

## General rules summary for contractors

- Reporting an incident or fire by phone:  
**Internal tel.no. 2002 | External tel.no. (+31) 0313-672909 (BHV shift leader).**
- During an **alarm** (slow whoop): Leave the building as soon as possible, always follow the instructions of the contact person or BHV (company emergency team). Go to the assembly location.
- Always wear your access pass visibly when on the terrain and in the buildings.
- The Dutch road traffic law is applicable on the location of Veco.
- It is only allowed to park on the marked parking spots, except when it has been discussed otherwise, the location will then be appointed.
- Before starting the activities, a work permit has to be made and discussed. The contractor has to act according to the agreements in the permit.
- Always wear the proper PPE's and safety glasses in the proper way, as mentioned at the entrances of the different areas and as mentioned in the work permit.
- Always wash your hands when leaving the production area.
- **Never** enter the offices when wearing PPE's.
- Never block escape routes, walking routes, extinguishing measures and emergency buttons.
- Only touch equipment when wearing the right type of gloves.
- Own waste will be taken from the Veco terrain as much as possible. Other waste will be separately collected in the waste bins that are available on the location.
- Always leave your workplace after the activities or at the end of the work day behind in an orderly manner and clean up the materials.
- You are only allowed to eat and drink in pantries, canteens, the company restaurant or a location specifically appointed for this purpose within this project.
- Smoking is only allowed on the assigned location on the Veco plant.
- Alcohol and drug use are not allowed on the Veco location. It is also not allowed to be under the influence of alcohol or drugs when entering the Veco location.
- It is not allowed to take pictures or film on the Veco location or in the buildings. When it is necessary for execution of the activities, it can only be done after approval of the Veco contact.
- Make sure to connect with other people in a respectful way. Don't intimidate, discriminate or bully anyone else.
- Use Veco materials in a responsible way. Never leave Veco products, confidential and privacy sensitive information unattended on the work place and never take Veco property with you outside the Veco location.
- Electrical tools must be approved (NEN3140), safe and well maintained and suitable for the job that has to be executed.