

Facility Safety and Security Policies - Visitors



e-chain® and e-chain systems®

chainflex® cables

iglide®, igubal®, drylin® bearings

Dear Visitor,

Welcome to our facility!

We prioritize the safety and security of our employees, visitors, and assets, and we appreciate your cooperation in adhering to our policies during your time here. This document provides an overview of our basic safety and security guidelines to ensure a secure and productive environment for everyone.

Safety Policies:

Personal Protective Equipment (PPE):

- Please do not wear open toed or high heeled footwear if you plan on entering the warehouse and factory floor.
- Any other PPE will be provided at the entrance if needed during any facility tour or visit.

Hazardous Materials:

- Visitors must follow all instructions and signage regarding the handling and storage of hazardous materials.
- Please consult with your designated host if you have any concerns or require clarification.

Emergency Procedures:

- Familiarize yourself with emergency exits, assembly points, fire extinguisher locations, and emergency contact numbers.
- In case of an emergency, follow the instructions given by our staff and/or your host and evacuate the facility promptly and calmly.

Restricted Areas:

- Certain areas of the facility are restricted to authorized personnel only. Please do not enter these areas without proper authorization and an escort.

Disclaimer: igus has in use closed circuit television (CCTV) cameras and/or other video equipment used for video surveillance and/or recording of public and restricted areas for the purpose of safety and security.

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Security Policies:

Access Control:

- All visitors must sign in at the main reception desk upon arrival and always wear a visitor badge during their visit.
- Escorts will be provided to guide you through the facility and ensure compliance with security protocols.

Confidentiality:

- Respect the confidentiality of any sensitive information or processes you may encounter during your visit.
- Do not capture, reproduce, or share any company-related information without prior consent.

Prohibited Items:

- Weapons, illegal substances, and any other unauthorized items are strictly prohibited on the premises. Do not bring any to the property and facility.

Parking:

- Visitors should park their vehicles only in designated visitor parking areas at the main entrance
- The company is not responsible for any loss, damage, or theft of personal property.

Please note that by entering our facility, you agree to abide by these safety and security policies. Failure to comply may result in your visit being restricted or terminated.

If you have any questions or concerns during your visit, do not hesitate to reach out to your designated host or any facility staff member. We appreciate your understanding and cooperation in ensuring a safe and secure environment for all.

We look forward to your visit. We hope you have a pleasant and productive visit.

Sincerely,

igus Inc Team

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