

APPROVED BY:
15th of July, 2008 Order No.TV1(1.2-1)/168
of the General Director of AB Mazeikiu Nafta

CHANGED BY:
3th of September, 2009 Order No.TV1(1.2-1)/207
of the General Director of AB ORLEN Lietuva

REGULATIONS ON THE PASS SYSTEM OF PUBLIC COMPANY ORLEN LIETUVA

1. GENERAL PROVISIONS

1.1. The purpose of the Regulations on the Pass System is to establish the procedure for access to and exit from AB ORLEN Lietuva (hereinafter – the Company) facilities under protection as well as the control of the stay in the facilities under protection which is executed by checking employees' (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, as well as presentation of passes and their issuance.

1.2. The procedure for hand-carrying and transportation of material values to/from the Company territories under protection is regulated by the Company's Regulations on Transportation and Hand Carrying of Material Values to/from the Company.

1.3. Control of the pass system in the Company's facilities (territories) under protection is ensured by the Company's Security Department (hereinafter – the Security), and in separate cases, by responsible employees of the Company working in a respective facility (territory).

1.4. The present Regulations are applicable to all individuals arriving at and leaving as well as working and/or staying in the Company's facilities (territories) under protection.

2. MAIN TERMS AND DEFINITIONS

2.1. **The Company Employees** – the individuals having signed the Employment Contracts with the Company.

2.2. **Administration Officials of the Company** – managers of the Company the list of whom is established in the applicable Collective Agreement.

2.3. **Employees of the Company's Contractors** – the individuals performing different works or providing services in the Company facilities under the contracts concluded with the Company.

2.4. **Clients** – representatives of buyers or clients purchasing the products from the Company or utilizing the services rendered by the Company.

2.5. **Guests** – the individuals visiting the Company at the invitation or with the knowledge of the Company's management.

2.6. **Officers** – representatives of Police, Prosecutor's Offices, State Security Department and other law institutions as well as State supervision institutions.

2.7. **Other Persons** – visitors, interested persons, private persons, etc.

2.8. **Production Area** – an all-over fenced territory where the following are located: Complexes and Process Units of Operations Division No. 1, Operations Division No. 2, Operations Division No. 3, and Operations Division No. 4, facilities of the Power House, facilities of the

Central Warehouse and facilities of the supporting divisions/departments of the Company, Butinge Terminal, Biržai Transshipment Station, and Joniškis Transshipment Station of the Pipeline and Terminal Operations Division.

2.9. **Single Point Mooring (SPM) Buoy Safety Zone** – Butinge Terminal area with a total of 1000 meters radius around the SPM and a total of 300 meters either side of the offshore pipelines' safety zone, under the established coordinates.

2.10. **Trunk Pipelines Zone** – crude oil and petroleum product pipelines and associated buildings and equipment located in the defined safety zone.

2.11. **Non-Production Area** – fenced territory bounded by Control Posts No. 7, No. 2, No. 3, and No. 4, as well as the emergency entry to Mažeikiai Refinery Production Area at the crossing of Roads 1-2.

2.12. **Restricted Access Zone** – separate facilities, units, premises or territories located in the Production and Non-Production Areas to which the restrictions on individuals' and vehicular entrance as well as restrictions on the activities are applied. The list of such facilities is provided in Annex 4 hereto.

2.13. **Other Zones** – the remaining Company-owned territories and facilities.

2.14. **Company Facilities under Protection** – all facilities (territories) of the Company located in the zones (areas) listed in Paragraphs 2.8 – 2.12 of the present Regulations.

2.15. **Restricted Facilities of the Company** – the facilities (territories) for which the requirement to obtain a pass and/or ID card for entry and/or vehicular entry is hereby established, the procedure on exit from the facility and control of stay therein is determined, as well as the procedure is established for checking employees' or other individuals' IDs or other documents verifying personal identity or other required information, and inspection of personal belongings, cargos in the vehicles as well as associated documents.

2.16. **Hazardous Facility** – all Company-owned facilities and territories where in one or more installations, including related infrastructures, 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. Hydrotechnical constructions shall also be considered hazardous.

2.17. **Emergency** – the situation caused by natural, technical, ecological or social reasons or other factors which poses a sudden and serious hazard to human life or health, property, nature or causing death and mutilation or considerable property losses.

2.18. **Extraordinary Situation** – single or group deliberate unauthorized actions which violate the internal order of the Company and/or are intended for interruption (disturbance) of the Company's activities or possession of its property, taking of hostage, or any other deliberate actions (mass riots) grossly violating the public order and/or resisting the law enforcement officers.

2.19. **Pass Office** – the office in the Company where the passes are issued.

2.20. **Pass** – a special document in the appropriate form containing certain notations and allowing entry (by individuals or vehicles) to the Restricted Facilities of the Company.

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

3. GENERAL REQUIREMENTS

3.1. The Company-issued Pass and/or ID Card is required to enter the Production Area, Restricted Access Zone and Administrative Buildings of Non-Production Area, except for the premises of Human Resources Department, Canteen and conference rooms in Administrative Building No. 1, and facilities in other zones the list of which is approved by Director of Security and Corporate Control of the Company.

3.2. For access to the SPM Safety Zone no passes are required; however, contracting organizations of the Company servicing, inspecting or working in Butinge Terminal SPM Safety Zone shall present to Butinge Terminal Facility Security Department the list of employees and support vessels. In case of any changes in such list, the respective updated information shall be presented no later than within three working days following the changes. The list of employees shall contain full name, date of birth and position of an employee. This provision is not applicable for the tankers and their crews.

3.3. Pass issued by the Company is required for vehicular entry to the Production Area of the Company, Restricted Access Zone, Non-Production Area and territories/facilities in other zones the list of which is approved by Director of Security and Corporate Control of the Company.

3.4. Passes for entering the Trunk Pipelines Zone and facilities/territories of other zones are not required, if not otherwise established.

3.5. Pass and/or ID Card is the sole document granting its holder the right to enter the Restricted Facilities of the Company. Any other document may not be used as a pass except for the cases established in the legal acts of the Republic of Lithuania and/or herein.

3.6. Pass and/or ID Card shall be issued for a specific person or vehicle and shall be valid if used by that specific person or vehicle only.

3.7. Hand over of the Pass and/or ID Card to other person, use of other person's Pass and/or ID Card or use of the expired Pass and/or ID Card is prohibited.

3.8. The text on the Pass shall be legible, and photos shall be clearly visible. If the Pass loses its shape due to mechanical impact or any other reasons, its holder shall change the Pass in accordance with the established procedure.

3.9. When staying in the Company Facilities under Protection, the documents verifying personal identity shall be presented for examination, if requested by Security employees.

3.10. Persons under 14 shall not be allowed to enter the Restricted Facilities of the Company unless an adult escorts them. The Passes for such persons shall be issued following the general procedure.

3.11. Validity period of Passes and/or ID Cards as well as the right to enter specific Restricted Facilities of the Company and their premises is subject to the nature of works and the terms set forth in contracts concluded.

3.12. In emergency and extreme cases the right to enter the Restricted Facilities of the Company and Company Facilities under Protection may be limited for the employees of the Company's contractors, clients, guests and other individuals as well as the Company employees by decision of Director of Security and Corporate Control of the Company.

3.13. Restricted Facilities of the Company, due to the nature of the activities performed, are attributed to the increased danger zones; therefore the Company employees responsible for Pass issue associated decision-making shall take this into consideration and foresee the risk which may occur due to the increased traffic or careless or unqualified behavior.

4. ISSUE, CHANGE AND RETURN OF PASSES

4.1. Issue, change and registration of Passes and/or ID Cards is administered by Security Department of the Company. It is responsible for establishment of the Pass' and/or ID Card' format, level of protection, and the rights assigned to a specific ID Card for entering certain facilities (opening of the locks monitored by the Access Control System).

4.2. As a rule, Passes and/or ID Cards are issued and changed in the Pass Office of the Company. In special cases, Passes and/or ID Cards may be issued in Control Posts of the Restricted Facilities of the Company in accordance with the procedure established by Director of Security and Corporate Control of the Company.

4.3. All persons shall be familiarized, in accordance with the established procedure, with applicable safety requirements before issue of Passes and/or ID Cards to enter the Restricted

Facilities of the Company. Familiarization with applicable safety requirements is not obligatory if the Pass to enter the Restricted Facilities of the Company is re-issued, unless more than one year has passed since issue of the last Pass.

4.4. Passes and/or ID Cards may be issued only upon presentation of a respective document verifying personal identity. When seeking for Passes to be issued for a group of individuals, a power of attorney or a document in the appropriate format signed by head of respective organization shall be additionally provided.

4.5. Issue of Passes and/or ID Cards to enter on foot:

4.5.1. Passes and/or ID Cards for the Company employees shall be issued upon signing the Employment Contract, based on the respective information from Human Resources Department. Validity of Pass and/or ID Card and the right of permission to enter specific facilities are established taking into consideration the nature of works of a specific employee.

4.5.2. Passes and/or ID Cards for Employees of the Company's Contractors to enter the Restricted Facilities of the Company shall be issued upon presentation of a requisition in the established format (Annex 1 hereto), signed by authorized manager of a respective contracting (sub-contracting) organization. The requisition shall be approved by Director or Project Manager of the Company supervising execution of a respective contract, or a higher-level manager.

4.5.3. Passes and/or ID Cards for officers to enter the Restricted Facilities of the Company shall be issued upon presentation of their respective official documents. Officers of the State supervision institutions shall be registered in Legal Department of the Company in accordance with the established procedure.

4.5.4. Passes for employees of petroleum product buyers, suppliers of additives and carriers employed by them shall be issued under the requisitions approved by heads of Logistics Division or Commercial Sales Division, respectively.

4.5.5. Passes and/or ID Cards for single entrance (no longer than one workday) by clients, guests, and other individuals to visit the Restricted Facilities of the Company shall be issued based on written requisitions of Administration Officials of the Company.

4.5.6. Collective requisition shall be executed for the members of delegations without issuing individual Passes and/or ID Cards. Such requisitions shall be agreed with the Company's Director leading a division/department which receives a delegation, or with a higher-level manager. Members of delegations entering the Restricted Facilities of the Company shall be escorted by the Company's employees assigned by the above managers of the Company.

4.5.7. Passes and/or ID Cards for mass media representatives shall be issued based on written requisitions of Director of Public Relations of the Company. Groups of mass media representatives entering the Restricted Facilities of the Company by one vehicle shall not receive individual Passes and/or ID Cards, and the collective requisition shall be documented. In all cases, entry to the Restricted Facilities of the Company by mass media representatives shall only be possible if escorted by responsible employees of Communication Department.

4.5.8. For receipt of Passes and/or ID Cards to enter facilities of the Restricted Access Zone, an additional written approval of the head of a respective facility is necessary.

4.5.9. For identification of the entering individuals biometric information may be additionally used in accordance with the procedure established by applicable laws. In such case, individuals shall present respective biometric information during issue of Passes and/or ID Cards in order to enter such information in the pass information system.

4.6. Issue of Passes for vehicular entrance:

4.6.1. Passes for the Company vehicles (Company-owned or leased vehicles, or vehicles held by the Company on any other basis) are issued under the requisition of the Head of Transportation Shop.

4.6.2. Passes for cargo transport and special vehicles of the Company's contractors to enter the Restricted Facilities of the Company shall be issued upon presentation of the requisition in the established format (Annex 2 hereto) signed by an authorized manager of a respective contracting (sub-contracting) organization and approved by the Company's Director supervising execution of a respective contract, or a higher-level manager. Passes for cars of the Company's contractors to enter the Restricted Facilities of the Company shall be issued only in special cases, considering the production-related necessity and nature as well as scope of the works performed.

4.6.3. Passes for drivers, forwarders and other individuals bringing in the material values (on the vehicles not owned by the Company) to enter the Production Area shall be issued upon presentation of respective shipment documents. For transportation of the material values to the Non-Production Area no passes are required; vehicular entry is allowed upon presentation of respective shipment documents to the Control Post employees.

4.6.4. Passes for single vehicular entry by clients, guests and other individuals to the Non-Production Area of the Company are issued based on written requisitions or oral instructions Administration Officials of the Company. Entry by vehicles of the officers to the Non-Production Area of the Company is allowed upon presentation of respective official documents.

4.6.5. Passes to enter the Non-Production Area of the Company for the personal cars of the Company employees are issued by the Pass Office upon presentation of Pass and/or ID Card or employment certificate as well as vehicle technical passport. Such Passes may also be issued on the basis of a collective requisition of a respective division/department approved by its Head. In such case the documents indicated herein above are not required.

4.6.6. Passes for vehicles of petroleum product buyers and suppliers of additives are issued based on requisitions approved by Deputy General Director for Logistics or Deputy General Director for Commercial Sales, respectively.

4.7. The right of permission to enter all facilities of the Company, irrespective of the procedures indicated herein, shall only be vested in the General Director and Director of Security and Corporate Control of the Company.

4.8. Passes issued for vehicular entrance to any Restricted Facility of the Company allow entering the Non-Production Area as well.

4.9. Employees of the Company authorized hereby to approve requisitions for issue of Passes shall have the right to transfer their authorities to their subordinates upon execution, in accordance with the established procedure, of appropriate documents (orders, decrees). Confirmed copies of such documents shall be delivered to the Pass Office.

4.10. Employees of the Company who report for work without their Pass and/or ID Card shall obtain a temporary Pass and/or ID Card issued in the Pass Office or the Control Post of a respective facility. Such employees shall submit an explanation indicating the circumstances which justify their inability to present the Pass and/or ID Card.

4.11. If the Pass and/or ID Card loses its shape due to mechanical or other impact, it may be replaced with a new one. In such case validity of the Pass and/or ID Card and other conditions shall remain the same. In order to change the conditions for the Pass the procedure for issue of a new Pass and/or ID Card shall be applied.

4.12. In case of loss of the Pass and/or ID Card, a notification thereof shall be delivered by phone (8 443) 92987, fax (8 443) 93610, or e-mail: leidimai@nafta.lt.

4.13. In case of expiry of the Pass and/or ID Card it shall be returned to the Pass Office. Clients, guests and other individuals who received Passes and/or ID Cards for single entrance to the

Restricted Facilities of the Company shall return them to Control Post when leaving the territory of a respective facility.

4.14. Passes and/or ID Cards shall be returned in any case, irrespective of their validity, in the following cases:

4.14.1. When the Employment Contract is terminated with the Company's employee, irrespective of the legal grounds for termination;

4.14.2. After completion of works (services) under a respective contract, or expiry of a contract based on which Passes and/or ID Cards have been issued;

4.14.3. When the Employment Contract is terminated with an employee of the Company's contracting (sub-contracting) organization on the request of which the Pass and/or ID Card has been issued for such employee.

4.15. Passes and/or ID Cards are the property of the Company. The first Pass and/or ID Card is issued at no charge. A re-issue charge shall be applied for the Company employees in case of loss or damage of Pass and/or ID Card. If less than three years have passed since the issue, the charge shall amount to 10 Litas (incl. VAT) for Pass and 30 Litas (incl. VAT) for ID Card for the Company's employees. Employees of contractors as well as clients, guests and other individuals shall pay 15 Litas (incl. VAT) charge for Pass and 50 Litas (incl. VAT) for ID Card, irrespective of the time of their use.

5. REQUIREMENTS FOR ENTRY TO, STAY IN AND DEPARTURE FROM THE RESTRICTED FACILITIES OF THE COMPANY

5.1. Employees of the Company and the Company's contractors may enter the 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 the Restricted Facilities of the Company shall be agreed with a direct supervisor. Such provision shall not be applicable for Administration Officials of the Company.

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

5.3. Employees of the Company shall register with ID Cards at the Access Control System registration location of UAB Mazeikiu Nafta Health Care Center, if visiting such during their work hours, as well as out of the work hours when coming for mandatory periodical health examination.

5.4. Passes and/or ID Cards shall be presented for examination when entering through the Control Posts, or at Security employees request while staying in the Restricted Facilities of the Company. Holders of respective Passes shall keep them during the whole stay in such facilities of the Company.

5.5. Employees of the Company and the Company's contractors, as well as clients, guests and other individuals having obtained the permission to enter the Restricted Facilities of the Company may stay only in those locations of the facilities which are related to the nature of works or other activities performed or were declared as a purpose of their visit.

5.6. Clients, guests and other individuals may stay in the Restricted Facilities of the Company only during work days and work hours. Passes and/or ID Cards shall be fixed to the outerwear within the eyeshot.

5.7. Clients, guests and other individuals in the Restricted Facilities of the Company shall be escorted by Heads of the Company divisions/departments 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.

5.8. Vehicular passes shall be placed on the vehicle front window within eyeshot during the whole stay of a vehicle in the Restricted Facilities of the Company. At Security employees' request a driver shall present Pass for checking purposes.

5.9. All vehicles without exception, including material values transported by them and self-propelled mechanisms as well as material values brought by employees of the Company and the Company's contractors, clients or any other individuals, shall be made available for inspection and/or registration by the Company Control Posts.

5.10. When a vehicle is made available for inspection it shall stop in the territory of Control Post and, upon request of Security employee, 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 employee's permit only.

5.11. Drivers of the vehicles passing Control Posts (except for Control Post No. 7) shall register with their ID Card.

5.12. The Control Posts intended for control of vehicles may be passed together with a driver by individuals escorting a cargo or individuals working on the transported special machinery of 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.

5.13. Any activities or presence in the facilities Restricted Access Zone without an escorting employee of the Company who works in a respective facility or without a responsible employee assigned by the Head of such facility is prohibited.

5.14. The General Director, his Deputies and their escorted persons shall have the right to pass the Control Posts without getting out of vehicles; however, they shall register by using ID Cards.

5.15. Special Passes shall be obtained for vehicular entry to the territory of Hazardous Facilities; such Passes shall be issued by Head (Senior Operator) or other authorized employee of a respective facility.

5.16. Each time when a support vessel enters Butinge Terminal SPM Safety Zone, the vessel's master shall notify, by radio communication, the Security Systems Operator of Butinge Terminal by indicating the name of a vessel, the arrival date and purpose, the number of contractor's employees and other persons on vessel, the time of works commencement, scheduled time of completion and scheduled time of departure from the safety zone.

5.17. In case of emergencies and trainings the fire trucks and ambulance vehicles with blue/red flashlights on shall be admitted without inspection.

5.18. After departure from the Restricted Facility of the Company the Passes and/or ID Cards shall be kept in a manner to prevent possession thereof by other persons and avoid a possibility of receiving the information indicated in such Pass and/or ID Card.

6. RESTRICTIONS APPLICABLE IN CASE OF VIOLATION OF THE INTERNAL ORDER

6.1. Upon violation of the internal order the Passes and/or ID Cards of all types shall be subject to cancellation until further decision of Director of Security and Corporate Control of the Company.

6.2. The right of withdrawal of Passes and/or ID Cards is vested in those employees of the Company who are assigned, on the basis of functions and competences delegated, to register, and investigate violations of the internal order. Pass and/or ID Card withdrawn shall be delivered to the Pass Office as soon as possible together with a document indicating the reason of such withdrawal.

6.3. The right to give instructions for disabling ID Card and this way blocking the access to the facilities, premises and territories for a person suspected in violation of the internal order is vested in Director of Security and Corporate Control of the Company and, in case of his absence, - to Economic Security and Internal Control Manager.

6.4. Handover of the Pass and/or ID Card to other person or use of other person's Pass and/or ID Card shall be considered as a disciplinary violation.

6.5. Staying in the premises and territories of the Restricted Facilities as well as Hazardous Facilities of the Company without a special assignment shall be considered as a disciplinary violation. Employees of the Company and the Company's contractors shall leave those territories escorted in such case.

6.6. Entering the Restricted Facilities of the Company may be limited to those persons who's actions in the Company (including the activities associated with the Company) had any indications of theft, fraud, misappropriation or squandering, or illegally received reward, or to those persons who disclosed confidential information of the Company, illegally collected information considered as the Company's commercial secret, or violated the provisions regarding conflict of interests, provided a three year period has not passed since occurrence of such violations. Decision regarding application of such measures shall be made by Director of Security and Corporate Control of the Company.

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**REQUISITION
FOR ISSUE/CHANGE OF PASS AND/OR ID CARD**

(Date)

Employee _____
(full name, position, work place)

*Vehicle: _____
(made, plate number)

Basis for issue/change of Pass: _____

Pass to be valid until: _____

(full name, signature)

*To be filled in when changing the vehicle pass