

## VISITORS REGULATIONS FOR PALITAL FACTORIES AND WAREHOUSES

Raw material warehouse (DTG11), De Tweede Geerden 11, Velddriel

Butyrate factory (DTG13), De Tweede Geerden 13, Velddriel

Victurea factory and finished products warehouse (DTG15), De Tweede Geerden 15, Velddriel

### Welcome

- You come as an external visitor to our factory spaces and/or warehouses to carry out work, an appointment with someone and/or a tour.
- As an external visitor, you need to log in via the [website](#) - 24 hours prior to your visit and/or work - and declare:
  1. that you have no infectious diseases and/or conditions (such as Corona, cold, runny nose, diarrhea etc),
  2. whether you have visited an infected business,
  3. you have read the visitor's instructions.

*If the answer to questions 1 or 2 is Yes, please don't come to our company!*

- On arrival, you must report to the management or contact person with the completed visitor form that you have received by e-mail.
- Access to the production environment is only possible under the supervision of a Palital employee.
- In the front entrance of DTG13 or DTG15 you register and deregister for your presence via the Visitor Registration Form. To visit the raw materials warehouse, do this via the reception of DTG11.
- Your Palital supervisor is responsible for your safety, follow his or her instructions.
- **Wash your hands thoroughly with soap and water** before entering the production area or warehouses.
- **Keep at least 1.5 meters away from others (social distancing - Corona measure).**
- Smoking and or open fire is not allowed in the company buildings.
- Welding and cutting is only permitted after obtaining prior permission from the Operations Manager or Technical Service Coordinator.
- Eating and drinking is only allowed in the company canteen.

- When visiting the office (1st floor) of DTG15 only, you do not need to wear PPE if you follow the path to the stairs within the yellow line.
- Always wear the prescribed personal protective equipment (PPE) in the production areas and warehouses:
  - Safety shoes type S3 (DTG11, -13 and DTG15) or shoe covers (DTG15)
  - Safety cap (DTG13 and -15) or helmet (DTG15)
  - Hearing protection (DTG13)
  - Safety glasses (DTG13 - & -15)
  - Disposable jacket (when visiting DTG15) or overalls (when working)
- Where appropriate, follow the pictograms and/or safety sheets (SDS) for additional necessary PPE when working.
- Before a visit/tour of the DTG15 production areas, put on the prescribed PPE in the vestibule of DTG15.
- Before starting work in the production areas of DTG13, you must change into the clothing provided by Palital.
- After finishing work/visiting of DTG13 production areas, you are required to use the shower facilities and then change back into your own clothes.
- Use of private telephones or any other form of digital communication is not permitted within the production environment.
- Taking photos or other image/film recordings is not allowed.

### Frequent visitor

- If you work as a frequent external visitor (e.g. employees of suppliers, technicians etc) for several days, you only have to sign for the visitor's regulations on the first day of your visit.
- After the first day - prior to your visit or activities - you are obliged to report infectious diseases and/or disorders to the Operations Manager or Technical Service Coordinator on a daily basis. *If you have reported an infectious condition, you cannot visit our company!*
- After the first day, sign the Visitor Registration Form daily for attendance at DTG11, DTG13 and/or DTG15.
- Frequent visitors are allowed to enter without a supervisor after the first day.
- If you have not visited Palital for more than one month, you must register again via the [website](#).