

Safety Guidelines and General Rules of Conduct within the City Nord Office Building



**A safe working environment is important to us.
That is why we are providing you with a set of the
most important rules compiled in this brochure.**

Safety guidelines

Vehicles

Official road traffic rules apply. Vehicles must be driven at walking speed (10 km/h), road rules set by security personnel as well as road signs must be obeyed.

Goods lift

Materials may only be transported in the (heavy-duty) goods lift. Lifts must not be blocked – for example, by preventing the doors from closing – since it must be kept available for transporting patients at all times. If there is a fire, do not use either the goods lift or the passenger lifts.

Emergency evacuation routes

Emergency and evacuation routes must be kept clear at all times and must not be blocked. It is prohibited to store objects in corridors, in front of doors and in stairwells, even for short periods.

Fire and smoke safety doors

Fire and smoke safety doors may only be kept open for extended periods using the installed door-holding magnets. Keeping the doors open by means of timber wedges or other objects is prohibited.

Hot work

Welding, cutting, burning, grinding, soldering and other activities involving open flames require prior written permission from the Building Services department. Concrete protective measures are set out in the permit certificate issued by the Building Services department.

Safety guidelines

Other hazardous activities

Work inside containers / pits / confined spaces, on façades, work involving safety equipment, insulating materials, solvents or other hazardous substances are subject to approval and clearance by the Building Services department. Concrete protective measures are prescribed by the Building Services department.

Use of hazardous substances

The planned use of any hazardous substances is only permitted with the approval of the Building Services department. Suitable protective measures for handling hazardous substances must be implemented in consultation with the Building Services department.

Technical faults

Problems involving lighting, telephones, air-conditioning or electrical installations must be reported immediately to the Building Services department, **telephone number 3000**.

Personal work and protective equipment

Tools and appliances brought on site must comply with current regulations and have a valid inspection label (e.g., inspection of electrical appliances in conformity with DGUV3). Required personal protective equipment must be worn and used in accordance with regulations.

General rules of conduct within the office building

Access

Persons arriving must always register at the reception. Somebody will then come to meet you there, or you will be given further instructions.

Orderliness & cleanliness

Keep your construction site clean, handle any equipment you use with care, and leave the place in a clean and tidy condition.

No smoking

A general ban on smoking is in force within the City Nord office building. Smoking is only permitted in designated areas:

- Smoking cabins in the Conference Zone 0-Nord
- Smoking cabins in the Cafeteria
- Outdoor areas on floors 0 and 01

No alcohol or drugs

Consumption of alcohol or drugs is strictly prohibited on the entire premises. Employees found to be under the influence of alcohol will be ordered to leave their workplace immediately and will be escorted home safely.

Confidentiality

You are obliged to treat any internal data, documents and information relating to DEA Deutsche Erdoel AG in strict secrecy. Any documentation provided to you remains the property of DEA Deutsche Erdoel AG and must be returned upon completion of your work without a request being necessary.

General rules of conduct within the City Nord office building

Issuing of keys / company ID cards

You can collect any keys you need to carry out your work from the Building Services department. Should a frequent or even permanent presence in the building be necessary, you will receive a company ID card subject to certain conditions being met.

Passenger lifts

Passenger lifts may only be used to transport personnel. Equipment and materials may only be transported in the above-mentioned goods lift. If there is a fire, do not use either the goods lift or the passenger lifts.

Deliveries

Deliveries must be made at the goods receiving ramp. Ramp doors may only be opened when necessary and must then be closed again immediately. The ramp is only used for loading and unloading and must not be used as a parking space.

First aid facilities

The first aid facilities are freely available to every person present in the building.

Saving energy

Use all sources of energy and resources sparingly (e.g., water, printer paper, etc.). Do not operate equipment and appliances unnecessarily.

Please bear in mind at all times that you are working in an office building that is in currently use. Please behave accordingly.

Action to be taken in the event of an emergency

Emergency phone number (internal)	111
Emergency phone number (external)	0 - 112
Company Medical Service	3344
Building Services phone number	3000
Reception	3200



When calling the external or internal emergency phone number, prepare to answer the following questions:

- Who is calling?
- What happened?
- How many people are affected / injured?
- Where did it happen?
- Waiting for queries?

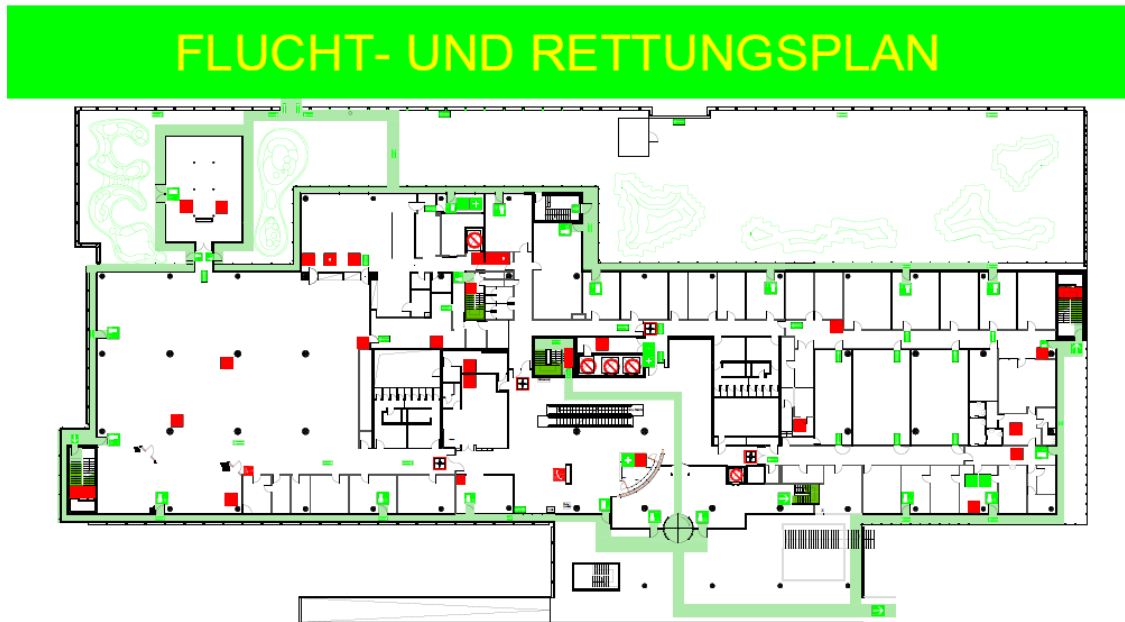


Use the fire-fighting equipment provided to try and extinguish the source of the fire.



Rules of conduct during an evacuation of the building

- Familiarise yourself with the local emergency evacuation routes available.

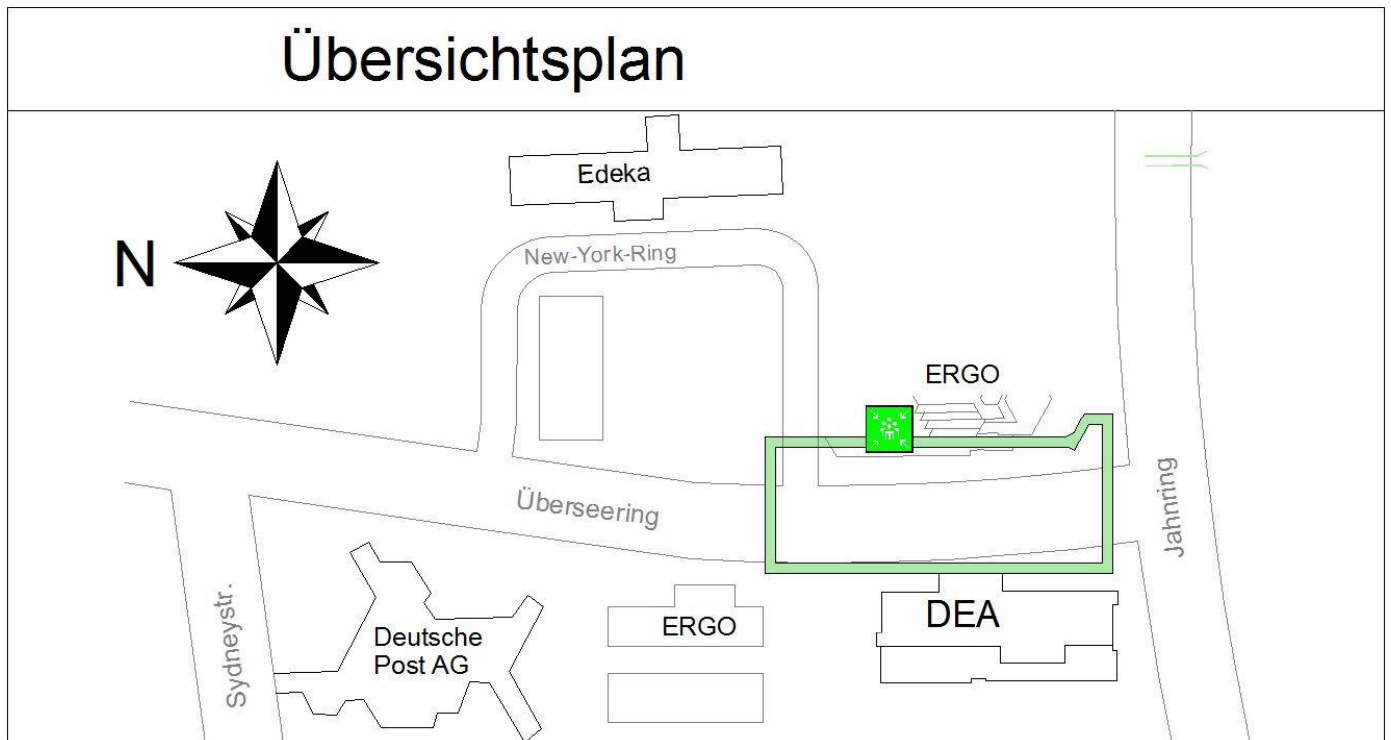


EMERGENCY EVACUATION PLAN

- Listen for announcements made over the PA system.
- Cease work immediately and leave your work place in a safe condition.
- Only use designated emergency evacuation routes.
- Do not use lifts.
- Proceed to the assembly point at Überseering 45 and await further instructions.



Map showing the location of the assembly point:



Map of the premises

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