced, handled, kept, transhipped, used, stored in warehouses or neutralised. Hydraulic structures shall also be considered hazardous.

5.11. **Pass Office** shall mean the office in the Company where the passes are issued.

5.12. **Pass** shall mean the right granted in accordance with the procedure established herein to enter the Restricted Facilities of the Company.

5.13. **ID Card** shall mean the Company-issued electromagnetic card used for identification and registration by the access control system of the individuals entering or leaving the Restricted Facilities or their separate premises.

5.14. **Carriage of Tangible Assets** shall mean the tangible assets' (i) transportation / hand-carrying into the territories of the Company, (ii) transportation / hand-carrying from the territories of the Company, and (iii) transportation / hand-carrying from one to another territory of the Company being not interlinked (not fenced with a solid fence that may be crossed through the Security Control Posts only).

5.15. **Personal belongings of natural persons** shall mean clothes, footwear, means of communication, jewelry, wallets and their contents, purses/bags, toiletries, food, medicine, books and other publications, small souvenirs and other similar items intended for personal use only.

5.16. **Company or other legal entities owned property issued to their employees for personal use** shall include the means of communication, personal protective equipment, portable computers and accessories, projectors, tools to organize trainings or presentations, photo cameras, video cameras, and other similar items.

5.17. **Portable work tools** shall mean various non-electric tools (except for protective devices of up to 1000 V: insulating sticks, insulating and measuring pliers, voltage indicators and multimeters, dielectric gloves, and electrical safety signs) carried and used by one employee.

5.18. **Consignment** shall mean the packed and/or sealed property or correspondence delivered by courier.

5.19. **Metal scrap** shall mean miscellaneous metal items (structures, units, pipelines, etc.), vehicles, metal devices, tools, other equipment, parts thereof, dismantled el. cables, scrap of metal assembly part or materials, metal chips, small pieces of metal that can no longer be used for their intended purpose in construction, assembly, repairs or other activity because of their breakdown, wear-and-tear or for any other reason.

5.20. **Waste** shall mean household and industrial waste (except for metal scrap) subject to disposal and utilization.

5.21. **Materials** shall mean any item or items, raw materials (except for petroleum product feedstock) used (utilized) in delivery of services or execution of works, including but not limited to the construction materials, chemicals, organic substances, spare parts, etc. (except for equipment, machinery, other work tools).

5.22. **Authorized Employee** shall mean the employee authorized in accordance with the procedure established in the Company or the employee authorized by an administrative or other document issued by head of other legal entity to execute and sign the transport documents for tangible assets or sign the applications for issue of passes to enter Restricted Facilities of the Company.

5.23. **Transportation documents** shall mean the documents proving the fact of tangible assets transportation, including but not limited to the documents listed in Items 5.24–5.31 below.

5.24. **Waybill** shall mean the document proving the fact of tangible assets transportation.

5.25. **VAT invoice (invoice)** shall mean the document issued in line with the mandatory requirements established by Law of the Republic of Lithuania on Value Added Tax to evidence delivery of goods or services.

5.26. **Request for locating site containers in the territory of Public Company ORLEN Lietuva** shall mean the document in the form established herein issued for entry of the site containers to Restricted Facilities of the Company (**Annex 3**).

5.27. **List of Special Purpose Vehicle Equipment** shall mean the document in the form established herein describing the equipment of special purpose emergency and other specialized vehicles used for maintenance, repairs or rescue services (**Annex 4**).

5.28. **CMR waybill** shall mean a waybill of international carriage of goods by road.

5.29. **SMGS waybill** shall mean a waybill of international carriage of goods by rail.

5.30. **AAD** shall mean a document executed for carriage of goods subject to excise duty.

5.31. **DAA** shall mean the excise duty calculation document.

5.32. **Truck tank** shall mean the tank permanently fixed to a vehicle or a detached hauled tank designated for carriage of various materials.

5.33. **Average weight of the truck tank** shall mean the average weight of an empty truck tank determined by weighing the empty truck tank at least three times and deriving the arithmetic mean of the three weight values.

5.34. **Truck tare weight** shall mean the weight of an empty truck tank or empty railway tank car.

5.35. **Weighing certificate** shall mean the document indicating the item being weighed and its identification data, the date, time and place of weighing, as well as full name and position of an employee performing the weighing. The Weighing Certificate shall be signed by an employee who made the weighing.

5.36. **Measuring Report** shall mean the document indicating the item being measured and its identification data, values measured and calculated, date, time and place of measurement, measuring devices used, full names and positions of employees who performed and/or witnessed the measuring. Measuring Report shall be signed by employees who made and/or witnessed the measuring.

5.37. **Emergency** shall mean a situation resulting from the natural, technical, ecology or social reasons and other factors and causing a sudden and serious hazard to human life and health, the Company's property, the environment, or the loss of human lives, injuries or significant material losses.

5.38. **Extraordinary situation** shall mean single or group intentional illegal unauthorized actions, which violate the internal order of the Company and/or are aimed at interruption

(disturbance) of the Company's activities or at possession of its property, hostage taking, or any other deliberate actions (mass riots) made in gross violation of the public order and/or in resistance to the law enforcement officers.

III. GENERAL PROVISIONS

6. Arrangement of Pass System.

6.1. Pass system in the Company shall be set by Director of Control and Security following the provisions of the present regulations and other applicable legislation. Director of Control and Security shall lay down the form of documents proving the fact of a pass issue, the forms of applications for issue of passes to enter, the standard rights for access by the Company's employees, contractors, clients, guests to the relevant buildings of Restricted Facilities, approve the internal documents of the Company required for implementation of the pass system regulations, approve the lists of Restricted Access Zones, as well as make decisions regarding limitations applicable for access to Restricted Facilities of the Company and decisions on withdrawal of passes.

6.2. Deputy Director of Control and Security of the Company shall organize the control over compliance of the pass system requirements, while the control itself shall be executed by employees of Internal Control Group of the Company's Control and Security Department.

6.3. Proper compliance with the requirements of the pass system in the Company shall be ensured by security employees of the entity delivering security and protection services to the Company; for this purpose the referred security employees shall have the rights and obligations established by Law of the Republic of Lithuania on Protection of Persons and Property as well as by the contract concluded for provision of security services.

6.4. To ensure adequate control of access to the Company territories under protection an automated access control system is used in the Company.

6.5. All instances of issuing, replacing and withdrawal of the passes are registered in the database of the Company's access control system. Personal data used for identity verification are administered for internal purposes only, following the provisions of the Law of the Republic of Lithuania on Legal Protection of Personal Data.

6.6. To open the turnstiles and doors in the access control system registration points as well as for registration of entry/exit, the electromagnetic ID Cards are issued by the Company.

6.7. Access control system data shall be collected and stored in the Company's server. Data on the passage as well as the associated personal data shall be kept for the period of 5 (five) years from the last visit at the Company's Restricted Facilities. Security of the data is ensured by responsible administrators of the Company's servers and database.

6.8. Special passes shall be obtained for vehicular entry to the territory of Hazardous Facilities located in the Company's Restricted Facilities; such passes shall be issued by the head of a relevant organizational unit operating the respective facility or other Authorized Employee.

6.9. In case of emergencies and trainings (drills) the fire trucks and ambulance vehicles with blue/red flashlights on shall be admitted without inspection and registration.

IV. ARRANGING ACCESS TO THE RESTRICTED FACILITIES

7. Basis for issue of passes.

7.1. Following the procedure established herein passes to enter Restricted Facilities of the Company may be issued if any of the below applies:

- 7.1.1. the right of access to Restricted Facilities of the Company has been established by relevant laws of the Republic of Lithuania,
- 7.1.2. an employment contract has been concluded between the Company and an employee,
- 7.1.3. a contract has been concluded between the Company and a contractor, service provider or supplier of goods,
- 7.1.4. a contract for lease of premises has been concluded,
- 7.1.5. a contract between the Company and a petroleum product buyer or buyer of other property has been concluded,
- 7.1.6. if the place of delivery and unloading of certain goods as indicated in the relevant transportation documents denotes the Restricted Facilities of the Company, and the consignee of such goods is i) the Company, ii) the Company's contractor working in the territory of a Restricted Facility, iii) a legal entity which has rented premises located in the territory of Restricted Facilities;
- 7.1.7. legitimate interests of the Company.

8. Individuals having the power of decision to issue passes:

- 8.1. General Director of the Company;
- 8.2. Deputies of the Company's General Director;
- 8.3. Chief Financial Officer of the Company;
- 8.4. Director and Deputy Director of Control and Security;
- 8.5. Directors and their Deputies within the area of activities assigned;
- 8.6. Administration officials of the Company, Administrator of Executive Office: for visits by the Company clients and guests at Restricted Facilities (for no more than one business day);
- 8.7. Senior security employees of the shift on duty assigned by the Company's security services contractor: for single visits of individuals to Restricted Facilities during weekends or public holidays and at night-time on the grounds established herein;

8.8. Individuals listed in sub-items 8.1-8.5, having executed the relevant internal documents (orders, decrees) in accordance with the established procedure shall have the right to assign the power of decision to issue Passes to their subordinate employees. Certified copies of such documents shall be delivered to the Company's Pass Office.

9. Conditions for pass issue.

9.1. All and any individuals seeking passes for entering Restricted Facilities of the Company shall, in accordance with the procedure established in the Company, familiarize with the applicable rules of conduct established herein and observe such as well as receive the relevant safety indoctrination which is subject to the purpose of their visit to Restricted Facility. Passes shall be issued for the period no longer than two years. This validity provision shall not be applicable to employees of the Company.

9.2. Pass shall be issued for a specific person or a vehicle and shall be considered as valid only if used by such particular person or vehicle.

9.3. Validity period of passes as well as the right to enter particular premises, buildings, territories, and Restricted Access Zones of the Company's Restricted Facilities shall be subject to the nature of works executed, the work schedule established and the purpose of visit.

9.4. Persons under 14 shall not be allowed to enter Restricted Facilities of the Company unless escorted by an adult. Passes for the latter shall be issued following the general procedure.

10. Issue of passes for employees of the Company.

10.1. Passes for the Company employees shall be issued on the basis of notifications (information) provided by responsible employees of Human Resources Department about the recruitment, indicating an employee's name, surname, date of birth, position, division (department), payroll number and employment term, if the term employment contract is concluded.

10.2. Passes for parking of the Company employees-owned vehicles in the territory of Restricted Facilities shall be issued and replaced upon presentation by an employee of a vehicle technical passport. Such passes may also be issued or replaced on the basis of a collective application submitted by a relevant organizational unit of the Company and approved by head of such unit. The number of passes for vehicle parking issued to one employee shall not exceed two passes for two different vehicles.

10.3. Passes for the Company vehicles (the Company owned or leased vehicles or vehicles held by the Company on any other basis) used by the Company employees shall be issued on the basis of notification by Director of Service Administration or his Authorized Employee.

11. Issue of passes for employees of the Company's contractors and subcontractors.

11.1. Passes for the employees of the Company's contractors and subcontractors as well as their freight transport and special vehicles shall be issued upon presentation of a written

application signed by an Authorized Employee of a relevant contractor and approved in writing by the Company's employee having the power of decision to issue passes.

11.2. Passes for cars of the Company's contractors and subcontractors shall be issued in special cases only, considering the production-related necessity and nature as well as the scope of the works performed. Passes for vehicular entrance to Restricted Facilities of the Company shall be issued upon presentation of a written application signed by an Authorized Employee of a relevant contractor and approved in writing by the Company's Director or Deputy Director of Control and Security.

11.3. An application for issue of passes to employees of the Company's contractors and subcontractors shall indicate the following:

11.3.1. Contractor name;

11.3.2. Employee full name, date of birth, position, and name of the employer, if an employee works in a subcontracted entity;

11.3.3. Term of pass validity;

11.3.4. Number of a contract concluded with the Company or number of Work Release issued by the Company;

11.3.5. Restricted Facility, territory code (Annex 5 hereto);

11.4. An application to issue passes for vehicles of the Company's contractors and subcontractors shall indicate the following:

11.4.1. Contractor name,

11.4.2. Vehicle make, plate number and type;

11.4.3. Term of pass validity;

11.4.4. Number of a contract concluded with the Company / Number of Work Release issued by the Company;

11.4.5. Restricted Facility, territory code (Annex 5 hereto).

12. **Issue of Passes for officers, clients, guests, and other individuals**

12.1. Passes for the officers entitled to enter Restricted Facilities of the Company in accordance with the procedure established by the applicable legislation shall be issued upon presentation of their respective official documents. Officers of the state supervision authorities shall be additionally registered in the Company's Correspondence Office following the established procedure.

12.2. Passes to the Company clients, guests and other individuals for their single entry (for no longer than one business day) shall be issued on the basis of notifications sent by the Company's administration officials to Pass Office by fax or e-mail.

12.3. Passes for visits of groups of the clients, guests or other individuals shall be issued upon presentation of collective applications. Such applications shall be coordinated with a Director of the Company or a higher-level manager leading the organizational unit which meets a group.

Groups entering Restricted Facilities of the Company shall be escorted by the Company's representative.

12.4. Passes for mass media representatives shall be issued upon coordination with the Company' Press Officer.

12.5. Notification with request to issue passes for the Company's clients, guests and other individuals shall indicate the following:

12.5.1. Person's full name, date of birth, position, and name of a legal entity if a person represents such;

12.5.2. Visit purpose;

12.5.3. Restricted Facility, territory code (Annex 5 hereto);

12.5.4. Vehicle make and plate number, if parking in the territory of Restricted Facilities is requested.

13. Issue of Passes for carriers of goods and buyers of petroleum products and property

13.1. Passes for single vehicular entry by employees and vehicles of the carriers transporting the tangible assets to Restricted Facilities of the Company shall be issued upon presentation of the relevant transportation documents indicating the territory of Restricted Facilities as the place of delivery and unloading and the consignee of goods being i) the Company, ii) the Company's contractor working in the territory of a Restricted Facility, or iii) a legal entity which has rented premises located in the territory of Restricted Facilities;

13.2. Passes for single vehicular entry by the carriers of petroleum product buyers to load the petroleum products shall be issued on the basis of notifications (orders) submitted by Commercial Sales and Logistics Division.

13.3. Passes for single vehicular entry by the Company's property buyers, except for petroleum product buyers, shall be issued on the basis of notifications submitted by the Company employees responsible for administration of the property sale contracts.

13.4. Entities-carriers of the goods and petroleum products periodically arriving to Restricted Facilities of the Company may submit applications to issue the passes for a longer period. Such passes shall be issued only upon conclusion of the standard contract on usage of ID Cards prepared by the Company. The referred applications for issue of passes shall indicate the following:

13.4.1. Carrier name;

13.4.2. Employee's full name, date of birth, position, and name of an employer if an employee works in the company of a contracted carrier;

13.4.3. Term of pass validity;

13.4.4. Vehicle make, plate number and type;

13.4.5. Restricted Facility, territory code (Annex 5 hereto).

14. Issue of passes for entering Būtingė Terminal Single Point Mooring (SPM) Buoy Safety Zone

14.1. Long term passes for contractors and inspecting organizations to enter Būtingė Terminal Single Point Mooring (SPM) Buoy Safety Zone by shall be issued following the general procedure established herein on the basis of the lists of vessel crew members; such lists shall be approved by the Company's employees having the power of decision to issue passes.

14.2. Passes for single entry to Būtingė Terminal SPM Buoy Safety Zone required for SPM Buoy servicing, operation or inspection, scientific research or other works related to the port operations shall be issued upon presentation to Būtingė Terminal security employee on duty of the list of relevant individuals. The list shall be agreed with the head of Pipelines and Terminal Operations Subdivision and shall indicate the vessel name, full names and positions of individuals, the estimated time of arrival and departure, and purpose. The list may be submitted by e-mail to the address: apsauga.butinge@orlenapsauga.lt, or leidimai@orlenlietuva.lt.

14.3. Any other access to Būtingė Terminal SPM Buoy Safety Zone, as far as it is not related to servicing, operation or inspection of SPM Buoy, scientific research or other works associated with the port operations, shall be prohibited.

15. Issue of passes for entry to Restricted Access Zones

15.1. For issue of passes to enter the Company's Restricted Access Zones an additional written approval by the head of a respective facility shall be necessary.

15.2. To ensure control of access to the Restricted Access Zones of Restricted Facilities, readers of biometric information may be installed for identification of individuals. Persons requesting passes to enter such zones shall give their consent for using their biometric data and submit the relevant biometric information for scanning.

16. Issue, replacement and return of electromagnetic ID Cards.

16.1. Individuals who are authorized to enter Restricted Facilities of the Company shall also be issued ID cards. Such ID cards shall be free of charge, when issued for the first time, and are considered the Company's property.

16.2. A re-issue charge of 14 EUR shall be applied for the Company employees in case of loss or damage of ID Card, if less than three years have passed since the issue, while employees of contractors as well as clients, guests and other individuals shall pay the above-referred charge irrespective of the time of ID Card use.

16.3. ID Cards are issued and changed in the Pass Office of the Company. In special cases, ID Cards may also be issued in Control Posts of Restricted Facilities of the Company.

16.4. ID Cards may be issued only upon presentation of a respective personal identity document. Authorized Employees of other entities, upon presentation of the documents proving

their authorizations, may obtain ID Cards for all employees of their represented company issued under the applications submitted.

16.5. In case of loss of ID Card, a notification thereof shall be delivered by phone (8 443) 92500, fax (8 443) 92790, or e-mail: leidimai@orlenlietuva.lt.

16.6. When expired, the ID Cards shall be returned to the Pass Office. Clients, guests and other individuals who received ID Cards for single entrance to Restricted Facilities of the Company shall return ID Cards at the Control Posts when leaving the territory of a respective facility.

16.7. Employees of the Company who report for work without their ID Cards shall obtain a temporary ID Card issued in the Pass Office or the Control Post of a respective facility.

16.8. If ID Card loses its functionality due to the normal wear and tear or any internal defects, it may be replaced with a new one.

16.9. Lost ID Cards that are found by other individuals shall be returned to the Pass Office of the Company.

16.10. ID Card shall be automatically de-activated for those individuals who do not use their ID Cards for the period exceeding 60 calendar days. ID Cards shall be re-activated when a person arrives at the Pass Office, or addresses a senior security employee of a shift on duty (outside the working hours), or notifies of the intended arrival by e-mail: leidimai@orlenlietuva.lt or phone (8 443) 92500.

17. Expiry, suspension or withdrawal of passes

17.1. Passes shall be considered as expired in the following cases:

17.1.1. termination of and employment contract with the Company's employee;

17.1.2. expiry of a relevant contract concluded with the Company;

17.1.3. upon receipt of an appropriate notification from a company having issued an application for issue of passes;

17.2. Validity of the passes shall be suspended in the following cases:

17.2.1. violation of the Company's internal procedure, including the requirements applicable to the individuals' behavior established herein;

17.2.2. handover of ID Card to other person or use of other person's ID Card;

17.2.3. announced layoff for an employee of the Company;

17.2.4. in case of emergencies and extraordinary situations, access to Restricted Facilities of the Company may be temporarily limited for the Company's contractors, clients, guests and other individuals as well as the Company employees by decision of the Company's Director or Deputy Director of Control and Security.

17.3. Passes shall be subject to withdrawal from those individuals whose actions in the Company (including the activities associated with the Company) have any indications of theft, fraud, misappropriation or squandering, or illegally received reward, or those persons who disclose confidential information of the Company, illegitimately collect the information considered as the

Company's commercial secret, or violate the provisions regarding conflict of interests, provided a three-year period has not passed since the occurrence of such violations.

17.4. Decision on withdrawal of passes or cancellation of such withdrawal shall be made by General Director or Director of Control and Security upon evaluation of the gravity of violations and their impact on the Company's performance or upon discontinuance of an emergency or an extraordinary situation.

18. Permission to take photographs and/or video footage

18.1. Taking photographs and/or video footage in Restricted Facilities of the Company shall only be allowed upon permission of the Company's Director or Deputy Director of Control and Security.

18.2. Permissions shall be given on the basis of a written application which indicates a full name of a person, position, workplace as well as the site/place and period of taking photographs and/or video footage. Such application may be submitted by e-mail leidimai@orlenlietuva.lt or fax (8 443) 92790. Response to an application will be delivered to the e-mail address indicated in the application.

18.3. Permissions to take photographs and/or video footage shall be registered in the database of Control and Security Department.

18.4. Control over taking photographs and/or video footage in the territory of a certain Restricted Facility shall be exercised by security employees.

V. CARRIAGE OF TANGIBLE ASSETS

19. General requirements for carriage of tangible assets

19.1. For carriage of tangible assets a respective transportation document shall be issued and presented, in the cases established herein, together with (i) Weighing Certificate, or (ii) Measuring Report.

19.2. Tangible assets transportation documents shall be executed by Authorized Employees.

19.3. Transportation documents shall be presented to an employee of Security Control Post for making relevant records and registration.

19.4. In case of emergencies and extraordinary situations, upon coordination with Director or Deputy Director of Control and Security, requirements set forth herein for formalization of transportation documents may not be applied.

19.5. For carriage of portable work tools, the personal use property owned by the Company or any natural or legal entities as well as business gifts, issue of the transportation documents shall not be required

19.6. For carriage of materials the transportation documents shall be formalized separately from the transportation documents issued for other tangible assets.

19.7. Transportation documents issued for carriage of materials shall additionally indicate (i) the number of the Company-issued work order, and (ii) the number of a contract or (iii) a work release, irrespective of the carrier of such materials.

19.8. For carriage of the equipment of special purpose vehicles, or the equipment of emergency or special services vehicles being an integral part of such vehicles, the List of Special Purpose Vehicle Equipment shall be formalized. Such List shall be approved by the head of a relevant legal entity and agreed with Deputy Director of Control and Security of the Company. The List shall remain effective until any changes in the equipment configuration, however no longer than by the end of a current calendar year.

19.9. For carriage of the tangible assets the quantity whereof can be determined by weighing only, such assets shall be weighed using the scales of the Company's Refinery. In this case a Weighing Certificate shall be issued and considered as a mandatory document to be attached to the transportation documents of the relevant tangible assets.

19.10. For carriage of the tangible assets the quantity whereof can be determined by measurement only, such assets shall be measured, by issuing a Measuring Report considered as a mandatory document to be attached to the transportation documents of the relevant tangible assets.

19.11. Contractors or subcontractors of the Company as well as other legal entities which rent the premises located in the territory of Restricted Facilities shall present to the Company's Control and Security Department the lists of contractor' or other legal entity employees authorized to issue and sign the relevant transportation documents.

19.12. To carry samples of the products or the feedstock or other materials produced/used by the Company's Refinery from one to another territory of the Company or inside the Refinery territory, no formalization of the transportation documents is required, provided that the list of employees carrying such samples, as approved by a relevant decree of an organizational unit responsible for transportation, has been submitted to Control and Security Department.

20. Transportation / hand-carrying of tangible assets to Restricted Facilities of the Company

20.1. Transportation / hand-carrying of tangible assets into Restricted Facilities of the Company shall be allowed upon presentation of a relevant transportation document indicating the territory of a Restricted Facility as the place of delivery and unloading, with the consignee of such tangible assets being i) the Company, ii) the Company's contractor, or iii) a legal entity which has rented premises located in the territory of Restricted Facilities;

20.2. For transportation into the Company's territory of the tangible assets from the non-EU countries, the Security Control Post employee shall be provided with CMR waybill respectively marked by the Company's Tax Administration and Customs Procedures Department.

20.3. For transportation / hand-carrying of fuel in portable / mobile containers (tanks) as well as petroleum product samples intended for analysis purposes, the Security Control Post employee shall be provided with a relevant transportation document.

20.4. Formalization of transportation documents shall not be required for transportation into Restricted Facilities of the following tangible assets that may be usually found in vehicles: personal belongings, small (emergency) quantities of the vehicle supplies (except for fuel), minor spare parts, usually available tools and devices intended for vehicle repair and maintenance as well as other tools or devices as per requirements applicable to vehicles. When transporting the tangible assets not listed in this paragraph, a person transporting such shall submit a transportation document and, in the cases established herein, get permission of a senior security employee of the shift on duty.

20.5. Transportation / hand-carrying of any parcels and correspondence addressed to private persons shall not be allowed. Parcels and correspondence addressed to the Company or its contractors and legal entities renting the premises located in the territory of Restricted Facilities shall be delivered to the addressees i) in the territory of the Refinery Central Warehouses, or ii) other locations of Restricted Facilities as indicated by security employees. Exact location shall be defined by a senior security employee of the shift on duty.

20.6. For transportation of the site containers into the territory of the Company, an application in the form established herein (Annex 3) shall be formalized in addition to the transportation documents. This application shall be executed in two copies and agreed with the head of the Company's organizational unit where such container will be located and with responsible employee of a relevant Mažeikiai Fire and Rescue Board for Protection of Facilities.

21. Transportation / hand-carrying of tangible assets out of Restricted Facilities of the Company

21.1. Transportation / hand-carrying of tangible assets out of Restricted Facilities of the Company shall be allowed only upon presentation of a relevant transportation document signed by an Authorized Employee.

21.2. For transportation / hand-carrying of materials out of Restricted Facilities, the transportation documents shall be agreed in writing with the Company's Project Manager supervising a relevant order execution or other employee of the Company entitled to sign the transfer-acceptance statements. Signature on the transportation document shall mean that the Company employee confirms actual utilization of materials for execution of a specific order and indicates that such materials will no longer be used or should be temporarily dispatched for their treatment, etc. The requirement for signature on the transportation documents by the Company employee shall not be applied to the legal entities renting the premises located in the territory of Restricted Facilities and transporting the materials which are not owned by the Company and are not associated with execution of works or provision of services for the Company.

21.3. For transportation of crude oil or petroleum products by rail tank cars, a relevant Weighing Certificate or Measuring Report shall be presented to security employees.

21.4. For transportation of petroleum products out of the Truck Loading Terminal of the Company's Refinery, a relevant transportation document shall be presented to security employees.

21.5. Transportation / hand carrying of small assembly materials or spare parts, domestic chemicals and toiletries, office supplies, IT and communication equipment and their spare parts or supplies that may be carried by one employee, shall not require the transportation documents to be formalized, provided the list of employees entitled to carry such materials has been approved by a decree of a their organizational unit manager and submitted to Control and Security Department.

21.6. Metal scrap shall be subject to the centralized dispatch out of the Company's territory, while transportation thereof shall be organized and relevant documents formalized by responsible employees of the Company's Central Warehouse.

21.7. Waste transported out of the Refinery's territory by a natural or legal entity providing the Company with the waste collection and disposal services shall be weighed, and a Weighing Certificate shall be issued. For the waste transported out of other Restricted Facilities of the Company, or the waste transported by other natural or legal entities having no contracts with the Company, a waybill shall be issued with prior approval of the responsible employee of the Company's Environmental Department.

21.8. Original documents of the Company may be taken out of Restricted Facilities only in the cases when such is required to ensure adequate performance of the Company. All instances of such carriage of documents shall be recorded by a security employee in the register of a relevant Control Post.

22. Dispatch of empty truck tanks from the Company's Refinery

22.1. Empty truck tanks dispatched from the Company's Refinery shall be weighted. Upon completion of the weighing a Weighing Certificate shall be issued with one copy thereof to be submitted to an employee of the Security Control Post.

22.2. The weighed truck tanks shall be dispatched within 15 minutes following the moment of the weighing record. If an empty truck tank stays in the territory after the indicated 15-minute period, it shall be subject to return for the repeated weighing.

22.3. The relevant tank tare weight during the weighing shall not exceed 200 kg of its average tare weight. This provision shall be applicable only to those truck tanks that have their weights included in the list of truck tanks with average weight.

22.4. If the truck tank tare weight during the weighing exceeds 200 kg of the average tare weight, such truck tank shall be inspected by security employees and only afterwards dispatched out of the Refinery territory.

22.5. The procedure for entering the average tare weights into the data system shall be established by head of the Company's organizational unit, the employees of which perform the weighing on the vehicle scales.

23. Haulage of empty rail tank cars out of the territory of the Company's Refinery

23.1. For haulage of empty rail cars, except for rail tank cars, out of the territory of the Company's Refinery security employee shall be notified by phone (8 443) 92392. Security employees shall inspect whether the tank cars are empty and afterwards give the permission for haulage out of the territory of the Company's Restricted Facility.

23.2. Empty rail tank cars shall be weighed before their haulage out of the territory of the Company's Refinery. Relevant Weighing Certificates shall be provided for security employees after weighing. Such provision shall not be applicable if the rail tank cars are transported from one to other territory within the Company's Refinery.

23.3. In case the weight of a rail tank car provided for haulage is over 500 kg, i.e. exceeds the weight defined during the haulage into the territory of Refinery, security employees shall inspect the rail tank car. If product residue or other tangibles are found in the rail tank car, the haulage shall be suspended and investigation for establishment of actual circumstances commenced.

23.4. If, after the weighing, the rail tank cars (i) were not hauled immediately from the territory of the Company's Refinery, or (ii) more than 3 hours have passed after the weighing of rail tanks cars not sealed during the weighing, such tank cars shall be subject to repeated weighing and only thereafter hauled from the territory.

23.5. If case of failure to load petroleum products into the rail tank cars for any reason, such rail tank cars shall be inspected in the presence of a security employee and an employee responsible for loading. The employee responsible for loading shall formalize a free-form tank car inspection statement to be signed by the employees who inspected the tank cars.

VI. REQUIREMENTS OF CONDUCT FOR INDIVIDUALS ARRIVING AT, LEAVING AND STAYING IN RESTRICTED FACILITIES OF THE COMPANY

23.6. A person holding a pass and ID Card issued for access to Restricted Facilities of the Company shall keep ID Card and use it only for the purposes of entering and leaving Restricted Facilities of the Company.

23.7. Handover of ID Card to other person or use of other person's ID Card is prohibited.

23.8. Entering and leaving the facility shall only be allowed through the Control Posts intended for foot-passengers. When passing the Control Posts in specified locations the registration with ID Card is required; presentation of biometric information is necessary in the locations equipped with biometric readers. If working in places entered without passing Control Posts, registration with ID Card at the Access Control System registration locations is required

when entering and leaving. Entering or attempting entrance to the Company's Restricted Facilities by evading Control Posts is prohibited.

23.9. Individuals having obtained, in accordance with the established procedure, the permission to enter Restricted Facilities of the Company may stay only in those locations of the facilities (territories) which are related to the nature of functions performed or works executed in the Company or were declared as a purpose of their visit.

23.10. Clients, guests, officers and other individuals in Restricted Facilities of the Company shall be escorted by heads of the Company organizational units who invited such guests or are otherwise related to the purpose of their visit, or by their assigned employees. If necessary, the indicated employees shall provide the visiting persons with personal protective means.

23.11. Employees of the Company and the Company's contractors may enter Restricted Facilities of the Company for performance of their job duties only in accordance with their work schedule. Leaving such facilities is required within one hour after their work time. In all other cases entering and leaving Restricted Facilities of the Company shall be agreed with a direct supervisor. Such provision shall not be applicable to Administration Officials of the Company.

23.12. At security employees' request, the individuals staying in Restricted Facilities of the Company shall present ID Cards, vehicular pass (if driving a vehicle) and a document verifying personal identity.

23.13. Individuals, transporting/carrying the tangible assets shall make them available for inspection at Control Posts and, if such is requested by security employees, inside Restricted Facility as well. At the same time the security employees shall be submitted with all appropriate transportation documents, except for the cases established herein when formalization of such documents is not required.

23.14. When a vehicle is made available for inspection it shall stop in the territory of Control Post and, upon request of security employees, the boot or any other enclosed place of a vehicle shall be opened and passengers disembarked for vehicle cabin checking purposes. Leaving the territory of Control Post shall be allowed with security employees' permit only.

23.15. The Control Posts intended for vehicle control may be passed, together with a driver, by individuals escorting a cargo or individuals working on the transported special machinery installed on a vehicle; however, the number of such individuals shall not exceed the number of seat places in the driver's cab. In such case their registration with ID Card is required in the Access Control System registration locations.

23.16. Any activities or stay in Restricted Access Zones of the Company's Restricted Facilities without being escorted by an employee working in a relevant facility or a responsible employee appointed by the head of an organizational unit operating a specific facility shall be prohibited.

23.17. Access to Restricted Facilities of the Company as well as presence and working therein under influence of alcohol is prohibited. Any alcoholic beverages may only be brought

in/out or kept if the relevant procedure established in the Company is observed or, in case of absence of such procedure – if permitted by Director or Deputy Director of Control and Security.

23.18. Smoking in the Company's territory is allowed only in places intended for this purpose, equipped and marked respectively, following the relevant occupational safety requirements.

23.19. Carriage into the Company's territory and storage therein of personal tools, equipment or devices without relevant permit issued in accordance with the established procedure is prohibited.

23.20. Carriage into the Company's territory and storage therein of guns, ammunition, explosives and other prohibited substances listed in Annex 2 hereto is prohibited.

23.21. Removal, attempted removal, storage or carriage in the Company's territory of the Company's or other persons' property, including vehicles, equipment, tools, Company products or materials, is prohibited if without a relevant permit issued in accordance with the procedure established herein.

23.22. Keeping and using personal household appliances, audio or video players, TV sets in Restricted Facilities is prohibited without a permit of the head of a relevant organizational unit. It is also prohibited to use personal photo cameras, video cameras, computers and external data storage media without a written permission issued by Director or Deputy Director of Control and Security. Cellular phones in the Company may be used for communication purpose only, while possession of activated cellular phone is strictly prohibited in Ex-marked areas (potentially explosive atmosphere).

23.23. Keeping, using or distributing drugs is prohibited. Consumption of any intoxicating substances is also prohibited, except for the prescribed medicine that does not limit the work capability.

23.24. Sleeping at work is prohibited. If feeling tiredness or sickness preventing from further safe and efficient work, a direct supervisor or security employees shall be notified.

23.25. All OHS procedures and requirements must be observed.

23.26. Any actions or behavior considered intimidating, harassing, instigating aggression or fight, pressing/continuous propagation of personal or religious beliefs being unacceptable to others, mobbing (psychological pressure directed by a group in a continuous and systematic manner on a person) are prohibited. Cursing as well as insulting and human dignity offending verbal abuse, the same as immoral or indecent conduct is prohibited.

23.27. Any games and noisy distracting and work disturbing behavior at work place is prohibited. Gambling in the territory of the Company is prohibited.

23.28. Intentional damage to property of the Company, contractors or other persons is prohibited. It is prohibited to leave the Company's tangible and intangible assets unattended to prevent their loss or damage.

23.29. Littering and inadequate waste disposal is prohibited.

23.30. Unauthorized use of the Company's property as well as the property of contractors and other persons, including vehicles, equipment, tools, products, materials, etc., is prohibited.

23.31. Distribution of literature or any other sales without prior permission of Director or Deputy Director of Control and Security is prohibited.

23.32. Vehicular entrance to the territory of hazardous facility is prohibited without a special permit issued by the head of a relevant facility or other Authorized Employee.

23.33. After departure from Restricted Facility of the Company ID Cards shall be kept in a manner to prevent possession thereof by other persons.

VII. FINAL PROVISIONS

23.34. Employees of the Company violating the requirements established herein shall be subject to the liability in accordance with the procedure established by applicable laws of the Republic of Lithuania.

23.35. Other employees (non-Company employees), natural and/or legal persons violating the requirements established herein shall be subject to the liability in accordance with the procedure established by applicable legislation of the Republic of Lithuania and the contracts/agreements concluded between parties.

Prepared by
Deputy Director of Control and Security
Saulius Pocevičius _____
2015-09-

**LIST OF RESTRICTED FACILITIES (TERRITORIES) OF
PUBLIC COMPANY ORLEN LIETUVA**

1. Refinery, Mažeikių str. 75, Juodeikiai Village, Mažeikiai Distr. Municipality;
2. Territory of drinking water wells of the Refinery, Juodeikiai Village, Mažeikiai Distr. Municipality
3. Territory of industrial water pump station of the Refinery, Mažeikių str. 120, Juodeikiai Village, Mažeikiai Distr. Municipality;
4. Administrative Building No 2 of the Refinery, Mažeikių str. 120, Juodeikiai Village, Mažeikiai Distr. Municipality;
5. Būtingė Terminal, Terminalo kelias 2, 00325 Palanga;
6. Safety zone of Būtingė Terminal Single Point Mooring (SPM) Buoy (coordinates: 56°02' 59.22" N and 20°57' 52.80" E; 56°03' 46.02" N and 21°04' 01.20" E; 56°03' 23.22" N and 21°04' 04.81" E; 56°02' 38.82" N and 20°58' 04.81" E);
7. Safety zone of crude oil pipeline 'SPM Buoy – Terminal' (sea coordinates: 56°03' 35.22" and N 21°04' 04.81" E; 56°02' 47.17" N and 20°57' 36.45" E);
8. Joniškis Transshipment Station, Valiūnai Village, Joniškis Distr.;
9. Biržai Transshipment Station, Stačkūnai Village, Biržai Distr.

**THE LIST OF ITEMS AND SUBSTANCES
CARRYING OF WHICH INTO RESTRICTED FACILITIES (TERRITORIES) OF
PUBLIC COMPANY ORLEN LIETUVA IS PROHIBITED**

1. **Firearm** means a device or a thing designed or adapted as an arm that projects, by force of explosion pressure of combustion gases, the bullets, projectiles or harmful to health, irritant agents designed for mechanical, thermal, chemical or other impact on a target from a distance or for making a sound or light signal. Major parts of firearms shall also be deemed as firearms.
2. **Gas gun** means a gun that may eject harmful to health, irritant agents or projectiles filled with such agents. Gas pistols (revolvers) shall be attributed to firearms.
3. **String gun** means a silent arm the force of a projectile of which is provided by a resilient element, using the power of muscles or mechanical devices.
4. **Signal gun** means a gun designed for making a sound or light signal by means of a signal pyrotechnic gear or signal ammunition.
5. **Pneumatic gun** means a silent arm a direct motion of a projectile (bullet, etc.) launched from which starts using the power of compressed air or another gas.
6. **Major parts of a firearm** mean a barrel, a cylinder, a breechblock, a breechblock carrier, a pistol (revolver) frame and semi-products thereof, as well as an adapter inserted into the barrel of a firearm (smaller bore barrel).
7. **Silent arm** means a device or a thing designed or adapted for use as an arm by which a target is affected without using a force of explosion pressure of combustion gases.
8. **Ammunition** means all materials intended to make a shot from a firearm.
9. **Part of ammunition** means a projectile, a charge, a primer, a primer cup, a cartridge case.
10. **Cartridge** means the ammunition that packages the case with a primer, the charge and the projectile.
11. **Projectile** means a part of ammunition (bullet, pellet, cannon-shot, etc.), an arrow designated to affect a target.
12. **Addictive substances** mean alcohol, opioids, cannabinoids, cocaine and coca substances, stimulants, hallucinogens, psychedelics.
13. **Self-made explosive devices** mean devices made using explosive substances as well as electric, mechanical, non-electric, chemical systems or any combination thereof.
14. **Manufactured explosive devices** mean projectiles, hand grenades, mines, cartridges, detonators, etc.

15. **Explosive materials** mean black powder, C-4 (plastic explosive), dynamite, Semtex (C-4 equivalent in Eastern Europe), sheet explosives (TNT, etc.), and self-made explosive mixtures.
16. Electric chock devices and radiant guns of all types.

**REQUEST
FOR LOCATING SITE CONTAINERS IN RESTRICTED FACILITIES OF
PUBLIC COMPANY ORLEN LIETUVA**

_____ 20__

Name of the legal entity _____

Authorized employee _____

(position, full name)

requests the permission to locate its site container(s) in Restricted Facilities of Public Company ORLEN Lietuva. Site container(s) have the distinguishing signs of the legal entity, while the responsible employees have been familiarized with the applicable fire safety requirements.

(signature)

The place and location scheme of the site container(s):

AGREED WITH

(position, full name and signature of the head of the Company's organizational unit)

*(full name and signature of responsible employee of Mažeikiai Fire and Rescue Board for
Protection of Facilities)*

LIST OF SPECIAL PURPOSE VEHICLE EQUIPMENT

(Date)

Name of the legal entity or natural person _____

Vehicle _____
(vehicle make, and plate number)

List is effective by _____

Name	Identification mark	Unit of measurement	Quantity

(position and full name)

(signature)

AGREED WITH

(position and full name)

(signature)

**CODES OF PUBLIC COMPANY ORLEN LIETUVA
RESTRICTED FACILITIES AND TERRITORIES**

Facility, territory	Code
Production Territory Mažeikiai Refinery	1
Būtingė Terminal	2
Biržai Transshipment Station	3
Joniškis Transshipment Station	4
Mažeikiai Refinery Administrative Building No 1	5
Mažeikiai Refinery Administrative Building No 4	6
Mažeikiai Refinery LPG Section	7
Mažeikiai Refinery Power House	8
Mažeikiai Refinery Parking Area	9
Būtingė Terminal Single Point Mooring (SPM) Buoy safety zone	10
Mažeikiai Refinery Administrative Building No 2	11
Mažeikiai Refinery Product Terminal	12
Territory of Refinery drinking water wells	13
Territory of Refinery Industrial Water Pump Station	14
Refinery Central Warehouses	15