

# The SILON s.r.o. Company's VISITOR'S RULES

These Visitor's Rules come into effect on 1 September 2017



These "SILON s.r.o. Company's Visitor's Rules" (hereinafter the "Visitor's Rules") are issued in the interests of assuring the safety and protection of health of visitors to the SILON s.r.o. Company, and apply throughout the entire manufacturing plant complex in Planá nad Lužnicí.

## I. Key provisions

- These Visitor's Rules apply to visitors who enter the company's complex on an announced visit and are accompanied by a SILON s.r.o. representative, or who visit the company on a previously announced and permitted tour.
- The company reserves the right to refuse entry to any visitor who fails to respect or does not meet the requirements of these Visitor's Rules and their guide's instructions, or to order such persons to leave the company's complex.
- Visitors must be aware that the company's business premises are monitored by a camera system with video recording capability. The rules stipulated in Act No 101/2000 Coll., on protection of personal data, as amended, are respected when making video recordings and archiving these. The archived recordings are secured against any misuse in the appropriate manner; they are only stored for the essential period and only a limited group of authorised company employees has access to these recordings.
- Visitors are required to leave large items of luggage in a previously determined area, according to their guide's instructions.
- Visitors are required to follow instructions given by security workers, employees of the voluntary fire brigade unit and persons authorised to perform inspections, and to provide proof of identification on request.
- Complex security workers are authorised to inspect luggage and vehicles.

## II. Safety instructions for visitors

- Visitors enter the company's complex voluntarily and are required to respect all in-house rules for assuring occupational health and safety and rules for moving about the company's complex, in order to avoid exposing themselves to the risk of harm to their health or property.
- Visitors are required to behave so as to prevent risk or harm to the company's legitimate interests or its property, including intangible property (intellectual property, know-how, etc.).
- Visitors are required to stay on pedestrian pavements and take great care when crossing roads, with regard to passenger car and truck traffic. Visitors must stay within the marked "corridors" for pedestrians in manufacturing halls.
- In the event of evacuation of persons from the company's complex, visitors are required to follow the emergency exit pictograms and instructions given by persons authorised to supervise evacuations.
- Manufacture has precedence over visitors.
- Visitors are required to be aware of movement of vehicles in manufacturing halls, these have precedence over tours. Visitors must behave in a manner enabling passage of vehicles.
- Entry is only permitted in a high-visibility vest, work footwear, or in footwear with reinforced toes and low heels.
- In the event of injury or damages occurring as a result of failure to adhere to the Visitor's Rules or the instructions of the accompanying competent person, the person incurring potential damages is not entitled to compensation.

### The following is prohibited:

- Touching operating equipment, products and packaging or handling the company's equipment in any manner.
- Making any type of visual documentation, photography, filming, etc. within the company's complex.

## TERMS AND CONDITIONS FOR TOURS

- Tours are organised on the basis of approval by the management of SILON s.r.o.
- Tours are organised for groups of at least 20 persons, who are 16 years and older.
- The person in charge of the organised tour, which was arranged in advance, will announce their arrival at reception in the administrative building, where he will submit a written declaration stating that the tour participants have been acquainted with the instructions in the Visitor's Rules.
- The tour route is part of the company's manufacturing area, along which it is only possible to travel accompanied by the appointed guide, according to this guide's operative instructions and along marked routes.
- Tour participants must remain with the group and the guide, and must not move away from the tour route. If visitors wish to leave the tour, they are required to inform the group's guide, who will assure that the visitor is safely led out of the company's complex.

# Basic Safety and Ecological Instructions for Visitors of the SILON s.r.o. Complex



1. Visitors may only enter the company's complex and manufacturing areas when accompanied by an employee (competent person)
2. Persons under 18 years of age are not permitted to enter, with the exception of persons with a special permit (does not apply to administrative building AB).
3. Persons under the influence of alcohol or addictive substances are not permitted to enter. No alcohol or other addictive substances may be consumed on the company's premises.
4. Dangerous items (firearms, cutting and stabbing weapons, explosives) or substances, which could cause damage to property and harm to human health, are forbidden on the company's premises.
5. Unauthorised handling/manipulation of equipment is prohibited.
6. Smoking is forbidden outside the designated areas, handling naked flames is forbidden.
7. Taking photographs and making video-recordings is forbidden.
8. General traffic regulations apply within the company's complex for pedestrians and all vehicles. The maximum speed within the complex is 20km/h.
9. Visitors are required to stay on designated roads and paths. Safety signs, information and warning signs, warning signals and instructions given using the loudspeaker system in the complex, must be respected
10. Personal protective equipment must be used in the manufacturing, storage, maintenance and laboratory areas (vest, work footwear, or reinforced toes, hearing protectors, protective goggles). This equipment can be borrowed at AB reception and returned when visitors leave.
11. No work activities may be commenced without permission by the authorised person.
12. Adhere to the regulations concerning the environment, fire prevention, and occupational health and safety.
13. Adhere to the principles of cleanliness and order and environmental conservation, all waste must be stored in the designated areas.
14. Call the following numbers in the event of emergencies:

**Fire – 2333 (381 622333)**

**Injury – 2222 (381 622222)**

**Emergency - 2211 (381 622211)**

**Fire brigade**

**Emergency rescue services**

**Czech Police**

**- 150**

**- 155**

**- 158**



Persons entering the company's complex, or the appointed leader of a group, sign the visitor's ledger as confirmation that they have read this text, understand its contents and that they undertake to follow the instructions given above.

