

- **Prohibition of taking photographs and videos**

It is strictly prohibited to take any photographs or video graphic records on the premises of voestalpine Tubulars.

- **Housekeeping**

Please leave your workspace clean. Waste must be disposed of at the designated areas. Removal of voestalpine Tubulars' property (i.e. samples, specimens, surplus etc) from the premises without written approval of the company is not permitted.

- **Emergency numbers**

Emergency:	112
Accidents:	+43 50304 23 - 234
Fire	+43 50304 23 - 234
Gate 3:	+43 50304 23 - 239
Safety at work:	+43 50304 23 - 341
Plant security:	+43 50304 23 - 289

- **Personal Protection Equipment**

Mandatory personal protection equipment respective of particular work areas must be worn. It is compulsory to wear a safety helmet and safety shoes in the production halls.



Code of Conduct for External Companies



Safety Guidelines

Site Kindberg

This guideline shall be carried with you during your stay in our mill and will serve as an instruction certificate!

- **Goal and purpose**

It is a designated goal of voestalpine Tubulars to protect the life and health of all employees as well as our environment. This also applies to all employees of external companies, their subsidiaries and service providers.

To ensure that your stay in our mill remains safe, please observe the instructions of your sponsoring party and the following safety instructions.

- **Admission**

Each visitor wanting to access the premises of voestalpine Tubulars must register at our porter.

Your personal data – if it does not already exist – (name, company name, reason for visiting and telephone number) will be stored in the database of our admission control system.

Please show your identification card to the mill security officers or to the porter upon request to verify your ID. The ID shall be clearly visible at all times.

The ID is registered to your personal data and may not be passed on. Violation of the Code of Conduct rules will result in the withdrawal of the ID and expulsion from our premises.

The ID is the property of voestalpine Tubulars. In case of loss or damage of your ID, please contact the porter or the mill security office immediately. You will be charged €10 for a replacement. The fee is to be paid to the porter.

Without exception, vehicle access will only be granted by presenting a valid visitor ID at the designated gates or turnstiles.

Admission after normal business hours must be announced to either the porter or mill security office.

Children under the age of 16 are not permitted to enter the premises at any time. Mill visits of schools and trainees are exempted from this rule.

- **Safety at work**

Legal regulations regarding accident prevention and safety at work must be strictly adhered to.

Any accident prevention devices, warning, information or prohibition signs may not be removed without authorization.

Doors, openings, emergency exits, fire extinguishers, fire hydrants, electric control boxes as well as emergency routes, escape doors and stairways may not be blocked or disabled and must be accessible at all times.

Do not walk under crane lifting areas. Heed any acoustic and visual warning signals. Please observe all information, prohibition and warning signs (especially „No smoking“, „No mobile phones“, „Explosion hazard“, etc.).

Incidents, accidents and damages must be reported immediately to the responsible contact person at voestalpine Tubulars.

- **Alcohol ban**

Alcoholic beverages are strictly prohibited on our premises. Intoxicated employees may not enter the company area.

Bringing alcoholic beverages onto the premises is also strictly prohibited.

- **Traffic**

Austrian traffic regulations, respectively working site regulations, apply on all roads within the mill area. Maximum speed limit is 30 km/h.

Railroad crossings are not marked separately.

Railcars and fork lifts have right of way.

Parking any vehicles on the rail track is prohibited. Please keep a minimum distance of 2 meters.

- **Parking**

Please use only the designated visitor parking lots. Fire hydrants, water dispenser sites and fire brigade access lanes must be kept free at all times.