

Registration

As Elma visitor, business partner, external service provider, you must register at the reception. There you will be registered and will receive a visitor pass, which must be visibly displayed during your entire stay at Elma. Your visitor pass is to be returned before leaving the premises of the plant.

As a rule, you as visitor will be picked up at reception and accompanied by an Elma employee during your whole stay at Elma!

Occupational health and safety

- Personal safety equipment is to be worn for service and assembly works or for utility related works. Access to the production halls is only allowed when accompanied by an Elma employee or the supervisor.
- The handling of tools, machines and vehicles of Elma, as well as the operation of machines and systems in the work area, is implemented after operating and safety instructions from trained Elma employees on the machines and systems, as well as in the presence of trained Elma employees. This also applies to the use of office machines and equipment.
- Skin-protection regulations are to be observed with the use of raw and auxiliary materials (adhesives, solutions, etc.).
- In the event of accidents, fires and cases of damage, you are to immediately report it to your supervisor and to administer first aid, as the case may be.
- Defects in work safety are to be reported immediately.
- The marked rescue and escape routes are to be kept clear.

Important telephone numbers

Emergency call rescue services / fire department
Hospital (HBH-Kliniken)

112
+49 7731 89-0



First Aid



Emergency Measures:

- Remove the injured from the danger zone and use the fire extinguisher to fight the fire, as the case may be
- Make an emergency call
- Give first aid
- Take care of the injured until the arrival of the rescue workers
- Provide the rescue workers with assistance

The **emergency call to the rescue service** should include the following:

- Where did it occur?
(location of the emergency, street, section of the plant, floor)
- What occurred?
(brief explanation of what happened)
- How many injured/ill?
(information about the number)
- What type of injuries/illnesses?
(type and severity of the injury)
- Wait for any further questions of the rescue service
(only hang up after there are no more questions)

The **casualty doctor** or the **emergency services** are to be informed immediately.

Non-Disclosure

As a visitor, you are obliged to keep all business and trade secrets and all other information that have become known to you secret and not to pass them on to third parties.

Ban on filming and photography

Absolutely no filming or photography is permitted throughout the entire plant premises of Elma.



Usage Agreement for the Use of In-house Internet Access

1. Permission for the free shared usage

Elma permits you as visitor the shared usage of the operated Internet access via WLAN or LAN during your stay at Elma. The shared usage can be revoked at any time and is granted as a service free of charge. You are not permitted to allow third parties the use of the Elma Internet network. Additional joint users can be permitted only by Elma. Elma's operation of the WLANs or LANs can be discontinued at any time, in whole, part or temporarily. Elma shall be entitled to block access to specific pages or services via the WLAN (such as websites that glorify violence, are pornographic or are subject to a charge) at its own discretion and at any time.

2. Notes on the dangers of Internet network usage

Please note that usage of the Internet network's data transmission is potentially in unencrypted form. For this reason, there is a possibility that the data can be viewed by third parties. The Internet network only enables access to the Internet. The retrieved contents are not subject to review by Elma, particularly not for whether they contain malware (viruses, Trojan horses, worms or the like). Elma expressly states that the danger exists of malware reaching the terminal equipment through usage of the Internet network. The usage of the Internet is at your own risk.

3. Access data

Elma reserves the right to be able to change access data at any time. All of the provided access data (user names, passwords, combinations of characters) are exclusively intended for the personal use of the visitors, and they may not be disclosed to third parties. The visitor shall be obligated to maintain secrecy of the access data.

4. Responsibility and indemnification against claims

You undertake to comply with applicable law when using the Internet via Elma. As a visitor, you assume full responsibility for the services subject to a charge that are used as well as legal transactions made through data transfers via the Internet network provided by Elma.

In particular, you commit yourself to:

- Not to use the Internet network for the dissemination of unethical or illegal contents;
- Not to duplicate, distribute or make available goods protected under copyright;
- Observe the applicable rules on the protection of minors;
- Not to send or distribute content that is harassing, defamatory or threatening;
- And not to use the Internet network for sending mass messages (spam) and/or other forms of unauthorized advertising.

The visitor shall indemnify Elma against all damages and claims of third parties that involve an illegal use of the Internet network by yourself and/or a violation of this agreement. This shall also extend to the costs and expenses incurred as well as their defense.