



Supplier handbook

Version 2.1

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Introduction

The aim of the Supplier Handbook is to provide suppliers with an overall picture of LKAB's rules. The rules cover suppliers who carry out work within LKAB's operations, both within and outside of LKAB's industrial areas, unless otherwise agreed. The supplier is always obliged to be aware of and to comply with applicable legal requirements, even if these are not described in the Supplier Handbook.

The Supplier Handbook contains requirements in the following areas:

- General requirements
- Rescue, alarm, and evacuation
- Working environment
- Environment
- Vehicular traffic
- Security

The supplier handbook can be used as a basis for various stakeholders, but is primarily targeted at the supplier's works management, who are responsible for carrying out systematic self-regulation to

ensure that the assignment is carried out in accordance with applicable laws and regulations. It is also the duty of each employee to be aware of and to comply with these. There may be additional local regulations at each workplace, and these must also be complied with.

The supplier is responsible for notifying LKAB of any subcontractors engaged in any element and must ensure that these comply with applicable laws and regulations. Failure to comply with applicable regulations can lead to sanctions and contract negotiations. More detailed information can be supplied by LKAB's Purchasing department.

Planners and other active parties must also consider other guiding documents and must request these from the appointed contact person within LKAB, e.g., working environment plan and LKAB's technical instructions.

To safeguard co-ordination responsibility, LKAB appoints contact persons (hereinafter "contact persons") based on the scope of the assignment. The contact persons are tasked with assisting in the case of questions regarding e.g., local conditions and risks, joint discussions regarding activities, incidents, and measures, as well as monitoring compliance with requirements.

At all workplaces within LKAB, co-ordination notices are displayed containing contact details for the relevant co-ordination organisation for the area.

Quality assurance and administration of the supplier handbook are conducted within LKAB's Supplier Group, a group comprising individuals from LKAB's various units.

Contact: leverantorsgruppen@lkab.com

LKAB's Supplier Group, 01/02/22

General requirements

Everyone who carries out work within LKAB's operations must be provided with basic protection according to labour law. The demands LKAB places on suppliers are described here.

Supplier Code of Conduct

LKAB's must always meet the most stringent requirements in relevant legislation, rules and regulations, or requirements corresponding to those stated in LKAB's Supplier Code of Conduct.

The Supplier Code of Conduct comprises two sections: Basic Requirements and Other Detailed Requirements.

The Basic Requirements must be met by all suppliers/contractors from the first instance of the delivery of a product or service. The supplier/contractor is responsible for ensuring that all suppliers/subcontractors hired by them comply with the Basic Requirements.

The Other Detailed Requirements describe in greater detail the areas covered by the Basic Requirements and other requirements. LKAB's Supplier Code of Conduct ensures that we collaborate with suppliers who share our values with respect to sustainability and whose ambition is to develop in order to remain at the forefront in these areas.

The requirements are based on the UN Global Compact, UNICEF's Children's Rights and Business Principles, the OECD's Guidelines for Multinational Enterprises, the UN Guiding Principles on Business and Human Rights and the UN Sustainable Development Goals.

LKAB also encourages suppliers/contractors, in turn, to work in a similar manner with their suppliers/subcontractors to ensure compliance with the detailed requirements. By working proactively in these areas and ensuring that the requirements are met, important steps are taken towards the development of our operations and the entire value chain.

For more information concerning the Supplier Code of Conduct and information concerning ongoing procurements, see LKAB's supplier portal. Please refer to www.lkab.com/leverantor

Subcontractors

Primary contractors may hire at most two levels of subcontractors. This means that the primary contractor can at most hire one first-tier subcontractor who, in turn, hires one second-tier subcontractor. A subcontractor is a party that is hired by the contractor to perform work within LKAB's premises/operations. This also includes personnel from staffing companies and consultants who perform work within LKAB's premises/operations. Contractors are responsible for informing LKAB of all subcontractors, and subcontractors thereof (second-tier contractors), which they assign to work at LKAB's premises, and for ensuring that they comply with applicable laws and regulations. The contractor's choice of first-tier and second-tier subcontractors must be approved by LKAB before the subcontractor begins work within LKAB's premises.

Collective bargaining agreements and insurance regulations

In accordance with collective bargaining agreements that are applicable throughout Sweden within the industry in question, all contractors and vendors who perform work within LKAB's operations/premises must ensure terms and conditions for their employees with respect to pay, working time and vacation periods. These terms and conditions must, as a minimum, correspond to what is specified in current legislation. This requirement applies to contractors' employees who perform work under contract with LKAB, as well as to employees of subcontractors who participate

directly in the contract work. The contractor must also hold an F-tax certificate and provide requisite liability insurance for the work that is to be performed.

Requirement for F-tax registration

As of 1 January 2021, the Swedish payer is required to deduct tax (30%) for all payment for work performed in Sweden if the recipient is not F-tax certified in Sweden.

However, LKAB requires that non-Swedish companies that perform work, or who are intended to perform work, for LKAB in Sweden, immediately register for F-tax and can present a Swedish F-tax certificate, unless the Swedish Tax Agency has decided otherwise and has approved an exemption. <https://www.skatteverket.se/>

Labour law and insurance rules

Suppliers who perform work within LKAB's operations must ensure their employees conditions regarding salary, working hours and annual leave in accordance with collective agreements that are applied throughout Sweden in the current industry. The conditions must always at least correspond to current legislation. This requirement applies to the supplier's employees who perform work under contract with LKAB and employees of any subcontractors who directly are part in the contract. The supplier must also hold an F-tax certificate and the requisite liability insurance for the work to be performed.

Safe and effective work

Safe, enjoyable, cost-effective work is achieved in part by taking responsibility. Safe actions involve taking individual responsibility, showing consideration, and highlighting deficiencies. The right attitude is decisive when it comes to preventing ill health and accidents. Dangerous working methods and risky behaviour are never acceptable! The goal is zero accidents and for nobody to be affected by ill health or illness in their work.

Reporting of risks, incidents, accidents, and quality deviations must be performed by all suppliers who carry out work within LKAB's operations. Reporting is conducted via LKAB's deviation management system. Contact your appointed contact person to apply for users.

The role and responsibility of the works management are decisive in all work. It is important for representatives of the works management frequently to be present in the work area to ensure compliance with the rules and a positive working situation for the personnel. The employer always has the principal responsibility for its employees' working situation and performance.

Individual responsibility means that everyone takes responsibility for their own efforts, complies with applicable regulations, and participates in remedying any deficiencies.

Safety First is the collective name for LKAB's work regarding safety at our workplaces. Collaboration, job satisfaction and a good working environment are principal ingredients for effective, successful work.

To ensure safe and effective work, activities must be permeated by a systematic approach to work and by keeping things in good order.

A systematic approach to work means that all those who carry out work:

- Are aware of the risks (working environment, fire, environment, etc.) in the work that is to be carried out, by means of risk assessments being drawn up, updated and communicated.
- Are aware of how risks, incidents, accidents, and quality deviations should be reported.

- Know how they should act in the event of an emergency.
- Have access to correct information.
- Have work-related decisions communicated in a clear and descriptive manner.
- Possess the required permits and expertise to carry out the work and can confirm this.
- Use work equipment that has been checked, approved, adapted and is in good condition.
- Have access to and, if necessary, use personal protective equipment that is adapted, approved and in good condition.
- Receive information about implemented safety and environmental rounds, as well as measures based on these.
- Have access to a work area that is well arranged in relation to the work that is to be carried out (landfill, chemical handling and parking, for instance).

Keeping things in good order means that:

- Good order is maintained within the work area – the right thing in the right place.
- Machines, tools, and equipment are adapted for their areas of application.
- Procedures are in place for keeping premises, machines, tools, equipment, etc., in good condition.
- The work area is cleaned and restored to its original condition when the work is completed.

Reporting suspected breaches

Suppliers should primarily get in touch with their contact at LKAB or with the purchasing unit, HR and sustainability unit, finance unit, or legal unit to report suspected breaches. SpeakUp should be used when normal contact channels are insufficient.

The SpeakUp whistle blower system can be used when you know or suspect that the following is happening at LKAB:

- financial crimes such as bribery, corruption, fraud, or forgery
- significant safety failings in the workplace
- significant breaches of environmental regulations or pollution
- serious forms of discrimination and harassment.

More information about this can be found on LKAB's information about sustainability.

Communication

There are general provisions regarding communication within LKAB's operations which entail the following:

- Always endeavour to achieve personal contact when it comes to providing information or giving feedback at work. All communication should take place in Swedish in the first instance. Other languages may be used, if it has been ascertained that the provider and recipient of the information can understand each other.
- Communication by telephone and radio should take place in Swedish in the first instance. Telephones and radio receivers must be checked and maintained recurrently to ensure that the equipment is in good condition and good working order.
- The supplier must safeguard communications with the outside world by having at least one person working in the work area who can speak Swedish or English. In emergencies, communication by telephone and radio must take place in Swedish or English, so that the recipient of the message understands the information.

- Only Swedish-speaking or English-speaking individuals may work alone, to ensure communication with the outside world. Courier deliveries to Material supplies may however be allowed with the permission of the industrial guard.

Photography

There is a general ban on photography within LKAB's industrial areas and premises unless photography is part of the assignment from LKAB. This ban also applies to the publication of images and film from LKAB's areas in external channels (mass media, social media, marketing, political messages, etc.) without a special permit. A special permit can be obtained through LKAB's contact person in accordance with LKAB's procedures.

Press visits and media productions

Prior to press visits and visits by external stakeholders' media producers (photographers, filmmakers, etc.) to LKAB's operations, the Information Department must always be contacted for an assessment and handling. The Information Department always contacts the party concerned in the operation that is to be visited, before any decision regarding the visit is made.

Alcohol and drugs

LKAB has an alcohol and drug policy. Work may not be performed within LKAB's operations, within or outside of LKAB's industrial sites, by persons under the influence of alcohol, drugs, or other controlled substances.

The supplier must have a drug policy or similar control document, of which the purpose is to prohibit work under the influence of all forms of alcohol and drugs (controlled substances). This policy must be implemented, and all co-workers must be familiar with it. The document must be written in a language that is understood by all personnel.

The supplier must always work proactively to minimize the risk of work being carried out under the influence of alcohol and drugs. The supplier must, at the request of LKAB, give an account of measures taken by the supplier to prevent the incidence of work being conducted under the influence of alcohol and drugs, for example, by carrying out random alcohol and drug testing of personnel who perform work on behalf of the supplier.

All persons who work on LKAB's premises may be subjected to random drug and alcohol testing. In addition to drug and alcohol testing through random checks, testing is also carried out in cases of suspicion and in cases of accidents/incidents. These tests are carried out by an external drug testing company. Personnel who test positive on alcohol or narcotic testing will have their LKAB access permits revoked. If a vehicle operator tests positive in a breath alcohol test, the police will be contacted in the event of suspicion of traffic violation. When a person is summoned for drug testing, the supervisor must ensure that the party in question presents himself/herself forthwith and shows valid identification.

If the person does not show up for testing, their LKAB access card will be immediately revoked. If it is evident that a person is under the influence of alcohol or drugs, LKAB will contact the contractor/employer and the person's access card will be revoked. The contractor will in this case be obliged to take extensive measures to have the person's access card reinstated. The access card will be reinstated if the person, owing to the contractor's measures, can no longer be deemed to constitute a safety risk for LKAB.

Smoking

All smoking indoors is prohibited. When smoking outdoors, consideration must be given to people and ongoing work in the immediate vicinity.

Insufficient compliance with requirements

Non-compliance is normally dealt with by LKAB's designated contact person in consultation with the contractor's supervisor. The most important thing is to act when non-compliance is noted, so that serious incidents or repeated non-compliance can be prevented.

Contractors are responsible for informing LKAB of all subcontractors, and subcontractors thereof (second-tier contractors), which they assign to work at LKAB's premises, and for ensuring that they comply with applicable laws and regulations. Failure to comply with applicable regulations may result in sanctions and contract renegotiation. Further information is available from LKAB's Purchasing Department.

The sanctioning system can be applied if an employee has acted in contravention of applicable regulations:

- Traffic infringements
- The use of violence or the threat of violence, persecution, victimisation, or extortion.
- Damage to property owned by LKAB or another party.
- Incorrect operation or driving of works equipment or vehicles.
- Incorrectly maintained or equipped vehicle. See Vehicle requirements for penalty amounts.
- Incorrect use or absence of personal protective equipment.
- Non-approved removal or damage to safety devices.
- Incorrectly erected cordons, protective railings, scaffolding, non-permitted entry into an area that has been cordoned off, or infringement of Lockout & Tagout.
- Use of non-permitted equipment or equipment that is in poor condition.
- Blocking of evacuation routes.
- Other transgressions that are obviously in breach of laws/regulations, LKAB's internal regulations or LKAB's basic requirements.

All transgressions must be reported rapidly to the nearest works management which, if possible, must act to prevent a repeat. The works management is responsible for reporting transgressions to the contact person.

The degree of severity increases if:

- The supplier has been engaged on a number of occasions and the individual making the transgression is judged to have committed a conscious error.
- The supplier's transgression has entailed that their own personnel and the personnel of others are exposed to an obvious risk.
- The supplier has an extended responsibility within Safety First based on the size and scope of the company.
- The supplier has breached the above on repeated occasions.

The sanctioning system is applied as follows:

- Verbal reminder from the appointed contact person within LKAB – The supplier has carried out a minor transgression.

- Written reminder from the appointed contact person within LKAB – The supplier has carried out a significant transgression.
- Sanctions based on applicable contract (handled by LKAB's Purchasing department) – The supplier has carried out a serious or repeated transgression.

Clarification regarding traffic infringements:

Infringement	Low	Medium	High	Unacceptable
Speed infringements	1-15 kph over signposted speed limit. 1-10 kph over signposted speed limit in 30-kph zone.	16-30 kph over signposted speed limit or repeated instances of violations over a 12-month period. 11-10 kph over signposted speed limit in 30-kph zone.	31-35 kph over signposted speed limit. Repeated instances of violations over a 12-month period. 21-10 kph over signposted speed limit in 30-kph zone.	More than 36 kph over signposted speed limit. More than 26 kph over signposted speed limit in 30-kph zone.
Incorrect parking, engine idling, use of mobile telephone while driving, failure to wear seatbelt.	First occasion	Second occasion	Third occasion	> 3 occasions over a 12-month period
Sanction: revocation of vehicle access permit.	Letter to contractor. The contractor must present an action plan for safety work with respect to traffic issues.	Contractor's vehicle operator: 1 month revocation of vehicle access permit + Letter to contractor.	Contractor's vehicle operator: 2 months revocation of vehicle access permit + Letter to contractor.	Sanction is determined depending on the nature of the violation. Contractor's vehicle operator: minimum 3 months revocation of vehicle access permit. Managed by Purchasing.

Sanctions is handed to the driver of the vehicle if violations have been made regarding incorrect parking or idling. The owner of the vehicle is responsible to investigate who has committed the violation if no person is present.

NOTE! - The driver is not allowed to drive within LKAB operations if the entry permit is withdrawn.

GDPR (The General Data Protection Regulation)

All processing of personal data within the operations of the LKAB group shall be in compliance with the General Data Protection Regulation (GDPR). A data controller is the entity that determines the purposes and means of the processing. When LKAB, as a data controller, assigns an assistant (a so called "data processor") who, within the framework of the assignment, will process personal data for which LKAB is responsible, the data processor is obliged to act in accordance with GDPR, enter into a data processor agreement with LKAB and to only process personal data in accordance with instructions from LKAB. The data processor may only assign processing of personal data to a sub-contracted data processor if this has been approved by LKAB.

If the personal data of persons working for the contractor are processed by LKAB and the contractor does not control the purposes or means of processing, LKAB is the data controller in relation to the said persons. Examples of such processing are registration of personal data in connection with entry to, and exit from, LKAB's sites and facilities, administration of authorization and processing that is necessary for administering the rights and obligations pursuant to the contractor's agreement with LKAB. The data that are processed depend on the nature of the assignment. It is the contractor's responsibility to keep informed of personal-data processing carried out by LKAB in relation to the contractor's employees and sub-contractors and to inform them of this processing. Information concerning LKAB's personal-data processing and the rights of those whose data are registered in relation to those responsible for processing the data is given at lkab.com/GDPR.

Information security and cybersecurity

It is essential that information exchanged between LKAB, and our suppliers is adequately protected. LKAB processes large volumes of information, a considerable part of which should be regarded as sensitive and/or worthy of extra protection.

Suppliers must make sure information processed by them and their subordinates (employees, subcontractors, etc.) within the framework of their LKAB assignments, is adequately protected. Technical measures (such as anti-virus software and firewalls) and administrative measures (such as written procedures) must be used to protect information. Additional safety requirements, further to those stated in this section, may be specified in more detail in agreements between LKAB and suppliers.

All information, regardless of form or format, must be stored safely and processed in compliance with agreed and communicated regulations and/or instructions. If regulations and/or instructions are lacking, the following applies:

- Digital communication (e.g., emails, video calls and file transfers) of LKAB information (which belongs to LKAB or to which LKAB is a rights holder in some other way) must take place via networks that maintain an adequate level of security in accordance with best industry practice and using equipment and software with the same level of security.
- The use of equipment and systems support provided by LKAB must take place in such a way as to provide the need for information and cybersecurity in accordance with best industry practice in the field.
- The supplier's own IT equipment (such as portable computers, tablets, and mobile telephones) may only be used to process and store LKAB information with the approval of LKAB.
- Any remote access to the LKAB IT environment must be specified in the agreement with the supplier. No forms or methods of remote access other than those agreed are permitted. Only remote access methods approved by the LKAB IT department may be used.

The development, testing and commissioning methods used by IT service providers when carrying out assignments to modify IT system functions, must be segregated from each other such that they are performed by different individuals (consultants) from the supplier, or in some other way that involves a segregation of duties (SOD). The supplier may not commission a modification without a decision by LKAB to allow the supplier to proceed with said commissioning.

The supplier may only process LKAB information in such a way and for such purposes as provided for by the agreement with LKAB. Among other things, this means the supplier must process the information securely, that LKAB will control the method of access to LKAB information stored outside

LKAB IT environments (e.g., authentication and user access), that LKAB has the right to obtain information stored by the supplier on behalf of LKAB, and that the supplier must surrender the information in a readable form to LKAB at the end of the contract.

LKAB suppliers must promptly report security incidents (including fraud and theft) related to LKAB information or IT equipment. The use of LKAB computers, telephones, printers, and other such equipment is not permitted except as agreed.

The supplier's personnel will only be granted access to LKAB IT systems, information, functions, and premises to the extent necessary for performance of the assignment. The principle of access minimisation may be monitored. LKAB has the right to require the supplier's personnel to undergo training in information security and cybersecurity as a condition for granting access.

LKAB also has the right to demand written assurances from the supplier's personnel to make sure they have understood the regulations and/or instructions applicable to the handling of LKAB IT equipment and systems and the processing of LKAB information.

Should a different contract document between LKAB and the supplier provide for higher safety requirements than those set out in the safety instructions in this section, the higher safety requirements will have primacy and apply.

LKAB has the right itself, or through a third party with whom the supplier should reasonably be satisfied (such as an audit firm or other independent auditing body), to verify that the supplier follows the instructions in this section and other requirements regarding information security and cybersecurity prescribed in the agreement between LKAB and the supplier. LKAB also has the right to review the information security standards to which the supplier is subject.

Rescue, alarm, and evacuation

This section describes actions in the event of serious incidents, both personal injuries and emergencies.

In the event of a personal injury or emergency

In the event of a serious personal injury that requires medical attention (such as accidents or illness), it is particularly important for the person(s) affected to be looked after as rapidly and effectively as possible.

If a facility's risks have contributed to the supplier having been involved in an accident, the appointed contact person may on request take part in the supplier's investigation.

In the event of an alarm (fire/accident/emission), the following principle is used:

- Rescue – person or persons when the situation is life-threatening.
- Raise the alarm – see table and additional information below
- Extinguish – the fire or limit its spread

Kiruna	Svappavaara	Malmberget	Luleå
112 SOS Alarm	112 SOS Alarm	+46 970-76 112	112 SOS

Evacuation due to serious emergency in Leveäniemi mine, Svappavaara

Open pit mine

- Physical injury or fire/explosion, call 112
- Production supervisor +46 (0) 980-71960

Crushers and sorting plant

- Physical injury or fire/explosion, call 112
- Contact crusher operator via channel 12 or +46 (0) 980-71348

Alarm

Raise the alarm

First call

Note: Extinguishing efforts may only commence if the fire can be extinguished easily without risking your own life or health. Larger fires must only be extinguished by emergency workers. The same applies to cordoning off an area where there is a fire.

Responsibility:

The works management is obliged to ensure that its personnel are aware of how to act in the event of serious incidents, report the incident to LKAB, report the incident to the relevant authority and insurance company, and implement measures to prevent any repeat.

Fire and evacuation alarms

The purpose of the fire and evacuation alarms distributed around the areas within LKAB is to detect fires early and to issue an alarm so that evacuation can take place quickly and effectively.

The following applies:

- Before commencing work, check the situation in the work area.
- Are there fire and evacuation alarms?
- Are alarms triggered manually or automatically?

Responsibility:

- The works management is responsible for checking the location of any fire alarms and evacuation alarms, as well for ensuring that personnel are aware of how to act in the event of an alarm. Contact the appointed contact person if you have any questions.
- Fire extinguishing equipment
- Fires that are discovered early can be extinguished easily. An extinguishing effort may only commence if it is sure to succeed and must never jeopardise the evacuation or the health of individuals.

The following applies:

- All those who carry out work where there is a risk of fire must be able to operate the available fire extinguishing equipment. It must be possible to verify this.
- Before starting work, you must be aware of the location of fire extinguishing equipment and any alarm buttons.
- Checks and inspections of your own fire extinguishing equipment must be carried out in accordance with applicable requirements.

Responsibility:

The works management is responsible for ensuring that their personnel have the expertise to operate fire extinguishing equipment and to ensure that personnel have access to the correct equipment, based on the risks that the work entails. It is extremely important for checks of the work area to be performed in relation to fire before commencing work.

Evacuation and assembly

For an evacuation to be able to take place quickly and safely, there are signs indicating evacuation routes, evacuation plans and assembly points. These are marked/posted in all regular facilities and areas within LKAB.

In the case of temporary workplaces, such as construction workplaces, the relevant information must be clear from the applicable workplace outline plan or from the temporary location's evacuation plan, if one has been drawn up.

The following applies:

- Everyone who carries out work within LKAB's operations is obliged to be aware of the relevant workplace's evacuation routes, assembly points and where the fire extinguishing equipment for the relevant workplace is located.
- Evacuation routes and fire extinguishing equipment must not be blocked, for example by vehicles or materials.

For work underground, the following also applies:

- In the event of an emergency/alarm, affected personnel must go to the nearest indicated assembly point in the first instance, for example a rescue room, assembly room, rescue chamber or other fire cell. The level where the fire has occurred must always be evacuated.
- At the assembly point or some other safe location, contact mine staff/control centre and wait for a decision from there as to whether evacuation is to take place and which evacuation route is to be used.
- Training regarding rescue chambers and evacuation routes is mandatory for everyone who carries out work in LKAB's underground mines.
- Assembly rooms, rescue rooms, rescue chambers and emergency areas
- The action time for assembly rooms, rescue rooms and emergency areas are determined by the capacity of the area, which is posted in each area.

The following applies:

- Written instructions are located inside the rescue chamber.
- The locations of the rescue chambers, assembly rooms and emergency areas must be known to those who are working in the area.
- Note that rescue chambers can be moved at short notice, which means that reviews must be conducted on an ongoing basis. Questions relating to rescue chambers will be answered by the appointed contact person within LKAB.
- Vehicles or materials may not under any circumstances be placed in such a way that assembly rooms, rescue rooms, rescue chambers, emergency areas or fire extinguishing equipment are blocked.

Responsibility:

The works management is responsible for ensuring that all personnel are aware of evacuation routes, assembly points and rescue points (e.g., rescue chambers), and that relevant personnel have received training regarding rescue chambers and have reviewed evacuation routes. The works management must also, continually and in conjunction with a change of workplace, notify both its own and any subcontractor's employees about the location of the local workplace's evacuation routes and nearest rescue points.

The works management must continually check that evacuation routes are kept free of materials and other items that could impede an evacuation. If deficiencies are identified regarding evacuation, collection or assembly, this must be reported immediately to the appointed contact person within LKAB.

Working environment

This section describes the most important working environment requirements within LKAB's operations. It is extremely important to comply with and respect these rules to prevent ill health and accidents.

Personal protective equipment

Personal protective equipment must be used in environments that have been ascertained as entailing a physical risk to the person. Personal protection must always be used based on the risks or applicable requirements that are present in the work area.

The following must be used in all production environments:

- Safety shoes with protection against nails and steel toe caps.
- Approved safety helmet with valid date marking and chinstrap adapted for the helmet (at least a 3-point attachment).
- Full protective clothing that is highly visible. The minimum requirement, regardless of work duties, is jacket and trousers, shirt and trousers, or overalls. Clothing whose function may entail risks is unsuitable as outer garments. Examples include hooded sweatshirts, but also jewellery.

There are also specific requirements for protective equipment in various areas or in the event of various work duties within LKAB's operations:

- Eye protection must be worn for all work where there is a risk that objects or substances can be harmful to the eyes. Complete eye protection (safety goggles) must be worn when working with corrosive substances as well as during grinding or cutting work.
- Ear defenders must be used in noisy environments. The risks must be assessed before ear defenders with a built-in FM radio may be worn.
- Protective gloves must be adapted according to the type of equipment, goods, or substances to be handled.
- Falling protection when working at height (normally > 2 metres).
- Lamps with a burning time of a typical working day must be used in the case of underground work.
- Respiratory protection must be used, based on the harmful substances and/or particles that are present in the environment (respiratory protection comprising a simple paper model is prohibited within LKAB).
- Sealed protective overalls made of dust-repellent material with a fixed hood in the event of decontamination work.
- Protective clothing in the event of electrical work in accordance with EN ISO 11612 and EN ISO 61482 arc (lightning symbol). This also applies in the event of work when there is no voltage.
- Protective clothing in the case of hot work according to EN ISO 11611.
- Hi-vis clothing when working where there is passing vehicular traffic (working on roads, in landfill areas, in inclined drifts, in open-cast mines, work by railways or equivalent) in accordance with EN ISO 20471.

The above points refer to commonly occurring work duties and protective equipment, and several different types of personal protective equipment may be appropriate depending on the work that is

to be carried out. Legal requirements and assessed risks for the work will form the basis for supplementary personal protective equipment.

Responsibility:

The responsibility for supplying the correct personal protective equipment for the work being carried out rests with the works management. Ensuring that the personal protective equipment is used in accordance with requirements and based on implemented risk assessments forms part of the supplier's self-regulation.

Radon

If radon levels above the reference level of 200 Bq/m³ are detected, the contact person must inform affected contractors. Radon exposure exceeding 0.72 MBq/m³ must be reported to Strålsäkerhetsmyndigheten (the Swedish Radiation Safety Authority) by LKAB. The contact person may provide instructions as to how radon exposure can be reduced.

Responsibility:

The works management will be responsible for reporting to Strålsäkerhetsmyndigheten if personnel are working in workplaces where radon levels exceed the reference level, working systematically to reduce radon exposure, risk assessments and remedial measures for reducing radon exposure and providing the contact person with relevant documentation if radon exposure has been ascertained.

Gas warning devices

Gas warning devices must be worn when there is a risk of gas exposure, for example exposure to CO and NO₂. There is a risk of gas exposure during underground work when ore production or preparatory work is in progress, work in enclosed/restricted areas, temporarily heavily trafficked areas, or where diesel-powered mechanical equipment (skylifts etc.) is being used. The risk of gas exposure can also be raised in other environments, based on assessments or occupational hygiene measurements.

The following applies:

- Gas warning devices must be used where gas exposure can reach harmful levels.
- The gas warning devices must be checked, calibrated, and maintained continually.
- Before starting work, the gas warning device must be started in fresh air before entering the area where gas exposure can occur.
- The gas warning device must be turned on throughout the time work is being carried out.
- If the gas warning device issues an alarm (flashing light and audio signal), the work must be stopped, and the area must be left immediately until the gas levels have been investigated and the concentration has fallen to an acceptable level.
- The Staff/Control centre/Control room decides whether and when the work may be resumed.

Responsibility:

The works management must ensure that all individuals working in an area where there is a risk of gas exposure have access to calibrated and maintained gas warning devices. In the event of a gas warning, the works management must ensure that personnel have left the affected area. As soon as possible, the works management must report the risk/incident/accident to the appointed contact person. This person notifies the Staff/Control centre/Control room in order that they can send out information and rectify the problem, if necessary, by means of evacuation and ventilation.

Personal monitors

There are environments in which people carrying out certain jobs can be exposed to substances such as radon, quartz, synthetic inorganic fibres and asbestos. For this reason, personal monitoring is performed for those groups that spend time in environments where there is an increased risk of exposure. If suppliers are covered by LKAB's monitoring, LKAB will supply the measuring instruments.

In the case of personal monitoring, the following applies:

- Measuring instruments must be worn, handled and looked after according to the applicable requirements; they must only be worn in the monitoring area and be stored in a protected location when no work is being performed.
- Measuring instruments must be handed in at a set interval.
- Work rotation and working times must be planned so that the risk of over-exposure is minimised.

Responsibility:

The supplier's works management is responsible for ensuring that its personnel wear, operate, look after and hand in measuring instruments in accordance with applicable requirements. If there is a risk of over-exposure, the supplier's works management is also responsible for planning working hours and, as far as possible, rotating personnel so that the risk of harmful exposure is minimised. If work is carried out in such environments where factors such as poor ventilation or large accumulations of water can increase the risk of over-exposure, the supplier's works management is also responsible for notifying the appointed contact person within LKAB about this, so that preventive measures can be implemented.

Work equipment

Work equipment refers to all types of equipment that are used in the work. Examples include forklift trucks, lifting implements, motors/units, valves, and handheld machines.

The following applies:

- All work equipment that is used in a job must be covered by the prepared risk assessment.
- Work equipment that is covered by inspection requirements must be approved according to Swedish or Nordic standards.
- If the equipment is fitted with a guard to prevent access, or other types of protective plates, to protect against personal injury, these must always be securely in place during use.
- Equipment must always be checked (if necessary inspected) and maintained continually.
- Equipment must generally be type approved (CE marked) unless there are specific reasons why this is not the case.
- If equipment is pressurised and/or includes a pressure container, only accredited persons may make interventions.
- Work equipment must be used for its intended purpose. For this reason, combat knives etc. are generally prohibited unless a special exemption has been granted by LKAB's safety committee. Applications for an exemption are submitted via the appointed contact person.

For individuals who work with forklift trucks or lifting devices and lifting implements, the following also applies:

- Everyone who uses this type of work equipment must have valid training/certificate.
- A personal operator's permit must have been prepared by the person's works management.

- Inspections are approved and carried out on in-house/hired/borrowed work equipment. Only Swedish or Nordic inspections are approved; non-Nordic inspections are not approved.
- The inspection report must be available at the workplace.
- Self-propelled mechanical equipment, such as mobile cranes, which are used in production facilities or underground, are covered by demands for fire inspections, exhaust tests and, if their weight exceeds 3.5 tonnes, also automatic extinguishing systems. See also the section Vehicle requirements.
- The user ensures that function and condition are checked before and after use.
- It is necessary to ensure that those carrying out work can get to safety in the event of fire in the equipment or other emergency situation.

Responsibility:

- The works management must also conduct a systematic check to ensure that the above points have been satisfied.
- It must be possible to verify the risks associated with use, and the fact that the personnel have the required training, expertise and permits.

Cordons and barriers

Cordons and barriers are erected to ensure that people passing or carrying out work in the vicinity are not exposed to risks. Examples of work where cordons or barriers are required include where there is a risk of falling/falling objects, the presence of harmful gases, substances, or particles, as well as when lifting work is in progress.

The following applies:

- Cordons/barriers must be executed in the form of e.g., a rope/flag line, and the cordon/barrier is supplied with a sign indicating the reason and who (incl. telephone number) has cordoned/shut off the area.
- When there is a risk of stepping down or falling, a marked safety cover or railing must be erected. A foot rail and intermediate rails must be installed if the railing is erected directly adjacent to the falling area, to prevent stumbling as well as to stop objects falling to lower levels. If a hole is to be covered, covering (the protective cover) must be performed using a material that remains securely in place and that has sufficient bearing capacity. In addition, the location of the hole must be clearly marked out.
- A cordoned/shut off area may only be entered if the person who has erected the cordon/barrier has approved this.
- A cordon/barrier may only be removed by the person who has erected it. For a hand-over to be permitted, the area must first have been inspected visually, both by the party handing it over and by the recipient. A cordon/barrier may not be removed before the work area is safe and has been restored to its original condition.

Responsibility:

The works management's responsibility is to determine, based on the risk assessment, whether the work entails that a cordon/barrier must be erected. If this is the case, the cordon/barrier must be established in such a way that unauthorised parties cannot access the area from any direction. It is the responsibility of the works management to rectify matters if an incorrectly erected cordon/barrier is discovered, or if a cordon/barrier has not been removed after completion of the work.

Safety devices

A safety device is a physical guard, the purpose of which is to prevent people from being injured due to e.g., accidental contact with moving parts in machines, to prevent falling, to screen off a workplace or to enclose a source of contamination where air pollutants are being spread, etc.

Examples of safety devices include guards, safety railings, etc.

The following applies:

- A safety device must not be made inoperable or removed without a valid reason. In those cases where a valid reason to remove a safety device exists, it must be restored immediately after the measure has been implemented.
- Anyone who acts in breach of this rule may be subject to personal criminal responsibility. A person who removes a safety device is obliged to restore it.
- If a safety device cannot immediately be restored, this must be reported to the works management, the area must be cordoned off and signs must be erected.

Responsibility:

The works management must conduct self-regulation to ensure that the above points have been satisfied.

Work notification

A work notification, also known as a work order, can be issued either in writing via the appointed contact person or by telephone message when working underground and when working in hoisting facilities. When a telephone message is received, the recipient must write down and repeat the message for it to be deemed a valid work notification. The work notification can include specific requirements for execution with regards to safety.

The following applies:

- Information relating to specific requirements must be communicated to employees before the work commences.
- The work must not commence until the measures described have been implemented.
- The work notification must be submitted to the control centre/control room/staff for a signature and to be stored before the work commences.
- The work notification is retrieved from the control centre/control room/staff when the work has been completed and the area restored.

Responsibility:

The works management is responsible for ensuring that the work is conducted in accordance with the above requirements, and for ensuring that the measures that are included in the work notification have been implemented.

Lockout & tagout

Before initiating maintenance on work equipment, ensure that it cannot be started unintentionally while work is in progress. Examples of work equipment include belt conveyors, mills, separators, and pumps.

The following applies:

- Assess the risks before work. Always check which forms of energy (mechanical, pressure or electrical) are present in the equipment or in the risk area before starting work. The designated contact will provide information on how and where to Lockout & Tagout.
- Lockout and tagout the energy sources before commencing work. Pay attention to both electrical and mechanical energies.
- Use a padlock and key to prevent reconnection. Attach an approved sign to the padlock informing that work is in progress and who has put the padlock in place, i.e., company, your name and telephone number. Personal locks are mandatory for all works, and in cases where personal locks are not applicable, an in-depth risk assessment must be carried out.
- Before commencing work, everyone working with or close to the work equipment remains personally responsible for checking and ensuring that the equipment is locked out, tagged out and displays the correct warning signs.
- All parties working on the same equipment must use their own padlock and information sign as described above.
- When work cannot be completed immediately but continues beyond a shift handover or for an extended period, maintain safety by first locking the machinery or work equipment using a machine lock and then a personal lock.
- The owner must always remove the lock and sign once the work is completed.

Works management is responsible for ensuring that:

- these types of works comply with the above requirements
- in cases where the power supply must be locked, anyone working with the equipment is acquainted with the above requirements, has access to
- padlocks and approved signs and are informed about the specific risks applicable to Lockout & Tagout.

Working alone

Working alone encompasses those types of jobs where a person performs work on their own, where nobody is close enough to identify a danger or to rescue the person in an emergency.

The following applies:

- In the case of working alone, it must be possible to contact other people. This can be arranged by means of a technical solution such as a mobile or fixed line phone, a communication radio or by another person regularly visiting the person who is working alone.
- Only Swedish-speaking or English-speaking individuals may work alone, to safeguard communication with the outside world.
- If work has been assessed as being risky or dangerous, the person must have the potential of receiving rapid assistance. If this cannot be satisfied, the work must not be carried out unless another person is present throughout the execution of the work.

Responsibility:

The works management is responsible for ensuring that the staffing level is tailored to the risks that the work entails, and that people who carry out work alone have regular contact with other personnel.

Working at height

Working at height normally includes all work that is carried out more than two metres above ground level.

Work that is less than two metres above ground level may also be counted as working at height, based on the risks involved in the work.

The following applies:

- In the first instance, the risk of falling must be prevented by installing safety railings and/or approved scaffolding. However, safety scaffolding is only approved if a certified scaffolding contractor has erected the scaffolding and posted an approval certificate.
- In the second instance, an approved work platform must be installed for the work.
- If, for some reason, it is not possible to install safety railings, scaffolding or work platforms, work is permitted from a work basket, work pallet or ladder.
- Ensure that those carrying out work can get to safety in the event of fire in the equipment or other emergency situations.
- When working from a work basket or lifting personnel, personal fall protection must always be used.
- All those who participate in the implementation of work that entails lifting personnel must have a permit and be trained for the work. Lifting personnel may only be carried out for temporary work.
- In the event of work carried out from a scissor platform, it is not necessary to use a fall harness, although there must always be fixed fall protection here i.e., safety railings. If the safety railings are folded down, personal fall protection must be used.
- It is not permitted to climb out of the work basket/platform etc. except in locations intended for climbing on and off, nor to use the equipment as an access route.
- If there is a risk of a person being suspended from a fall harness for more than 20 minutes, efforts must be ensured to rescue the individual. The person who carries out personal rescue work must be available at the workplace and have received training.

Responsibility:

The role of the works management in the event of working at height is primarily to plan the safety measures before the work commences and to ensure that the measures are implemented. Personal lifts and work from pallets and ladders are only permitted in exceptional cases, which means that other solutions must be investigated first. Working at height entails several specific risks, and for this reason these risks must always be included in the risk assessment for the work.

Hot work

Hot work includes work with tools that can give rise to sparks. Examples include welding, soldering, cutting, or grinding discs and, in particular environments, work with a heat gun. Hot work must be planned and carried out to minimise the risk of fire and exposure to smoke.

When machining stainless steel and aluminium, gases are formed that are carcinogenic and allergenic and that can affect the nervous system. In the event of hot work, for example on painted surfaces, isocyanates can be given off, which are highly toxic. In such cases, specific measures must be implemented to minimise exposure. Examples of measures include restricting access to the area, installation of smoke extractors and the use of breathing masks.

The following applies:

- The risks that are covered by hot work must be assessed and measures must be implemented to prevent fire in the work area.
- The person who is going to be conducting or organising hot work must ensure that the work is planned and carried out in accordance with established rules.
- All personnel who perform hot work must have valid certificates from Brandskyddsföreningen (Swedish Fire Protection Association) or Brandfarliga Arbeten and must be able to verify this with identification.

Responsibility:

The role of the works management is to ensure that all personnel who carry out hot work have training and a valid certificate, and to ensure that permit issuers are available for the work. Before starting work, the person responsible for the facility/area/project/property must have given their approval and the Swedish Fire Protection Association's checklist for hot work must be filled out.

Welding work

The following applies:

- When welding indoors, the smoke that is generated must be prevented from spreading, in the first instance by means of permanently installed ventilation devices adapted to the operation.
- If the work is temporary in nature and carried out at temporary workplaces, a mobile welding extractor may be used. However, mobile welding extractors have a very limited capacity and generally only move harmful gases to a larger exposure area.
- When welding stainless steel, aluminium, galvanised and painted surfaces, ventilation extractors must always be used. Fumes associated with this type of welding must always be routed out of the work premises. If this cannot be performed adequately, further measures must be implemented to prevent exposure. The person carrying out the work is protected against exposure by using a compressed air-fed fresh air mask, a fan-fed mask or some other equivalent solution.
- If the work entails a risk of others being exposed to welding fumes, signs and, if necessary, cordons must be put up to prevent exposure.

Responsibility:

The works management is responsible for ensuring that its personnel have the correct equipment. Based on the nature of the work, ventilation devices, compressed air masks and smoke extractors must be available. The risks associated with the work must be assessed before commencing work. In the assessment, particular attention must be paid to whether surrounding personnel are exposed to fumes or particles.

Handling gas

There is an established plan for each facility in respect of inspection and monitoring of gas equipment. Always request information from the appointed contact person regarding what applies for this procedure. When working on construction projects, this information must be included in the workplace outline plan. Deviations and deficiencies regarding the handling of gas lead to people in the area being exposed to serious risks. In the worst-case scenario, this can impede a rescue effort in the event of a fire or emissions.

The following applies:

- The function of the gas equipment must be checked continually (backfire barrier, non-return valves, condition of the gas bottle, gas trolley, etc.).
- Inspections must take place according to the requirements. Valid inspection marking must be present on the gas bottles to make it possible to check/ensure that the condition of the gas bottles is OK.
- Gas bottles must always be kept upright, with support that prevents them from tipping over, both during ongoing work and during storage.
- Lifting may only take place using special gas carts that are approved for lifting.
- At the end of the working day, all valves must be closed fully, and the gas bottles transported to a marked and approved location for storage.
- LPG bottles may never be left unattended or left in a production facility or underground.

Responsibility:

The works management is responsible for ensuring that gas is handled, checked and stored in accordance with these requirements.

Enclosed, restricted areas

Enclosed, restricted areas refer to areas where:

- Toxic and/or explosive gases or fumes can accumulate.
- The oxygen concentration may be too low or high.

The following applies:

A written work notification is issued by the person who is responsible for the facility (facility owner or maintenance manager).

The specific risks entailed by working in enclosed/restricted areas must be assessed and rectified/reduced before commencing work.

Responsibility:

The works management that has personnel carrying out work duties of this type must give particular consideration to the environment where the work is to be carried out. Ensure e.g., evacuation in the event of emergencies, i.e., that warning instruments regarding the presence of chemical substances or the lack of oxygen warn the individuals carrying out the work. This must be included in the work's risk assessment.

Electrical work

Electrical safety work must always be conducted in such a way as to prevent accidents, property damage and operational disruptions.

The following applies:

- When electrical work is to be carried out, the expertise and experience of the personnel must always be sufficient and demonstrated.
- Responsibility must always be made clear (organisation, job description and delegation must be up-to-date and correct).
- All electrical work must be planned and carried out safely in accordance with legal requirements and regulations (e.g., the high current regulation).

In addition to the Work Environment Act, this work is covered by separate requirements and the works management therefore needs to have a good insight into the risks that the electrical work entails. In the event of an emergency, the way it is to be dealt with must be clarified before commencing work.

Responsibility:

The works management must specifically check electrical expertise, division of responsibility and assess the risks based on the nature of the work, as well as actions in the event of emergencies, which must also be included in the work's risk assessment.

Environment

This section describes the handling of waste, chemicals, spillages, and emissions.

Waste management

Successful waste management is essential for making sure neither people nor the environment are exposed to risks or negative effects. All waste must be sorted, and waste management must be appropriate to the waste that occurs. Guidelines are available in the LKAB Separation at Source Handbook.

There are signposted environmental stations for operational waste in several places around the industrial areas. These are not intended for hazardous and household waste.

Environmental stores receive hazardous waste on weekdays between 06:00–15:00.

They are located as follows:

Kiruna – between the railway and the forklift workshop.

Svappavaara – at the service area.

Malmberget – at the service area.

The following applies:

- All waste must be sorted for correct recycling or destruction.
- Operational waste is waste from e.g., industrial processes and construction sites, such as flammable material, scrap metal, wood, and landfill.
- Hazardous waste, e.g., batteries, light bulbs, fluorescent tubes, grease, oil, oil filters, colouring agents, solvents, and spray cans, must be stored and transported appropriately.
- Hazardous waste containers must be labelled; the waste must not be mixed.
If hazardous waste is deposited in an unmanned environmental store, follow the instructions regarding where to place the waste.
- Household or similar waste, e.g., from break rooms and offices, is subject to municipal monopoly and must be collected by the monopoly operator in the municipality concerned.

Works management is responsible for ensuring that:

- waste disposal requirements are complied with
- enquiries are made with the designated contact to ensure disposal is appropriate for the job at hand.

Chemical products

Nobody should suffer ill health or accidents because of using chemical products. If equivalent chemical products are available, the product with the smallest possible impact on health and the environment must be used as far as possible. Information about e.g., personal protective equipment, handling, exposure, and environmental impact is available in the product safety datasheet.

The following applies:

- All suppliers using chemical products must document them in a chemicals list. A chemicals list template is available in Manuals and information.
- The chemicals list, check list and any justification should be submitted to the designated LKAB contact before work is begun. In the case of additional chemical products, the list must be updated and re-submitted.
- Where flammable goods are brought into facilities under LKAB's control, the Fire Safety in Mines and Underground Constructions must be complied with.

- Inspections with a focus on chemical products must be carried out on an ongoing basis to ensure proper storage, handling and the use of suitable personal protective equipment.
- Make sure all personnel have the right skills and are informed of the hazards involved when working with chemical products.
- Make sure any remaining chemicals are removed or handled by the designated contact.

Works management is responsible for ensuring that:

- internal controls, i.e., a systematic approach is taken to risk assessment, management, and the storage of chemical products
- products with little or no negative impact on health and the environment are selected as the first choice
- a chemical product manager is designated in the company
- all chemicals are inventoried, included in the chemicals list, and sent to the designated contact together with the chemicals check list
- current safety datasheets are available in Swedish, and in other languages if employees do not understand Swedish
- suitable personal protective equipment, decontamination equipment and first aid are available at the workplace.

In the case of suspected or detected contamination

Prior to commencing construction work, carry out checks to ascertain if there is any contamination in the area. Information on potentially contaminated sites will be provided by the designated contact. If earth-moving or excavation works are carried out in a contaminated area, there is a risk that any spread of contamination will result in environmental damage.

The following applies:

- During earth-moving operations, pay attention to any signs that may indicate contamination, such as odours or colour changes.
- If contamination is suspected, stop groundworks in the affected area immediately.
- Inform the designated LKAB contact immediately.

Works management is responsible for ensuring that:

- work stops when contamination is detected
- the designated LKAB contact is informed.

Handling spillages and emissions

Prevent! Identify methods for preventing spills and discharges of environmentally harmful substances to soil, water and air, based on risk assessments. Everyone is responsible for preventing discharges.

Act! Because spillages and discharges are environmental deviations that may negatively affect health and the environment, all discharges large or small must be quickly confined and cleaned up. The substance's properties, volume, extent, and location determine the degree of severity.

Decontaminate! The choice of decontamination method depends on the substance and the extent of the discharge.

The following applies in the event of a spillage or discharge:

- Stop the discharge! Make sure motors, valves, pumps, etc., are turned off.
- Prevent spreading with embankments, booms or suitable absorbent materials and cover surface water run-off drains and sewers etc.
- In the event of a spillage or discharge to flows that reach tailings ponds / dam systems, contact the dam operation organization according to the alarm list.
- Near water, water courses or ditches, booms should be used to prevent spreading.
- Decontaminate using a suitable method, such as absorbent cloths, absorbents, and sludge suction. Equipment used for decontamination should be treated as hazardous waste.
- Contact the line manager / contact.
- Report the deviation via the LKAB deviation management system.
- In the case of major discharges that are difficult to handle ourselves, or where there is a risk of spreading, contact a decontamination company as listed below, and if necessary, the emergency services.

Work management is responsible for ensuring that:

- there are procedures in place to prevent spillages and discharges, e.g., by daily vehicle inspections, embankments around chemicals, etc.
- personnel are acquainted with the procedures
- appropriate decontamination equipment is available, based on safety datasheets and risk assessments
- the designated contact is informed of any discharges
- a risk assessment and measures to prevent any recurrence are carried out.

In case of major discharges and the need for assistance with decontamination, contact a decontamination company as listed below:

Kiruna, Svappavaara and Malmberget

BDX Miljö:

Daytime (07:00–16:00): +46 970 777 00

Evenings, weekends: +46 70 617 77 01

Uddebo Oil Terminal in Luleå

STENA:

+46 10-4458852

+46 70-5182446

Marshalling areas and worksite establishments

LKAB industrial areas must be kept in good order. The location of any structure or marshalling area for the assignment must be agreed upon. LKAB conducts rounds in the industrial area on an ongoing basis.

The following applies:

- A contract must be drawn up between the contractor and LKAB when there is a need for a marshalling area (vehicles, equipment, spare parts, etc.) and a structure (a tent, container or other temporary building).
- Modelling is prohibited on the agreed surface area (land, surface layer, trees, bushes etc.).
- The supplier is required to maintain good order in the agreed area.

- Upon completion of the assignment, the area must be cleaned and restored to its original condition.

Vehicular traffic

Heavy vehicles, high traffic concentration, limited accessibility. varying climate, etcetera, place particular demands on both vehicles and drivers. Speed checks and breath tests of vehicle drivers, as well as checks of the condition of the vehicles, are performed regularly. There is a general ban on idling within LKAB's operations.

Requirement for driving licence and operator's certificate

The following applies:

- Society's traffic regulations apply unless otherwise specified.
- Generally speaking, drivers of vehicles within LKAB's operations must have a driving licence of the right class for the vehicle they are driving and must be aware of the risks associated with vehicular traffic within the relevant area.
- In exceptional cases, an operator's certificate alone is permitted for production vehicles if the vehicle is only driven within LKAB's operations and if the work area is clearly demarcated from public traffic.
- Exemptions are decided by the facility owner and the matter is dealt with via the appointed contact person.

Responsibility:

The works management must ensure that all vehicle drivers satisfy the requirements stipulated regarding driving licences and operator's certificates.

Vehicle operators

Vehicular traffic within LKAB's operations can, in certain situations, be very intensive and entail significant risks.

The following applies to all vehicle drivers:

- Must follow signs and regulations, and otherwise adjust their speed to the prevailing conditions.
- Drivers, as well as all passengers, must wear a seatbelt in accordance with society's rules.
- Being under the influence of alcohol, drugs or other non-medicinal preparations is prohibited.
- Vehicles must not be driven in the event of illness or fatigue.
- Handsfree must be used when driving any vehicle while using the telephone. Communication radios and W-LAN-telephones are exempted.
- Vehicles must be checked daily before and after they are driven. Deficiencies that pose traffic hazards must be remedied. To prevent leakage, daily inspection of equipment containing oil or chemicals (e.g., hoses) must be made.
- Other signal systems, such as blasting, rail traffic (tap groups, crushers, tunnelling, track levels, track areas, etc.) must be respected.
- Vehicles may only be parked and left in locations where parking is permitted.
- Idling is not allowed on other places than marked idling zones.

- Personnel must be familiar with procedures for handling spillage and know where decontamination equipment is available.

Responsibility:

The works management must ensure that vehicle drivers respect and comply with the above provisions, and that they have their driving licence/operator's certificate for the vehicle being driven.

Special requirements for operating vehicles in Leveäniemi open pit mine

To operate a vehicle within the industrial area the driver must complete the interactive Open Pit Mine educational course. Contact your designated contact within LKAB to gain access to the course.

Vehicle requirements

The following applies:

- Vehicles must be approved for use according to legal requirements. Certificates regarding servicing and maintenance must accompany the specific vehicle, and the servicing and maintenance handbook must be followed.
- Entry with vehicles, ID.
- Vehicles must be supplied with an identification number so that it is possible to contact the owner of the vehicle.
- If vehicles are parked in a facility or underground, the keys must always be left in the vehicle in case of fire.
- For vehicles under 3.5 tonnes operated within open-pit areas, warning flags and flashing orange beacons are mandatory.
- For vehicles driven underground, the only fuels permitted are electricity and diesel. Vehicles that are used underground must not have roof hatches.
- All vehicles that are used underground or in other production facilities must have their exhausts and brakes tested at least every 12 weeks. For heavy vehicles (above 3.5 tonnes), exhaust and brake tests must be performed every 8 weeks. The tests are carried out in LKAB's test stations.
- All vehicles that are used underground or in other production facilities must undergo a fire inspection annually by an accredited company. If a vehicle has not passed a fire inspection, an instant fine of SEK 10,000 is levied.
- The fire inspection includes the installation of escape hoods and handheld fire extinguishers. Escape hoods that are installed must be able to cope for at least 30 minutes and must be available in the quantity for which the vehicle has been inspected according to the registration certificate.
- Self-propelled, motorised machines and transport vehicles (above 3.5 tonnes), which work with the extraction of rock underground, must be equipped with a permanently installed, automatic extinguishing system.
- All vehicles that are used for the loading and transport of explosive goods must, in addition to the above requirements, have four handheld fire extinguishers installed, each of 6 kg. The engine compartment must be equipped with a fully automatic extinguishing system.
- Vehicles that have been granted an exemption from one or more of the above requirements by the facility owner and for specific reasons, must, at the vehicle owner's liability, undergo a systematic check to ensure the condition of the vehicle.

- Material transport operations without an entry permit require the use of a pilot. Contact the industrial guard at the relevant site. There is an additional cost for piloting during the evening or at night.

Responsibility:

The works management is responsible for ensuring that vehicles are kept in good condition through procedures for checking and maintaining the vehicle. There is a general ban on idling within LKAB's operations. If, for the work to be carried out, it is necessary for the vehicle's engine to be running, the works management must first obtain the approval of the facility owner via the appointed contact person.

Special requirements for diesel-powered vehicles and machines in LKAB's underground mines

For an improved working environment regarding CO, NO and NO₂ in LKAB's underground mines, it is required that all diesel machines, including passenger vehicles, utilized underground must meet the following requirements:

- Euro 6 for on road vehicles, such as trucks and passenger vehicles.
- EU stage 4 final for contractor/off road vehicles, such as loaders and drill rigs.

All tenders and procurements must include a list of machines with type, model year and exhaust gas classification. For machines that do not meet the above requirements, a plan for their replacement must be attached to the documentation.

In case of questions and concerns, contact your appointed contact person within LKAB for more information.

Filling stations

To create the conditions for safe and effective vehicle usage with as little impact on the environment as possible, suppliers within LKAB's operations have the potential to purchase diesel from LKAB's filling stations.

The filling stations are situated at strategic locations and are continually moved to ensure the optimum conditions for filling. It is important to keep updated about the location of the nearest filling station. The location of filling stations is updated continually on LKAB's website, www.lkab.com/leverantor. Application forms as well as approaches and conditions for use can also be found there.

Traffic incidents

Traffic incidents refer to all incidents where vehicles in motion are involved and where personal injury and/or material damage have arisen.

The following applies:

In the case of serious traffic incidents or accidents:

- Rescue, raise the alarm, extinguish, and follow LKAB's alarm plan (see chapter 2)

In the event of other traffic incidents:

Contact the industrial guard without delay to report vehicle damage:

- Kiruna +46 980 710 01
- Malmberget +46 970 762 80
- Svappavaara +46 980 728 00
- Luleå +46 920 381 85

Contact your immediate superior and the appointed contact person within LKAB.

Responsibility:

The works management is responsible for ensuring that all traffic incidents are reported in. If an incident that has occurred within LKAB's operations is not reported, this is viewed as a case of hit-and-run and legal measures can be implemented. Your appointed contact person can be contacted if you have more questions relating to traffic incidents.

Rail traffic

Within LKAB's operational areas, rail traffic occurs both above and below ground.

The demands for traffic safety in respect of rail traffic are very stringent and are covered by official requirements.

The following applies:

- It is only possible to remain or work within the track area after obtaining a permit from LKAB Malmtrafik.
- For personnel who do not possess individual safety authorisation, the minimum training requirement for spending time within LKAB Malmtrafik's track area is LKAB's interactive course "Being on the tracks".

Responsibility:

The works management must ensure that all those who spend time or work in track areas satisfy the applicable requirements, including having obtained a permit and having the correct training and expertise.

Vehicle parking/staging

Vehicles may only be parked/staged where parking is permitted.

The following applies:

- Staging/parking of vehicles that are not used in production is not permitted on LKAB's industrial sites.
- Discarded/end-of-life vehicles must be immediately removed from the industrial site.

Security

There are provisions relating to entry and access to LKAB's operational areas. The reason is partly to prevent unauthorised persons accessing the operation, as well as to prevent incidents, accidents, or other disruptions.

Access at work

All individuals who carry out work at LKAB must have a personal pass card and carry a valid ID. The pass card must be worn visibly unless this is prevented by work duties.

The following applies:

To be granted access to LKAB's operations, an approved application is required. Applications are submitted through the web form "Application for authorisation" via LKAB's website, www.lkab.com. Stipulated requirements are described in the application form. Once an application has been approved, a personal pass card and if necessary, a vehicle permit, and a mine tag are obtained at the following locations:

- Kiruna, Malmberget and Svappavaara, LKAB's industrial guard.
- Luleå, Group office reception.

Card holders and cards are provided free of charge, although if a personal pass card is lost, the company is charged SEK 500. The maximum validity period is one year. The application is delayed if any of the information that has been submitted is not correct. Requirements for being granted entry, such as SSG training, are paid for by the supplier, unless otherwise agreed.

Entering and exiting is registered, and LKAB reserves the right to utilise the information in the event of evacuations, accident investigations or in the event crime is suspected. For these reasons, all individuals except for vehicle drivers must walk through the barrier gate for registration.

Vehicle permits are only issued if the assignment requires the moving of people or materials by vehicle within LKAB's operations.

Mine tags are issued if the assignment includes work below ground or within the Svappavaara industrial area. The mine tag is a security solution which means that LKAB can locate people in the event of an evacuation.

If the mine tag is lost, broken or otherwise becomes unusable, the industrial guard must be contacted.

When entering and exiting areas where the mine tag system is in use, the person's name must be displayed on boards installed just inside and outside these areas. The staff/control centre must be contacted immediately if the name is not shown on the board.

Responsibility:

The works management is responsible for applications and compliance relating to demands for access to LKAB's operations. The works management is also responsible for ensuring that personal pass cards, vehicle permits, and mine tags are collected and returned to the location where the card/mine tag was first obtained, if the assignment or employment has terminated.

Access during visits

When visiting, a visitor's pass is issued. The pass must be worn visibly during the visit. The visitor must carry valid ID. During visits, no demands are stipulated regarding training.

The visitor's pass is obtained from the industrial guard/reception after approval and is only valid if the person is accompanied by their appointed contact person within LKAB. The visitor may not perform work in a risky environment or move about the site independently (participation at meetings is permitted under certain conditions). The visitor's pass can only be granted following an application by the appointed contact person.

Introduction of inventories and equipment

Suppliers who carry out work within LKAB's operations must have control over which inventories and equipment are being brought in. To prevent theft, ongoing checks of inventories and equipment are performed. All suppliers must be able to demonstrate which inventories and equipment they themselves own.

The works management is responsible for ensuring that all inventories and equipment are included in a list, and that they are marked in such a way that it is clear who is the owner. Thefts must be reported immediately.

Refusal or withdrawal of access

A person may be refused access to LKAB's industrial areas, facilities, premises, and ports for several different reasons:

- He or she has no assignment, has completed his or her assignment for LKAB, or has ended his or her employment with the supplier (contractor, consultant, etc.) doing work for LKAB.
- He or she provided false or misleading information (e.g., concerning approved safety training) when applying for access.
- He or she has been found (e.g., in connection with LKAB's drugs tests) to use alcohol or drugs in an unacceptable way or substances classified as narcotics for purposes other than medical.
- He or she has seriously and/or repeatedly violated LKAB's policies or company regulations.
- He or she has been convicted of criminal offences normally associated with organised crime and for which the maximum sentence is at least four years, for example grand larceny, robbery, serious fraud, gross counterfeiting, gross unlawful gambling, unlawful gambling, human trafficking, serious drug offences, serious firearm offences, serious smuggling offences and serious human smuggling.
- He or she is a member of or sympathises with criminal organisations (e.g., by appearing in the media or other public contexts together with such an organisation).

A background check may be performed by a company engaged by LKAB to assess whether reasons exist to refuse the person access to LKAB's facilities due to such offences or association with a criminal organisation as stated in the above points. The background check comprises a check of public information and searching open media.

A person who has access or who has previously had access to LKAB's facilities may be refused access if any of the circumstances in the above points occur after access has been granted.

In all the above cases, the person's authorisation is suspended in the entry system. Security staff will normally inform the person in question that their authorisation has been suspended. The entry system contains no information about the reason(s) for suspending access nor the length of the suspension, and security staff can therefore not give any such information. Questions regarding the application of LKAB's Security handbook should be sent to info@lkab.com.

Piloting

Goods transport within the industrial area takes place with the assistance of a pilot, who is contacted and then awaited prior to entry into the industrial area. After unloading, the pilot is contacted again for exit from the industrial area. A pass card is not necessary on such occasions. Goods transport within the industrial area must take place in the first instance between 06.30-14.30. At other times, the pilot is ordered via the industrial guard, which is charged to the supplier.

Weekdays, 06.30-14.30: Pilot, tel.: +46 970 791 57

Other times Industrial guard, tel.: +46 970 762 80

Electronic attendance reporting system

The Swedish Tax Agency's demands for an electronic attendance reporting system (1 January 2016) is intended to counter illegal work and promote healthier competition in the construction sector. Compliance is monitored by the Swedish Tax Agency.

All personnel at the companies working on construction sites within LKAB's fenced-off industrial areas in Kiruna, Mertainen, Svappavaara and Malmberget are logged in an electronic attendance reporting system for each location. Logging is performed via LKAB's pass cards when entering and leaving.

In the construction operations that LKAB (incl. subsidiaries) conducts out in society, the ID06 system with associated ID06 cards is used. LKAB can also pass the responsibility for any electronic attendance reporting system to a supplier through an agreement. The supplier then decides which system is to be used. Read more at www.skatteverket.se - "Attendance reporting systems in the construction sector" and at id06.se

Pets

Pets must normally not be brought into LKAB's facilities, areas, projects, or properties. This also applies to pets that are brought along in vehicles. However, it is possible to bring in pets that have been granted a permit by the Security Department. Permits are normally granted for guide dogs, search dogs, etc.