

**With this Annex, the cooperation partner Ragn-Sells AS<sup>1</sup> and its subsidiaries<sup>2</sup> (hereinafter referred to as RS) are subject to the requirements for ensuring occupational and fire safety, security, and environmental protection when operating on the territories and providing services outside the territories.**

**General requirements for a cooperation partner:**

1. The activities of cooperation partners in the field of occupational and fire safety, security, and environmental protection are of vital importance to protect employees, the environment, and property. Cooperation partners are obliged to act based on the principles of RS, putting safety first and minimizing all important risks to the working environment and fire safety. In order to reduce environmental impacts, preventive measures must be implemented continuously.
2. The cooperation partner is obliged to always plan its activities in such a way that the life and health of people (including the cooperation partner's own employees, employees of RS, and third parties) and the environment are not endangered or any other damage is caused during its implementation.
3. The cooperation partner is obliged to ensure that it has valid and all legally required approvals and permits for the provision of the services that are the subject of the contract, for the execution of works, for the use of work-related equipment, for the activities of employees, etc.
4. Based on the agreement concluded with RS, the cooperation partner is obliged to fulfill all the obligations imposed by law on the handler or processor of the respective item, including being solely responsible for the damage caused to RS and/or third parties by breach of said obligation.
5. The cooperation partner must comply with the waste and fire safety legislation established in the Republic of Estonia when transporting and handling hazardous chemicals, flammable waste, and materials.
6. If the cooperation partner uses a subcontractor to fulfill its contractual obligations, it is obliged to inform the subcontractor of the requirements of this Annex. The cooperation partner is fully responsible for the work performed by its subcontractors under the contract as if it were its own work.

**Security and safety requirements:**

7. The cooperation partner is obliged to inform the manager of the territory<sup>i</sup> (or the substitute appointed by them) of the time of starting and finishing the work.
8. The cooperation partner is obliged to ensure the safety of its work and, if necessary, to limit access of outsiders to its work area.
9. The cooperation partner is obliged to drive in the RS territories in accordance with the traffic schemes and speed limits and to follow the principles of sustainable driving when driving.
10. When moving around the territory, you must always 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.
11. In places with corresponding markings, wear the personal protective equipment required for this area, for example, a safety helmet, glasses, etc.
12. Follow the safety signs and act accordingly.
13. 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.
14. It is forbidden to make a fire in the handling area!
15. Electrical work, firework, and other work that requires the fulfillment of specific requirements may only be performed by employees with the appropriate qualifications and license. All equipment used must be safe, and the electrical drive equipment must be grounded.

16. The cooperation partner is responsible for fire safety and for the general maintenance and condition of the working environment. During and after work, the cooperation partner cleans up all waste and/or residual materials in order to reduce the risk of an occupational accident or hazardous situation, such as a fire.
17. It is forbidden to work for RS in an inebriated state, under narcotic or toxic intoxication, or with residual symptoms, and such a person will be immediately dismissed from the performance of duties. Dismissal may result in the termination of the cooperation agreement.
18. In fulfilling its obligations under the contract, the cooperation partner is obliged to immediately inform the head of the RS territory of all accidents and risks of occurrence of accidents that involve or may involve damage.
19. If you see a fire or signs of a fire, you must immediately report it to an RS employee, activate the ATS alarm bells using the nearest fire alarm button, and/or notify the emergency 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.

**Environmental behavior requirements:**

20. All activities are based on an environmentally sustainable way of thinking.
21. The impact on the environment and climate resulting from the activity is prevented and minimized.
22. In the territory of the RS, the vehicle engine must be stopped if it is not necessary for work performance.
23. Prevent waste from flying or falling off the load by covering the loads.
24. Ensure leakage resistance of containers during cargo. In the event of leaks, immediately notify an RS employee.
25. The generated waste must be sorted by type to enable waste to be recycled. The waste must be handed over to a company with a corresponding environmental permit.
26. Avoid or reduce activities that may cause excessive noise and vibration.
27. The cooperation partner is responsible for compliance and control of the quality requirements of materials/services related to the contract. It is recommended that the cooperation partner has its own quality assurance system, which is properly documented and well-known in the company.

**Other requirements:**

28. RS employees have the right to ask a violator of occupational health, safety, occupational and fire safety, or environmental requirements to leave the territory immediately.
29. If it turns out to be desirable due to special circumstances, RS may, at its own discretion, establish additional requirements regarding occupational safety and health, security, fire safety, and environmental protection.
30. An RS employee and/or authorized representatives have the right to inspect the occupational safety and health, security, fire safety, and environmental systems of the cooperation partner and its subcontractors (the inspection must be notified in advance based on the agreement and the principle of reasonableness).
31. The cooperation partner and/or its representative must coordinate with the RS representative in advance in writing about giving comments to journalists, cooperation partners, customers, acquaintances, or other third parties about RS activities.
32. The cooperation partner undertakes to familiarize itself with this Annex before starting work and to fulfill the conditions established in this document.
33. If any rule or instruction is unclear to the cooperation partner or its representative, the person assigning work tasks or the head of the territory must be informed about it immediately.
34. Additional information and suggestions: [safety@ragnsells.com](mailto:safety@ragnsells.com) or occupational safety specialist 5381 8707.

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The name of the territory	Address:	The manager of the territory
Handling in Tallinn	Suur-Sõjamäe 31a, 11415 Tallinn	Handling manager
	Suur-Sõjamäe 33, 11415 Tallinn	
Handling in Tartu	Klaasi tn 3, 50409 Tartu	Handling manager
Handling in Pärnu	Kannuse, Seljametsa village, 86601 Pärnu	Handling manager
Handling in Lepna	Mätliku tee 1, Lepna small town, Rakvere parish, 44408 Lääne-Viru county	Handling manager
Handling in Haapsalu	Lihula mnt 20, 90510 Haapsalu	Management specialist
Handling in Kunda	Tööstuse 8, Viru-Nigula parish, 44109 Kunda	Head of handling
Waste plants	<a href="#">Contacts of waste plants</a>	

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Ragn-Sells AS and its subsidiaries	Legal address	The manager of the territory	Home page
Ragn-Sells AS	Suur-Sõjamäe 50a, 11415 Tallinn		<a href="http://ragnsells.ee">ragnsells.ee</a>
Väätsa Prügila AS	Roovere village, Türi parish, 72805 Järva county	Board member	<a href="http://prygila.ee">prygila.ee</a>
Pandipakendi Automatiseeritud käitlussüsteem OÜ	Suur-Sõjamäe 50a, 11415 Tallinn	Business Development Manager	<a href="http://pandipak.ee">pandipak.ee</a>
R-S OSA Service OÜ	Suur-Sõjamäe 50a, 11415 Tallinn	Project manager	<a href="http://osaservice.ee">osaservice.ee</a>