

SAFETY GUIDELINES TRESPA

WELCOME TO TRESPA



... *“For generations to come, we proudly
create high performing decorative
surfaces”* ...

TRES|SPA®

TABLE OF CONTENTS

SAFETY GUIDELINES FOR VISITORS →

FACILITY MAP →

FACILITY ACCESS →

IN CASE OF EMERGENCIES →

ON THE ENTIRE FACILITY THE
FOLLOWING IS APPLICABLE →

WHEN YOU WALK OR
DRIVE AT OUR FACILITY →

OUR SAFETY PRINCIPLES →

OUR LIFE SAVING RULES →

SAFETY GUIDELINES FOR VISITORS

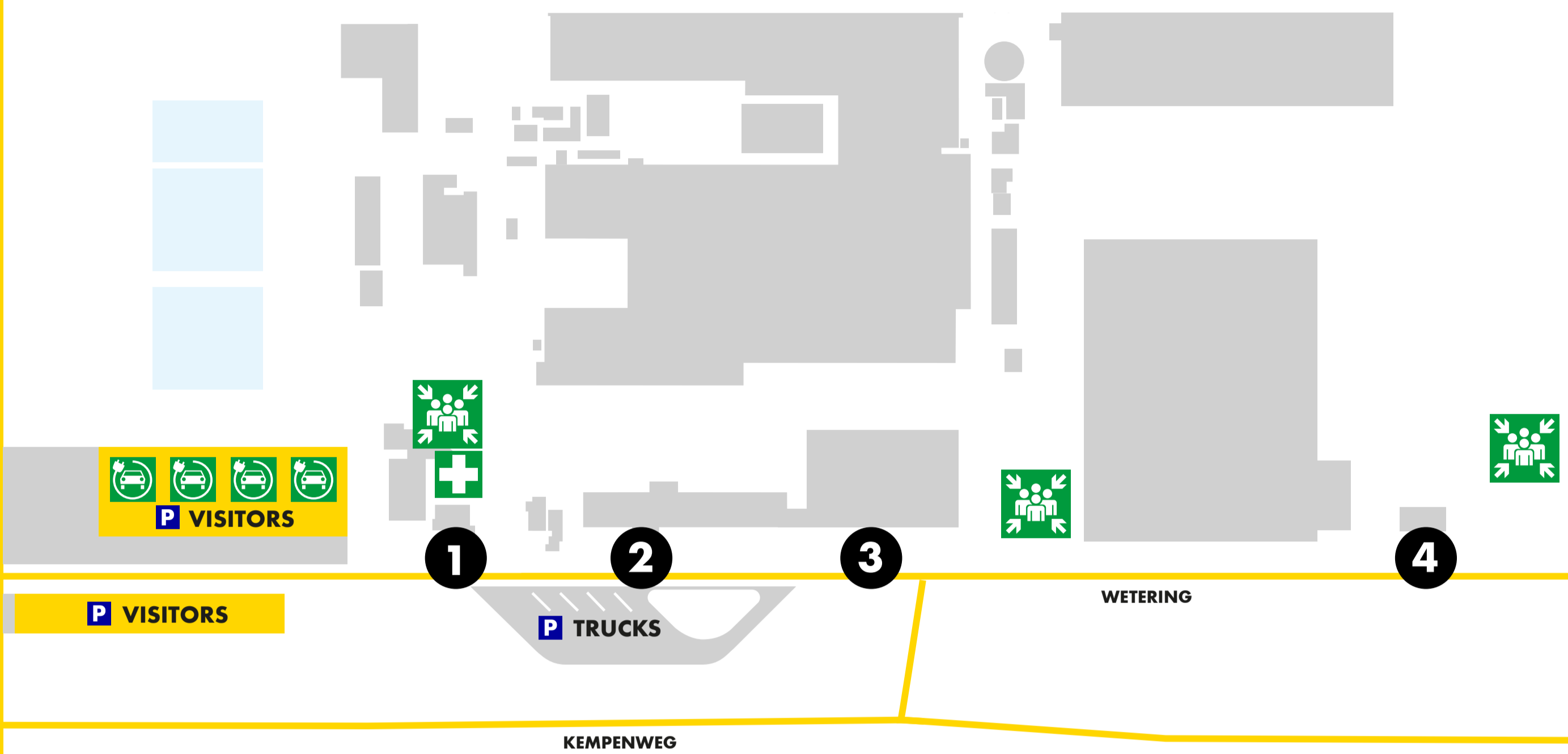
At Trespa International B.V., safety is at the core of our operations. As a leading production facility, we prioritise the well-being of our employees, visitors, and partners.

To ensure a safe visit, we have established safety guidelines for visitors. These guidelines are designed to protect our people, our processes, and the environment.

By registering your visit with us, you acknowledge that you have received, understood, and agree to comply with these guidelines. We appreciate your cooperation in keeping us safe.

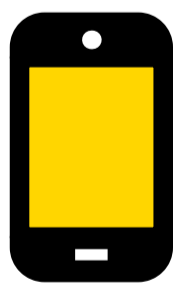


FACILITY MAP



- 1 ENTRANCE SECURITY
- 2 ENTRANCE TRESPA
- 3 ENTRANCE NEMHO
- 4 ENTRANCE WAREHOUSE & SHIPPING

EMERGENCY NUMBER:



FROM A MOBILE PHONE:
+31 (0)495 458 500



FROM AN INTERNAL PHONE:
500

ACCESS TO OUR FACILITY



Our facility is a controlled environment where we need to monitor entry and exit points to ensure everyone's safety at all times.

- Park in reverse in the designated parking area, in case you arrive by car.
- Report to the entrance mentioned in the invitation.
- Scan the QR code at the check-in kiosk; your host will be informed of your arrival, and you'll receive a visitor's badge that must be worn visibly.
- Your QR code and visitor's badge are personal and should be handled with care. Ensure you check out at the end of your visit.
- Temporary or permanent access to the facility may be denied if safety guidelines are not followed.

WHAT TO DO IN CASE OF EMERGENCIES



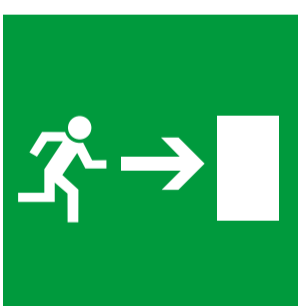
IN CASE OF FIRE

1. Look for a sign indicating the nearest fire alarm and activate it.
2. Call the emergency number and state your name, your location, and what is happening.
3. Warn others in the area. Never endanger yourself. Follow instructions of our personnel and proceed to the designated assembly point and await further instructions.



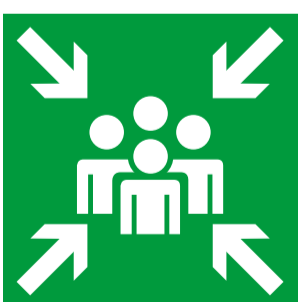
IN CASE OF AN ACCIDENT

1. Call the emergency number and state your name, your location, and what is happening.
2. Stay with the victim when possible.



IN CASE OF AN EVACUATION (ALARM)

1. Look for a sign indicating the nearest escape route.
2. Proceed to the designated assembly point and await further instructions.
3. At all times, follow the instructions of our personnel.



ON THE ENTIRE FACILITY THE FOLLOWING IS APPLICABLE



- There's 24/7 camera surveillance.
- You cannot record or use photographic equipment without the explicit consent of your host.
- Mobile phones can only be used in designated areas.
- Use Personal Protective Equipment (PPE) as indicated.
- Only smoke in the designated area. No drugs or alcohol allowed

WHEN YOU WALK OR DRIVE AT OUR FACILITY



- As a driver, always wear your seatbelt. Only park in the designated areas, in reverse.
- Maximum speed is 15 km/hour across our entire facility.
- As a pedestrian, you must keep on the designated walking paths.
- Be aware of traffic movements. Make eye contact with drivers before crossing or approaching.
- Always respect area restrictions, never cross barriers.
- It is mandatory to hold the handrail when climbing stairs.
- When visiting the production area, arms and legs must be covered at all times.
- Explosive zones (ATEX) are present within the production facility; they are indicated and marked. Visitors are not allowed to enter ATEX zones.
- Our facility is a Seveso site. That means we handle hazardous substances. Familiarise yourself with the risks of substances before handling them.
- As a precaution, pregnant persons are not allowed to enter our production facility, only our office areas.



OUR SAFETY PRINCIPLES

- All accidents can be prevented.
- Safety always pays off.
- Everybody is responsible for their own safety and the safety of their colleagues.
- Everybody shows safe behaviour.
- Working safely requires being qualified for the job.
- Safety procedures need to be obeyed.

OUR LIFE SAVING RULES



I will use no alcohol or narcotics on the Trespa site.



I will make use of a seatbelt in a transport vehicle.



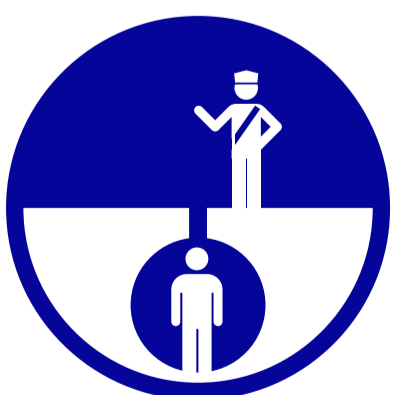
I will always work safely at height.



I will not switch off a safety provision without the required authorisation.



I will check whether an installation has been secured before executing non-routine activities.



I will not enter a confined space without written permission.