



Code of Conduct for VISITORS

Health, Safety, Quality and Food Safety are key at Bio Base Europe Pilot Plant, therefore we kindly request visitors to always respect our Code of Conduct

FOR VISITORS



Wash and disinfect your hands

- Before entering the lab, process halls or storage rooms
- After each toilet visit
- In case of dirty hands during work
- After lunch/eating

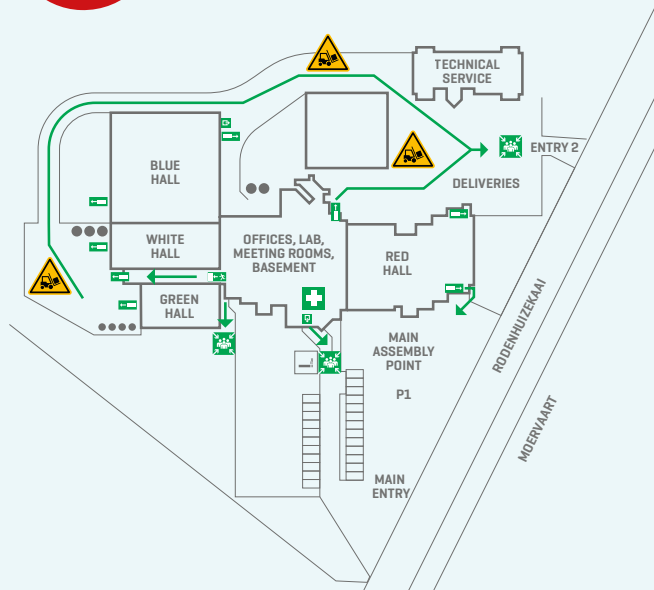


- No eating
- No drinking
- No chewing

allowed outside the meeting rooms, cafeteria and kitchen



Smoking is only allowed **outside the main entry (parking 1)**



PROCEDURE IN CASE OF FIRE

1. Close the door of the premises or area where the fire is located so as to contain it.
2. Warn people nearby and **EVACUATE IMMEDIATELY**

3. If you pass by a fire alarm while evacuating, activate it. If not, call the reception desk:

**Call General number
09 335 70 01
or Jochem Van Hove
0492 17 40 29**

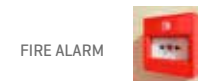


EVACUATE IMMEDIATELY
to the main assembly point at Parking 1 (P1)

IF YOU HEAR THE FIRE ALARM

Remember:

- DO NOT attempt to put out the fire
- DO NOT attempt to salvage equipment or objects – you are putting yourself at risk
- DO NOT use the elevator
- Do NOT re-enter the evacuated building under any circumstances until you receive specific instructions to do so



GENERAL GUIDELINES

- Everyone is responsible for his/her personal hygiene and safety
- No photography and filming is allowed on site
- Register and sign in **daily** at the reception desk
- Please **report any sickness or skin infections** upon visitor registration
- Wear your visitor **badge at all times**
- Report **injuries** immediately at the reception
- Visitors **cannot enter** process halls, labs or storage rooms **without** the accompaniment of an **authorized staff** member
- Visitors are **not allowed to perform** any actions in production processes
- Upon departure, **sign out** (and return your badge) at the reception desk



DRESS CODE AND CODE OF CONDUCT for visitors entering the lab, process halls or storage rooms

When entering the lab, process halls or storage rooms, visitors will ALWAYS:



Take off any jewelry, only flat weddings rings are allowed



Never touch anything nor take any pictures/make any video's without explicit consent of the communication manager of BBEPP



Tie medium and long hair together



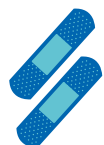
Wear a hair [and/or beard] net when instructed to do so [only in case food grade processes are running]



Wash and disinfect hands before entering



Respect distances advised by the accompanying BBEPP staff member with respect to any equipment or resources



Cover small wounds on hands or arms with a blue [waterproof and metal detectable] adhesive plaster before [re-]starting the work

Visitors shadowing BBEPP staff members in the framework of specific process monitoring ALWAYS wear:

- Safety glasses
- A [disposable] lab coat
- Trousers [legs covered]
- Safety shoes

Visitors observing general BBEPP activities ALWAYS wear:

- Safety glasses
- A [disposable] lab coat
- Trousers [legs covered]
- Closed top flat shoes

