

## **INSTRUCTIONS**

for drivers arriving at Volgograd branch of Omsktechuglerod OOO for loading with carbon black

*Dear Drivers,*

*Strict rules are in place at our facilities to ensure industrial safety, fire safety and public order. Therefore, please observe the rules below.*

### **Do not load a truck when:**

- it has ragged tarps;
- there are objects in the cargo compartment that may damage the load;
- it is a tractor with a jumbo or low-boy trailer;
- it has a platform in the condition preventing from loading using a forklift (a loaded forklift weighs around two (2) tons);
- it has less than six (6) lashing straps.

### **The driver shall:**

1. provide the staff of the **Foreign Economic Relations Group** with his mobile phone number to be readily available for communication;
2. ensure that the truck has at least six (6) lashing straps (length: at least 12 m, width: at least 5 cm). No loading may be performed unless this requirement is complied with.
3. upon the relevant instructions, leave the plant premises without delay and arrive at the customs post for customs clearance;
4. comply with these Rules.

### **The plant is a hazardous chemical facility!**

**The driver and persons accompanying him shall strictly comply with the following requirements:**

while being on the premises of the plant, please:

1. use only the route and the parking places designated in the Route Map;
2. smoke only in designated smoking areas;
- 3. dispose of garbage only in places marked "Garbage";**
4. when placing the vehicle for loading, comply with the instructions of the packaging unit workers (loaders);
5. comply with public order rules;
6. comply with the instructions of the security guards.

while being on the premises of the plant, please do not:

1. bring onto the premises or drink alcohol;
2. abandon the vehicle or leave it unattended;
3. leave the premises of the plant without the permission of the staff of the **Foreign Economic Relations Group** or the security guards;
4. leave litter or contaminate the plant premises with petroleum products.

DO NOT enter or leave the plant premises at night time!

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**In the event of extortion** (demands to pay for any services) by plant employees or if you have any questions, please contact the **Foreign Economic Relations Group** at **(+7 8442) 66 58 20, 66 59 15, 66 59 04, 66 58 43, 66 58 91**.

Please note that in accordance with Russian law **bribery is a criminal offence**. Therefore, please do not offer plant employees money or gifts in exchange for any services.

**If unauthorized persons commit wrongful acts in respect of you**, please immediately report such facts at: **on the plant premises**

officer of the security: **(+7 8442) 66 59 80**;

**outside the plant premises**

police station: **(+7 8442) 62-40-20**

**on the premises of Krasnoarmeysky Customs Post**

Head of the Customs Post: Anatoliy Svetyukha: **(+7 8442) 99 16 21, 40 28 22**;

Customs officers: **(+7 8442) 99 16 38, 99 16 40, 99 16 35**.