

PUBLIC COMPANY ORLEN LIETUVA

APPROVED BY:
General Director
8th January 2018
Order No. TV1(1.2-1)-12

PASS SYSTEM REGULATIONS

CHAPTER I

GENERAL

1. Pass System Regulations (hereinafter – Regulations) have been prepared with due account of the duties and rights of Public Company ORLEN Lietuva (hereinafter – the Company) arising from: (i) European Union (EU) Regulation 1875/2006; (ii) Information Security Management System Standard LST ISO/IEC 27001:2013; (iii) Uniform Rules concerning the Contract for International Carriage of Goods by Rail (CIM) and Regulations concerning the International Carriage of Goods by Rail (RID) (Appendix B and Appendix C to Convention Concerning International Carriage by Rail (COTIF)), Technical Annexes A and B to the European Agreement concerning the International Carriage of Dangerous Goods by Road; (iv) International Ship and Port Facility Security Code; (v) Law on the Security of a Person and Property of the Republic of Lithuania; (vi) Physical Security Requirements for Companies and Facilities with Strategic Importance to National Security under the Administration of the Minister of Energy; (vii) Rules for Operating Crude Oil Processing Facilities.
2. Regulations establish requirements for entry to and exit from security facilities (territories) of the Company and conduct during the presence in the same, procedure of control which comes in the form of checkup of service identification cards, passes, permits and other documents of employees of the Company and other persons proving their identity or other required information, verification of things carried by them and transported/present in vehicles and documentation of the same as well as procedure applicable to tangible assets: (i) carried into the territories of the Company; (ii) carried from the territories of the Company; and (iii) carried from one to other territory of the Company when such territories are not integral, as well as carriage/movement of empty road and rail tanks from the refinery of the Company.
3. Regulations are made available in the Company's internet website.
4. These Regulations apply to all: (i) Company's employees; and (ii) any other natural and legal persons being and/or working in security facilities (territories) of the Company.

CHAPTER II

TERMS AND DEFINITIONS

5. **Terms used herein shall be defined as follows:**

Company's employee – a natural person working for the Company for remuneration under a contract of employment (including temporary employees as defined in the Labor Code of the Republic of Lithuania).

Company's administrative officials – Company's managers listed in effective Collective Agreement of the Company.

Employees of contractors (service providers) – staff of entities outsourced by the Company who on the basis of respective transactions perform various works or services in the facilities of the Company.

Clients – representatives of buyers, customers who buy the products of the Company or use its services.

Visitors – persons visiting the Company upon invitation or consent of the management of the Company.

Officers – representatives of police, prosecutor's office, Security Department and other judicial and law enforcement bodies as well as state regulatory authorities.

Other persons – callers, comers, private persons, etc.

Security facilities – Company's facilities (territories) listed in **Annex 1** hereto which according to these Regulations are subject to requirement to obtain pass for entry either on foot and/or by vehicle, rules of conduct during presence in the same and procedure of security control in the form of checkup of service identification cards, passes, permits and other documents of employees of the Company and other persons proving their identity or other required information, verification of belongings carried along by them and things transported/present in vehicles and documentation of the same.

Restricted access area – objects, premises, rooms, areas inside the security facility (territory) where critical communication or IT infrastructure is located, confidential information of the Company is stored, data centers or archives are kept, main technological processes are controlled, assets of significant importance to the Company are warehoused and which are subject to additional restriction of access by persons and vehicles. The list of such areas is approved by the Director of Security of the Company.

Hazardous facilities – all facilities, territories operated by the Company where in one or several process units, including their infrastructure, production, processing, storage, transshipment, utilization, warehousing or neutralization of one or several hazardous substances or their waste within their threshold limit values or with such exceeded is constantly or temporarily performed. Hydrotechnical structures are also assigned to the category of hazardous facilities.

Pass Office – room where security facility entry passes and ID badges are issued.

Pass – right granted according to these Regulations to enter security facilities of the Company.

ID badge – an electromagnetic badge issued by the Company used to identify and record persons entering/exiting security facilities (territories) and separate premises thereof in access control system.

Carriage of tangible assets – (i) carrying of tangible assets into the Company's territories; (ii) carrying of tangible assets from the Company's territories; and (iii) carrying of tangible assets from one Company's territory to other when such territories are not integral (are not enclosed with integral fencing that can be entered through security control posts).

Personal belongings – clothes, footwear, means of communication, accessories, wallets and their contents, purses, bags, toiletries, food, medicine, books and other publications, small souvenirs and other similar things intended for personal use only.

Individual assets owned by the Company or other legal persons issued to their employees – means of communication, personal protective equipment, laptops and their accessories, projectors, means of training or presentation, photo and video cameras and other similar things.

Portable work tools – various non-electrical tools (except for safety equipment of up to 1000 V: insulating rods, insulating and measuring pliers, voltage indicators and multimeters, dielectric gloves and electric safety signs) carried and used by single employee.

Parcel – packed and/or sealed tangible assets or correspondence delivered by shippers.

Scrap metal – various metal objects (structures, units, pipelines, etc.), vehicles, metal devices, tools, other equipment, parts thereof, dismantled power cables, residues of metal assembly components or materials, metal filings, small pieces of metal that can no longer be used for their purpose in construction, assembly, installation, maintenance or other activity due to wear-and-tear or any other reasons.

Waste – disposable household and industrial waste (except for scrap metal).

Materials – things, raw materials (except for feedstock used in the production of petroleum products) used/consumed for the purpose of works or services, including but not limited to construction, chemical, organic materials and substances, spare parts, etc. (with the exclusion of equipment, machinery, other means of work).

Authorized employee – employee who according to procedure of the Company or by the regulatory or other document of the manager of other legal entity is authorized to issue and sign tangible asset shipment documents or sign requisitions for passes to security facilities of the Company.

Shipment documents – documents proving actual carriage (shipment) of tangible assets including but not limited to the ones listed in these Regulations.

Waybill – document proving actual shipment of tangible assets.

VAT invoice (invoice) – document compliant with mandatory requirements set by the Law on Value Added Tax of the Republic of Lithuania which is used to formalize the supply of things or provision of services.

Request for permit to keep construction trailers in the territory of ORLEN Lietuva – document in the form established herein (Annex 3) which is executed for the shipment of construction trailers to security facilities of the Company.

List of equipment of special vehicles – document in the form established herein (Annex 4) describing equipment contained in special vehicles of emergency or other special services which is used in respective maintenance, repair or rescue operations.

CMR waybill – waybill for international transportation of cargoes by roads.

Road tank – tank fixed or attached to a vehicle designed for carriage of various substances by road.

Average weight of road tank – average weight of an empty road tank determined by its weighing three times at least and deriving arithmetic mean of the three weight values.

Container weight – weight of an empty road tank or rail tank-car.

Weighing certificate – document where weighed object and its identification data, weighing date, time and place, full name and job title of employee who performed the weighing are indicated. Weighing certificate is signed by the employee who performed the weighing.

Measuring report – document where the measured object and its identification data, measured and calculated values, measuring date, time and place, measuring devices, names and job titles of employees who performed and/or witnessed the measuring are indicated. Measuring report is signed by the employees who performed and/or witnessed the measuring.

Emergency – condition that arises from natural, technical, ecological, social or other factors and poses sudden and considerable danger to human life and health, Company's assets and environment, or results in human death or injuries or huge material losses.

Extraordinary situation – single or grouped deliberate, illegal, unauthorized actions violating internal order of the Company and/or aimed to discontinue (disorder) the Company's operation or overtake its property, take hostages or any other deliberate actions (mass disturbances) resulting in severe violation of public order and/or confrontation with officers.

CHAPTER III ORGANIZATION OF PASS SYSTEM

6. **Pass system in the Company is organized as follows:**

6.1. Pass system pursuant to these Regulations and other applicable legal acts is organized in the Company by its Director of Security. Director of Security establishes the forms of documents evidencing actual issue of passes, requisitions for entry passes, standard rights of the Company's and contractors' employees, clients, visitors in terms of access to respective buildings, premises, rooms, restricted access areas of security facility, approves internal documents of the Company required for implementation of these Regulations, lists of restricted access areas, makes decisions regarding restriction of access to security facilities of the Company and withdrawal of passess.

6.2. Control over the execution of pass system shall be organized by the employee of Security Department assigned by the Director of Security and control itself shall be executed by the employees of Physical Security Group of Security Department.

6.3. Due observation of pass system in the Company is ensured by the employees of entity providing security services to the Company who have the rights and duties prescribed by the Law on the Security of a Person and Property of the Republic of Lithuania as well as security service provision contract.

6.4. Electronic access control system is installed in the Company to ensure the control of access.

6.5. Issue, change, withdrawal of passess is recorded in the database of access control system of the Company. Personal data used for identification of natural persons is processed for internal administration only as due to exceptional specifics of the business of the Company it is necessary to ensure the security of persons, Company's property and the public in line with international and national legal regulations applicable to protection of personal data.

6.6. For registration of entries/exits through control points of access control system, including opening of barriers and doors, personal electromagnetic ID badges shall be issued.

6.7. Data of access control system shall be collected and stored in the server of the Company. Data of entries/exits and personal identification data related to the same shall be stored for 5 (five) years after the last arrival by the person to security facilities of the Company. Protection of such data shall be ensured by responsible Server and Database Administrators of the Company, specialized software and internal documents of the Company.

6.8. Entry by vehicle into hazardous facility within the security territory of the Company requires special permit which is issued by the head of organizational unit which operates respective hazardous facility or other authorized employee.

6.9. In case of emergency or field exercise (drill), fire and rescue service and ambulance vehicles with blue/red beacons turned on shall be allowed to pass without checkup and registration.

CHAPTER IV ORGANIZATION OF ENTRY INTO SECURITY FACILITIES

7. Grounds of issue of entry passes.

7.1. As prescribed by these Regulations, security facility entry passes may be issued if at least one of the below conditions is met:

7.1.1. right to enter security facilities of the Company is set forth in the laws of the Republic of Lithuania;

7.1.2. employment contract between an employee and the Company has been concluded;

7.1.3. contract between contractor, service provider, supplier of goods and the Company has been concluded;

7.1.4. premise rental contract with the Company has been concluded;

7.1.5. contract between the buyer of petroleum products or other assets and the Company has been concluded;

7.1.6. The Company's security facilities are indicated in shipment documents as the place of delivery and unloading and the consignee is: (i) the Company; (ii) contractor (service provider), supplier working in the territory of security facility of the Company; (iii) legal entity that rents premises in the territory of security facility of the Company;

7.1.7. lawful interest of the Company.

8. Persons entitled to make decisions concerning issue of passes:

8.1. General Director of the Company;

8.2. General Director's Deputies;

8.3. Chief Financial Officer of the Company;

8.4. Director of Security of the Company and responsible employee of Security Department assigned by him;

8.5. Company's directors and their deputies according to areas assigned to them;

8.6. Company's administrative officials, Head of Executive Office – concerning access to security facilities of the Company by clients and visitors (for max. one working day);

8.7. Seniors of shift on duty of entity providing security services to the Company on non-working days and working days at night – concerning one-off visits of persons to security facilities of the Company on the grounds set forth herein;

8.8. Persons specified in § 8.1–8.5 hereof, against respective internal document (order, decree) executed as prescribed by the Company, shall be entitled to delegate decisions concerning issue of passes to their subordinates. Copies of such documents must be handed over to Pass Office.

9. Conditions of issue of entry passes.

9.1. All persons who wish to obtain passes for entry into security facilities of the Company must familiarize themselves with and observe requirements of conduct established herein and to pass respective occupational safety indoctrination selected according to the purpose of visit. Pass shall be issued only for the term necessary, to the maximum of two years, depending on the purpose of request for pass, term of respective contract, etc. Provision concerning the duration of the validity of pass shall not apply to the employees of the Company.

9.2. Pass shall be granted and valid only for specific person or vehicle.

9.3. Time of validity of entry pass and the right of person holding the same to have access to specific premises, buildings, territories, restricted access areas of security facilities of the Company shall depend on the functions, type of work performed such person, established work schedule and purpose of access.

9.4. Persons under 14 years of age shall not be allowed to enter security facilities of the Company without an accompanying adult employee. Passes to them shall be issued and executed according to general procedure established in these Regulations.

10. Issue of passes to the Company's employees.

10.1. Passes to the Company's employees shall be issued according to notices (information) on employment presented to Pass Office by responsible employees of Human Resources Department where the name and surname, date of birth, position of an employee, organizational unit, payroll number and term of employment contract (if fixed) shall be indicated.

10.2. Permits to park the vehicles owned by Company's employees in the territory of security facilities of the Company shall be issued and changed against the presentation by an employee to the Pass Office of technical passport of vehicle owned by him/her. Such permits may also be issued and changed under collective requisitions of organizational units of the Company to be approved by the head of respective unit. One employee may get maximum two permits to park his/her vehicles in the territory of security facilities.

10.3. Permits/passes for the Company's vehicles (either owned, leased or possessed on any other grounds) used by the employees of the Company shall be issued on the basis of respective notice of the Director of Service Administration or employee authorized by him to the Pass Office.

11. Issue of entry passes to the employees of contractors (service providers), subcontractors.

11.1. Passes for the employees of contractors (service providers), their subcontractors, freight and special vehicles shall be issued against the presentation of written requisition signed by the authorized employee of respective contractor (service provider) and agreed in writing with the employee of the Company entitled to make decision concerning issue of pass. Sample forms of requisitions are provided in Annex 6 and Annex 7 hereto.

11.2. Passes for light motor cars of contractors and subcontractors shall be issued in exceptional cases only depending on organizational necessity and type and scope of works to be performed by them. Passes for vehicle entry into security facilities of the Company shall be issued on the basis of written requisition signed by the authorized manager of respective contractor (service provider) and agreed in writing with the Director of Security of the Company or employee of Security Department assigned by the Director of Security.

11.3. Requisition for pass(es) to the employees of contractor (service provider), its subcontractor must include the following details:

11.3.1. name of contractor (service provider);

11.3.2. employee's surname, name, date of birth, position, employer's name if employed by subcontractor;

11.3.3. necessary term of validity of pass;

11.3.4. reference number, date and term of contract concluded with or work requisition issued by the Company;

11.3.5. code of the security facility, territory of the Company (according to Annex 5 hereto).

11.4. Requisition for vehicle entry pass(es) of contractor (service provider), its subcontractor must include the following details:

11.4.1. name of contractor (service provider);

11.4.2. make and model, state registration number, type of vehicle;

11.4.3. necessary term of validity of pass;

11.4.4. reference number, date and term of contract concluded with or work requisition issued by the Company;

11.4.5. code of the security facility, territory of the Company (according to Annex 5 hereto).

12. Issue of passes to officers, clients, visitors, other persons.

12.1. Passes to officers who have statutory right to enter security facilities of the Company shall be granted against the presentation of official service identification cards. Visits of officers of state regulatory authorities shall be additionally registered in the Correspondence Office as prescribed by the Company.

12.2. One-off passes (for max. one day) for the clients, visitors, other persons shall be issued on the basis of requisitions of the Company's administrative officials which may be e-mailed to the Pass Office to: leidimai@orlenlietuva.lt. Such persons in security facilities of the Company must be accompanied by representative of the Company.

12.3. Passes for the groups of clients, visitors or other persons shall be issued on the basis of collective requisitions. Requisition must be agreed with the Company's director or higher-level superior leading organizational unit which accepts the group indicated in collective requisition. Such group(s) in security facilities of the Company must be accompanied by representative of the Company.

12.4. Passes for the representatives of mass media shall be issued only upon agreement with the Company's Press Officer.

12.5. Requisition for entry passes to clients, visitors, other persons must include the following details:

12.5.1. person's surname, name, date of birth, position and name of legal entity (if person represents legal entity);

12.5.2. purpose of visit;

12.5.3. code of the security facility, territory of the Company (according to Annex 5 hereto);

12.5.4. make and model, state registration number of vehicle (if necessary to park in the territory of security facility of the Company).

13. **Issue of entry passes to the buyers and carriers of goods, petroleum products.**

13.1. One-off entry passes to the staff and vehicles of carriers shipping tangible assets to the territories of security facilities of the Company shall be issued against the presentation of respective shipment documents where the territory of the Company's security facility is indicated as the place of delivery and unloading and the consignee is: (i) the Company; (ii) contractor (service provider), supplier working in the territory of security facility of the Company; (iii) legal entity that rents premises in the territory of security facility of the Company.

13.2. One-off entry passes to the carriers of buyers of petroleum products shall be issued on the basis of notices (orders) presented by Commercial Sales and Logistics Division of the Company.

13.3. One-off entry passes to the buyers of Company's property (other than petroleum products) shall be issued on the basis of notices of the Company's employees responsible for administration of respective property sales contracts.

13.4. Carriers of goods and petroleum products who come to security facilities of the Company periodically may present requisitions for entry passes for a longer, reasonably required term however to the maximum of two years. Such passes shall be issued only upon conclusion of

standard electromagnetic ID badge use agreement with the Company. Requisition for entry passes must include the following details:

- 13.4.1. name of carrier;
- 13.4.2. employee's surname, name, date of birth, position, employer's name if employed by other, outsourced carrier;
- 13.4.3. necessary term of validity of pass;
- 13.4.4. make and model, state registration number, type of vehicle;
- 13.4.5. code of the security facility, territory of the Company (according to Annex 5 hereto).

14. Issue of passes for access to Būtingė Oil Terminal single point mooring (SPM) buoy security zone.

14.1. Long-term passes for access to Būtingė Oil Terminal single point mooring (SPM) buoy security zone shall be issued to the staff of contractors, surveyors according to general procedure set forth herein on the basis of lists of the staff of contractors, surveyors presented and agreed with the employees of the Company entitled to make decision concerning the issue of passes as set forth herein.

14.2. One-off passes for access to Būtingė Oil Terminal single point mooring (SPM) buoy security zone when such access is related to the maintenance, operation or inspection of buoy, scientific research or other works related to operation of buoy, shall be issued on the basis of the list of persons agreed with the Head of Pipelines and Terminal Operations Subdivision or Manager of Offshore Terminals and presented to the senior of security shift on duty of Būtingė Oil Terminal. Such list must contain the following details: name of vessel, surnames, names, positions of persons requesting for passes, name of legal entity they represent, estimated time of arrival at and departure from security zone, purpose of visit. List may be e-mailed to apsauga.butinge@orlenapsauga.lt or leidimai@orlenlietuva.lt.

14.3. Any entry into Būtingė Oil Terminal single point mooring (SPM) buoy security zone when such entry is not related to the maintenance, operation or inspection of buoy, scientific research or other works related to operation of buoy is forbidden.

15. Issue of restricted access area entry passes.

15.1. Issue of restricted access area entry passes requires additional written agreement with the head of organizational unit which operates respective facility.

15.2. In order to ensure due control of entries into individual restricted access areas of security facility of the Company biometric readers may be installed for the identification of entering persons. Prior to issue of restricted access area entry passes to persons, it is required to obtain a written consent of each person to the processing of his/her biometric data for this purpose.

16. Issue, replacement, return of electromagnetic ID badges.

16.1. Person who is granted with restricted facility entry pass shall also get electromagnetic ID badge. The ownership of ID badges shall be retained by the Company and for the first time shall be issued free of charge.

16.2. Re-issue of badge (including temporary) to the employees of the Company in case of loss or damage sooner than three years after its initial issue and loss of or physical damage to the badge issued to contractors (service providers), carriers, clients, visitors and other persons, irrespective of the period of use, shall be subject to a penalty of 14 (fourteen) EUR net of VAT per badge.

16.3. ID badges shall be issued and replaced in the Pass Office of the Company. In individual cases, they may be issued in security control posts of security facilities.

16.4. ID badges shall be handed over to persons only against the presentation of personal identification document. Authorized employees of entities, against the presentation of document proving their authorization, may take ID badges issued under requisitions of entity they represent for all employees of that entity.

16.5. Any loss of ID badge must be immediately reported by tel.: +370 443 92500 or e-mail: leidimai@orlenlietuva.lt.

16.6. As soon as entry pass expires, ID badges must be immediately returned to the Pass Office of the Company. Clients, visitors, other persons may return their one-off visit ID badges in security control posts of security facilities when leaving.

16.7. Employees of the Company who leave their ID badges behind and come to work may, against the presentation of personal identification document to the Pass Office or security control post of respective facility, get temporary ID badge which is valid for one day. After expiry of this term, ID badge must be immediately returned to Pass Office.

16.8. ID badge which loses its functionality due to natural wear-and-tear or internal failure is replaced free of charge.

16.9. Any lost-and-found ID badges must be immediately returned to the Pass Office of the Company.

16.10. If person does not use his/her ID badge for more than 60 days, the activation (validity) of badge shall be automatically terminated. In case of need, the badge shall be re-activated upon arrival by such person to the Pass Office or, if after regular work time, to the senior of security shift on duty, or upon prior notification of the planned time of arrival by e-mail: leidimai@orlenlietuva.lt or tel.: +370 443 92500.

17. Expiry, suspension, withdrawal of entry passes.

17.1. Entry pass shall expire:

17.1.1. Upon termination of employment contract by the Company with employee as reported to the Pass Office by Human Resources Department;

17.1.2. Upon expiry, termination of contract with contractor, service provider. Termination must be reported to the Pass Office by an employee of the Company who administrates respective contract;

17.1.3. Upon receipt of respective notice from legal entity that was provided with entry passes on the basis of requisition presented by it. Any cases which require withdrawal of entry passes (termination of contract with employee, subcontractor, etc.) must be immediately reported by the legal entity to the Company.

17.2. Entry pass shall be suspended:

17.2.1. In case of violation of internal order of the Company, including requirements of conduct set forth herein;

17.2.2. In case of transfer of personal ID badge to other person or use of ID badge issued to other person;

17.2.3. In case of declaration by the Company of idle time of an employee;

17.2.4. In case of emergency or extraordinary situation, when by the decision of the Director of Security of the Company or responsible person of Security Department assigned by the Director of Security, access to security facilities of the Company by the employees of contractors, clients, visitors and other persons as well as employees of the Company may be temporarily restricted.

17.3. Entry pass shall be withdrawn:

17.3.1. To persons who in the Company and/or its territory commit an offence (including actions related to the Company) which has the signs of theft, fraud, misappropriation or embezzlement, unlawful remuneration, who disclose confidential information of the Company, personal data processed by the Company, unlawfully collect information containing Company's secret, confidential information, violate requirements concerning the conflict of private interests and the interests of the Company.

17.4. Decision regarding re-activation of the suspended (or withdrawn) entry passes shall be made by the General Director or Director of Security of the Company depending on the severity of violation and its impact on the business, results and image of the Company, after the threats of emergency or extraordinary situation become extinct.

18. **Issue of photography and/or filming permits.**

18.1. Photography and filming (including aerial photography and filming) in security facilities of the Company is allowed only upon permission by the Director of Security of the Company or responsible person of Security Department assigned by the Director of Security.

18.2. Photography and/or filming permits shall be issued upon the presentation of request which must include such details as the name, surname, position of requestor, name of legal entity, object, purpose, method and period of photography and/or filming (sample form is provided in

Annex 8 hereto). Request may be e-mailed to: leidimai@orlenlietuva.lt. Decision to satisfy/reject the request shall be sent to e-mail specified in the request.

18.3. Photography and/or filming permits shall be registered in the data base of Security Department.

18.4. Control over photography and/or filming in the territory of security facility shall be performed by the employees of entity providing security services to the Company.

19. Use of unmanned aerial vehicles (UAV).

19.1. Any use of UAVs in or above security facilities (territories) of the Company is strictly forbidden with the exclusion of cases set forth in these Regulations and contracts concluded with the Company.

20. Additional requirements for vehicle entry into security facilities (territories) of the Company.

20.1. Vehicle entering security facilities (territories) of the Company must be fitted with fire extinguisher. Otherwise entry shall be rejected. Decision regarding admission of such vehicle shall be made by responsible employee of Quality, Labor Safety and Environmental Control Subdivision.

20.2. Freight or special vehicles of contractors entering security facilities of the Company must be marked with contractor's logo/name (or contractor's logo/name must be clearly printed out and displayed on the front panel of vehicle).

20.3. During the entry and presence in security facilities (territories) of the Company established traffic regulations, signs, road markings, safe speed requirements must be observed.

CHAPTER V

CARRIAGE OF TANGIBLE ASSETS

21. General requirements.

21.1. Tangible assets must be accompanied by shipment document which in cases established herein must be presented in security control posts of the Company together with: (i) weighing certificate; or (ii) measuring report.

21.2. Shipment documents shall be executed by authorized employees.

21.3. Tangible asset shipment documents shall be presented to the employee of security control post of the Company who shall sign and register them as prescribed by the Company.

21.4. In case of emergency or extraordinary situation, upon agreement with the Director of Security or employee of Security Department assigned by the Director of Security, requirements applicable to formalization of shipment documents as established herein may be disregarded.

21.5. Carriage of portable work tools, individual assets owned by the Company or other legal persons issued to their employees and business gifts (according to procedure of the Company) does not require any shipment documents.

21.6. Shipment documents for the carriage of materials shall be issued separately from respective shipment documents of other carried tangible assets.

21.7. Shipment documents for the carriage of materials must include the following additional details: (i) work order ref. number; and (ii) contract ref. number; or (iii) work release ref. number, irrespective of who is carrying such materials.

21.8. For the carriage of equipment which is a component indivisible part of special vehicles of the Company's emergency or special services the list of equipment of special vehicles shall be issued (sample form is provided in Annex 4 hereto). This list shall be approved by the manager of respective legal entity and agreed with the Director of Security of the Company or responsible person of Security Department assigned by the Director of Security. The list shall remain effective until the change of composition of such equipment however no longer than until the end of current calendar year.

21.9. When the quantity of carried tangible assets can be determined only by weighing, they shall be weighed using the scales of the Company's refinery. After weighing, weighing certificate shall be issued which must be attached to shipment documents of such tangible assets.

21.10. When the quantity of carried tangible assets can be determined only by measuring, they shall be measured and documented in measuring report which must be attached to shipment documents of such tangible assets.

21.11. Company's contractors (service providers) or their subcontractors and other legal entities renting premises within security facilities of the Company must present the lists of their employees authorized to issue and sign shipment documents.

21.12. For carriage of samples of refinery products, feedstock or other substances from one to other territory or inside the refinery of the Company shipment documents shall not be required provided that the list of employees carrying such samples approved by the decree of the head of organizational unit responsible for such carriage has been submitted to the Security Department of the Company.

22. Carriage of tangible assets into security facilities of the Company.

22.1. Tangible assets may be carried into to the territories of security facilities of the Company against the presentation of respective shipment document where the territory of the Company's security facility is indicated as the place of delivery and unloading and the consignee of tangible assets is: (i) the Company; (ii) Company's contractor (service provider) or subcontractor; (iii) legal entity that rents premises in the territory of security facility of the Company.

22.2. For tangible assets carried into the Company's territory from non-EU member states, CMR waybill stamped by Tax Administration and Customs Procedures Department of the Company must be presented at security control post.

22.3. When transporting/carrying tanks (containers) with fuel, samples of petroleum products for analysis respective shipment document must be presented at security control post.

22.4. Shipment documents shall not be required for such tangible assets normally kept in vehicles as personal belongings, small quantities (emergency supplies) of vehicle consumables (except for fuel) or minor spare parts, usual tools and means for vehicle repair and servicing and other statutory supplies to be kept in vehicles. For tangible assets that are not mentioned in this paragraph the carrier shall present a shipment document and in cases set forth herein shall agree such carriage with the senior of security shift on duty.

22.5. It is forbidden to carry parcels and correspondence addressed to private persons into security facilities of the Company. Parcels and correspondence addressed to the Company or its contractors (service providers), legal entities that rent premises in the territories of security facilities of the Company shall be handed over to the addressees: (i) in the territory of Central Warehouse of the refinery; or ii) in other security facilities in location specified by security staff. Specific location of such transfer shall be set by the senior of security shift on duty.

22.6. For the transportation of construction trailers into the Company's territory, a request in the form established herein (Annex 3) shall be required in addition to shipment documents. Request shall be made in two originals and agreed with the head of organizational unit where such trailer will be kept and the responsible employee of Mažeikiai Fire and Rescue Board for Protection of Facilities.

23. Carriage of tangible assets from security facilities of the Company.

23.1. Tangible assets may be carried from security facilities of the Company only against the presentation of respective shipment document at security control post signed by an authorized employee.

23.2. Shipment documents for the carriage of tangible assets from the territory of the Company must be agreed in writing with the Company's project manager who supervises the execution of respective order (contract) or other employee who is authorized to sign handover and acceptance statements. With his/her signature on shipment document the Company's employee confirms that materials have been actually used up in the execution of respective order and shall not be anymore used or that the materials are subject to temporary removal for treatment, etc. Requirement to agree shipment documents with the Company's employee as described above shall not apply to legal entities that rent premises in the territories of security facilities of the Company and carry tangible assets that do not belong to the Company and are not related to execution of works or provision of services for the Company.

23.3. For rail carriage of crude oil and oil products from the territory of the Company weighing certificate or measuring report must be presented at security control post.

23.4. For road carriage of oil products from the territory of oil refinery of the Company respective shipment document must be presented at security control post of the terminal for loading light petroleum products onto road tankers.

23.5. For carriage of minor assembly materials or spare parts, domestic chemicals and toiletries, office supplies, IT and communication equipment including their spare parts or servicing materials from the territories of the Company shipment documents shall not be required provided that the list of employees carrying such materials and supplies approved by the decree of the head of unit who supervises these employees or contract with service provider has been presented to Security Department of the Company.

23.6. Scrap metal shall be shipped from the Company's territory under centralized procedure. Shipment and execution of respective documents shall be arranged by responsible employees of the Central Warehouse of the Company.

23.7. The quantity of waste shipped from the territory of security facilities of the Company shall be determined by weighing or application of other quantity determination method where scales are not available and documented in respective quantity determination reports or certificates and waybills. When waste is shipped out by natural persons or legal entities that do not hold contracts concluded with the Company, waste waybill must be agreed with responsible employee of Environmental Department of the Company. For waste, soil, air and water laboratory testing samples in quantities equal to or below 5 kilograms or litres waybill shall not be required.

23.8. Original documents of the Company shall be carried from security facilities of the Company only if required to ensure the activities of the Company. Carriage of documents shall be registered in the logbook of security staff of security control post.

24. Shipment of empty road tanks from oil refinery of the Company.

24.1. Before shipment from oil refinery of the Company, empty road tanks must be weighed. After weighing, weighing certificate shall be issued one original copy of which must be presented to security control post.

24.2. Weighed road tanks must depart no later than within 15 minutes after recorded time of weighing. If empty road tank stays in the territory for more than 15 minutes after its weighing, it shall be returned for repeated weighing.

24.3. Container weight of respective road tank at the moment of weighing cannot exceed 200 kg of its container average weight. This condition shall apply to those road tanks only that have their weights included in the list of road tankers with average weight.

24.4. If container weight of respective road tank exceeds 200 kg of its average container weight, the tank shall be checked in detail by security staff and only afterwards will be allowed to depart from territory of oil refinery.

24.5. Procedure of entry of average container weights of road tanks into the data system shall be established by the head of organizational unit which carries out truck weighing operations.

25. Movement of empty wagons and tank-cars from the territory of oil refinery of the Company.

25.1. Movement of empty wagons, except for tank-cars, from the territory of oil refinery of the Company must be reported to security staff on duty by phone: + 370 443 92 92392. Security staff shall check if wagons are empty and only afterwards shall give permission to move them from the territory of security facility of the Company.

25.2. Before empty tank-cars are moved from the territory of oil refinery of the Company, they shall be weighed. After weighing, weighing certificates shall be presented to security staff. This provision shall not apply for movement of tank-cars from one to other location within the territory of oil refinery of the Company.

25.3. If at the time of movement from the refinery the weight of tank-car exceeds 500 kg, i.e. is greater than determined at the time of weighing when moved into the territory of the refinery, security staff shall detaily check it. If any residue of products or other tangible asset is found in the tank-car, the movement of tank-car from the territory shall be halted and investigation of actual circumstances shall be initiated.

25.4. If after weighing tank-cars: (i) have not been moved from the territory of oil refinery of the Company immediately; or (ii) more than 3 hours passed since weighing and they have not been sealed during weighing, the tank-cars shall be re-weighed and only afterwards moved from the territory.

25.5. If petroleum products have not been loaded into tank-cars in petroleum product loading racks, they must be checked in the presence of security staff and employees responsible for loading. Employee responsible for loading shall issue a free-form tank-car checkup report to be signed by employees who checked the tank-cars.

CHAPTER VI
REQUIREMENTS FOR CONDUCT ON THE ARRIVAL, DEPARTURE AND PRESENCE IN
SECURITY FACILITIES OF THE COMPANY

25.6. Person who holds the Company's pass and ID badge for entry into security facilities of the Company must keep and use the badge only for entry into and exit from security facilities of the Company.

25.7. It is forbidden to transfer ID badge to any other person and to use ID badges issued to any other persons.

25.8. Entry and exit is allowed only via security control posts for pedestrians. During entry/exit via security control posts it is mandatory to put the badge to a special reader and in places equiped with biometric readers to provide respective biometric data. At the time of entry into

and exit from workplaces which are accessible without passing security control posts ID badge must be put to the readers installed in specially designated points of access control system. Entry or any attempt to enter security facilities of the Company bypassing security control posts is forbidden.

25.9. Persons who hold passes for entry into security facilities (territories) of the Company may be present in such places of these facilities (territories) only that are related to the functions performed or works executed by them in the Company or, accordingly, to the declared purpose of their visit.

25.10. Clients, visitors, officers and other persons in security facilities (territories) of the Company must be accompanied by the heads of organizational units who invited them or are otherwise related to the purpose of their visit or employees assigned by these heads. If necessary, these heads or employees assigned by them must arrange personal protective equipment for the clients, visitors, officers and other persons.

25.11. Employees of the Company and its contractors (service providers) may enter and stay in security facilities of the Company for their job functions only according to their work schedule and after the end of established work time must leave security facility within one hour. In all other cases arrivals at and departures from security facilities of the Company must be agreed with responsible direct superior of the Company or its contractor (service provider). This provision shall not apply to Company's administrative officials.

25.12. Persons in security facilities of the Company, upon request by security staff, must present ID badge, vehicle entry pass (if entered by vehicle) and personal identification document.

25.13. Persons carrying tangible assets must provide them for checking at security control posts and inside security facilities if requested by security staff. Together with tangible assets respective shipment documents must be presented for checkup as well unless such are not required according to these Regulations.

25.14. Vehicle under checkup must be stopped in security control post, its trunk and other closed compartments opened, passengers disembarked for the checkup of interior if so requested by security staff. It is allowed to leave security control post only upon permission by the security staff.

25.15. Security control posts intended for transport only may be passed by the driver and in addition persons escorting the freight or operating special equipment carried or installed in the vehicle however the number of such persons cannot exceed the number of cabin seats of the vehicle. In such cases these persons must register with their ID badges at readers installed in specially designated points of access control system.

25.16. Any activities or presence in restricted access areas of security facilities of the Company without accompanying employee working in respective facility or assigned by the head of organizational unit that operates this facility is forbidden.

25.17. Any access to as well as presence and work at the Company's security facilities under the influence of alcohol is prohibited. Any carriage of alcoholic beverages is allowed only according to procedure established in the Company – and if such is not in place, upon receipt of permission of the Director of Security of the Company or responsible person of Security Department assigned by the Director of Security.

25.18. Smoking within the Company is allowed only in places intended for this purpose, equipped and marked respectively, complying with relevant occupational safety requirements. Smoking in any other places is forbidden.

25.19. It is forbidden to carry and keep personal tools, equipment or devices in the territory of the Company without relevant permission given in prescribed order.

25.20. It is forbidden to carry and keep any guns, ammunition, explosives and other prohibited objects listed in Annex 2 hereto in the territory of the Company.

25.21. Without permission obtained as prescribed by these Regulations it is forbidden to take out, to attempt to take out as well as to keep or carry in the territory of the Company any property owned by the Company or other persons including but not limited to vehicles, equipment, tools, products of the Company, substances, materials or products.

25.22. In security facility it is prohibited to keep and use any personal domestic appliances, audio or video players, TV sets without permission of the head of organizational unit, to use personal photo cameras, video cameras, computers and external data carriers without a written permission by the Director of Security or employee of Security Department assigned by the Director of Security. Cellular phones may be used for communication only and in potentially explosive atmospheres marked with Ex sign must be switched off.

25.23. It is forbidden to carry, keep, consume or distribute any narcotic or other psychotropic substances. It is forbidden to consume (or be under influence of) any psychotropic substances with the exclusion of prescribed pharmaceuticals which do not restrict the capability to work.

25.24. In security facilities of the Company it is forbidden to sleep. Any fatigue or ailment which disturbs further safe and efficient performance of work must be immediately reported to co-workers and direct superior or security staff.

25.25. All occupational health and safety procedures and requirements of the Company must be observed.

25.26. In security facilities (territories) of the Company any conduct or action which is understood as intimidation, menace, sexual or any other type of harassment, taunting, provocation of aggression or physical response, pressing/persistent propagation at work of personal, political, social or religious beliefs unacceptable to others, mobbing are forbidden. Cursing, verbal abuse and action is prohibited. Immoral or indecent conduct is prohibited.

25.27. Any games and disrupting behavior distracting and disturbing work of others are prohibited. Gambling in the Company's area is prohibited.

25.28. Making damage to the property of the Company, contractors or other persons, either by intention or negligence, is prohibited. It is prohibited to leave tangible and intangible assets entrusted by the Company unattended to prevent potential loss or damage.

25.29. It is prohibited to litter and to dispose waste otherwise than prescribed by the Company.

25.30. It is prohibited to take and use any property including but not limited to vehicles, equipment, tools, products, materials owned by the Company, its contractors or other persons without permission of person in charge of them.

25.31. Any distribution of literature or any other trade is prohibited unless prior permission by the Director of Security of the Company or employee of Security Department assigned by the Director of Security is obtained.

25.32. Entry by vehicle into the territory of hazardous facility of the Company without special permit issued by the head of organizational unit which operates it or other authorized employee is prohibited.

25.33. After departure from and during the presence in security facility of the Company ID badges must be protected against misappropriation and unauthorized use by other persons.

CHAPTER VII FINAL PROVISIONS

25.34. Company's employees who violate procedure and requirements established herein shall bear liability prescribed by the laws of the Republic of Lithuania and internal regulatory documents of the Company.

25.35. Other natural and/or legal persons who violate procedure and requirements established herein shall bear liability prescribed by the laws of the Republic of Lithuania and contracts concluded between the parties.

25.36. These Regulations shall be amended or modified accordingly whenever new normative legal acts or internal documents of the Company containing requirements to be taken into account come into effect or existing ones are amended or modified accordingly.

25.37. Responsibility for periodic review and updating of these Regulations, if needed, shall lie with the Director of Security.

Prepared by
Security Manager
Nerijus Giedra

2018-01-02

LIST
OF SECURITY FACILITIES (TERRITORIES)
OF PUBLIC COMPANY ORLEN LIETUVA

1. Oil refinery, Mažeikių st. 75, Juodeikiai Vill., Mažeikiai District Municipality;
2. Territory of potable water wells of oil refinery, Juodeikiai Vill., Mažeikiai District Municipality;
3. Territory of industrial water pump house of oil refinery, Mažeikių st. 120, Juodeikiai Vill., Mažeikiai District Municipality;
4. Administration building No 2 of oil refinery, Mažeikių st. 120, Juodeikiai Vill., Mažeikiai District Municipality;
5. Būtingė Oil Terminal, Terminalo Kelias 2, 00325 Palanga;
6. Būtingė Oil Terminal single point mooring (SPM) buoy security zone (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. Crude line SPM buoy-terminal offshore security zone (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 Oil Pump Station, Valiūnų Vill., Joniškis Distr.;
9. Biržai Oil Pump Station, Stačkūnų Vill., Biržai Distr.

LIST
OF OBJECTS PROHIBITED IN SECURITY FACILITIES (TERRITORIES) OF
PUBLIC COMPANY ORLEN LIETUVA

1. **Firearm** – mechanism or thing designed or customized to be used as a weapon, from which by an explosion caused by gas pressure of igniting explosive materials, projectiles or hazardous, irritating substances can be discharged for mechanical, thermal, chemical, etc. effect on a target at a distance, or for sound or light signaling. Main parts of firearms shall be considered as firearms as well.
2. **Gas weapon** – non-firing weapon that may disperse noxious, irritating agents or warhead of such. Gas pistols (revolvers) are classified as firearms.
3. **String weapon** – non-firing weapon the projectile of which is forced by a string drawn using muscular power or mechanical equipment.
4. **Flare gun** – firearm used to make sonic, light signals with pyrotechnic signaling charge.
5. **Airsoft gun** – non-firing weapon propelling airsoft pellets or other projectiles by way of compressed air or gas.
6. **Main parts of firearm** – barrel, cylinder (magazine), slide, slide frame, pistol (revolver) frame and their assemblies, barrel inserts (smaller caliber barrel).
7. **Non-firing weapon** – mechanism or thing designed or customized to be used as weapon to affect a target without using explosive materials combustion pressure.
8. **Projectile** – object discharged from a firearm.
9. **Part of projectile** – bullet, propellant, cartridge, casing.
10. **Ammunition** – projectile consisting of bullet and cartridge with propellant and a primer.
11. **Bullet** – part of projectile (ammunition, balls, artillery projectiles, etc.), arrowhead to impact a target.
12. **Dependence producing substances** – alcohol, opioids, cannabis, cocaine and preparations of coca plant, stimulants and cocaine, hallucinogens, psychostimulants and psychotropic substances.
13. **Self-made explosive devices** – devices made using explosive materials and electric, mechanical, non-electric, chemical or combined ignition systems.

14. **Factory-made explosive devices** – shots, grenades, mines, bullets, detonators, etc.
15. **Explosives** – black powder, C-4 (plastite or plastic explosive), dynamite, Semtex (C-4 equivalent in East Europe), sheet explosives (trotyl, etc.), self-made explosive compounds.
16. **Electroshock weapons and electromagnetic radiation weapons** of all kinds.

**REQUEST
FOR PERMISSION TO KEEP CONSTRUCTION TRAILERS
IN SECURITY FACILITIES OF ORLEN LIETUVA**

_____20_____

Name of legal entity _____

Authorized employee of legal entity _____

(position, name, surname)

We hereby request for permission to carry construction trailer(s) into the security facilities of ORLEN Lietuva. The trailer(s) is(are) marked with the legal person's identification signs and responsible persons have been familiarized with fire safety requirements.

(signature)

Location of construction trailer(s), layout:

AGREED WITH:

(position, name, surname, signature of the head of org. unit of the Company)

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

LIST OF EQUIPMENT OF SPECIAL VEHICLES

(date)

Name of legal or natural person _____

Vehicle _____
(make, state registration number)

List valid through to _____

Name	Identification mark	UoM	Quantity

(position, name and surname)

(signature)

AGREED WITH:

(position, name and surname)

(signature)

**CODES OF SECURITY FACILITIES (TERRITORIES)
OF PUBLIC COMPANY ORLEN LIETUVA**

Name of facility, territory	Code
Production area of Mažeikiai Oil Refinery	1
Būtingė Oil Terminal	2
Biržai Oil Pump Station	3
Joniškis Oil Pump Station	4
Administration Building No 1 of Mažeikiai Oil Refinery	5
Administration Building No 4 of Mažeikiai Oil Refinery	6
LPG Section of Mažeikiai Oil Refinery	7
Power Plant of Mažeikiai Oil Refinery	8
Car parking area of Mažeikiai Oil Refinery	9
Būtingė Oil Terminal single point mooring (SPM) buoy security zone	10
Administration Building No 2 of Mažeikiai Oil Refinery	11
Product Terminal of Mažeikiai Oil Refinery	12
Territory of potable water wells of Mažeikiai Oil Refinery	13
Territory of industrial water pump house of Mažeikiai Oil Refinery	14
Central Warehouse of Mažeikiai Oil Refinery	15

Annex 6 (sample form of requisition for entry pass)

Company _____ which is the contractor (service provider) of ORLEN Lietuva or subcontractor of _____

**REQUISITION
FOR ENTRY PASSES AND/OR ID BADGES FOR ACCESS TO SECURITY FACILITIES
OF ORLEN LIETUVA**

(date)

Name of facility	Code
Production area of Mažeikiai Oil Refinery	1
Būtingė Oil Terminal	2
Biržai Oil Pump Station	3
Joniškis Oil Pump Station	4
Administration Building No 1	5
Administration Building No 4	6
LPG Shop	7
Power Plant	8
Administration Building No 2	11
Product Terminal	12

Surname	Name	Position	Date of birth	Period	Codes of facilities	Comments

Basis of issue:

Ref. number and date of contract with ORLEN Lietuva: _____ or
 Ref. number and date of work release issued by ORLEN Lietuva: _____ or
 Other (specify the purpose, reason): _____

Authorized representative of contractor (service provider):

(position, name and surname)

(signature)

Authorized representative of ORLEN Lietuva:

I hereby confirm that indoctrination FOR VISITORS is sufficient to the staff of contractor, service provider or their subcontractors as such staff will not perform and will not manage any works (if yes, check-mark)

(position, name and surname)

(signature)

Annex 7 (sample form of requisition for vehicle entry pass)

Company _____ which is the contractor (service provider) of ORLEN Lietuva or subcontractor of _____

**REQUISITION
FOR VEHICLE ENTRY PASSES FOR ACCESS TO SECURITY FACILITIES
OF ORLEN LIETUVA**

(date)

Name of facility	Code
Production area of Mažeikiai Oil Refinery	1
Būtingė Oil Terminal	2
Biržai Oil Pump Station	3
Non-production area	9

Vehicle make and model	State registration number	Type (light, freight, bus, special)	Period	Codes of facilities	Comments

Basis of issue:

Ref. number and date of contract with ORLEN Lietuva: _____ or
 Ref. number or date of work release issued by ORLEN Lietuva: _____ or
 Other (specify the purpose, reason): _____

Authorized representative of contractor (service provider):

(position, name and surname)

(signature)

Authorized representative of ORLEN Lietuva:

(position, name and surname)

(signature)

Annex 8 (form of request for photography and/or filming permit)

[NAME OF LEGAL ENTITY]
[POSITION OF AUTHORIZED PERSON]
[NAME, SURNAME OF AUTHORIZED PERSON]

Public Company ORLEN Lietuva
Director of Security

REQUEST
FOR PHOTOGRAPHY AND/OR FILMING PERMIT

_____ 20__
Juodeikiai Vill., Mažeikiai Distr. Municipality

I hereby request for photography and/or filming (*underline as applicable*) permit at ORLEN Lietuva (hereinafter – the Company) [*specify exactly where photography and/or filming would take place*].

Object of photography and/or filming: [*specify exact object(s)*].

Purpose of photography and/or filming: [*specify exact, clear purpose*].

Period of photography and/or filming: [*specify exact period, date*].

Photography and/or filming will be performed by: [*specify person*].

I hereby confirm that I familiarized myself and familiarized persons who will perform photography and/or filming (if other than the requestor) with Pass System Regulations of the Company, information security, personal data protection requirements and personal liability for violation of the same.

Please send your decision to satisfy/reject this request to e-mail: [*specify*].

[*position, name and surname of authorized person*]

[*signature*]

AGREED WITH:

[*head of Company's organizational unit the requestor reports to or Company's representative supervising, managing works, contract of the requestor*]