

AS "MADARA Cosmetics"

SAFETY RULES FOR TOUR PARTICIPANTS

I. Subject Matter of the Rules

1. These Safety Rules (hereafter - **the Rules**) define the procedure to be followed by any person (hereinafter - **Tour Participant**) visiting the plant, production facilities, storage facilities and courtyards / outdoor area (hereinafter - **Plant**) of AS "MADARA Cosmetics ", registration No. 40003844254 (hereinafter - **the Company**), as part of a tour organized by the Company in accordance with a tour route approved by the Company (hereinafter - **the Tour**), and specify the liability for any breach or failure to comply with these Rules.

II. Introduction to the Rules

2. During the Tour, the employee or representative of the Company leading the Tour (hereinafter - **Tour Guide**) shall be responsible for the control of compliance with these Rules.
3. Before the Tour, the Tour Guide shall introduce the participants of the Tour with the Rules. The Rules shall be sent to e-mail address of the Tour Participants' representative / point of contact and are also publicly available on the Company's website.
4. Along with the Rules, the Tour Participants' representative / point of contact shall also be sent a registration form of the Tour Participants (**Annex No. 1** to the Rules, hereinafter - **the Form**).
5. The adult Tour Participant or the adult responsible for the minor Tour Participant, determined in accordance with these Rules, (hereinafter - **the Responsible Person**), by signing this Form, acknowledge that they have read the Rules and undertake to abide by them throughout the visit to the Plant, and that they undertake the liability for compliance with these Rules as specified in the Rules.
6. The Company has specified that there should be at least **1** adult **Responsible Person** per **10** minor Tour Participants. The maximum number of Tour Participants (both adults and minors) during the Tour may not exceed 25 people.
7. Submission of the completed Form by the Tour Participants' representative / point of contact shall be a prerequisite for admission of Tour Participants to the Tour. The Tour Guide shall be entitled to request and check the contents of the Form before the Tour. The Tour Guide has the right not to admit the Tour Participants to the Plant or request to leave the Plant if the completed Form is not submitted or is incomplete. During the Tour, the Form shall be at the disposal of the Tour Guide, but after the Tour shall remain with the Company.
8. Responsibility for the content and accuracy of the Form shall rest with the Tour Participants' representative / point of contact jointly with the adult persons who have completed the Form.

III Rules

9. The Tour Participant may only be present at and move around the Plant under the guidance of the Tour Guide.
10. Tour Participants shall be obliged to comply with these Rules as well as any other instructions of the Tour Guide or the Company.
11. When moving along the Plant, the Tour Participant shall be obliged to stay in a single group, not to fall behind and not to wander away.
12. The Tour Participants shall be prohibited from disturbing the Tour Guide, other Tour Participants and well as the employees, representatives and visitors of the Company, including, but not limited to, by shouting, running, making noise, elbowing or fast movement through the Plant.
13. On the Plant grounds the Tour Participants shall be prohibited from using any type of multimedia and electronic devices, listening to audio or video material, with or without headphones, or using thereof in any other manner that may endanger the safety or attention of other Tour Participant and lead to infringement of the Clause 11 of the Rules.

14. Except for the prior permission by the Tour Guide, the Tour Participants are prohibited from taking photos and filming while at the Plant.
15. On the Plant grounds it is prohibited to be under the influence of alcohol, narcotics or other intoxicating substances, as well as to bring such substances into or use at the Plant, to smoke, to carry flammable or otherwise dangerous substances. Use of open flame is prohibited.
16. Tour Participants are obliged to clarify any unclear issues with the Company's representative accompanying the tour.
17. The Tour Participants shall be informed that video surveillance is taking place at the Company.
18. Tour Participants may only be in the designated premises of the Plant and at the locations indicated by the Tour Guide (the Plant Tour Facilities and facilities / areas that may be used by Tour Participants during the Tour are listed in **Annex no. 2** to the Rules).
19. The Tour Participants shall be prohibited from crossing the bounding strips and grey lines located at the premises of the Plant.
20. During a Plant visit, it shall be strictly forbidden to expose yourself or others to danger by touching or move objects or by engaging in other activities that may endanger ones own or others' safety and health.
21. During the visit to the Plant it is strictly forbidden to touch any machinery, equipment, devices, their controls, any buttons or switches, insert any object into the production machinery, devices, equipment or to walk on it.
22. Tour Participants must take special care when at location where electric hoists / cranes or other loading / unloading machinery and internal transport vehicles are operated. It is forbidden to stand under a raised load. It is forbidden to stand in front of or behind the internal transport vehicle. The Tour Participants must observe sound and light signals. When crossing traffic routes, it is necessary to make sure that transport is not approaching. It is forbidden to approach moving (rotating, sliding) parts and assemblies of equipment, devices, mechanisms and units.
23. Except as specifically provided for in the Rules, during the visit to the Plant, it is forbidden to touch any accessories, materials, supplies, products of the Plant, its laboratories, warehouses and other premises.
24. With the prior permission of the Tour Guide and under the supervision of the Tour Guide, it is permitted to touch and use the products without damaging or causing damage to the Company, the Company's premises or other individuals. When testing products, contact with eyes or ingestion should be avoided.
25. During the Plant visit, it is strictly forbidden to sit at non-designated areas, including the stairs. During the Plant visit, it is forbidden to climb over, crawl through, under, or onto any equipment, devices, machinery, workbenches located at the Plant.
26. During the tour, no activities that may be detrimental to the Company's manufacturing process shall be permitted.
27. During the Tour, it is forbidden to take engage in any activity that may damage the Company's property.
28. In the event of a fire or an emergency, when hearing the alarm, the Tour Participants must evacuate the danger area, following the instructions of the Tour Guide and using the safest, nearest escape routes, and proceed to the designated safe assembly points along the escape routes. In such event every individual shall be obliged to call the single emergency number 112.
29. Tour Participants shall be obliged to follow the warning and similar signs and instructions installed at the Company.

IV Liability for Non-Compliance with the Rules

30. In the event of any violation or attempted violation of the Rules, the Tour Guide shall be entitled to perform one or more of the following:
 - warn Tour Participants,
 - reproach the Tour Participants,
 - stop the Tour at any time,
 - expel Tour Participants from the Plant,
 - seize items that do not comply with the Rules,
 - call on authorities (municipal police, state police) to engage in conflict resolution.

- 31.** Any damage or loss caused to the Company, its property, persons' health or property as a result of violation of these Rules shall be the responsibility of the relevant adult Tour Participants or in case of minor Tour Participants - the Responsible Persons.
- 32.** The Company shall not be liable for any kind of accident, breach or damage resulting from any breach of these Rules.
- 33.** The Company shall have the right to take all action provided for in the law to hold those responsible for a particular offence or accident liable under these Rules or the law.

AS "MADARA COSMETICS" TOUR REGISTRATION FORM

Representative / contact person of Tour Participants:

No.	Name	E-mail:	Phone	Signature

I am aware of the safety rules during the visit (tour) at AS "MADARA Cosmetics" and I undertake to comply with them, as well as take responsibility for any breach thereof:

No.	Name	ID-number	Signature	Date

Minors for whom I take full responsibility:

No.	Name

LIST OF PREMISES

1. Lobby on the Ground floor
2. Cloakroom on the Ground floor
3. Lavatory on the Ground floor
4. Tour area, i.e., premises located on _____
(only within the boundaries demarcated with ribbons, grey lines).

Outdoor area - only on the side of the façade in the pedestrian area.

