

Safety rules for visitors and staff of forwarding agents and other external companies on the site of the main SIMONA warehouse

I. Road Traffic Regulations

The German Road Traffic Regulations (StVO) apply throughout the company premises. A speed limit of 10km/h must be observed. Absolutely no overtaking is permitted. Company vehicles have right of way throughout the premises; all other road users must respect this.

II. General rules

- a. Only company employees, registered persons and purchasers involved in industrial selling will be granted access to the company premises.
- b. Visitors may use the car park in front of the main gate. Larger groups of visitors are requested to agree parking options in advance with the site management. Representatives of outside companies working in the main warehouse should check on parking options when registering at the office.
- c. On the company site, vehicles may only be parked in specially designated areas.

III. Workplace safety and cleanliness

- a. Visitors will be issued with reflective safety vests after registering at the warehouse office; these **must be worn** in all areas, with the exception of designated routes and in offices.
- b. Personal protective equipment (safety boots and reflective safety vests) must be worn by drivers from forwarding agents and the staff of external companies, except on indicated routes, in social rooms and in the office.
- c. Alcohol and drugs are strictly prohibited throughout the company premises.
- d. No smoking is permitted anywhere on the company site, except in specially designated smoking areas.
- e. The taking of photographs and videos is prohibited unless expressly approved by the site management.
- f. The cleaning of loading areas on the premises is forbidden.

IV. Disclaimer

- a. No claims for damage to property or personal injury will be possible. All visits to the company premises are undertaken at the visitor's own risk.
- b. Accidents of any kind must be reported to the site management immediately.

Visitors must follow the instructions of site managers and other competent staff.