

PUBLIC COMPANY ORLEN LIETUVA

APPROVED BY:
General Director
4 December 2023
Order No TV1(1.2-1) - 2023 - 0542

PASS SYSTEM REGULATIONS

CHAPTER I GENERAL PROVISIONS

1. Pass System Regulations (hereinafter, the Regulations) have been developed with due account of the duties and rights of Public Company ORLEN Lietuva (hereinafter, the Company) arising from: (i) Regulation (EU) 1875/2013 of the European Parliament and of the Council; (ii) Information Security Management System Standard 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) Regulations on Carriage of Goods by Rail ADV/6; (v) International Ship and Port Facility Security (ISPS) Code; (vi) Law on the Security of a Person and Property of the Republic of Lithuania; (vii) Physical and Operational Security Requirements for the Energy Companies of Importance to National Security and Infrastructure of Strategic or Considerable Importance to National Security; (viii) Rules for Operating Crude Oil Processing Facilities and other legal acts.

2. Regulations establish requirements for entry to and exit from security facilities (territories) of the Company and conduct during the presence in the same and procedure of security control in the form of verification and checkup of certificates, passes, permits and/or other documents of the employees of the Company and other persons proving the identity or other required information of such persons as well as things carried by them and transported/present in vehicles and related documentation 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 integrated, 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) the Company's employees; and (ii) any other natural person and representatives of legal persons being and/or working in security facilities (territories) of the Company.

CHAPTER II

TERMS, DEFINITIONS AND ABBREVIATIONS

5. The 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 by or consent of the management of the Company.

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

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

Refinery – Crude Oil Refinery of the Company located in Mažeikiai Distr.

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 verification of certificates, passes, permits and other documents of the employees of the Company and other persons proving the identity or other required information of such persons as well as belongings carried along by them and things transported/present in vehicles and related documentation.

Restricted access area – objects, premises, rooms, and 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 Control and 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 within the Company where on the basis of requests duly filled out and agreed as prescribed by these Regulations or on other legitimate basis (e.g. visit of officials) security facility entry passes and ID badges are issued, if such grounds exist.

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

Accompanying person – an employee assigned by the head of organizational unit of the Company who greets the visitors and/or service/maintenance providers and continuously accompanies them during entire presence in the security facility of the Company, ensures that they pass introductory indoctrination and wear personal protection equipment selected according to the specifics of respective facility. Accompanying person shall greet visitors and/or guests in Pass Office or non-production area and after the end of visit shall accompany them back. Accompanying person assigned by the head of organizational unit of the Company must ensure that service/maintenance providers observe occupational health and safety and fire safety requirements.

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.

Personal identification document – personal ID card; passport; passport of the citizen of the Republic of Lithuania; temporary certificate issued in case of loss of personal ID card, passport or passport of the citizen of the Republic of Lithuania; passport of the citizen of foreign state; equivalent travel document or other personal identification document issued by foreign authorities; permit of a long-term resident of the Republic of Lithuania to reside in the European Union; temporary residence permit in the Republic of Lithuania (to be presented together with passport); copies of documents listed herein certified by the notaries of the Republic of Lithuania; driver's license issued in the Republic of Lithuania (driver's licenses issued by foreign states are not accepted).

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 (or attempted carrying) of tangible assets from one Company's territory to other when such territories are not integrated (are not enclosed with continuous fencing that can be entered through security control posts only).

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 (occupational safety) 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, pieces of equipment, pipework, etc.), vehicles, metal devices, tools, other equipment, parts thereof, dismantled power cables, leftovers of steel construction parts 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 – Company's employee who according to procedure of the Company or employee of other legal person who on the basis of document issued by the manager of that other legal entity is duly authorized to issue and sign tangible asset shipment documents or sign requests for passes to security facilities of the Company.

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

Waybill – document proving actual carriage (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 forces 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.

Average weight of road tank – average weight of an empty road tank determined by weighing the empty road tank at least three times 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 security employees and/or 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 Control and Security. Director of Control and Security defines the rights of the Company's employees, staff of contractors, Company's clients and visitors to enter respective security territories, buildings, premises, restricted access areas, approves internal documents of the Company required for implementation of Pass System Regulations, makes decisions concerning restriction, suspension or withdrawal of permits for entry into security facilities of the Company.

6.2. Control over the execution of pass system shall be organized by the employee of Control and Security Department assigned by the Director of Control and Security and control itself shall be executed by the employees of Physical Security Group of Control and 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, Physical and Operational Security Requirements for the Energy Companies of Importance to National Security and Infrastructure of Strategic or Considerable Importance to National Security as well as security service provision contract concluded with the Company.

6.4. Electronic access control system is installed in the territories and facilities of the Company to ensure pass control.

6.5. Issue, change, withdrawal of passes 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. To open barriers, doors in control points of access control system as well as for registration of entries/exits personal electromagnetic ID badges to be used by the holder only shall be issued. Every holder of personal electromagnetic ID badge must put ID badge issued to him/her to the badge reader where such is present for entry to the territory and facilities of the Company. It is forbidden to put any irrelevant items or otherwise obstruct the entries into objects of the Company which can be entered or exited only with the use of electromagnetic ID badge.

6.7. Data of access control system shall be collected and stored in the servers and data bases 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 exit by the person from security facility of the Company. Security of data shall be ensured as prescribed by applicable legal acts of the Republic of Lithuania.

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 of the Company.

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.

6.10. In case of the relevant recommendations provided by the World Health Organization, Health Emergency Situations Center of the Ministry of Health of the Republic of Lithuania, or if a state-level emergency situation is declared by the Government of the Republic of Lithuania to apply measures for containment and mitigation of potential virus outbreak or prevention of similar threats, the Company, being concerned about health of its employees, employees of its subcontractors, and Company visitors, may carrying out the temperature screenings for individuals entering the Company's facilities (territories) under protection with passes by using special thermal camera monitors and / or non-contact (remote) thermometers. If suspected that temperature of such individuals exceeds the normal body temperature (37.5°C), the Company shall be entitled to temporarily refuse access for such individuals to the Company's facilities (territories) under protection, and direct them for medical consultations to the Company's or other health care institutions. Where a health care institution confirms that health condition of an individual poses no threat to other, such individual entitled to enter the Company's facilities (territories) under protection shall be granted access immediately. Data of temperature screening shall not be collected or process by the Company, and deleted from the monitors (thermometers) immediately after screening.

6.11. For the purposes of identity verification, and/or alcohol testing, and/or body temperature screening, as requested by security employees, personal nose and/or mouth protection, face mask, scarf or similar shall be taken off for a short period of time necessary for proper performance of the relevant checks.

6.12. Should the Company refuse to issue any pass or permit within the meaning of these Regulations, in some cases the requester may be not informed about the reasons of such refusal whereas such information may be confidential or constitute sensitive personal data.

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, etc. and the Company has been concluded;

7.1.4. On the basis of contract between contractor, service provider or other legal or natural person and the Company an agreement for the rent of premises is concluded between such contractor, service provider or other legal or natural person and the Company (entry may be limited (assigning accompanying security officers, etc.) if the contract with contractor, service provider or other legal or natural person expires or works/ services under such contract are no longer executed for the Company);

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

8.3. Deputies of the General Director, Chief Financial Officer, Directors of the Company and their Deputies within the area assigned to them upon agreement with responsible employee of Control and Security Department;

8.4. Company's administrative officials, Head of Executive Office - concerning access to administrative, non-operational areas within security facilities of the Company by clients and visitors (for max. one working day) upon agreement with responsible employee of Control and Security Department;

8.5. 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;

8.6. Persons specified in § 8.1–8.3 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. Responsibility for improper decisions in such cases shall lie both with the issuer of order / decree and employee who has been entitled to make decisions by such order / decree.

9. Conditions for issue of passes and organization of meetings with contractors (service providers), suppliers, clients and visitors of the Company.

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 and in any case only for the period of contract, 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 and /or vehicle. Request for vehicle entry pass must be presented together with pass request for its driver, unless the latter already holds a pass for entry into required area/security facility of the Company.

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.

9.5. Meetings with contractors, service providers, suppliers, clients and visitors of the Company can be organized only in meeting rooms named as Grey, Black, Red, and White of Administration Building No 1 of the Company, meetings rooms of Vilnius Office and administrative building of Būtingė Terminal, unless the purpose of meeting is to discuss technical issues arising from contracts concluded with contractors, service providers. Meeting in any other location than specified above as well as entry to security area of administrative buildings of the Company requires prior agreement with the Company's General Director, or Director of Control and Security, or other responsible person assigned by them.

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. Passes for personal vehicles owned by employees of the Company for entry into the territory of security facilities of the Company shall be issued and changed against the presentation of technical passport of vehicle owned by an employee to the Pass Office of the Company. Such passes may also be issued and changed under collective requests of organizational units of the Company approved by the head of respective unit. One employee may get maximum two vehicle passes for entry into non-production area of security facilities of the Company.

10.3. Personal vehicle must be immediately removed from the territory of the Company when working hours of respective employee (the owner of vehicle) end, unless the employee arrived at the Company by personal vehicle and further leaves to business trip by the vehicle provided by the Company or, in other cases, unless it was agreed with the Director of Control and Security.

10.4. Passes for Company 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 Business Support or employee authorized by him to the Pass Office.

10.5. It is forbidden to bring or enter the territory of the Company's security facilities (excluding non-production area) with personal transportation devices, including non-regular bicycles with propulsion other than traditional (e.g., electrified), scooters, monocycles, skateboards, roller skates, roller blades, etc., as well as mopeds and motorcycles.

10.6. Pass for regular bicycles may be issued only if bicycle has its identification number on its frame and its documents are presented. It is forbidden to use personal bicycles for execution of job duties.

10.7. Passes for entry into the Company's security facilities (excluding non-production area) with personal means of transport may be allowed only in case of justified operational necessity and upon prior agreement with the head of organizational unit and Director of Control and Security or other employee of Control and Security Department assigned by him.

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

11.1. Passes for the staff of contractors (service providers), their subcontractors, freight and special vehicles shall be issued if the grounds for such issue exist, against the presentation of written request (to be presented one week in advance at the latest) signed by the authorized employee of respective contractor (service provider) and their subcontractor (if passes are required for subcontractor's staff) and agreed in writing with the employee of the Company entitled to make decision concerning issue of pass and Director of Control and Security or other employee of Control

and Security Department assigned by him. Forms of requests are provided in Annex 6 and Annex 7 hereto.

11.2. Passes for cars of contractors and their subcontractors can be issued in exceptional cases only depending on organizational necessity and type and scope of works to be performed by them. Vehicle passes for entry into security facilities of the Company shall be issued against presentation of written request signed the authorized manager of respective contractor (service provider) and its subcontractor (if passes are required for the vehicles of subcontractor), and agreed in writing with the employee of the Company entitled to make decision concerning issue of such pass as well as Director of Control and Security or other employee of Control and Security Department assigned by him.

11.3. Request for pass(es) to the employee(s) of contractor (service provider), its subcontractor must contain the following details:

11.3.1. Name of contractor (service provider);

11.3.2. Name of subcontractor (if pass for the staff of subcontractor is requested);

11.3.3. Names and last names, dates of birth, positions of employees, indication whether contractor's or subcontractor's employee;

11.3.4. Necessary, legitimate (justified) term of validity of pass;

11.3.5. Reference number, date, term of contract concluded with or work requisition issued by the Company, other detailed grounds for issue of pass;

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

11.3.7. If pass is requested for a person who is not a citizen of the European Union, it is mandatory to indicate the citizenship of such person and grounds allowing such person to work in the European Union, such as permit to reside, permit to work, etc., and specify reference number, date of validity of such document as well as body and country which issued it.

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

11.4.1. Name of contractor (service provider);

11.4.2. Name of subcontractor (if pass for the vehicles of subcontractor is requested);

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

11.4.4. Necessary, legitimate (justified) term of validity of pass;

11.4.5. Reference number, date, term of contract concluded with or work requisition issued by the Company, other detailed grounds for issue of pass;

11.4.6. 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 within the Company 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 requests issued by the Company's administrative officials, Head of Executive Office and agreed as prescribed by these Regulations 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 responsible representative of the Company.

12.3. Passes for the groups of clients, visitors or other persons shall be issued on the basis of collective requests (in case of excursions - according to the Company's Rules for Organization of Excursions). Such request must be agreed with the Company's director or higher-level superior leading organizational unit which accepts the group indicated in the collective request and General Director or Director of Control and Security or other responsible person assigned by them. Such group(s) in security facilities of the Company must be accompanied by responsible representative of the Company.

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

12.5. Requests for entry passes to clients, visitors, other persons and their vehicles must contain the same details as requests for entry passes to contractors (service providers) and their vehicles.

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. For entry to delivery/collection points within the Central Warehouse of the Company one-off passes shall be issued to the carriers of goods; in all other cases agreement with Director of Control and Security or person authorized by him shall be required.

13.2. One-off entry passes to the carriers of buyers of petroleum products shall be issued on the basis of filled out requests for passes (Annex 6 and Annex 7) and if on weekends, public holidays and after normal working hours - 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 requests 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. Request for entry passes must contain 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, legitimate (justified) term of validity of pass;

13.4.4. Accurate 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 entry to Būtingė Oil Terminal single point mooring (SPM) buoy security zone.

14.1. Long-term passes for entry to Būtingė Oil Terminal single point mooring (SPM) Buoy (hereinafter, 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 entry to SPM buoy security zone when such entry 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, dates of birth, positions of persons requesting for entry passes, name of legal entity they represent, estimated time of arrival at and departure from security zone, purpose of visit. List may be presented by e-mail to Apsauga.butinge@orlenapsauga.lt or leidimai@orlenlietuva.lt.

14.3. Any entry into SPM buoy security zone when such entry is not related to authorized maintenance, operation or inspection of buoy, scientific research or other SPM buoy operation or protection works is strictly 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. Such cases, prior installation of the readers, must be reported to Data Protection Officer of the Company. 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 and notify Data Protection Officer of the Company accordingly.

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. This penalty is also applied if the badge is not returned and is charged per non-returned 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.

16.5. Any loss of ID badge must immediately reported to (+370 443) 92500 or e-mail: leidimai@orlenlietuva.lt on workdays and normal working hours or (+370 443) 92392 on other time beyond normal working hours.

16.6. ID badges must be returned to Pass Office immediately upon expiry or as soon as works under concluded contracts are completed, whichever is earlier. 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 found ID badges lost by other persons shall be immediately returned to the Company's Pass Office or any Access Control Post.

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 request presented by it. Any cases which require withdrawal of entry passes (early completion of works or services under concluded contracts, termination of contract with employee, subcontractor, etc.) must be immediately reported by the legal entity to the Company.

17.2. The validity of issued pass may be suspended or terminated:

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, 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.

17.2.5. To persons who in the Company and/or its territory commit an act (including related to the Company) which has the signs of theft, fraud, misappropriation or embezzlement, unlawful remuneration or other criminal or administrative offense, 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, commit any act which according to procedures of the Company and legal acts are treated as corrupt, commit acts which jeopardize the safety of the surrounding and the Company, in the territory of the Company perform unauthorized photography/filming or photography/filming of unauthorized place, commit unauthorized use of unmanned aircraft. In such case, pass issued for personal vehicle owned by such person may be suspended or terminated as well.

17.3. Decision regarding re-activation of the suspended (or withdrawn) entry passes shall be made by the General Director or Director of Control and Security of the Company depending on the severity of violation and its impact on the business, assets, security, results and image of the Company, safety of its employees, other persons or society, also 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 Control and Security of the Company or responsible person of Control and Security Department assigned by him. In addition, aerial photography and filming is subject to requirement to obtain a permit to fly in no-fly zone as prescribed by the legal acts of the Republic of Lithuania.

18.2. Permits are issued only against prior presentation (no later than 3 working in advance, in case of request for permit to use unmanned aerial vehicles - no later than 5 working days in advance) of written request to the Company (form is provided in Annex 8 hereto) indicating name and last name, position, name of legal entity also object, purpose, method, means, period of photography and/or filming. Request may be e-mailed to: KSskyrius@orlenlietuva.lt. Decision to satisfy/reject the request shall be sent to e-mail specified in the request.

18.3. Issued photography and/or filming permits shall be registered in the data base of Control and 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. Whereas no-fly zones are established over the facilities of the Company and their protection zones, any use of UAVs in or above the Company's security facilities (territories), infrastructure and their protection zones of is strictly forbidden with the exclusion of cases set forth in legal acts, these Regulations and contracts concluded with the Company. In any case, flying in no-fly zone is subject to prior obtainment of permit as prescribed by the legal acts of the Republic of Lithuania.

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 placed on the front panel of vehicle). When freight or special vehicle of one contractor on the basis of lease or other grounds is used by another contractor, the name/logo of actual user must be clearly printed out and placed on the front panel of vehicle.

20.3. During entry and presence in security facilities (territories) of the Company all established traffic rules including arising from signs, road markings, safe speed requirements (hereinafter, traffic rules) must be observed. Violation of traffic rules is subject to liability established by law and/or contracts concluded with the Company. In addition, the violator of traffic rules may be subject to a restriction of the right drive into the security facilities (territories) of the Company:

20.3.1. If speed limit is exceeded by 10 km/h to 20 km/h, the period of restriction imposed on the violator shall be 1 week;

20.3.2. If speed limit is exceeded by over 20 km/h, the period of restriction imposed on the violator shall be up to 1 month;

20.3.3. In case of accident, the period of restriction imposed on the violator shall be two weeks at least with the exclusion of visitors and (or) technical maintenance specialist for whom such event shall be construed as violation of security requirements subject to withdrawal of the right to enter security facilities;

20.3.4. In case of any other violation of traffic rules, the period of restriction imposed on the violator shall be up to two weeks.

20.4. Speed control within the Company is executed using certified radar speed guns. Speed control within security areas is executed by police and security officers.

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 are executed by authorized employees. Authorized employees are entitled to execute shipment documents for entity they represent only.

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 Control and Security or employee of Control and Security Department assigned by him, requirements applicable to formalization of shipment documents as established herein may be disregarded.

21.5. Carriage of portable work tools, individual-purpose assets owned by the Company or any other natural and legal persons and business gifts (according to procedure of the Company) by the employees 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 contain the following additional details: (i) contract ref. number; (ii) the Company's work order ref. number; or (iii) work release ref. number, irrespective of who is carrying such materials. If materials are carried by the Company's contractors (service providers) or their subcontractors and other legal entities renting premises within security facilities of the Company, in shipment documents in addition to contract ref. number it must be specified whether the contract is concluded with the Company or other legal entity or natural person. Next to contract ref. number it must be specified '**OL contract**' if the contract is concluded with the Company or '**subcontract**' if the contract is concluded with other legal entity or natural person.

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 (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 Control and Security of the Company or responsible person of Control and Security Department assigned by him. 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 to Control and Security Department of the Company.

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 Control and 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 of respective form set forth in legal acts for the carriage of such assets stamped by Tax Administration and Customs Procedures Department of the Company must be presented at security control post. If CMR waybill is presented with import declaration, the stamp of Tax Administration and Customs Procedures Department of the Company is not required.

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 into the Company's security facilities any parcels and correspondence addressed to private persons, Company's contractors (service providers), legal entities that rent premises in the territories of security facilities of the Company unless agreed with the Director of Control and Security of the Company or responsible person of Control and Security Department assigned by him. Parcels and correspondence addressed to the Company shall be carried into the territory of Central Warehouse of the Refinery.

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. Request shall be valid for maximum 3 days since the dated of execution. Employees of Control and Security Department of the Company and/or security staff must be allowed upon their request to enter and inspect construction trailers carried into and present in the territory of the Company.

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 such responsible employee of the Company confirms that materials have been actually used up in execution of respective order as required and remaining ones that are carried away will not be used any more or that materials

are subject to temporary removal for treatment, etc. In case of carriage of materials that do not belong to the Company and are not related to execution of contracted works or provision of services for the Company, this must be specified accordingly by the authorized employee of the Company in shipment document. It may be allowed to carry out the materials without agreement of shipment documents with authorized employee of the Company in such cases when materials are carried from the territory of the Company by entities which perform the servicing and maintenance of power grid, power substations, mobile communication, information technology networks and equipment which are not owned by the Company but are located within its territory and such materials are carried out with respective shipment documents on the same day they were carried in and the document proving that they were carried into the territory of the Company are additionally presented.

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 Control and 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 Control Department of the Company. For waste, soil, air and water laboratory testing samples in quantities equal to or below 5 kilograms or liters 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 activity 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 the Refinery.

24.1. Before shipment from the Refinery, 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 the Refinery.

25.1. Movement of empty wagons, except for tank-cars, from the territory of the Refinery 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 the Refinery, 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 the Refinery.

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 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 the Refinery immediately; or (ii) more than 3 hours passed since weighing and they had 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

26. 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 or for other exceptional cases when the Company's employee needs to be identified.

27. It is strictly forbidden to transfer ID badge to any other person and to use ID badges issued to other person.

28. Persons entering, present in and exiting security facilities of the Company, upon request by security staff, must allow to conduct their sobriety check.

29. Persons entering, present in and exiting security facilities of the Company, must obey legitimate requests and instructions of security staff.

30. Security staff must execute its functions demonstrating professional conduct, comply with the requirements of legal acts and these Regulations, interact with people politely.

31. Entry into and exit from security facility is allowed only via security control posts for pedestrians. During entry/exit via security control posts equipped with ID badge readers it is mandatory to put the badge to a special reader and in places equipped with biometric readers (if any) 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 each time 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 or without registration at readers installed in specially designated points of access control system is forbidden.

32. If needed, responsible employee of the Company is allowed to take responsible employee of contractor (service provider) to his/her workplace in administrative building within production area of the Company for issue of work permits or other technical issues using own ID badge provided that such responsible employee of contractor (service provider) holds valid pass for entry into production area of the Company. Responsible employee of the Company who took such responsible employee of contractor (service provider) to his/her workplace must further walk responsible employee of contractor (service provider) from administrative building.

33. If necessary, responsible employee of the Company may take other employee of the Company to own work place in administrative building if such employee has valid entry pass to such administrative building. Responsible employee of the Company who took other employee of the Company to own workplace must further walk such employee from own work place.

34. 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 by them or works executed by them in the Company or, accordingly, to the declared purpose of their visit.

35. 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.

36. Employees of the Company, its contractors (service providers) and subcontractors (including managers) may enter and stay in security facilities of the Company for their job functions only according to pass issued to them/their work schedule and upon expiry of such pass/the end of established work time must leave security facility within half-hour. In all other cases entry/exit to/from security facilities of the Company must be agreed: (i) in case of employee of the Company – with his/her direct superior; (ii) in case of contractor (service provider) of the Company – with responsible employee of the Company and responsible manager of contractor (service provider). This provision shall not apply to Company's administrative officials.

37. Persons entering, present in and exiting 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.

38. Persons carrying tangible assets must present such assets for checking at security control posts themselves and inside security facilities as 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.

39. Before checkup, first of all passengers must disembarked in place allowed, then vehicle must be stopped in the area of security control post, its doors, trunk and other closed compartments opened for the checkup as requested by security staff. It is allowed to leave security control post only upon permission by the security staff.

40. Security control posts intended for freight or special 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.

41. Any activities of the staff of contractors (service providers) 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.

42. Any access to as well as presence and work in security facilities of the Company under the influence of alcohol, drugs or toxic substances 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 Control and Security of the Company or responsible employee of Control and Security Department assigned by him.

43. Sobriety or drug intoxication checks must be performed respecting the dignity and other rights of person and requirements prescribed by legal acts. Sobriety shall be checked applying methods which do not require laboratory analysis using control device with valid calibration certificate. If a person suspected of being under the influence of alcohol, drugs, psychotropic or psychoactive substances refuses to be checked with such control device, in such case a police officer may be called in to perform such check at the person's expense. If test result (whether performed by security or police officer) is positive or police officer does not arrive or refuses to arrive and in this case test result is also deemed positive, it is reported to the person's immediate superior, the person is removed from work in accordance with procedure effective at the Company (in case of Company's employee) and escorted from the security facility (territory) of the Company. Security staff shall take ID badge from such person and document this facts in respective violation report.

44. Smoking (of any legal smoking products) 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.

45. 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.

46. It is forbidden to carry (or attempt to carry) and keep any types of guns, ammunition, explosives and other prohibited objects, including but not limited to the ones listed in Annex 2 hereto in the territory of the Company. This requirement does not apply to the officials and the Company's security staff if such guns have been issued without violation of legal requirements and in line with the procedure established by the entity providing security services to the Company.

47. 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.

48. 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 Control and Security or employee of Control and Security Department assigned by him. Personal cellular phones may be used for communication only and in potentially explosive atmospheres marked with Ex sign cellular phones must be switched off.

49. It is forbidden to carry (or to attempt 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.

50. 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 medical/security staff.

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

52. In security facilities (territories) of the Company any conduct or action which is understood as refusal to obey lawful requests of security staff, aggression, 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 (prolonged, systemic bullying of an individual by a group) are forbidden. Cursing, verbal abuse and action is prohibited. Immoral or indecent conduct is prohibited.

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

54. Damage to property of 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.

55. It is prohibited to litter and to leave or dispose waste otherwise than prescribed by the Company.

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

57. Any distribution of press, literature, advertising, and promoting material or any other trade is prohibited unless prior permission by the Director of Control and Security of the Company or employee of Control and Security Department assigned by him is obtained.

58. 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.

59. After departure from or when present at security facility of the Company, ID badges must be protected against misappropriation and unauthorized use by others.

CHAPTER VII FINAL PROVISIONS

60. 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.

61. 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.

62. 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.

63. Director of Control and Security shall be responsible for arranging review of these Regulations and update thereof if required.

Prepared by:

Director of Control and Security

LIST OF PUBLIC COMPANY ORLEN LIETUVA SECURITY FACILITIES (TERRITORIES)

1. Refinery, Mažeikių st. 75, Juodeikiai Vill., Mažeikiai District Municipality;
2. Territory of potable water wells of the Refinery, Juodeikiai Vill., Mažeikiai District Municipality;
3. Territory of industrial water pump house of the Refinery, Mažeikių st. 120, Juodeikiai Vill., Mažeikiai District Municipality;
4. Administration building No 2 of the 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 THINGS, MATERIALS 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 the 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 the 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:

(position, name surname, signature of responsible 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 _____

Description	Identification mark	UoM	Q-ty

(position, name surname of employee authorized by legal entity)

(signature)

AGREED:

(position, name surname of employee authorized by the Company)

(signature)

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

Name of facility, territory	Code
Refinery production area	1
Būtingė Oil Terminal	2
Biržai Oil Transshipment Station	3
Joniškis Oil Pump Station	4
Refinery Administration Building No 1	5
Refinery Administration Building No 4	6
Refinery Petroleum Product Loading Shop Loading Section No 3 (gas)	7
Refinery Power Plant Administration Building	8
Refinery non-production area	9
Būtingė Oil Terminal single point mooring (SPM) buoy security zone	10
Refinery Administration Building No 2	11
Refinery Petroleum Product Loading Shop Loading Section No 3 (loading terminal for trucks)	12
Refinery potable water bore territory	13
Refinery industrial water pump house territory	14
Refinery Central Warehouse	15
Refinery Petroleum Product Loading Shop Loading Section No 3 (liquefied gas loading terminal)	16

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

(Date)

Name of contractor (service provider)

Name of subcontractor (if pass for the staff of subcontractor is requested)

Name of facility	Code
Refinery production area	1
Būtingė Oil Terminal	2
Biržai Oil Transshipment Station	3
Joniškis Oil Pump Station	4
Refinery Administration Building No 1	5
Refinery Administration Building No 4	6
Refinery Petroleum Product Loading Shop Loading Section No 3 (gas)	7
Refinery Power Plant Administration Building	8
Refinery non-production area	9
Refinery Administration Building No 2	11
Refinery Petroleum Product Loading Shop Loading Section No 3 (loading terminal for trucks)	12
Refinery Central Warehouse	15
Refinery Petroleum Product Loading Shop Loading Section No 3 (liquefied gas loading terminal)	16

Surname	Name	Employee of contractor or subcontractor (specify accordingly)	Position	Date of birth	Period of pass required (from-to)	Codes of facilities

Grounds of issue of entry passes:

Ref. number of contract/purchase order concluded with ORLEN Lietuva, contract validity period (from-to):

<p>Ref. number and validity period (from-to) of work release issued by ORLEN Lietuva:</p> <p>_____ ,</p> <p>Other (specify detailed, clear, legitimate basis or reason for issue):</p> <p>_____</p> <p>_____</p> <p>_____</p>

Authorized representative of contractor (service provider):

(position, name surname)

(signature)

Authorized representative of subcontractor:

(position, name surname)

(signature)

With his signature authorized representative hereby certifies that all information specified herein is correct, all persons indicated herein do actually work for the company specified herein and have been familiarized with requirements prescribed by ORLEN Lietuva Pass System Regulations and that he is aware of liability for presentation of false information prescribed by legal acts, ORLEN Lietuva Pass System Regulations and concluded contracts.

Authorized representative of ORLEN Lietuva responsible for the presence and actions of the employees of contractor/subcontractor within the territory of the Company:

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)

I hereby confirm that LDU report has been submitted and data entered into EDAS in accordance with the applicable legislation (if yes, check-mark)

(position, name surname)

(signature)

Agreed: _____

(responsible employee of Control and Security Department of Public Company ORLEN Lietuva)

**REQUEST
FOR VEHICLE ENTRY PASSES TO SECURITY FACILITIES OF ORLEN LIETUVA**

(Date)

Name of contractor (service provider)

Name of subcontractor (if pass for the vehicles of subcontractor is requested)

Name of facility	Code
Refinery production area	1
Būtingė Oil Terminal	2
Biržai Oil Transshipment Station	3
Refinery Petroleum Product Loading Shop Loading Section No 3 (liquefied gas)	7
Refinery non-production area	9
Refinery Petroleum Product Loading Shop Loading Section No 3 (loading terminal for trucks)	12
Refinery Central Warehouse	15
Refinery Petroleum Product Loading Shop Loading Section No 3 (liquefied gas loading terminal)	16

Vehicle make and model	State registration number	Type (light, freight, bus, special)	Vehicle of contractor or subcontractor (specify accordingly)	Period of pass required (from-to)	Codes of facilities

Basis of issue:

Ref. number of contract/purchase order concluded with ORLEN Lietuva, contract validity period (from-to):

Ref. number and validity period (from-to) of work release issued by ORLEN Lietuva:

Other (specify detailed, clear, legitimate basis or reason for issue):

Authorized representative of contractor (service provider):

(position, name surname)

(signature)

Authorized representative of subcontractor:

(position, name surname)

(signature)

With his signature authorized representative hereby certifies that all information specified herein is correct and that he is aware of liability for presentation of false information prescribed by legal acts, Pass System Regulations of ORLEN Lietuva and concluded contracts.

Authorized representative of ORLEN Lietuva responsible for the presence and actions of the employees of contractor/subcontractor within the territory of the Company:

(position, name surname)

(signature)

Agreed: _____

(responsible employee of Control and Security Department of Public Company ORLEN Lietuva)

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

Public Company ORLEN Lietuva
Director of Control and Security

REQUEST
FOR PHOTOGRAPHY AND/OR FILMING PERMIT

_____ 20__
Juodeikiai, 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, legitimate purpose*].

Method of photography and/or filming: [*specify exact means*].

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

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

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, confidential information management, 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:

[*head of ORLEN Lietuva organizational unit requesting for permit or representative of ORLEN Lietuva supervising the work/contract of the requesting legal entity*]