

Pursuant to Article 16 of the Law on Safety and Health at Work (Official Gazette of Montenegro No. 34/14 and 44/18) and Article 39 of the Statute of the company ALICORN Podgorica (hereinafter: the Employer), on 15<sup>th</sup> of October 2021, the founders adopt the following:

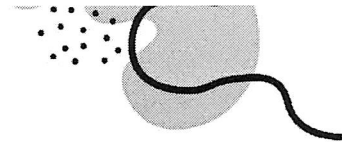
**RULEBOOK**  
**ON**  
**SAFETY AND HEALTH AT WORK**

Article 1

This Rulebook regulates:

- safety measures at work and the manner of their implementation,
- rights, obligations and responsibilities of Employer
- rights, obligations and responsibilities of all employees,
- manner of performing professional safety at work,
- the manner of determining and checking the health status of employees for safe performance of duties,
- use of personal protective equipment and
- other issues of importance for safety at work.

Article 2



The right to safety and health at work place have all employees who have established an employment relationship, i.e. concluded an employment contract with the Employer, persons who are trainees, as well as persons who work for the Employer on any legal basis.

The Employer is obliged to directly inform the employee about all types of dangers related to the jobs that he or she is assigned for and about specific measures for protection at work that are necessary to eliminate risks to life or possible damages to the health, as well as to provide instructions for safe work performance. Also, the Employer must take care that the work of the employee is planned and that it is done in such a way as to ensure satisfactory working conditions.

The employee also signs a special statement that he or she is acquainted with the protection measures.

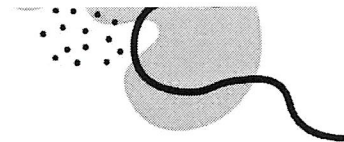
The employee is obliged to follow the instructions from paragraph 2 of this article.

The manner and procedure of training of an employee for safe work performance is determined by this Rulebook.

## **SAFETY AND HEALTH MEASURES AT WORK AND MANNERS OF THEIR IMPLEMENTATION**

### **Article 3**

Safety and health measures (hereinafter: safety measures) are all steps, preventive and other measures that are taken or planned at all levels of work with the Employer, in order to prevent or reduce risks to life and health of the employees. Protection measures are planned and provided in all work processes with the Employers', in order to prevent or reduce risks to life and health of employees, and they can be the following:



- 1) use and maintenance of facilities intended for working and auxiliary premises, as well as facilities intended for work in the open space, in order to ensure the safe conduct of the work process;
- 2) use and maintenance of technological work processes with all associated work tools, with the aim to ensure safe performance of the employees and harmonization of chemical, physical and biological hazards, microclimate and lighting in the workplace, and in other work and auxiliary rooms along with the accompanying prescription of measures and standards for the activities performed in those workplaces and in those work premises;
- 3) use of tools and equipment for personal safety and health at work, the use of which eliminates risks or dangers that could not be eliminated by applying usual protection measures;
- 4) education, teaching and training in the field of safety and health at work. Safeguards shall not induce any cost for the employee.

#### Article 4

The employer is obliged to implement protection measures, respecting the following principles:

- risk avoidance;
- risk assessment;
- elimination of risks at the source;
- adjustment of work and workplace to the employee, especially in terms of workplace construction, choice of work tools, choice of work and production methods with reference to special avoidance of monotonous work and work at a certain speed and reduction of their impact on health;
- adaptation to technical progress;



- replacement of dangerous circumstances with harmless or less dangerous ones;
- development of a comprehensive occupational health and safety policy, which includes technology, work organization, working conditions, interpersonal relationships and work environment factors;
- giving priority to collective protection measures over individual protection measures;
- providing appropriate instructions and information to employees.

## **RIGHTS, OBLIGATIONS AND RESPONSIBILITIES OF THE EMPLOYER**

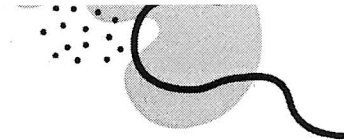
### **Article 5**

The Employer is obliged to provide measures for safety and health at work by preventing, eliminating and controlling risks at work, informing and training employees for safe and healthy work (hereinafter: employee training), with appropriate organization and necessary resources.

The Employer is obliged to provide special measures for safety and health at work for women employees during pregnancy, as well as persons with disabilities, in accordance with the Law on Safety and Health at Work and other laws.

The Employer is obliged to take into account the change of the working environment, implement measures of safety and health at work and choose such working methods that will ensure the improvement of the situation or a higher level of safety and health at work.

When planning and introducing new technologies, the Employer is obliged to consult with employees or their representatives for safety and health at work (hereinafter: employee representative) on the choice of work tools, working conditions, working environment and their consequences for safety and health at work.



When assigning an employee to a job with special working conditions, i.e. with increased risk, the employer is obliged to take into account his abilities, which may affect the safety and health of the employee.

#### Article 6

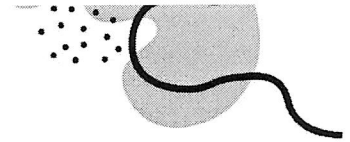
The Employer is obliged to inform the employee about all issues related to occupational safety (insight into the list of occupational accidents, decisions related to occupational safety measures to be taken, decisions arising from protective and preventive measures made by inspection and other bodies in charge of safety at work), and especially with:

- risks to safety and health and protective and preventive measures and activities in relation to the type of workplace or job;
- first aid measures in case of injuries at work, fire protection and evacuation of employees in the event of serious and imminent dangers and of the persons in charge of implementing these measures;
- rights in the field of occupational medicine, occupational hygiene and ergonomics;
- health hazards at work;
- plans, measures and decisions that could adversely affect the health of employees due to air pollution, noise or vibration in the workplace.

#### Article 7

The Employer, the employee and the employees representative are obliged to cooperate in the process of determining their rights, obligations and responsibilities related to occupational health and safety in accordance with this Law, and in particular in relation to:

- any measure that may significantly affect safety and health at work;



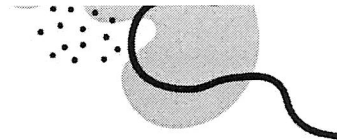
- appointing a responsible person for safety and health at work (hereinafter: responsible person), appointing a person for the implementation of first aid measures, fire protection and evacuation of employees and activities related to safety and health at work;
- data on risk assessment and safety measures, including those faced by groups of employees exposed to special risks;
- decisions on safety measures that must be taken, as well as, if necessary, on the tools and equipment for personal safety at work that is to be used;
- records and reports of injuries at work that resulted in the employee's absence from work for more than three working days;
- reports of injuries at work of the employees;
- measures and actions of inspection and other bodies responsible for safety and health at work;
- engaging a legal entity or entrepreneur to perform professional activities;
- planning and organizing training and testing of occupational health and safety skills.

The Employer is obliged to enable the employee representative to submit his remarks regarding safety and health at work to the competent inspector in the procedure of performing inspection supervision.

## Article 8

The Employer is obliged to provide the employee representative with appropriate forms of training.

The training referred to in paragraph 1 of this Article shall be conducted during working hours with or outside the Employer.



#### Article 9

Employees, i.e. employees representative shall not be put in a less favourable position due to activities in terms of Article 7 of this Rulebook.

The Employer is obliged to provide the employee representative with appropriate leave from work, with compensation of salary as if he or she were at work, and to provide all the necessary funds for performing work related to protection and health at work.

#### Article 10

The Employer is obliged to take the necessary measures and appoint employees for first aid, fire protection and evacuation of employees depending on the type of job and activity, as well as depending on the number of employees and the presence of other persons, in accordance with the law and regulations governing this area.

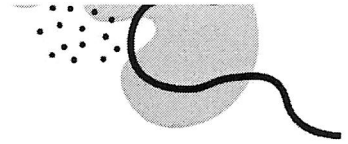
For the application of the measures referred to in paragraph 1 of this Article, a connection with the services outside the Employer must be provided, especially with regard to first aid, emergency medical care, rescue and fire protection.

The number of employees referred to in paragraph 1 of this Article, their qualifications and available equipment depends on the scope and/or specific dangers at the workplace.

#### Article 11

The Employer is obliged to inform all employees who are or could be exposed to serious or imminent danger about the type of risk and protection measures.

The Employer is obliged to, in case of serious, immediate and unavoidable danger, by measures and instructions, allow the employees to stop working and to send them to a safe place.



The Employer shall not demand for the employees to continue working in a situation where there is a serious and imminent danger, except in the case of saving human lives.

#### Article 12

The Employer is obliged to insure the employees against injuries at work, occupational diseases and work-related illnesses.

Insurance premiums referred to in paragraph 1 of this Article shall be borne by the Employer, and shall be determined depending on the level of risk of injuries at work, occupational diseases and work-related illnesses.

#### Article 13

In the event that unusual and unpredictable circumstances beyond the control of the Employer arise at the workplace or if these are special events whose consequences could not be avoided despite the implemented protection measures, the Employer is released from liability.

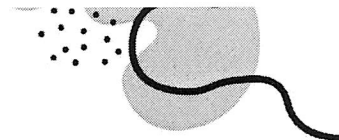
### **RIGHTS, OBLIGATIONS AND RESPONSIBILITIES OF EMPLOYEES**

#### Article 14

The employee has the right and obligation to get acquainted with the protection measures at the workplace to which he is assigned, as well as to be trained for their implementation, before starting to work.

The employee has the right and obligation to give suggestions, remarks and information to the Employer on issues of protection and health at work.

To apply the prescribed protection measures during work, take care of his or her own safety and health at work and that of other employees affected by his or her work or actions while performing work, purposefully use work equipment, hazardous substances, personal protective



equipment at work and protective devices, cooperates with the Employer and the responsible personnel in order to implement the prescribed protection measures at the jobs he or she works on;

In accordance with his or her knowledge, immediately informs the Employer, in writing or orally, or through employee representatives about irregularities, deficiencies, harms, dangers or other phenomena that could endanger his or her safety and health of that other employees in the workplace.

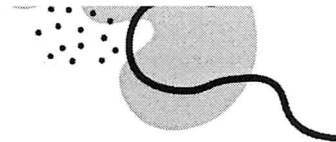
If the Employer, even after the notification, does not eliminate the irregularities, harmfulness, danger or other occurrences referred to in paragraph 4 of this Article within three days, or if he or she does not take appropriate measures to eliminate the identified irregularities, harmfulness, danger, the employees may request for a labour inspection intervention and shall inform the responsible person for health and safety at work about it.

#### Article 15

An employee has the right to refuse to work if:

- he or she is not previously acquainted with all dangers or harms, i.e. risks at work or if the Employer has not provided him or her with the prescribed medical examination;
- he or she is in imminent danger to life and health due to the fact that the prescribed protection measures have not been implemented, until these measures are provided for;
- the prescribed protection measures are not provided for on the work tools and thus his life and health are directly endangered.

When the employee refuses to work, he is obliged to contact the Employer in writing in order to take measures that, in the opinion of the employee, have not been implemented.



When the employee refuses to work, and the Employer considers that the employee's request is not justified, the Employer is obliged to immediately inform the Labor Inspectorate.

#### Article 16

The employee has the right to leave the workplace in case of serious and imminent danger to life and health, the employee may take appropriate measures in accordance with his knowledge and technical means available to him, and in case of imminent danger has the right to leave the dangerous workplace, work process or work environment.

In the cases referred to in paragraph 1 of this Article, the employee is not liable for damage that could occur due to his actions, unless he caused it intentionally or out of gross negligence.

#### Article 17

The employee is subject to liability in case of non-compliance with the prescribed measures of safety and health at work and non-fulfilment of obligations determined by law and documented rules of the Employer.

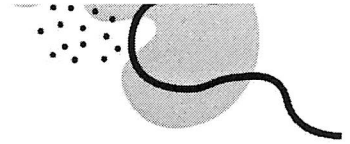
#### Article 18

During night work, the employee has the right to protection at work which will ensure his safety and health protection during the performance of work, and especially the rights determined by the General Rulebook on Hygienic and Technical Measures at Work.

#### Article 19

Employees, when the prescribed occupational safety measures are not provided for, are entitled to lost earnings until the prescribed occupational safety is implemented.

#### Article 20



In case of an injury at work, the employee has and acquires certain rights from the Law on Health Care, the Law on Health Insurance and the Pension and Disability Insurance Law.

In the procedure of determining and recognizing an injury, i.e. occupational disease, the procedure shall be in accordance with the regulations on pension and disability insurance, regulations on safety at work, and the provisions of the Law on Health Care, valid on the day of the occupational injury or occupational disease.

Injury at work and occupational disease is considered an injury, i.e. a disease in a way determined by the Law on Pension and Disability Insurance.

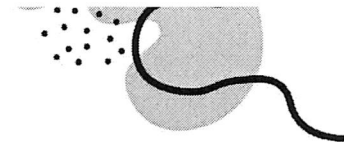
The employee exercises the right on the basis of injury at work according to the procedure and in the manner determined by the Law on Health Care, the Law on Health Insurance, and the Rulebook on Exercising Health Care and other rights from health insurance (use of health care, types of medical care, travel expenses in connection with the use of health care and health insurance, salary compensation during the period of incapacity for work).

In addition to the rights referred to in paragraph 1 of this Article, in the event of an injury at work, the employee is also entitled to compensation for damages, according to the general principles of liability for damage.

#### Article 21

The procedure for determining and recognizing an injury or illness for an injury at work, i.e. an occupational disease is initiated by a legal entity or a natural person (employer), by submitting a report on an injury at work in accordance with the Rulebook on the content and manner of issuing reports on injuries at work (Official Gazette of Republic of Montenegro No. 18/93).

The Employer is obliged to issue the application referred to in paragraph 1 of this Article to the injured worker, i.e. to the health institution where the employee was examined within 24 hours



from the moment of knowledge that the injury happened. This application is issued in four copies.

The Employer submits the report on injury at work to the office of the Health Insurance Fund whose jurisdiction is determined by the place of residence of the insured person within three days, and exceptionally to the unit of the Health Insurance Fund whose jurisdiction is determined by the headquarters of the Employer, when the Health Insurance Fund has approved that basic right of employees to health insurance through the unit of the Health Insurance Fund whose jurisdiction is determined by the headquarters of the Employer.

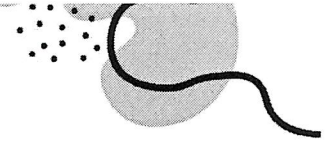
The unit of the Health Insurance Fund keeps two copies of the report, and delivers the other copies to the Employer, who delivers one copy to the employee, i.e. the family of the injured person.

By submitting a report pursuant to paragraph 3 of this Article, the Employer shall initiate proceedings to determine whether the injury or illness may be considered an injury at work i.e. an occupational disease and if the injury or disease occurred at workplace.

## Article 22

Injury at work that is recognized to the insured person by the Health Insurance Fund, i.e. by certifying the application referred to in Article 21 of this Rulebook, and it represents a permanent legal basis for exercising the rights from basic health insurance for as long as those rights are exercised as a result of that injury or illness, regardless of whether the use of that right was terminated during its exercise.

The rights prescribed by the Law on Health Insurance are exercised by the insured person of the Health Insurance Fund from the day of the occurrence of that injury, i.e. illness, if the application



by which the insured person of the Health Insurance Fund is recognized as an injury at work is certified.

An insured person of the Health Insurance Fund who at the time of exercising the rights from the Law on Health Insurance could not exercise those rights on the basis of a certified application referred to in paragraph 2 of this Article because it was not yet adopted or the procedure for its adoption was subsequently initiated, may exercise the unrealized difference of the certified application, in the manner prescribed by law.

#### Article 23

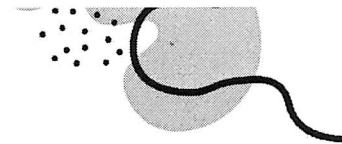
The employee is obliged, in accordance with his knowledge, to immediately inform the Employer, in writing or orally, directly or through his representative, of irregularities, deficiencies, harms, dangers or other phenomena that could endanger his or her safety and health at workplace or safety and health of other employees.

#### Article 24

The employee shall not begin or perform work under the influence of alcohol and other addictive substances, and he or she is obliged to undergo a check whether he or she is under the influence of alcohol or other addictive substances.

The verification of whether the employee is under the influence of the substance referred to in paragraph 1 of this Article shall be performed by the Employer or another person designated by him or her, in the presence of another person.

The check referred to in paragraph 2 of this Article shall be performed by appropriate means and apparatus (breathalyser, etc.) or by an expert examination of the medical institution, of which a report shall be drawn up.



The persons referred to in paragraph 2 of this Article shall perform the inspection on their own initiative or at the proposal of another employee in the following cases:

- if the worker is obviously intoxicated or if there is a reasonable suspicion that he or she is under the influence of alcohol
- in cases of excessive behaviour of the worker, like fighting, disruption of the work process, causing of material damage, insulting of other workers and in other similar cases
- when the Employer assesses that an inspection should be performed
- when an injury at work has occurred due to the obvious negligence of the injured or another person, when there is a suspicion of a causal connection with the influence of alcohol or other addictive substances.

#### Article 25

The employee is disciplinary and materially responsible in case of non-compliance with the prescribed measures of safety at work and non-fulfilment of his or hers obligations for safety at work determined by regulations on safety at work, technical regulations, standards, instructions for safe and secure work.

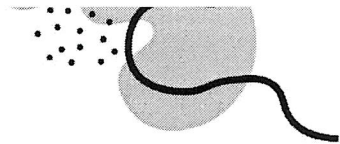
#### *Disciplinary responsibility*

#### Article 26

For non-compliance with the prescribed measures of safety at work and non-fulfilment of its obligations from safety at work, the employee may be fined, or put under the measure of termination of employment, i.e. termination of the employment contract.

#### Article 27

Violations of work obligations for which an employee may be fined are:



- failure to wear personal protective equipment at work when prescribed;
- careless handling, storage and maintenance of personal protective equipment;
- negligent performance of work duties related to safety at work, if no injury at work was caused and if minor consequences occurred;
- if he or she does not cooperate with other employees, associates, etc. all with the aim of improving safety at work;
- if he or she does not report immediate occurrences that may cause injury at work;
- if he or she does not inform another worker about his or hers omission in safety at work;
- if he or she behaves carelessly and unscrupulously towards protective devices and gadgets;
- coming to work drunk, getting drunk or using narcotics while working.

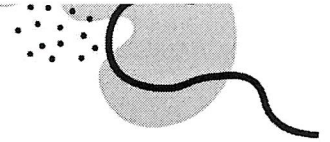
A fine may be imposed in the amount of up to 20% of payment in advance of the employee's monthly salary for a period of one to three months.

#### Article 28

Violation of work obligations related to safety at work for which the employee's employment may be terminated, i.e. cases in which the employment contract is terminated:

- violation of regulations on protection against fire, explosions, natural disasters and harmful effects, toxic and other dangerous substances, as well as violation of regulations and failure to take measures to protect employees, means of work and the environment:

a) if he or she consciously and despite the warning removes the protective device (e.g. mask);



- b) if he or she negligently and unscrupulously performs work obligations related to safety at work, due to which a serious consequence has been caused for the health of employees and the property of the Employer;
- c) if he or she consciously works at the workplace with increased risk, despite the awareness that safety measures have not been provided at work, and therefore a more serious consequence has occurred for the employee and property;
- d) if he or she does not report to the immediate supervisor the phenomenon that preceded the cause of the injury at work;
- e) if he or she does not stop working at the workplace while under the influence of alcohol or other addictive substances, despite the fact that the responsible person ordered him to stop working.

#### *Material responsibility*

##### Article 29

If an employee intentionally or through extreme negligence causes material damage at work or in connection with work, he or she is obliged to compensate it, while the existence of the damage and the circumstances under which it occurred, its amount, manner of compensation, etc. are determined by the employee and Employer.

If the Employer and the employee do not agree on the amount and compensation of damages, the Employer may obtain compensation for damages by filing a lawsuit before the competent court.

##### Article 30

The Employer is liable for damage suffered by the employee at work or in connection with work, according to the general rules of liability for damage.



## **Manner of performing professional work safety activities at work**

### **Article 31**

The Employer will determine the manner of performing professional occupational safety activities, the manner of organization of which, according to the Law on Safety and Health at Work, depends on the risk assessment, as well as on the adoption of the act on risk assessment.

Until the conditions referred to in paragraph 1 of this Article are met, the occupational safety activities shall be performed by the Chief Executive Officer.

The employee is obliged to adhere to the instructions and directives of the professional person performing occupational safety activities.

The employer may, by a special act-contract, appoint an expert who will perform occupational safety activities, in terms of the provisions of the Law on Safety and Health at Work.

The professional person who performs occupational safety activities is obliged to, if he or she finds non-application of safe and secure work measures by the employee, issue an oral order for termination of work done in such a way and to give instructions regarding measures and norms to be applied.

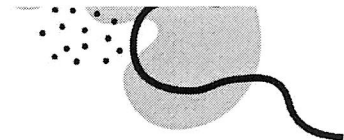
## **Manner of training and checking the training of employees for safe work**

### **Article 32**

The Employer is obliged to provide the employee with certified training for safe work.

Training an employee for safe work consists of a theoretical and a practical part.

The theoretical part of the training is conducted regardless of the job, and the scope of theoretical knowledge is determined by the level of education.



The practical part of the training is performed individually or in groups with employees of identical jobs through practical demonstrations and warnings about the dangers and harms of the job, i.e. the work they perform.

### **Use of personal protective equipment at work**

#### **Article 33**

The Employer is obliged to provide the employee with the right to use certain means of personal protection.

The Employer is obliged to check correctness of personal protective equipment when issuing it.

Which protective equipment will be used during the performance of work is determined on the basis of direct observation of the danger, in accordance with the regulations on safety at work and standards.

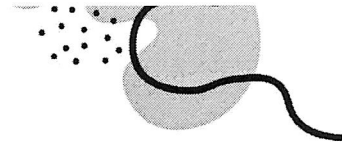
#### **Article 34**

If the employee is given personal protective equipment for use, he or she is obliged to take care of it, so that it is suitable for use and effective protection during its duration. The expiration date of personal protective equipment and equipment is not determined, and they can be used while they are in good condition.

The user of means and equipment for personal protection is obliged to use them in the manner provided by the operating instructions.

Failure to comply with work instructions on the use of prescribed means and equipment of personal protection is a violation of work obligations.

If the employee's personal protective equipment is destroyed or is unsuitable for use before the expiration of the deadline, due to unforeseen work of performing longer and sudden jobs in



which the device is heavily destroyed, poor quality of the product, etc. they have the right to ask and get something else from the Employer to use.

### **Other issues of importance for safety at work**

#### *Measures for first aid and emergency medical care*

#### **Article 35**

The Employer is obliged to organize the provision of first aid to the injured at work in a way that there is no chance that it will be delayed which would result in harming of the injured person or of the person that fell suddenly ill, all in accordance with the bylaw in this area and is obliged to immediately inform the nearest station of emergency medical service about it.

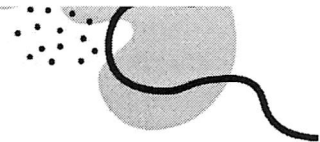
First aid, as well as emergency medical assistance to an injured or suddenly ill worker during work, at the scene of an accident is provided by employees trained to provide first aid and other employees who are found in the immediate vicinity.

Employees trained to provide first aid perform the following professional tasks:

- a) place the injured person in an appropriate position and, if necessary, remove his or her clothes;
- b) perform an examination of the injury and notice disorders of the general condition (loss of consciousness, certain signs of death, breathing, heart function, skin colour, etc.);
- c) give artificial respiration and heart massage, stop bleeding and perform bandaging and mobilization.

Other employees provide first aid, performing the following tasks:

- a) clear clogged and destroyed passages;
- b) excavate or release buried or crushed persons;



c) transfer the injured person to the place of first aid or to a vehicle.

Emergency medical care consists of medical transport of the injured to qualified medical care (health care institution) and handing over the injured or suddenly ill worker for treatment.

#### Article 36

The Employer or employee who is qualified for and designated for such activities is responsible for the timely provision of first aid to an injured or seriously ill worker.

#### Article 37

Injured and sick workers will be asked for medical help, especially in cases of serious injuries at work - bone fractures, open wounds, concussions, sprained joints, internal injuries, amputation of arms and legs, for major burns, for acute poisoning, the consequences of impact from electric currents, eye injuries, and other injuries and illnesses when the worker has major pain and bleeding, and when he or she is unable to move freely on their own.

The Employer or the employee designated by him or her shall provide the equipment to be used when providing first aid and transferring the worker to the doctor, i.e. the arrival of the ambulance.

#### Article 38

Employees are trained through first aid course, if they are not already trained when taking the driving test or in another way and on other occasions.

*Fire protection measures and evacuation of employees and other measures of importance for safety at work*

#### Article 39



The Employer is obliged to provide all necessary measures in the facilities, i.e. in the business premises in accordance with the general regulations on fire protection in order to prevent the possibility of fire outbreaks.

The Employer is obliged to take measures to ensure that fire extinguishers are always on standby in sufficient quantity and to be regularly tested and maintained, and to acquaint the employee with fire protection measures and train him or her to handle fire extinguishers.

#### Article 40

The employee must be trained in the operation of fire extinguishers, and in particular must be familiar with fire protection measures.

#### Article 41

The Employer is obliged to provide evacuation and rescue of employees, in case of sudden events that may endanger the life and health of employees, and organize means for evacuation and rescue of employees, as well as to take measures to train employees to respond properly and in a timely manner in sudden situations which may arise.

The employee is obliged to cooperate in all cases and actively participate in the evacuation and rescue in the event of an emergency during work.

#### Article 42

This Rulebook shall enter into force on the eighth day from the day of its publication on the Company's website (www.alicorn.me).

ALICORN DOO PODGORICA

Founders

  
MILUTIN PAVICEVIC



  
Sanja Grahovac