As we strive to become the safest business amongst our peers, we have discovered that our perception of our safety appears to be skewed. In reality our safety is significantly behind other leading companies. In our bid to achieve our goal, we have introduced these rules.

1 The Lenzing Life Saving Rules

1.1 Why have Life Saving Rules?

There is evidence that having and applying lifesaving rules can save lives. There is a maxim which states “There are no new accidents”. In that vein, there are reoccurring accidents and reoccurring fatalities. Life Saving Rules seek to target fatalities, analyze why they occurred and establish some (few but significant) rules which would prevent reoccurrence.

1.2 Development process

Traditionally, whilst various systems and rules were in place at Lenzing, at differing stages of development, there were no standardized LSRs in significant use in the Group, and it was felt that this would aid the Group in moving it is safety maturity forwarded, standardize requirements and the absence of LSRs left us ‘missing a tool’ which could help prevent fatalities across the Group.

In 2012, the International Association of Oil & Gas Producers (OGP) had access to a wealth of technical knowledge and experience with its members operating around the world in many different terrains. They collated and distilled this valuable knowledge for the industry to use as guidelines for good practice by individual members.

OGP sought to consolidate all the major operators LSRs and promote one common approach. Their approach was based on a number of core, and a further number of supplementary, LSRs. Their work was based on industry-wide fatality analysis since 1985. It used data from ~50 operators and 150+ countries. Adoption of the OGP approach was considered by the Lenzing Group Board and Quo Vadis Safety Work Stream, but a single set of core LSR across the Group was the preferred option. Notwithstanding, the analysis and research undertaken by OGP was most useful and shaped the resultant Group Rules. The new Group rules consolidate the learning from all of this work and have been applied to the Group following the establishment of the Quo Vadis Safety Work Stream.

1.3 Scope

The Life Saving Rules contained within this document applies to Lenzing Personnel, Contractors and visitors who are working within Lenzing Sites. References in this document to “Lenzing Personnel” include directors, officers, employees, contract workers, consultants of Lenzing.
1.4 Life Saving Rules – areas covered

1. Critical System Override
   Safety-critical equipment must work correctly to keep you safe!
   Examples of safety-critical equipment include isolation devices/emergency shutdown valves, lock out/tag out
devices trip systems, relief valves, fire and gas alarm systems, certain level controls, alarms, crane computers,
in-vehicle monitoring systems.
   ● You Must:
     ● Obtain authorization from the supervisor or person in charge before overriding or disabling safety-critical
equipment.
   ● If you are the supervisor or person in charge of the work you should:
     ● Point out the safety-critical equipment in your work place.
     ● Confirm the authorization comes from the right level

2. Isolations and Line Breaking
   Isolation separates you from danger, such as electricity, pressure, toxic materials, poisonous gas, chemicals,
hot liquids or radiation to keep you safe!
   Specified life-protecting equipment by the work permit, such as breathing apparatus, electrical arc flash
protection or chemical resistant suits protect you from danger.
   ● You should:
     ● Understand the isolations that protect you from danger.
     ● Confirm with the supervisor or the person in charge of the work that isolations are in place.
     ● Confirm with the supervisor or the person in charge of the work it is safe to start work.
   ● If you are the supervisor or person in charge of the work you should:
     ● Confirm isolation is in place, for example, lock switches, separate pipes with spades, or lock access
doors.
     ● Confirm no stored energy or other dangers remain.
     ● Confirm that it is safe to start work.

3. Work Permit System
   A work permit describes what you must do to stay safe
   ● You must:
     ● Understand the work permit and follow it
     ● Confirm that the work permit is valid
     ● Confirm with the supervisor or the person in charge of the work that it is safe to start work.
   ● If you are the supervisor or person in charge of the work you should:
     ● Confirm if a work permit is required for this work.
     ● Confirm that the workplace has been inspected before work starts
     ● Explain how the work permit keeps you safe
     ● Confirm the work permit is signed
4. Driving Safely
A seat belt protects you from injury in the event of an incident while driving and keeps you safe! Wearing seat belts includes safety belts in (rental) cars, taxis, (mini) buses, trucks, cranes, or forklift trucks, and involves persons in moving vehicles when engaged on company business.

- You (Drivers and passengers) should:
  - Always use a 3-point seatbelt (please note exceptions† above)
  - Check that your seat belt works properly
  - Keep your seat belt properly fastened while in a moving vehicle
  - Check that everyone in the vehicle is wearing a seat belt properly before starting to drive
  - Intervene when your fellow passengers are not wearing seatbelts properly

Speeding or using your phone while driving increases the risk of losing control of your vehicle!

- If you are a driver, you should while driving:
  - Not use a mobile phone or pager, send or read a text message, or use a handsfree mobile phone device
  - Stay at or below the maximum allowable speed for the road you are driving on as indicated by road signs or journey management instructions
  - Stay at or below the maximum allowable speed for the vehicle you are driving
  - Adjust your speed to the prevailing conditions
  - If you are a passenger you should:
    - Intervene if a driver is using a phone in a moving vehicle
    - Intervene if a driver is exceeding the maximum allowable speed

5. Smoking and Flammable Materials
Smoking or use of matches or cigarette lighters could set on fire flammable materials! Designated smoking areas, such as a smoking hut or a smoking room, will keep you safe from causing fire and explosion.

- You should:
  - Smoking is only allowed at designated smoking areas.
  - Know where the designated smoking areas are
  - Intervene if you see someone smoking outside a designated area

- If you are the supervisor or person in charge of the work you should:
  - Inform people about designated smoking areas
  - Ensure that designated smoking areas are clearly marked
Flammable materials must always be stored away from any potential sources of ignition!
- You should:
  - Keep away any source of ignition from flammable materials.
  - Know the procedure for the use and storage of flammable materials
  - Know the actions in case of emergency including fire.
- If you are the Supervisor or the Person in Charge you should:
  - Ensure that sources of ignition are removed from flammable materials.
  - Develop procedures for the use and storage of flammable materials.
  - Ensure that employees are trained on these procedures.
  - Ensure that all employees follow the procedures.
  - Maintain a fire detection system at areas where are the use and storage of flammable materials.

6. Confined Space and Gas Testing

   Obtaining authorization before entering a confined space and conducting gas tests as required!

   A confined space, such as a vessel, tank or pipe can contain explosive gas, poisonous air or other dangers such as a lack of oxygen, things that can fall on you or you can fall from.

   Authorized access keeps you safe

   - You should:
     - confirm with the supervisor or the person in charge of the work that it is safe to start work
     - confirm with the attendant that you can enter a confined space
     - follow the requirements of the work permit
   - If you are an attendant you should:
     - approve and control access to a confined space
     - have means of communication with people in the confined space
   - If you are the supervisor or person in charge of the work you should:
     - confirm that the requirements of the work permit are in place
     - confirm that a qualified attendant is always present when people are in a confined space
     - confirm that gas testing is carried out as per work permit
     - confirm that it is safe to start work

   Air is tested to stop explosions and/or make sure you can breathe the air safely.

   - You should:
     - confirm with the supervisor or the person in charge of the work that the air is tested
     - confirm with the supervisor or the person in charge of the work it is safe to start work
     - stop work if you smell gas
   - If you are a gas tester you should:
     - understand which tests the work permit requires and how often
     - use certified equipment for the tests
   - If you are the supervisor or person in charge of the work you should:
     - confirm that gas testing is carried out as per work permit
7. Working at Height

Protect yourself against a fall when working at height!

Use fall protection equipment when working outside a protective environment where you can fall over 1.5 meters, or local limits, whichever the stricter limit, to keep you safe.

A protective environment includes approved scaffolds, stairs with handrails, and man lifts.

- You must:
  - Have authorization to work at height outside a protective environment
  - Be aware of what fall protection equipment to use and how to use it
  - Check equipment before using it
  - Always tie off when at height outside of a protective environment

- If you are the supervisor or person in charge of the work you should:
  - Confirm that it is safe to start work at height

8. Do not walk under a suspended load

Working or walking immediately under a suspended load is unsafe as the load can fall on you.

A suspended load is an object that is temporary lifted and hangs above the ground (rig floors are excluded from this rule).

- You should:
  - Do Not Walk Under a Suspended Load
  - never cross a barrier controlling an area with a suspended load without authorization
  - follow the instructions of the flagman or the person in charge of the lift

- If you are the person in charge of the lift you should:
  - mark the unsafe area and put barriers in place
  - ensure that nobody walks under a suspended load