

GROWING COLORS

**EXBERRY**<sup>®</sup>

WELCOME TO

GNT EUROPA GmbH

## GNT House rules

Effective 05-July-2023 the following house rules will apply:

Rules <u>no</u> food area (e.g. conference rooms, offices, canteen)	Rules food area (e.g. application center, sample laboratory)
<p>Health:</p> <ul style="list-style-type: none"> <li>• If you have an infectious disease (such as Corona, Salmonella, an open infection of the eyes, ears, or nose), report it to the front desk clerk immediately.</li> <li>• Do you have symptoms such as coughing or sneezing? Please use the elbow to prevent drops from adversely affecting the environment.</li> <li>• In case of injury, such as cuts, use the blue bandages. Report it if you have lost a bandage. Wear a disposable glove over the bandage if the bandage is applied to the hand.</li> </ul>	
<p>Business Integrity:</p> <ul style="list-style-type: none"> <li>• You will receive a badge at the beginning of your visit.</li> <li>• This badge shows that you are a desired visitor. Please make sure that the badge is always worn and clearly visible.</li> <li>• Please give it back at the end of your visit.</li> <li>• Private phones or cameras are not allowed in application centre, laboratories and storage areas.</li> </ul>	
<p>Safety:</p> <ul style="list-style-type: none"> <li>• In the event of an emergency, follow the instructions of the company emergency response team on duty.</li> <li>• Use personal protective equipment (e.g. eye and ear protection, safety shoes, special gloves) if required.</li> <li>• If you enter the premises by motorized transport for work, adjust your speed and park in the designated parking areas.</li> </ul>	
<p>Environment:</p> <ul style="list-style-type: none"> <li>• Smoking is permitted only in specific outdoor areas. Please ask your GNT contact if required.</li> <li>• Please throw waste into the appropriate waste bins (observe waste separation) or, in the case of cigarette butts, into the ashtrays.</li> </ul>	

Rules <u>no</u> food area (e.g. conference rooms, offices, canteen)	Rules food area (e.g. application center, sample laboratory)
<p>Foreign product parts:</p> <ul style="list-style-type: none"> <li>• If glass breaks, please report this immediately to your GNT contact person in any case.</li> <li>• When work is finished, devices, tools, and other used materials, such as screws, bolts, nuts, etc., must be put away immediately after completion of this work.</li> </ul>	<p>Foreign product parts:</p> <ul style="list-style-type: none"> <li>• Avoid foreign objects as e.g. staples, paper clips, wood, iron, stone, plastic, rubber, and glass.                             <ul style="list-style-type: none"> <li>a) Drinking glass is only permitted in no food areas.</li> <li>b) If glass breaks (e.g. window, glass from separation walls or other parts and devices), report this immediately to your GNT contact person.</li> <li>c) Personal belongings will be limited as much as possible. Pens and paper are allowed for business purposes. As well as tools that can be carried in pants.</li> <li>d) Breakable cutters (cardboard cutters) are not permitted.</li> <li>e) When work is finished, devices, tools, and other used materials, such as screws, bolts, nuts, etc., must be put away immediately after completion of this work.</li> <li>f) The use of lubricants, chemicals, cleaning agents is permitted only after handing over the product safety data sheet and permission by the person in charge at GNT.</li> </ul> </li> </ul>
<p>Personal Hygiene:</p> <ul style="list-style-type: none"> <li>• Hand hygiene: Wash and disinfect your hands:                             <ul style="list-style-type: none"> <li>a) after visiting the toilet, canteen and smoking area.</li> <li>b) after actions that could possibly spread diseases (sneezing, coughing, etc.)</li> </ul> </li> </ul>	<p>Personal Hygiene:</p> <ul style="list-style-type: none"> <li>• The wearing of jewellery (e.g. watches, rings and earrings) is not allowed, facial piercings will be decided case by case.</li> <li>• The exceptions are a plain piercing or wedding ring that will not come off. Use a blue patch or single use glove to cover it.</li> <li>• Cover your everyday clothing with a disposable coat. These are available at the entrances of the application centre and laboratory (please ask your GNT contact for advice).</li> </ul>

Rules <u>no</u> food area (e.g. conference rooms, offices, canteen)	Rules food area (e.g. application center, sample laboratory)
	<ul style="list-style-type: none"> <li>• Always wear a hairnet covering the full hair and ears.</li> <li>• If you are wearing functional or religious head covering, then the hairnet goes over it.</li> <li>• Moustache and beard (&gt;5 mm hair length) must be covered with a beard net.</li> <li>• Hand hygiene: wash and disinfect your hands a) when entering the food area. b) after visiting the toilet, canteen and/or smoking area. c) after actions that could possibly spread diseases (sneezing, coughing, etc.) d) if possible, nail polish should be avoided. If not possible, disposable gloves provided should be worn.</li> <li>• Due to possible odour transfer, excessive use of perfume and aftershave is not allowed.</li> </ul>
<p>Food and Drink:</p> <ul style="list-style-type: none"> <li>• The use of alcohol and/or drugs is prohibited at all times.</li> <li>• Eating and drinking is only allowed in the no food areas. Please store fresh food in the refrigerator in the canteen. Please write your name on your own items.</li> </ul>	<p>Food and Drink:</p> <ul style="list-style-type: none"> <li>• The use of alcohol and/or drugs is prohibited at all times.</li> <li>• Eating and drinking is not allowed in the food area (only the drinking of pure water and the tasting of experimental samples is allowed).</li> </ul>
	<p>Cleaning and Disinfection:</p> <ul style="list-style-type: none"> <li>• When using cleaning tools and buckets, observe the applicable colour coding. For this purpose, follow the instructions in the relevant department.</li> </ul>

## GNT House rules version 05-July-2023

Please answer the following questions to ensure our operational hygiene:

1. Are you or any members of your family currently suffering from infectious diseases?

YES  NO

2. Have you recently suffered from notifiable infectious diseases (e.g. salmonella infection) from which you have not yet been finally cured or cleared for food establishments?

YES  NO

3. Are you currently suffering from open infections of the eyes, ears or nose, colds or skin infections?

YES  NO

I hereby declare that I have read and understood the house rules and that above given information is provided correct to the best of my knowledge.

Name

Company

Contact person at GNT

Date

Signature Visitor

Signature GNT contact