

Welcome to MM Kotkamills' head office. Please follow these instructions and regulations in order to ensure the safety of yourself and other persons moving and working at Kotkamills area.

- The head office of MM Kotkamills is located outside the mill area in the address Gutzeitintie 1, Kotka. Parking places are available in front of the head office. When arriving to the head office, please wait for your host person in the lobby.
- The parking is controlled and supervised by an external company. Parking is only allowed with an MM Kotkamills parking permit that must be visible in the vehicle. Three guest parking places are available: two under the flagpoles and one in the row next to the office wall. The parking permit is not required in these aforementioned guest parking places. You will receive a temporary MM Kotkamills parking permit from your host, if necessary.
- All our visitors have a named host person from whom you will receive a visitor card and a safety guidelines brochure. Please keep the visitor card visible in the mill area.
- In case your host person takes you to the mill area, you will be given a safety vest that has to be used outside and in process buildings. You can also wear your personal safety vest if available.
- In case other safety equipment is needed, your host person will hand it over to you. However, please prepare yourself with your own safety shoes in case you will visit the process buildings during your visit.
- The mill area is entered and exited through a pedestrian security gate. You acknowledge your entry with a PIN code that you receive from your host.
- Board and paper production hall and the sheeting centre area require compliance with area specific product safety instructions. The use of watches, necklaces, rings etc. is forbidden in all production areas (exception: the paper machine hall's yellow visitor route lines).
- In case of fire or chemical (gas) incident, please follow the instructions given by your host person and by the rescue team.
- Photographing and videotaping in the mill area are prohibited.
- Smoking is prohibited in the whole mill area.
- When leaving, please return the visitor card and protective equipment to the main gate or to your host person.

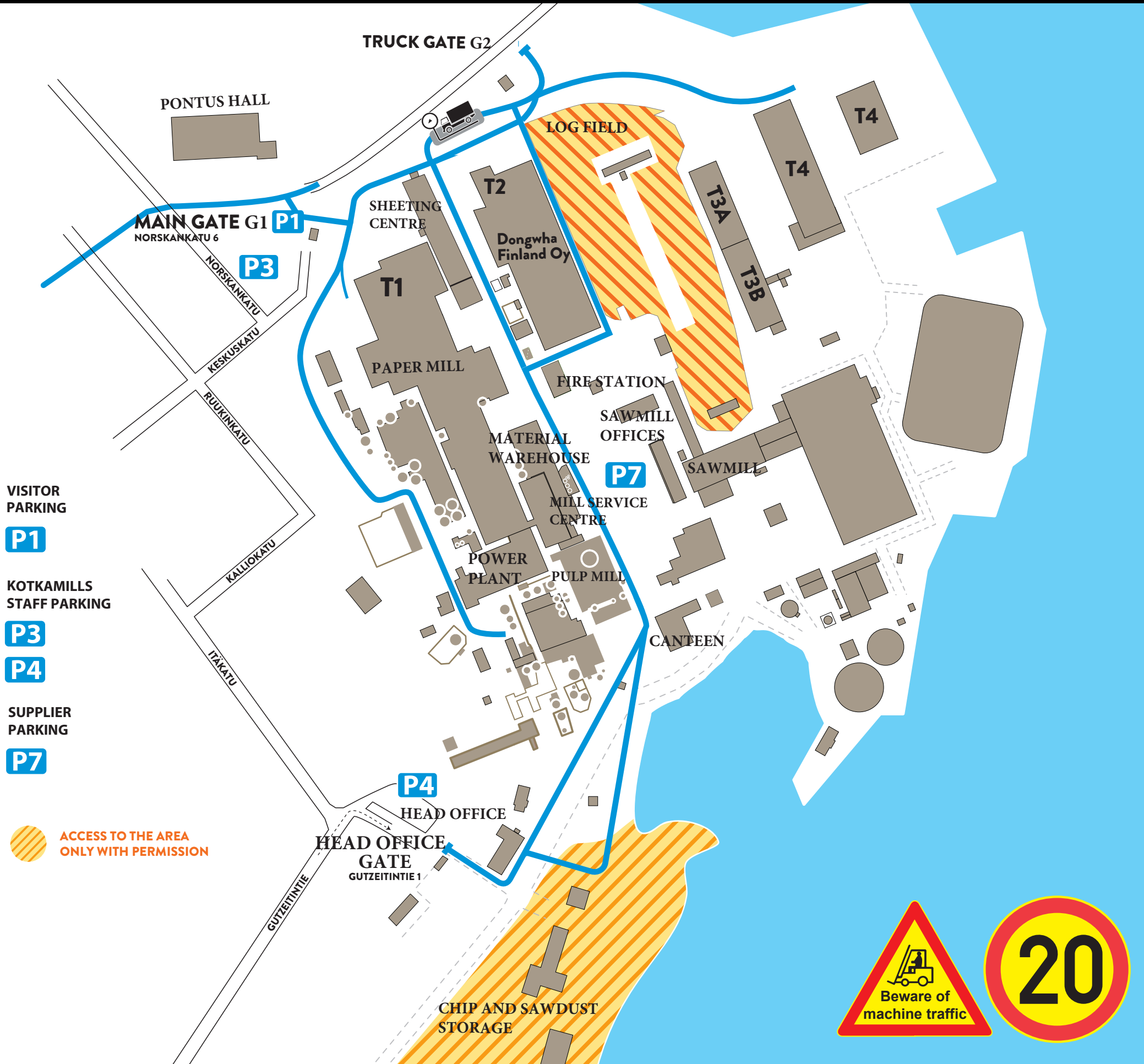




KOTKAMILLS

KOTKAMILLS

AREA MAP





KOTKAMILLS

