

STANDARDS OF CONDUCT

Any person entering CLEVERTECH's premises must follow all applicable accident-prevention and workplace hygiene regulations to the letter, as well as technical good practice and, more generally, **normal prudent and cautious standards of conduct**. Particular attention must be paid to the risks highlighted in this document.

All persons entering CLEVERTECH premises are required to register on the dedicated system upon entry; this is located at the office building reception.

Access to the production area is permitted solely to those **WEARING THE MANDATORY PPE, such as safety footwear and high-vis jacket**.

It is prohibited for visitors and customers to move about the plant on their own without being accompanied by Cleverttech personnel.

When moving about by foot, the instructions given by the Cleverttech contact person must be followed to the letter; follow the pedestrian pathways, ensuring they are never obstructed with materials and/or equipment.

It is prohibited to smoke and/or use naked flames inside the work premises.

Vehicles are only permitted to gain access, transit and park up for the purposes of loading and unloading in accordance with company regulations, and subject to prior authorisation from the gatehouse and shipping department.

It is prohibited to leave equipment or materials, including refuse, which could potentially cause a hazard in transit areas.

It is prohibited to use materials and/or equipment which are the property of CLEVERTECH: if this should prove to be essential, a formal request must be made to the direct contact person, with written authorisation then issued in advance of use by the Health and Safety Department in accordance with the statutory employer.

It is prohibited to approach or enter systems when in operation.

It is prohibited to perform actions or operations under your own initiative which you are not authorised for, as such conduct could compromise the safety of others present in the company premises.

It is mandatory to comply with the signage present, as well as the instructions given by the company contact persons (officers).

You must pay the utmost attention to:

Live electrical panels – DO NOT TOUCH, do not approach or carry out work in the vicinity of electrical panels.

Simultaneous presence of **transport vehicles and pedestrians** in the same areas.

Presence of lifting equipment and suspended loads during the goods movement phases and mechanical assembly of the machines.

Work environments featuring the potential presence of **noise** due to work in progress with hand-held power tools or machine tools.

Warning: forklift trucks operating in the internal and external areas of CLEVERTECH premises.

Within the CLEVERTECH plant, it is mandatory for vehicles to travel at walking pace and comply with all signage and ground markings present.



MANDATORY USE OF SPECIFIC PPE

(depending on the work being performed and any contiguous work)

	<p>IT IS PROHIBITED to access specified areas</p> <p>IT IS PROHIBITED to work/operate on the machines</p>
	<p>DANGER forklift trucks and overhead cranes travelling/performing manoeuvres</p> <p>DANGER work at height – DO NOT STAND below the areas involved</p> <p>DANGER live electrical panels</p>
	<p>In the event of an emergency, inform your contact person who will call the emergency first aid team</p>
	<p>In the event of an emergency requiring evacuation, follow the escape route and emergency exit indications and head to the MUSTER POINT by the entrance gate</p>
	<p>OBLIGATION TO REGISTER and identify yourself at the Gatehouse / Reception</p>

CLEVERTECH

HANDLING YOUR SUCCESS



RISK POLICY

The company applies a Safety Monitoring System to manage visitors and for **qualification of its suppliers**, including on the basis of compliance with company regulations during work performed at its premises. As such, all those accessing the site must comply with all instructions given, referring to their CLEVERTECH contact person at all times.

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Fire, first-aid and environmental emergencies due to spillages of substances

The company has drafted an **Internal Emergency Plan** whose procedures are summarised in the PLANS present in the workplace. Visitors are reminded of the need to notify their direct contact person of any potentially hazardous situations – **fire/ignition, spillages, health emergency or accident** – so that the emergency procedures can be put into action.

EMERGENCY PHASE		DESCRIPTION OF ACTIONS/BEHAVIOUR
BEFORE THE EMERGENCY	THE	<ul style="list-style-type: none">- Report any situations which could lead to an emergency- Do not obstruct escape routes- Comply with applicable provisions and procedures- Do not smoke- Make the work area safe
DURING THE EMERGENCY	THE	<ul style="list-style-type: none">- Keep calm- Comply with instructions given by officers/supervisors- Notify the HSE DEPARTMENT and RECEPTION of the emergency situation if the emergency procedure has not yet been activated- DO NOT ACT UNDER YOUR OWN INITIATIVE- Comply with instructions given by officers/supervisors- Stop all work activities on the basis of the emergency- Make safe (turn off), where possible/safe to do so, any equipment or materials which could generate hazards- Do not return to the danger area, unless strictly necessary and authorisation has been given by the emergency officer- Go to the muster point, following the instructions given by the emergency officers and/or signage
AFTER THE EMERGENCY	THE	<ul style="list-style-type: none">- Follow instructions given at the muster point- Return to your workstation only if explicitly instructed/authorised to do so- Report any hazards still present- Facilitate normal resumption of activities

*In the same manner, any **danger situation** which should come to your attention, even outside the scope of your own activities, must be **immediately brought to the attention of your direct contact person** and the supervisor/emergency officer, suspending work until the hazard has been eliminated.*

