

# GENERAL RULES ON PLANT TOURS, VISITORS AND SAFETY AT REVOZ, d. d., NOVO MESTO, COMPANY

## GENERAL RULES ON PLANT TOURS

- **an organized group of people** that wishes to visit our plant must **in the first place obtain an approval** from the company's Communication and Public Affairs Service, which proposes and confirms the **date and the time of the plant tour**, assures the guide and the escort;
- plant tour request must be sent at least **one month prior to the preferred tour date**;
- tours are carried out **once a week, on Tuesdays or Thursdays, starting at 10 a.m.**, a different schedule can be agreed upon only exceptionally under suitable conditions;
- **a maximum number of people per group is 40**;
- the confidentiality procedure must be **observed throughout the plant tour**;
- **filming or taking photographs is not permitted in the plant**, unless one is given a special authorisation to do so in advance. Nevertheless, a group photo of all visitors can be taken by the tour guide;
- should there be any unexpected events in the plant, e.g. *force majeure*, **the agreed plant tour will be postponed or even cancelled.**

## GENERAL RULES ON PLANT VISITORS

- general plant tours are intended for visitors from the **age of 15**;
- movement-impaired persons can not take part in a general plant tour as the tour requires a lot of walking;
- priority to attend plant tours is attributed to **technical high schools and universities**, colleagues from **Renault** and our **business partners**;
- **the intention** of the visit needs to be clearly stated in the plant tour application;
- visitors enter the plant at **main entrance (front desk)** or at truck entrance, if so agreed;
- **a full list of visitors' names and surnames must be sent to the Communication Service** at least one week prior to the agreed plant tour date.

## GENERAL RULES ON SAFETY

- the visitors must at all times observe **safety rules** applying to the production shop area and **use personal safety equipment** (safety goggles and sleeveless safety vest), which they receive at the front desk;
- during the tour **closed toe shoes** must be worn;
- in compliance with internal rules prohibiting work under the influence of alcohol, **visitors under the influence of alcohol will not be allowed to enter the plant** (blood alcohol level must equal 0 ‰);
- all visitors must observe the **Prohibition of smoking act** in force throughout the plant **area**; exceptionally, smoking is allowed only at the Revoz bus station;
- visitors enter the plant **at their own risk**. Revoz company assumes **no responsibility for any damage** which could occur during the visit due to non observance of safety rules and other instructions;
- **by sending the plant tour request** and later on **the list of visitors' names**, it is considered that all visitors are familiar with **general rules and will observe them** during the company's visit.