

DINGHAN

Ladies and gentlemen,

We look forward to your visit and to showing you our company premises in Kassel. Before your visit, and as we want to ensure your safety during your stay at our place, we would like to inform you about a few rules that have to be followed in our production areas.

Please find attached an overview of the most important safety signs and rules. We kindly ask you to read the document carefully, as we will need you to confirm by signature that you have read and understood our safety instructions.

Please also note that safety shoes have to be worn in all our production and logistics areas. You may bring along your own safety shoes or wear the protective overshoes we will hand you. We will also provide you with an ESD coat and an ESD ribbon.

Thank you very much for your understanding. We wish you a pleasant journey to Kassel.

Sincerely yours,



p.p. Carsten Pritzel
Head of Industrial Engineering

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1. Please check in at our reception in building 20 upon your arrival. Our receptionist will inform the person you are here to visit about your arrival. Please confirm by signature that you have read the present safety briefing and understood the regulations applying on our premises.

2. One or several staff members will lead you through our manufacturing areas and test laboratories. Please stay close to them at all times and do not leave the marked paths under any circumstances.

Please follow the instructions given by our staff members and observe written instructions as well as warning signs in order to ensure your own and everyone else's safety.

3. Please note:

- » In case of danger or ringing out auditory danger signal please attend to the following instructions: In case of an evacuation please leave the building directly and go to the collecting point. Please ask there for further rules of conduct.
- » You have to adhere to all applicable regulations and take the necessary precautions for any kind of work you are going to carry out.
- » Removing samples, documents or other items from the site is forbidden unless specifically authorized.
- » Anyone willfully disregarding the present safety instructions can be expelled from the premises.
- » Guests have to maintain strict secrecy with regard to all information obtained during their visit.
- » Please take photos only with permission.

WARNING SIGNS

Everything you need to know at a glance.



Please watch out for forklift trucks and stay at a reasonable distance from them at all times.



Touching test specimen or devices under test is forbidden. Only our expert staff is allowed to operate our machines and test devices.



Please pay attention to all the warning signs and act accordingly.



In the marked ESD areas, ESD protection must be worn at all times. Before entering these areas, you need to get specific instructions and carry out an ESD test.



Ear protection must be worn.



Leaving the marked paths in the production areas is only permitted if you wear safety shoes. If need be, you will be handed out safety overshoes at the reception.



Please stay on the marked paths and do not leave them under any circumstance.



Alcohol is prohibited on our premises. Bringing along and drinking alcohol is strictly forbidden.



Smoking is prohibited in the entire building. Please go to the designated smoking areas outside the building for smoking.



Taking photos or filming is strictly forbidden on the entire company premises unless specifically authorized.



Entering the building and manufacturing areas requires the explicit consent of a staff member. Explicit permission is also needed for you to carry out any kind of work on our premises.



Visitors wearing cardiac pacemakers are not allowed to enter the test bay / laboratory.



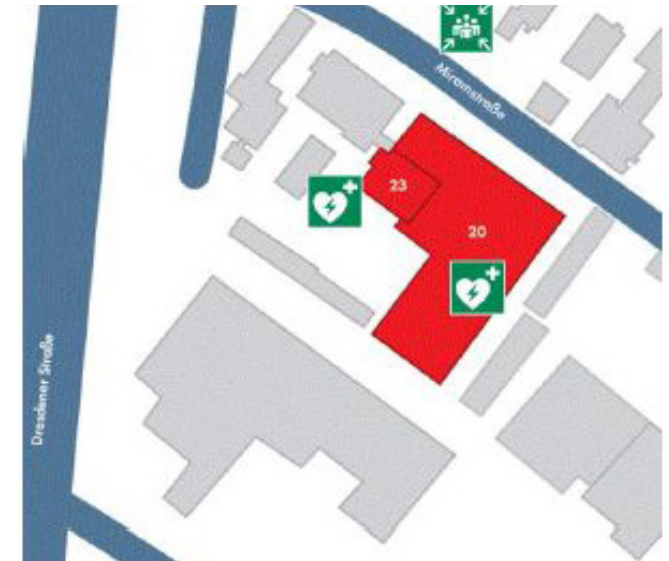
Please pay attention to the escape route and emergency exit signs. Emergency exits have to be kept accessible at all times. In case the premises have to be evacuated, please leave the buildings as quickly as possible and immediately proceed to the hazard duty point.



In case of an evacuation please leave the building directly and go to the collecting point.

SITE MAP

Where to go in an emergency.



Defibrillator



Hazard duty point

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