

## Code of conduct for applying for access passes

Access to the Tornio plant area and the Kemi Mine requires an access pass, which is supplied in the form of an ID card that includes a Flexim key. The ID cards are printed at the Main Gate of the Tornio plants and the Info Desk of the Kemi Mine. The card is personal. Any misuse of the card (such as passing through gates using another person's card) will result in the removal of the ID card.

### 1 Operating model and safety training

1. Fill out the Excel-based access pass application carefully. Rename each application file as demonstrated below to include both the company name and the applicant's name:  
**Company\_LastNameFirstName\_Kulkulupahakemus**
  - a. Please note! The file must be an Excel file! Other file formats, such as PDF files, will not be accepted!
2. Send the electronically filled out Excel access pass application via e-mail to [kulkuluvat@outokumpu.com](mailto:kulkuluvat@outokumpu.com).
  - a. Please note! You can attach five (5) applications at a time in one e-mail message.
  - b. **Please do not send applications to any other e-mail addresses.**
  - c. The information in the application is transferred automatically from the e-mail address above to the Tornio access control system. Please do not send any additional information / notes / questions to the e-mail address above hence it is not under regular monitoring.
3. A person arriving at the plant area should bring
  - a. an identity document
  - b. a valid Occupational Safety Card and, if required, a valid Hot Work Card / Roof Hot Work Card
  - c. The validity of the person's area safety training will also be checked upon arrival. An ID card will not be handed over before the person has completed the area safety training course.

The Tornio plants' safety and environment training course is held on Mondays from 8am to 10am in training facilities F1 and F2.

- Register with Anja Korkko ([anja.korkko@outokumpu.com](mailto:anja.korkko@outokumpu.com), tel. +358 (0)16 452474) or Tuija Sunnari ([tuija.sunnari@outokumpu.com](mailto:tuija.sunnari@outokumpu.com), +358 (0)16 452438)
- You must register for the course by 12 noon on the previous Friday
- Questions concerning the access pass application: the contact persons above

To register for the safety training course at the **Kemi Mine**, register with:

- aboveground mine: Heimo Pyykkö and Mine Info ([heimo.pyykkko@outokumpu.com](mailto:heimo.pyykkko@outokumpu.com), p. +358 40 081 4105, [info.kemimine@outokumpu.com](mailto:info.kemimine@outokumpu.com), p. +358 16 453511)
- underground mine safety training 1 and 2: Mine Info ([info.kemimine@outokumpu.com](mailto:info.kemimine@outokumpu.com), p. +358 16 453511)
- aboveground course and underground safety training 1 are organized every Monday at 7:15 AM downstairs of the Office building (on business days). Underground safety training 2 is organized every Thursday in underground mine at 12 AM (transportation to underground mine departs at 11:45 AM from mine Info)
- *you must register for the courses by 12 noon on the previous Friday*
- Questions concerning the access pass application: Mine Info ([info.kemimine@outokumpu.com](mailto:info.kemimine@outokumpu.com), p. +358 16 453511)

To register for the safety training course at the **Port of Röyttä**, register with: Pekka Harjuoja ([pekka.harjuoja@outokumpu.com](mailto:pekka.harjuoja@outokumpu.com), p. +358407176028). If you need information on the safety course, please contact the abovementioned person in good time. If you have questions concerning the access pass applications please contact Tornio contact persons above.

**Please leave enough time for the access pass handling procedure when arriving to the plant area, as the Tornio Main Gate and the Kemi Mine Info Desk may be very busy in the mornings!**



## 2 Filling out the access pass application

The following section details the different sections of the access pass application and how to fill them out.

### 1 Personal information of the access pass applicant

First name: The first name of the person applying for the access pass

Date of birth: The date of birth of the person applying for the access pass (in dd.mm.yyyy format or mm/dd/yyyy depending on the country setting)

Last name: The last name of the person applying for the access pass

Tax number: The personal Finnish tax number of the person applying for the access pass. The personal tax number is a 12-digit number found on your Finnish tax card. You can enquire about your tax number at local Finnish tax office (by calling). *The Finnish tax number is usually always required for foreign persons as well.*

Phone number: The phone number of the person applying for the access pass (in form "+xxx...")

Nationality: The nationality of the person applying for the access pass

Company (employer): The name of the company that pays the wages of the person applying for the access pass. For example, if the person applying for the access pass was hired through a temporary work agency, the name of the temporary work agency should be entered here.

Business ID: The business ID of the company that pays the wages of the person applying for the access pass. For example, if the person applying for the access pass was hired through a temporary work agency, the business ID of the temporary work agency should be entered here.

Supervisor: The name of the closest supervisor of the person applying for the access pass

VAT number / Company ID number: The VAT number / Company ID number of the company that pays the wages of the person applying for the access pass. VAT number is required if the company is based in the EU. A Finnish company does not need to enter anything here if their business ID was entered above. Other than EU countries must fill Company ID number (or similar company identification number according to the company's home land practise).

Occupational Safety Card validity: The period of validity of the access pass applicant's Occupational Safety Card. The period of validity can be found on the front of the Occupational Safety Card, in the bottom right-hand corner. Please enter the period of validity as dd.mm.yyyy. For example: 31.3.2014. (PLEASE NOTE! The period of validity is listed on the card in the following format: 03/12. To enter the date in the correct format, always add the last day of the month during which the card is still valid.) Note! The only approved Finnish occupational Safety Card is from the registered association *Työturvallisuuskeskus*.

Hot Work Card validity: The period of validity of the access pass applicant's Hot Work Card. The period of validity can be found on the front of the Hot Work Card, in the bottom right-hand corner. Please enter the period of validity as dd.mm.yyyy. For example: 31.3.2014. (PLEASE NOTE! The period of validity is listed on the card in the following format: 03/12. To enter the date in the correct format, always add the last day of the month during which the card is still valid.)



**Roof Hot Work Card validity:** The period of validity of the access pass applicant's Roof Hot Work Card. The period of validity can be found on the front of the Roof Hot Work Card, in the bottom right-hand corner. Please enter the period of validity as dd.mm.yyyy. For example: 31.3.2014. (PLEASE NOTE! The period of validity is listed on the card in the following format: 03/12. To enter the date in the correct format, always add the last day of the month during which the card is still valid.)

## 2 Access pass information and contact persons

**Start date:** the date in dd.mm.yyyy format (or mm/dd/yyyy depending on the country setting) on which the access pass should become valid.

**End date:** the date in dd.mm.yyyy format (or mm/dd/yyyy depending on the country setting) until which the access pass is needed = the length of the work/project/contract (Please note! The access pass cannot be valid for longer than the validity period of the applicant's safety training!).

**The access pass is being applied for:** Choose the area for which the access pass is being applied for. Enter the mark "x" in the selected areas. This is the only valid mark here.

**Project/work:** enter the name of the project or work, such as the name of a particular annual maintenance shutdown

**Contract / order number:** Enter the number of the contract or order based on which you are applying for an access pass to the Outokumpu plant areas. If you have not been given a contract number in advance, ask for one from the contract contact person (buyer) or the commissioner of the work.

**Main contractor company:** Enter the name of the main contractor, meaning the company from which the work was ordered (can be the same as the company that pays the applicant's wages; in this case, the name of the company should also be entered here).

**Business ID / VAT:** enter the business ID of the main contractor company (or VAT number in the case of a non-Finnish EU country)

**Name and position of the main contractor's contact person:** enter the name and title of the contact person

**Phone number:** the phone number of the aforementioned person

**Contact person at Outokumpu:** enter the name of the Orderer's contact person, for example the name of the person who ordered the work

**Phone number:** the phone number of the aforementioned person

### Foreign employee:

**The required employment, tax and insurance information (such as an A1/E101 certificate) has been given to Outokumpu's contract contact person:** This requirement concerns the foreign employees of the main contractor company. A check here is the service provider's assurance that the aforementioned information has been supplied to Outokumpu's contract contact person. The only valid mark here is "x".

**The details of the representative of the posted worker's company have been given to Outokumpu's contract contact person:** this information must be supplied if the foreign employee's work lasts for more than 14 days. A check here is the service provider's assurance that the aforementioned information has been supplied to Outokumpu's contract contact person. The only valid mark here is "x".

- "In case the employer of a posted worker (the company posting the worker) does not have a business location in Finland, they shall have a representative in this country, who is authorized to act for the company posting the worker in a court of law and to receive on behalf of this company writs of summons and other documents issued by the authorities. The representative shall be selected no later than at the date when the posted worker starts working, and the authorization shall be valid for a minimum of 12 months after the date at which the posted worker ceases working in Finland. A representative need not be selected in case the posting of the worker is no more than 14 days in duration. In case several consecutive employment contracts concerning the posting without interruption or with short-term interruptions only have been concluded between the posted worker and his/her employer, the posting shall be regarded as having been continuous."* Posted Workers Act 9.12.1999/1146, section 4a

### 3 Background check

In accordance with the Finnish legislation on background checks, a background check may be performed on a person applying for an access pass when the worksite is located in the areas of Stainless Oy or Outokumpu Chrome Oy's Tornio plants, the Kemi Mine or the Port of Röyttä. Outokumpu has categorized persons for whom background checks will be performed based on their work assignments. If a work assignment requires a background check, the person applying for the access pass will be notified of this. The applicant will also be asked for written consent to carry out the background check.

### 4 Consent and signature

The person applying for the access pass will be asked to enter their signature here upon arrival to the industrial area. By providing his or her signature, the person consents to their information being registered and processed in accordance with the Personal Data Act (523/1999). By providing his or her signature, the person commits him or herself to following the rules, instructions, and safety regulations of the industrial area, and consents to any safety inspections carried out at the area in accordance with the instructions. By providing his or her signature, the person commits him or herself to returning his or her personal access pass to the Tornio area control center (permit center) or the Kemi Mine information point immediately upon completing his or her work assignments.

### 5 Permit office's verifications

This section is to be filled out at the Tornio plants by the staff of the Main Gate and at the Kemi Mine by the staff of the mine Info Desk. However, the service provider should still check these sections to make sure that the employee has all the necessary documents upon arrival to the plant area.

The permit office has verified the identity of the recipient of the access pass and the validity of his or her Occupational Safety Card (and other cards) based on: The option based on which the information was verified should be checked here

- Driver's license (Finnish citizens only): Please note! A driver's license is a valid form of ID for Finnish citizens only!
- Official identity card: an official identity card can be used to verify the identity of a foreign national. The period of validity and number of the card should be entered on the application.
- A passport can be used to verify the identity of a foreign national. The period of validity and passport number should be entered on the application.
- Occupational Safety Card: this option should be checked once the validity of the person's Occupational Safety Card has been verified
- Hot Work Card: this option should be checked once the validity of the person's Hot Work Card has been verified
- Roof Hot Work Card: this option should be checked once the validity of the person's Roof Hot Work Card has been verified

The permit office has verified the foreign national's right to gainful employment:

Basis for the applicant's right to gainful employment:

- EU/EEA nationality / Swiss nationality: check this option if the applicant is a resident of one of these countries. EU countries are the Netherlands, Belgium, Bulgaria, Spain, Ireland, Great Britain, Italy, Austria, Greece, Croatia, Cyprus, Latvia, Lithuania, Luxembourg, Malta, Portugal, Poland,

France, Romania, Sweden, Germany, Slovakia, Slovenia, Finland, Denmark, the Czech Republic, Hungary, Estonia. EEA countries include the abovementioned countries (excluding Croatia) and Iceland, Liechtenstein, and Norway. Swiss nationality is also a valid basis for the right to gainful employment

If the employee is a resident of one of these countries, a person will be free to reside and work in Finland for up to three months. For a longer staying the residence needs to be registered at a local police department.

- **Employee's residence permit:** Applicants who are not residents of EU/EEA countries or Switzerland are required to have a valid worker's residence permit. The period of validity and number of the residence permit must be taken down (see figure 1). Check this option once the residence permit has been verified.

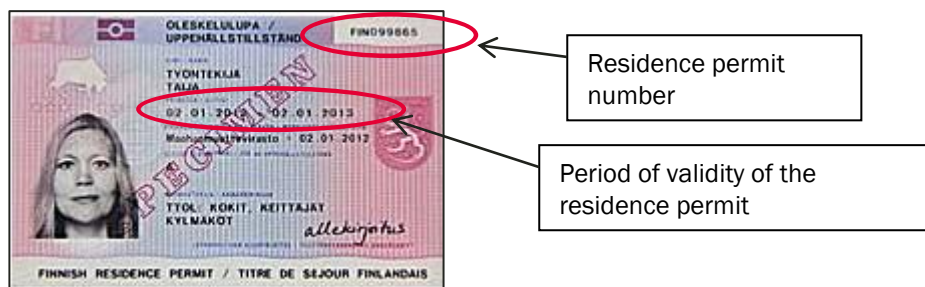


Figure 1. Residence permit and its details

- **Other:** Check this option if the applicant has some other basis for the right to gainful employment (as detailed in the Aliens Act 301/2004). In practice, the applicant must either bring with him or her a document that proves the basis for his or her right to gainful employment, or Procurement must notify the Permit Office of the applicant's basis for the right to gainful employment in advance.