



INSTRUCTIONS AND RULES OF CONDUCT FOR VISITORS
Company Security System



GRAF WELCOMES YOU TO ITS PLANTS

Our Company, which has always been sensitive to the protection of the Health and Safety of its employees and/or visitors, has drawn up this information sheet which defines the rules of conduct to be followed by all those who, for various reasons, enter the GRAF Group's plants.

We kindly ask you to scrupulously observe the above in order to guarantee the protection of the environment and the health and safety of people.

RULES OF CONDUCT

SAFETY BEHAVIOUR TO BE ADOPTED



▶ Access to the premises is permitted **ONLY** when accompanied by company personnel.

▶ Apply the rules of good manners and adopt respectful behaviour towards people and things.

▶ Respect pedestrian routes:

◆ When moving around, use the dedicated pedestrian routes and avoid obstructing them, even temporarily, with any material or means.

◆ Remain in a group and do not get away.



▶ No harm must be done to others or hinder the smooth progress of work in the various operational areas.

▶ Access to production areas without safety footwear is permitted **EXCLUSIVELY** on footpaths.

ACCESS CONTROL

- ▶ Visitors must present themselves at the Plant entrance and identify themselves to the staff in charge.
- ▶ Visits to the premises may only take place following authorisation at the entrance and are permitted only and exclusively with an accompanying person.



NOTE: Data is processed in accordance with GDPR EU 2016/679.

CIRCULATION AND STOPPING OF VEHICLES

- ▶ Vehicles may only park in the authorised parking areas outside the plant.
- ▶ Entry with a vehicle is only permitted following authorisation.
- ▶ Proceed at walking pace. Observe signs and priorities.
- ▶ Do not obstruct driveway gates designated for emergencies.



PROHIBITIONS

- ▶ It is **STRICTLY FORBIDDEN TO SMOKE** in company areas.
- ▶ It is mandatory to comply with the safety signs affixed in the company.
- ▶ **The use of cameras, video cameras, videophones and similar is not permitted.**
- ▶ It is forbidden to consume food and alcoholic beverages.
- ▶ Respect the environment, **DO NOT LEAVE WASTE** or other materials. Respect separate waste collection.



MACHINES AND EQUIPMENT

- ▶ Do not approach and/or touch machines or equipment.
- ▶ Do not approach and/or touch electrical equipment.
- ▶ Pay attention to the transit of forklifts.



BEHAVIOUR IN CASE OF EMERGENCY

In the event of an emergency, the GENERAL BEHAVIOURS to be adopted are:

▶ **KEEP CALM**, do not transmit panic.



- ▶ Do not move in a disorderly manner, do not run and follow the escape routes indicated by safety signs in an orderly manner.
- ▶ Follow the instructions given by the company contact person.
- ▶ Do not waste time trying to carry away personal, heavy or bulky objects.
- ▶ Do not take personal initiatives or carry out operations that could endanger your own and safety of others.



- ▶ Go to the nearest exits and proceed in an orderly manner to the “**COLLECTION PLACE**” identified in the Emergency Plan and wait for the necessary instructions.
DO NOT re-enter the building for any reason until normal conditions are restored.
- ▶ Once outside, wait for any instructions provided by the emergency coordinator.



IN THE EVENT OF THE NEED OF FIRST AID, IMMEDIATELY NOTIFY THE COMPANY CONTACT PERSON WHO WILL ALERT THE FIRST-AID OFFICERS.

In the event of any infringement or transgression of the above provisions, the undersigned is released from all liability for damage to property or persons.

Any violation or transgression of the above provisions will be reported and prosecuted according to the current legal provisions on the matter.

For any further explanations, the Contact Person is at your disposal.

Thanks!