



## Safety Information and Code of Conduct for the Kleinostheim Site

### Kleinostheim Campus Map



**Important internal phone numbers**  
**Fire:** 7111  
**Security:** 7100  
**First Aid:** 7333  
**Prefix to dial in:** +49 6181 35-

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

#### KEY TO THE SIGNS ON CAMPUS

	Off limits to unauthorised personal		Prohibited for persons carrying pacemakers		Caution hot surface		Emergency shower
	No smoking		Caution – toxic		Caution – Laser beams		Escape Route
	Fire and open flames prohibited		Caution – corrosive		Fire Extinguisher		Assembly point
	Photography prohibited		Caution – danger area		Use ear protection		First Aid
	Cellular Phones prohibited		Caution – explosive atmosphere		Use eye protection		Eye shower
			Caution – explosives		Use respiratory protection		Emergency phone

Visit ended/Time

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Signature

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## Dear visitors,

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 Operations**

## 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.

### Data protection

The data protection information for visitors is available for inspection at every gate, we will be happy to give you your personal copy. You can also access the data protection information at [www.heraeus.com/privacy](http://www.heraeus.com/privacy)

### Video Surveillance

Herewith we inform you that individual areas of the campus are under video surveillance.

### Emergency equipment

In case of emergency the different equipment is available on the campus and in the buildings: telephones, manual fire alarms, automatic fire and gas alarms, building evacuation alarm, emergency evacuation plans, fire extinguishers and first aid equipment. The first aid station is located on the ground floor of building 171 and is open Monday to Friday.

### Fire Protection

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

### Orders of the safety organization

Orders of the safety organization (e.g. site security, site fire brigade) must be obeyed.

### Permission ticket

Only perform work having a general work permission ticket. Before starting dangerous work (e.g. work with flying sparks) you need an additional permission ticket (e.g. for heat work). Follow all instructions given on the general work permission ticket and the additional work 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 parked vehicles 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 allows a maximum speed of 20 km/h. 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 side 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 working 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.

### 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.

### Weapons

It is forbidden to bring firearms, items equivalent to firearms and other items classified as weapons and prohibited items in the Weapons Act, as well as objects that are deceptively similar to a real weapon, into the site without the prior approval of plant security.

### Cleanliness

Keep your workplace clean and tidy.

### Warnings

Warnings may differ from the design in this information, but are recognizable as such.

**This document is beside your visitor 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.**

For further information, please contact your contact person or the responsible department (e.g. plant security, occupational safety).

### Publisher:

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