



## **INFORMATION GUIDELINES FOR DRIVERS ARRIVING AT CENTRAL WAREHOUSES FOR LOADING/COLLECTION OF GOODS**

1. Before entering the territory of AB ORLEN Lietuva (hereinafter, the Company), take the safety indoctrination in the Company's Pass Office (the building located on the right side next to the main gates), and obtain a pass to enter the territory of the Company.
2. To proceed, follow the guidance signs in the territory of the Company with the designation in Lithuanian language 'Centriniai sandėliai' (*engl.* Central Warehouses).
3. When in the Company's territory, observe road traffic regulations and follow internal road markings. Speed limit in the territory of the Company is 40 km/hour, and 20 km/hour in the territory of Central Warehouses.
4. Once arrived at the gates of Central Warehouse territory, present the relevant shipment documents to security staff for signing.
5. Check the shipment documents for the specific warehouse you need, and proceed to such warehouse following the traffic scheme presented with these Guidelines.
6. Upon arrival at the warehouse, present shipment documents to the storekeeper, park as instructed by the storekeeper, and make ready the vehicle for loading (drop sides, open covers, etc.).
7. Stay in the vehicle cab throughout the loading, or observe loading operations keeping a safe distance.
8. Where necessary, a driver may also be involved in loading operations if wearing the following personal protective equipment:
  - Work clothes (long trousers and long-sleeved jacket),
  - Safety shoes class S-3,
  - Safety helmet with a chin strip,
  - Protective gloves,
  - Reflective vest,
  - Safety glasses.
9. Upon completion of the loading operations, stop the vehicle at the gates for checkup to the security staff.
10. In case of any questions or unforeseen circumstances, please call
  - + 370 682 28843 (Warehousing Group Manager);
  - + 370 686 81793 (Goods Distribution Group Manager).