

# RULES OF CONDUCT FOR VISITORS



## WELCOME!

*Your needs. Our drive.*

We are the leading company specialized in the development and production of interior and exterior car components in Croatia and one of the leading companies in Eastern Europe.

In order to make your stay at our production sites as safe and comfortable as possible, we kindly ask you to get acquainted with the contents of this document in advance.

Solin, September 2021

## ORIENTATION MAP • ZAGREB 2

Jankomir 25, 10 000 Zagreb



**P** Passenger cars parking  
(outside the factory area)

**P** Main Gate Security Office

**P** Passenger cars parking for visitors with a special  
permit (within the factory area)

**I** Meeting point

**U** Entrance (production)

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## ENTRY AND EXIT

When entering the factory area you must show your identification document in order to be enlisted in the visitor record book. After that, you will receive an identification card with the inscription VISITOR, which you are obliged to wear in a visible place during the entire visit. When leaving the factory area, be sure to return the identification card to the porter.

Entry and stay in the factory is not allowed without the host who will come to pick you up at the main gate security office. If you are an external contractor, stress it out to the porter in order to hand you the Instructions for External Contractors and the Statement of External Contractors.

## VEHICLE ENTRY INTO THE FACTORY AREA

Vehicle entry into the factory area must be announced in advance at the main gate security office by the host, so arrange your arrival in a timely manner.

If you enter the factory area with the vehicle, you agree the vehicle to be controlled, in the contents of the vehicle to be checked at the entry and exit.

Vehicle parking is only permitted in marked parking spaces, and the vehicle speed in the factory area must not exceed 10 km/h.



The facilities and premises are under video surveillance, and AD Plastik manages personal data processing.

Email address: [osobnipodaci@adplastik.hr](mailto:osobnipodaci@adplastik.hr)



Prohibited walking around unaccompanied by the host



Vehicle parking space



Prohibited alcohol consumption



Use designated pedestrian walkways



Prohibited taking photos and recording videos



Beware of moving vehicles



Speed limit 10 km/h



Keep safe distance from equipment and machinery



Wear a protective mask



Respect a 2 m distance



Dispose of waste in garbage cans



Wear appropriate protective equipment at production facilities

## EMERGENCY SITUATIONS

In the event of emergency situations (fire, explosion, uncontrolled spillage of hazardous chemicals, natural disasters, etc.), follow the instructions of your host. Leave the facility following the evacuation routes and head to the meeting point marked on the orientation map.

## EMERGENCY SERVICES

Internal



+385 01 3473 501

External



If you are calling from a company landline, you must first dial zero for an outgoing call.

**WE WISH YOU A PLEASANT STAY!**