

PURPOSE

TIV Spa is committed to ensuring a safe working environment for its employees and users of the Terminal. The following rules and rules of conduct must be strictly observed by hauliers entering the TIV Terminal. **Any violations of the following rules and regulations will result in the immediate removal of the user from the terminal as well as any further sanctions.**

ACCESS TO TERMINAL

The TIV Terminal is an area subject to the security regime envisaged by the "ISPS Code". **The entire area is under video surveillance and subject to security checks.**

- Access to the Terminal is allowed only to the driver of the vehicle (therefore the presence of passengers or other personnel in the vehicle is not allowed) for the loading / unloading of goods and containers. The driver must be in possession, and show if required by the personnel assigned to the TIV gate, a valid driving license suitable for the means of transport and the goods transported (see goods subjected to IMGD code) and all the complete documentation necessary for the introduction / collection of goods / containers at the terminal. **Any missing documentation will result in immediate removal from the terminal.**
- At the request of the Terminal Security Service personnel, the driver must show proof of identity (APV Badge, driving license or other equivalent valid title) and the documentation relating to the transport, issued by the gatekeepers
- Access to the Terminal implicitly considers valid the consent to undergo screening or self-inspections. **Failure to consent or refuse a screening or self-inspection will result in the revocation or suspension of the access authorization in the terminal itself .**

During the entire stay of the vehicle inside the terminal, the inside of the cabin must be completely clear and visually inspectable from the outside, even in the compartment behind the driver's sea

MAIN RULES OF CONDUCT

The main safety rules and rules of conduct are clearly stated in the warning and safety signs already present and positioned near the entrance of the Terminal in clearly visible places.

In particular:

- The circulation of the vehicles must take place in compliance with the ordinances and rules that regulate the roads and in addition the rights of precedence and the traffic restrictions defined below must be observed :
 - maximum speed allowed: 20 Km / h;
 - always give priority to vehicles and TIV machinery even if coming from the wrong way; observe the horizontal and vertical signs.
- It is compulsory to observe, in addition to the horizontal and vertical signs, any more appropriate precautionary provision in relation to the nature of the places (harbor docks, roads, storage areas, bundles of tracks set flush, live mooring cables, etc.) and the type of activity present (loading / unloading of goods, operations / maneuvers of self-propelled cranes, work and operating vehicles in movement, transit of forklift trucks and railway trains, etc.).
- It is mandatory to ensure that the means of transport, tractor and trailer, are in good working order and in particular that they have lights, direction indicators, brakes or any safety device that works.
- It is mandatory to keep the safety belts fastened with the vehicle in motion.
- It is mandatory to wear the following Personal Protective Equipment (DPI) in all areas of the Terminal if you need to get off the vehicle:
 - Safety shoes
 - High visibility clothing
- Drivers of transport vehicles must not leave the driver's cab when the vehicle is in the transit lanes of operating machines for the introduction / collection of goods / containers.
- The parking of vehicles is allowed only in the areas authorized for this purpose. The stop is allowed only away from areas where the normal working activities of the are in progress.
- Terminal and must not in any way obstruct the circulation of: heavy vehicles, operating machines and railway trains.
- Maximum attention must be placed near the edge of the quay where there is a risk of falling into the sea.

- It is compulsory to respect any Terminal access queue.
- It is mandatory to report immediately to the Office of TIV damage, any damage to the goods / containers or to means of transport that occurred during the operations of loading / unloading into d and l Terminal. Any disputes made before leaving the Terminal will be rejected

BANS

- It is forbidden to transit or stand within the operating range of the operating and lifting means.
- It is forbidden to stand or transit under suspended loads. This prohibition is intended to be extended to both personnel on foot and to the cabins of means of transport and cars.
- It is forbidden, both on foot and on board the vehicle, to cross the blocks of containers stored in the yard.
- It is forbidden to leave the vehicle and walk around the terminal or between the container blocks.
- It is forbidden to board the operating machines of the Terminal.
- It is also forbidden to have offensive or injurious attitudes, even verbal, towards the TIV personnel or by them used.
- Overtaking is prohibited in all areas of the Terminal.
- It is forbidden to carry out any and all operations on the trailers, and in particular the opening or closing of the twists, sides, bundling and so on, during the operation of the lifting / unloading means for loading / unloading
- It is forbidden to use in the Terminal sound players or other devices (including mobile phones, music players, etc.), even if with earphones, which can limit the hearing capacity.
- It is also forbidden to drive any vehicle by calling or simultaneously using electronic equipment that can distract you from driving
- It is absolutely forbidden to introduce weapons of any kind and nature into the Terminal, even if in possession of gun license, license or other equivalent authorization.
- It is forbidden to introduce alcohol or drugs of any kind or nature into the Terminal.
- It is forbidden to abandon any kind of waste inside the TIV terminal except in specially equipped areas.

VIOLATIONS

Failure to comply with the aforementioned rules of conduct and prohibitions will, at the discretion of the Terminal managers, result in immediate removal from the driver's terminal and from the vehicle without the goods / container being unloaded / loaded on them.

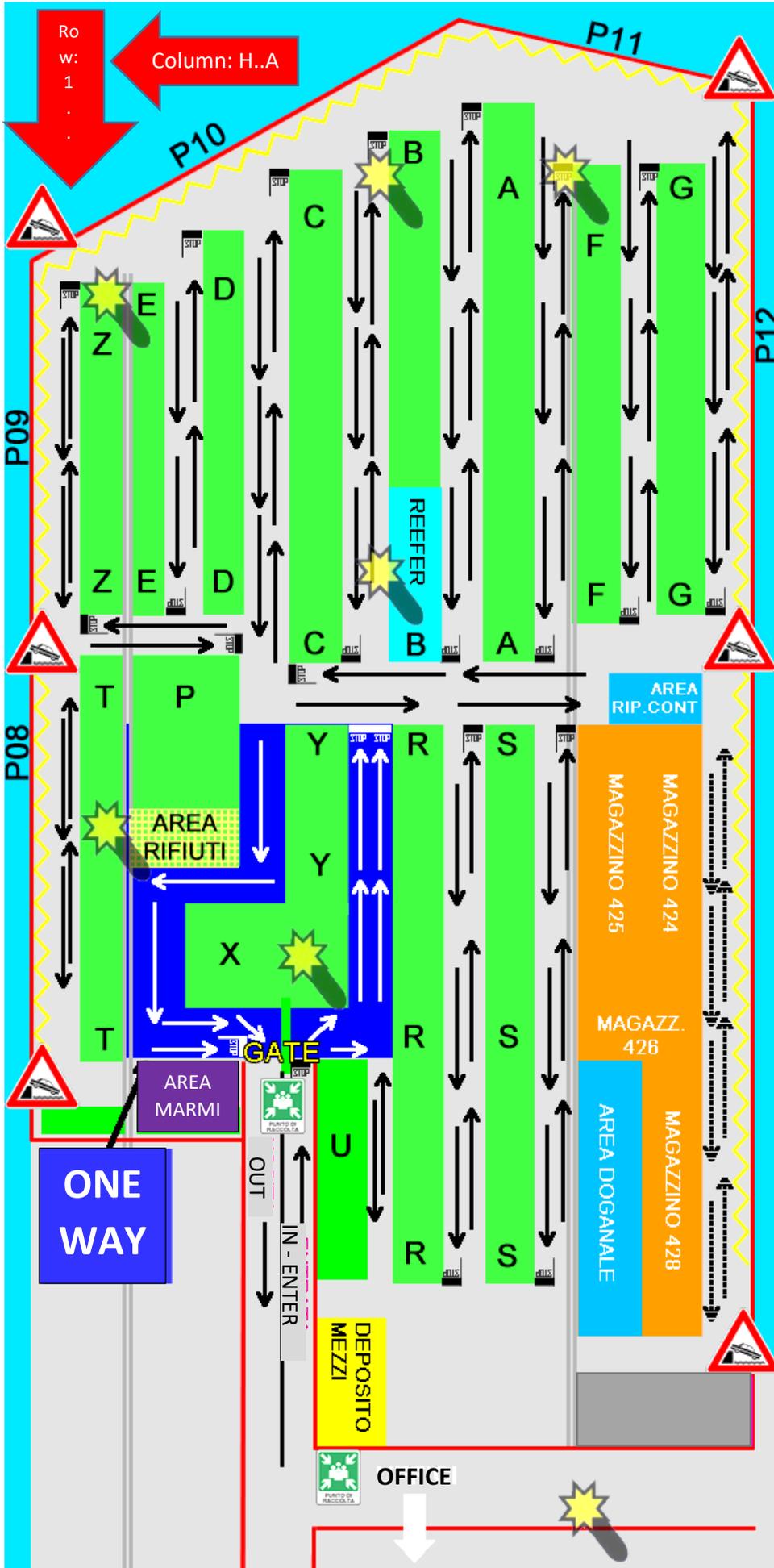
Any serious or repeated violations of the aforementioned rules and prohibitions may result, at the discretion of the Terminal managers, in denying access to the terminal for the driver and / or the means of transport for periods even over time.

IN CASE OF NECESSITY OR EMERGENCY

- Keep calm and avoid confusion and traffic jams.
- Move in an orderly manner following the marked routes and reach the collection point indicated in the "Map of the operating area".
- Always follow the behavioral instructions.
- Give priority to rescue and fire fighting vehicles.
- Do not obstruct emergency team operations.

Telephone numbers:

FIRST AID:	118
FIRE FIGHTERS:	115
TIV Planner Office	041 3141 920
Port Authority – Safety & Security Service	041 533 4545



Circulation is prohibited on the docks with ships in mooring.

The position for the return of the VUOTI containers is shown in the luminous variable messaging panel placed before the entrance to the Gate.

In case of collection of empty containers, it will be possible to check its status in a safe area, deposit any waste in the appropriate "AREA RIFIUTI" (WASTE AREA), or replace the container by delivering it in the "AREA RIP.CONT"

The number of the empty container loaded must be reported on the printout before delivering the same already signed to the outgoing gate.

For full containers, the position indicated on the printout consists of a first letter indicating the block (shown on the map on the side), the line number on the asphalt, the letter of the column inside the block and the height pull.

Example: F013B3 is in block F, line 013, second column (B) and third pitch from the ground.

The truck must go between block F and G, before the line written on the ground n.11 or after the n. 15 and wait for the operating machine.

The indication "FLD" indicates that the position could not be determined automatically. The driver will be asked to park immediately after the gate in the areas indicated and go to the gate wearing the appropriate DPI, to retrieve the position manually provided by the planning office which will be reported in pen on the TICKET.

The vehicle plate number and the name of transport company must be written on each document delivered to the Gate operator.