

## House rules for suppliers and external companies

### **Liability**

Please watch over your property yourself. De Rooy is not liable for damage, loss or theft of your property. We therefore advise you not to leave valuables unattended in the rooms where you perform your work.

De Rooy is not liable for damage or injury to third parties as a result of work that does not comply with the usual safety requirements.

### **Instructions of employees**

You must at all times follow the directions or instructions of authorised De Rooy employees. In particular, when performing work at De Rooy, you must comply with all current safety requirements for all persons on De Rooy premises.

Violation of rules and failure to comply with instructions and directions may result in denial of access to De Rooy.

### **Aggression and violence**

Aggression and violence will not be tolerated at De Rooy. Threats or physical violence will be reported to the police. Any damages will be recovered from the perpetrator.

### **Alcohol and drugs**

Using or being under the influence of alcohol or non-medically prescribed drugs is not permitted at De Rooy.

### **Emergency**

Escape routes and emergency exits should always be kept clear of obstacles. In the event of an emergency, follow the instructions of the police, fire department or company emergency worker(s). Avoid panic and prevent the spread of the emergency.

### **Canvassing**

Collecting, peddling, surveying, distributing texts and advertising or propaganda without prior written permission from management is not permitted on De Rooy premises.

### **Confidentiality**

In the course of your work, you may come into contact with organization-related or personal information. Respect this information and ensure that it is not disclosed. In addition, in connection with the possible presence of others, be mindful of what you discuss when and where.

### **Animals**

With the exception of a guide dog or "assistance dog" for the disabled, the presence of animals is not permitted on the grounds of De Rooy.

### **Hygiene**

You can help De Rooy keep the building and its immediate surroundings clean by depositing your garbage in the trash can.

### **Identification**

External service providers must be clearly identifiable by the clearly legible company name on their work clothing. If you do not have company clothing, you must be able to identify yourself upon request by producing a valid identity document or a company card of the company on whose behalf you will perform the work at De Rooy.

## **Intellectual property De Rooy**

You are not permitted to copy or digitally transmit any of De Rooy's data files in any form whatsoever on your own data carrier without prior permission.

## **Emergency exits**

Use emergency exits only in the event of an emergency, such as an evacuation, and according to the instructions of the company emergency manager coordinating the evacuation.

Keep escape routes and emergency exits free of obstacles at all times.

## **Unauthorized presence of third parties**

Only persons performing work or providing supplies and services on behalf of De Rooy have access to De Rooy. All other persons without a valid reason, have no access to De Rooy.

## **PPE**

You are required, at a minimum, to wear a reflective vest and safety shoes when entering the premises outside the office.

## **Privacy**

Image recordings of work, equipment, employees and the building intended for external publication in any form may only be made with the permission of the management and persons involved.

The grounds of De Rooy are monitored by cameras.

## **Damage**

It may happen that your work has caused damage to the building or property of De Rooy or in care of De Rooy. We request that you report this to your contact person at De Rooy, after which we will make arrangements with you about the handling of the damage.

If you fail to report the damage to your contact person, we will in all cases charge you for the cost of repair.

## **Safety**

If you see an unsafe situation at De Rooy, please report it to the reception desk or your contact person. Our staff is of course also alert to this, but all contributions from our visitors are of course more than welcome.

## **Traffic and parking**

When visiting De Rooy, you may use the parking lot at De Rooy.

The rules according to the Road Traffic Act apply to the (parking) area and the access road.

However, you park and/or enter the grounds at/of De Rooy at your own risk.

De Rooy accepts no liability for damage, loss etc. to your motor vehicle on this terrain. De Rooy also disclaims any liability for damage, loss or theft of your property or vehicle in the parking lot or access road.

Please park your vehicle only in the designated parking spaces.

If your vehicle is parked without permission in such an incorrect manner that it impedes the accessibility and/or business operations of De Rooy, De Rooy is entitled to tow your car or vehicle away (or have it towed). This also applies to vehicles parked by persons who are not employed by, or performing work for, De Rooy. The costs of this will at all times be recovered from the owner of the vehicle.

It is not permitted to spend the night in the parking lot with a motor home.

For visitors coming by bicycle, there is a bicycle parking area available on the right side of the De Rooy parking lot.

A maximum speed of 20 kilometres per hour applies on the access road and the (parking) area.

## **RULES REGARDING THE WORK**

### **Sign in**

Before starting work, always report to the reception desk and ask for your contact person. If your contact person is not known to you, please ask for the head of Facilities Services.

### **Waste**

Keep your workplace tidy and leave it clean. Waste caused by your work including packaging material must be disposed of by yourself.

### **Work constituting a fire hazard**

Before starting any fire-hazardous work, contact the head of De Rooy's facilities department about this. You may be asked to (jointly) fill out a Fire Hazardous Work form.

You should also take a number of preventive measures. Ensure that combustible materials are removed or covered in such a way that they will not reasonably pose a risk to persons and the surrounding area.

Have appropriate fire extinguishers ready. Make sure you can raise the alarm by telephone, this can be done via internal telephone number (0499.485)444 or the emergency number 112.

Check your own work immediately upon completion at the workplace.

### **Entering the roof**

The roof may only be entered with prior permission from De Rooy .

If walkways are provided on the roof, you may only walk on them.

If your work has to be carried out outside the walkways, please observe the applicable safety regulations (fall protection, leashes, ect).

### **Electrical power supply**

If you need power supplies with large capacities, please consult with your contact person at De Rooy beforehand to avoid risks of overloading groups.

### **Energy conservation and the environment**

De Rooy aims to use energy sparingly and not burden the environment unnecessarily.

We expect you to turn off all electrical equipment and lighting when you leave work areas and finish your work.

If your work places an additional burden on the environment, please report this in advance during the assignment/contracting phase.

### **External reports**

If there are external notifications linked to the installation part or the device you are working on, report this in advance to your contact person in De Rooy to avoid calling up employees and external (auxiliary) services unnecessarily.

### **Tools and equipment**

We assume that you are working with safe and approved equipment. You are responsible for this yourself. Damage or injury to third parties as a result of working with faulty tools or materials cannot be recovered from De Rooy.

**Maintain order**

Respect the quiet of the building and the privacy of employees. Try to avoid nuisance as much as possible. Do not turn on a radio, and if your work unexpectedly causes noise or vibration, always report it in advance

**Dust and smoke generation**

Fire detectors are installed throughout the office. Always report any work that generates dust or smoke beforehand.

**Safety**

It is your responsibility to be familiar with the safety regulations applicable to the work you perform and to have any required tools and materials that meet the established safety standard. In the event of accidents or finable violations resulting from failure to comply with safety regulations, De Rooy will not be liable.

**Working hours**

Work at De Rooy takes place Monday through Friday from 08:00 - 17:00. For activities that have to take place outside of De Rooy's business hours, we will consult with your contact person in De Rooy beforehand.