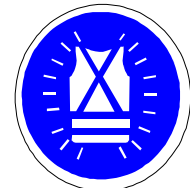
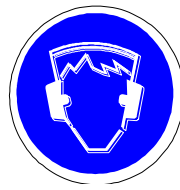


VOLGREN A Marcopolo Company	Form Name	Form no
	Visitor Code of Conduct & Declaration	VF003.8



Visitor Code of Conduct

1. On arrival you must:
 - **Sign-in** at reception located at the front of the site
 - Read and understand the '**Visitor Code of Conduct**' (this document)
 - Sign a declaration to the effect that you understand your obligations – particularly with regard to safety
 - Wear the appropriate **visitor's pass** (given to you on completion of the induction process)
2. A designated car park is provided for visitors, please park accordingly
3. Volgren is a **drug, alcohol and smoke-free** workplace
4. Visitors must be correctly attired, this means:
 - **Appropriate footwear** (leather, closed and not high-heeled)
 - **Safety glasses** (factory areas only)
 - **High visibility 'Visitor' vest**
 - **Shorts are not permitted in the (indoor and outdoor) Production Areas** (factory areas only)
 - **Hearing protection** (factory areas only)
5. All visitors must declare any **Dangerous Goods** and/or **Hazardous Substances** prior to bringing them onto the Volgren premises
6. Mobile phone usage is not permitted in production or traffic areas
7. **No photographic or digital recording is permitted on site.** Requests for Volgren approved images can be submitted to a Management Representative. You will be met by your host at reception and escorted at all times
8. On departure, you must proceed to reception to **sign-out** and return the visitor pass and safety equipment (high-viz vest and safety glasses)
9. In the event of an evacuation your host will guide you to the Assembly Area. Please follow instructions of your host, Volgren's Fire Wardens & / or emergency services.

Visitor Induction Declaration & Checklist

I, _____

From (company) _____

On (date) _____ acknowledge that I have:

- (tick)
- Read a copy of Volgren's **Visitor Code of Conduct**

I am, therefore, aware of the following mandatory PPE requirements:

- **Eye Protection**
- **Hearing Protection**
- **Appropriate Footwear**
- **High Visibility 'Visitor' vest**
- **Shorts are not permitted in the Production areas**

I understand that safety at Volgren is of utmost importance. I agree to abide with the policies stated above and I will clarify any area(s) that are not absolutely clear.

Signed (Visitor): _____

Inducted by: _____
(Where applicable)

Disclaimer: All care has been taken to ensure all current information is provided in this induction, however, no responsibility is taken if policies, or laws have changed from date of print, or if natural misinterpretation of induction material occurs.

NO JOB IS MORE IMPORTANT

"SAFETY IS EVERYONE'S RESPONSIBILITY"