



Visitors' **Safety Guide**

Dear Visitor,

We warmly welcome you to the OMP Office.

This leaflet will help familiarise you with important safety rules and code of conduct. Please be sure to adhere to these instructions.

We wish you an accident-free stay at our facility.

Your safety is our priority



OMP office Building Plan



(P1) Visitor and employee parking lot

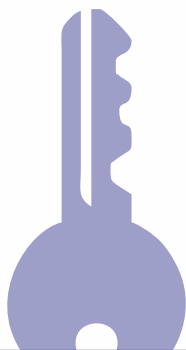
(P2) Reserved parking lot

(EN) Entrance

(R) Reception

(EX) Emergency exits

 Muster Point





Code of Conduct

All visitors must report to the security Gatehouse for screening.

Visitors shall proceed to the reception after screening, where a visitor or contractor ID tag will be issued. This tag must be worn visibly at all times while in the building.

Visitors shall then be picked up at the reception by a host staff. Only accompanied visitors will be allowed entry into the office building.

At the end of your visit, please remember to hand in your tag at the reception before leaving the premises.

- » Electronic devices may not be connected to the company network without prior approval.

Video and photography in and around our site is strictly prohibited without management authorization.

We reserve the right to search vehicles and loads.



For Your Safety

Smoking is strictly prohibited, except in designated area(s).

The use of alcohol and drugs is forbidden. Any person found under the influence of alcohol or drugs will be expelled from the facility.

Dangerous weapons such as (but not limited) to knives, switchblades, swords, daggers, blackjacks, brass knuckles and fire arms are not permitted on site.

Everyone has a responsibility to manage waste arising from their activity from cradle to grave. Follow proper waste segregation, using the waste bins at designated points.

Everyone is obligated to report any unsafe acts/conditions and incidents to the nearest supervisor or site EHS officer.

For Work by Third Parties



Contractors and consultants who shall perform non-routine work on site must be competent and have valid Permit to Work authorization and safety training.

Personal protective equipment (PPE) must be worn for non-routine works.

Please adhere to all prohibition and safety signs on site.

Familiarise yourself with escape routes, firefighting equipment and other alarm signals.

Entering operational areas that do not apply to your activity field is prohibited.



Use of Information Technology

- » The operation of non-Oando IT equipment on the company network is prohibited.
- » Do not leave your equipment unattended. We disclaim all liability for unattended equipment.
- » You may use company-owned IT equipment (PCs, printers, telephones etc.) only with the approval of your contact person.
- » We offer certain visitors internet access via Wi-Fi. Please contact your host staff for details. Terms and conditions for the use of guest Wi-Fi apply.



Conduct In Case Of a Fire

- » Do not panic.
- » Raise an alarm by shouting, "Fire! Fire!!"

Activate the fire alarm if safe to do so.
- » Obey fire alarms and follow the instructions of the fire wardens. Sirens emitting a continuous tone indicates a fire alarm and you must evacuate the building immediately and report to the designated muster points.
- » Leave the building via the indicated emergency exits and escape routes. Close all doors behind you.
- » Help any injured persons.
- » Do not use elevators.



Conduct In Case **Of an Emergency**

- » Do not panic.
- » Leave the building via the indicated emergency exits and escape routes. Close all doors behind you.
- » Help any injured persons.
- » First aid boxes are provided for treating injuries, and qualified first aiders are on hand during working hours.
- » To report an accident or environmental incident, please call our internal emergency number on 01-2702444 or email info@oandomarketing.com.

**Remember:
When in Doubt,
Seek Clarification**

