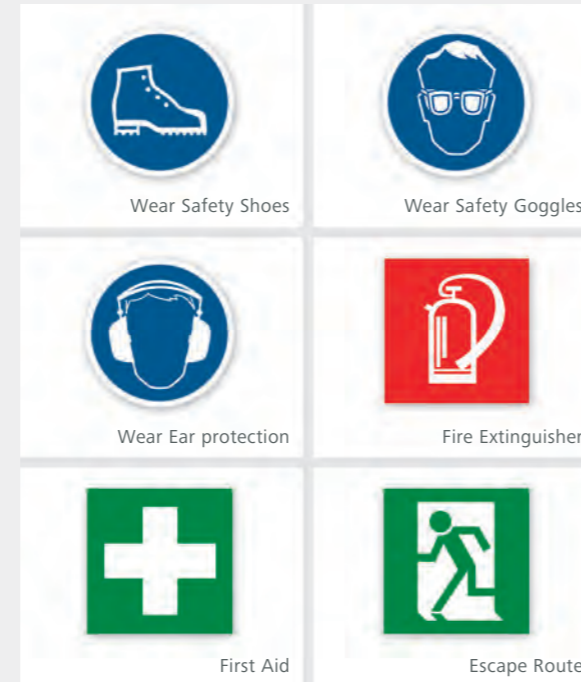


Guidelines and Advice

Please follow the guidelines and advice as listed below to make your stay at our company as safe and pleasant as possible.

- » On-site the maximum permissible speed is 10 km/h. Forklift trucks and loading/unloading operations are given priority. The general traffic rules and regulations apply.
- » Please use the designated visitor parking spaces.
- » Use the telephone in the reception area to contact us. A Mankenberg employee will then fetch and accompany you.
- » Please follow the instructions of the Mankenberg accompanying person. Only walk on the paths indicated by the accompanying person. If you are part of a group of visitors, do not leave the group on your own initiative.
- » Maintain the safety distance indicated by the accompanying person.
- » Filming or taking photographs is not permitted on the entire factory premises.
- » The consumption of alcohol or drugs as well as smoking are prohibited on the factory premises. Smoking is only allowed areas specifically reserved for this purpose
- » Should you have questions or issues needing clarification, please ask your accompanying person.
- » Please strictly observe all prohibition, warning, mandatory and guideline signs. Some examples are shown on the next page:

Guidelines and Advice



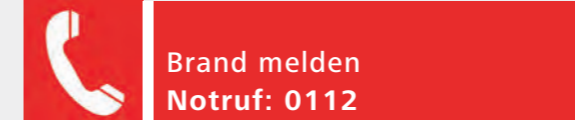
For External Companies

- » If you perform work on the premises of Mankenberg GmbH, this must be agreed upon beforehand and authorized and allowed by the department manager in charge. Work that needs to be permitted, such as welding, grinding etc., must be applied for with the department manager prior to commencement of work. The work place must be left clean and tidy.
- » Personal protective equipment (PPE) must be worn throughout the entire production area. Please strictly observe the guideline signs.

Behaviour in Emergency Situations

Behaviour in Case of Fire

Remain calm, do not endanger yourself.

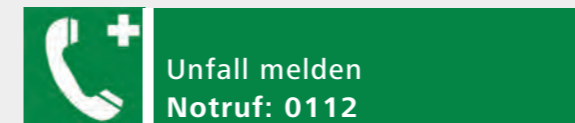


- » Comply with the instructions of the staff.
- » Use clearly marked emergency escape routes and leave the building.
- » Go to the assembly point.
- » Await further instructions.

The escape and rescue plan can be found overleaf!

Rules of Conduct in Case of Accidents and First Aid

Remain calm and report the accident, do not endanger yourself.



- » Provide first aid, if possible.
- » Inform Mankenberg staff.

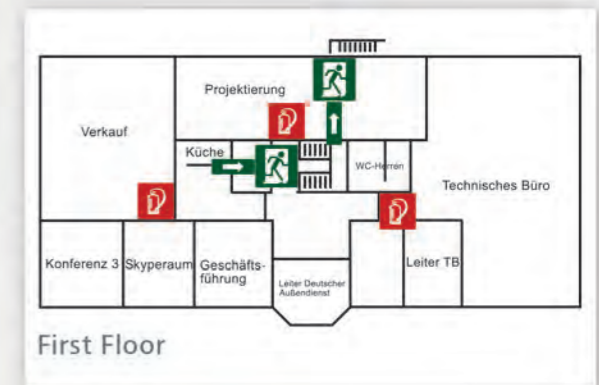
In an Emergency Case always furnish the following Particulars:













- Where did it happen?
- What has happened?
- How many injured persons?
- Which kind of injuries?
- Person who reports the incident?
- Wait until the emergency call centre ends the call.



Safety Instructions for Visitors, Suppliers and External Companies

ESCAPE AND RESCUE PLAN



-  Escape Route
-  Assembly Point
-  Fire Extinguisher
-  Extinguishing Hose
-  Gate
-  Main Access
-  Main Entrance
-  Vehicle Access Area
-  Visitor Parking
-  Door
-  Ear Protection necessary
-  Ear Protection recommended

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