

01/07/2020

METSÄ GROUP's minimum safety requirements FOR SERVICE PROVIDERS

Metsä Group aims to ensure a safe and operationally reliable working environment every day. This goal applies to Metsä Group's staff, as well as all service providers and their subcontractors working at Metsä Group's mill areas (hereinafter the "shared working area"¹).

Everyone working in Finnish mill areas must hold a valid occupational safety card and complete Metsä Group's online safety induction training and any other possible mill-specific safety induction training before performing their work.

The guidelines on minimum safety requirements apply to:

- Companies that operate in a mill area on a permanent basis
- Companies that participate in annual maintenance shutdowns
- Companies that participate in project work

The guidelines do not apply to drivers of heavy goods vehicles or delivery vehicles. The drivers of heavy goods vehicles complete a separate heavy-vehicle safety induction.

1 General

- Service providers must comply with laws, decrees and regulations issued by the authorities, as well as the standards, guidelines, requirements and site-specific regulations provided by Metsä Group. Furthermore, service providers must ensure that their company and its subcontractors have all qualifications related to the deliveries and tasks in question, as required by all applicable laws and regulations.
- The work complies with the site's guidelines and procedures related to work requiring licences. A permit is required for hot work, work in tanks and work on pipelines, for example. Other tasks requiring permits also take place on the site. Each service provider and subcontractor is provided with induction to the work permit practice.
- Service providers are responsible for ensuring that the machines, equipment and protective equipment used for work are in good condition and suitable for the work being performed. Service providers are obligated to perform and record commissioning inspections and regular inspections on the machines, tools, lifting equipment and lifting accessories they bring or order to the construction site.
- Service providers must seek Metsä Group's approval for all of the subcontractors they use and verify the subcontractors' safety performance with the client's representative for the entire subcontracting chain.

2 Proactive safety work

- Those operating in the shared working area must commit themselves to performing preventive safety work in accordance with the requirements and goals set by Metsä Group.

¹ Terms in accordance with the Occupational Safety and Health Act

01/07/2020

- Service providers' safety performance is audited at regular intervals.
 - ✓ Safety performance = verification that the company performs predictive safety work, results are monitored and the required corrective measures are taken to reach the set goal.
- Service providers operating at the mill prepare a safety plan based on a risk analysis of their own operations, which is reviewed and approved by the client's representative. The approved safety plan is stored as an appendix to the purchase agreement.
 - ✓ Safety plan = depending on the extent of operations, the safety plan can be the service provider's own plan or based on Metsä Group's safety plan template, but as a minimum, it pertains to the service provider's own working area and the effects of their work on other operators. A service provider's readiness for first aid is also stated in the service provider's own safety plan.
- A written risk assessment must be completed for the site of the work, in the form of either a safety plan prepared by the service provider or a task-specific hazard identification (with regard to those working at the mill on an occasional basis). Proof of hazard identification and risk assessments must be presented if requested.
- Any lifting work carried out in mill areas must comply with the instructions from Metsä Group.
- Service providers are obligated to participate in safety inspections and risk assessments in accordance with the requirements set by Metsä Group.
- Personnel working in the area may only access the areas required for their work.
- Service providers must comply with Metsä Group's safety interlocking standard in securing work sites.

3 Supervision and monitoring

- Service providers are responsible for supervising the work assigned to them and for monitoring their employees in the working area, unless otherwise agreed in writing. Service providers must provide their supervisory staff with sufficient resources to ensure safety. Even though Metsä Group's representatives issue technical instructions to service providers' employees for carrying out the work, the responsibility for supervising the work is not transferred in the process.
- If separately agreed, a service provider's employees may work under Metsä Group's supervisors, in which case Metsä Group's representatives are responsible for ensuring safety at work.

4 Requirements concerning the competence of personnel:

- Access to mill areas requires an access pass applied for and approved in advance. Vehicle passes must also be applied for in advance.
- Each employee who will be carrying out hot work, as well as employees supervising hot work and those issuing permits, must have a valid hot work permit.
- Employees must have sufficient professional skills and comply with statutory and other qualifications for the safe execution of the work.
- Employees operating machines and lifting platforms must have the required permit from their employer and qualifications/training from the owner of the equipment.

01/07/2020

- A service provider's personnel in Finland must carry personal IDs with photographs that must indicate the name of the person, their employer and tax number. The required personal ID is a Valtti card.

5 Personal protective equipment

- In terms of personal protective equipment, service providers must comply with Metsä Group's requirements and their employees must use the protective equipment required for their work.
- Service providers are responsible for providing their employees with the necessary protective equipment (such as safety helmets with chin straps, protective eyewear, hearing protectors, safety shoes, harnesses, protective clothing, respirators, lamps, gas alarms, radiation detectors, etc.)
- Each employee's work clothing must clearly indicate the name of their employer.

6 Reporting safety observations, dangerous situations and accidents

- Service providers must inform Metsä Group's contact person immediately of any safety observations, hazardous situations, injuries, other accidents or damage.
- Service providers must also draw up written reports delivered to Metsä Group's contact person on any hazardous situations, injuries, other accidents or damage no later than on the day following their occurrence.
- All hazardous situations, injuries, other accidents or damage that occur in a mill area are investigated by Metsä Group; the service provider involved is obligated to participate in such investigations.
- Service providers must have alternative work arrangements in place.

7 Fall protection

- On site, the risk of falling is prevented primarily by structural means and secondarily with personal fall protection (such as a harness preventing falls).
- Structural means include work platforms, scaffolding and lifting platforms.
- If the risk of falling cannot be prevented by structural means, a service provider must draw up task-specific fall protection plans. A service provider's own fall protection plan must furthermore include a separate rescue plan for rescuing a person whose fall has been arrested by their harness.
- Unless otherwise agreed, service providers must ensure that the necessary CE-marked protective equipment and systems have been acquired and installed.
- The falling of objects on passageways must be prevented by, for instance, covering passageways. If this cannot be done in a reliable manner, passage to the hazardous area must be prevented.

8 Hazardous substances and sources of radiation

- Service providers and Metsä Group must agree on any hazardous substances and sources of radiation to be used on the construction site. Service providers must provide Metsä Group with

01/07/2020

a list of the chemicals they use and keep the safety datasheets for the chemicals in a visible place.

- The use of X-ray and other equivalent equipment is subject to any instructions from the authorities. In addition, the hazardous area must be closed off with clearly visible signs, and guarding for such areas must be arranged.

9 Tidiness and cleanliness

- Each service provider must keep their work environment clean and tidy on a daily basis. The work also includes cleaning the working area immediately after the work has been completed, and sorting waste and surplus supplies and removing them from the work site in accordance with Metsä Group's instructions or transferring them to a location designated by Metsä Group. Service providers are responsible for equipping work sites with the necessary waste collection bins, unless otherwise agreed.
- Should a service provider fail to take care of these obligations, Metsä Group may have the work site cleaned at the service provider's expense without a separate agreement.

10 Fire safety

- Service providers must ensure that their operations do not cause a risk of a fire or another accident.
- Service providers are responsible for acquiring sufficient initial fire suppression equipment and for ensuring hot work guarding.
- Unless otherwise agreed, service providers are obligated to comply with Metsä Group's hot work plan.

11 Information security

- The documents related to the work are the property of the client, unless otherwise agreed. Service providers and other operators with access to the construction site may not disclose information related to the production process, finances or other confidential issues to third parties. Documents containing confidential information must be destroyed in a reliable manner.
- Photographing or recording videos on Metsä Group's premises or mill areas is prohibited without permission.

12 Procedures for breaches

- Metsä Group and service providers ensure – through induction, training, guidance and monitoring – that no one acts in breach of the safety instructions.
- All safety breaches are always reported to Metsä Group's contact person and the supervisor of the employee in question.
- In the event of such a breach, Metsä Group may remove the employee in question from the shared working area and prevent them from accessing the area for a specified period of time. Any removals from a site can be expanded to cover all of Metsä Group's units.

01/07/2020

- Zero tolerance is applied to the use of alcohol and narcotics, and the consequence is always removal from the site. Breathalyser tests are carried out in compliance with Metsä Group's instructions.
- If the same service provider repeatedly neglects their duties or the negligence is considered to be particularly serious, the purchase agreement on the work can be terminated and a waiting period employed according to the customer's consideration.

13 Complementary instructions

- Service providers must comply with any complementary safety guidelines and instructions provided by Metsä Group or its mills.