

## Conduct in emergency situations

Keep calm and alert the appropriate authorities:



Fire brigade  
**112**



Rescue service  
**112**



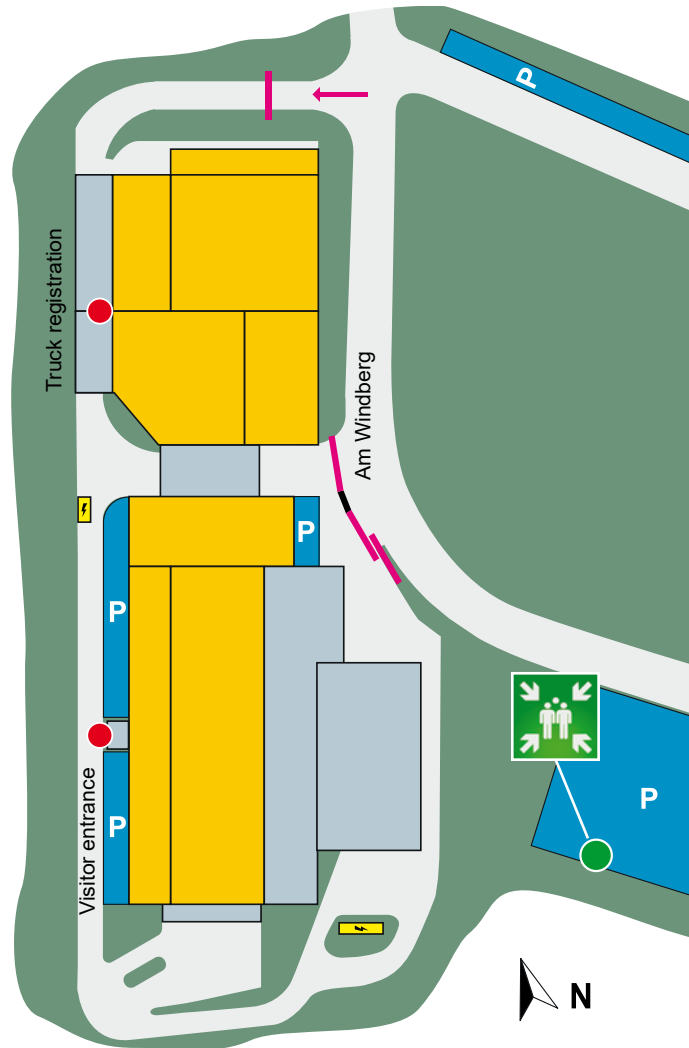
Leave the danger area via the marked escape routes.



In the event of an alarm calling on you to evacuate, proceed immediately to a designated assembly point.



Report all accidents and emergencies to your contact person during your stay.



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**SYNTEKS**  
Vollmann Group



**Information**  
for external visitors to the company



## Dear visitors,

We warmly welcome you to our company!

Your safety is our joint responsibility. In order to ensure your as well as our own internal company safety, we would like to ask you to please familiarise yourself with the following regulations.

Employees of external companies are also bound by the regulations for external companies.

## Visitor regulations

### Registration and access

Safety and environmental protection have a high priority in our company.

At the beginning of your visit, report as a

- forwarding agent immediately at the logistics office.
- visitor immediately at reception and with your contact person.

Only enter buildings/areas for which you are registered, or are accompanied as a visitor by your contact person.

### Basic information

All relevant legal, accident prevention and environmental regulations, as well as the generally recognised rules of occupational safety and environmental protection, must be observed by you and your employees at all times.

Please strictly adhere to the instructions of your contact person.

You enter or drive on our factory premises on your own responsibility.

### Visitor's pass

Forwarding agents identify themselves by wearing a high-visibility vest.

Visitors receive a visitor pass at reception and are obliged to wear it visibly. This pass must be returned to reception before leaving the plant.

### Safety signage

Safety signage as well as prohibitory and other signage in our factory must be observed.

### Information security

Printouts, photos, drawings, components, etc. must not be taken out of the company or business premises, reproduced or made accessible to unauthorised persons without the permission of the management / plant management / works management.

Visitors are obliged to maintain the strictest secrecy with regard to all information that may become accessible to them in connection with their company tour/visit. This duty of confidentiality shall continue to apply after the company tour/visit ends.

Visitors are requested to remain in the immediate vicinity of their contact person or their representative at all times.

## Please observe the following safety instructions



Unauthorized persons are not permitted to enter our premises.



Taking photographs, recording videos or making other documentation is prohibited throughout the entire company premises. Exceptions are possible upon request. Devices must remain in bags.



Eating and drinking is prohibited in the production area.



Private passengers and accompanying animals are not allowed to leave the truck cab on the factory premises.



Never touch system components or products without express permission. It is forbidden to steal parts. Exceptions are possible upon request.



There is an absolute ban on smoking and the consumption of alcohol. Naked flames or fires are prohibited. Smoking only in designated areas.



Safety glasses and hearing protection must be worn in designated areas.



Safety shoes must be worn in all warehouse and production areas.



Wear a high-visibility vest during loading activities.



Use protective gloves to protect against cuts from sharp edges.



Road traffic regulations must be obeyed. Beware of pedestrians. Forklift trucks have the right of way. Turn your engine off when your vehicle is at a standstill. The maximum speed on the factory premises is 5 km/h.



Forklift trucks have the right of way.



Beware of suspended loads or crane traffic.



Drivers delivering or loading hazardous materials must observe the appropriate special protective measures.