

Visitors safety guideline and confidentiality agreement

Entering the production floor

Visiting the production area without previous consultation of the production manager is not allowed.



For your own safety we ask you to follow the instructions of KIRCHHOFF staff at all times. Our employees will point out possible risks to you.

Please use the recommended protection equipment during your visit.



Children are not allowed to visit the production area.

In case of an alarm please stay calm and follow our employees' instructions. Please follow the safety rules and follow our employees to the assembly point.

A safe plant tour



Please remain attentive and do not run.

Please wear sturdy shoes during the visit.

We do have a lot of fork lift traffic in our company. Please be careful if you reach a crossroad and pay the same attention as in normal road traffic.



Please do not touch the production equipment and keep safe distance to it.

Please stay close to your group.

Organisational hints



We ask you to carry your visitors badge during your entire stay and to give it back to the employee at the main entrance before leaving our premises.

It is not allowed to take pictures or take a camera with you (this also applies for cameras integrated into mobile phones) during the plant tour. Please leave your mobile phone and camera in the locker or the meeting room.

Smoking is only allowed in the smoking areas.

Do not visit any production areas without guidance of a KIRCHHOFF member.

The visitor is obliged to maintain silence about all business, commercial, technical or other information about KIRCHHOFF, which is made available to him directly or indirectly in the course of his visit in oral, written, electronic or any other material and treat as confidential. He is especially obligated not to pass on or make available any confidential information obtained to third parties, not to use them for own purposes or the purposes of third parties and exclusively use them for the purpose intended and agreed upon.

The afore-mentioned does not apply for such information, which are already public knowledge or which were already known by the visitor before his visit or which was provided by a third party in a legal manner without restrictions as to the confidentiality and use of the information.

Furthermore, it is not allowed to take pictures, videos or do tape-recording on the premises. For an exceptional case the written agreement from the management board is required. In case of breaching this agreement the video and audio material can be demanded from the visitor and be destroyed.

We wish you a pleasant and safe stay in our company.

Name, Surname (please use BLOCK letters):

Company (please use BLOCK letters):

Place,

date

signature visitor