



CODE OF CONDUCT OF EXTERNAL PERSONS

The following document contains all the important information concerning the rules of behavior and safety of our company.

All external subjects must make them their own and follow them scrupulously.

For any clarifications, contact the Sector Manager.

Entry into the workplace is allowed only after having presented themselves at the entrance and exclusively with the constant presence of a collaborator of the Company.

The security regulations for External Persons have been drawn up for your safety and for all company personnel.

We also remind you that this security regulation has the "Status" of the directive and consequently the conscious failure to comply with it can lead to serious consequences or incur criminal liability.

The company HBS SRL distinguishes the external parties in suppliers / transporters, visitors, extraordinary maintenance personnel and permanent maintenance technicians.

1.1. ACCESS TO COMPANY AREAS

Access to the corporate areas of the Transporter and Suppliers is carefully regulated in order to guarantee their safety and safety in all the phases they perform.

The transporters' access is conditioned to:

- Need to reach the areas intended for loading / unloading materials;
- Availability of company personnel to upload / download materials.

Supplier access is conditioned to:

- Interest in presenting and promoting materials and technologies;
- Opportunity to view the jobs to formulate an offer;
- Need to make instrumental and photographic measurements for the supplies to be proposed;
- Availability of company personnel to receive and accompany Suppliers.



1.2. REGULATION

- Access to company areas is allowed only at agreed times for delivery / collection of materials or in relation to the activities that the Supplier must perform.
- The Transporters and Suppliers must contact by telephone or by e-mail, with adequate notice, the Logistics Office with which they will agree the date and time of delivery / collection or visit.
- Minor workers are not allowed, even if accompanied by adult colleagues.
- Transporters and Suppliers must be provided with clothing and Personal Protective Equipment appropriate to the characteristics and risks of the workplace.
- Access to the company areas must be carried out according to the procedures established by the Logistics Manager and according to the routes defined by the latter as more secure.
- During the delivery / collection and the activities to be carried out, the Transporter and the Suppliers must comply with the instructions given by the Logistics Manager, in relation to the dangers present and the precautions to be taken.
- In particular, the Transporters and Suppliers must pay particular attention to the conditions of the fund on which they move, to the traffic of vehicles and to any suspended loads.
- The trucks used for the delivery / collection of the materials have the authorization to access the aprons and the plants for the time strictly necessary for the unloading / loading of the same and must be temporarily parked, in the areas indicated by the company personnel, taking care not to hinder the free movement of the means of work; then they must immediately leave the aprons and the plants.
- The trucks must proceed at a walking pace, respect the signs and always give priority to the company's work vehicles, even if coming from the left; do not keep the engines turned on in vain.
- The drivers must not abandon the trucks or even approach the plants and / or access the control cabins of the same.
- It is forbidden to hinder the transit routes, escape routes and access to fire-fighting equipment and First Aid; it is forbidden to smoke in areas where flammable products are present.
- The Logistics Manager has the right to prevent any delivery / collection or visit, at any time and even if scheduled, if you find that there are not sufficient security conditions for its execution.
- At the end of the unloading / loading or processing the areas concerned must be left clear and clean; it is forbidden to abandon any type of waste in the company areas.
- If there are any dangerous situations in the system, the emergency team (first aid, fire fighting and evacuation) must be alerted promptly and the Logistics Manager immediately notified.





2. EXTRAORDINARY VISITORS AND MAINTENANCE

The entry to the premises of the HBS SRL Company of visitors and extraordinary maintenance personnel can only take place following identification by the secretariat, which will inform the internal contact person of the arrival.

The access of the visitor or extraordinary maintenance worker is conditioned by the registration in the appropriate Access Register and with the simultaneous signing of the information on the processing of personal data.

A badge is given to the visitor or extraordinary maintenance technician. This must be worn and exhibited during the entire course of the stay in the company premises, and must be carefully guarded.

The exit can be done only with the permission of the internal contact person of the visitor or extraordinary maintenance worker, sent to the Secretariat: at the time of the exit the badge must be returned and indicated in the Access Register the exit time.

3. CONSECUTIVE MAINTENERS

The consecutive maintenance technician is registered in the system of H.B.S. Srl and is assigned a specific user. At the first access to the premises of the company is required to report to the Secretariat to receive a badge, which must be kept throughout the course of the relationship.

The maintenance technician must pass the badge on the appropriate electronic access recorder every time he enters and leaves the premises of the company. This registration must be carried out for:

- Let the person responsible for security know who is present in the company in case of danger;
- Where applicable, check the hours worked invoiced.

In the event that the maintenance technician does not carry out the above access registration, the unregistered hours will not be counted on the invoice.

The maintenance technician is required to wear and display the badge in the company areas, to keep it in an appropriate manner, not to transfer it to others and to return it at the end of the relationship.





4. INTERNAL REGULATION OF THE COMPANY

- Inside the H.B.S. plants Srl:
- Presence of moving forklifts
- Presence of other means of transport
- Use accident shoes throughout the area
- Use protective gloves: in case of material handling
- Use safety vest
- Use protective glasses
- Respect the speed limits: the maximum speed allowed for all vehicles is 10 km / h and must comply with the rules of the highway code
- Access: in all areas highlighted by this sign, access is granted only with explicit authorization and always accompanied by staff
- Smoking: smoking is not allowed inside the establishment
- Alcohol: it is forbidden to introduce into the site and make use of alcoholic beverages
- Use of open flames and any other source of ignition is forbidden

5. VIOLATION OF LAWS AND REGULATIONS

Where, during the stay outside or inside the H.B.S. SRL, the Eternal Parties put in place acts or omissions in contrast with laws, regulations, regulations or provisions, national and / or European, as well as with this code of conduct, the company H.B.S. Srl will not be held responsible for any damages or accidents incurred and, in case H.B.S. Srl found the non-fulfillment will be able to evaluate, at its own unquestionable judgment, to inhibit access to these subjects





HBS s.r.l. - Divisione valvole e componenti oleoidraulici
Sede legale Via Mastroppla, 4/6 - Unità loc. staccata, Via dell'Artigianato 6/8 - 46040 Monzambano (MN) - Italy
Ischr. Reg. Impr. - C. Fisc./P. IVA N. 01770200200 REA 180921 Cap. Soc. € 52.000,00