

RULES OF CONDUCT

TO ENSURE SAFETY AND DISCIPLINE

in the protected area of the company TKI Hrastnik, d.d.

at the location: Cesta 1. maja 33, Hrastnik.

All contractors, subcontractors, visitors, lorry drivers, professional employees and repair people should be familiar with these rules and comply with them. The rules are based on the "Regulations on internal order in the protected area of TKI Hrastnik, d.d.", published on the company's website www.tki.si

ACCESS OF EXTERNAL VISITORS TO THE SECURED AREA OF THE PLANT

- All external visitors enter the protected area of the plant at the main entrance, at the gatehouse where the security personnel are located (entry point check-in point).
- They should register with the security staff, produce a piece of identification and list the purpose of their arrival.
- They should follow the instructions of the security staff and wear the badge as appropriate while waiting for the contact person. Walking in the protected area is only allowed if accompanied by the contact person and along the routes marked.
- When leaving the protected area, the external visitors accompanied by the contact person should report to the security staff and return the badge.
- When accessing facilities bearing the FAMI QS or IFS standard, the security service informs visitors of the house rules and of the general hygiene instructions for visitors.

ACCESS OF CONTRACTORS, SUBCONTRACTORS, REPAIR PEOPLE, ETC.

- All contractors, subcontractors or repair people should enter the protected area of the plant at the main entrance, at the gatehouse where the security personnel are located (entry point check-in point).
- As a rule, their arrival should be announced to the security staff the day before.
- The driver should arrive at the security staff, produce a piece of identification and list the purpose of their arrival.
- In the secured area, they should observe the instructions for safety and health at work, the fire regulations and the safety instructions, any warnings and warning signs. After completing the work, they should ensure that all work devices are turned off and the workplace is cleaned.
- An "Agreement on a joint workplace" is concluded with any contractors, duly agreeing the working arrangements in the secured area. The entry to the production and business premises is permitted solely when accompanied by a contact person.
- The external contractors should only use the specifically dedicated restrooms.
- When leaving the protected area, the visitors accompanied by the contact person should report to the security staff and return the badge.
- Special rules of conduct apply in the facilities bearing the FAMI QS or IFS standard.

RULES OF CONDUCT IN DEPARTMENTS WITH THE IFS FOOD AND FAMI-QS STANDARDS

All contractors, subcontractors, lorry drivers and repair people should respect the following rules.

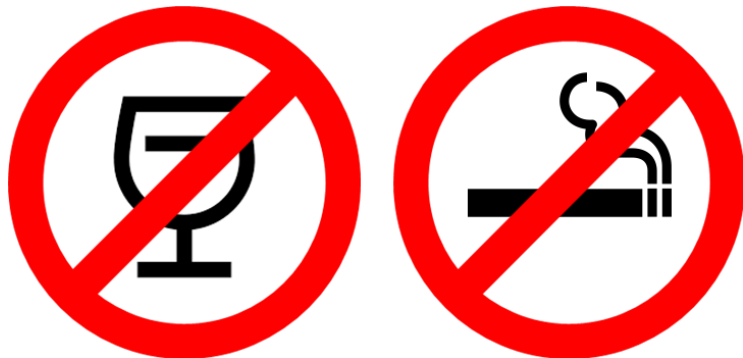
The rules apply in the departments that have obtained the International Featured Standard - IFS FOOD standard (for food) and the FAMI-QS standard (for feed).

- **The IFS FOOD** standard is valid in:
 - The phosphate department and for the production of ammonium phosphates
 - The department for the production of additives
- **The FAMI QS** standard is valid in:
 - The phosphate department and for the production of ammonium phosphates
 - The calcium phosphate department
- All contractors should report to the security staff at the entry point.
- They only have access to the production facilities when accompanied by a manager, the director of the phosphate profit centre or by a person authorized by the latter. Unemployed people are prohibited from entering the production facilities.

- Access to the production facilities is only permitted in clean, untorn protective clothing (protective gown, protective glasses, if necessary also a helmet for head protection), which should be put on before entering the facility. Access to the facilities is not permitted to persons wearing shorts or skirts and open shoes (e.g. flip-flops).
- Jewellery and wristwatches should not be worn and should be removed before entering the production facilities.
- It is forbidden to bring to the facilities any accessories that could come into contact with the products and thereby cause contamination.
- Mobile phones should not be used.
- There is no smoking in the production facilities.
- There should be no chewing of the product, nor coughing, sneezing or spitting into the product in the production facilities.
- The products should not be touched.
- Food and drink should not be brought into the production facilities.
- Separate waste collection is carried out in the production facilities and should be respected.
- Visitors showing signs of infectious diseases should not access the production facilities.
- There shall be no acts of sabotage, vandalism or terrorism.

SMOKING, ALCOHOL AND DRUGS

- All closed spaces in the secured area of the plant are non-smoking only.
- Smoking is exceptionally allowed only at the main entrance to the plant at the entry-exit point, in a specially marked place, where there is a receptacle placed for cigarette butts. Violators should follow the instructions of the persons in charge and the security personnel. Any breaches and disrespecting the rules will be reported to the inspection services, and the perpetrator will be removed from the premises.
- There shall be no bringing of alcoholic beverages and drugs into the secured area of the plant, neither shall any person under the influence of alcohol and drugs have access to it.
- The security personnel shall prevent any person in breach of the instructions from the previous paragraph from accessing the secured area.



LORRY ACCESS TO THE SECURED AREA

- Lorries should access the secured area of the plant at the main entrance, at the gatehouse where security personnel are located (entry point check-in point).
- Lorry drivers should register with the security staff, produce a piece of identification and list the purpose of their arrival, as well as produce valid transport documents.
- In case of unloading, they should wait with the security staff until the contact person arrives. In case of loading, the security staff weigh the lorry on the dedicated scales, upon which the driver should wait in the main yard to get the permission from the security staff to load. Drivers should stay close to their lorry.
- Lorry drivers should use the dedicated restrooms only.
- After the unloading has been completed and the contact person has notified the security staff accordingly, lorry drivers should be checked out by the security staff at the main entrance and follow the instructions.
- After the loading has been completed and the contact person has notified the security staff accordingly, the trucks report to the security staff at the main entrance and show the shipping documentation. Any tanks that should be weighed, are weighed again. The drivers should follow the instructions of the security staff.

VEHICLE DRIVING SPEED IN THE SECURED AREA

- The maximum permitted speed of vehicles in the protected area is 10 km/h.
- For lorries on the scales, the speed is limited to 5 km/h.
- All drivers are obliged to respect the speed limits and any warnings from safety personnel.



PARKING OF PERSONAL VEHICLES IN THE SECURED AREA

- Drivers of company service vehicles and business partners can park their vehicles in the main yard to the left of the gatehouse, where the security staff is located, in the designated parking spaces and in the designated spaces across the road, in front of the building housing the food distribution centre for staff. Customers of the service store can park there as well, should all of the service store parking spaces be taken. Short-term parking is allowed.
- Company employees should park their vehicles in a partially covered parking lot, dedicated to them and located on the other side of the regional road (opposite the plant) and marked with the sign "Parking allowed for employees of TKI Hrastnik".
- Please follow the instructions of the security staff when parking.
- Lorries do not park in the secured area. Security personnel directs them to the designated parking lots when unloading or loading is not possible. The unloading and loading schedule is defined in more detail in the "Regulations on internal order in the area of TKI Hrastnik, d.d. "

WASTE MANAGEMENT IN THE SECURED AREA

- The company TKI Hrastnik, d.d. pays great attention to responsible environmental management. To this end, we have organized a separate waste collection in the secured area.
- We ask of external visitors to act responsibly and dispose of any waste in the designated containers and bins located at specific points.
- In case of breaches, the external visitors should observe the warnings of the security staff and the company employees in charge.



SAFETY INSTRUCTIONS AND MEASURES

- Several dangerous chemicals are produced, processed, transported and stored in the secured area of the TKI Hrastnik, d.d.
- Visitors should be informed of the main dangers that can be caused by the chemicals in the premises they are visiting.
- All written and verbal warnings and notices on signs and labels should be observed.
- All fire safety requirements should be observed and special attention should be paid in the EX zone.

ACTIONS TO FOLLOW IN CASE OF DANGER

- Safely interrupt work
- Follow all the instructions given by the Ecology department experts, as well as from the safety engineers, the fire fighters, members of the KLOR Industrial Rescue Unit (IRE Klor) and the TKI Hrastnik security personnel. The latter's responsibilities also include supervision.

EMERGENCY PHONE NUMBERS

OF TKI HRASNIK, D.D.

- Security guard: internal nr. 780, Mobile: 030 640 024
- Security Manager: internal nr. 667, Mobile: 040 195 006
- Fire fighters: internal nr. 767, Mobile: 030 321 400, 040 612 921
- Ecology department: internal nr. 747, Mobile: 040 636 289

EXTERNAL INSTITUTIONS:

- Police: 113
- Emergency: 112
- Fire fighters: 112