

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

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



Take off any jewelry, only flat wedding rings are allowed



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



Tie medium and long hair together



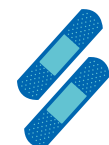
Wear a hair [and/or beard] net when instructed to do so [only in case food grade processes are running]



Wash and disinfect hands before entering



Respect distances advised by the accompanying BBEP 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

Contractors performing any operational activity ALWAYS wear:

- Safety glasses
- Safety or working clothes [long sleeves/long pants]
- Safety shoes
- Other extra Personal Protective Equipment [PPE], depending on task



Your Contact Person at Bio Base Europe Pilot Plant is:

Mobile Phone Number Contact Person:

Code of Conduct for CONTRACTORS

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

GENERAL GUIDELINES FOR CONTRACTORS

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

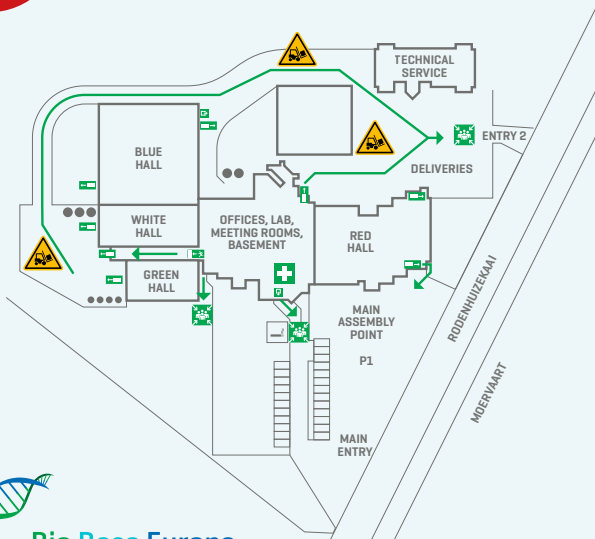


- No eating
- No drinking
- No chewing

allowed outside the meeting rooms, cafeteria and kitchen



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



- Everyone is responsible for his/her personal hygiene and safety
- No photography and filming is allowed on site
- You have to register every day upon arrival and deregister at departure
- Please report any sickness or skin infections upon visitor registration
- Report injuries immediately at the reception
- Contractors always ask permission to enter process halls, labs or storage rooms
- Contractors are not allowed to perform any actions in production processes
- You need a work permit for every work you need to do
- Waste processing
 - BBEPP is not liable for the collection and processing of the contractor's waste.
 - A pick-up can be arranged in dialog with your BBEPP contact.
- Food safety rules for (sub)contractors
 - Used lubricants have to be food grade: NSF H1 mention or equivalent

Food Grade Lubricant Products



- Used materials and spare parts that can come into contact with the product, have to be suitable for food contact: submit certificate/ statement

If you have questions, don't hesitate to contact our technical service.

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

IF YOU HEAR THE FIRE ALARM

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

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



Welcome at Bio Base Europe Pilot Plant.

For health, safety and quality reasons, please complete the information below*.

Company: _____

Name: _____

Mobile Phone Number: _____

License Plate: _____

Your Contact Person at Bio Base Europe Pilot Plant is: _____

Start date of your assignment: _____

End date of your assignment: _____

Safety welcome given by: _____

Name: _____

Date: _____

Signature: _____

* please fill in with capital letters.

