

Dear Visitor,

Please read carefully the additional instructions below, which aim to ensure a safe and pleasant visit to our mills.

1. Before arriving at the mill

- Apply for a visitor access permit: <https://gates.metsagroup.com/hakemus/start.do?lang=en>
- Once approved, you will receive a PIN code via email to access the mill area through the personnel gate.
- Complete Metsä Group's safety induction: <https://www.metsagroup.com/contacts/suppliers/safety-induction/>
- Visit address: METSÄ WOOD, Punkaharju mills, Tehtaantie 18, 58500 Punkaharju
- Signs to Metsä Wood can also be found from Highway 14 in the Punkaharju town area.

2. Upon arrival

- Park in the visitor parking area
- Notify your contact person of your arrival

3. Your contact person will pick you up at the personnel gate or provide instructions on where to meet at the mill.

4. During your visit, please note

- Smoking is prohibited in the mill area.
- Arriving intoxicated, bringing or using intoxicants in the mill area is prohibited.
- Always follow the guide's instructions and stay with the guide in production areas.
- Using mobile phones during the mill tour and while moving in the mill area is prohibited.
- Photography and video recording are prohibited.
- Stay on marked routes and exercise caution when moving around the mill.
- Hold the handrail and focus on movement when using stairs.
- Watch out for moving vehicles and conveyors.
- Our mill area is under recording camera surveillance.

5. Personal protective equipment:

To ensure your safety, please dress as follows:

- company workwear/visitor vest with high-visibility colors
- safety helmet and safety glasses
- safety footwear
- hearing protection in production areas
- cut-resistant gloves

We will lend personal protective equipment for the duration of your visit if needed.

In an emergency, follow the instructions of the mill representative.
The general emergency number is: **112**.

In unclear situations, please contact your contact person immediately.

Welcome to Metsä Wood's Punkaharju mills.

