

Provision
on Access Control and Internal Security Policy of Facility of
Autonomous Non-profit Organisation
“ROSGONKI” (ANO “ROSGONKI”)

1. General Provisions

1.1. This Provision establishes the main access control and internal security requirements and procedure at Sochi Autodrom (hereinafter - the Facility) of Autonomous non-profit organisation “ROSGONKI” (hereinafter - the Organisation).

1.2. Compliance with the requirements of this Provision is mandatory for all employees of the Organisation who constantly work and temporarily stay at the Facility, employees of counterpart firms and visitors.

1.3. Access control means a set of measures and regulations that does not allow for unauthorised entry (including by vehicles) of persons into the Facility, bringing tangible assets into the Facility or their removal from the Facility.

1.4. Access control involves:

- organisation of PSAs and VSAs at the Facility;
- introduction of one-use and material passes, establishment of their accounting, issue, return and destruction procedure;
- introduction of passes (personal electronic cards) giving their holders the right to access the Facility;
- establishment of the list of items that cannot be brought into the Circuit;
- organisation of the Facility’s security and providing it with the necessary means of protection, including organisation of video surveillance using a security television system and vehicle video recording using an automatic state licence plate recognition system.

1.5. Internal security policy means a set of activities and regulations followed by the employees of the Organisation, contractors and visitors of the Facility, in accordance with the requirements of this Provision, fire safety regulations and other local regulatory acts.

1.6. The employees of the Organisation, contractors and visitors entering and exiting the Facility shall follow the instructions of security personnel at Checkpoint No. 1, which has both a vehicle screening area and a pedestrian screening area and Checkpoint No. 2 (located in the Main Grandstand), which has a pedestrian screening area in accordance with this Provision.

1.7. If there are any breach of the procedure set out in this Provision by employees of the Organisation, employees of contractors and visitors, a security officer shall immediately draw up an access control and/or internal security policy breach certificate (Schedule No. 5), indicating the fact of the breach and the person who committed the breach, and forward the relevant information to the Chief Security Officer of the Facility.

1.8. The heads of the departments of the Organisation and the heads of contractors shall ensure that their employees and guests read this Provision and be responsible for the compliance of their employees and guests with the requirements of this Provision.

1.9. The heads of the departments and contractors shall be responsible for the observance of the internal security policy in the premises occupied by them.

1.10. The heads of the private security company shall ensure the access control at the Facility.

1.11. The General Director of the Organisation, based on the requirements of this Provision, may establish additional requirements for legal entities and individuals carrying out their activities at the Facility to ensure access control and the observance of the internal security policy, fire safety and emergency protection regulations of the Facility, premises and the safety of employees.

1.12. The heads of contractors shall be responsible for the provision of access control and the observance of the internal security policy in the leased parts of the Facility, which have separate entrance doors or gates where security officers are not provided for access control.

1.13. The following documents shall be developed for the organisation of access control and the observance of internal security policy at the Facility:

- Provision on the access control and internal security policy of the Facility of the Organisation;
- Order on the implementation of the Provision on Access Control and Internal Security Policy of Facility of Organisation;
- Job descriptions of the employees of the security department of the Organisation;
- Security services agreement.

2. Procedure for the access of the employees of the Organisation, the employees of contractors and guests of the Facility

2.1. The employees and the guests shall access the Facility via Checkpoint No. 1 and Checkpoint No. 2.

Access shall be granted to the employees and visitors, as well as vehicles and it shall be allowed to take away tangible assets via Checkpoint No. 1 and Checkpoint No. 2 equipped at the Facility subject to the presentation of passes of the established form and/or personal electronic access control system cards.

2.2. The documents that shall be presented when entering the Facility via Checkpoint No. 1 and Checkpoint No. 2 include:

- pass (personal electronic card);
- one-use pass;
- ID;
- duly executed memo

Sample one-use pass, pass (personal electronic card), vehicle pass and memo are always available at Checkpoint No. 1 and Checkpoint No. 2.

2.3. The employees who have lost any of the documents listed in paragraph 2.2. of this Provision are required to immediately report this to their immediate supervisor and an employee of the Organisation's security department, and the visitors to the head of the department that receives them.

2.4. The right to access the Facility shall be granted to the Organisation's employees by the General Director of ANO "ROSGONKI", or by the Director of the ANO "ROSGONKI" Sochi Branch on an ongoing basis, and for contractors for their operations, including on weekends and holidays, it shall be coordinated with the Head of Facility Management of the Circuit, or with the Director of the ANO "ROSGONKI" Sochi Branch subject to compliance with paragraph 2 of this Provision.

2.5. Vehicles and people shall enter and exit the track sports safety perimeter via openings upon instruction of the Head of the Organisation's sporting department notifying the Organisation's security department. The organiser of the event held at the circuit must, prior to the event, provide a list of its participants to the Organisation's security department.

2.6. Visitors are admitted to the facility using one-use passes and presenting their identity documents.

2.7. Visitors as part of a tour shall only be allowed into the Facility accompanied by a guide of the Organisation and a security company employee subject to them having paid for tickets for the specified period.

2.9. The employees of fire, technical and sanitary supervision, who arrived to conduct inspections, shall access the Facility during working hours by presenting their employee IDs and instructions to conduct an inspection, accompanied by an official of the Organisation.

2.10. In case there are any accidents at the Facility (fire, explosion, accident, etc.) and at the signals of civil defence, employees and visitors shall leave the Facility without any checks of IDs and passes using the main and emergency exits.

2.11. Drunk persons are not allowed into the Facility.

2.12. If security officers detain any unauthorised persons attempting to enter the Facility, the detainees shall be transferred to the regional law enforcement agencies that shall be called by means of communication. The head of the security department of the Facility shall be notified of this fact.

2.13. Employees and visitors are not allowed to bring into (take away from) the Facility explosives, flammable liquids and materials or other substances that can injure people.

2.14. Passing the Checkpoints with weapons (including gas spray guns) and special self-defence equipment shall be allowed when in official capacity to:

- law enforcement agencies personnel;
- CIT guards

notifying the head of security and accompanied by a security company employee if required.

2.15. Persons having Facility access granting documents may carry bags and other carry-on baggage through Checkpoint No. 1 and Checkpoint No. 2 after passing the simplified inspection procedure using special technical means. When large-sized items are brought into the Circuit without accompanying documentation, a security officer shall conduct a mandatory full inspection using special technical means, thereby excluding things that can be an instrument of crime, following which an official note addressed to the Organisation's Security Director indicating the delivery objectives and recipient. If the visitor refuses to have the things that he/she wants to bring in inspected, he/she cannot enter the Facility with such things.

3. Passes (personal electronic cards)

3.1. The pass (personal electronic card) is the main document of the employee of the Organisation and the contractor for the purpose of accessing the Facility via Checkpoint No. 1 and Checkpoint No. 2.

3.2. A pass (personal electronic card) shall be given to an employee in the security department against his/her signature in the pass (personal electronic cards) distribution log which is set out in Schedule No. 1.

3.3. Applications for passes (personal electronic cards) for persons employed by the Organisation shall be signed by HR department employees and transferred to the security department for processing and their issuing.

3.4. Applications for passes (personal electronic cards) for employees of contractors shall be executed in accordance with Schedule No. 4, signed by the Director of the ANO "ROSGONKI" Sochi Branch and transferred, along with copies of identification documents, to the security department for registration and their issuing.

3.5. In case of a loss of a pass (personal electronic card), damage to it, its transfer to be used by another person, the card holder shall reimburse the Organisation for the cost of producing and issuing a pass (personal electronic card). If a pass (personal electronic card) is given to another person, the card holder may be subject to disciplinary action, up to and including dismissal, and if a crime is committed at the Facility, a decision regarding the person who has given his/her pass (personal electronic card) will be taken by law enforcement officers.

3.6. In case of loss of a pass (personal electronic card), its owner must immediately notify the security department and the head of the ANO "ROSGONKI" Sochi Branch in writing, indicating the circumstances of the loss.

3.7. The heads of contractors, the HR personnel shall immediately notify the security department employees of the dismissal of the employees who are holders (users) of passes (electronic cards) and to ensure the transfer of the passes (electronic cards) by these employees to the security department.

4. One-use passes

4.1. A one-use pass shall be issued based on a request sent by the head of a department of the Organisation to the security department.

4.2. For a one-time visit to the Facility (vehicle access via Checkpoint No. 1 and pedestrian access via Checkpoint No. 2), guests shall be given one-use passes by security personnel at Checkpoint No. 1 or Checkpoint No. 2 based on their IDs.

4.3. A one-use pass is valid for visiting only on the day specified in the request and subject to carrying the ID.

4.4. Security personnel shall control the entry and exit of those who visit the Facility using one-use passes.

4.5. A one-use pass shall grant access to the Facility during one day. If a visitor needs to leave the Facility and then come back to the territory, the head of a department of the Organisation shall put a mark about the visitor's re-entry to the Facility and certify this with his/her signature, when leaving the Facility the visitor shall give his/her one-use pass to security personnel at the checkpoint and notify the security personnel about the intention to return. When the visitor returns to the checkpoint, a security employee shall specify the access time and give the visitor the one-use time.

4.6. A one-use pass shall be returned to security personnel upon leaving the Facility. When a visitor hands his/her one-use pass to a security company employee at the checkpoint, it must contain information about the time of departure from a department of the Organisation certified by the signature of the head of the department of the Organisation. At the end of each working day (shift), security personnel shall check the submitted one-use passes against the one-use passes issue log, which shall be kept at Checkpoint No. 1 and Checkpoint No. 2.

4.7. Security personnel at Checkpoint No. 1 and Checkpoint No. 2 shall keep the one-use passes handed in by visitors and at the end of the shift transfer them to the security department of the Facility.

5. Procedure for taking tangible assets out of the Facility

5.1. Tangible assets can be taken out of the Facility subject to presenting material passes of the established form. A pass shall be valid only for the date indicated on it.

A sample material pass for taking tangible assets out of the Facility is appended at Schedule No. 3 to this Provision.

5.2. A material pass for assets moved through Checkpoint No. 1 and Checkpoint No. 2 shall be issued to the accompanying person.

5.3. A security officer at Checkpoint No. 1 or Checkpoint No. 2, having checked that the tangible assets taken out correspond to the tangible assets indicated in the material pass, as well as the signatures of responsible persons on the material pass, shall allow to take out the tangible assets, make the following note in the pass: "The tangible assets have been checked and taken out" and put his/her signature and the date. The material pass shall be handed to the security department of the Facility.

5.4. It is allowed to enter the Facility (exit the Facility) with personal items (briefcases, handbags, small shopping bags) without making a material pass.

5.5. A list of sample signatures of the officials who have the right to sign material passes shall be provided to the security units at Checkpoint No. 1 and Checkpoint No. 2.

6. Vehicle facility access procedure

6.1. Service and personal vehicles shall access the Facility via Checkpoint No. 1 using vehicle passes issued by the security department.

6.2. When arriving (leaving) via Checkpoint No. 1 vehicles shall be subject to inspection, including the luggage compartment and hidden cavities in the cabin (body) of the car.

6.3. Having received permission to enter, the driver of an official or personal vehicle shall enter the Facility and park the car in the parking lot reserved for these purposes.

6.4. The General Director of the Organisation and the persons listed in Schedule No. 3 to this Provision have the right to enter the Facility of the Organisation in official and personal vehicles without inspection and check of documents.

6.5. Third-party vehicles are allowed to enter and leave the territory via Checkpoint No. 1 using a one-use pass containing the number plates, brands and details of the vehicles, upon presentation of an identity document by the driver. Employees of third-party organisations accompanying the vehicles shall access the Facility using a one-use pass or a list approved by the Director of the Circuit.

6.6. Fire trucks that arrive to extinguish a fire, as well as ambulances and other emergency services called to the Venue shall be allowed to enter the Facility. Employees of these services shall be accompanied by security personnel. When these vehicles leave the territory, they shall be subject to inspection on a general basis.

7. Internal security policy

7.1. The building, service rooms, technical premises must meet fire, sanitary and other requirements established by the legislation of the Russian Federation.

7.2. Employees of the Organisation, employees of contractors should treat the assets received for use carefully.

7.3. The heads of the departments of the Organisation and the heads of contractors shall be responsible for compliance with the procedure for the premises of the Facility, the procedure for their maintenance and fire safety measures established by this Provision.

7.4. At the end of the work in the premises, the employee who is the last to leave shall close the windows, turn off electrical appliances, turn off the lighting and lock the premises. The key(s) for the premises shall be handed over to the guard post located in Room No. 2 of the Pit Building. The exception shall be the list of employees of the Organisation who are granted a written permission of the General Director or the Director of the Circuit signed by the Director of Security.

7.5. Copies of the keys for emergency exits from the premises of the building shall be stored in sealed boxes in the premises of the security personnel.

7.6. It is forbidden to leave office rooms unlocked in the event of a temporary absence of workers in them. Keys must not be left in the locks.

7.7. Visitors may stay in the premises only in the presence of the persons to whom they arrived.

7.8. All persons who are at the Facility shall observe public order and strictly follow the fire safety rules in the Facility area, and in the event of an emergency they shall act in accordance with the instructions of security personnel and immediate supervisors, according to evacuation plans.

7.9. In case of emergencies (fire, accident, etc.) during off-hours, a security officer on duty shall make a decision whether the premises have to be opened. The reasons for the opening of the premises shall be immediately reported to the person responsible for the premises, the head of operations and the chief specialist of the security department of the Facility. If necessary, assets, documents shall be taken to a safe place and their safety shall be ensured. After the emergency is resolved, a security employee on duty and the person responsible for this premises shall draw up a certificate regarding the opening performed.

7.10. All security personnel must know the methods of the notification of a fire, telephone numbers to call the fire brigade and emergency services.

7.11. At the Facility it is prohibited to:

- smoke in the places that are not equipped for this purpose;
- clutter up the territory, the main and emergency entrances (exits), landings, basement and attic rooms with construction and other materials, items, the presence of which makes it difficult to evacuate people, property and transport, prevents the elimination of fire, and also contributes to the laying of explosive devices;
- perform actions that violate (alter) the established modes of operation of the technical means of protection and the fire alarm.

8. Access control and internal security policy monitoring

8.1. Control of the provision of access control and the observance of the internal security policy at the Facility shall be carried out in the form of a check by:

- General Director of the Organisation;
- Director of the ANO "ROSGONKI" Sochi Branch;
- Director of Security of the Organisation;
- security personnel;
- director of the security company and his/her deputies.

Those monitoring access control and the internal security policy at the Facility of the Organisation shall use the requirements of this Provision for guidance.