

VISITORS / CONTRACTORS - RULES

In the interest of Health & Safety and confidentiality within Koito Europe Ltd premises, you should adhere to the following:

- Ensure that you register with The Gatehouse upon arrival and that you are issued with a Visitors Pass. Please wait in Reception until you are met by your designated KEL contact.
- **Photography is strictly prohibited whilst on site unless written permission is gained from Koito Europe Ltd Executive Management. Photographs may only be taken under accompaniment from your host / site contact.**
- Mobile Phones are only to be used with the express written permission of your host / site contact.
- **Laptop & Other computing devices are strictly prohibited from being connected to any KEL system without first being approved by KEL's I.T. Department.**
- In the event of an emergency situation, or when hearing the fire alarm (a continuous high pitched tone); you should leave the building **immediately** via the quickest and safest route.
Do not attempt to collect any personal belongings.
Report immediately to the Assembly Point designated upon your arrival.
- Ensure that you remain within the designated walkway area and be aware of the manufacturing activities taking place around you.
- Vehicular traffic has priority of movement, and as such, you must stand clear in the event of Fork Lift Trucks / Die Handlers being in your area. If working within the Stores / Goods -In areas, high visibility clothing **must** be worn at all times.
- In the event of personal protective equipment being required (safety spectacles, gloves etc.) you will be notified. PPE **must** be worn at all times should it be required in your particular area.
- **Do not** touch or remove any line-side items.
- **All** accidents / incidents, injuries, spillages and Near Misses etc are to be reported to your KEL Associate **immediately**.
- All waste material should be disposed of in the correct waste receptacle provided.
- The site speed restriction of **5 mph** is to be observed at all times whilst using a vehicle
- Smoking is permitted in designated smoking areas only
- Eating / Drinking is permitted within designated areas only

KEL has a legal responsibility whilst you are on the premises; you have a responsibility to act in the appropriate manner. Stop and think about your actions – a common sense approach helps to prevent accidents.

**EVERYONE HAS A RESPONSIBILITY FOR HEALTH AND SAFETY WITHIN THE WORKPLACE.
KNOW YOUR LIMITATIONS.
THINK BEFORE YOU ACT...IF IN DOUBT...ASK!**