



## **VISITOR REGULATIONS Of TATRA TRUCKS a.s. Company**

### **1. General provisions**

Visitors regulations of TATRA TRUCKS a.s. (hereinafter referred to as TT) are binding for all individuals entering or driving into the TT premises who are not TT employees. The specific entrance or entry points to the TT premises are:

- **Gate No.2 – pedestrian access only**
- **Gate No.3 – entrance for pedestrians and personal vehicles**
- **Gate No.6 – entrance for both personal and commercial vehicles, including trucks**

Entry and access to the TT premises are only permitted for properly registered entities or individuals who have received an entry/vehicle card from the TT security. In exceptional cases, entry or access may be granted verbally or via email after approval from TT company management and security leadership. Each visit is monitored by the security service, which is authorized to identify visiting individuals both upon entry and subsequently anywhere within the TT premises for identification purposes. Without a valid identification document, access to the premises may be denied to the visitor.

For visits that occur within the TT premises for the first time or are infrequent, it is necessary to personally pick up the visitor at the gate, accompany them throughout the entire visit, ensure compliance with all safety regulations and the use of protective equipment, as well as escort them out of the premises and oversee the proper conclusion of the visit.

Familiarization, Understanding and Consent to Documents:

- 1) Visitor Regulations of TATRA TRUCKS a.s. company
- 2) Information on the Processing of Personal Data of Visitors TATRA TRUCKS a.s. (GDPR)
- 3) Occupational Health and Safety

The visiting person affirms their acknowledgment by placing their own signature on the Visitors Card before entering the TT premises.

The Visitor Regulations of TT company are binding for all individuals entering/driving into the TT premises who are not TT employees but are individually processed at the specified entry points:

- Gate No.2 – if it is an entrance for pedestrians
- Gate No.3 – if it is a visit entering or driving in a personal vehicle for a meeting
- Gate No.6 – if it is a justified entry for supplier vehicles, service companies, or other visits
- Reception – if it is an entrance to the administrative building

Entry or access to the TT company premises is possible only after the identification of the visiting person upon entry for the purpose of identification. Without a valid identification document or other valid document with a photograph, entry to the premises will not be permitted for the visiting person.

If necessary and unfamiliarity with the premises, it is essential to personally pick up the visitor at the designated gate, accompany them throughout the entire visit, ensure compliance with all safety rules and the use of protective equipment, as well as escort them out of the premises and oversee the proper conclusion of the visit. The visited person is fully responsible for the visitor throughout their visit to the TT premises.

The visiting person acknowledges, understands, and agrees to this Visitor Regulations and all its parts (including information on the processing of personal data of visitors - "GDPR") by their handwritten signature on the Visitor Card.

## **SECURITY INSTRUCTIONS**

### **The Visitor to the TT premises is prohibited from:**

- 1) Introducing dangerous and inappropriate items into the TT premises (weapons, explosives, pyrotechnics, alcohol, narcotics and psychotropic substances, animals, cameras, recording devices, chemically and biologically hazardous substances, items threatening the safety of others) without written permission.
- 2) Making any audio or visual recordings without written permission (including photography or video recording with a mobile phone). If there is a suspicion of a breach of this prohibition, the visitor may be requested their devices to be inspected.
- 3) Entering or moving within the TT premises under the influence of alcohol or any intoxicating, addictive, or psychotropic substances, as well as using and storing such substances in the TT premises.
- 4) Smoking outside designated areas.
- 5) Moving within the premises other than on foot or by car (prohibition of cycling, rollerblading, skateboarding, scooters, and similar means) unless previously granted by written permission.
- 6) Manipulating, controlling, or otherwise touching technologies and control elements of production lines, electrical equipment, and any other facilities of TT company without prior consent from the responsible person.

### **The Visitor to the TT premises is obligated to:**

- 1) Obtain an entry card/entry permit to enter the TT premises before entering.
- 2) Have their mobile phone sealed with a security bag at the entrance to the TT premises.
- 3) Use sidewalks for movement within the premises and exercise caution when crossing roads. Use pedestrian crossings where available; if not, take the shortest perpendicular route across the road and look carefully before crossing. Where sidewalks are not provided, pedestrians must walk on the left edge of the road and exercise increased caution. Adhere to safety markings and entry prohibitions.
- 4) Ensure proper closure of all doors used or passed through. Do not block installed door closers, and do not block doors in the open position (disruption of the fire-resistant function of the doors).
- 5) Upon leaving the TT premises, submit the entry card confirmed by the visited person.
- 6) Adhere to speed limits and park only in designated areas.
- 7) Upon request by security personnel, provide identification, present the entry card, follow their instructions, and, upon leaving the TT premises, submit the contents of carry-on luggage for inspection.
- 8) Undergo, on the instruction of security, an orientation breath test for the presence of alcohol in the body or a test for the presence of narcotics and psychotropic substances in the body anywhere in the TT premises. In case of a positive result of the test or refusal to undergo the test, leave the TT premises accompanied by security. The visitor to the TT premises (including external companies) may be subject to a lifetime ban on entry/driving into the TT premises.
- 9) In case of any violation, whether safety or OHS rules, the visitor may be escorted out of the premises by security personnel or may be subject to a lifetime ban on entry/driving into the TT premises based on the decision of TT company management.

**Any violation of the above prohibitions and obligations may result in the denial or revocation of entry/vehicle entry permits to the TT premises and possible imposition of a financial penalty based on the decision of TT company management, as specified in Annex No. 2 of these visitor regulations.**

## **CAMERA SYSTEM**

- 1) A camera system with recording devices is installed in the TT premises. The purpose of the camera system is to protect the property of TT company, TT employees, as well as external companies and their employees, companies located in the TT premises, and other cooperating individuals or other persons moving within the TT premises. It is also used for addressing events related to occupational safety and fire protection.
- 2) Cameras are primarily located at entrances, turnstiles, gates, the perimeter (fencing) of the premises, near selected technologies, and other high-risk areas.

## **PROCESSING OF PERSONAL DATA**

- 1) Information on how the personal data of visitors are processed and how personal data related to the operation of the camera system are processed can be found in the document:

**Information on the Processing of Personal Data of Visitors of TATRA TRUCKS a.s.**

## **FAMILIARIZATION WITH RISKS FOR MOVEMENT IN THE TT COMPANY PREMISES**

### **INDIVIDUALS – PEDESTRIANS**

- 1) Walkways for pedestrian movement within individual operations and production halls are marked on the floor with yellow lines and corresponding symbols for pedestrian traffic (pedestrian figure or footprints). Pedestrians have the right of way on walkways designated for them, while high-lift trucks and other vehicles have the right of way on other roads and areas outside pedestrian walkways.
- 2) Pedestrians must exercise increased caution, especially in areas where material handling is taking place, when exiting spaces leading to production areas, and in the vicinity of gates used for the entry of cars or handling trucks into halls and the exit from halls. During the winter season, extra caution is required in parking lots, operational areas, roads, and sidewalks due to possible icy conditions. All individuals who are not TT employees and move within the TT premises in TT's production and storage areas must wear sturdy closed-toe shoes; entry is prohibited in sandals, high-heeled shoes, and similar footwear. These individuals are also required to wear a reflective safety vest, with exceptions allowed by TT management.

### **VEHICLES**

- 1) Parking of vehicles is allowed in unattended external parking lots outside the TT premises. Vehicles parked in these lots are not taken into special storage. Within the TT premises, parking is only allowed in designated and marked areas. Stopping or standing is prohibited in other areas.
- 2) The maximum permitted speed on outdoor roads within the TT premises is 40 km/h, except for the "Polygon" road, which follows internal regulations. The maximum permitted speed inside buildings is uniformly set at 10 km/h.
- 3) Exits from halls and buildings are always considered exits from areas outside roads. Therefore, drivers must always give way to vehicles moving on the road they intend to exit when leaving halls or buildings.

Short-term visits and excursions also fall under the guiding norm "Movement of Excursions and Visits at TATRA TRUCKS a.s."

For external entities performing activities at TATRA TRUCKS a.s. premises, the document "**Basic Safety and Health Protection Requirements and Environmental Protection. Risks of Possible Threats to Life and Health for External Organizations Operating at TATRA TRUCKS a.s. Workplaces**" is also binding.

## **CONTACT DETAILS IN THE TT COMPANY PREMISES**

**Security Dispatch: 556 49 4012** - continuous operation

(reporting all security incidents, accidents, emergencies, traffic accidents, theft, etc.)

**Fire Department (HZS): 556 49 3333** - continuous operation

(reporting fires, management of EPS – first aid, ambulance, fire alarms, chemical leaks)

**Reception of the Administrative Building: 556 49 2280**

Jan Pivko  
Safety Manager

Ing. Lukáš Andryšek  
CEO

## Appendix No.1

**Risks of Potential Threats to Life and Health at TATRA TRUCKS a.s. Premises**

(For visits to TATRA TRUCKS a.s. premises according to § 101 of the Labor Code)

Identification of Hazards	Security measures to mitigate the risk
<b>Communication, stairs, ladders</b> Tripping, person falling on a flat surface, person falling on stairs, ladder	<b>Holding onto handrails when ascending and descending stairs and vertical steel ladders; proper footing; increased caution in wet conditions, icy surfaces, due to muddy footwear, etc.; lingering only in designated areas; using only specified pathways for personal movement; not climbing onto steel structures and ladders without permission; adhering to safety signs and signals. Sturdy footwear.</b>
<b>Collision between individuals and vehicles, or handling equipment</b> Traffic accident	Exercise increased caution, especially in parking lots, around intersections, exits of halls, and on internal hall roadways. Pedestrians should use sidewalks on outdoor roads and walkways on indoor hall roadways (marked with a pedestrian symbol or footprints). If the roadway inside the halls is shared for both forklifts and pedestrians, the vehicle always has the right of way. Adhere to regulations for traffic on roads; comply with traffic rules and speed limits of 40 km/h on outdoor purpose roads within the premises of TATRA TRUCKS a.s. and 10 km/h inside production and operational halls. <b>Prohibition of movement in areas where material handling (loading, unloading of material) is taking place, and in areas marked with a prohibition of entry for unauthorized persons.</b>
<b>Communication - channels, shafts, basement spaces</b> Collapse due to inadequate floor load capacity, cover of the channel, improperly positioned covering grating	<b>When entering buildings with vehicles, inquire about the floor load capacity and covers of channels; observe floor load capacity markings in areas with storage spaces; linger only in designated areas; when walking over covered channels, monitor the condition of the covers.</b>
Load Handling Injury to a person due to the fall and/or impact of a load.	Do not move beneath a suspended load and in the area where a suspended load may fall; do not lean on suspended handling units; pay attention to warning signals given by a crane operator/binder to alert individuals; linger only in designated areas.
<b>Railways</b> Contact with a railway vehicle Falling on the tracks	<b>Cross and traverse tracks only at designated locations – crossings. Exercise increased caution when crossing tracks, respect audible signals given by the locomotive engineer, and adhere to safety markings.</b>
<b>Conveyors</b> Entanglement, pulling of body parts by the conveyor; impact on a person by transported objects	Do not move in the vicinity of conveyors; do not touch with hands or objects held in hands the moving parts of the conveyor; adhere to the prohibition of entry and safety signs and signals;
Machines, Technological Units <b>Contact, entanglement with machine parts</b>	<b>Do not move close to running machines; linger only in designated areas.</b>
Pallet Stackers, Warehouses <b>Injury to a person due to the fall of a load, movement of the pallet stacker.</b>	<b>Do not enter the space of warehouses and pallet stackers; adhere to safety signs and signals; linger only in designated areas.</b>
Flammable Substances <b>Burns, fire, explosion</b>	<b>Linger only in designated areas; adhere to the smoking ban in TT premises, entry with an open flame in designated areas, and refrain from using devices that may initiate a fire or explosion.</b>
Hot Substances <b>Burns upon contact with hot material, substance.</b>	<b>Do not touch parts in the paint shop and welding shop; prohibition of entry for unauthorized persons into the paint shop and welding workstations.</b>
Small Metal Particles <b>Striking by flying chips during machining, grinding, or blasting.</b>	<b>Linger only in designated areas; do not move near machining machines, sandblasters, and grinders; use eye protection in areas where vision is at risk.</b>
Electricity <b>Injury to health from electric current by touching live parts.</b>	Adhere to the prohibition of entry, do not open covers of electrical panels, do not touch electrical conductors, do not touch lightning rods.

**List of financial fines for violating safety rules in the TATRA TRUCKS a.s. premises.**

<b>Trespassing against safety rules</b>	<b>Financial penalty</b>
Positive test for alcohol or narcotic and psychotropic substances	10 000,00 Kč
Theft, intentional damage to TT property, sabotage, violation of the prohibition on photography or recording audio-visual footage	10 000,00 Kč + Actual damages caused
Unauthorized opening of the security bag on the mobile phone	2 500,00 Kč
Exceeding the maximum allowed speed in the TT premises	1 000,00 Kč
Parking outside designated areas	500,00 Kč
Smoking outside designated areas	500,00 Kč
Inappropriate, vulgar, or aggressive behavior	1 000,00 Kč
Not using protective equipment, reflective vests, and sturdy footwear	1 000,00 Kč
Disregard of safety signage instructions	1 000,00 Kč
Violation of entry prohibition	5 000,00 Kč
Violation of occupational safety and health regulations, depending on the severity	1 000,00 Kč to 5 000,00 Kč
Other violations not mentioned above	500,00 Kč to 10 000,00 Kč

- For external entities performing activities at TT workplaces, a financial penalty of up to CZK 30,000.00 may be imposed for a violation of OSH, or work may be prohibited in accordance with the document "**Basic Requirements for Occupational Safety and Health, and Environmental Protection, Risks of Possible Threats to Life and Health for Foreign Organizations Operating at TATRA TRUCKS a.s. Workplaces.**"