

	Date	Sign
Created	2015-09-11	S. Nilsson
Revised / Approved	2024-10-28	QHSE / CEO
Revised / Approved	2026-03-23	QHSE / CEO

## GENERAL RULES

### Laws and regulations

Any work performed within the facilities of Vänerhamn AB shall be conducted in accordance with applicable laws and regulations.

### Restricted area – Port Security

The ISPS Code (International Ship and Port Facility Security Code) for maritime security, as well as the regulations for enhanced port protection, apply to all Vänerhamn ports. Port and maritime security aim to prevent intentional unlawful acts and protect shipping against external threats. The regulations include, among other things, controlling access to ports and vessels, the cargo being handled, and the individuals present in the ports.



#### Note that:

When a vessel is in port, the area is under video surveillance, and unauthorized persons are not allowed in the quay area marked with a yellow barrier line (approx. 10–15 meters from the quay edge) and signs indicating the ISPS area.

### Access control to restricted area

Contractors, visitors and other partners must register their visit in advance. Employees and others with a permanent workplace in the port are granted access. External partners who visit frequently (several times per week) may, if necessary, be assigned with personal access.

Once the reason for being approved to enter the port area—such as loading/unloading, performing work, or similar—has been completed, the area must be vacated. Remaining in the port area without a valid reason is considered unauthorized presence, which is not permitted.

### ID checks, searches & vehicle inspections

ID checks and searches may occur when staying in the port. Car and truck drivers are required, upon request by security personnel, to allow their vehicle to be inspected when inside the port area as well as upon entry and exit to/from the port.

### Photo prohibition

A general ban on photography and filming applies within all Vänerhamn AB facilities. Photo permits are issued by the Operations Manager at each facility in consultation with the Security Manager, CEO or the Marketing Manager.

### Food & refreshments

Vänerhamn requires maintaining good environmental standards and hygiene in our warehouses. Therefore, it is strictly prohibited to consume food, fruit, etc., in our warehouses. Food waste and food packaging must not be disposed of in the warehouses, not even in bins or waste containers.

### Smoking

Smoking is prohibited in all Vänerhamn AB facilities, except in designated areas.

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## Alcohol & drugs

The alcohol and drug policies of Vänerhamn apply to all employees, external partners and their employees. Activities within the facilities of Vänerhamn are entirely incompatible with the use of alcohol and drugs. Random testing may occur. Random testing is carried out, and individuals found under the influence will be removed and reported to the police

## Theft

Theft or misappropriation of Vänerhamn property or handled goods will be investigated and reported to the police

## COORDINATION OF WORK ENVIRONMENT ISSUES

**Vänerhamn AB is responsible for coordinating work environment matters, which means ensuring that work environment efforts are aligned for its own staff as well as external parties working in the port. Employers and individuals working on site must follow given safety instructions.**

To ensure safe working conditions within Vänerhamn's facilities, the work of external parties must be coordinated with other operations carried out within the port area. This is achieved through coordination meetings between the relevant parties before and during the work.

Each employer is responsible for the work environment of their own employees. The coordination responsibility applies specifically to the coordination of work environment risks and does not constitute overall responsibility for the involved companies' work environment efforts. Self-employed individuals also have work environment responsibilities.

### Safety Coordination meetings

As the party responsible for coordination, Vänerhamn arranges coordination meetings and, when necessary, joint safety inspections with relevant external partners, such as contractors and any subcontractors.

The coordination should ensure a safe working environment for everyone working within the port area. During coordination meetings, for example, high-risk work tasks can be scheduled, responsibilities for specific safety measures can be clarified, and checks can be made to ensure that partner personnel have the necessary information, training, and permits to, for instance, work within the port area and operate cranes, forklifts, aerial lifts, or similar equipment.

It is mandatory for the person responsible for work environment from the relevant companies to participate on these occasions.

### Working hours

Vänerhamn's normal working hours, Monday–Friday, 7:00 AM to 4:00 PM, must be observed unless otherwise agreed.

### Insurance

External partners must have valid insurance covering:

- Liability insurance for their operations.
- Employment and security-related insurance for their personnel.
- Standard insurance for completed work, as well as insurance for vehicles, machinery, and other property.

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## PERSONAL PROTECTIVE EQUIPMENT

Employers must provide their employees with the personal protective equipment, PPE, that the work requires. The equipment must meet the requirements laid down in laws and other regulations and standards.

The need for additional PPE than that specified below is assessed at each workplace for the work to be performed.

### Mandatory PPE

The following protective equipment is a minimum requirement and must be worn when working/staying outdoors in the port area, in warehouses and when driving loaders, forklifts and other vehicles.

- High-visibility garment on upper body, CE marked according to EN 471 alt. EN ISO 20471, at least class 2
- High-visibility trousers, CE marked according to EN 471 alt. EN ISO 20471, at least class 1
- Safety shoes, CE-marked according to EN 345, class S3

For visitors and truck drivers, who are temporarily/short-term staying in the port, as well as for office staff, the requirement for warning pants does not apply.

### Protective helmet/hard hat

Protective helmet with chinstrap with at least three-point attachment and CE marked according to EN 397, shall be worn when:

- Working or visiting on board vessels
- Working in quay areas alongside vessels
- Inspecting lifting equipment
- Whenever working where there is a risk of falling objects



### Additional PPE

- Ear protection (earmuffs or earplugs) CE marked according to EN 352 must be worn where noise level exceeds allowable limits, see signs on the premises and work instructions.
- Eye protection (safety goggles or visors) CE marked according to the minimum requirements in EN 166, is required at workplaces with particular risk of eye injuries, see signs on the premises and work instructions.
- Protective gloves, CE marked according to the applicable standard based on the risks of the work, shall be worn when there is a risk of hand injuries, e.g. when putting lifting equipment on goods, using chemicals etc.
- Respiratory protection, CE marked according to the applicable standard based on the risks of the work, is required at workplaces with specific risks of inhalation injuries, see signs on the premises and work instructions.
- When working at height, i.e. heights above 2 meters, where other fall protection is not possible to use, the use of CE marked fall protection equipment is always required.
- A life jacket with an integrated harness and sufficient buoyancy, >150 N, should be used for mooring work and similar work where there is a risk of falling into the water. Since work in the dark occurs, it is recommended that the life jacket is equipped with an emergency light.