

APPROVED

Director of Fashion House SPB LLC



## REGULATIONS

on Access Control and Internal Procedures

of the Shopping Center "Outlet Fashion House Tallinskoe"

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### 1. TERMS AND DEFINITIONS

1.1. The Company – Limited Liability Company "Fashion House Outlet Tallinskoe", hereinafter referred to as "the Company".

1.2. The Facility – The Shopping and Entertainment Center "Outlet Fashion House Tallinskoe" (hereinafter referred to as "the Facility"), located at: Leningrad Oblast, Lomonosovsky District, settlement of Novogorelovo, Krasnoselskoye Highway, Building 59.

1.3. The Regulations – These mandatory rules of conduct established by the Administration for employees of the Company, tenants, contractors, and visitors, with appendices that form an integral part thereof.

1.4. Administration – Persons authorized by the Owner of the Facility to manage the Shopping and Entertainment Center on its behalf.

1.5. Private Security Officer – An employee of an engaged private security company, holding a private security officer's certificate (personal card), working under a contract with the engaged private security company, performing functions related to property protection, maintaining order, preventing offenses, as well as anticipating and conducting measures to prevent, localize, and eliminate emergencies on the territory of the SEC.

1.6. Tenant – An individual, individual entrepreneur, or legal entity having the right to carry out commercial activities at the Facility, as stipulated by a valid lease agreement for premises.

1.7. Tenant's Employee – An individual who has entered into an employment relationship with the tenant as employer.

1.8. Contractor's Employee (hereinafter "Contractor") – A person who has received permission (authorization) to access the Facility (for delivering goods to/from the tenant's premises or

conducting work), in accordance with these Regulations and the Rules for Visitors of the Shopping Center "Outlet Fashion House Tallinskoe" (Appendix).

1.9. Visitor – An individual who has arrived at the Facility with the purpose of purchasing, ordering, or intending to purchase or order goods and services.

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## 2. GENERAL PROVISIONS

2.1. These Regulations define the basic requirements and procedures for organizing access control and internal procedures on the Facility's territory.

2.2. Compliance with the requirements of these Regulations is mandatory for all employees of the Company, tenants (tenant's employees), contractors, as well as visitors to the Facility.

2.3. Access control and internal procedures on the Facility's territory are established for the following purposes: ensuring anti-terrorist security; preventing (suppressing) terrorist acts at the Facility; ensuring compliance with mandatory requirements in the field of civil defense and protection of the population and territories from natural and man-made emergencies; protecting the life, health, and safety of the Company's employees, tenants, contractors, and Facility visitors; preventing theft or other unauthorized movement of the Company's material assets, as well as goods, cargo, and other material assets belonging to tenants and visitors; preventing unauthorized access to separate zones and premises of the Facility; preventing and localizing emergency situations related to unlawful actions by Facility visitors (fights, obscene language, rallies and public anti-government demonstrations aimed at undermining the ruling state authority, etc.); regulating the procedure for admitting Company employees (tenants) and visitors to the Facility's territory during working and non-working hours; protecting confidential information and the Company's trade secrets.

2.4. Organization and control over compliance with access control and internal procedures is assigned to the Private Security Company (PSC).

2.5. The Company and Tenants shall familiarize their employees and contractors with these Regulations and bear responsibility for their compliance with the requirements herein.

2.6. The Director of the Company, in order to comply with requirements for anti-terrorist security, fire safety measures, and trouble-free operation of the Facility, guided by security requirements at the Facility, requirements for protecting the life and health of employees, tenants (tenant's employees), contractors, and visitors, within the powers defined by the legislation of the Russian Federation, has the right to establish additional requirements for ensuring access control and internal procedures.

2.7. Persons violating the requirements of access control and internal procedures shall be held liable in accordance with the current legislation of the Russian Federation.

2.8. Private security officers, when performing their functions to control compliance with access control and internal procedures, shall be guided by the Constitution of the Russian Federation, current legislation and regulatory acts of the Russian Federation, these Regulations, local regulatory acts of the Company, and job descriptions.

2.9. These Regulations come into force from the moment of their approval and implementation by the corresponding order of the Company's Director.

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### 3. ACCESS CONTROL PROCEDURES

3.1. Access control procedures for the Facility's territory provide for: operation of control posts at main (service) entrances and entry/exit points to the Facility's territory and parking; introduction and use of permanent, temporary, one-time, and material passes; establishment of a defined procedure for admitting Company employees, tenant employees, contractors, and visitors, as well as their vehicles, to the Facility's territory; establishment of a defined procedure for bringing in/taking out, transporting in/out to/from the territory, and movement of goods, cargo, and other material assets within the SEC territory; determination of a list of items prohibited from being brought onto the Facility's territory; equipping the Facility with necessary control and monitoring equipment.

3.2. Documents granting the right to enter the Facility's territory during non-working hours, as well as access to separate premises and restricted access zones, are written notifications from the Facility Administration, signed by the Company's Director.

3.3. Documents certifying the identity of the applicant for obtaining access rights to the Facility are:

For citizens of the Russian Federation: passport of a citizen of the Russian Federation;

For foreign citizens: identity document of a foreign citizen in the Russian Federation.

3.4. In the absence of an identity document, access to the Facility's territory is prohibited.

3.5. Access to the Facility's territory during non-working hours is carried out through the central security post, in the manner established by these Regulations and the Rules for Visitors of the Shopping Center "Outlet Fashion House Tallinskoe".

3.6. Control over compliance with access control procedures is carried out by PSC employees.

3.7. Company employees, Tenants, contractors, and Visitors entering the Facility's territory and leaving its boundaries are obliged to comply with the lawful requirements of private security officers regarding compliance with the rules provided for in these Regulations.

3.8. In case of identifying violations of the requirements of these Regulations by Company employees, tenant employees, and contractor employees, the private security officer shall draw up an act indicating the identified violation, with mandatory inclusion in the act of the passport details of the person who committed the violation. The act (report) shall be sent to the head of the engaged private security organization.

3.9. In case of identifying violations of the requirements of these Regulations by Shopping Center visitors, the violator shall be detained by the private security officer; in case of intentional violation, a police unit shall be called, and a joint act shall be drawn up indicating the identified violation and the passport details of the person who committed the violation. In accordance with Article 16 of the Law of the Russian Federation "On Private Detective and Security Activities in the Russian Federation" dated 11.03.1992 No. 2487-1, a private security officer has the right to

use physical force, special means, and firearms, in cases and in the manner provided for by this Law.

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#### 4. ACCESS CONTROL PROCEDURES REGARDING COMPANY AND TENANT EMPLOYEES

4.1. Entry of Company employees and tenant employees to the SEC territory is carried out during the Facility's working hours, through service and central entrances.

4.2. The right to enter the Facility's territory at any time of day is granted to: the Director; the Operations Engineer; the Head of Facility Security; employees of the fire safety, Civil Defense, and Emergency Situations Department; Company employees performing official duties in accordance with the work schedule (by special order) or by agreement with management.

4.3. When work is performed on the SEC territory by representatives of third-party (contractor) organizations, their admission is carried out only based on approved applications.

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#### 5. RIGHTS AND OBLIGATIONS OF PRIVATE SECURITY OFFICERS

5.1. When ensuring internal and access control procedures, private security officers must be guided by the job description of a private security officer at the protected facility, respect constitutional rights and freedoms of individuals and citizens, rights and legitimate interests of individuals and legal entities, and ensure protection of the protected Facility from unlawful encroachments.

When on duty at the facility, a private security officer is obliged to:

5.1.1. Require Company employees, Tenant employees, contractor employees, and Facility visitors to comply with access control and internal procedures in accordance with the legislation of the Russian Federation;

5.1.2. Admit persons to the Facility upon presentation of documents granting the right to enter (exit) persons, drive in (out) vehicles, bring in (take out) property to/from the Facility;

5.1.3. In accordance with Article 16 of the Law of the Russian Federation "On Private Detective and Security Activities in the Russian Federation" dated 11.03.1992 No. 2487-1, a private security officer has the right to use physical force, special means, and firearms, in cases and in the manner provided for by this Law;

5.1.4. Assist law enforcement agencies in solving the tasks assigned to them;

5.1.5. Open, enter, and inspect Facility premises, including Tenant premises, in case of fire threat, accident, or emergency situation, including when pursuing persons who have illegally entered the Facility;

5.1.6. Upon identifying violations that create a fire hazard at the Facility, a threat to people's safety, or conditions conducive to theft of property, take measures to suppress, eliminate the causes of their occurrence, and mitigate consequences; in case of restrictions imposed by

sanitary-epidemiological services, require compliance with mask-and-glove regime with body temperature measurement and disinfection treatment by employees and visitors;

5.1.7. Ensure protection of the incident scene, preservation of items and documents until the arrival of a police unit;

5.1.8. Check conditions of property storage at the facility and the condition of engineering and technical security means;

5.1.9. Present, upon request of law enforcement officers or other citizens, the private security officer's certificate;

5.1.10. Immediately report to the PSC shift supervisor any information that has become known to them about planned or committed crimes, as well as about actions or circumstances creating a threat to people's safety at the Facility.

5.2. PSC employees must know alarm procedures in case of fire and other emergencies, including during the commission (or preparation) of terrorist acts; know evacuation routes and directions to them; know phone numbers for calling police (emergency services); be able to use and apply primary fire extinguishing means and provide first aid to victims.

5.3. Procedure for detaining offenders by PSC employees:

5.3.1. Persons who have committed offenses related to encroachment on the life and health of citizens, protected property, and public order are subject to detention for transfer to the internal affairs body (police).

5.3.2. Upon detention, the Company Director, shift supervisor, and PSC head shall be immediately notified.

5.3.3. Upon request of the detained person, their relatives, workplace administration, or educational institution shall be notified of their location. In case of detention of a minor, their parents or legal representatives shall be notified without fail.

5.3.4. Private security officers are permitted to use physical force and special means only in the manner and within the limits provided for by the legislation of the Russian Federation.

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## 6. INTERNAL PROCEDURES

6.1. Internal procedures provide for:

6.1.1. Procedure for handing over and accepting premises on the Facility's (SEC) territory under security supervision.

6.1.2. Procedure for using premises, electrical appliances, including lighting fixtures.

6.1.3. Definition of actions for persons present at the Facility and private security officers in case of emergency situations (explosion threat, fire, accident, etc.).

6.1.4. Equipping the Shopping Center with a complex of engineering and technical security means, taking into account its specifics, in accordance with the requirements of the legislation of the Russian Federation.

6.1.5. Procedure for presence and conducting work on the Facility's territory during non-working hours.

6.2. Responsibility for the safety of material assets in SEC premises is assigned to heads of structural units, and in leased premises – to tenants.

6.3. At the end of the working day, all windows (transoms, fanlights) in premises must be closed, electrical appliances, including lighting fixtures, must be turned off, and electrical receivers must be disconnected from the power supply network.

6.4. Duplicate keys to service premises and leased SEC premises are stored in special boxes with the shift supervisor at the Facility's central security point.

6.5. It is prohibited to leave SEC premises unlocked in case of temporary absence of employees. Leaving keys in locks is not permitted.

6.6. Unrestricted presence of Company employees, tenants, and tenant's contractor employees on the territory and in service premises of the Facility is permitted daily from 10:00 to 22:00. Presence and work by these employees and contractor organizations on the Facility's territory outside the specified hours is permitted only on the basis of previously submitted and approved written applications in the established manner. An exception applies to employees of the Company's on-duty services. Applications for the right to be present and conduct work during non-working hours, as well as duty schedules of Company employees, after approval, shall be submitted to the Facility's central security point.

6.7. During non-working hours, in case of emergency situations in Facility premises, premises shall be opened by the shift supervisor. The shift supervisor shall immediately inform the PSC head, as well as the person responsible for the specified premises (tenant, head of the Company's structural unit, etc.) about the opening. When opening premises, the shift supervisor is prohibited from opening safes, cabinets, or desks located therein. Evacuation of property and documentation to a safe location, if necessary, is carried out only from premises of Company departments and services. After evacuation, their safety is ensured by PSC forces. After elimination of the emergency situation, the shift supervisor and the person responsible for the specified premises shall draw up an Act on the performed opening.

6.8. Employees of fire, technical, and sanitary supervision arriving for inspection visits shall enter the Facility's service premises during working hours upon presentation of an official ID and an inspection order, accompanied by an authorized Company official.

6.9. In case of emergency situations on the Facility's territory (explosion threat, fire, accident, etc.) and upon civil defense and emergency signals, employees and Visitors shall leave the Facility's territory without obstruction through emergency exits from the building.

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## 7. OBLIGATIONS OF COMPANY EMPLOYEES, TENANTS, AND FACILITY VISITORS

7.1. Persons present on the Facility's territory are obliged to: treat the property of the Company and Tenants with care and diligence; comply with the rules established by these Regulations, the Rules for Visitors, work performance rules, rules of public conduct, movement and parking of vehicles; assist private security officers in maintaining order; comply with mask-and-glove regime in case of epidemiological restrictions; not exceed the speed limit established on the underground parking territory for vehicles: 5 km/h; comply with traffic sign requirements established in the underground parking, entry/exit points, and unloading zone; maintain public order and strictly comply with fire safety regime requirements; in case of emergency situations upon signal (voice message) about full evacuation – act according to instructions from private security company employees and immediate supervisors, in accordance with the Shopping Center's evacuation plans.

7.2. On the SEC territory, it is prohibited to:

Independently install electrical equipment exceeding allocated capacities;

Leave electrical appliances unattended during the working day and after its end, or use faulty electrical appliances;

Smoke in places not designated for this purpose;

Consume alcoholic beverages on the Facility's territory;

Use narcotic substances on the Facility's territory;

Bring/transport onto the Facility's territory explosive, highly toxic and poisonous substances, poisonous, radioactive, flammable, pyrotechnic, highly flammable, corrosive and foul-smelling substances and means, household gas cylinders, as well as other items, substances and means posing a threat to the safety of others, or store them in leased premises;

Carry electroshock devices, telescopic batons, firearms, traumatic weapons, ammunition and explosives, gas and cold weapons, as well as other piercing-cutting items structurally similar to cold weapons;

Conduct film, photo, and video shooting, except for "selfies" and personal-purpose photographs taken using mobile phones and/or amateur cameras and video cameras, if the person conducting photo/video shooting does not violate the legislation of the Russian Federation by their actions, and does not create inconvenience for other Shopping Center Visitors or disrupt public order;

Conduct professional film, photo, and video shooting without prior written approval from the Administration of the Shopping Center "Outlet Fashion House Tallinskoe";

Clutter (litter) the territory, evacuation routes, main and service entrances/exits, stair landings, basement and attic premises with construction materials, flammable materials, and other items whose presence hinders evacuation of people, material assets, and vehicles, increases the likelihood of fire, intensifies hazardous factors upon its occurrence, hinders fire suppression, or facilitates placement of explosive devices;

Perform actions that disrupt (alter) established operating modes of technical security means and fire alarm systems.

7.3. Entry to the Facility with service weapons is permitted only to officials of law enforcement agencies who are authorized by the legislation of the Russian Federation to carry and store such weapons for performing duties assigned to them by federal law.

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## 8. CONTROL OF ORGANIZATION AND ENSURING ACCESS CONTROL AND INTERNAL PROCEDURES

Control over the organization and ensuring of access control and internal procedures on the Facility's territory is carried out by the Company's Director. The PSC Head, the Facility Security Chief, and their deputies organize and ensure security of the Shopping Center, as well as exercise control over compliance with access control and internal procedures within their areas of activity and within their powers.

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Appendix to the Regulations

on Access Control and Internal Procedures

of the Shopping Center "Outlet Fashion House Tallinskoe"

### RULES

for Visitors of the Shopping Center "Outlet Fashion House Tallinskoe"

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(Unlawful Acts of a Terrorist Nature)

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## 1. TERMS AND DEFINITIONS

- 1.1. Administration – Persons authorized by the Owner of the Facility to manage the Shopping and Entertainment Center on its behalf.
- 1.2. The Facility – Shopping Center "Outlet Fashion House Tallinskoe" (hereinafter referred to as "the Facility"), located at: Leningrad Oblast, Lomonosovsky District, settlement of Novogorelovo, Krasnoselskoye Highway, Building 59.
- 1.3. Rules – These mandatory rules of conduct established by the Administration for Visitors, with appendices that form an integral part thereof.
- 1.4. Restricted Access Zones – Premises, areas, and territories of the SEC, access to and presence in which are restricted and carried out in the manner established by the Administration.
- 1.5. Visitors – Individuals present in the SEC with the purpose of purchasing goods (works, services, etc.).
- 1.6. Engaged Private Security Company – A private security company holding a relevant license, performing, in accordance with a contract for security services, functions of protecting SEC property, ensuring internal and access control procedures in the SEC, and monitoring compliance with these Rules.
- 1.7. Common Areas – Premises, areas, and territories of the SEC designated by the Owner of the Facility for general use by Visitors, with mechanical equipment, corridors, stair landings, stairs, lobbies, freight and passenger elevators, escalators, corridors, fire exits, as well as automobile Parking, access roads, decorative and landscaping elements, and other objects located on the SEC territory.
- 1.8. Parking – A place for vehicle parking on underground and above-ground floors of the building, intended for vehicle parking.
- 1.9. Parking Space – A place in the parking lot marked with markings applied to the floor covering.
- 1.10. Shopping and Entertainment Center – A building (Facility) together with the adjacent territory used to ensure access to the building (Facility).
- 1.11. These Rules are brought to the attention of Visitors by posting them on the official website of the Owner of the Facility on the Internet at: <https://outlettallinskoe.com/>. Information about changes to these Rules is brought to the attention of Visitors in the same manner.

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## 2. GENERAL PROVISIONS

- 2.1. These Rules contain rules of conduct for Visitors in the Shopping Center and rules for using the Shopping Center.
- 2.2. These Rules have been developed in accordance with the Civil Code of the Russian Federation, the Law of the Russian Federation dated 07.02.1992 No. 2300-1 "On Protection of Consumer Rights", Federal Law dated 28.12.2009 No. 381-FZ "On the Fundamentals of State

Regulation of Trade Activities in the Russian Federation", Federal Law dated 28.12.2010 No. 390-FZ "On Security", Federal Law dated 24.12.1994 No. 69-FZ "On Fire Safety", Federal Law dated 30.03.1999 No. 52-FZ "On Sanitary and Epidemiological Welfare of the Population", Decree of the Government of the Russian Federation dated 19.10.2017 No. 1273 "On Approval of Requirements for Anti-Terrorist Security of Commercial Objects (Territories) and the Form of Security Passport of a Commercial Object (Territory)", other federal, regional, and local normative legal acts. The Owner of the Facility independently determines the content of these Rules in order to ensure conditions for proper, safe functioning and operation of the SEC, compliance with the rights and legitimate interests of the Owner of the Facility and SEC Visitors, and the principles of inviolability of private property, freedom of contract, good faith, and dispositiveness provided for by the legislation of the Russian Federation.

2.3. The Owner of the Facility, as well as the Administration appointed by it and the private security company, shall not be liable for harm caused to the property of any persons, life and health of Visitors, including harm caused by actions (inaction) of premises tenants and/or third parties, including actions (inaction) of other Visitors, and shall not be liable for the safety of property (items, documents, money, etc.) of any persons, including Visitors, left unattended.

2.4. In case of violation of these Rules by Visitors, neither the Owner of the Facility, nor the Administration, nor the private security company shall be liable for harm caused by such actions (inaction) to the life or health of Visitors, nor shall they be liable for losses incurred by them in this connection.

2.5. These Rules are mandatory for compliance and apply to all Visitors, unless otherwise established by the Owner of the Facility and/or an agreement between the Owner of the Facility and the relevant person.

2.6. The Owner of the Facility has the right at any time, unilaterally, to make changes and/or additions to these Rules, including to appendices thereto. Such changes come into force from the date of their posting on the official website of the Owner of the Facility on the Internet at: <https://outlettallinskoe.com/>.

2.7. The fact of being present in the Shopping Center means that the Visitor has read and agrees with these Rules in full (including appendices thereto, as well as changes and/or additions made thereto), accepts them, and undertakes to strictly comply with them. In case of disagreement, in whole or in part, with these Rules, the Visitor must leave the Shopping Center or refrain from the intention to visit the Shopping Center.

2.8. If there is information that a Visitor has previously grossly violated requirements for Visitor behavior on the Shopping Center territory, or has failed to fulfill Visitor obligations specified in these Rules, or has committed a crime or administrative offense on the Shopping Center territory, employees of the private security company have the right to deny them access to the Shopping Center territory.

2.9. In case of adoption by the state authorities of the Russian Federation and/or state authorities of a subject of the Russian Federation of legal norms regulating the activities of shopping centers and mandatory for compliance by all citizens and organizations, such norms must be properly complied with by Shopping Center Visitors regardless of whether changes are made to these Rules.

2.10. Terms and definitions whose meanings are given in Section 1 of these Rules apply to the entire text of the Rules (including appendices that form an integral part of these Rules), unless

other meanings of such terms and definitions are provided in the text of the appendices themselves.

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### 3. SHOPPING CENTER OPERATING HOURS

3.1. Monday – Sunday from 10:00 to 22:00, the Shopping Center is open for free access by Visitors (hereinafter – "Operating Hours").

3.2. The Administration has the right to:

3.2.1. Close the Shopping Center or restrict access to the Shopping Center, as well as to/on separate territories thereof, for the purpose of ensuring fire, anti-terrorist, public safety, as well as for technological, technical, weather, operational, sanitary-hygienic, epidemiological, organizational, and other reasons creating a threat to human life or health, or causing damage to property;

3.2.2. Make temporary changes to the Shopping Center's Operating Hours, including those due to the level of Shopping Center attendance depending on seasonal periods and holiday events, as well as changes in operating modes due to receipt of civil defense and emergency signals, including when introducing an increased level of terrorist threat.

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### 4. ADMINISTRATION

4.1. The Administration takes measures aimed at ensuring safe and comfortable access and stay of Visitors in the Shopping Center, preventing damage to the Facility and property of the Owner of the Facility.

4.2. The Administration, together with the private security company, takes measures aimed at preventing harm to the life and health of Visitors as a result of possible terrorist acts and emergency situations.

4.3. For statistical purposes, the Administration, at its discretion, keeps records of Visitors using technical means with which all entrances/exits to the Shopping Center are equipped.

4.4. If necessary and within its powers provided for by the legislation of the Russian Federation, the Administration provides necessary assistance to Visitors who contact it for the purpose of protecting their rights and legitimate interests.

4.6. Reception of Visitors by the Administration is carried out from 09:00 to 18:00, Monday through Friday.

4.7. Organizational and administrative functions are implemented by the Administration by issuing written orders and directives by the Company's Director or by disseminating informational messages, including using alert systems installed in the Shopping Center.

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### 5. ENGAGED PRIVATE SECURITY COMPANY

5.1. The private security company ensures daily round-the-clock security of the Shopping Center and compliance with these Rules.

5.2. Ensuring security on the Shopping Center territory is carried out by:

5.2.1. Controlling Visitor access to the Shopping Center in order to ensure their safety and prevent possible unlawful actions;

5.2.2. Conducting evacuation in case of threat of occurrence or occurrence of emergency situations, applying primary fire extinguishing means in case of ignition in premises, on areas and territories of the Shopping Center, providing necessary assistance to Visitors, as well as upon civil defense and emergency signals;

5.2.3. Preventing damage to the Shopping Center and/or the Owner of the Facility;

5.2.4. Ensuring compliance by Visitors with the requirements of these Rules;

5.2.5. Conducting visual observation, as well as observation using technical means installed on the Shopping Center territory;

5.2.6. Conducting patrols (walks) of the Shopping Center and adjacent territory.

5.3. Employees of the engaged private security company must be dressed in special uniform clothing or a classic suit of unified style and have a personal security officer card or a name badge.

5.4. Employees of the private security company have the right not to admit to the Shopping Center and, if necessary, remove from the Shopping Center:

5.4.1. Persons with visible signs of alcohol, narcotic, or toxic intoxication;

5.4.2. Persons violating access control and internal procedures, as well as manifesting in an obvious and gross manner disrespect for others;

5.4.3. Persons in work, staining, or foul-smelling clothing;

5.4.4. Persons in theatrical (masquerade) costumes present in the Shopping Center without coordination with the Administration;

5.4.5. Persons emitting an unpleasant odor and/or whose appearance is clearly incompatible with generally accepted norms of public behavior;

5.4.6. Persons violating these Rules;

5.4.7. Persons who have previously grossly or repeatedly violated the requirements of these Rules, including appendices thereto;

5.4.8. Persons conducting photo and video shooting in violation of the requirements provided for in paragraphs 7.3.5 and 8.2 of these Rules.

5.5. Actions of private security company employees that, in the Visitor's opinion, do not comply with the legislation of the Russian Federation and these Rules may be appealed to the

Administration. Appealing such actions does not mean that the Visitor is not required to comply with the corresponding requirements of private security company employees.

5.6. Employees of the private security company interact with territorial internal affairs bodies in their activities.

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## 6. ACCESS TO THE SHOPPING CENTER

6.1. Provision of Visitor access or restriction of access to the Shopping Center is carried out by the Administration, employees of the private security company, who act in accordance with these Rules and instructions of the Owner of the Facility implementing its lawful powers.

6.2. Access to the Shopping Center as a whole or to its separate parts may be restricted by the Administration, employees of the private security company, in cases and in the manner provided for by these Rules, law, and/or normative legal acts.

6.3. In accordance with Part 5 of Article 6 of Federal Law dated 13.12.1996 No. 150-FZ "On Weapons", citizens are prohibited from carrying weapons while present in organizations intended for entertainment and leisure. Access to the Shopping Center with weapons is possible only for:

6.3.1. Employees of law enforcement agencies who are on official duty, have the right to carry and store weapons, upon their request and after presenting their official ID to employees of the engaged private security company;

6.3.2. Employees of cash-in-transit services who have the right to carry weapons – upon their lawful request and after presenting their official ID to private security officers within the framework of implementing powers provided for by the legislation of the Russian Federation.

6.4. A Visitor who has been denied access to the Shopping Center must immediately leave the Shopping Center and not attempt unlawful entry into the building and onto the territory of the Shopping Center.

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## 7. PRESENCE IN THE SHOPPING CENTER

7.1. Subject to compliance with these Rules and fulfillment of lawful requirements of the Administration and engaged private security company, each Visitor has the opportunity to be present in the Shopping Center during its operating hours.

7.2. Visitors are obliged to leave the Shopping Center at the end of its operating hours.

7.3. When visiting the Shopping Center, Visitors are PROHIBITED from:

7.3.1. Performing actions that threaten the life or health of citizens, may cause damage to the Shopping Center and/or harm to the property of the Owner and Visitors and the territory of the Shopping Center, including committing acts of vandalism in relation to the property of the owner and tenant (making inscriptions, scratches, etc.);

7.3.2. Bringing (transporting) into the Shopping Center cold weapons, firearms, gas weapons and ammunition, explosive substances and explosive devices, electroshock means, canisters (including noise-making) with incapacitating substance, aerosol devices (pistols), telescopic batons, piercing-cutting items, poisonous, radioactive, flammable, pyrotechnic, highly flammable, toxic, corrosive and foul-smelling substances and means, household gas cylinders, as well as other items, substances and means posing a threat to the safety of others;

7.3.3. Conducting public or political events, public exhibitions, thematic meetings, creative evenings, etc.;

7.3.4. Showing shows or performances without coordination with the Administration;

7.3.5. Conducting photo and video shooting, except for "selfies" and personal-purpose photographs taken using mobile phones and/or amateur cameras or video cameras, outside specially designated areas of the Shopping Center "Outlet Fashion House Tallinskoe", if the person conducting photo and video shooting does not violate the legislation of the Russian Federation by their actions, and does not create inconvenience for other Shopping Center Visitors and does not disrupt public order;

7.3.6. Using narcotic and psychotropic substances;

7.3.7. Consuming beer, alcoholic and alcohol-containing products, except for those sold in restaurants, cafes, and other catering establishments of the Shopping Center and intended for consumption exclusively in such catering establishments;

7.3.8. Being without clothing, with bare torso, or with an appearance expressing obvious disrespect for others, offending human dignity and public morality;

7.3.9. Running, jumping, climbing on fences, railings, technical structures, jumping from any height, entering Restricted Access Zones, including service premises, as well as other Restricted Access Zones marked with appropriate information boards, signs, indicators;

7.3.10. Entering toilet rooms during cleaning;

7.3.11. Touching, moving inventory, decorations, Christmas ornaments, decorative elements of the Shopping Center, any electrical equipment not intended for games and entertainment held in the Shopping Center;

7.3.12. Going behind fences of places where repair or any other types of work are being carried out;

7.3.13. Selling and/or demonstrating, distributing pornographic products, products of extremist content;

7.3.14. Making bonfires, lighting candles, or otherwise using open flame;

7.3.15. Leaving bags, items, and other objects unattended;

7.3.16. Speaking in raised voices, using obscene expressions, performing actions offending the honor and dignity of other Visitors;

7.3.17. Playing loud music, playing board games (including checkers, chess, backgammon, etc.) and gambling (cards, etc.);

7.3.18. Smoking in the Shopping Center building (including hookahs, vapes, smoking mixtures, electronic cigarettes, etc.), eating, feeding and changing children in places not designated for these purposes;

7.3.19. Leaving children unattended;

7.3.20. Bringing animals to the Shopping Center, except for guide dogs for visually impaired persons, as well as hand-held dogs of decorative breeds carried in the arms of their owners (in this case, responsibility for all actions of the animal rests with its owner). Walking dogs on the territory and inside the Shopping Center is strictly prohibited;

7.3.21. Engaging in vagrancy and/or begging, fortune-telling, pestering citizens with imposition of all kinds of services, etc.;

7.3.22. Riding bicycles, roller skates, skateboards, electric skateboards, scooters, gyro scooters, and other mechanical (electric) means of transportation;

7.3.23. Using radio-controlled equipment (cars, helicopters, quadcopters, etc.);

7.3.24. Attempting unlawful entry and/or presence in a Restricted Access Zone;

7.3.25. Conducting religious services, other religious rites and ceremonies;

7.3.26. Committing acts of adultery and exhibitionism in the Shopping Center building (exposing private parts, etc., as well as performing actions aimed at corrupting and debauching minor children);

7.3.27. Using electrical outlets not intended for use by Visitors.

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## 8. VISITORS' RIGHTS

8.1. Being a consumer in the manner provided for by the Law of the Russian Federation dated 07.02.1992 No. 2300-1 "On Protection of Consumer Rights", a Visitor has the right to:

8.1.1. Receive from tenants of premises, areas, and territories of the Shopping Center engaged in the sale of goods, performance of works (provision of services), complete and reliable information about the operation of stores, catering establishments, and other retail outlets of the Shopping Center, and about the goods (works, services) sold by them;

8.1.2. Conduct photo and video shooting for personal purposes not related to commercial purposes, including "selfies", if the person does not violate the legislation of the Russian Federation by their actions, and does not create inconvenience for other Shopping Center Visitors and does not disrupt public order;

8.1.3. The stay of children under 14 years of age is permitted in the Shopping Center only when accompanied by adults. Employees of the engaged private security company have the right not to admit children under 14 years of age to the Shopping Center territory without adult

accompaniment. In accordance with paragraph 1 of Article 28 of the Civil Code of the Russian Federation, transactions on behalf of minors under fourteen years of age (minors), except for those specified in paragraph 2 of this Article, may be performed only by their parents, adoptive parents, or guardians.

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## 9. VISITORS' OBLIGATIONS

A Visitor is obliged to:

9.1. Before visiting the Shopping Center, independently and thoroughly familiarize themselves with these Rules, as well as with other informational materials on the official website at: <https://outlettallinskoe.com> on the Internet, regulating rules of conduct when present in the Shopping Center and the procedure for using the Shopping Center;

9.1. In case of restrictions imposed by sanitary-epidemiological services, comply with mask-and-glove regime, allow controllers to measure body temperature, and independently perform disinfection treatment of hands;

9.2. Comply with these Rules, including appendices thereto, as well as changes and/or additions to these Rules;

9.3. Comply with established requirements for fire, anti-terrorist, public, sanitary, epidemiological safety and other requirements provided for by the legislation of the Russian Federation in the field of ensuring safety;

9.4. Behave respectfully towards others;

9.5. Treat the property of the owner and other Visitors, including tenants of the Shopping Center, as well as other property on the Shopping Center territory, with care;

9.6. Use sanitary and technical equipment and fixtures installed by the owner in public toilets and other common areas for their intended purpose;

9.7. Exercise caution when walking on wet floors and other surfaces, not allow minor hooligan actions (dropping litter, making inscriptions, vandalism, and equipment damage);

9.8. Treat employees of the Administration and engaged private security company with respect, comply with their lawful instructions and requirements;

9.9. Immediately report to any employee of the Administration or engaged private security company about detection of smoke or fire, as well as about cases of detection of suspicious persons (items);

9.11. Comply with requirements of the Administration and employees of the engaged private security company that are in accordance with the law and these Rules. Immediately leave the Shopping Center Territory in case such a requirement is presented by the Administration or employees of the engaged private security organization;

9.12. Park vehicles in accordance with the procedure for using the Shopping Center Parking;

9.14. Comply with the requirements of current legislation, these Rules, as well as rules established for Visitors by Shopping Center tenants and other third parties when conducting their activities on the Shopping Center territory.

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## 10. PROCEDURE FOR USING THE PARKING LOT

10.1. Visitors to the Shopping Center may be provided with the service of parking a vehicle on the Parking territory (Parking service) in the manner established by these Rules.

10.2. Parking operating hours – 08:00 to 24:00.

10.3. Storage and/or security services are not provided on the Parking territory (parking lot services are not provided to visitors). The Administration and engaged private security company are not liable for damage to or theft of a vehicle, as well as for the safety of items stored in the vehicle.

10.4. Entry to the Parking territory may be suspended for sanitary, repair, and other activities.

10.5. In case of absence of free parking spaces, the Visitor is recommended to leave the Parking. Parking and stopping of vehicles outside specially designated parking spaces marked with markings is prohibited. The speed of movement in the Parking must not exceed 5 km/h.

10.6. In case of damage or harm caused by the Visitor and/or the Visitor's vehicle to automatic gates, barrier arms, and other Parking property (hereinafter – Parking Property), the Visitor is obliged to compensate for the damage caused to the Parking Property in accordance with the current legislation of the Russian Federation.

10.7. On the Parking territory, it is PROHIBITED to:

10.7.1. Park a car with the engine running.

10.7.2. Make open fire, smoke, or consume beer, alcoholic and alcohol-containing beverages.

10.7.3. Store or dispose of garbage (any type of waste).

10.7.4. Move around the Parking territory on bicycles, skateboards, scooters, roller skates, and other mechanical (electric) means of transportation.

10.7.5. Wash, wipe, or clean vehicles.

10.7.6. Perform repair and maintenance of vehicles (refueling, replacement/topping up of any liquids and lubricants, battery replacement, wheel replacement, etc.).

10.7.7. Occupy spaces designated for parking for persons with limited mobility and service vehicles.

10.7.8. Use the Parking territory for extreme sports (car races, bicycle races, etc.), as well as for mass gatherings of auto and motorcycle clubs.

10.8. A Visitor on the Parking territory IS OBLIGED to:

- 10.8.1. Comply with this Procedure for Using the Shopping Center Parking.
  - 10.8.2. Comply with the vehicle movement scheme on the Parking territory and place vehicles in accordance with markings applied to the Parking floor covering.
  - 10.8.3. Place a vehicle in no more than one Parking Space.
  - 10.8.4. Comply with requirements of the Administration and employees of the engaged private security company.
  - 10.8.5. When moving in the Parking and performing a maneuver while parking – comply with the Traffic Rules of the Russian Federation (hereinafter – Traffic Rules of the Russian Federation), including requirements of road signs, marking lines, and indicators.
  - 10.8.6. Comply with fire safety requirements on the Parking territory.
  - 10.8.7. Maintain cleanliness and order in the Parking.
  - 10.8.8. Treat property located on the Parking territory with care.
  - 10.8.9. Maintain public order in the Parking.
  - 10.8.10. In case of a traffic accident on the Parking territory or when entering/exiting it – comply with the requirements of the Traffic Rules of the Russian Federation, and immediately notify any employee of the Administration or private security company about this.
  - 10.8.11. In case of creating an obstruction to movement, take possible measures to eliminate it, and if this is impossible, ensure by available means informing other Parking Users about the danger, and report this to employees of the Administration or engaged private security company.
  - 10.8.12. The Visitor is obliged to compensate for damage caused to Parking Property and/or property of third parties.
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## 11. VISITOR ALERT SYSTEMS

- 11.1. The Shopping Center is equipped with a public address and evacuation control system (PAECS Type 4), hereinafter referred to as the alert system. Messages via the alert system are transmitted from the dispatcher's office, through the alert station, in automatic mode.
- 11.2. Only the Fire Alarm System dispatcher and officials designated (appointed) by the Facility Director have the right to transmit any messages via the public address and evacuation control system.
- 11.3. The following messages are transmitted via the alert system:
  - 11.3.1. About searching for persons whose children have gotten lost while visiting the Shopping Center;
  - 11.3.2. About searching for owners of vehicles parked in violation of the Rules for Using the Parking.

11.4. Messages related to the safety of Shopping Center Visitors are transmitted via the alert system (PAECS), namely: about the need for urgent evacuation upon activation of fire alarm; about the threat or commission of a terrorist act (acts of a terrorist nature) or occurrence of an emergency situation; other messages of an emergency nature.

11.5. Additionally, a sound reinforcement system (hereinafter referred to as the advertising alert system) is installed in the Shopping Center building. Advertising messages about the activities of tenants of premises, areas, territories of the Shopping Center engaged in the sale of goods, performance of works and/or provision of services, as well as other advertising messages, may be transmitted via the advertising alert system. The content and frequency of repetition of such advertising messages are subject to prior written approval by the Administration. At other times, when the Shopping Center is open for free access by Visitors, and in the absence of a need to transmit the above-mentioned messages, musical works may be transmitted via the advertising alert system.

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## 12. SHOPPING CENTER DIRECTORIES

Names of stores located in the Shopping Center, their location, information about goods offered by them, works (services) sold are published on the official website of the Facility on the Internet at: <https://outlettallinskoe.com>

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## 13. LIABILITY FOR VIOLATION OF SHOPPING CENTER RULES

13.1. Visitors who have violated the requirements of these Rules, as a result of which their actions (inaction) caused property damage to the Shopping Center, Owner of the Facility, Company employees, Tenant employees, and/or other Visitors, may be held liable for compensation of incurred losses in the manner established by the current legislation of the Russian Federation.

13.2. Visitors who have violated the requirements of these Rules and whose actions contain signs of an administrative offense or criminal crime shall be held liable in accordance with the current legislation of the Russian Federation.

13.3. Upon violation of these Rules, a corresponding act shall be drawn up by an employee of the private security company (shift supervisor). The above-mentioned act is a document of a recording nature.

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## 14. ON PERSONAL DATA

14.1. The Owner of the Shopping Center "Outlet Fashion House Tallinskoe" undertakes all possible measures to protect received personal data from destruction, distortion, or disclosure.

14.2. By visiting the Shopping Center "Outlet Fashion House Tallinskoe", the subject of personal data gives this Consent to processing, including collection, systematization, accumulation, storage, clarification, use, dissemination (including transfer and cross-border transfer), depersonalization, blocking, destruction of personal data, including using automation means, for

the purpose of analyzing purchasing behavior and providing the subject of personal data with information, including of an advertising nature (invitations to events, information about the latest fashion trends, special offers from stores of the Shopping Center "Outlet Fashion House Tallinskoe", discounts, and much more), through various communication channels, including by mail, via mobile communication, email, telephone, if the subject of personal data expresses a desire to receive such information via the corresponding means of communication, for other marketing and statistical purposes of the Shopping Center "Outlet Fashion House Tallinskoe". The Administration reserves the right to choose channels for transmitting information.

14.3. The Administration of the Shopping Center "Outlet Fashion House Tallinskoe" guarantees compliance with the following rights of the subject of personal data: the right to receive information about what personal data of the subject of personal data is stored in the Administration of the Shopping Center; the right to delete, clarify, or correct stored personal data; other rights established by the current legislation of the Russian Federation. Consent of the subject of personal data to processing of personal data, expressed in this Consent, is valid from the moment of receipt of personal data until the day of withdrawal in written form and may be withdrawn by the subject of personal data at any time by written appeal to the Administration.

14.4. In case of withdrawal of Consent, the Administration of the Shopping Center undertakes, within the time frame and on the terms established by the current legislation of the Russian Federation, to cease processing and ensure destruction of personal data. Cessation of processing and destruction of personal data entails the impossibility of using such benefits as receiving invitations to events, as well as information about the latest fashion trends, special offers from Shopping Center stores, discounts, and much more.

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Appendix No. 1 to the Rules for Visitors of the Shopping Center "Outlet Fashion House Tallinskoe"

## RECOMMENDATIONS FOR VISITORS' ACTIONS IN CASE OF EMERGENCY SITUATION

(Unlawful Acts of a Terrorist Nature)

To prevent a possible terrorist act or reduce its consequences, the following precautionary measures must be observed (general recommendations):

- 1.1. Do not touch unattended or suspicious items (packages, bags, boxes, etc.);
- 1.2. Do not take independent actions regarding unattended or suspicious items that may turn out to be explosive devices;
- 1.3. Report unattended or suspicious items to an Administration employee (PSC employee) or police officers;
- 1.4. Upon command of an Administration employee or PSC employee, leave the location where the unattended or suspicious item was found, and if necessary, leave the Shopping Center.

If you are caught in a shootout (witnessed an attack on the Facility):

2.1. Immediately lie on the floor and look around, choose the nearest shelter and take cover behind it without rising to full height. Shelters may include room protrusions, concrete supports (columns), etc.;

2.2. Take measures to rescue children, cover them with your body if necessary;

2.3. Do not take actions that may stimulate aggression from shootout (attack) participants and cause damage or harm;

2.4. Wait for the end of the shootout (attack);

2.5. If possible, report the incident to police officers;

2.6. If you are injured, try not to move, as this will prevent additional blood loss.

If you find yourself taken hostage:

3.1. Do not take actions that may cause aggression from criminals, provoke them to use weapons, or endanger the life and health of hostages;

3.2. Endure deprivation, insults, and humiliation; do not look criminals in the eyes; do not behave provocatively;

3.3. Comply with criminals' demands; do not argue with them; do not risk your life and the lives of those around you; do not allow hysteria and panic;

3.4. Before doing anything, ask permission (to sit, stand, drink, go to the toilet, etc.);

3.5. Do not express your dissatisfaction; refrain from sudden movements, screams, moans;

3.6. If criminals threaten to use weapons, lie on your stomach, protecting your head with your hands, away from windows, glazed doors, passages, stairs;

3.7. If an explosion occurs, take measures to prevent fire and panic, provide first aid to victims;

3.8. Try to remember the distinguishing features of criminals and report them to arriving special services officers.

Upon your release:

4.1. Lie on the floor face down, cover your head with your hands, and do not move;

4.2. Stay, if possible, away from door openings, windows;

4.3. In no case run towards special services officers or away from them, as you may be mistaken for criminals.

In case of an emergency situation – fire, natural disaster, smoke, man-made catastrophe, threat of a terrorist act, etc.:

5.1. Do not create panic;

5.2. Follow instructions from the Administration and employees of the engaged private security company;

5.3. Upon instruction from the Administration or employees of the engaged private security company, or upon receipt of an alarm signal transmitted via the alert system, leave stores, catering establishments, restrooms, and other Shopping Center premises; exit to open areas using emergency exits, fire stairs, and passages;

5.4. When leaving the Shopping Center, remain calm; do not run; do not create crushes in passages and on stair flights; hold onto handrails; do not use elevators.

Adult Visitors must ensure safe evacuation of children.

Evacuation plans are posted on the walls of the Shopping Center territory.

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Appendix No. 2

to the Rules for Visitors

of the Shopping Center "Fashion House Outlet Tallinskoe"

#### RECOMMENDATIONS FOR VISITORS' ACTIONS UPON RECEIVING CIVIL DEFENSE AND EMERGENCY SIGNALS

Upon receiving information about danger or threat of an emergency situation, temporarily suspend routine tasks and focus all forces and resources on performing work to prevent or reduce the consequences of the emerging threat, for which:

##### I. In Case of Threat of Emergency Situation (Enhanced Readiness Mode)

###### In Case of Explosion Threat

1.1. Report received information to the Internal Affairs Department, operational duty officer of the municipal entity – "H"+15 min.

1.2. Safely suspend all work, evacuate visitors and employees from premises, check presence of employees of the working shift at the designated assembly point – "H"+30 min.

1.3. Meet special units of the Internal Affairs Department and ensure inspection of territory and premises. Resume work after receiving a permit document from the unit commander – upon arrival and during work.

###### In Case of Fire Threat

2.1. Organize observation of the situation in premises and on adjacent territory – continuously;

2.2. Bring available primary fire extinguishing means to readiness – "H"+20 min;

2.3. Prepare for emergency evacuation of personnel (visitors, etc.), property, material assets, and necessary documentation – depending on the situation.

### In Case of Threat of Chemical Contamination (Approach of Cloud Contaminated with Hazardous Chemicals)

- 3.1. Organize observation of the situation in the Facility area. Alert and prepare employees for possible actions in emergency conditions – continuously;
- 3.2. Organize issuance of personal protective equipment (PPE) to employees (ensure PPE safety in routine mode) – "H"+3 hours;
- 3.3. Prepare for possible sealing of Facility premises, disconnection of ventilation and air conditioners, create a water supply at the Facility or prepare for emergency evacuation – "H"+4 hours;
- 3.4. Prepare medications and property for providing first aid to victims – "H"+1 hour.

### In Case of Threat of Radioactive Contamination

- 4.1. Listen to city radio and television broadcasts to receive information from the EMERCOM Directorate for the region regarding radioactive contamination of the area (RCA) – continuously;
- 4.2. Through the EMERCOM Directorate for the region, organize periodic (every 1 hour or other time interval) receipt of information about the level of RCA in the Facility area – "H"+1 hour;
- 4.3. Issue PPE to employees; organize, if necessary, manufacture of cotton-gauze bandages – "H"+2 hours;
- 4.4. Prepare to disconnect ventilation systems and air conditioners; create at the Facility supplies of materials for sealing premises, water supply in sealed containers; be ready for evacuation – "H"+1 hour;
- 4.5. Organize accumulation of necessary quantities of stable iodine preparations – "H"+24 hours;
- 4.6. Ensure interaction with the Civil Defense and Emergency Situations Directorate and Commission of the municipal entity – continuously.

### In Case of Threat of Natural Disasters (Sudden Temperature Changes, Strong Winds, Heavy Rain, Snowfall, etc.)

- 5.1. Organize observation of the state of the environment – continuously.
- 5.2. Organize round-the-clock shift duty of management personnel at the Facility – "H"+1 hour.
- 5.3. Assess the fire safety condition of the Facility; carry out measures to enhance fire protection of the Facility; preparatory measures for safe shutdown of operations – "H"+3 hours.
- 5.4. Organize interaction with the Civil Defense and Emergency Situations Directorate and Commission of the municipal entity. Be ready for evacuation – continuously.

### Upon Receiving Anonymous Information about Threat of a Terrorist Act on the Enterprise Territory or Nearby

Immediately report to the enterprise head and law enforcement agencies and act according to their instructions and recommendations without delay.

## II. Upon Occurrence and During Elimination of Emergency Situation (Emergency Mode)

Regardless of the type of emergency situation, upon its occurrence and elimination:

Immediately organize protection of Facility employees from harm;

Carry out work to ensure minimal damage from the emergency situation;

Take possible measures to localize the emergency situation and reduce the size of the hazardous zone;

Ensure continuous study of the situation on adjacent territory and in Facility premises for timely adoption of measures to normalize it;

Organize exchange of information about the situation with the Civil Defense and Emergency Situations Directorate of the municipal entity.

Taking into account the type of emergency situation and features of its development, perform the following:

### In Case of Detonation of an Explosive Device

Proceed to organization and conduct of emergency rescue and other urgent work (ERUW); report the fact of explosion to the operational duty officer of the municipal entity – immediately.

### In Case of Fire

2.1. Report the occurrence of fire to the city (district) fire department – immediately;

2.2. Organize localization and extinguishing of fire using available forces and means – immediately;

2.3. Disconnect electricity supply to the Facility – "H"+5 min;

2.4. Evacuate people (permanent staff, temporary staff, visitors) from premises adjacent to the fire location – "H"+15 min;

2.5. Disconnect ventilation systems, air conditioners; close windows and doors in the fire area to prevent its spread – "H"+15 min;

2.6. Organize removal of documentation and property from premises adjacent to the fire location – immediately;

2.7. Organize inspection of all smoke-filled and burning premises to identify injured or unconscious employees; provide first aid to victims and send them to hospital – immediately;

2.8. Organize meeting of the fire brigade; provide the senior fire officer with information about the fire source, measures taken, and specific features of the Facility that may affect fire development and suppression – upon arrival;

2.9. Organize security of removed property – from the moment of removal;

2.10. Report the situation at the Facility, number of victims, and measures taken to suppress the fire to the Civil Defense and Emergency Situations Directorate of the municipal entity – "H"+30 min;

#### In Case of Chemical Contamination (Accident with Release of Hazardous Chemicals)

3.1. Upon hearing the signal "Attention All!" and voice information, turn on radio (television), listen to the message about the fact and nature of the accident; immediately alert personnel (permanent staff, temporary staff, visitors) of the Facility – upon signal;

3.2. Disconnect ventilation systems and air conditioners; close and seal windows, doors; do not allow anyone to leave the premises – "H"+15 min;

3.3. Issue gas masks to personnel; in their absence: in case of threat of ammonia contamination – bandages moistened with water, 2% solution of citric or acetic acid; in case of threat of chlorine contamination – bandages moistened with 2% solution of baking soda – "H"+20 min;

3.4. To avoid explosion, prohibit use of open flame in premises – immediately;

3.5. Upon appearance and intensification of foreign substance odor in Facility premises, organize exit of personnel (permanent staff, temporary staff, visitors) from the contamination zone – immediately;

3.6. After exiting the contamination zone, if there are victims, provide them with first aid and send to hospital – immediately;

3.7. Report the fact of emergency situation to the Civil Defense and Emergency Situations Directorate of the municipal entity – upon signal.

#### In Case of Radioactive Contamination of Territory

4.1. Alert personnel about contamination of Facility territory and adjacent territory with radioactive substances – "H"+5 min;

4.2. Ensure receipt of information about the level of radioactive contamination in the Facility area through the Civil Defense and Emergency Situations Directorate of the municipal entity – continuously;

4.3. Disconnect Facility ventilation systems and air conditioners and seal premises – "H"+5 min;

4.4. Issue stable iodine preparations to personnel for iodine prophylaxis – according to agreed schedule;

4.5. Minimize personnel exit from premises to open areas; in case of exit, use respiratory and skin protection means – continuously;

4.6. Clarify through the Civil Defense and Emergency Situations Directorate the planned necessity (expediency, possibility) of evacuating Facility personnel (permanent staff, temporary staff, visitors) and the procedure for further actions – periodically (continuously).

## In Case of Natural Disasters

- 5.1. Suspend production activities. Do not allow panic among personnel; prohibit employees from leaving service premises – immediately;
- 5.2. Carry out fire prevention measures; disconnect all unused equipment; organize monitoring of the condition of all Facility premises – "H"+10 min;
- 5.3. In case of deterioration of the situation or threat of flooding, remove material assets and documentation from the hazardous zone – depending on the situation;
- 5.4. Organize first aid to victims and send them to hospital. Organize life support for Facility employees – depending on the situation;
- 5.5. Ensure constant communication with the Civil Defense and Emergency Situations Directorate of the municipal entity – continuously.

## In Case of Mass Food Poisoning and Particularly Dangerous Situations

- 6.1. In case of manifestation of signs of group poisoning of employees or other infectious diseases, immediately call emergency medical services – upon fact;
- 6.2. Assist the emergency medical team in providing urgent assistance to victims – immediately;
- 6.3. Report signs of illness or infection to the Civil Defense and Emergency Situations Directorate of the municipal entity – "H"+10 min.