

Jussi Hintikka

Dear visitor/service provider,**please read the additional instructions below carefully, with which we aim to guarantee you a safe and pleasant visit to our mills.****1. Before the mill visit, no later than the previous working day:**

- Apply for a safe-conduct permit at: <https://gates.metsagroup.com/hakemus/start.do>
- After approval of the permit, you will receive a pin code in you email to access the mill
- area from the passenger gate. Suolahti permits, which do not come with a Pin code/no Valtti card, can be picked up at the main gate on weekdays between 06:30 and 17:00. Main gate Kuhnamentie 2, Äänekoski.
- Complete MetsäGroup's safety orientation: <https://www.metsagroup.com/fi/ota-yhteytta/Pages/Turvallisuusperhdytys.aspx>
- Visiting address is METSÄ WOOD, Suolahti vaneritehtaata, Vaneritehtaankatu 1,44200 Suolahti, FINLAND

2. Upon your arrival

- Park in guest parking
- Inform your contact person of you arrival by phone

3. Your contact person will pick you up at the gate or give you instructions on where to meet at the factory.**4. Things to consider during your visit**

- Smoking is prohibited in the mill and parking area
- The use of mobile phones during the mill tour and when moving around the mill area is prohibited. The use of a mobile phone is permitted for making HSEQ observations.
- Photography and video recording is prohibited. There is a 20 km/h speed limit in the factory area.

5. Personal protection:

To ensure your safety, dress as follows:

- Company workwear/visitors's vest equipped with attention colors
- Helmet with chin strap and goggles
- Safety footwear
- Hearing protection for production facilities If necessary, we will borrow personal protective equipment for the duration of the visit.

In an emergency, follow the guide's instructions. A general emergency number is used in the mill area: 112.

In unclear situations, please contact your contact person immediately.

**Welcome to Metsä Wood Suolahti mill!**