

## **Rules of Safe Conduct and Respect for Hygienic Principles at the Compound of Coca-Cola HBC Česko a Slovensko**

### **I. Rules of safe conduct at the compound of Coca-Cola HBC ČR/SK**

1. It is forbidden to enter the compound under the influence of alcohol and drugs or to bring in and consume alcoholic beverages or other drugs.
2. At the whole compound it is forbidden:
  - a) to smoke (except for places reserved for smoking),
  - b) to use open flame.
3. In the event of injury, the participant must immediately contact a Coca-Cola HBC ČR/SK employee who will provide first aid.
4. In the event of fire or another emergency situation, evacuation is signalled by a warning siren and radio announcement – in such a situation, all participants shall gather outside the lodge and follow the instructions of Coca-Cola HBC ČR/SK employees.
5. Each participant is responsible for his/her health and bears exclusive responsibility for the consumption of beverages from the production range of Coca-Cola at the compound of Coca-Cola HBC Česko a Slovensko. Where the participant is allergic to any ingredient of the beverages, is a diabetic or suffers from other health problems that may be worsened by the beverage consumption, the participant is obliged to consider the consumption of beverages from the Coca-Cola production range and Coca-Cola HBC Česko a Slovensko bears no liability for possible health complications in connection with individual health limitations in relation to the consumption of beverages offered at the compound of Coca-Cola HBC Česko a Slovensko.

### **II. Rules of safe conduct during the tour of bottling lines and warehouses:**

1. Entry is permitted only to persons over 12 years of age.
2. Entry is permitted only to the tour participants:
  - a) wearing sturdy shoes – it is forbidden to enter wearing sandals, slippers, high-heeled shoes, ballerina slippers, flip-flops and similar shoes.
  - b) wearing clothes with long trouser legs; women are allowed to wear nylons.If the participant is not appropriately dressed, he/she will not be taken on the tour of manufacturing lines and warehouses.
3. Before entering the manufacturing premises, each tour participant must put on:
  - a) a reflective vest,
  - b) a cap – each participant must have all hair covered by a cap.The reflective vest as well as the cap will be loaned to each tour participant.
4. Before entering the manufacturing premises, each tour participant must take off any jewellery (chains, rings, earrings etc.) and keep them on him/her.
5. Each participant must have his/her mobile phone hidden in his/her pocket.
6. It is forbidden to enter the manufacturing premises and warehouses with food, drinks, chewing gum, sweets etc.
7. Handling machines move around the warehouse premises – forklifts weighing 3-5 tons; it is therefore necessary to respect the following principles at the premises:
  - a) move in pairs, as the maximum, along the marked pavement,
  - b) before you cross the aisles, always look both ways,
  - c) do not run,
  - d) watch out for the passing forklifts; do not get in their way.
8. Machines for the preparation, transport and packaging of beverages, chemicals and equipment for the transport of caps and labels are located at the manufacturing premises. There is a risk of injury caused by contact with the machinery. It is therefore necessary to respect the following principles at the premises:
  - a) do not touch any equipment, conveyors or chemical cans,
  - b) do not crawl under the conveyors,
  - c) do not touch electrical equipment,
  - d) walk slowly and carefully; floors at the manufacturing premises may be wet and there is a risk of slipping.
9. Each tour participant must follow:
  - a) instructions of employees attending the tour,
  - b) safety signs, orders and signals.



**NO  
SMOKING**



**CAUTION  
FORKLIFTS**



**CAUTION  
ELECTRICAL  
EQUIPMENT!**



WASH YOUR  
HANDS!

WASH YOUR  
HANDS WITH  
DISINFECTANT!

NO EATING  
AND  
DRINKING!

COMPULSORY  
WEARING OF  
PROTECTIVE  
CLOTHING

WEAR  
OCCUPATIONAL  
FOOTWEAR  
SHOE COVERS

WEAR  
A DISPOSABLE  
CAP

### **III. Tour conditions and cancellation**

-  **The tour of the manufacturing plant of Coca-Cola HBC Česko a Slovensko, s.r.o. is free of charge and it is intended for students of vocational schools and secondary schools, higher schools and universities.**
-  **Maximum group size is 50 persons including the escort.**
-  **At the whole compound of the factory, it is forbidden to take pictures or videos using cameras, camcorders, mobile phones or other devices.**
-  **A school may cancel the tour a week before it is to take place at the latest, failing which another interested party will be given preference when placing a new order.**
-  **Coca-Cola HBC Česko a Slovensko, s.r.o. reserves the right to cancel the tour for operational reasons at any time without compensation.**

## IV. Certificate of provided training – occupational safety and health and fire safety instructions

 **Organization:** .....

 **Date:** .....

 **Provided by:** .....

I declare that I have been acquainted with and I understand the Rules of Safe Conduct and Respect for Hygienic Principles at the Compound of Coca-Cola HBC Česko a Slovensko and I undertake to follow the Rules unconditionally. I am aware that I must behave in accordance with the Rules in order not to cause any damage to the health or property of myself or any other person. I also declare that I agree that any violation of the rules of safe conduct may cause damage to the health and property of myself and third parties.

Serial No.	First name and surname	Date of birth	Signature
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Sheet 1

<b>Serial No.</b>	<b>First name and surname</b>	<b>Date of birth</b>	<b>Signature</b>
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**Sheet 2**