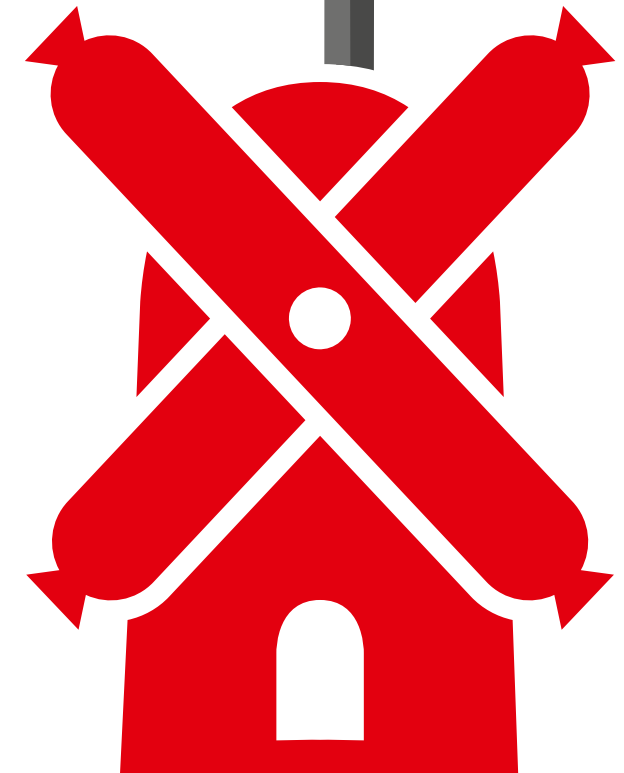
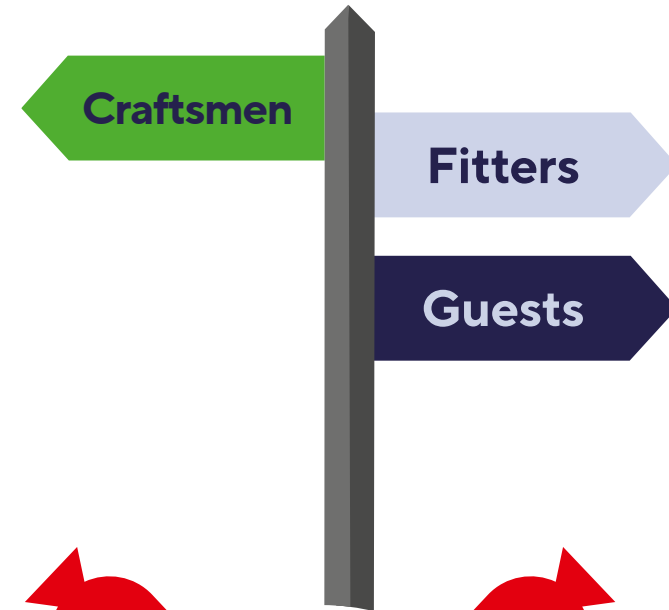
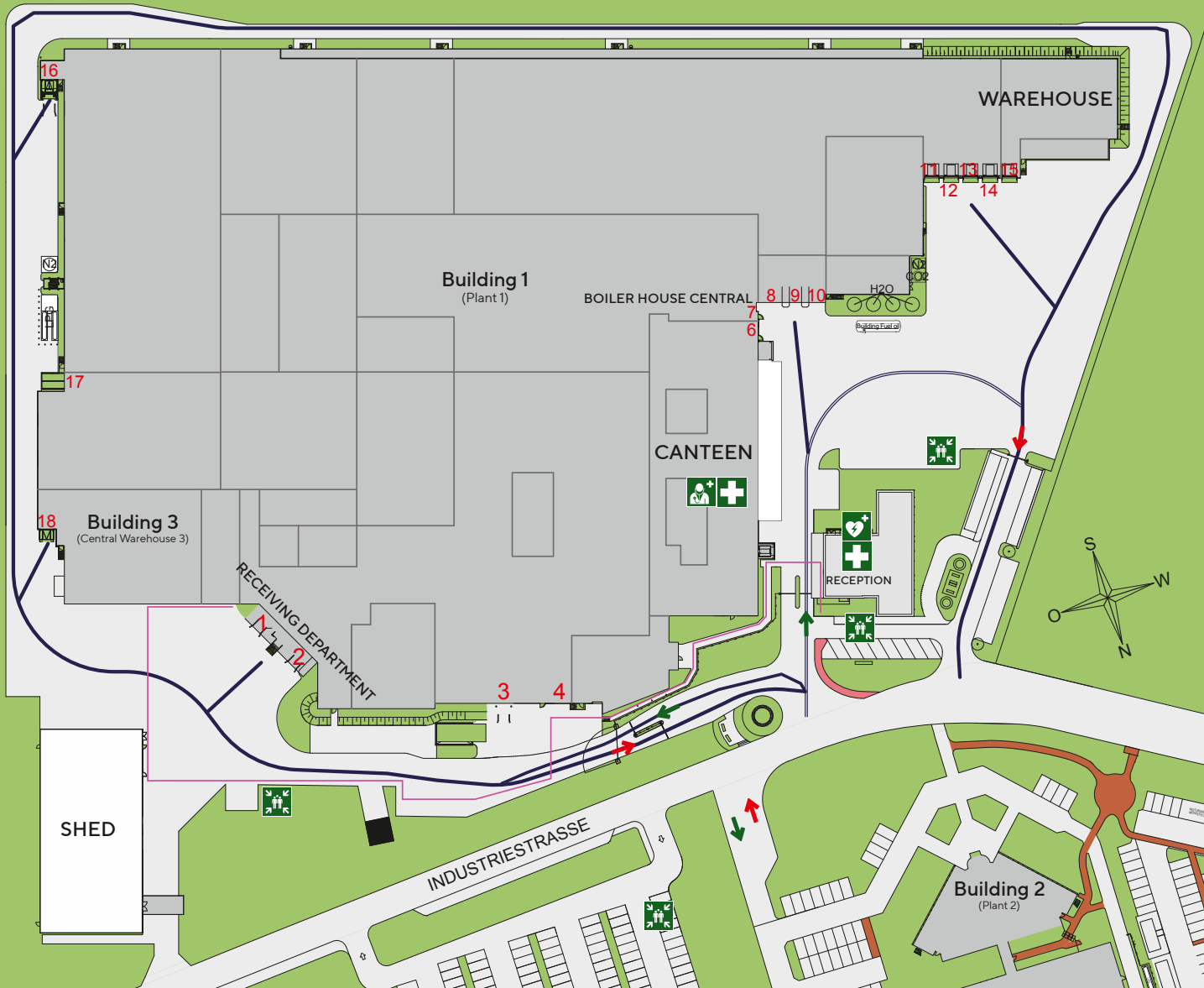


GUIDELINE



Site Plan

- | | | | |
|------------------------------------|---------------------------------------|--|--|
| Gate 1 Receiving Department | Gate 8 Waste (foil) | Gate 16 Delivery Con. Hall |  Doctor's Room |
| Gate 2 Receiving Department | Gate 9 Waste (paper) | Gate 17 Machine ramp |  First Aid |
| Gate 3 Wash Hall | Gate 10 Waste (residual waste) | Gate 18 Delivery ZL3 |  Assembly Point |
| Gate 4 Workshop | Gate 11 Central Warehouse | |  Defibrillator |
| Gate 6 Boiler House | Gate 12-15 Shipping |  Driveway | |
| Gate 7 Boiler House | |  Walkway | |

BEHAVIOUR GUIDELINES

External company employees and visitors must always wear their access badge openly.

Guests: Please stay with the group.

Before starting your job or entering the production area, you must complete the electronic access programme. In this programme, you will learn about the quality principles of Rügenwalder Mühle and some rules of conduct.

The provisions of the German Road Traffic Act [StVO] apply on the company premises.

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You can obtain authorisation to park a vehicle on the company premises from your contact person and at reception. Restricted areas, gate entrances, truck turning areas, ramps and escape routes must always be kept clear.

The consumption of alcohol or other intoxicants is prohibited on the entire company premises.



Smoking is absolutely prohibited on the entire company premises.

Chewing gum and sweets are also prohibited.



Eating and drinking are only permitted in the canteen, which is also available to you at all times.

Filming and photography are not permitted.



Mobile phones are prohibited on the company premises.

The footpaths must be used.



When leaving the plant, the visitor's pass must be handed in at the respective point of issue.

In accordance with our established energy management system, we would like to ask you to ensure energy-efficient behaviour on your part and to draw our attention to any potential for optimisation in terms of energy efficiency.

SPECIAL INFORMATIONEN FOR CRAFTSMEN & FITTERS

Fitters undertake to use work equipment and tools only in such a way that contamination of foodstuffs is avoided.

During the work to be carried out, the necessary personal protective equipment must be used in addition to hygiene clothing.

All work may only be started after consultation and approval with your contact person.

The workplace may only be left after consultation.

The construction site and working environment must always be kept in an orderly and clean condition. Any residual materials must be removed without being asked. After completion of work, the contact person must be informed so that the premises/furnishings can be thoroughly cleaned.

Only lubricants approved by Rügenwalder Mühle may be used. You can obtain the positive list from your contact person in the technical department.

Small parts and tools may only be transported in a suitable and closed container. Tools with wooden handles are prohibited.

Passages, entrances, exits, escape routes and fire extinguishing and rescue equipment must be kept clear at all times.

Inform your contact person of any accident at work.

Our work instructions for technical personnel also apply. These must be adhered to.

IMPORTANT HYGIENE GUIDELINES



Remove watches and jewellery.



Wear protective gloves for artificial or painted fingernails.



Wear company-owned protective clothing and safety shoes.



Wearing a hairnet that completely covers hair and ears.



Wear a beard bandage if there is recognisable facial hair.



Clean and sanitise hands as instructed.



Equipment, materials and food must not be touched.



Only metal-detectable ballpoint pens may be taken along.

BEHAVIOUR IN CASE OF FAILURE/FIRE ACTION



When the fire alarm sounds, leave the building along the signposted escape routes. Keep to an experienced member of staff



Go immediately to one of the signposted assembly points and stay there until you are released.

The instructions of the head of department, the occupational safety specialist and the persons listed below must be followed at all times.

IMPORTANT PHONE NUMBERS

Head of Plant Technology	+49 (0) 44 03 / 66 - 603
Head of Maintenance	+49 (0) 44 03 / 66 - 463
Hygiene Officer	+49 (0) 44 03 / 66 - 428
Reception	+49 (0) 44 03 / 66 - 200
Facility Management	+49 (0) 44 03 / 66 - 584