Join stock company Conexus Baltic Grid
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Environment and Occupational Safety Department

Issued pursuant to Section 16, Paragraph 3 of the Labour Protection Law of 20 June 2001 and Paragraph 15 of the Cabinet Regulation No. 749 "Regulations Regarding Training in Labour Protection Matters", adopted on 10 August 2010

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Introductory training instruction on labour protection for personnel of contractors of the joint stock company Conexus Baltic Grid.

I. Introduction

1. The joint stock company Conexus Baltic Grid (hereinafter - the Company) is a uniform natural gas transmission and storage operator in Latvia.

2. The company was set up in December 2016, when JSC Latvijas Gāze was reorganized into two separate structural units due to following liberalization of the Latvian gas market on 3 April 2017, in accordance with the principles of regulated market established by the European Union (EU) Gas Directive and the Cabinet of Ministers. The company was handed over the natural gas infrastructure: the unified natural gas transmission system and Inčukalns underground gas storage facility (hereinafter - the Inčukalns UGS). The company cooperates with legal entities - natural gas traders in the Baltic Sea Region - in accordance with the tariffs for natural gas transmission system services set by the Public Utilities Commission.

3. The company manages one of the most modern natural gas storage facilities in Europe – Inčukalns underground gas storage, which is an important strategic object in the whole Baltic Sea region. It provides the energy security and independence of the whole region. The active gas capacity of the Inčukalns underground gas storage facility can reach up to 2.3 billion cubic meters, which can fully supply the fuel and energy needs of Latvia and the region. In turn, for traders it is an opportunity to store natural gas in a strategically advantageous place. Storage is possible because in Latvia there is a layer of porous sandstone in the depths of the earth, which has good collector properties and is covered with layers of gas-impermeable rocks, moreover, these geological structures are located at an optimal depth of 700-800 m, allowing natural gas to be stored safely and economically efficiently (see Image 1)

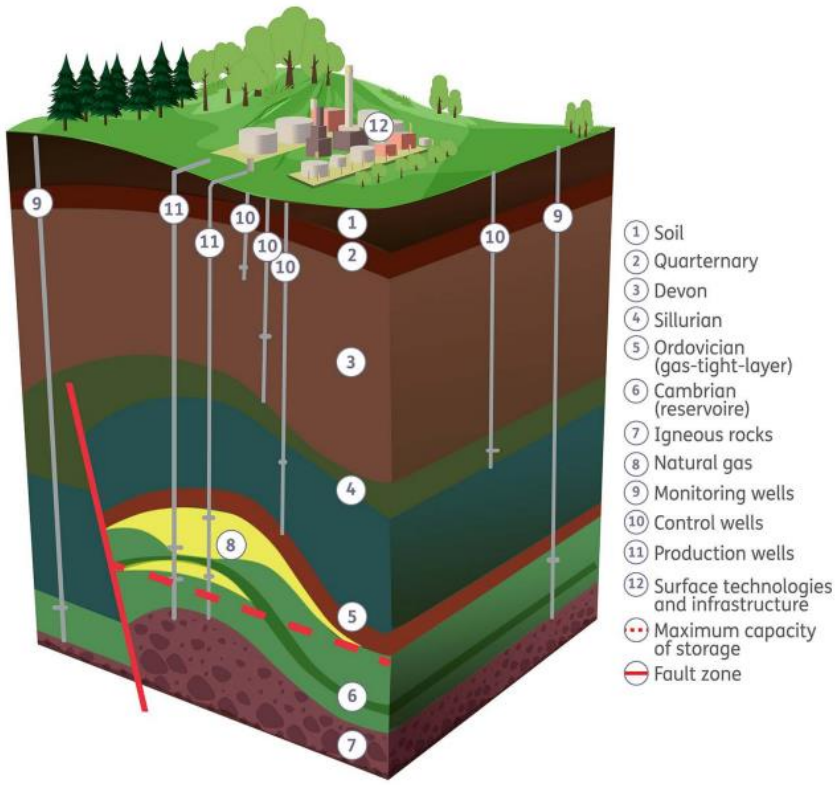

Image *1*. **Incukalns underground gas storage facility**

4. The company is the only operator of the natural gas transmission system in Latvia and provides an opportunity for certified traders to use the Latvian natural gas transmission system for trading not only in the territory of Latvia, but also in the nearest regions.

5. Transmission gas pipelines consist of regional gas pipelines intended for the supply of Latvia, and international gas pipelines providing gas transit to neighbouring countries, and their branches. The total length of the transmission gas pipelines with branches of the transmission gas pipelines is 1190 km (see Image 2).

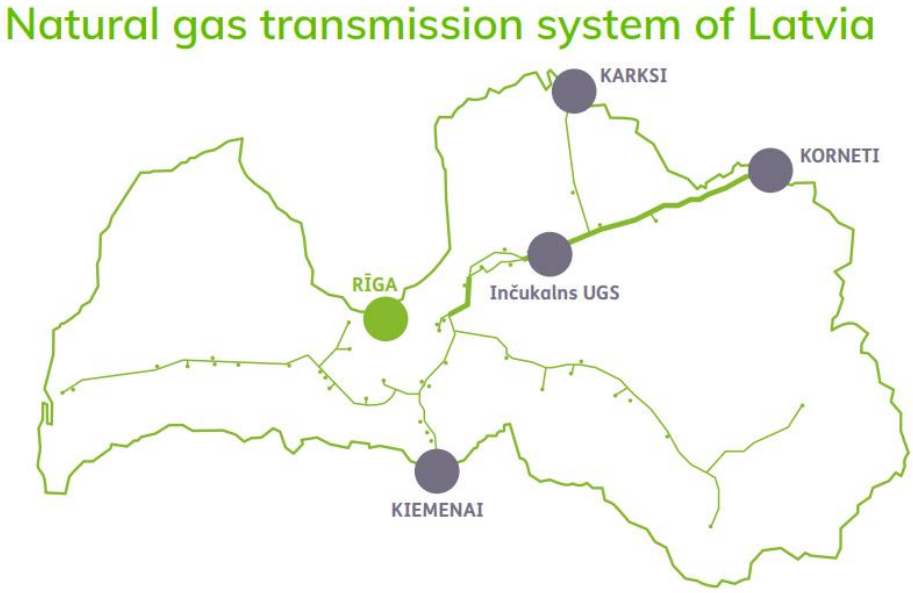

Image 2. **Latvian natural gas transmission system**

6. The length of international transmission gas pipelines is 577 km consisting of gas pipelines Riga–Panevezys, Pskov–Riga, Izborsk–Incukalns UGS, Riga–Incukalns UGS line I,

Riga–Incukalns UGS line II, and Viresi–Tallinn. In turn, the length of regional transmission gas pipelines is 613 km, which consists of gas pipelines Riga–Daugavpils, Iecava–Liepaja, and Upmala–Preili–Rezekne and branches of gas pipelines to gas regulation stations.

7. The diameter of international gas pipelines is DN700 with working pressure in the range of 28 to 40 bar, and the diameter of regional gas pipelines is from DN100 to DN500 with working pressure up to 35 bar, the designed working pressure is up to 55 bar.

8. The company has implemented, certified and maintained an Integrated Management System in accordance with the requirements of LVS ISO 45001 (Occupational Health and Safety Management System Standard), LVS EN ISO 14001 (Environmental Management System Standard) and LVS ISO 50001 (Energy Management System Standard).

9. The Company has approved Occupational Health, Safety and Environmental Management Policy, determining effective framework in order to preventively gather information and manage the possible risks that could affect the safety and health of employees of the Company, integrity of infrastructure, environment and public. A summary of the Occupational Health, Safety and Environmental Management Policy is attached in Annex 1 to the instructions.

II. General Provisions

10. The introductory training instruction on labour protection for personnel of contractors of the Company (hereinafter referred to as - the Introductory Training) defines the main organizational, labour protection, fire safety, environmental, energy management and physical safety requirements for employees involved in contract work (hereinafter referred to as - Personnel of Contractors) who perform work at the facilities of the Company.

11. The safety requirements specified in the Introductory Training are binding on the Personnel of Contractors for the entire duration of the work in order to ensure the sustainability, safety and well-being of all employees working in the territory and the surrounding environment.

12. Upon commencement of the work, the contractor is responsible for compliance with environmental protection and energy management, labour protection and fire safety requirements in the Company. All works to be performed must be carried out in accordance with the environmental, labour protection and fire safety requirements set forth in the regulatory enactments of the Republic of Latvia, as well as with the requirements of the Company for the performance of the specific works, if any are determined. The qualifications of the Personnel of the Contractor must correspond with the work to be performed.

13. Any employee who performs his work duties at the facilities of the Company is responsible for his own safety and health during work, as well as for the safety and health of the persons, who are affected or may be affected by his actions.

14. The Company determines on its part the responsible persons whose tasks will include the supervision of project implementation and the responsible persons whose tasks will include the supervision of the tasks to be performed and the coordination of related issues. In order to improve cooperation, contractors are advised to solve current issues as early as possible, informing the responsible persons of the Company, without postponing them to a later date.

15. If the employees whom the contractor intends to attract to perform the work do not fulfill or cannot fulfill the requirements specified in this instruction, the Company has the right to deny these employees access to the facilities and their territories at any time. Expenses are covered by the contractor.

16. It is the responsibility of the Personnel of Contractors to organize the works in a way as to interfere with the transmission and storage of the natural gas system as little as possible.

17. The safety and occupational health of every employee working in the territory of the Company is important to society. In order to ensure this, the company regularly inspects the contractors' work sites and monitors compliance with the established safety requirements.

18. To ensure internal order and security, the facilities of the Company are guarded. The Personnel of Contractors are obliged to follow the instructions of security guards and other personnel of the Company.

19. A video surveillance system is installed in several facilities of the Company in order to observe the territory. Visual observation of the involved employees and control of safety requirements is possible during the performance of the work.

20. The employees of the Company and providers of physical security within their competence have the right to perform inspections of the contractor's work performance and, in case of failure to comply with the requirements of labour protection, fire safety, environmental protection, energy management and physical safety, they have the right to suspend the works until elimination of the violation.

21. All incidents taken place and almost taken place, incl. accidents involving contractors' employees are investigated and the possible causes of the accident are investigated, measures are taken to prevent similar incidents, and the introduction and implementation of these measures are monitored.

III. Training and instruction of the Personnel of Contractors

22. Works can be performed in the facilities and territories of the Company only by trained and instructed Personnel of Contractors.

23. After the conclusion of the contract, but no later than before commencement of works, the contractor's supervisor and/or personnel shall receive an introductory training briefing in accordance with this instruction. The introductory training shall be provided by the Labour Safety and Technical Control Division of the Environment and Labour Safety Department of the Company. The supervisor of works is responsible for ensuring that all employees who work at the facilities of the Company are introduced to the introductory training.

24. The introduction of the Personnel of Contractors to the pass mode and access control procedure is ensured by the safety specialist of the Environment and Labour Safety Department of the Company.

IV. Labour Protection and working environment risk factors

25. The objects of the natural gas storage system and natural gas transmission system of the Company are explosive and fire-hazardous objects with complex infrastructure and a large amount of various extremely flammable and flammable chemical substances (for example, natural gas, methanol, odorant, etc.).

26. It is the responsibility of the Personnel of Contractors to carry out an assessment of the work environment risks in specific workplaces and to inform their employees and subcontractors about the identified risks, as well as to provide qualified and appropriately trained employees for the performance of specific jobs.

27. Employees who perform work in the natural gas storage system and natural gas transmission system facilities of the Company may be exposed to the influence of various risk factors of the work environment.

28. The risk factors of the work environment found in the objects of the natural gas storage system and natural gas transmission system of the Company are:

28.1. physical factors - environmental conditions, meteorological conditions (rain, snow, high or low temperature, wind, solar radiation, etc.), lighting, exposure to electricity, electromagnetic radiation, noise, etc.;

28.2. bodily factors - staying in a forced posture for a long time, local muscle tension, lifting and moving weights, etc.;

28.3. biological factors - bites of ticks and other insects, animal bites, diseases transmitted by humans and animals, poisonous plants (e.g. Siberian hogweed), hepatitis viruses, etc.;

28.4. chemical factors - various chemicals and products, dust, aerosols, engine exhaust gases, oils, and exposure to other substances;

28.5. traumatic factors - inappropriate technical condition of structures, sharp edges, uneven surfaces, falling, tripping, bouncing, falling objects, falling from a height, inappropriate equipment or its inappropriate use, mechanisms in motion, possibility of flooding or landslides (if earthworks are carried out), burns, the possibility of scalding, the possibility of flooding, the possibility of drowning (if the work is carried out in a flooded or swampy area), fire and explosion risks, etc.;

28.6. ergonomic factors – work monotomy, mental work load and tension, physical work load and tension, incorrect work posture and incorrect, inappropriate work techniques and methods;

28.7. psycho-emotional factors - stress at work, fatigue, tight work deadlines, conflict situations, shortages in work organization, etc.;

28.8. insufficient knowledge, for example, when performing work duties, applying work methods that differ from the Company's practice, or the safety culture of employees differs from the one determined by the Company.

28.9. other work environment risks that may exist in a particular workplace.

29. Technical maintenance of natural gas storage and transmission systems is related to the dangerous properties of natural gas: explosiveness (in the range of 5 to 15% of the air volume) and fire hazard, which can cause burns, poisoning by combustion products and various injuries. At low concentrations, natural gas can cause a narcotic effect. Symptoms may include dizziness, headache, nausea and loss of coordination. At high concentrations in closed spaces, the amount of inhaled oxygen can decrease and the suffocating effect of natural gas is possible. Symptoms: movement disorders, unconsciousness, vomiting. The injured party may not feel the warning symptoms of possible suffocation. Usually the person falls into a deep sleep (unconsciousness) which ends in death.

30. To reduce or eliminate work environment risks, contractors or their hired subcontractors must:

30.1. identify specific work environment risks before starting the work;

30.2. take all necessary organizational and technical measures and design the work environment in a way to avoid the risk of the work environment or reduce the impact of an imminent risk of the work environment;

30.3. comply with the requirements set by external regulatory enactments;

30.4. follow the operating or user instructions of the manufacturers of equipment;

30.5. when organizing and carrying out construction works, comply with valid Cabinet Regulation regarding labour protection requirements when carrying out construction works;

30.6. provide employees with the necessary labor protection means (collective and individual) and ensure that they are appropriately used;

30.7. when moving through the territories of the facilities of the Company, the influence of the specific meteorological weather conditions, the technical condition of the pavements on the movement route must be taken into account, as well as actions that may endanger the safety of one's own and other employees must not be performed.

30.8. When moving by a car along the territories at Stigu Street 14, Riga, or the Incukalns underground gas storage (hereinafter - Incukalns UGS), observe the following:

30.8.1. speed and distance suitable for weather conditions;

30.8.2. the maximum permitted driving speed indicated at the entrance to the territories.

31. The contractor and its personnel are responsible for:

31.1. the fact that the Personnel of Contractor complies with the instructions received during the introductory briefing and during the performance of the work process;

31.2. compliance with the requirements of state regulatory documents, when performing work with dangerous equipment, as well as work of increased danger;

31.3. the technical condition, adequacy and correct use of their work equipment and work protection means;

31.4. compliance with the requirements specified in the work performance project or work completion project;

31.5. the quality of work performance and compliance with deadlines.

32. When working in the premises, the Personnel of Contractors must observe the following rules:

32.1. if the work does not require it, do not enter the premises where work is not performed;

32.2. walk carefully in the rooms, corridors and especially on the stairs in order not to fall and get injured;

32.3. the premises must be sufficiently lighted;

32.4. premises must be kept in order and clean;

32.5. not to start or stop machines, equipment and mechanisms, the maintenance of which is not part of the work tasks (except for stopping when there is a danger and otherwise an accident cannot be prevented);

32.6. not to open containers with liquids or other substances unknown to the staff, not to use such liquids to avoid poisoning;

32.7. not to perform the work that is not assigned and not part of the duties of the Personnel of Contractors.

V. Protective equipment

33. Personnel of Contractors must be provided with appropriate clothing, shoes and other work protection equipment for the work to be performed.

34. When staying at the facilities of the Company, the Personnel of Contractors shall be obliged to use collective and individual protective equipment appropriate to the situation.

35. Workplaces in the Company are provided with safety signs designed to attract the attention of employees and warn on the immediate danger or the possibility of a dangerous situation. Safety signs provide employees with the necessary information about the prohibition of a certain activity or the necessary behavior in the workplace.

36. Safety signs:

36.1. indicate on certain risk factors or situations that could not be prevented;

36.2. provide information on which protective equipment should be used;

36.3. provide information on where evacuation or emergency exits are located and how to get to them.

37. Personnel of Contractors must follow warning and safety signs posted at facilities and workplaces.

VI. Fire safety requirements

38. It is the responsibility of the Personnel of Contractor to prevent the occurrence of fire or activities that may cause fire.

39. Upon receiving information or finding the outbreak of a fire at the facility of the Company, the Personnel of Contractor must act in accordance with this instruction and the instructions of the responsible employees of the Company.

40. **Facilities of the Company are equipped with the following fire protection systems:**

40.1.automatic fire detection and alarm systems;
40.2.firefighting water supply systems (taps and hydrants);
40.3.automatic stationary fire extinguishing systems;
40.4.civil protection alert and reporting system (Incukalns UGS only).

41. The automatic fire detection and alarm system automatically detects the occurrence of a fire and, in the event of a fire, activates the alarm signaling devices, which are equipped with manual remote activation devices (see Image 3) and are marked with signs (new or old model sign) (see Image 4, Image 5).

Image 3. **Alarm button**

Image 4. **Old model sign - Fire protection system manual starting device**

Image 5. **New model sign - Fire protection system manual starting device**

42. The automatic stationary fire extinguishing system is a system that automatically extinguishes the fire or locates the fire upon detection of a fire or receiving a control signal from another automatic fire protection system. CO2 gas filled in cylinders under pressure is used as a fire extinguishing agent in this system. The automatic stationary fire extinguishing system is installed in the room of the server building at 14 Stigu Street, Riga, and in some premises of Incukalns UGS. There is an illuminated sign "Do not enter! Gas!" and a sound alarm device placed at the entrance to the premises, but the illuminated sign "Leave the room! Gas!" and an audible alarm device placed at the exit. In the event that the inscription lights up and the sound alarm device turns on, you must act according to the information provided in the inscription.

43. The civil defense alarm and notification system is installed only at Incukalns UGS in order to warn the staff working at Incukalns UGS and the surrounding residents who are in the zone of exposure to the dangerous factors of the threat, as well as to inform them about the protective measures to be taken, in the event of an industrial accident, disaster or the threat thereof.

44. Powder-type and carbonic acid gas fire extinguishers are placed in the interiors and territories of the facilities of the Company.

45. The locations of fire extinguishers are marked with a "Fire Extinguisher" sign (new or old model sign) (see Images 6 and 7).

Image 6. **Old model sign – Fire Extinguisher**

Image 7. **New model sign – Fire Extinguisher**

46. Powder fire extinguishers are intended for:

46.1. for extinguishing solid substances of organic origin (wood, paper, textile, etc.);

46.2. for extinguishing various flammable and combustible liquids (gasoline, oil, alcohol, grease, etc.) and gases;

46.3. for extinguishing electrical appliances under voltage (up to 1000 V).

47. Carbon dioxide (CO2) fire extinguishers are intended for:

47.1. for extinguishing various flammable and combustible liquids (gasoline, oil, alcohol, grease, etc.) and gases;

47.2. for extinguishing electrical appliances under voltage (up to 1000 V).

48. Fire extinguishers are used in accordance with the instructions for use attached to the apparatus.

49. Start extinguishing with fire extinguishers only at the initial stage of burning, if the burning area is not larger than 1 m².

50. If you are not sure how to handle fire extinguishers, do not start extinguishing.

51. Personnel of the Contractor are allowed to use the Company's fire extinguishers only for extinguishing fires in the facilities of the Company.

52. In case of use or damage of the fire extinguisher, the direct manager and/or the Work Safety and Technical Control Division of the Environment and Work Safety Department must be informed (orally or by writing to the e-mail drosiba@conexus.lv).

53. The following shall be prohibited in **the facilities of the Company:**

53.1. to use self-made or voltage-incompatible fuses;

53.2. to use damaged (including with damaged insulation of electric wires), self-made and personal household (without coordination with electricians of the Company) electrical devices;

53.3. to break the rules on the use of electrical appliances (including electric heating appliances);

53.4. to smoke, except in specially designated and equipped places (see Image 8);

Image 8. **Sign - smoking is permitted**

53.5. to burn candles, magic candles, pyrotechnic products and other objects with an open flame.

53.6. to leave doors equipped with self-closing mechanisms open;

53.7. not to comply with the conditions of storage and transportation of objects, chemicals (including the requirements of safety data sheets).

54. In the facilities of the Company, **escape routes** are marked with appropriate signs (see Image 9, Image 10):

	Sign "Directions to the escape exit"		Sign "Directions to the escape exit"		Sign "Directions to the escape exit for people with reduced mobility"
	Sign "Directions to the escape exit"		Sign "Escape exit"		Sign "Directions to the escape exit"

Image 9. **Old model escape signs**

Escape exit	Doors on the escape route	Direction to the escape exit	Direction to the escape exit for people with reduced mobility
			
Placed at the escape exit (exit from the structure, through which you can get outside the structure).	Placed above the door or on the door on the escape route.	Placed on the escape route, indicating the direction of the escape movement.	Placed on an escape route intended for people with mobility impairments.

Image 10. **New model escape signs**

55. Evacuation from premises and buildings should be carried out via the shortest escape route and the nearest escape exit, or via any escape exit through which it is possible.

56. It shall be prohibited on the escape routes:

56.1. alter escape routes or reverse the direction of doors without complying with the requirements of the building regulations;

56.2. place objects, furniture and equipment if they reduce the width of the escape routes specified in building regulations;

56.3. load the doors intended for escape with furniture, equipment and objects, as well as transitions to parts of the building and exits to the escape stairs;

56.4. doors intended for the evacuation of persons shall be fitted with closers, latches and locks preventing the door from being opened for more than three seconds or otherwise restricting its opening from the inside;

56.5. place decorations and finishing materials that may contribute to the spread of fire;

56.6. place objects, furniture, equipment and other materials in stairways, as well as directly under open stairs, stairways and areas;

56.7. place floor coverings and decorations on the floor which obstruct or make it difficult for people to evacuate;

57. **Fire safety requirements at the construction site:**

57.1. if the construction works take place without interrupting the operation of the site, then in order not to reduce the fire safety of the site, the contractor shall ensure appropriate compensatory fire safety measures at the site;

57.2. contractors must develop compensatory fire safety measures, which shall be indicated in the fire safety instruction of the construction site;

57.3. the construction site shall be provided with an external fire-fighting water supply. Until its construction, a temporary water supply can be installed for this purpose or the existing water intakes can be adjusted;

57.4. the construction site must be provided with fire safety signs, in accordance with fire safety requirements;

57.5. a temporary structure and storage area for construction materials shall be located not more than 6 m from the structure to be constructed and erected, except where it is located adjacent to a structure constructed of combustible (reaction to fire class A1) materials;

57.6. he construction site must be provided with fire alarm devices and evacuation routes for the evacuation of employees. Escape routes shall be provided with lighting.

57.7. in a closed object and in containers, where an operation has taken place with dangerous substances that can form an explosive concentration, it is allowed to resume construction works only after an air analysis has been carried out and no explosive concentration has been detected.

VII. Works of increased hazard

58. The following are considered as works of increased hazard in the Company:

58.1.gas-hazardous works;

58.2.fire-hazardous works;

58.3.earthworks.

59. Works of increased hazard in the facilities of the natural gas storage system and natural gas transmission system of the Company are regulated by the current standards LVS 1076 "Operational safety regulations of the gas transmission pipeline system" and LVS 1067 "Operational safety regulations of the underground gas storage system".

60. Before performance of works of increased hazard at the facilities of the Company, the Personnel of Contractors shall receive a target briefing on the progress and specifics of the work to be performed at the specific workplace and, if necessary, receive a task - permission to perform the work of increased hazard. It shall be provided by the person responsible for the facility of the Company or a person designated by him.

61. If it is not necessary to issue a task - a permit for fire-hazardous works, determined by the Company for fire-hazardous works, then the person responsible for the execution of the work shall issue an assignment for fire-hazardous work and perform the works in accordance with the valid Cabinet Regulation on fire safety.

62. When performing words of increased hazard, during the execution of which an explosive environment is possible, the Personnel of Contractors must comply with the following conditions:

62.1. to ensure air composition measurements before commencement of the work. If necessary, to organize a test of the concentration of the explosive substance during the work. It shall be permitted to start work if gas contents in the air of the working area is less than 1/5 part (less than 1 %) of the lower explosion hazardous threshold of natural gas; If the gas content exceeds the permissible norm, the works should be stopped immediately;

62.2. it is permitted to work only with working equipment (including electrified), devices, measuring instruments and other means that do not generate a spark (explosion-proof version);

62.3. to use portable lamps in an explosion-proof version with a voltage no higher than 12 V, turning them on and off outside the danger zone;

62.4. take care not to discharge static electricity;

62.5. to use hand tools that exclude the possibility of sparks;

62.6. to use explosion-proof portable means of communication;

62.7. it is prohibited for employees to wear clothing and shoes that accumulate static electricity;

62.8. it is prohibited to use work shoes with nails and stones that can create sparks.

VIII. Environment protection and energy efficiency requirements

63. When performing works at the facilities of the Company, it is essential to comply with the requirements of environmental protection laws and regulations and not to create a negative impact on the environment:

63.1. store chemicals and mixtures in the safe packaging intended for them, ensure the availability of appropriate labeling and safety data sheets;

63.2. prevent emissions of chemical substances and mixtures into the environment (soil, ground, groundwater, open water bodies);

63.3. in case of environmental pollution (leakage of chemical substances or chemical mixtures into the environment, detected soil or ground pollution, etc.), report immediately to the direct manager;

63.4. collect household, hazardous and production waste separately. Store waste in a specially designated and safe place in appropriately marked containers. Transfer the waste to organizations that have permits for the management of the respective types of waste. not use hazardous or production waste containers belonging to the Company or other contractors without prior approval;

63.5. use equipment and technologies that do not cause increased environmental pollution (noise, dust, air emissions, soil emissions, etc.);

63.6. prevent increased consumption of water resources and untreated wastewater from entering the environment or discharging wastewater of inappropriate composition into sewerage systems.

64. The following basic principles of energy efficiency must be observed when performing works on a daily basis:

64.1. observe the recommended microclimate parameters of buildings and premises as much as possible;

64.2. to ensure that lights are not switched on unnecessarily in buildings, premises and territories;

64.3. any type of tools and equipment, regardless of the energy source used, must be maintained in working order and, as far as possible, follow up on the effective use of these tools and equipment, without wasting energy unnecessarily;

64.4. electrical tools and mechanisms must be maintained in good technical condition and, upon detection of technical defects, they must be repaired in a timely manner. It must be ensured that the engines of vehicles or specialized transport and mechanical equipment are not operated unnecessarily for a long time;

64.5. the work techniques should be used and work organization should be planned in a way that energy is saved as much as possible.

IX. Pass mode and access control procedure

65. The territories of facilities of the Company may be fenced or equipped with barriers, the fenced territories along the entire perimeter may be equipped with security alarms and video surveillance cameras.

66. Entry-exit of contractors to the territories of the facilities of the Company (including outside the specified working hours) is ensured by the responsible employees working in the facility in accordance with the internal regulatory enactments in force in the Company regarding procedures for access control.

X. Requirements for operation in emergency situations

67. An employee shall immediately cease work if:

67.1. working conditions pose or may pose threats to health or life of the employee our people around;

67.2. inflammation has occurred;

67.3. an accident has occurred;

67.4. tools or protective equipment has been damaged;

67.5. another emergency situation has taken place.

68. In case of an accident:

68.1. immediately provide the injured with first aid and medical assistance (take the victim to a medical facility or call emergency medical assistance by calling 112 or 113);

68.2. inform the dispatcher of the Company about the situation (if the accident occurred at the Gas transmission facilities or Incukalns underground gas storage), the work manager and the Labour Safety and Technical Control Division of the Environment and Labour Safety Department.

69. When detecting a natural gas leak from the facilities of the Company:

69.1. evacuate from the dangerous area to a safe gathering place;

69.2. inform the dispatcher of the Company;

69.3. if possible, perform measures in order to warn other individuals on the zone of danger.

70. Telephone numbers of the dispatchers of the Company:

70.1. Gas transmission system - phone 67819017, mobile phone 29274828;

70.2. Inčukalns underground gas storage – phone 67048017, 67048019, mobile phone – 29440121.

71. When detecting a fire or ignition, perform the actions specified in Table 1.

Table 1

Time or time period	Activities to be performed
When detecting a fire or ignition - immediately	Report to the State Fire and Rescue Service (hereinafter - *VUGD*) on the unified emergency call number 112 and the Company's dispatchers, specifying: – the place where the fire started; – information about injured persons; – your name, surname and phone number. Answer to the questions of the dispatcher, providing all necessary information. **The dispatcher always hangs up the phone first!**
After reporting to dispatchers	Assess the situation.
When assessing the situation	if the inflammation area is small and life of employees is not threatened, to start extinguishing the fire by available fire extinguishing means.
If the fire cannot be localized within 90 seconds by own forces	If there is a threat to the employee's own health or life, leave the burning place and leave the facility (building, room).
As soon as possible	Go to the exit from the object (building) along the escape routes  .

Time or time period	Activities to be performed
	If the building's fire protection alarm has not turned on automatically, as far as possible, to inform other people in the building about the need to evacuate by pressing the nearest alarm button  . If, after pressing the alarm button, it did not work, warn the people nearby to go to the exit of the building.
	Without endangering yourself, provide assistance to the employees who need it.
	Proceed to a safe gathering place  and wait for information from the responsible persons of the Company or *VUGD* about further action.

72. When you hear the alarm signal of the fire protection system, perform the actions specified in Table 2.

Table 2

Time or time period	Activities to be performed
When hearing the fire alarm from the fire protection system speakers  or when receiving verbal information about the fire at the facility from employees of the Company - immediately.	Leave the work and leave the place of work (cabinet, room or building). Close the windows, turn off the electrical equipment, the air conditioning system in the room, close the office door and move towards the closest escape exit  .
	Recommend people nearby to move towards the exit of the building.
Leaving the work place (room, premises)	Move to a safe gathering place  , taking a mobile communication device with you.
	If there is a smell of smoke, make sure that there is no fire in the premises close to the workplace, and that no one is in the need of first aid.
Before the employees or visitors have started massive movement towards exit of the building	When leaving the building, open the doors of the escape exit and, if possible, fix them in an open position.
When staying in a safe gathering place	Wait for information from the responsible persons of the Company or *VUGD* about further action.

73. Upon hearing a pre-recorded voice message* in Incukalns UGS perform the actions specified in Table 3.

Table 3

Time or time period	Activities to be performed
When you hear a pre-recorded voice message* from the alarm and notification system's speakers  - immediately.	Stop the work and leave the workplace (room, office, etc.) taking the mobile communication device with you. Close the windows, turn off the electrical equipment, the air conditioning system located in the room, lock the office door and go to the nearest escape exit  .
When leaving the work places (room, office)	Invite the employees being near to go to the exit (evacuate), as well as help visitors to evacuate.
	Make sure that the fire has not broken out in the premises near the workplace, or whether someone needs help.
Before the employees or visitors have started massive movement towards exit from the building	Open the available doors of the escape exit and, if possible, fix them in an open position.
	Move towards a safe gathering place  .
When reaching the safe gathering place	Wait for information from the responsible persons of the Company or *VUGD* about further action.

** "Attention, attention! We ask everyone to stop the work. While keeping calm and assessing the situation, leave the workplace through the escape routes. Act according to instructions of the dispatcher or security guard".*

74. Safe gathering places determined by the Company:
74.1. Incukalns UGS - near the security guard office (see Image 11);
74.2. at 14 Stigu Street, Riga - near the main entrance (see Image 12);
74.3. in other cases, evacuate at least 600 m away;
74.4. The responsible staff of the Company and *VUGD* may determine another gathering place.

Image 11. **Safe gathering place at Incukalns UGS**

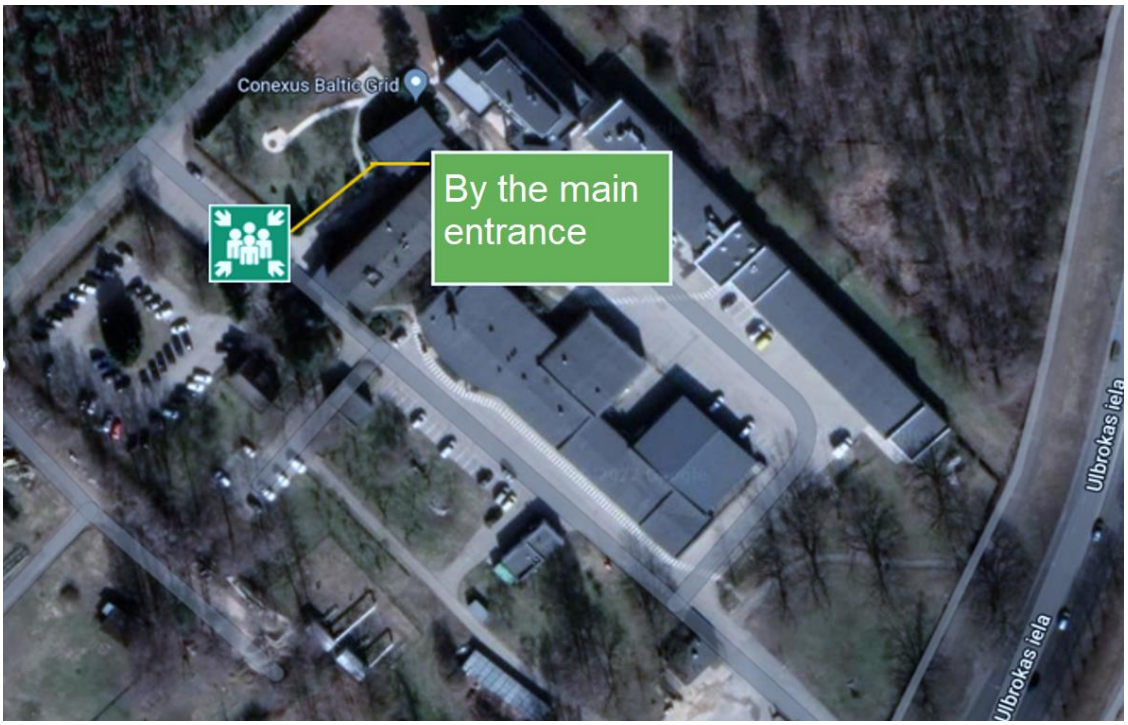

Image 12. **Safe gathering place at 14 Stigu Street, Riga**

75. Until the beginning of the investigation of the emergency situation, the scene shall be maintained intact, if it does not threaten human life, health and the environment, does not cause an accident or fire, and does not disturb the work process. If the victim has serious or potentially serious health disorders or the victim has died, the scene of the incident shall be maintained intact even if it disrupts the work process.

76. In other emergency situations, inform the dispatcher of the Company about the incident and act according to the instructions of the dispatcher of the Company.

77. Inform about the incidents almost taken place the responsible employee of the Company or write to the e-mail drosiba@conexus.lv.

XI. Awareness and responsibility

78. Taking into account the contractor's participation in the company's processes and activities, and mutual cooperation in the execution of contractual works, it is necessary to be aware of the impact of the activities of the contractor on the work result and reputation of the Company.

79. With regard to the activities of contractors at the facilities of the Company, the Company's personnel can provide information about the experience, work environment risks, environmental aspects and energy efficiency of the company, but at the same time, appropriate performance is expected from the activities of the contractors so that they do not harm the reputation of the Company.

XII. Final provisions

80. This instruction shall enter into force on the next day after signing thereof.

81. The instruction INA-DAI-111 "Instruction for employees of the contractual organizations on the internal procedure and safe performance of works" of 08.05.2018 shall become void.

82. Personnel of Contractors, who fails to comply with the requirements of the instruction, shall be responsible in accordance with the procedure determined by regulatory enactments of the Republic of Latvia.

83. Labour Safety and Technical Control Division of the Environment and Labour Protection Department shall be responsible for the revision of the instruction.

Chairman of the Board (signature*) U.Bariss

* This document is signed with a secure electronic signature.

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<table>
<tr><th colspan="4">Health, Safety and Environment Management Policy</th></tr>
<tr><td colspan="4">Purpose: to determine effective framework in order to preventively gather information and manage possible risks that may affect safety and health of employees, integrity of infrastructure, surrounding environment and society.</td></tr>
<tr><th colspan="4">Management ares and basic values</th></tr>
<tr><td>• Occupational health
• Labour protection
• Fire safety</td><td>• Environment management
• Energy management</td><td>• Civil protection
• Industrial emergency risk management</td><td>• Infrastructure facility security</td></tr>
<tr><th colspan="4">FUNDAMENTAL PRINCIPLES</th></tr>
<tr><td>1) Compliance of processes with industrial standards</td><td colspan="3">We introduce and maintain the related processes in accordance with the requirements of international standards.
We constantly look for the improvement possibilities.</td></tr>
<tr><td>2) Compliance with and development of regulatory enactments</td><td colspan="3">We comply with all binding regulatory enactments.
We get engaged in the development process thereof.</td></tr>
<tr><td>3) Ensuring the successful operation of the management system</td><td colspan="3">We regularly perform identification and assessment of risks and determine the improvement measures: occupational health and work environment risks; fire safety and explosion hazard risks; environment risks; energy consumption risks; emergency situation and industrial accident risks; physical safety risks.</td></tr>
<tr><td>4) Determination of effective operational purposes and measures</td><td colspan="3">We regularly determine operational purposes of occupational health, safety and environment management and measures for achievement thereof.
We grant the resources necessary for their implementation</td></tr>
<tr><td>5) Maintenance of management competences in high level</td><td colspan="3">We regularly ensure information, training and qualification increase for personnel</td></tr>
<tr><td>6) High response readiness for emergency situations</td><td colspan="3">We maintain high readiness for emergency situation and the ability to respond to them.
We periodically gather information and assess the possible scenarios of emergency situations and improve action plans.
We regularly organize trainings in order to ensure readiness of the personnel.</td></tr>
<tr><td>7) Mutual cooperation and communication</td><td colspan="3">We maintain active communication and cooperation with both staff and other interested cooperation parties on related topics.</td></tr>
<tr><td>8) Preventive action</td><td colspan="3">We want to avoid accidents.
We want to identify opportunities for improvement.
Therefore, each of us shows initiative and responsibility by informing about: improvement proposals; observed risky situations; near accidents.</td></tr>
<tr><td>9) Constant compliance and suitability of the management system</td><td colspan="3">We regularly monitor the key performance indicators of the management system.
We perform internal and external audits.
We review the operation of the system at the senior management level.</td></tr>
<tr><td>10) Constant improvement of the management system</td><td colspan="3">We are constantly looking for opportunities to improve in order to: reduce the impact on the environment; reduce work environment risks for employees; improve energy efficiency indicators.
We consider the needs and wishes of all stakeholders as much as possible.</td></tr>
<tr><td>11) Receipt of goods and services in accordance with the established criteria</td><td colspan="3">We purchase goods and services and develop projects that: create as little impact and risk as possible for the environment and employees; improve energy efficiency indicators; ensure the physical security of the infrastructure.</td></tr>
</table>