

Dear Visitor,

we warmly welcome you and wish you an enjoyable stay. We kindly ask you to read the following points carefully and to confirm your acknowledgement of these rules, as well as your acceptance of them.

HOUSE RULES FOR VISITORS

1 GENERAL INFORMATION

- a. The "Rules for Visitors, Service Providers and Suppliers" govern the conditions for the stay of visitors, suppliers, and service providers on the company premises of Bundesdruckerei GmbH and the D-Trust GmbH. This applies to all people who are not company employees.
- b. These regulations apply to all courtyards, facilities, and buildings that are owned or used by Bundesdruckerei GmbH and form part of its premises
- c. The employees of Plant security are authorized throughout the entire area to enforce the right of house authority and to carry out checks of persons, items, and vehicles. The checks are conducted on a case-by-case basis or in the event of specific suspicions. Plant security employees are also available as points of contact.
- d. The company premises are monitored by video surveillance.
- e. Control & Security Centre: **030 2598-2090** (internal telephone).
- f. Fire and emergency call: **030 2598-1112** (internal telephone).

2 CONDUCT

- a. Smoking and vaping (including e-cigarettes) is prohibited.
- b. Fire and open flames are strictly prohibited. Exceptions require prior authorization.
- c. Taking and distributing photos and video recordings is prohibited without written approval.
- d. Connecting personal IT devices to devices of Bundesdruckerei GmbH or D-Trust GmbH, or to internal networks, is generally prohibited.
- e. For security reasons, removable storage devices brought onto the premises may only be used with IT systems operated by Bundesdruckerei GmbH or D-Trust GmbH after they have been scanned for malware on our virus-scanning PCs and the scan has returned a negative result. In addition, prior approval must be obtained from your contact person at Bundesdruckerei GmbH or D-Trust GmbH.
- f. Visitors who are not company personnel agree not to disclose any information that they receive during the visit in the course of work activities or that they otherwise become aware of. Such information includes, among other things, procedures, formulas, machines, materials, prices, security features, safety devices, and all points that are considered confidential to the business interests of Bundesdruckerei GmbH or D-Trust GmbH.
- g. All warnings, mandatory-instruction, and prohibition signs must be followed. Unauthorized removal or covering of these signs, as well as disabling protective devices or safety equipment, is prohibited.
- h. Unauthorized operation of company-owned machines, systems, and equipment is strictly prohibited.

- i. Any accident or damage caused must be reported immediately to Plant security or Control & Security Centre **030 2598-2090** (internal telephone).
- j. The applicable fire safety regulations must be followed. The decisive factor is the latest posted information in the building (example: see Figure 1).

Fire Safety Regulations - Part A

according to DIN 14096

Prevent Fires



no open flames, fire, or other ignition sources,
smoking is prohibited throughout the entire building,
exceptions require written authorization



Behaviour in the event of a fire

Keep calm!

Report the Fire

Information to provide
activate the fire alarm!
Emergency number.: (0302598)-1112

- Where is the fire?
- What is burning?
- How many people are injured?
- Who is calling?
- Stay on the line for questions.



Get to Safety



- Pay attention to the fire alarm signals.
- Close doors and windows.
- Follow the marked emergency escape routes.
- Warn other people.
- Assist anyone who needs help.
- Do not use elevators.





Follow the instructions of the evacuation assistants
Go to the designated assembly point.
Report anyone who is missing.

Attempt to Extinguish the Fire



- Attempt to extinguish the fire, if it is safe to do so.
- Always ensure your own safety first.

Figure 1: Fire Safety Regulations - Part A (Example)

3 ACCESS

- a. Access to the company premises is permitted only with a valid official identification document and only via the official entrances, and after issuance of the appropriate company visitor badge.
- b. Non-company personnel may stay on the premises exclusively for the time required for their assignment and within the specified visiting hours. The visiting hours are based on the daily working schedule of Bundesdruckerei GmbH.
- c. The company ID badge and, where applicable, the parking permit, authorization to bring items onto the premises, or removal permit must be presented to or surrendered to Plant Security upon request.
- d. Company ID badges are personal, must not be passed on to others, and must be worn visibly while on the company premises.
- e. Loss of visitor badge must be reported immediately to Plant Security or Control & Security Centre **030 2598-2090** (internal telephone).
- f. Unauthorized entry into rooms and areas is prohibited.
- g. Access to rooms and areas must always be possible for Plant Security.
- h. Keeping emergency exit doors open or obstructing them is prohibited.
- i. Bringing image-recording devices is permitted only after the device has been sealed in advance by Plant Security.
- j. Bringing animals onto premises is prohibited.
- k. Bringing one-wheeled vehicles (e.g., bicycles, scooters) or other means of transport such as electric micro-mobility vehicles (e.g., e-scooters, hoverboards, one-wheels) is prohibited.
- l. Bringing weapons and any prohibited items of any kind is prohibited.
- m. Bringing and consuming alcohol and other intoxicating substances that impair work capacity or work safety is prohibited.
- n. People who are under the influence of alcohol or other intoxicating substances are not allowed to enter the company premises.
- o. Items that are not required to carry out the work activities may not be brought into areas requiring special protection.
- p. Bringing work equipment (including IT) into areas requiring special protection is permitted exclusively for the performance of the work activity. Equipment (including IT) and machines brought in for fulfilling the assignment must be documented in a list and confirmed by Plant Security ("Einbringebescheinigung").
- q. Bringing image-recording devices into areas requiring special protection is generally prohibited. Officially required bringing-in may only be permitted after prior consultation and explicit approval from the person responsible for internal contact.
- r. Bringing jackets, bags, books, newspapers, electronic storage media, and mobile phones into areas requiring special protection is prohibited.
- s. Disposal of company-owned items requires approval ("Mitnahmeerlaubnis").

4 TRAFFIC

- a. On the company premises, the provisions of the German Road Traffic Regulations (StVO) apply in the applicable version.
- b. For all vehicles on the premises, the maximum walking speed applies in principle (max. 7 km/h).
- c. Forklifts and other internal plant traffic have priority. Other road users must behave accordingly and keep the required distance.
- d. The permissible load limits for the courtyards must be observed. Maximum clearance heights are indicated by signs. Driving vehicles whose weight or height exceeds the specified limits is prohibited.
- e. The use of recreational and sports personal mobility devices (e.g., inline skates, skateboards) is prohibited.
- f. Parking on the premises is permitted exclusively in the spaces assigned by Plant Security and is at your own risk.
- g. The parking permit must be displayed clearly behind the windshield.

5 LIABILITY

- a. For any damage caused on the company premises, the Bundesdruckerei GmbH or the D-Trust GmbH may assert compensation claims within the scope of the applicable statutory provisions.
- b. The party responsible for any damage and, where applicable, its client shall be liable for such damage.
- c. No liability is assumed for damage to or loss of items brought onto the premises.