This document is beside your visitor pass pass your access authorisation. Both are to be kept for the duration of your visit.

Please ask your contact person to sign it at the end of your visit and return it to the Security office.

Important note:
The following rules apply to the entire campus:
- No Smoking
- Videotaping and photography prohibited
- Speed limit 20 km/hr

Hanau Campus Map
(Heraeusstraße / Wilhelm-Rohn-Straße)

For additional information please ask your contact person, a supervisor or project manager, the Environmental Protection & Occupational Safety office, the campus fire department or the security offices.

Publisher: Heraeus Site Management GmbH & Co. KG, Division for Hazard Prevention in collaboration with Heraeus Holding GmbH, Division for Environmental Protection & Occupational Safety.

As of February 2015
Dear visitors and contractors employees,

we warmly welcome you at Heraeus. Your safety is our collective responsibility. To ensure your personal safety and the safety of others, we would ask you to familiarize yourself with the following regulations and instructions.

Sincerely,

Heraeus Site Management

**Heraeus Campus**

**Entering and leaving the campus**

Entrance to the campus and buildings requires authorization according to location and building safety regulations. Please follow the instructions from the security office and from your contact person at Heraeus. When leaving the campus, a personal or vehicle inspection will be conducted.

**Video Surveillance**

We hereby inform you that individual areas of the campus are under video surveillance.

**Important internal phone numbers**

<table>
<thead>
<tr>
<th>Prefix to dial in:</th>
<th>+49 6181 35-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security:</td>
<td>213</td>
</tr>
<tr>
<td>Fire:</td>
<td>666</td>
</tr>
<tr>
<td>First aid:</td>
<td>333</td>
</tr>
</tbody>
</table>

**Fire Protection**

The Heraeus fire protection guidelines describe important measures to prevent fires, accidents and other dangerous situations from occurring.

**Permission ticket**

Only perform work having a permission ticket. Before starting dangerous work (e.g. work with open fire) you need a permission ticket for heat work. Follow all instructions given on the permission ticket.

**Escape routes**

Emergency evacuation routes ensure that people can exit a dangerous area in the safest possible manner, and these must always be free of obstructions. Corresponding maps can be found in the hallways of all buildings. The evacuation routes are marked. Upon hearing a building evacuation alarm (alternating or loud intermittent tone) go exclusive to the assembly point.

**Parking lots**

You may only park your vehicle in parking areas assigned to you. Pay close attention to parking designations and signs. Parking in restricted areas is strictly forbidden. Your vehicle could impede campus traffic or emergency vehicles. Unauthorized vehicles parked in reserved areas may be towed at the owner's expense or do not receive further entrance permits to the campus.

**Vehicle and pedestrian traffic**

Campus traffic regulations allow a maximum speed of 20 km/hr. The traffic situation on campus calls for drivers to be highly attentive and always to operate vehicles in a safe manner. Pedestrians must stay on sidewalks, marked paths on the edge of the street. So as not to slow down traffic or put themselves in danger.

**ACCIDENT AVOIDANCE**

**Products and systems**

The production processes at Heraeus demand the utmost purity and precision. Please maintain a safe distance from products and systems. Ask your contact person for information regarding safety measures and equipment.

**Hazardous materials**

A variety of hazardous materials is used in our facilities. In accordance with regulations, these areas are marked with prohibitory signs, instructions or warning symbols. If you are not familiar with the pictograms, you can obtain further information from the Environmental Protection office or from your contact person. Heraeus has taken major steps to prevent accidents and to minimize the damage that occurs should they happen. The company's alarm system and hazard prevention plan have been approved by the appropriate authorities.

**CODE OF CONDUCT**

**Smoking**

Smoking, fire and open flames are in principle prohibited on campus. Smoking is only permitted in designated smoking areas.

**Videotaping and photography**

Videotaping and photography are prohibited on campus. Exemptions are issued by the Security office.

**Accidents on the premises**

Should an accident occur despite all the safety precautions, follow the necessary instructions, after taking the first measures at the site of the accident by going immediately to a contact person known by you, who is responsible for your stay on the premises. In agreement with the responsible in-house departments (Security and Work Safety) this person will process the accident. If the contact person is not available, then the Security should be next informed. Based on the accident report, the liability insurance of Heraeus will be applicable.

**Confidentiality**

All information acquired during your stay about Heraeus, its products and manufacturing processes are subject to be kept confidential for protection against competitors.

**Picking objects**

It is prohibited to leave the contents of the lorry which do not belong to you.

**Alcohol and Drugs**

In principle it is prohibited to bring or consume alcohol or drugs to the campus.

**Cleanliness**

Keep your workplace clean and tidy.

**KEY TO THE SIGNS ON CAMPUS**

- **Ex**
  - Caution - Laser beams
  - Caution - explosives
  - Caution - hot surface

- **Atmosphere**
  - Caution - atmosphere

- **Ext**
  - Fire Extinguisher

- **Eye shower**
  - Use eye protection

- **Ear shower**
  - Use ear protection

- **Cellular Phones prohibited**
  - Use respiratory protection

- **Prohibited for persons carrying pacemakers**

- **First Aid**
  - Use respiratory protection

- **Assembly point**
  - Use eye protection

- **Emergency**
  - Use eye protection

- **Prohibited for vehicles on site**
  - Use respiratory protection

- **Caution - toxic**

- **Caution - corrosive**

- **Caution - danger area**

- **Caution - explosives atmosphere**

- **Caution**
  - Fire and open flames prohibited

- **Frustration**
  - No smoking

- **Frustration**
  - Off limits to unauthorised personal

- **Frustration**
  - Carrying pacemakers prohibited

- **Frustration**
  - Photography prohibited