



Safety and operational instructions for drivers, visitors and work suppliers on the premises of EGT Express CZ s.r.o.

1. Drivers and other visitors are obliged to comply with the traffic regulations resulting from Law No. 361/2000 Coll. Of traffic on roads and local traffic signs.
2. On arrival and departure to/from the premises of EGT Express CZ s.r.o. (hereinafter referred to as "company") drivers and visitors must respect signalling devices. Passing through the gatehouse is allowed only individually.
3. Drivers and visitors must pay increased attention due to possible collision with forklift trucks, in both the outdoor area and inside the building.
4. There is a maximum speed of 10 km/h on the company's premises.
5. The truck can be only parked in places designated for this purpose. Stop and stand in a place other than the designated is forbidden!
6. Drivers and other visitors are required to wear a reflective vest and solid occupational footwear while moving in the building and company premises.
7. If the driver is present on the loading / unloading in the building, he/she is required to remain at the marked location. The driver may leave the marked place only at the request of the warehouse worker. Only one person (driver) may assist at loading / unloading.
8. **Without the approval of company's employees there is a strict prohibition of entering to the administrative part of the building and the premises of warehouse.**
9. The free movement of persons outside the marked places is prohibited. It is possible to move only on marked pedestrian paths.
10. **After entering the company's premises, the driver is obliged to register immediately for loading / unloading in the administrative part of the building No.2 – CMR/ REGISTRATION.**
11. **For registration of loading / unloading, the driver will produce a registration code of loading / unloading (for example 1801234).**
12. After a registration and check-in, the driver receives the Packing list for unloading in form of REF123. With these documents, the drivers will immediately get to the "SHIPPING", door No. 3.
13. If the loading / unloading will not be realized on the day of arrival, the driver will be prompted to leave the premises after registration and wait for an SMS or call to return. It is absolutely necessary to be available via the phone.
14. The vehicle for loading must be clean, with a non-damaged tarpaulin and floor, equipped with min. 12 courts, min. 2 aluminium bracing, plastic edges and anti-slip pads for proper securing of the cargo. **Only the driver is responsible for proper securing of the cargo.**
15. When parking a vehicle for loading/unloading, the driver is required to immediately secure the vehicle against accidental movement by the handbrake and switching the engine off. During loading/unloading from the ramp and from behind, the driver further secures the vehicle by supporting two wedges under the wheels of one axle or in a row behind.
16. Instruction for leaving the ramp is given by the warehouse worker when the ramp is reclined and secured in the rest position.
17. Drivers and other visitors are required to pay increased caution to other moving persons and vehicles on the premises and to respect the instructions of security guards and company's employees.
18. Drivers and other visitors are required to maintain order and cleanliness on company's premises and separate waste according to the following instruction in the containers: **yellow container = plastic / blue container = paper / black container = municipal waste / red container = hazardous waste.**
19. **A strict prohibition of smoking outside the designated area, open burning prohibition, prohibition of the preparation of meals and hot drinks, prohibition of intake and consumption of alcoholic beverages or narcotic drugs or addictive narcotics/substances in any form throughout the premises.**
20. **There is a strict prohibition of entering the company's premises under the influence of alcohol or other addictive substance.**
21. There are marked NON-STOP sanitary facilities, toilets and shower available for drivers and other visitors on the premises and drivers and other visitors are required to use them if necessary.
22. Drivers and other visitors are required to report on arrival any goods which may be considered as property of the company at departure.
23. In the event of fire alarm and an accident, it is mandatory for drivers and other visitors to line up at a location designated as "assembly point of fire protection" in the car park (see Situation plan of EGT Express CZ s.r.o.). Signal "Fire Alarm" and "Accident" are announced by the siren.
24. In the event of a fire or an accident, the driver or visitor must immediately report the event by telephone or personally to the fire report office, ie the gatehouse. **Phone number for fire and emergency reporting: 00420 585716344,**
25. In the event of a fire alarm, drivers and other visitors shall be obliged to comply with the regulations of the head of the preventive fire patrol or the fire brigade commander. At the time of an announcement and the end of the fire alarm, no person may leave the premises. The fire alarm and evacuation of persons may only be terminated by a fire brigade commander or by a preventive fire patrol.
26. The presence of a vehicle on the company's premises is only allowed for the time necessary for loading / unloading. After registering at the gatehouse, the driver must not leave the company's premises and must be present for any handling of the vehicle.
27. Paid parking is allowed only with the consent of the company according to the valid price list.
28. The driver is responsible for handing over all the information on this card to the entire crew of the vehicle moving on the company's premises.

Non-respect of complying these safety and operating instructions will result a fine of 100 EUR for drivers or other visitors, in case of repeating violation of instructions, the access to the premises of company may be denied to the driver or visitors!!!

By accepting this card and entering the company's premises, you agree to comply with above mentioned safety and operational guidelines for drivers, visitors and work suppliers.



English

