

## SITECH Sp. z o.o. FACTORY TOUR REGULATIONS

1. All visits require prior notification via the application form, available on our website. Should you have any questions, please contact the External Contacts Department (CSR) with Mrs. Wioletta Cichla by calling +48 76 7267234.
2. The date of the visit is set by phone after the persons concerned got to know the Regulations. Once the date has been agreed, the list of participants should be signed by the supervisor and sent to us.
3. The programme of the trip is intended for people over 15 years old. For safety reasons people under 15 years old are not allowed to participate in visiting the factory.
4. The group may consist of no more than 30 people including supervisors. One tour guide is for 15 people.
5. The tour lasts from 1 hour up to 1.5 hours.
6. The trip follows a specific route in accordance with health and safety rules.
7. The tour guide has the right to refuse to give the tour to people suspected of being under the influence of alcohol or drugs.
8. The tour guide has the right to stop the visit in the Factory in cases of gross violation of safety rules or failure to comply with the regulations.
9. SITECH Sp. z o.o. is not responsible for:
  - items left by the visitors on the premises of the Factory
  - damage suffered by visitors as a result of non-compliance with these regulations and common safety rules.

10. Punctual arrival at the Factory is required. In case of a delay of more than 15 minutes, the tour may be cancelled.

11. Mobile phones must be switched off or left on the bus.

12. It is strictly forbidden to record video and sound on the premises of the Factory.

In justified cases, the group supervisor may apply for permission to photograph / film on the premises of the company SITECH Sp. z o.o. during the visit. This application is directed to the Head of Plant Safety Department and the decision is made by him. In case of such a situation, contact persons should be informed in order to receive the application.

13. Smoking is not allowed during visiting the plant.

14. The plant has increased traffic of cars, forklifts and other vehicles involved in the production process. Each such vehicle is privileged, the participants of the tour are obliged to give up their priority, and not to disturb the production process.

15. The group supervisor is obliged to present the insurance policy.

16. SITECH Sp. z o.o. does not charge any fees related to organized trips.

17. It is not possible to eat meals in the factory canteen.

Polkowice, date .....

..... (signature)