

PORT OF VARNA EAD
POLICY AND OBJECTIVES

Port of Varna EAD declares its policies on quality, health and safety at work, environment and information security in relation to provision of port services, continuing the Port's more than 100-year experience in servicing clients as a leading Bulgarian port operator of the two largest terminals of Port of Varna.

QUALITY POLICY STATEMENT:

The Management of Port of Varna EAD is committed:

- To take care of its clients and propose solutions to improve their business results;
- To provide working environment motivating the employees to do their jobs to the best of their ability;
- To ensure continuous improvement by making use of profitable activities, innovations and new business opportunities;
- Not to compromise quality and loyalty to clients.

It is the policy of the Company to meet the applicable standards and specific requirements for quality of port services, and by using effective trade policy and flexible marketing approach while complying with Bulgarian legislation to guarantee quality of service by highly qualified and motivated personnel, and through provision of safe and healthy working environment to achieve the maximum of operational and economic goals, meeting the express or implied requirements of the clients.

The Management of Port of Varna EAD has established the following key quality objectives:

- Increasing of productivity, efficiency, the level of port services and operations by investing in modern port equipment;
- Improving of quality of the offered port services by implementing a continually improving Integrated Management System (IMS);
- Improving of the internal organization and efficiency by ensuring strict compliance with written procedures and instructions at all times and by continual improvement of IMS;
- Achieving of better quality standards for producing of services by providing resources for technologic modernization and renewal of port equipment and for maintenance of facilities in adequate technical condition;
- Creating of conditions to raise qualification level and professional skills of every employee up to the requirements of business processes.

HEALTH AND SAFETY POLICY STATEMENT:

The Management of Port of Varna EAD is committed:

- To comply with statutory requirements and the internal rules of Port of Varna EAD with respect to health and safety at work;
- To prevent injury and ill health of the employees of Port of Varna EAD;
- To ensure health and safety of port employees, clients, suppliers and stakeholders by reducing the risk of occupational illness and accidents at work on the territory of both Varna East and Varna West port terminals by applying the best management practices;
- To create conditions for an efficient process of consultation and involvement of the employees in decision making with respect to health and safety at work.

In accordance with the stated HS policy, the Management of Port of Varna EAD has set the following objectives:

- Implementing and maintaining a monitoring and control system to ensure fulfilment of the planned measures in compliance with health and safety provisions;
- Analysis of occupational health and safety on the basis of collected data, risk assessment, taking measures as to reduce or eliminate the risks;
- Introducing effective measures to ensure active participation of the employees in identifying the risks at work and reporting hazardous situations related to health and safety at work;
- Planning and ensuring preventative medical examinations to the employees, analyzing the state of their health;
- Provision of suitable personal protective equipment as needed for the work of every employee;
- Preparedness to act in case of emergency in order to minimize the effects on the staff and other parties (clients, suppliers, stakeholders) on the port's territory and adjacent areas.

ENVIRONMENTAL POLICY STATEMENT:

The Management of Port of Varna EAD is committed:

- To perform all operations, processes and services in such a manner as to reduce and possibly prevent pollution to the environment;
- To comply with the laws and regulations and other provisions determined as compulsory for the Company;
- To improve continually port operations with respect to saving of environment, and to maintain and develop an integrated Environmental Management System, in compliance with the provisions of ISO 14001;
- To monitor systematically the results as related to environment.

When implementing its commitments, the Management of Port of Varna EAD has set the following objectives concerning prevention of environmental risks:

- Performing cargo handling and storage operations with limited pollution to Port's land and waters;
- Minimizing of waste, reducing the adverse impact to the environment and encouraging waste recycling;
- Efficient use of energy and natural resources;
- Targeted choice of environment-friendly processes and equipment;
- Provision of adequate training of employees to enhance personal responsibility as to saving the environment;
- Regulation and control of commitments of clients and suppliers with respect to the Company's environmental requirements.

INFORMATION SECURITY POLICY STATEMENT:

Recognising the importance of information security, the Management of Port of Varna EAD is committed:

- To develop and maintain policies for information security and objectives to accomplish, in full compliance with the vision for development of the organisation;
- To create conditions for full and complete integration of Information Security Management System (ISMS) in the processes performed within the organisation;
- To provide all resources needed for establishing, implementing, functioning, monitoring, auditing, maintaining and improving of ISMS, in compliance with the provisions of ISO 27001 international standard;
- To promote the importance of efficient managing of ISMS and meeting its requirements by developing and implementing mechanisms to support and encourage the employees to contribute to the improvement of its efficiency;
- To confirm its leading role and position with regard to continuous improvement of ISMS.

ISMS is intended to provide conditions for safeguarding the information in terms of:

- **Availability:** The information processed and stored in Port of Varna EAD and related information assets must be available and accessible for use to the authorised persons whenever necessary.
- **Integrity:** Port of Varna EAD ensures protection in respect of integrity and completeness of information which is processed and stored in the organisation, as well as the information processing methods, with a view to preventing any intentional, incidental, partial or full destruction or unauthorised change of data whether in electronic or non-electronic form.
- **Confidentiality:** The information processed and stored in Port of Varna EAD must be disclosed and provided solely to authorised persons.

The policies on quality, health and safety at work, environment and information security of Port of Varna EAD are:

- Subject to review on a regular basis to ensure that the objectives are up to date, adequate and relevant;
- Communicated to all staff to make them actively involved in the quality, HS, environment and IS issues;
- Available to all stakeholders at the Company's website or by other means to enhance public awareness.

As Executive Director of Port of Varna EAD, I commit myself with my personal involvement and responsibility to providing of the necessary finance and human resources to implement and continually improve an Integrated Health, Safety, Environment, Quality (HSEQ) and IS Management System, in compliance with the provisions of ISO 9001, ISO 45001, ISO 14001 and ISO 27001.

Date: 14 December 2020


Signed:
Petar Seferov
Executive Director