

DOCUMENT CONTROL POLICY

RB Rail AS, reg. No 40103845025, (hereinafter, RB Rail) recognizes the importance of effective document management to the success of Rail Baltica Global Project. RB Rail is committed to establish and maintain a Document Management System that ensures the accuracy, completeness, and security of all company documents.

Goals:

- **Document Ownership:** All documents produced by RB Rail are the property of RB Rail. Document owners are responsible for ensuring that documents are accurate, complete, and up-to-date.
- **Document Identification and Naming Convention:** All documents produced by RB Rail shall be assigned a unique identifier to ensure that they can be easily identified and retrieved.
- **Document Review and Approval:** All documents produced by RB Rail shall be reviewed and approved by the relevant parties before they are released.
- **Document Distribution and Access:** All documents produced by RB Rail will be stored in a secure Document Management System that can be accessed by authorized personnel. Access to documents will be limited to those with a need to know, and distribution of documents will be controlled to prevent unauthorized disclosure.
- **Document Retention and Disposal:** All documents produced by RB Rail will be retained for the duration of their usefulness and for a period after they are no longer needed, as required by applicable laws and regulations.
- **Document Security:** All documents produced by RB Rail will be protected against unauthorized access, loss, or damage.

Commitments:

This Document Control Policy statement will be implemented through the following measures:

- **Document Management System:** RB Rail will establish and maintain a document management system that meets the requirements of this policy statement.
- **Training and Education:** All employees will be trained on the Document Control Policy and relevant procedures to ensure that they understand their responsibilities and how to use the Document Management System.
- **Compliance Monitoring:** Compliance with the Document Control Policy and relevant procedures will be monitored regularly to ensure that they are effective and that all employees are following them.
- **Policy Review:** This Policy statement will be reviewed periodically to ensure that it remains relevant and effective. Any necessary updates or revisions will be made to reflect changes in technology, industry standards, or legal requirements.

Signed

Date: 2023-06-05

CEO  COO  CESGO  CPMO 