



Traffic regulations

In addition to the provisions of the German Road Traffic Regulations (StVO), the traffic and behavior rules indicated by signs also apply throughout the company premises. The maximum permitted speed on the company premises is 10 km/h.

Parking

Parking of vehicles is allowed in the designated areas only. Fire brigade access routes, fire extinguishing equipment, transformer stations, traffic routes, emergency exits and manhole covers must generally be kept clear.

Internet access and data carriers

Insofar as Rutronik Elektronische Bauelemente GmbH has provided free Internet access, the visitor undertakes the following:

- to use this connection for business purposes only
- not to access any illegal and/or immoral pages

In the event of infringement, any liability on the part of Rutronik Elektronische Bauelemente GmbH is excluded. Data carriers must not be connected to Rutronik Elektronische Bauelemente GmbH devices without prior inspection and express approval by IT.

Data protection

For visitor management, we process your data in accordance with Art. 6 para. 1 lit. f DSGVO. The data collected will be used only to coordinate your visit and will be deleted after you have finished your visit. We hereby draw your attention to your data subject rights according to Art. 15 ff. DSGVO.

Furthermore, we draw your attention to your right of objection according to Art. 21 DSGVO.

Without prejudice to this, you have the right to complain to the competent supervisory authority. The company premises are under video surveillance.

Environmental protection

Everyone must behave on the premises of Rutronik in such a way as to prevent harmful effects on the environment and waste of energy. All relevant environmental regulations must be observed.

Any packaging materials and material waste must always be taken away at the end of work.



RUTRONIK
Elektronische Bauelemente GmbH
 Industriestr. 2 | 75228 Ispringen

Location Ispringen

– LEAFLET –

SAFETY INFORMATION FOR VISITORS

Your visit to Rutronik

A warm welcome to Rutronik Elektronische Bauelemente GmbH

The purpose of this leaflet is to give visitors to the Ispringen site a brief overview of the applicable safety regulations and what to do in the event of a fire or accident.

During your time at Rutronik, you undertake to comply with all applicable laws and all internal company regulations of Rutronik Elektronische Bauelemente GmbH.

Please always check in at reception when you arrive. The visiting formalities are taken care of here.

Filming and photography is prohibited on the entire premises.

As a visitor from outside the company, you will be accompanied by a Rutronik employee for the duration of your visit. Our staff member will inform you about the escape routes and rescue equipment and help you find your way around the premises.

If it is appropriate for your visit, you will be given a visitor's badge at the gate; this will give you access to the areas relevant to your visit. Please be aware that particular areas are generally not accessible to visitors. Please wear your visitor's badge in a clearly visible position and return it to reception before leaving the premises.

If you have any questions, please do not hesitate to contact our reception staff or your Rutronik contact person.

Information:

For reasons of improved readability alone, the simultaneous use of feminine, masculine and various forms of language has been dispensed with. All references to persons apply to all genders.

Safety Instructions

General safety instructions

All safety regulations and the rules and prohibitions indicated by pictograms must also be observed by visitors. These are for your personal protection and for operational safety in general. In certain areas, visitors must also wear protective clothing – please note the relevant signs.



Smoking is prohibited in all the buildings!



Filming and photography is prohibited on the entire premises!



Please watch out for pedestrians!



Escape and rescue routes are marked!



Assembly points are marked!



Please watch out for industrial trucks!



Follow the instructions of the Rutronik staff!



ESD areas are marked and may be entered only when wearing appropriate clothing!

What to do in the event of a fire or accident

In the event of a fire

If the sound of the automatic fire alarm system is triggered (horns), smoke is produced/visible or fire breaks out leave the building immediately and by the quickest route. Go to the assembly point and remain there. Escape and rescue plans are located in the buildings and mark the escape routes.

In the event of a fire, always follow the instructions of Rutronik employees and the fire brigade.

What to do in the event of a fire – Keep calm

1. Reporting a fire

Manual fire alarm
or telephone: 112
Internal: 1000



WHO is reporting?
WHAT has happened?
HOW MANY are affected/injured?
WHERE has something happened?
WAITING for queries!

2. Bringing to safety



Take vulnerable persons with you
Close doors and windows
Follow escape routes
Do not use elevator
Follow instructions

3. Attempting to extinguish the fire



Use fire extinguishers for fire fighting

In the event of an accident

An accident must be reported immediately to the reception desk.

First aid kits and defibrillators are located in all buildings and are marked accordingly. The first aid kits also contain lists of trained first aiders for the respective area whom you should contact in the event of an accident.

What to do in the event of an accident – Keep calm

1. Reporting an accident

Telephone: 112
Internal: 8010



WHERE did it happen?
WHAT happened?
HOW MANY injured?
WHAT kind of injury?
WAITING for queries!

2. First aid



Secure the scene of the accident
Take care of the injured
Follow instructions

3. Further measures

Instruct rescue services
Remove onlookers