

**CONDUCT RULES AND PROCEDURES FOR VISITORS AND CONTRACTORS
TO CARIS VRD**

- 1) Visitors must not, under any circumstances, access any areas they are not authorised to enter.
- 2) Visitors must be accompanied at all times when moving around the company premises.
- 3) Visitors are obliged to observe and comply with any safety related signs (dangers, prohibitions, obligations) and any company requirements in force regarding the wearing of Personal Protective Equipment at the facility.
- 4) Visitors must remain fully aware of any moving traffic such as forklift trucks or other vehicles. Wherever possible, the designated pedestrian walkways (indicated by horizontal markings) should be used.
- 5) For safety reasons, it is forbidden to touch (unless authorised) any substances, machines, equipment or products.
- 6) Visitors must take note of the facility's escape routes and emergency exits; this information can be found on the specific emergency plans posted on noticeboards. In the event of an emergency, if there is a need for all personnel to evacuate the facility, this will be indicated by a constant sounding of the dedicated alarms. To reach a safe location / assembly point, visitors must follow safety signs and signs indicating the direction of the escape routes.

On Caris VRD S.r.l. premises it is forbidden to smoke, take photographs or record videos using video cameras, mobile phones, etc.

Caris VRD S.r.l., in allowing visitors to access its company premises, **accepts no responsibility or liability in the event of any damage that may be caused by people or things.**

POTENTIAL DANGERS AND RISKS IN THE WORK AREAS

| WORK AREAS | RISKS |
|---------------------------|---|
| Offices | Accidental slipping and falling down stairs |
| | Electrocution |
| Storage warehouses | Collision with vehicle |
| | Collision with stored materials or materials in transit |
| | Accident involving equipment / machinery |
| | |

NOMINATED EMERGENCY AND FIRST AID PERSONNEL

F. Drago / F. Pisano / F. Viscomi / M. Rizzo / P. Baldi