



APPROVED BY

Approved by Order No. 20-65 of
Director of 20 October 2020

**RULES OF CONDUCT AND SAFE MOVEMENT FOR PERSONS ENTERING THE TERRITORY OF
MALKŲ ILANKOS TERMINALAS PJSC**

1. The Rules of Conduct and Procedure (hereinafter - the Rules) of MALKŲ ILANKOS TERMINALAS PJSC (hereinafter - the Terminal) establish the general rules of conduct for a person, who wants to enter the territory of the Terminal.
2. Compliance with these Rules is mandatory for all Persons entering the territory of the Terminal.
3. Persons representing the Terminal's customers, suppliers, and other persons, who have agreements with the Terminal, must be familiarised with these rules prior to the arrival at the Terminal.
4. Other persons or persons of the companies, specified in Paragraph No. 2 or persons of their representatives, who have not been familiarised with the rules in advance, shall be instructed by the responsible employees of the Terminal, at the initiative of which the Person arrived to the Terminal.
5. The Terminal employee, who organizes a person's visit to the Terminal, shall familiarise the person with these Rules in a way that is convenient to the person (by e-mail in advance or by informing orally prior the commencement of the visit).
6. Persons must:
 - 6.1. Always have their identity document and a permit in the territory of the Terminal;
 - 6.2. Always wear a safety helmet and a light-reflecting vest in the territory of the Terminal. Use other personal protective equipment as needed. In the absence of protective equipment, these are provided to the Person by contacting the responsible employee of the Terminal;
 - 6.3. Inform the Terminal representative (shift manager +370 609 80822) or security guard of the specific purpose of the visit to the Terminal before entering the Terminal territory, when arriving to the Terminal without being accompanied by a Terminal employee;
 - 6.4. Be only in that part of the Terminal area that is directly related to the purpose of the visit and the company represented. Not walk around the Terminal territory that is not related to the purpose of the visit without the permission of the Terminal representative;
 - 6.5. If the Person (Surveyor) arrives at the Terminal to perform cargo inspection works, he / she must notify the Terminal representative (shift manager +370 609 80822) about the arrival and constantly communicate with the Terminal representative while present on the Terminal, indicating the location of the works performed. In order to enter the Terminal warehouses or other loading zone where loading takes place, the Person must notify the responsible person of the Terminal of such a request. A Person may enter warehouses or the loading zone only with the permission of the Terminal representative and after a confirmation that the loading operations are suspended and the access is safe;

- 6.6. Discuss all works that may endanger the Terminal employees or other visitors in advance and agree on them with the Terminal representative under signature. The zone of such works must be fenced and the places where the works will be carried out must be marked;
 - 6.7. Strictly comply with the requirements of all safety, health, and information signs located at the Terminal;
 - 6.8. Comply with all labour, environmental, hygiene, and fire safety requirements in the territory of the Terminal;
 - 6.9. It is necessary to beware of moving vehicles in all cases. Be especially careful, when leaving areas that obstruct visibility;
 - 6.10. Immediately present identity document and permit upon request of the Terminal employee, security officer, or officials or employees of the inspecting authorities (Customs, Border Guard Team, KSSA Port Regime Division, Police, SLI);
 - 6.11. In the event of damage, loss, or losing the permit otherwise, immediately return to the security post and inform the Terminal Dispatcher of that;
 - 6.12. Immediately inform the Terminal Dispatcher, Security Officer, and / or Security Employee, if any illegal activity in the Terminal territory is noticed.
7. Traffic safety rules:
- 7.1. For vehicle drivers:
 - 7.1.1. The traffic of vehicles in the Terminal territory is on the right side of the carriageway;
 - 7.1.2. Permissible speed of vehicles in the territory of the Terminal - 20 km/h, in narrow passages - 10 km/h;
 - 7.1.3. Traffic participants in the territory of the Terminal must comply with all traffic safety requirements, not to endanger the safety of the Terminal employees, other traffic participants, and persons or their property, as well as the environment;
 - 7.1.4. The destination within the territory must be reached by the shortest route in accordance with the Rules, traffic signs and, in all cases, giving priority to the Terminal's loading equipment and railway equipment and railcars;
 - 7.1.5. It is forbidden to drive and park vehicles in loading zones, storage yards, quays, and to stand closer than 2.5m from the external railway track;
 - 7.1.6. Vehicles of ship service companies, ship agency companies, and surveyors may stop and stand at the stern of the moored ship;
 - 7.1.7. Drivers of vehicles must stop immediately when the security guard is stopping them;
 - 7.1.8. In the event of a traffic accident, each driver or other road user involved must immediately stop in a visible / safe place without endangering traffic or obstructing the movement of other vehicles, switch on the hazard warning lights, place an emergency stop sign in the direction of worst / lowest visibility and report the incident immediately to the Terminal representative (shift manager) by phone.
 - 7.2. For pedestrians:
 - 7.2.1. Walking in the territory of the Terminal is allowed only on footpaths, and where are no footpaths - only on the edge of the carriageway against the direction of the traffic;

- 7.2.2. It is prohibited to walk in the railway protection zone, in places intended for traffic, near places where loading and unloading works takes place, etc.;
- 7.2.3. It is possible to cross the railway only in dedicated places, crossing the railway at a right angle. It is prohibited to cross the railway lines in front of an approaching railway vehicle also in difficult-to-cross, blocked areas;
- 7.2.4. It is prohibited to go under the bottom of railcars and railcar couplings or to climb over them;
- 7.2.5. If going along a railway track, it is necessary to walk 2.5m or more away from the outer edge of the railway track;
- 7.2.6. Must be especially careful, when leaving areas that obstruct visibility;

8. Persons are prohibited in the Terminal area to:

- 8.1. Photograph and film without the permission of the Director of the Terminal or Security Officer;
- 8.2. Bring firearms, explosives, and cold weapons, alcohol and drugs into the territory of the Terminal;
- 8.3. Climb into the loading equipment or other vehicle present in the territory of the Terminal;
- 8.4. Access to warehouses and are not allowed to walk around other buildings of the Terminal without the permission of the Terminal representative;
- 8.5. Smoke, except in designated areas;
- 8.6. Be inebriated or intoxicated by toxic or narcotic substances;
- 8.7. Litter;
- 8.8. Enter the Terminal if vehicle contains unauthorized persons, who do not have the right to enter the Terminal;
- 8.9. Violate the requirements of traffic safety rules.

9. Liability and final provisions

- 9.1. By obtaining a permanent or temporary permit to enter the territory of the Terminal, the person confirms that he / she has become familiar and will comply with the requirements of these rules;
- 9.2. For violations of the Terminal Rules, the Terminal has the right to impose penalties approved by the order of the Director of the Terminal. The sizes of penalties are specified in Annex No. 1 to these Rules;
- 9.3. Penalties shall be imposed on the companies represented by the Person, who committed the violation;
- 9.4. The Terminal has the right to demand payment of a fine from a customer, during the representation of whose interests, the Person has violated the requirements of these Rules;
- 9.5. In addition to the fine, Persons, who intentionally fail to comply with the requirements of these Rules, may be banned from entering the Terminal territory indefinitely by a decision of the Director of the Terminal.
- 9.6. The Terminal reserves the right not to allow arriving persons into the territory;
- 9.7. If a person is suspected of being intoxicated, the Terminal has the right to check his sobriety with a breathalyzer.

10. Contacts

- Shift managers +370 609 80822 dispecerine@mit.lt
- Security Officer +370 618 70585 arunas@mit.lt
- Production Manager +370 698 53160 ramunas@mit.lt
- Technical director +370 612 21472 darius@mit.lt
- Accounting +370 46 300656 mantas@mit.lt

Fines imposed by the terminal for violations of the Rules of Conduct and Safe Movement

No.	Rule paragraph	Fine	
		The first violation	Repeated violation
1	6.4; 6.5; 6.7; 6.8; 7.1.5; 7.1.6; 8.7	Warning	EUR 100
2	6.2; 6.6; 7.1.2; 7.2.2; 7.2.3; 8.5;	EUR 50	EUR 150
3	7.2.4; 8.1; 8.4; 8.8;	EUR 100	EUR 300
4	8.2; 8.3; 8.6;	EUR 500	EUR 1000