



**PUBLIC COMPANY ORLEN LIETUVA  
GENERAL DIRECTOR**

**ORDER  
REGARDING SUPPLEMENTATION OF PASS SYSTEM REGULATIONS**

19 November 2020, No TV1(1.2-1)-590  
Juodeikiai Village, Mažeikiai Distr. Municipality

I hereby:

1. A m e n d Public Company ORLEN Lietuva (hereinafter, the Company) Pass System Regulations approved by the 6 June 2019 Order No TV1(1.2-1)-261 of General Director by supplementing with Par. 6.11 as follows:

‘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 to properly perform the relevant checks.’

2. A m e n d Par. 9.5 of the Regulations to read as follows:

‘9.5. Meetings with contractors (service providers), suppliers, clients and visitors of the Company can be organized only in meeting rooms 508 and 407 of the Company's Power House Administrative Building, meeting rooms 110 and 222 of the Company's Administrative Building No 4, meetings rooms of Vilnius Office and administrative building of Būtingė Terminal, unless the purpose of a meeting requires to discuss technical issues under contracts concluded with contractors at a particular workplace. Meeting in locations other 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.’

3. A s s i g n the responsible employee of Executive Office to distribute this Order to managers of organizational units of the Company.

4. A s s i g n managers of organizational units of the Company to familiarize their subordinate employees with the present Order.

5. A s s i g n managers of organizational units of the Company to immediately notify of this Order the Company' business partners planning visits to the Company in the nearest future.

6. Assign Director of Business Support of the Company to immediately upload the present Order to the Company's website, section 'Documents for Contractors'.

General Director

Michal Rudnicki

Prepared by:  
Deputy Director of Control and Security  
Nerijus Giedra  
2020-11-\_\_

Document owner:  
Director of Control and Security  
Pawel Szczesny  
2020-11-\_\_

AGREED WITH: