

SAFETY AND CONFIDENTIALITY GUIDE FOR VISITORS OF RAGN-SELLS AS TERRITORY

1. PURPOSE

Ragn-Sells AS and (hereafter RS) have focused their activities on increasing the circular economy of waste. The Company welcomes visitors to its properties to introduce its activities and promote environmentally friendly and sustainable behavior in society.

The purpose of the guide is to give the visitor of RS handling an overview of the possible risk factors, to ensure the safety and security of both the visitor and the employee, and to agree on confidentiality obligations.

2. UPDATING OF THE MANUAL

The head of the Environment and Quality Unit is responsible for updating this manual.

3. THE SCOPE OF THE GUIDE

The guide is applicable at all RS locations except offices.

Information for guests and safety rules for those moving around the territory will be introduced before the start of the visit:

1. On [Ragnsells.ee](https://ragnsells.ee) website and in the chapter "Tingimused ja dokumendid" is this guide Safety and confidentiality guide for visitors of Ragn-Sells AS territory.
2. The person receiving the guest(s) sends the guide to the guest for perusal before the day of the visit, asks to read the guide and send it back digitally signed before the visit, or
3. the person receiving the guest(s) prints it out on paper, and the guest examines it immediately before the visit and signs it on paper.

RS employees have the right to ask anyone who violates occupational safety, security, environmental, or confidentiality requirements to leave the territory immediately.

For additional information and suggestions, email ohutus@ragnsells.com or call the occupational safety specialist at 5381 8707.

4. THE MAIN RISK FACTORS

The health and safety of employees and visitors is very important to us. To ensure safety, please familiarize yourself with the following potential hazards:

1. Slipping, falling, tripping – surfaces and floors may be wet and slippery at times; there are differences in level (sorting line, stairs, steps, fallen waste, etc.).
2. Objects falling on a person - when emptying containers, near the sorting line, etc.
3. Impact from a moving machine - various means of transport are constantly driving on the territory - cars, forklifts, etc., and their paths are not always marked.
4. Injuries are due to moving parts of equipment, such as being in close proximity to sorting lines, presses, etc.
5. Puncture and cut injuries - there is debris on the floors (glass fragments, nails, wire, etc., sharp objects).

6. Injuring the eye - fragments fly when the glass breaks, dust, and other flying objects are present.
7. Hazardous waste found in the waste - the risk of infection from used syringe needles, exposure to a dangerous chemical, etc.
8. Biological hazard – after the visit, in case of insufficient hygiene, viruses, bacteria (using stair handrails, opening doors, etc.).
9. Risk of fire - smoking and open flames are prohibited on the premises.

5. ENSURING SAFETY AND SECURITY

To ensure safety and security, it is mandatory to wear personal protective equipment and adhere to the following requirements:

1. When moving around the territory, you must wear:
 - a. high-visibility clothing, such as a safety vest, jacket, etc. and
 - b. safety footwear with a non-slip sole, safety nose, and nail protection.
2. In places with corresponding markings, wear the personal protective equipment required for this area, for example, a safety helmet, glasses, etc.
3. Follow the safety signs and act accordingly.
4. Comply with the requirements of RS and move only under the guidance of an RS employee.
5. When moving, be especially careful in areas where vehicles (including forklifts) are moving and be visible in the territory and in the buildings.
6. It is forbidden to be in the immediate vicinity of the equipment or to touch it.
7. When moving on the stairs, you have to be careful and hold on to the handrails to avoid tripping.
8. Smoking (including the use of e-cigarettes and other cigarette-like products) is permitted only in pre-arranged, segregated, and marked areas. Smoking (including the use of e-cigarettes and other cigarette-like products) is strictly prohibited in the rest of the territory, premises, cars, etc.
9. It is forbidden to make a fire in the handling area!
10. The use of alcohol and narcotic substances is prohibited.
11. It is forbidden to touch the equipment and unsorted waste or sorted materials.
12. You must always be diligent, careful, and not in a hurry because unexpected incidents can occur that cannot be foreseen. In case of any minor unexpected event, notify an RS employee.
13. All personal protective equipment provided for on-site use must be returned to the RS employee.

6. ACTION IN CASE OF DANGER OF ACCIDENT AND FIRE

If you notice a danger of an accident, you must immediately inform the RS employee and, in the future, act only according to their instructions.

If you see a fire or signs of a fire, you must immediately report it to an RS employee and activate the automatic fire alarm bells using the nearest fire alarm button and/or notify the Emergency Response Center by calling 112. From then onward, behave only according to the instructions of the RS employee, follow the markings of the evacuation routes, and, in the event of an evacuation, calmly move to the gathering area.

The contacts of the local first aid providers are on the walls of the rooms and on top of the first aid cabinets.

7. CONFIDENTIALITY OBLIGATION

The Company considers the activities and information shared on the territory of RS and during the visit to be a trade secret, the confidentiality of which is of the utmost importance to the Company.

1. The visitor undertakes to ensure that they keep confidential the information they have learned on the territory of RS and do not directly or indirectly disclose said information to third parties unless required by law, court, or administrative body.
2. Third parties within the meaning of this agreement are primarily competitors of RS, companies or private individuals operating or planning to start operating in the field of waste management, as well as cooperation partners and authorities and other persons who may have an interest in the activities of the field of waste management.
3. The visitor is not allowed to take pictures and film or otherwise record what is visible on the territory of RS without permission from RS.
4. The visitor must coordinate in writing with the RS representative in advance about giving comments to journalists, cooperation partners, customers, acquaintances, or another third party about RS activities.

8. SIGNING

Date of visit:			
Name of handling:			
The person receiving the guest:			Signature:
Visitor:			Signature:
Visitor's workplace:			
Date of visit:			