



## INSTRUCTIONS FOR APPLYING FOR ACCESS PERMITS

Access permits to the Outokumpu Tornio site and Kemi mine, for contractor's and service suppliers' personnel, are applied for through the Zeroni system. Zeroni also ensures that the contractor's liability requirements are met throughout the whole subcontracting chain.

The ID card, including the Flexim key, serves as a permit to the Tornio site, the Røyttä harbour area (Port of Tornio) and the Kemi mine, depending on which area it is issued to. The card is printed at the main gate of the Tornio site or at the Kemi mine information desk. The card is personal. Its misuse (e.g. access through the gate with another person's ID card) will lead to the removal of the identity card.

### 1 Applications for access permits in Zeroni

#### Get started

Once Outokumpu has added your company to Zeroni, the system sends your contact person a login link and user ID. The user must request a password the first time they log in, in which case the system will send the password as a SMS (text message) to the phone.

After this, the contact person can log in to the Zeroni service and manage it, e.g. add employees to Outokumpu sites, apply for access permits for employees, add possible subcontractors, etc. It also allows you to add other Zeroni users to your company as needed.

#### Outokumpu sites

Outokumpu has four sites in Zeroni:

- |                                       |  |
|---------------------------------------|--|
| • 01 Outokumpu Tornio site            | (in Finnish)<br>(• 01 Outokumpu Tornion tehtaat) |
| • 02 Outokumpu Port of Røyttä         | (• 02 Outokumpu Røyttän satama)                  |
| • 03 Outokumpu Kemi mine above ground | (• 03 Outokumpu Kemin kaivos maanpäällinen)      |
| • 04 Outokumpu Kemi mine underground  | (• 04 Outokumpu Kemin kaivos maanalainen)        |

Your company has been added to the sites where your employees work. If your employees work at several of above mentioned Outokumpu sites, we will add your company to all of them.

All companies working on the above sites are shown under Outokumpu Stainless Oy, as it is the owner of Outokumpu Zeroni program. Thus, for example, at sites located in the Outokumpu Chrome Oy or in another company located in the Outokumpu area, the name Outokumpu Stainless Oy is displayed at the top of the chain in Zeroni.

#### Adding employees to Zeroni

You must add your own employees to Zeroni by yourselves. After this, you can apply for access permits for added employees. The final approval of employee access permit in Zeroni will be carried out by Outokumpu's service coordinators.

Please note that if the same employees work at several Outokumpu sites, employees must be added separately for each site. This does not require rewriting personal data. You add a person to the site by selecting from your employee list.

#### Finnish Tax number

In Zeroni, the employee's Finnish tax number is asked. If the employee has a Finnish tax number, but Zeroni does not recognize the tax number, that person may not be entered in the Finnish construction tax number register, where Zeroni checks the numbers.

The Tax Administration enters the tax number in the construction sector's public tax number register upon request. There is no harm or consequence for someone who does not work in the construction industry, even if he/she is added to the register. An addition to the tax number register can be made, for example, due the need for access permit issues.



The request can be made by the person himself/herself, his/her employer or the main contractor of the construction site. The Tax Administration may also enter a person in the register on its own initiative.

An employer or employee can enter an employee's tax number in the tax number register in MyTax. The instructions can be found on the Tax Administration's website <https://vero.fi/en/individuals/> → Search: tax number

**Note! For foreign workers, a tax number is not mandatory unless they work on a construction site, where the tax number is mandatory.**

### **Training and qualification requirements for Outokumpu sites**

In order to get the access permit, the following are required:

- The Occupational safety Card\*
- Hot work card from those doing or supervising hot work
- Outokumpu site-specific safety and environmental training

*\*Note! The only approved Finnish occupational Safety Card is the one which is administered by the registered association The Centre for Occupational Safety (Työturvallisuuskeskus). [https://tyoturvallisuuskortti.fi/en/occupational Safety Card](https://tyoturvallisuuskortti.fi/en/occupational-Safety-Card). Corresponding foreign safety cards must be approved by Outokumpu's occupational safety manager.*

Information on completed and valid Outokumpu site-specific safety and environmental trainings have been transferred to Zeroni and will be updated in Zeroni in real time.

In Zeroni, you find the validity of Outokumpu site-specific safety and environmental training completed by your employees in the Competence report section of the person's information or, for all personnel, in the report "Competence report". When the training period is nearing its end, a notification will be sent to the employee's email and to your company's Zeron notification view.

Outokumpu area safety training can be found at:

<https://www.outokumpu.com/fi-fi/locations/tornio-stainless-steel/safety-at-kemi-and-tornio>

More information on safety training in section 2 below.

**Important!** When applying for an Outokumpu site access permit in Zeroni, the employee's **personal email address is mandatory. This should be the same email address that the employee provided when taking the area safety training test.** In this case, the safety training test results can be connected to the right person in Zeroni. If this is not the case, please contact Outokumpu service coordinators, who can correct the email address in the system..

### **Adding a subcontractor company to Zeroni**

**You must add your potential subcontractors to Zeroni yourself.** When you add a subcontractor company, the system automatically checks with Finnish companies that the contractor's liability matters are in order (if the company is part of the Vastuu Group/Reliable Partner service).

If the company to be added is not part of the Reliable Partner service or is a foreign company, you must request contractor's liability documents from the company. Once the contractor's liability documents have been received, checked and you have verified that they have been approved, manually enter the approval and acceptance date in Zeroni.

More detailed information on the required documents can be found in Zeroni under the section for adding contractor's liability documents.



## 2 Safety training

**The Outokumpu Tornio site-specific safety and environmental training** and the related exam must be completed online in advance, before arriving at the Tornio site area

- ➔ <https://www.outokumpu.com/fi-fi/locations/tornio-stainless-steel/safety-at-kemi-and-tornio> here you can also find the most important **Kemi-Tornio** safety instructions that must be followed when working at Outokumpu sites.
- ➔ For questions and problems, please contact: Anja Korkko ([anja.korkko@outokumpu.com](mailto:anja.korkko@outokumpu.com)),
- ➔ tel. +358 40 713 8516) or Tarja Huhta ([tarja.huhta@outokumpu.com](mailto:tarja.huhta@outokumpu.com)), tel. +358 40 712 3872).

All employees coming to work at the **Kemi mine area** must study **The Kemi mine site-specific safety and environmental training** and pass the related exam. This must be done online, before arriving at the mine area

- ➔ <https://www.outokumpu.com/fi-fi/locations/tornio-stainless-steel/safety-at-kemi-and-tornio>
- ➔ Here you can also find the most important **Kemi-Tornio** safety instructions that must be followed when working at Outokumpu sites.
- ➔ **Those employees coming to work in the underground mine**, must also study and pass the exam **Outokumpu Kemi Mine Underground Safety training** (i.e. take both exams)
- ➔ Questions related to access permits: Kemi mine information desk ([info.kemimine@outokumpu.com](mailto:info.kemimine@outokumpu.com), p. +358 16 453511)

**The Port of Tornio Rönttö safety training** and the related exam are completed online in advance, before arriving at the port area

- ➔ <https://www.outokumpu.com/fi-fi/locations/tornio-stainless-steel/safety-at-kemi-and-tornio> here you can also find the most important safety instructions **of the Port Tornio**, which must be followed when working in the port area.
- ➔ If you have questions about access permits, please contact the contact persons of the Tornio site.

## 3 Security clearance

In accordance with the legislation on security clearances, a person applying for an access permit may be subject to a security clearance when the work site is in the area of Outokumpu Stainless Oy or Outokumpu Chrome Oy Tornio site, Outokumpu Kemi mine or Port of Rönttö. Outokumpu has classified the persons for whom the security clearance is carried out according to their duties. If the job requires a security clearance, the applicant will be notified of this, and written consent will be requested.

## 4 Consent

By entering the area, the person undertakes to comply with the rules, instructions and safety regulations of the industrial area and gives his or her consent to safety inspections based on the instructions carried out in the area.

The person undertakes to return the personal identity card to the main gate (permit office) in Tornio and to the information desk of the mine in Kemi immediately after the end of their duties.

## 5 Arrival in the area

### Verifications at the gate

Verifications are carried out **at the Tornio site at the main gate** (permit office) and **at the Kemi mine at the mine information desk** by the Client's personnel. However, the service provider must familiarise themselves with these sections and ensure that the employee has the necessary documents with them when arriving at the Outokumpu area.

Upon arrival in the area, the permit office verifies the identity of the person, validity of the Occupational safety card (and, if necessary, Hot work card) as follows:

- Identity card
  - ID card, passport or driver's license. A driving licence is only valid as an identity document for Finnish citizens.
- Passport or official ID card
  - The identity of the foreign person is established, and the validity period and number of the passport or identity card are recorded
- Occupational safety card: ensuring the validity of the card
- Hot work card: the validity of the card is verified from those performing or supervising hot work

Regarding a foreign person's right to work, the grounds for the applicant's right to work are verified:

- EU/EEA citizenship or Swiss citizenship, if applicable:
  - The EU countries are Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden.
  - In addition to the above-mentioned countries, EEA countries include Iceland, Liechtenstein and Norway
  - Swiss citizenship is also a ground for the right to work
- If the employee is a citizen of the EU, EEA or Switzerland, he or she has the right to work and stay in Finland for a maximum of 3 months. If the stay is longer than 3 months, the employee must register the stay at the local police station.
- Residence permit for an employed person: Citizens of other countries, i.e. countries outside the EU/EEA/Switzerland, are required to have a residence permit for an employed person.

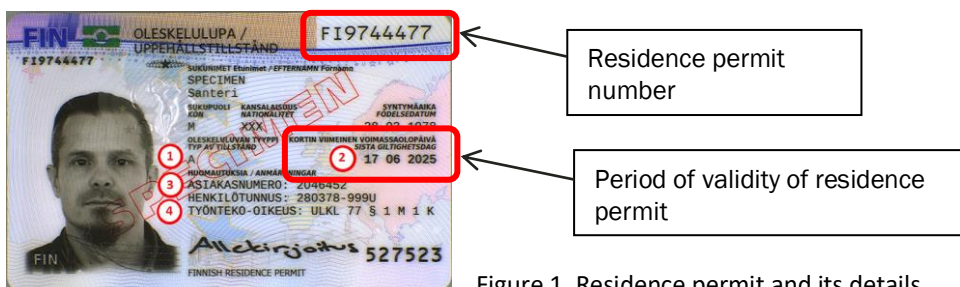


Figure 1. Residence permit and its details

- If the applicant for an access permit has some other grounds for the right to work (the grounds for the right to work laid down in the Aliens Act 301/2004), the person must have with them a document proving the grounds and the permit office must be informed in advance by the Outokumpu Procurement of this ground.

**Sufficient time must be reserved when arriving at the Outokumpu site or mine area. The main gate of Tornio and the information desk of the Kemi mine can be busy in the morning!**