

RULES OF CONDUCT ON THE TERRITORY OF THE COMPANY

The Contractor's personnel are obliged to observe the following rules of conduct:

PROHIBITIONS

1. **Access** to all areas of the factory other than those for which a visitor has been authorised is **FORBIDDEN**.
2. **Smoking, eating and drinking** are **PROHIBITED** in all company areas, particularly in the vicinity of production areas.
3. It is **FORBIDDEN to leave** materials or containers with hazardous substances unattended, open, incorrectly labelled or in areas where they obstruct the passage of internal personnel (footpaths).
4. It is **FORBIDDEN to stand** in the vicinity of particularly noisy machines without adopting appropriate hearing protection systems (ear muffs, ear plugs, etc.).
5. It is **FORBIDDEN to carry out any intervention** on the equipment, unless it is of specific competence, and in any case only after having received the authorisation of the Legal Representative, the Production Management or the R.S.P.
6. It is **FORBIDDEN to use** any equipment or facilities owned by the undersigned without authorisation.
7. It is **FORBIDDEN to carry out unauthorised operations or manoeuvres** on one's own initiative **that may endanger one's own safety or that of other persons**.
8. It is **FORBIDDEN** to stand in front of control boards or electrical cabins.
9. Inside GRAF Group facilities, it is **ABSOLUTELY FORBIDDEN** to take photographs or film, use video cameras or video telephones.

OBLIGATIONS

1. It is **MANDATORY** to adequately identify the intervention area with appropriate signs or signals.
2. It is **MANDATORY** to clean the area where the work was carried out and not to leave any waste from the work carried out (see ENVIRONMENT section).
3. It is **MANDATORY** to carry out works in compliance with the legislation in force.
4. It is **MANDATORY** to scrupulously observe the danger, obligation and prohibition notices and the rules of conduct indicated on the signs.

 Danger  Prohibition  Obligation/Requirement  Indications of Escape Routes

5. It is **MANDATORY** and necessary to pay the utmost attention to dangers arising from the presence of hot, sharp and/or blunt materials.
6. For the use of hazardous substances, it is **MANDATORY** to
 - **Notify** the person in charge of the Prevention and Protection Service of the introduction of hazardous substances into the company (by reporting and assessing the risk in the Single Interfering Risk Assessment Document).
 - **Apply the prescriptions and indications** contained in the label and safety data sheet of the substances used.
 - **Use correctly and clearly labelled containers** to identify the substance contained.
 - **Close or cap containers** used to store or transport liquid and solid substances.
7. It is **MANDATORY** for all supplier personnel to read this '**supplier information leaflet**' on occupational safety, health and environment, and to comply with the following.
8. It is **OBLIGATORY** for all personnel providing works and services to have and **use** appropriate **Personal Protective Equipment (PPE)** in relation to the dangers associated with both the work they perform and the company areas to which they have access.
9. It is **MANDATORY** to pay attention to the moving parts of the machines.
10. It is **MANDATORY** to immediately report to the Departmental Manager any situation deemed to be deficient with respect to current occupational safety regulations.



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It is **FORBIDDEN** to remove machine guards and safety devices, except when necessary for work.

It is **MANDATORY**, should there be a need to remove guards and/or safety devices, to take appropriate measures in advance to reduce the resulting danger to a minimum.

It is **MANDATORY** to restore guards and/or safety devices on machines as soon as the activity that caused their removal is finished.

It is **FORBIDDEN** to wear clothing that is too loose and can be grabbed or dragged by moving organs.



EMERGENCY MANAGEMENT

It is **MANDATORY** to remain calm and follow the instructions of internal personnel **in the situation of emergency**.

It is **MANDATORY in the event of a fire** or the presence of smoke in the department, to immediately warn the internal staff, to leave the area immediately, using the escape routes, and to go to the nearest assembly point.

It is **MANDATORY, in the event of an evacuation** order being given, to leave the work area following the escape route signs and the instructions given by the emergency team.

It is **FORBIDDEN** to use water or foam extinguishers on live electrical equipment. The use of fire-fighting equipment is the responsibility of GRAF's emergency workers.



ENVIRONMENTAL MANAGEMENT

It is **MANDATORY** to respect the separate collection of waste.

It is **FORBIDDEN** to handle chemicals or oils without due care to avoid unnecessary spills.

It is **FORBIDDEN** to abandon any kind of waste inside or outside the factory.

It is **MANDATORY** to limit the use of water and energy resources in general to what is strictly necessary for the work to be done.

Any discharge of solid and/or liquid waste from the Company's premises is **PROHIBITED**.

The present rules of conduct must be brought to the attention of all personnel employed by the contractor who undertakes to comply with them in relation to the training and information received.

The Contractor
