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# **RULES**

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## **on internal order at Luka Koper**

*Koper, Slovenia, 15<sup>th</sup> April 2011  
President of the Management Board  
Luka Koper d.d.*



*Dr. Gregor Veselko*

# **RULES**

## **on internal order at Luka Koper**

adopted on the basis of third paragraph of Article 183 of the Companies Act RS (Official Gazette of RS, No. 65/2009) by the Luka Koper d.d. Management Board at its session of 29<sup>th</sup> March 2011.

### **I. GENERAL PROVISIONS**

#### **Article 1**

These Rules governing operations and the movement of persons, vehicles and vessels, are aimed at ensuring internal order and the safety of persons, property and resources at the Port of Koper and the premises and facilities operated by Luka Koper d.d. (hereinafter Luka Koper).

The Rules apply in the area of the seaport (land and sea areas which comprise the Port of Koper zone, hereinafter: the port zone) together with the headquarters, administrative buildings and parking areas belonging to the company Luka Koper. All these areas are bounded by a fence.

The Port of Koper encompasses the port zone, comprised of:

- the land area of the so-called free zone, bounded by a customs fence, and
- the adjacent harbour area (defined by the coordinates detailed in graphic attachment No. 1: the Decree<sup>1</sup> (Official Gazette RS, No. 71/2008) – hereinafter: the harbour area.

The physical periphery and area of the Port of Koper may change with every modification of the route of the fence which encompasses it, and/or coordinates of the defined harbour area.

The port zone at the Port of Koper is under the control of the Customs Administration RS.

Subsidiary enterprises of Luka Koper are liable to adapt their own regulations on internal order in accordance with these Rules within three months of their coming into force.

#### **Article 2**

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<sup>1</sup> Decree on the administration, management, development and maintenance of the Port of Koper in Accordance with the Concession Agreement between Luka Koper d.d. and the Republic of Slovenia (Official Gazette RS, No. 71/2008).

In those areas governed by these Rules, all persons, including employees and clients of Luka Koper and its subsidiaries, shall also be liable to act in accordance with all laws and statutes of the Republic of Slovenia, the internal regulations of Luka Koper, as well as consider and abide by oral and written instructions issued by Luka Koper security service personnel or other such responsible and authorised employees.

### **Article 3**

The unauthorised taking of photos and filming is prohibited across the entire area of the Port of Koper, as well as its individual parts.

The taking of photos and filming is only allowed with a special written permit. Such permits are issued by the Luka Koper security service in well-founded cases on the basis of the written request of a client (the request form is published on the Luka Koper website. In the event that cargo at the Port of Koper is subject to any such recording, the consent of the cargo owner or other responsible person is also required. Such filming permits are only valid together with an entry permit to the Port of Koper.

Within the context of their assignments, those employees of Luka Koper who are responsible for documenting work processes at the Port of Koper shall be allowed to take photographs and film within the port zone.

### **Article 4**

A security system is established within the port zone in order to provide safety and security; this system also encompasses the various premises operated and administered by Luka Koper and its subsidiary enterprises.

The smart card system has been installed which allows entry to and exit from the port zone, as well as individual buildings and facilities at the Port of Koper. It also allows the eligible card holder and user access to a particular area.

The video surveillance system established in the port zone is operated by the Luka Koper security service. Notice panels at the entrances and on the fence encompassing the port zone warn that the area is under video surveillance. On the basis of a well-founded written request, and in compliance with Slovenian legislation, the operator can use a video recording, or deliver such to an operational unit of Luka Koper or an authority of the Republic of Slovenia.

### **Article 5**

The Luka Koper security service implements general security as well as fire protection measures for all facilities, property and persons within the port zone; special measures and regimes may also be additionally implemented.

All persons - employees, external contractors and clients - are obliged to follow the Luka Koper Fire Safety Order.

Unless regulated otherwise, subsidiary enterprises as well facility owners and tenants within the port zone are obliged to adapt their fire safety regimes in accordance with the Luka Koper Fire Safety Order.

## **Article 6**

All Luka Koper employees, service providers, facility owners and tenants, as well as all persons within the port zone, are obliged to follow all regulations pertaining to occupational health and safety and environmental protection.

The consumption of alcohol and psychoactive drugs is prohibited within the Port of Koper.

The Luka Koper security service has the competence to perform detection tests for alcohol or psychoactive drugs in the following events:

- if there exists reasonable suspicion that a person is under the influence of alcohol or a psychoactive substance,
- on the basis of a request by the responsible person of an individual operational unit of Luka Koper,
- in the event of an accident involving material damage or physical injury,
- as a preventive control.

The test procedure is defined in detail in the port zone rules on the detection of intoxication through alcohol or psychoactive drugs.

## **Article 7**

Outside of working hours, all users of administrative facilities are liable to lock their offices and keep the keys safe.

All users of storage and operational facilities within the port zone are liable to provide the Luka Koper security service with spare keys to their premises; these to be used in the event of an emergency intervention.

Also in the context of mandatory provision in relation to emergency situations, all facility users are liable to promptly report to the Luka Koper security service any changes as to responsible persons and their contact information.

## **II. Movement of People and Vehicles within the Port Zone**

### **II. i. Movement of People**

#### **Article 8**

Entry to and exit from the Port of Koper and its administrative area is only allowed by way of the main entrance, at the address of Vojkovo Nabrežje 38, Koper.

Further to main entrance, there are 6 (six) alternative access-ways into the port zone; these may be used exceptionally in agreement with Luka Koper office of the Customs Administration RS and the Luka Koper security service.

Individuals carrying firearms, explosives or other hazardous substances are prohibited from entering the port zone or premises and facilities operated by Luka Koper. Only authorised personnel of state authorities shall be allowed to carry firearms.

Any individual carrying a firearm shall be liable to inform the Luka Koper security service as to any such possession. The service will either allow entrance, or request the deposit of firearms.

#### **Article 9**

Entry to and movement within the fenced customs zone of the Port of Koper (port zone) shall only be permitted to those with valid personal ID documents and a valid permit issued by the Luka Koper security service. Various permits may be issued by the security service; they are as follows:

1. permits for employees of Luka Koper and its subsidiaries,
2. permits for external users,
3. permits for external contractors and service providers,
4. visitor permits.

Permits for the movement of persons within the port zone are issued by the Luka Koper security service. They are issued upon a written request using the prescribed correctly completed and endorsed form; blank forms are available via the Luka Koper website ([www.luka-kp.si](http://www.luka-kp.si)). The applicant, or the person responsible, shall guarantee the accuracy and veracity of information entered in the form. The applicant is obliged to attach all necessary documentary evidence to the written request in order to prove the fulfilment of conditions and criteria as to service or operational provision by the applicant or the individual person stated as applicant.

The request for the issue of a permit has to be submitted at least two (2) days prior to the effective date of the permit.

Permits vary by their colour and period of validity. Luka Koper shall charge for the issue of permits in accordance with the effective Tariff.

During any visit to the Port of Koper, the user must wear the permit in a clearly visible place upon their upper layer of clothes in order that it can be verified by the competent personnel.

Permits issued for a shorter period of time or a single visit, and which are not returned by the user after use, shall also be charged for in accordance with Luka Koper's effective Tariff.

The quayside area within 10 metres of a moored vessel, and the area of sea within 50 metres of such a vessel shall be considered an exclusion zone. Access to these areas shall only be allowed to authorised individuals on the basis of justified reasons.

A permit is valid from the day of issue to the day indicated on the permit; a permit may be valid until the end of the calendar year at the latest.

The permit user is obliged to use the shortest and safest route to reach their point of destination within the port zone.

A person who acquires permit may only use it for the purpose and time required to accomplish the task for which the permit was issued. A permit can not be used in any manner contrary to statute or Luka Koper's internal regulations which guarantee order and security within the port.

If a permit holder remains within the port zone longer than is necessary for the purpose for which the permit is issued, or is in a place which is not in compliance with the purpose of issue, the permit is deemed to have been abused.

In the event of permit abuse, the Luka Koper security service shall warn the individual of the violation, and direct them from the port zone if the violation continues.

If an established violation constitutes a threat to people or property, as well as a contravention of effective regulations, the permit may be immediately seized and the person shall be directed from the port zone. The applicant in the permit's issue shall also be informed of the seizure.

Groups wishing to visit or tour the Port of Koper are obliged to give prior notification of such intention to Luka Koper's PR and, by way of that, its security service. The PR department, or the unit organising the visit, shall provide such groups with an escort. Group visits, thus organised and escorted, may enter and tour the port zone without a specific permit.

Permit holders are obliged to handle their permits carefully and keep them in a safe place. The permit holder is obliged to immediately inform the security service in the event that their permit is lost or stolen.

Permits pertain to individual persons and are not transferable. The transfer or lending of permits is not allowed. If any such violation is established, the permit shall be seized, and action pursuant to regulations shall be taken against the perpetrator.

Surveillance and control of persons and vehicles at the entrance to the port zone, as well as within the port zone itself, shall be performed by the Luka Koper security service and its subcontractors.

Pursuant to the provisions of the Private Protection Act RS, these Rules on internal order together with other regulations applicable to the operations of Luka Koper and the Port of Koper, security officers also undertake other mandated tasks in order to provide security and protection.

## **Article 10**

As a rule, visiting of delegations (including business partners, domestic and foreign governmental and non-governmental organisations, representatives of international and national associations etc.) are invited by the office of the Management Board of Luka Koper, which shall inform the PR department and security service as to any such visit.

Visiting delegations shall be escorted by Luka Koper employees who shall ensure that these Rules and other regulations effective within the port zone are observed. Delegations, thus organised and escorted, may enter and tour the port zone without a specific permit.

## **Employee permits**

### **Article 11**

Upon their employment, Luka Koper employees shall be issued a permanent permit. The head of an employee's organisational unit (department) is obliged to inform the security service as to the locations and timeframes of the permit authorisation.

Following termination of employment, an employee must return their permit to the Luka Koper security service.

## **Permits for external users and service providers**

### **Article 12**

In addition to a permit, and in order to ensure safety and protect life and property at the Port of Koper, the Luka Koper security service, which is competent to issue permits may - for justified reasons - also request additional identification or verification.

All permit holders of this category shall be liable to register upon entering and leaving the port zone. Any failure to comply with this provision shall be considered a violation. Any person located within the port, contrary to the provisions of this paragraph shall be warned of the violation and directed from the port zone.

### **Visitor permits**

#### **Article 13**

Visitors and clients may, upon their visit, acquire a permit to enter the port zone from the security officer at the main entrance to the port. A visitor can be issued a permit for a maximum of five (5) days. Permits shall be issued on the basis of a written request and endorsed through the provision of an ID document identifying the client or visitor.

The authorised person receiving the client or visitor must notify the Luka koper security service thereof in writing.

The authorised person is obliged to receive the visitor or client at the port entrance and escort them during their visit, returning to them to the port entrance after their visit is completed.

All holders of this permit category are liable to register upon entry to, as well as exit from, the port zone.

Written notification as to the identity of the client or visitor is submitted on the permit application form. In this respect the following information shall be completed and recorded:

- name and surname,
- date of birth,
- type and number of a personal ID document, and
- place, time, duration and purpose of the visit.

Upon leaving the port zone, the client or visitor is obliged to return the permit to the security officer at the main entrance gate. In the event that the client or visitor fails

to return the permit, it shall be charged for in accordance with the effective Tariff issued by Luka Koper.

#### **Article 14**

The Luka Koper security service may, for a finite period or permanently, seize a port zone entry permit, as a consequence of any of the following reasons:

- violation of these Rules,
- violation of Rules on the provision of security at the Port of Koper,
- commitment of a criminal offence or misdemeanour within the Port of Koper,
- violation of order, and consequent threat to the security of people and property in the Port of Koper,
- violation of any other internal regulation of Luka Koper,
- failure to follow the legitimate instructions provided by security officers or other responsible persons.

#### **Harbour area**

#### **Article 15**

The area indicated in Article 1 of these Rules also covers and encompasses the harbour area encompassing basins of watercourses:

- the Rižana river in the total length of its course through the port zone,
- the channel leading to the Škocjanski Zatok wetlands,
- port basins, and
- navigational channels.

On the external (seaward) side, the harbour area is marked with warning panels.

Order within the port zone, which also encompasses the harbour area, is provided by Luka Koper in compliance with the authorisations of state institutions.

Entry to the port is only permitted to cargo vessels, passenger vessels and naval vessels upon the previous notification of the Slovenian Maritime Administration (hereinafter: URSP). Other vessels can only enter the port if they have received permission from Luka Koper's Service for the Co-ordination of Operations and Maritime Activity, and only then upon the prior consent of the URSP.

The provisions of the paragraph above shall not apply to vessels operated by state authorities or the armed forces of the Republic of Slovenia, nor shall they apply to tugs and various other craft providing port services (tugs, pilot launches, dredgers as well as other vessels used for inspection, waste removal, facility maintenance, navigation and safety).

Navigation of the Rižana river is permitted as far the berths. Save for the performance of special activities, navigation of river channels and mouths upstream of the berths, or under piers, is strictly prohibited.

Any activity which may threaten the safety of people or property, pollute the environment, impede maritime safety or cause damage to the quayside, machinery or facilities is prohibited. Further to this, any action contrary to the prescribed order within the ports, the territorial waters of the Republic of Slovenia or inland waters, is also prohibited.

Both the URSP and Luka Koper's security service, which is competent in the field of safety, security, operational coordination and maritime safety at the Port of Koper, must be notified in advance – and provide their consent – in relation to any activities which are to take place within the harbour area.

In the event of violations, the security service is entitled to take action against perpetrators in accordance with legislation and the internal regulations of Luka Koper; it may also inform the URSP as to a violation, seize entry permits to the port, or implement other measures in accordance with the provisions of Private Security Act RS.

In the event of the entry of an unauthorised vessel or other unauthorised activities in the harbour area, the security service shall implement measures compliant with their mandate, and inform the competent state authorities thereof.

## **Entry and exit of cargo**

### **Article 16**

The port zone is the area under the control of the Customs Administration RS. The entry and exit of cargos (merchandise) which are subject to customs regulations and manifest under Luka Koper's records of cargo shall only be permitted on the basis of adequate documentation issued by the Customs Administration and/or Luka Koper.

The entry or exit of goods intended for the provision of activities or services within the port zone which are not subject to customs control, shall only be permitted on the basis of their being recorded in the *manifest of fixed assets and reproduction materials*. In relation to this, a document is issued by the Luka Koper security service upon entry to the port, which is endorsed by the Customs Administration at the Port of Koper.

## **II. ii. Movement of Vehicles**

### **Vehicle permits**

#### **Article 17**

The Luka Koper security service is competent to issue permits for vehicles entering and exiting the port zone and Luka Koper administration area. The permit shall be issued upon a written request using the prescribed, correctly completed and endorsed form which is published on the Luka Koper website.

Vehicles within the administration area or port zone should have their permit placed visibly in the left lower margin of the windshield / windscreen.

Vehicle permits are not transferable. In the event of a change in ownership of a vehicle or the temporary use of another vehicle, the permit user is obliged to inform the Luka Koper security service thereof.

### **Speed limits within the port zone**

#### **Article 18**

Motor vehicles are only allowed on the designated transport arteries within the port zone. The maximum speed on the main routes (T1) and secondary routes (S1...) is 40 km/h.

Speed is limited from 5 km/h to a maximum 15 km/h on all tertiary access routes (D1...), namely in the vicinity open storage areas and enclosed warehouses where cargo is being handled.

Static and manual radar speed detection is performed by the Luka Koper security service within the port zone.

#### **Article 19**

Driving or leaving vehicles in operational areas is prohibited, save for the vehicles used by Luka Koper employees in their specific work, and those instances where the direct head of an operational process issues a permit for vehicles related to said process.

Freight vehicles transporting cargo to/from the Port of Koper can enter the port zone immediately prior to unloading/loading. Any such vehicle must have a completed unloading/loading order and a receipt for the payment of the toll fee for the use of the Port of Koper, as specified in the Luka Koper Tariff.

Forwarding agents are obliged to notify the Luka Koper Security service in relation to the transport of oversized cargo; such notification must be accomplished at least 24 hours prior to arrival at - or departure from - the Port of Koper. Notification must include the following information:

- exact arrival/departure time,
- the description and properties of the oversized cargo, as well as proposals for special measures with regard to transport,
- the number of vehicles to be used, together with their registration numbers, as well as overall dimensions,
- data on drivers and escort personnel,
- the prescribed transport and cargo handling permits,
- the type and dimensions of elements being transported,
- location of unloading/loading.

Following unloading/loading, and the completion of all necessary administrative and other formalities, drivers and vehicles are obliged to immediately leave the port zone.

## **Parking**

### **Article 20**

Vehicles may only be left unattended at the indicated designated parking zones. Any vehicle disturbing operations or imperilling safety shall be removed from the area at the expense of the vehicle user/owner.

Failure to comply with these provisions shall form the grounds for the seizure of a vehicle permit.

Marked zones are located in the car park in front of Luka Koper's headquarters building and in the parking garage behind it. There are also parking areas in front of other divisional admin buildings within the port zone, as well as adjacent business premises and in front of the entrances to quaysides.

Employees and those persons involved in operations within the port zone as well as those on a business visit to the Port of Koper can park their passenger cars in the aforementioned parking areas.

Employees of Luka Koper, the personnel of its subsidiary enterprises and the Customs Administration RS, as well as visitors, shall be issued adequate permits by the Luka Koper security service and park their cars in the parking area in front of the company's headquarters building or in the parking garage behind it.

## **Article 21**

A number of parking places at the car park in front of, and the parking garage behind, Luka Koper's headquarters building are indicated as reserved (yellow, designated by an »R« on the ground, or through notice boards) and thus subject to a special parking regime:

- on the right side of the entrance to the Luka Koper headquarters building, the first four parking places in front of the building entrance are reserved for the vehicles of Management Board members, whilst other places on that side are reserved for clients and guests;
- on the left side of the entrance to the Luka Koper headquarters building, and adjacent warehouse 1B, the marked parking places (designated by »R« and a serial number) are reserved for Luka Koper executives and company vehicles attributed parking places by Management Board resolution;
- adjacent the wire mesh fence opposite the headquarters building (designated by »R« and a serial number) and on the ground floor of the parking garage (designated by notice boards) parking places are reserved for Luka Koper company vehicles;
- marked parking places in the ground floor of parking garage are reserved Luka Koper customs office (Customs Administration RS) personnel.

## **Article 22**

Within the port zone and the parking areas adjacent the Luka Koper headquarters building (namely, the car park in front and the parking garage behind) it is prohibited for a permit user:

- to park vehicles outside of their working hours,
- to park vehicles for which a permit has not been issued.

Improper parking in designated areas, and leaving vehicles in parking areas in a manner which causes an impediment, or imperils safety, may lead to the temporary or permanent seizure of a parking permit.

## **Article 23**

Passenger vehicles not belonging to Luka Koper shall only be allowed within the port zone if they have a valid Luka Koper security service permit upon which the vehicle registration number is indicated.

This provision does not apply to vehicles used by the police service, Slovenia's armed forces, the fire brigade, vehicles belonging to state institutions, inspection services and other state authorities which perform a public mandate within the port zone.

## **Article 24**

The Luka Koper security service shall only issue permits for those particular vehicles officially used for transport of persons or goods within the port zone, as well as and for passenger cars belonging to those who have business within the port zone.

Vehicles may only enter the port zone against payment of a toll fee for the use of port zone facilities; such tolls are in accordance with the Luka Koper Tariff.

## **Article 25**

Permits for entry with a vehicle shall only be valid for the period indicated on the permit, and not longer than the end of the current calendar year.

## **Article 26**

In exceptional instances, such as for taxis, visits to seamen aboard vessels, and for the clients of companies operating within the port zone, the Luka Koper security service officer at the main gate to the port zone may issue a single entrance permit for a vehicle.

## **Article 27**

All drivers are obliged to produce a valid personal permit at the entrance to the port zone.

## **Vehicle permit seizure**

### **Article 28**

Vehicle permits shall be seized in the event of following violations:

1. Seizure for a thirty-day period:
  - due to two or more breaches of the prescribed speed limit - up to 30% over the maximum,
  - due to two or more instances of improper parking which do not pose a threat to safety within the port zone.
2. Seizure for a period of one-year:
  - due to two or more breaches of the prescribed speed limit – more than 30% over the maximum,
  - due to three or more instances of improper parking which have posed a threat to safety within the port zone.
3. Permanent seizure:

- permit abuse (lending, falsification etc.).

Vehicles retained within the port zone contrary to the provisions of Section II of these Rules may be removed from the port zone by the Luka Koper security service at the expense of the owner.

### **III. Internal Order at Business Premises of Luka Koper**

#### **Article 29**

Pursuant to these Rules, business premises refer to all offices, conference rooms and other workplaces within the Luka Koper headquarters building as well as other premises used for business purposes by Luka Koper, its various units, divisions and subsidiary enterprises.

As a rule, the office hours of the headquarters building and its adjacent car parks are from Monday to Friday between 7.30 am and 4 pm, or at other times defined by resolution of the company's Management Board.

Employees, clients and visitors may only remain within, or in the vicinity of the headquarters building and its car parks during the mandated office hours.

Individual expert service personnel are permitted to enter the headquarters building outside of office hours, if such is required by the nature of their work. A reasoned written permission to enter the premises should be provided by the employee's head of department.

Clients and visitors may only remain in the headquarters building if accompanied by Luka Koper employees.

All premises must be regulated and protected according to the statutes and regulations on occupational safety, fire safety as well as these Rules.

#### **Article 30**

The headquarters building shall be entered using the main entrance. Clients and visitors entering the premises must present themselves at the reception where they should state who they are visiting as well as the purpose of their visit. The receptionist shall check the availability of the person that the client/visitor wishes to see, enter their name in the guest book, issue a permit and direct them to the required person.

### **Article 31**

The order and arrangement of a workstation, equipment and inventory is the responsibility of the employee to whom the workplace has been assigned. In the event the space is occupied by several employees, arrangements are determined by the departmental head.

Following the completion of their working hours, employees are obliged to check the room, switch off or lock their computers and other equipment, put away any inventories, documents, keys and suchlike, lock the cabinets and desks, turn out the lights, close the windows and lock the doors.

In the event of defects in the workplace, or faults in relation to equipment or inventory, employees are obliged to immediately inform the service responsible for repair or removal of the defect.

### **Article 32**

The order and arrangement of common areas, such as conference rooms, is provided by the secretariat or departmental admin.

### **Article 33**

On national holidays and other special celebratory occasions, flags shall be flown at a determined place in front of the headquarters building; this task shall be the responsibility of the Luka Koper security service.

The display of flags at other premises managed by Luka Koper shall be the responsibility of a person appointed by the departmental or divisional head.

## **IV. CONTROL**

### **Article 34**

Control over the implementation of these Rules is performed by Luka Koper security service personnel in compliance with the provisions of the Private Protection Act RS and mandates pursuant to other internal regulations of Luka Koper.

Those who violate these Rules and other internal regulations of Luka Koper may be issued a written warning by the Luka Koper security service. In the event of a serious violation or suspicion as to the perpetration of a criminal offence, the Luka Koper security service shall inform the competent state authorities thereof.

Control over the implementation of these Rules in their entirety is the responsibility of the Management Board of Luka Koper.

## **V. FINAL PROVISIONS**

### **Article 35**

These Rules, adopted by the Management Board of Luka Koper, become effective as of 15<sup>th</sup> April 2011.

The Rules are published on the Luka Koper corporate website ([www.luka-kp.si](http://www.luka-kp.si)).

On the day when these new Rules become effective, the 12<sup>th</sup> September 2006 Rules on internal order at Luka Koper shall cease to be effective.



***Dr. Gregor Veselko***  
***President of the Management Board***  
***Luka Koper d.d.***