

The management of ŠMT a.s. undertakes to make sure in a reasonable manner that visitors and suppliers are not exposed to any safety or health risks during their stay on the company's premises; therefore, it requires their compliance with the following principles and rules:

**Therefore, before entering the premises of ŠMT a.s., please, familiarise yourself with the following Basic Rules of Occupational Health and Safety and Fire Prevention for Visitors:**

Visitors may only be visit the workplaces and production and assembly halls of ŠMT if accompanied by a designated employee of ŠMT and only if they are familiarised with these basic rules.

Access to the premises of ŠMT is only permitted with the knowledge of the host employee, the contracting authority.

Visitors must visibly wear their "visitor" badge.

Movement on the roads on the "ŠKODA" premises - the 20 km/h speed limit must be observed and road traffic rules as well.

Parking on the "ŠKODA" premises is only permitted at the designated places.

External visitors are prohibited to:

- a. Move outside of the places and roads that are intended for their free movement
- b. Move under any suspended loads
- c. Approach any machines that are in operation or wilfully turn any machines on or off
- d. Touch any chemical products, tools or any generally any products or materials belonging to ŠMT a.s. (unless it is specifically required in one's job description)
- e. Pour any hazardous substances, including any oil ones, into the sewer system
- f. Enter any forbidden areas, handling truck routes
- g. Control or use any handling equipment or any other lifting equipment belonging to the ŠMT Company

They are obliged to observe the safety markings and use PPE (helmets, safety goggles, etc.) - Always per their accompanying person's instructions – ŠMT employee

In case of fire – they must immediately inform their accompanying person or the closest ŠMT employee and then follow their instructions.

They are prohibited to consume any alcohol or other addictive substances and enter the premises of ŠMT while under their influence, and they are prohibited to consume and store any alcoholic beverages or narcotics at the workplaces on the premises of ŠMT. The employees are obliged to take their alcohol test upon request.



ŠMT a.s. is not responsible for any property and personal belongings of any external visitors and employees.

Smoking is strictly prohibited on all the premises of ŠMT. The entire premises of ŠMT are monitored by a camera system with its continuous recording. The operation of the camera system is governed by valid legislation and internal control documentation. The camera system operator is also a data controller and complies with valid legislation.

On the entire premises of ŠMT, there it is prohibited to make any audiovisual recordings without the prior consent of the company's CEO.

### **AGREEMENT TO PRODUCE AND USE A PERSON'S PHOTOS**

I agree that ŠMT a.s., with its registered office at Tylova 1/57, 301 00 Plzeň (hereinafter the "producer" only), may produce photos of myself.

I also agree with the use of such made photos, either in their hard-copy or digital (immaterial) form for any of the producer's promotional items, both in their printed and electronic form (e.g. websites, FB, printed items).

I also agree that the producer shall grant a license authorisation to use its photos to any third parties, in particular for the purpose of creating the provider's promotional and marketing materials.

I agree the photo may be altered, used as a part of a collected works or only a part of it may be used.

Simultaneously, for the aforementioned purpose, I provide my personal data (hereinafter the "data" only) and I grant my explicit consent to the producer or any third parties to whom the producer will provide a licence to use the photos, to collect, process, and store such data per Act No. 101/2000 Coll., on personal data protection, as amended. I declare that I fully understand the aforementioned text and voluntarily confirm it with my signature.

Name and surname: .....

Company: .....

Purpose of visit: .....

In ..... on .....

Signature: .....