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1 Minimum safety requirements for service providers

Metsä Group's target is to ensure a safe and operationally reliable working environment every day. This target applies to Metsä Group's staff, as well as all service providers and partners working at Metsä Group's mill areas (hereinafter the "shared working area"¹). Everyone working in the mill area must hold a valid occupational safety card and must have completed the online safety induction training programme or another safety induction training programme for the mill area before performing their work.

Any deviations from the requirements of this document must be separately entered in the procurement agreement.

The minimum safety requirements have been approved by the management teams of Metsä Group's business areas. Metsä Group's team of regional safety managers is responsible for maintaining the guidelines.

1.1 General requirements

- 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.
- The supplier must immediately inform the client and those working in the working area of any hazards arising from its operations.
- Suppliers' safety performance will be taken into account in the service procurement phase. The supplier must seek approval for all of the subcontractors they use and verify the subcontractors' safety performance with the client's representative for the entire subcontracting chain.
 - 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.
- Suppliers operating frequently 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 supplier's own plan or be based on Metsä Group's safety plan template, but as a minimum, it pertains to the supplier's own working area and the effects of work on other operators.
- A risk assessment must have been completed in writing for the site of the work, in the form of either a safety plan prepared by the supplier or task-specific hazard identification (with regard

¹ Terms in accordance with the Occupational Safety and Health Act

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to those working occasionally at the mill). Proof of hazard identification and risk assessments must be presented if requested.

- If work must be carried out in a hazardous area or on scaffolding or if the work must be coordinated with production, the supplier must prepare a separate risk assessment and inform the production organisation about it.
- The supplier and subcontractors must comply with valid laws, decrees, regulations issued by the authorities, and guidelines, requirements and site-specific regulations issued by Metsä Group. Furthermore, the supplier must ensure that the company and its subcontractors hold all eligibility, access and work permits 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 licence is required for hot work, work in tanks and work on pipelines, for example. Other tasks requiring licences also take place on the site. The licence procedure must be explained to each supplier and subcontractor.
- The supplier is responsible for ensuring that the machines, equipment and protective equipment used for work are in good condition and suitable for the work being performed. The supplier is obligated to perform and record commissioning inspections and regular inspections of the machines, tools, lifting equipment and lifting accessories it brings to the construction site.
- The supplier is responsible for ensuring that a separate lifting plan is prepared in writing for each unusual or dangerous lifting task.
- The supplier is obligated to participate in safety inspections and risk assessments in accordance with the requirements set by the client.
- Personnel working in the area may only access the areas required for their work.
- The supplier must be prepared to lock the safety switches on its worksite using personal locks.

1.2 Supervision and monitoring

- The supplier is responsible for supervising the work assigned to the supplier and for monitoring its employees in the working area, unless otherwise agreed in writing. The supplier must provide its supervisory staff with sufficient resources to ensure safety. Even though Metsä Group's representatives issue technical instructions for the supplier's employees for performing the work, the responsibility for supervising the work is not transferred in the process.
- If separately so agreed, the supplier's employees may work under Metsä Group's supervisors, in which case Metsä Group's representatives are responsible for ensuring safety at work.

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1.3 Requirements concerning the competence of personnel:

- A week before beginning the work, the supplier must provide the client with a list of the employees who will be performing the work.
- All employees and supervisors working in Metsä Group's mill areas must have a valid occupational safety card and must have completed the safety induction training programme mentioned in section 1.
- 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.
- The organisation of first-aid preparedness during the work will be negotiated locally in the agreement phase. The preparedness is verified in the supplier-specific safety plan.
- Employees must have sufficient professional skills and comply with statutory and other obligations for the safe execution of the work.
- Employees operating machines and passenger hoists must have the required licence from their employer and qualifications/training from the owner of the equipment.
- The supplier's personnel must have personal IDs with photographs that must indicate the name of the person, their employer and tax number.

1.4 Personal protective equipment

- With regard to protective equipment and other safety regulations, the mill area's minimum requirements must be followed and the protective equipment specified in the safety plan must be used. The employee carrying out the work must use additional protective equipment if the task so requires.
- The supplier is responsible for providing its employees with the necessary protective equipment (such as safety helmets, protective eyewear, hearing protectors, safety shoes, harnesses, protective clothing, respirators, lamps, gas alarms, radiation detectors, etc.)
- Each employee's name and their employer must be clearly indicated on their work clothing or in a similar context.

1.5 Reporting safety observations, dangerous situations and accidents

- The supplier's representative must immediately report any safety-related observations, dangerous situations, accidents or incidents that may have occurred to Metsä Group personnel and its subcontractors.

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- Accidents and serious dangerous situations must be immediately reported to Metsä Group's contact person. In addition, the supplier must prepare a written report on the following working day at the latest and submit it to the client's contact person. The way in which the accident or damage will be investigated will also be agreed at this time in cooperation with the client's representative.
- The supplier is obligated to investigate any accidents or severe dangerous situations related to their operations within one week of their occurrence. All accidents, severe dangerous situations and incidents will also be investigated by Metsä Group, and the supplier's representatives are obligated to participate in the investigation.
- The supplier must have an alternative work arrangement in place.

1.6 Fall protection

- The supplier must assess the risk of falling related to the work and prepare a fall protection plan. Unless otherwise agreed, the supplier must ensure that the necessary protective equipment, temporary structures and work platforms have been acquired and installed. Scaffolding must be dismantled after the work has been completed.
- If there is a risk of supplies or waste falling onto working areas or access routes, the supplier must isolate the area using fences, roofs, warning signs or other safety equipment.

1.7 Hazardous substances and sources of radiation

- The supplier and the client must agree on any hazardous substances and sources of radiation to be used on the construction site. The supplier must provide the client with the list of the chemicals it uses and keep the safety datasheets for the chemicals in a visible place.
- When using X-ray or similar equipment, the danger zone must be closed off using clearly visible signs, or security must be arranged for the dangerous area.

1.8 Tidiness and cleanliness

- Each supplier 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 in accordance with the Waste Act or transferring them to a location designated by the client. The supplier is responsible for equipping work sites with the necessary waste collection bins, unless otherwise agreed.
- If the supplier fails to fulfil these obligations, the client is entitled to have the site cleaned at the supplier's expense without prior consent from the supplier.

1.9 Fire safety

- The supplier must ensure that its operations will not cause a risk of a fire or another accident. The supplier is obligated to follow the hot work plan in all hot work carried out in Metsä Group's area.

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- The supplier must ensure that there is sufficient fire extinguishing equipment and hot work supervision, unless otherwise agreed in writing.

1.10 Information security

- The documents related to the work are the property of the client, unless otherwise agreed. Suppliers and other operators with access to the construction site must not disclose information related to the production process, finances or other confidential issues to third parties. Documents containing confidential information must be destroyed reliably and must not be sent to a landfill site. The client's permission is required for taking photographs or recording video in its facilities.

1.11 Procedures for breaches

- Through induction, training, guidance and monitoring, the client and the supplier ensure that no one acts in breach of safety instructions. All observed safety breaches must be reported to Metsä Group's representative and the employee's supervisor.
- Metsä Group is entitled to remove employees from the shared working area and prevent them from accessing the area in the future. Any removals from the construction site can be expanded to cover all of Metsä Group's units.
- Zero tolerance is applied to the use of alcohol and narcotics, and the consequence is always removal from the site.
- If a certain supplier repeatedly neglects their duties or the negligence is considered to be particularly serious, the purchase agreement on the work can be terminated and a qualifying period employed according to the customer's consideration.

1.12 Supplementary instructions

The supplier must comply with the supplementary safety guidelines provided by the mills with regard to investments and unit-specific instructions.