

No.: 7/2019

Based on Articles 9 and 12 of the Rules on Internal Order within the Port of Koper (Luka Koper d.d.) zone as of 15 April 2011, the provisions of the Regulation of the European Parliament and of the Council on the Enhancing Ship and Port Facility Security – EC 725/2004 as of 31 March 2004, the Directive of the European Parliament and of the Council on Port Security - EC 65/2005 as of 26 October 2005, the Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repelling Directive 95/46/EC (General Data Protection Regulation), and following the Rules on the protection of personal data of Luka Koper d.d. as adopted on 19 June 2018, I herewith issue the following

I N S T R U C T I O N S

regulating the procedure of granting annual permits (access passes) required for the entrance and movement in the port area. The **competent** and **responsible** authority in charge of granting permits is the Port Security Department.

1. The Port Security Department can only process written applications that are entirely and correctly filled-in, signed and certified by a responsible person, and are submitted – together with all required documentation - at least 2 (two) working days before the desired date of issue. Candidates for job training at the PC Car Terminal shall submit their documentation one week before the scheduled training, each Wednesday till 2 pm (14:00 o'clock). The applications filed by candidates for job training candidate shall first be examined and signed by the responsible person from the Luka Koper's organisational unit with whom the applicant established a business cooperation, and by a person from the Luka Koper's organisational unit responsible for the verification of documents attesting the candidate's professional qualifications (Occupational Health and Safety Department, HR Department, etc.). The competent organisational units at Luka Koper are obliged to process/confirm the submitted documents and required candidates' qualifications as soon as possible (the deadline for permit release is 2 days).
2. Incomplete, not signed or non-confirmed applications will be returned to the applicants with written explanation of grounds for refusal.
3. Applicants can be denied access permit due to reasons stated in these Instructions, Rules on Internal Order within Luka Koper d.d. or other internal acts of Luka Koper d.d., in order to ensure the protection of human life, belongings and work processes which are carried out in the port area.
4. In the event of worker's passing from one company to another within the group of external contractual work providers, a written cancellation of previous employer has to be provided - an exception are groups of agency workers. If the responsible person of the external contractual work provider agrees that the employee continues to apply the existing documentation, this needs to be communicated to the Occupational Health and Safety Department and Port Security Department.

5. The application must state the status of the person applying for the access permit.
6. List of requested documentation that has to be submitted:

DOCUMENTS	TO BE SUBMITTED BY:
Certificate attesting the absence of any criminal record – original.	All applicants.
Extract from the criminal record – original.	All applicants.
Certificate attesting the absence of any criminal record released in applicant's home country – original.	*If the applicant is a foreign citizen.
Valid personal identification document (Identity Card, Passport) – for inspection only.	All applicants.
Driving license – for inspection only.	Candidates for job training at PC Car Terminal, Truck drivers.
Passport – for inspection only.	Foreign citizens (not EU members).
Residence permit / Work permit / Uniform residence and work permit / temporary residence for family member – student - for inspection only.	Foreign citizens (not EU members).

7. In the event of suspicious circumstances (e.g. illegible data from certificates, doubts concerning certificate authenticity, data inaccuracy, etc.), these have to be reported to the Port Security Manager or his Deputy, who have to examine the circumstances and enact additional measures, if required. After examining the circumstances, the management from the Port Security Department can confirm or reject the application for access permit.
8. In order to ensure the safety of people, goods and work processes carried in the port area, the granting of access permits shall be denied or access permit withdrawn in the following cases:
 - whenever the submitted documentation indicates that the applicant (person) is subject to criminal proceedings or has been convicted of criminal offences listed in Sections 15, 20, 23, 29, 30, 31 and 33 of the Slovenian Criminal Code. While examining the certificates issued by foreign countries, the analogy with the Slovenian Criminal Code shall be applied;
 - in cases where the applicant (person) has already been granted the access permit but criminal proceedings have been instituted against him/her; or he/she has been convicted of criminal offences as listed in the paragraph above; or when he/she is caught in the criminal act in the protected area, the access permit shall be withdrawn and access permit forbidden;
 - in cases where on the side of the applicant (person) there are conflicts of interest in relation to the business operation of the company Luka Koper d.d. or the port area; or when the applicant (person) has been granted the access pass in contrast to the company's policy and internal acts, including the provisions of the Code of Ethics of the Luka Koper Group in the part referring to the rules regulating business relations; or if the granting of access can potentially represent a risk for the company's operation and business processes, unless defined otherwise by valid regulation.

The refusal to grant the permit (access pass) is a safety measure that we apply in order to reduce a potential risk of safety for people and goods in the protected area, as well as to reduce our company's reputational- and integrity risk. This measure is part of the Security Plan of the Port of Koper. The Port Security Department shall inform the applicant about the refusal of permit in writing.

All issued annual permits (except those issued to the groups of workers employed with external service providers) allow the holders to enter the Luka Koper d.d. protected area 24 hours a day. The holders are forbidden to misuse the permit and to circulate within the port area without a justified reason. During their visit, the holders have to observe the Rules on Internal Order within the Luka Koper d.d. area and other company's internal acts. Each holder of annual permit is obliged to register on entering and exiting the Luka Koper d.d. protected area.

Processing of applications and issuing of access permits contrary to these Instructions **ARE FORBIDDEN.**

In the event that pressure or influence of any kind is exerted on the employees demanding from them to proceed in contrast with these Instructions or contrary to the valid work organisation or port security and professional rules, the Port Security Manager shall be immediately informed with a brief written notice.

On the day of coming into force of this Instructions, the previous Instructions no. 6/2019 as of 22 January 2019 shall cease to apply.

Koper, 1 October 2019

Boris Kankaraš
Port Security Manager