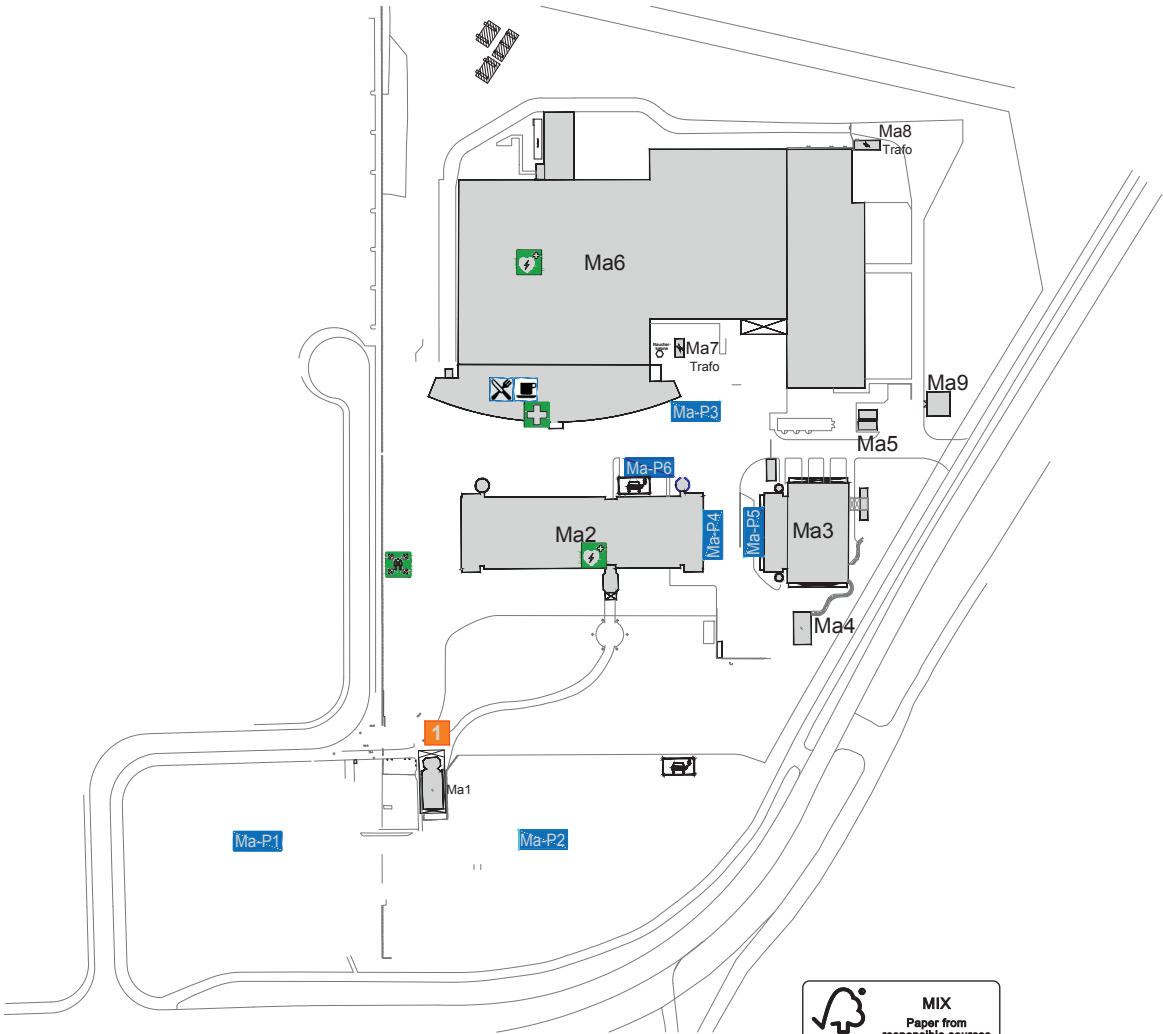




Additional information on video surveillance:
Information on storage and the rights of data subjects in accordance with the GDPR can be found in the information sheet on video surveillance (available at the guards/visitor entrances) or at [schott.com/gdpr/de/video](https://www.schott.com/gdpr/de/video)

In the event of safety violations, SCHOTT AG is entitled to expel violating employees of the suppliers from the plant premises.

Furthermore, a permanent ban on entering or driving on the factory premises is also possible.



- Entrance guard Phone 7222
- Medical care station Ma6
- Defibrillator
- Collection point
- Parking lot
- Company restaurant
- Sales cafeteria



[schott.com](https://www.schott.com)
SCHOTT AG, Security Management
Otto-Schott-Strasse 2, 55127 Mainz, Germany, Phone +49 (0)6131/66-3522
mainz.werkschutz-buero@schott.com



SCHOTT
glass made of ideas

**Safety and Security
Rules for Suppliers**
Marienborn

90770 ENGLISH 07/2023 kn/nino Printed in Germany

Conduct in emergencies and dangerous situations

Call the internal SCHOTT emergency number **112** for:



- Emergency call
- Fire
- Accident
- Medical emergency

Emergency call via mobile phone:
06131/66-112

All emergencies must be reported to the Security Operation Centre (SOC) immediately.

The instructions of personnel and emergency services must be followed.

What to consider when making an emergency call?

WHERE did it happen?
WAIT for feedback!



In the event of an evacuation alarm:

- Use marked escape and rescue routes, leave the building immediately
- Follow the evacuation assistance instructions
- Do not use lifts (risk of death)!
- Locate marked and signposted assembly points



General rules of conduct and safety

-  Smoking is prohibited on the entire plant premises. Exception: Smoking is permitted in the designated smoking areas.
-  The consumption of alcohol or other intoxicants is prohibited on the entire premises.
-  There is an absolute ban on filming and photography on the company premises.
-  It is prohibited to dump rubbish and debris. Waste must be placed in the containers provided for this purpose.
-  Children and adolescents under the age of 15 are not permitted to enter the plant premises. Exceptions must be requested from Site Security Management.
-  It is prohibited to bring animals.
-  Observe access restrictions!
-  Attention: Do not touch or step on glass parts lying around (risk of cuts).
-  Your day pass or company ID must be worn in a clearly visible manner.
-  Attention: Video surveillance on the premises. For more information, see reverse.
-  It is forbidden to bring weapons, knives or other dangerous objects into the plant.
-  Fire doors must always be closed.

Special safety rules for suppliers

Mandatory personal protective equipment (PPE) must be worn; safety equipment must be used. In general, the following must be carried with you: Safety shoes and high visibility vest.

Only the assigned loading and unloading point(s) may be approached and entered directly.

Do not park or leave the vehicle. Stopping is only permitted for loading and unloading. Illegally parked vehicles will be removed from the premises or towed away for a fee if necessary.

Emergency exits must always be kept clear and must not be blocked.

When loading and unloading, co-drivers are not allowed to leave the vehicle without adequate personal protective equipment.

All work equipment used, such as pallet trucks, must comply with the relevant regulations.

SCHOTT vehicles, equipment, tools, materials and facilities may not be used without special permission. Damage to SCHOTT property must be reported.

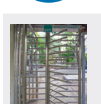
Plant security is entitled to inspect the supplier's employees and their vehicles at any time for unauthorised removal or introduction of objects.

Hazardous goods transports must be checked by the plant security staff at the entrance in accordance with ADR regulations. In the event of violations of applicable regulations, entry or further travel on the plant premises will be refused.

Hazardous waste must never be removed from the site without the consent of the Waste Management Officer.

It is prohibited to bring waste into the plant (except for special permits).

Traffic rules on the SCHOTT plant premises

-  Traffic on all plant roads is subject to the German Road Traffic Regulations (StVO).
-  Priority to the right!
-  The maximum speed on the plant premises is 20 km/h. When there is pedestrian traffic, keep to walking speed.
-  Access for fire and rescue vehicles must be kept clear at all times. Only designated parking spaces are to be used.
-  Warning of transport vehicles (forklift trucks) and other road users (e.g. truck traffic, bicycle and pedestrian traffic).
-  Pedestrians must always use the marked walkways!
-  Passengers must exit at the entrance and exit and pass through the pedestrian separation systems (turnstiles).
-  Forbidden: Use of mobile end devices when walking and driving vehicles! Mobile devices include mobile phones, tablets, smart watches and headphones.
- Environmental regulations**
Ground and water contamination must always be reported to the plant fire brigade.
Waste water and hazardous substances must never be allowed to enter the sewer inlets marked in **blue**.