

Rules of conduct when driving on the site of AVISTA OIL Deutschland GmbH

Scope

These rules of conduct apply to all drivers from forwarding agents and freight drivers who pick up and/or discharge loads in the refinery.

- (1) It is forbidden to smoke on the site (including e-cigarettes). Working with a naked flame (e.g. welding) is only permitted with a valid fire permit. This also includes vehicle interiors.
- (2) Smoking is only allowed in the specially designated areas.
- (3) The engine must be switched off on leaving the vehicle.
- (4) You are only allowed to drive onto the refinery site on being asked to do so. It is not permitted to enter the site without a report of receipt / AVISTA delivery note / freight papers.
- (5) It is compulsory to wear throughout the entire Avista Oil site
 - a. safety shoes (DIN EN344)
 - b. reflective clothing (DIN EN471)
 - c. a safety helmet (DIN EN397)
- (6) In addition, in areas marked in red, these things must be worn
 - a. protective clothing (DIN EN340) [covering all parts of the body]
 - b. safety glasses (DIN EN166) [full-face helmet when loading BII]
 - c. protective gloves (DIN EN 374).
- (7) A safety harness (DIN EN 361) must always be worn when climbing onto tankers. If there is no fixture, the railings on the vehicle must be folded up and the safety harness attached to them.
- (8) It is strictly forbidden to enter railway tracks or climb onto tank wagons except for those people with explicit authorisation to do so.
- (9) Road traffic regulations apply on the site. Vehicles must proceed at a walking pace. The routes specified must be followed.
- (10) It is not permitted to use cameras, film or recording equipment. Mobile devices may only be used in the vehicle cab.
- (11) It is forbidden to consume addictive substances. People who have consumed alcohol will be denied access.

- (12) All drivers must help to minimise environmental impacts and dangers to the environment by driving carefully, not leaving engines running unnecessarily, taking care during loading and unloading processes, etc.
- (13) Any leaks which occur, e.g. during loading and unloading, must be reported to operating staff immediately and removed in consultation with them.
- (14) Before leaving the site, the vehicle must stop in front of the stop line and the engine must be switched off. The vehicle may only leave if the transport papers have been completed and it has been cleared to leave.
- (15) Access routes to the petrol station or buildings and the area near the barrier must be left clear.
- (16) Any instructions issued by employees of the AVISTA OIL Group or by site security personnel must be followed.
- (17) If you have to wait briefly before entering the site, you must ensure that no access roads are blocked and any no parking zones are respected.

Uetze, January 2016 Managing Director