

COMPANY SAFETY AND SECURITY RULES

ID BADGES / VISITOR'S PASS

1. Prior to entry, present your personal ID to Security Guard. A Visitor's ID and Visitor's Pass shall be issued by the Guard.
2. ID must be worn at all times.
3. Visitor ID and signed Visitor's Pass must be returned upon completion of your visit.
4. Log In / Log Out Policy. To avoid congestion in entrance and exit gate, security personnel will advise to park the vehicle first before logging in. Then log out first before getting the vehicle.



weapons is strictly prohibited.

3. The Company is a Smoke-free working environment. Smoking in areas inside the premises is strictly prohibited.
4. Picking of plants and fruits within the premises is strictly prohibited.

RESTRICTED AREAS

1. Visitors are not allowed to enter areas considered as restricted.
2. Should you require access to other restricted areas, a formal request must be made through your contact person and must be approved by the BU Head.



ENTRY INSPECTION AND CONSENT TO SEARCH

Prior to entry, all bags, packages and personal items shall be inspected. All vehicles shall be inspected as well by the Security Guard.



LOITERING

Loitering inside the premises is strictly prohibited.



PROHIBITED ITEMS

1. The on-site possession, sale, purchase, use or transfer of alcohol, drugs and other controlled substances is strictly prohibited.
2. The introduction, transportation, or possession of firearms or other dangerous



TRAFFIC SAFETY

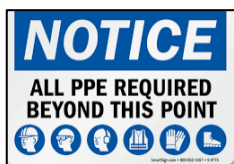
Pedestrian must use designated crosswalks and pedestrian lanes. Vehicles should obey the speed and traffic signs. Maximum speed limit inside the premises is 10 KPH only. Please fasten your seatbelts when driving or riding a vehicle.



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SAFETY AND HEALTH

1. Health Declaration Form should be filled-up prior entry in the premises.
2. All safety instructions, safety signs, tags, hazard communication and barriers posted should be adhered.
3. Personal Protective Equipment (PPE) for certain areas like manufacturing areas are required upon entering.



EMERGENCY NOTIFICATION NUMBERS

When inside the premises, dial any of the following numbers in case of any emergencies:

EMERGENCY NUMBERS	
Security Office	158
Safety Office	164
HR Office	114
Clinic	158

EMERGENCY PROCEDURES

In the event of an emergency evacuation or a training drill, follow these procedures:

- Do not panic. Take personal items such as bags, purses and keys with you, if it can be done quickly.
- Your contact person shall assist you in giving directions to go to the designated Evacuation Area.
- Evacuation Map is available in every area to guide you.
- When you arrive in the evacuation area, report immediately to the

Security Personnel or Safety Officer. Follow instructions to be given by the Safety Officer.

GOOD HOUSEKEEPING

1. No spitting at any areas at all times.
2. Always wear your face mask.
3. Littering is prohibited. Use designated trash bins in disposing your trash.
4. After using the restrooms, always wash your hands.
5. Eating is not allowed in the warehouse and manufacturing areas.
6. Vehicles with heavy smoke are not allowed to enter the premises. Vehicles allowed inside the premises should be free from any leak.



By logging the details of your personal information to our Visitor's Entry Logbook, you acknowledge that you have read and understood the materials presented in this handout. If you have questions, please ask any of the Security Personnel or look for the Safety Officer.

Thank you and have a nice and safe day!