

# **COMPANY RULES FOR EMPLOYEES\*, TEMPORARY AGENCY WORKERS AND VISITORS\* OF QbiQ**

## **General behaviour**

Communicate the rules that apply at QbiQ to employees, temporary agency workers and visitors as early as possible.

## **Food and drink**

It is not permitted in the factory to consume food on the work floor. Drinking is only allowed on the work floor when the liquid is contained in a closed drinking bottle or drinking container. Open cups, cans, etc. are not allowed on the work floor.

## **Smoking**

It is prohibited to smoke in the offices, company cars and in all work areas, corridors and warehouses, etc. Smoking for production and warehouse personnel is only allowed during regular breaks. Smoking in between is not allowed.

## **Alcohol and drugs**

Bringing alcohol and/or drugs with you to work, using alcohol and/or drugs or being under the influence of alcohol and/or drugs when staying on the site or in the buildings of the organisation is not permitted.

## **Medicines**

Employees and temporary agency workers shall inform the superior if they use medicines that may affect their behaviour. Not only the ability to drive a car, but also the ability to operate machines may be affected.

## **Internet use**

The internet can be used for business purposes by almost all employees with a computer. Using the internet during and after working hours for personal purposes or for the benefit of third parties is not permitted.

## **Rules with regard to undesirable behaviour**

Every visitor of QbiQ shall comply with the generally accepted rules of proper conduct and refrain from any form of sexual intimidation, discrimination, aggression, and violence and bullying.

## **Working hours**

The employee/temporary agency worker shall observe the working hours agreed in his employment contract/temporary agency employment contract. Deviating from these working hours is only possible with permission from the superior.

## **Being or falling sick**

For employees, see the provisions of QbiQ's Additional Regulations. Temporary agency workers shall observe the rules of the temporary employment agency that has assigned them. In addition, HR Manager Sandra Uland shall always be informed.

### **Visit to a doctor/dentist**

Schedule appointments with a doctor or dentist at a time outside working hours. If this is really not possible, schedule your appointment at the beginning or the end of the day and report this in time. Ask the superior for permission for this visit.

### **Leave**

The employee/temporary agency worker shall ask permission from his superior for leave. For employees, refer to the Additional Regulations.

### **Ancillary activities**

Ancillary activities by employees are only permitted with approval by the board. Always ask permission in advance.

## **Tools, safety and operating instructions**

### **Order, tidiness and safety**

- Waste processing: dust, dirt and smoke are dangerous for many production processes. You dispose of waste in the containers and bins placed for this purpose;
- Tidy up neatly in the right places;
- Replenish stocks;
- If something breaks down, immediately report this to the superior;
- Keep your desk tidy, make sure that no food residues and/or dirty dishes are left on it.

### **Rules in the case of an emergency**

An emergency is a situation that may have serious consequences for the health of employees and visitors and/or cause serious material damage. Examples are an accident for which immediate assistance is necessary, such as a fire or an explosion or when someone gets seriously hurt. If such a situation arises, inform the company emergency response team member(s) as soon as possible. In order to respond quickly to an emergency, everyone should know:

- Where the first aid kits and the fire-extinguishing equipment can be found;
- How the location is evacuated;
- Where everyone has to go and gather in the event of an emergency.

### **Personal protective equipment (PPE)**

Employees are entitled to free provision of protective equipment by the employer. Temporary agency workers can make use of the required PPE of QbiQ during their work at QbiQ.

### **Work clothing**

In the hall, wearing work clothing is at all times compulsory. Standard safety shoes are provided by the company and must be worn in the factory. Temporary agency workers receive work clothing and shoes from the temporary employment agency.

At the office, 'neat clothing' is a requirement; shorts and, for example, caps are not permitted.

### **Eye protection**

Eye protection is compulsory when carrying out work that may cause eye injuries.

- Use proper (safety) glasses depending on the work;
- Wear a face shield over the glasses if the rest of the face is also at risk of getting injured;
- Make sure to use the correct prescription welding glasses;
- Enhance the protection offered by safety glasses by using side covers.

### Hand protection

Always wear protective gloves when:

- Welding, working with slippery and wet objects;
- Working with aggressive liquids;
- Working with hot or cold objects;
- Working with sharp objects.

Never wear gloves when working with machines with rotating parts. Replace damaged gloves in time.

### Hearing protection

Always wear hearing protection in places with noise levels above 80 dB(A).

### Use of tools

- All employees/temporary agency workers are expected to handle tools and materials in an economical and responsible manner;
- The employees/temporary agency workers know the operating instructions for the use of tools;
- Always have broken or worn tools repaired (immediately). Never put them back when they are defective. Report this in any case;
- All employees/temporary agency workers are expected to keep their own workplace neat and to clean it and put away the tools after completion of the product;
- Everyone shall observe the rules and procedures for the SCC as recorded.

### Operating instructions for tools

Every company shall have associated operating instructions for their own equipment and machines.

In the operating instructions, attention shall be paid to:

1. the functioning and the proper manner of operating the equipment or machines;
2. how to achieve a good working result with the equipment or machines;
3. how to work safely with the equipment or machines;
4. which personal protective equipment to use for the work;
5. which other precautions to be taken for working properly and safely, for both the person operating the equipment or machine and the colleagues in his surroundings;
6. which instructions (if any) apply when finishing the task, when switching off the equipment or the machines, and with regard to tidying up and keeping the workplace clean.

### Finally

The above Company Rules are part of the QbiQ Safety Manual. In this manual, various subjects are dealt with in more detail.

\*Where 'employee' and 'visitor' are found in the text, this can refer to both male and female employees and visitors.