

SITE RULES

- Visitor passes must be worn, visible at all times and handed in to the receptionist on leaving the site.
- Photography is prohibited on site without specific authorisation.
- The use of mobile phones is strictly prohibited in designated areas.
- Electronic devices must not be connected to the company network without authorisation.
- Reverse parking is mandatory on site in designated areas.
- Smoking is prohibited except in the designated area next to the main exit gate.
- Compliance with the smoking and substance misuse policy is mandatory.

EMERGENCY NUMBERS

- NGF Europe emergency contact number from an internal phone: **3024**.
- External emergency contact number **999** (9999 when using internal phone line)
- Alternatively in emergency situations you may use your mobile to dial **01744 85 3024**.

IN AN EMERGENCY

If you hear the fire alarm:

- Intermittent alarm signal means **STAND BY**
- Continuous alarm signal means **LEAVE THE AREA** immediately by the nearest exit.
- On evacuating the building make your way to the assembly point on the car park by following the sign-posted escape routes. Help any injured persons. Do not use the lifts. Follow all instructions from emergency and fire personnel. Report any missing colleagues to the fire marshals at the assembly point.

(Fire alarms are tested on the first Tuesday of each month at 12 pm and all other Tuesdays at 8 am)

KEY SAFE BEHAVIOURS



Welcome to NGF Europe's Administration Block...

NGF Europe's administration block houses the company's office-based functions and is accessible via the visitors' car park.

Have a pleasant
and safe visit...



ARRIVING BY CAR

Visitors arriving by car should use the call button located at the entrance gate. When the gate opens turn right onto the car park and head for the clearly marked visitor parking bays. Reverse parking is mandatory on site. Visitor appointments are emailed via the SkyVisitor system. You will receive an email from your host containing an express check-in code, which you must scan on arrival using the console in reception. Other consoles are situated in Engineering, HS&E and the Warehouse. To open the gate when leaving the site use code 3024 on the key pad.



ARRIVING ON FOOT

Visitors arriving on foot should use the call button on the pedestrian access gate and walk across the car park, using the area designated as the fire assembly point.



FIRST AID

The admin block has first aid facilities as well as defib equipment and trained personnel. The registered first aider is Tracy Wilde.

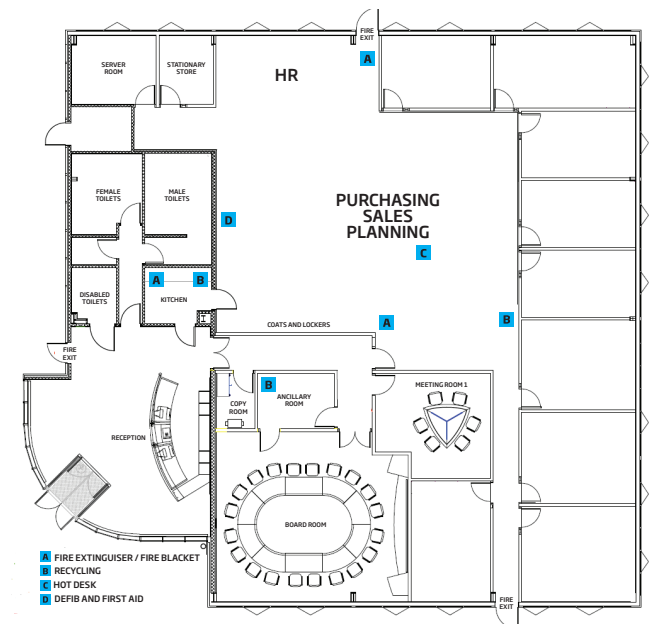


RECYCLING

NGF Europe makes every effort to recycle its waste. When on site we ask that visitors use the appropriate recycling bins located in the kitchen and auxiliary room.

OFFICE HOURS

The admin block is open Monday to Friday from 8.30 am until 4.30 pm.



PPE

If your host has arranged a factory visit you will undergo an induction and you must wear the appropriate personal protective equipment (PPE). Your host will make you aware of key safe behaviours relating to specific areas of the factory.

HOT DESK

Occasionally visitors to the department may work for extended periods, for example auditors or those seconded to the company on specific projects. A warm welcome is always afforded visitors and an area is available from which they may work. If you are at NGF Europe for any length of time, feel free to make yourself known to staff and management. It is important that workstations are kept tidy and that no documents or paperwork are left on desks.