

UPM GLOBAL SAFETY REQUIREMENTS FOR SUPPLIERS

UPM General Safety Principles

To us at UPM, the health, safety and security of employees, visitors and all other people impacted by our operations are of paramount importance. Our aim is to be the industry leader in safety and we expect our Suppliers work with us to reach this position.

Our three safety principles define how we operate.

- Safety first!
- Safety starts with me
- We can prevent all accidents

Scope of Global Safety Requirements for Suppliers

These requirements apply to all UPM suppliers working in UPM premises (the Supplier), including:

1. Regular & resident Suppliers, e.g.
 - i. Cleaning work
 - ii. Service Engineers of contract service companies
 - iii. Catering staff
 - iv. Chemical suppliers' service engineers
 - v. Other consultants staff
 - vi. Maintenance contractors (electricians / piping / welding personnel / partly regularly on site / during shutdowns etc.)
 - vii. Logistics operators at UPM premises (such as wood yard and wood handling operators, outsourced loading/unloading operators, warehouse operators)
2. Temporary Suppliers – any Supplier who attends a site on a one off basis (e.g. emergency repairing or other special needs)
3. Suppliers' sub-contractors – a sub-contractor is a company hired by the Supplier (sub-contractor must follow the same rules as the Supplier).

Delivery/dispatch drivers are required to follow UPM's general behavior rules, together with any relevant site specific rules which they will receive prior to accessing the site. From the requirements set out in this document only those marked with an asterisk apply to delivery/dispatch drivers. UPM general and local safety induction is recommended to delivery/dispatch drivers (e.g. in case of regular deliveries).

Compliance with other rules and disciplinary actions*

In addition to legislation and other prevailing rules and regulations concerning safety, the Suppliers shall comply with UPM rules and instructions and observe good housekeeping in the Purchaser's premises. The Supplier is responsible for the safety of its employees and sub-contractors and their employees as well as UPM personnel affected by the operations of the supplier. The Supplier shall follow the Purchaser's site instructions. Site instructions contain detailed work safety and emergency instructions specific to the unit.

There will be disciplinary actions for the Supplier and their employees violating UPM / site safety rules. Any Supplier whose employees repeatedly violate UPM / local site safety rules will be defined as a non-preferred supplier.

The latest version of these requirements is available at UPM web pages (www.upm.com). Local requirements and instructions are available from the respective UPM site/unit.

Site access rights

Site access right is granted after the following has been completed:

Personnel and identification

The Supplier shall provide the Purchaser's site supervisor with a list of its employees and responsible personnel in accordance to local requirements but always prior first arrival to site. All changes regarding personnel shall be informed to the Purchaser.

The Supplier is responsible for ensuring that all its employees and sub-contractor's employees are capable of verifying their identity.

The Supplier is responsible for ensuring that each employee is qualified for the work agreed. Upon request, the Supplier shall provide a list of required work safety related certificates and permits of its' personnel.

All the Supplier's employees shall also have required valid documentation of work safety related certificates like example occupational safety card and hot work card.

Vehicle access to UPM premises is only allowed with a separate (vehicle) permit. The Purchaser shall not be liable for any accidents with the vehicles.

Induction

UPM safety and local site inductions and info sessions organised by the Purchaser are mandatory for all the Supplier's personnel accessing the site. If separate translation services are needed, the Supplier shall bear the costs for that.

In addition to general UPM induction, a work place specific induction is given by the Purchaser and the Supplier is responsible for ensuring all information is passed onto all employees affected. In addition to UPM safety induction the Supplier shall provide its employees with adequate training pertaining to their duties.

Safety at work

*Legislation and local instructions**

The Supplier shall observe prevailing legislation and any instructions concerning safety at work and fire protection issued by the Purchaser in the work.

UPM has a standardized approach to safety, which is implemented to local practices. It is mandatory for the Supplier to follow these local practices.

Work permit and risk assessment

Work permits are required in those activities identified in UPM and local rules. Based on work scope the Supplier shall conduct together with Purchaser required risk assessments and draw up the permits required for the work.

*Personal protective equipment**

The Supplier's employees shall always wear personal protective equipment (e.g. ear protection, safety shoes, helmet and goggles) at the site in accordance with the Purchaser's instructions.

Permit to work process, done together with Supplier and Purchaser, shall identify additional protective equipment needed.

Tools and equipment

All machinery and lifting equipment has to be in accordance with existing safety regulations and rules. All equipment has to be inspected before taking into use. Use of faulty equipment is not allowed. Tools and equipment should only be used for applications in which they are designed to.

Chemical safety

If any hazardous materials, e.g. dissolvent agents are used, its material safety data sheet shall be provided to the Purchaser prior to the material arriving at site. The Supplier is responsible for his employees' safe handling of work related chemicals.

*Intoxicants and smoking**

Bringing, storing or using alcohol, drugs or other intoxicant at site is forbidden. Any of the suppliers or subcontractors personnel arriving at site or working under the influence of intoxicants will be prevented from entering site. Personnel found working under influence of alcohol or other intoxicant will be immediately removed from the site. Smoking is prohibited on UPM sites, with the exception of locally defined areas. The Supplier undertakes to observe the Purchaser's local regulations concerning smoking.

Emergency response

The Supplier shall ensure together with the Purchaser that there is sufficient number of employees in a work location with valid first-aid skills.

The Supplier is responsible for ensuring its employees respond to emergencies. The Purchaser is responsible for giving emergency instructions to the Supplier and its employees.

If the Supplier causes a false alarm due to its negligence, the Purchaser has the right to claim any additional costs incurred from the Supplier.

Incident reporting, safety walks and observations*

The Supplier shall immediately report accidents and incidents, near misses and other safety issues to the Purchaser. An incident can be safety, asset, environmental or/and reputational.

The Supplier has the main responsibility to investigate and identify the root causes of the incident, in co-operation where needed with Purchaser.

The Supplier is also requested participate to safety walks in line with local practices.

Safety Cooperation

In addition to local legal requirements, the Supplier and the Purchaser shall together organize safety cooperation at the relevant UPM site/unit. Safety cooperation consists of safety related meetings and activities such as reviews of incidents, accidents and near misses/safety observations as well as work place safety walks. The Supplier shall bear the costs of its incurred safety work.

The Purchaser has the right to audit the Supplier's safety performance. The Supplier is obliged to report all safety non-conformances to the Purchaser.