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## **Directive no. 35**

### **Rules Governing the Company Security (version for external organizations)**

**Approved by**

**Ing. Jan Zajíc**  
**Executive**

**Ing. Igor Krištofik**  
**Executive**

**Ing. Anton Vatala**  
**Executive**

Submitted by: Ing. Karol Motúz  
Company Security Manager

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## 1. Purpose of issuing the standard

This standard establishes the basic security rules in the company premises for the purposes of protecting the company assets.

## 2. Scope of validity

The standard applies to all employees of external organizations and visitors located inside the company premises.

## 3. Related documents, basic terms and abbreviations

### 3.1 Related documents

#### Slovak laws

- 1) Act no. 122/2013 Coll. on personal data protection
- 2) Act no. 473/2005 Coll. on private security
- 3) Act no. 311/2001 Coll., the Labor Code

#### CMR, s.r.o.

- 4) RON no. 53 - Rules governing the operation of external organizations
- 5) RON no. 7 - Electronic pass to the property

#### CMTT, s.r.o.

- 6) TOP F 20417 Pass system
- 7) TOP E 460112 Waste management

### 3.2 Basic terms and abbreviations

**Company** – includes legal entities of the Continental Group:

- Continental Matador Rubber, s.r.o. (CMR)
- Continental Matador Truck Tires, s.r.o. (CMTT)
- ContiTrade Slovakia s.r.o. (CTS)

**Employee** – a person in an employment relationship with the company, a person in a similar employment arrangement (e.g. on the basis of an agreement on work activities performed beyond the scope of an employment relationship) and a temporarily assigned employee.

**Perimeter** – the boundaries of the internal company premises delineated by the fencing, gatehouse and the outer walls of buildings located on the fence line of the company premises.

**Company premises** – include all production, assembly and storage facilities, gatehouses, roads and pavements, internal lay-by and parking areas, power management and technology facilities, office buildings and other objects that are owned or managed by the company in Púchov. The company premises are delineated by the perimeter.

**Security service (SS)** – a firm performing security service activities for the company under a contract.

**ESS** – Electronic Security System - serving for providing audio (visual) warning to SS employees of any intrusion to the secured area. ESSs are usually connected to the building's central security desk where ESS alarms are recorded.

**Identification card (IC)** – authorizes the holder to enter the company premises of Continental Púchov. It is used by the company employees during the term of their employment, employees of partner firms when performing the agreed works and by the visitors to the company premises during their visit.

**Partner firm** – an external organization, business partner of the company that supplies to the company any goods, raw materials, services, labor force or works based on an order.

The employees of partner firms are classified into two categories:

- **Contractors** – employees of a partner firm that has long-term presence in the company premises and has a leased area (e.g. Gimax, Eurest, Marius Pedersen....)

- **Suppliers** – employees of a partner firm (or possibly employees of a subcontractor) that has a contract concluded with our company (e.g. Sestav). Those are employees who perform the activities in the company premises for a period longer than 30 days.

**Students in practical training** – students staying in the company to gain their initial professional experience or to prepare their thesis

**Security Manager (SM)** – a manager responsible for company protection

**Technical means with optical devices** – electronic devices equipped with imaging documentation equipment (camcorder, camera, mobile phone, notebook / tablet / smartphone, ...)

**Gatehouse** – a place designated for registered entry/exit of persons and registered entry/exit of motor vehicles to/from the company premises.

**Weapon** – pursuant to Act no.190/2003 Coll. on firearms and ammunition.

**SE** – an SS security employee (SE) performing the security service activities

**Rail car** – a motorized train, locomotive, wagons

**Interflex** – the supplier of software solutions to Conti in the field of:

- Attendance and access control system
- Visitor management

**VMSI** – Visitor Management System Interflex

**Applicant** – a VMSI user (a Conti employee or an employee of an external supplier) with the assigned authorization to pre-register the visitors. The list of applicants features the selected Conti employees from various departments and representatives of the selected external suppliers to Conti).

**Inviting person** – in general, a Conti manager who is being visited by a visitor. Also, a VMSI user authorized to cancel a visitor pre-registration where this user is indicated as the “inviting person” (where the applicant is an employee of an external supplier). The list of “inviting persons” consists of Conti managers up to the level of department heads and the selected employees of specialized Conti departments.

**Visitor pre-registration** – entering of required information about the planned visit to VMSI by the applicant (required information: name and surname of the visitor, company, inviting person, planned time of visit, reason for visiting).

**Visitor registration** – registration of a visitor in VMSI by SS employee at the gatehouse (required information: ID card no., respectively passport no., vehicle license plate number - if the visitor enters with a vehicle, assigned visitor IC number, validity date of H&S and FP training).

### Roles of VMSI users

- **Applicant** – a person authorized to perform visitor pre-registration.
- **Approver** – a person authorized to cancel a visitor pre-registration where such person is specified as an inviting person.
- **SS employee** – a person authorized to perform visitor registration.

**LuxDoor** – a local software application for managing the entry by visitors to the premises of finished goods warehouses.

## 4. Description of activities

### 4.1 In general

- 1) The entry to the company premises is possible only for the purposes of work performance (employees of partner firms) or due to work-related reasons (visitors), and this through the gatehouses. The only exception being the specific events (excursions, open door day) that are managed in a special mode.
- 2) Any entry to the company premises without an assigned IC, respectively without approved access, is prohibited, excluding the exceptions specified in point 4.4 of this directive.
- 3) The permission of entry to the company premises for the representatives of mass media is subject to the approval by a company executive.
- 4) To ensure accurate records on persons inside the company premises, each person entering/exiting the company premises must use the assigned IC and record his/her entry/exit by attaching the IC to the IC sensor.

*Note: The valid original of this standard is published on the intranet, any printout from the intranet represents an uncontrolled copy.*

5) In the interest of security and order in the company premises, it is necessary to follow the instructions and regulations of the Security Manager, SS employees and employees of ESH Department, the obligations resulting from internal directives and generally binding regulations, as well as the local restrictions and orders.

6) It is forbidden:

- a) To enter the company premises under the influence of alcohol, narcotics or psychotropic substances.
- b) To carry, distribute or consume alcohol, narcotic or psychotropic substances in the company premises
- c) To smoke throughout the company premises, with the exception of places where smoking is officially allowed.
- d) To enter the company premises while carrying a weapon.
- e) To abuse the assigned IC in any manner, particularly for the purposes of entry by other persons to the company premises or to the buildings/offices with a higher security level.
- f) To take photos or make videos in the company premises using technical means equipped with optical devices without approval.

The request for taking photos or videos inside the company premises is approved by the respective Plant Director of CMR s.r.o. or the Plant Director of CMTT s.r.o. Exempt from this ban are the designated SS employees or Fire Department employees within the scope of their work activities.

- g) To move or stay without any reason in the immediate vicinity of the company's fenced area (1 meter) or on the roofs of buildings (risk of ESS disruption). If any movement/work in the immediate vicinity (1 meter) of the fenced area of the company is required, respectively on the roof of a building, it is necessary to notify SS of this fact in advance (042 461 3333)
- h) To store any items in the immediate vicinity of the perimeter (min. 2 meters). In extraordinary cases, it is possible to store materials/items for a required time period closer than 2 meters from the fence, however it is necessary to notify this fact in advance to the head of SS work shift (ext. 3333, e-mail: [securitas.veducizmeny@conti.sk](mailto:securitas.veducizmeny@conti.sk)).



- i) To unjustifiably open the emergency exit in the production areas, respectively any use of other emergency equipment or systems (fire alarms, fire-extinguishing equipment, etc.)
  - j) To enter any production premises not related to the employee's job performance without the consent of the applicable head of operation.
  - k) To enter the specific premises/buildings with a higher security level, entrance to which is fitted with an IC sensor, without registration of entry by attaching an IC to the IC sensor.
- 7) To block in any manner the door fitted with an IC sensor against closing.
- 8) In case of any damage to the property of the company/private person inside the company premises, respectively in the adjacent parking areas, to notify the SS of this fact without delay (Phone: 042 /461 33 33 - main gatehouse) and to stay at the location until the arrival of an SS employee. Subsequently, to complete the Insured Event Report (Annex no. 9). If the damage occurred in direct connection to the operation of a motor vehicle, the incident shall be further handled as a traffic accident, provided that any of the following conditions is met:
- a) a person dies or is injured
  - b) there is a leakage of hazardous/harmful substances into the air or soil
  - c) the incurred damage apparently exceeds €3,990
  - d) the driver of the vehicle that caused the damage is clearly under the influence of alcohol or other addictive substance. In such case, the driver of the vehicle, respectively a participant in traffic accident, must immediately report the traffic accident to the Slovak Police (158), wait at the location until the arrival of the Slovak Police and then proceed as instructed by the Slovak Police.
- 9) Only a motor vehicle driver is allowed to enter/exit through the North or South gatehouse inside a motor vehicle. Other passengers are required to get out of the vehicle and enter/exit the company premises through a turnstile.

## 4.2 Identification card (IC)

### 4.2.1 In general

- 1) The IC is a company property and is provided to its holder to be used during the period of IC validity.
- 2) The IC is used to register/record any entry/exit of a person to/from the company premises and the entry to specific areas/buildings with a higher security level where any entry is possible only on the basis of the approved access rights.
- 3) The IC is issued to the employees of partner firms on the basis of an approved application. The IC issuance procedure is set out in chapter 4.3.2.
- 4) The holder must protect his/her IC from damage or loss. The IC is resistant to water or dust. It is less resistant to mechanical or thermal bending. The IC must not be exposed to pressure, temperature higher than 60°C, to chemicals or to the effect of a strong electromagnetic field.
- 5) The IC must not be attached to the sensor while in a backpack/bag in order to prevent sensor damage.

### 4.2.2 Obligations of IC holders:

- 1) To carry their IC in a protective case with them while present in the company premises.
- 2) To carry their IC visibly when inside security zone 2, 3 (as per point 4.7).
- 3) At request, to submit their IC for inspection to SS employees, employees of ESH Department, respectively to the Security Manager.
- 4) Without being asked, to record each entry/exit from the company premises on the IC sensor installed on the turnstile, respectively in the gatehouse area, as well as when entering the buildings where an IC sensor is installed.
- 5) To report any IC loss or theft immediately to their supervisor and SS (Phone: +421 42 461 3333).

- 6) To hand over the IC on the day of employment termination or the end of the agreed performance of work in the company premises to the representative of the partner firm that requested its issuance
- 7) In case of IC loss, damage, defect or when forgetting it, to ask the SS employees at the gatehouse for the issuance of a replacement IC. The SS employee shall issue a replacement IC with the identical scope of access rights as the original IC. The validity period of the replacement IC is limited to max. 3 days. The employee shall be required to hand over the replacement IC at the same gatehouse where the IC has been previously issued, and this within 3 days of its issuance.

#### **4.2.3 Interflex access system**

The Interflex access system is used to control and manage the access of persons to the company premises and to the designated areas/buildings inside. The IC sensors are installed at all entries/exits to/from the company premises, as well as at the entries/exits to/from designated buildings.

The following persons possess the authorizations to set the access rights on IC sensors located in the Conti site:

**Local SS administrator** – sets the access rights for employees of external companies (contractor IC, temporary IC) based on the approved request for entry, respectively based on the approved request for extension of access rights.

**Person responsible for the object/building** – a designated person responsible for approving access to the object/building (Interflex access system). The list of responsible persons is provided in Annex no.13.

### **4.3 Entry of persons**

#### **4.3.1 Rules governing the entry of employees of partner firms to the company premises**

##### **4.3.1.1 In general**

- 1) A partner firm is defined as:
  - a) contractors/subcontractors, respectively the customers of Continental Group – CMR, CMTT, CTS.
  - b) firms that operate in the company premises on a long-term basis and have a contract concluded for a lease of property in the company premises are assigned to a specific group of partner firms, the so-called “contractor”
- 2) The employees of partner firms are allowed to move in the company premises only on designated roads and pavements and may not enter the buildings or premises that are not related to the performance of agreed work.
- 3) The employees of partner firms enter the Conti site for long-term deployment (more than 30 days) based on an issued IC.

The IC issuance conditions are set out in point 4.3.1.4.

- 4) The employees of partner firms (including employees of subcontractors) enter the Conti site for short-term deployment (1-7 days) based on an issued **visitor** IC. The visitor IC issuance conditions are set out in point 4.3.2.

#### **4.3.1.2 Obligations of a partner firm**

- 1) To observe all generally binding legal regulations in force at the time of performing activities in the company premises.
- 2) To secure provision of information to the employees of their own company, respectively subcontractor who shall perform work activities in the company premises, on the provisions set out in this Directive no. 35, as well as in Directive no. 53 (Rules governing the operation of external organizations).
- 3) To secure for their own employees (subcontractors) the permission to enter the company premises before performing the agreed works. In this respect, it works closely with the contact person of the specialized department of the company that has ordered the performance of the agreed works.

- 4) Pursuant to the legislation in force, to secure for their employees, as well as for all subcontractors, the H&S and FP training in accordance with Directive no. 53 (Rules governing the operation of external organizations).
- 5) To secure adequate protection of their movable and immovable assets, as well as movable and immovable assets, which were provided to the partner firm under the valid contract by the company against damage or theft.
- 6) In the event that a contractor IC is issued for their own employee, or a temporary IC for their own employee or for a subcontractor's employee, to pay the handling fee in cash upon receiving the IC in accordance with the applicable List of Fees/Fines set out in Annex no. 12.

Any IC loss or damage creates a risk for the company associated with the possible misuse. With respect to these facts, a partner firm undertakes to pay the contractual penalty in accordance with the applicable List of Fees/Fines set out in Annex no.12. The contractual penalty shall be paid at the receipt of the new IC in cash to the SS employee who shall issue a cash receipt.

- 7) **Immediately, but no later than in 3 calendar days, to notify the end of the work deployment of an employee of a partner firm/subcontractor in the company premises and no later than in 7 days following the end date of the validity of the assigned IC to return this IC to the SS administrator (door no. 31 on the ground floor of AB 2 building). In the event of failing to return the IC within the specified period, a penalty shall be charged in accordance with the applicable List of Fees/Fines set out in Annex no.12.**
- 8) During the deployment in the company premises, to provide their employees, respectively the employees of subcontractors, with the work clothing in a manner so that it is possible to visually identify the name of a partner firm (workwear featuring a company name, respectively a work vest featuring a company name).

#### 4.3.1.3 Obligations of a partner firm employee

- 1) The employee of a partner firm shall be required to record in a specified manner each entry/exit from/to the company premises by attaching his/her IC to the IC

sensor installed in the gatehouse area, respectively at the entry to the building/room.

- 2) The employee must protect his/her IC against loss, theft or damage. Any misuse of the assigned IC for unauthorized entry by another person to the company premises shall be penalized in the form of a ban on entry into the company premises and by IC revocation.
- 3) The employee of a partner firm shall be required to notify the loss, theft, damage or defect of his/her personal IC without delay to SS employees (Phone: 042 461 3333 - main gatehouse) who shall arrange that the IC is blocked. S/he shall be also required to report this fact to the representative of a partner firm who shall file the request for a new IC, respectively a request for a duplicate of the original IC.
- 4) Before entering the company premises, it is necessary to attend H&S and FP training and to confirm this fact by one's signature in accordance with Directive no. 53 (Rules governing the operation of external organizations).
- 5) Any violation of the smoking ban outside the designated smoking areas or the ban on alcohol, narcotic or psychotropic substances shall be penalized by the ban on entry into the company premises and by IC revocation.
- 6) Any theft or attempted theft in the company premises shall be penalized by the ban on entry into the company premises and by IC revocation.
- 7) Also, any discovered signs of violent behavior or vandalism shall be penalized by the ban on entry into the company premises and by IC revocation.
- 8) To wear work clothes featuring a name (logo) of a partner firm while performing the agreed work in the company premises.

#### **4.3.1.4 Issuance of IC to employees of partner firms**

The applicant for entry shall complete the form provided in Annex no. 1 – the accuracy of the data entered to the form shall be confirmed by the signature of the representative of the specialized department of the company that has ordered the work activities of the partner firm. The request is approved by the respective director of the department that ordered the work activities of a partner firm and by the

Security Manager or the Head of ESH Department. In case of a request for entry to specific premises/buildings beyond the basic entry to the company premises through the turnstiles, the application must be also approved by the designated persons responsible for individual objects/buildings, each for his/her area of responsibility (approval of entry + time profile of the entry authorization).

The applicant submits the approved application to the SS administration office (ground floor of AB 2, office door no. 31) where the IC shall be issued to the applicant. An IC may be issued to an applicant only after this applicant attends the compulsory H&S and FP training. In the event of extension of access rights to also include motor vehicle entry, the SS administration employee shall also issue to the applicant the motor vehicle card (pursuant to Annex no. 7). The IC issuance fee is listed in Annex no. 12.

In the same manner, it is possible to apply for:

- a) Extension of access rights for a partner firm employee for entry by a motor vehicle to the company premises (form – Annex no. 4.)
- b) Extension of the IC validity period
- c) Issuance of a duplicate IC

#### **4.3.1.4.1 Contractor IC**

A contractor IC is issued to the employees of partner firms in the “contractor” category whose designated place of work performance is in the company premises.

The applicant arrives to get photographed (room no. 4, ground floor of AB2) at a time agreed with the SS administration employee (Phone: +420/42461 3203, e-mail: securitas.ag@conti.sk). The period of validity of a contractor IC is limited to the period of performance of the agreed work activities in the company premises.

#### **4.3.1.4.2 Temporary IC**

A temporary IC is issued to the employees of partner firms whose designated place of work performance is in the company premises for a period longer than 30 days. The period of validity of a temporary IC is limited to the period of performance of the agreed work activities in the company premises, **maximum however 1 year**.

#### **4.3.2 Management of visitors to the company premises**

The Visitor Management System from Interflex (VMSI) software application is used to control access by visitors to the Conti Púchov site.

##### **4.3.2.1 Visitor control system via VMSI**

Each visitor entering the Conti site must be registered in VMSI.

##### **Visitor registration**

It takes place at the gatehouses (main gatehouse, North gatehouse, South gatehouse), respectively at the Information Desk on the ground floor of AB1 building by SS staff. During registration, each visitor is issued a visitor IC, which is used by the visitor to enter/exit to/from the Conti site through the designated turnstiles.

The SS employee may only register the visitors found on the list of pre-registered visitors. Exceptions being only the following types of visitors:

- Import of raw materials, equipment, goods to the warehouse (central reception, investment warehouse) based on a delivery note (purchaser being CMR, CMTT, CTS),
- Entry by ambulances, fire department vehicles, police vehicles (a visitor IC is not issued - a record is made in the Book of Visitors),
- Unannounced entry by the persons from national supervisory authorities.

##### **Visitor pre-registration**

A visitor pre-registration system is used for the planned visits. The maximum duration of a visit via the pre-registration system is 7 days. The applicant is



responsible for the determination of the visit duration so that it only covers the time necessary to fulfill the purpose of the visit. The applicants may plan the entry of a visitor with a vehicle to the company premises only in necessary cases - as a standard, the visitor parking area in front of AB1 is designated for visitor parking.

For more information on the conditions for a visitor entry with a motor vehicle into the Conti site see point 4.4.1.1.

### **Approval of visitors**

- **The pre-registrations issued by the applicant – external contractor’s employee** are subject to the approval by the responsible Conti employee who is indicated as the “inviting person” for the given visitor. In the visitor pre-registration, the applicant is required to specify in the “inviting person” field only the designated Conti person.

A Conti employee who is specified in the registration as an “inviting person” shall receive an information e-mail containing the basic information about the visitor (name, surname, company, time of visit, reason for visit).

If the Conti employee does not agree with the visit, s/he logs in to VMSI software application and cancels the given pre-registration in the list of pre-registered visitors.

If the pre-registration is not canceled before the first registration of the visitor at the gatehouse, it is considered approved.

### **Ending the visit (de-registration)**

Upon leaving the Conti site, the visitors may use only the turnstiles with an installed IC collector. The visitor inserts his/her card into a card collector each time s/he exits the Conti site.

In case of multi-day visits, the number of entries/exits of a visitor is not limited, except for the last day of validity of a visitor IC when only one entry/exit is possible. On this day, the IC collector will retain the IC in the collector and automatically de-register the visitor in VMSI.

In the event that the visitor ends the visit before the end of the validity period of a visitor IC, at the last exit from the Conti site s/he hands the IC to the SS employee at the gatehouse who shall perform the de-registration of the visitor in VMSI.

### **Additional visitor records**

In case a visitor IC is not returned back (the de-registration of the visitor does not take place and the validity of a visitor IC is exceeded), the SS administrator will create an entry to this visitor concerning the unreturned IC. Any repeated registration of such visitor shall be only possible after the IC is returned, respectively after the contractual penalty is paid in accordance with Annex no. 12.

If it is determined that during his/her visit to the Conti site a visitor violated the rules of Directive no. 35 or Directive no. 53 (Rules governing the operation of external organizations) (e.g. wrong parking, smoking outside the designated areas without creating a fire risk, movement inside the premises beyond the designated areas), the SS administrator shall create an appropriate entry to such person - visitor.

In case of violation of traffic rules, the SS administrator shall create, at the request of the Security Manager, an entry in the "entry with vehicle not allowed" field, after which the possibility to add a vehicle license plate to the given person is blocked, making it impossible to allow this visitor to enter the company premises with a motor vehicle.

### **Inclusion of a visitor to the group of undesirable persons**

A visitor who during his/her visit to the Conti site grossly violates, or repeatedly violates in a less serious manner, the rules set out by Directive no. 35 or Directive no. 53 (Rules governing the operation of external organizations) (e.g. aggressive/vulgar behavior, use of alcohol, theft/attempted theft..) shall be included to the group of undesirable persons. An entry to this person shall be made by the administrator at the request of the Security Manager, respectively the Head of ESH Department.

**A visitor who does not return the assigned visitor IC shall be also automatically classified as an undesirable person.**

It is not possible to perform visitor registration with a visitor who has an undesirable person entry created with respect to him/her. In case of any doubts with respect to the identity of a person during the visitor registration at the gatehouse (identical name and surname as an undesirable person), the SS employee must contact the Security Manager, respectively the Head of ESH Department, and to proceed at his/her instructions.

The deletion of an undesirable person entry shall be made by the system administrator at the request of the Security Manager, respectively the Head of ESH Department. With a visitor who did not return a visitor IC, the deletion of the entry shall be performed by the system administrator after the IC is returned, respectively after the fine is paid in accordance with Annex no.12.

The company employees may address any requests for the inclusion of a visitor to the group of undesirable persons, while providing the reason, to the Security Manager, respectively to the Head of ESH Department.

#### **4.3.2.2 Visitor management to the tire warehouse (Púchov distribution center, Považská Bystrica distribution center, Dubnica nad Váhom distribution center)**

##### **1) Truck drivers – tire dispatching**

All truck drivers entering the tire warehouse to export/import the tires are registered in the LuxDoor visitor system.

When registering a driver to the LuxDoor system, the SS employee (goods dispatcher) thoroughly checks 2 identification documents of the driver (ID card, respectively a passport or a driver's license), as well as the vehicle and trailer documents (technical certificate). At first registration (new driver), the SS employee also photographs the driver's face (the driver's photo is attached to the driver data in the LuxDoor system) and submits to the driver for signature the form – Consent to the processing of personal data.

2) In the event of discovering any discrepancy in the identity documents of the driver or any discrepancy in the vehicle/trailer license plate number, the SS employee proceeds in line with the procedure set out in Annex no.14.

3) Other visitors to the EDC warehouse or tire warehouse

The SS employee at the gatehouse records the visit in the LuxDoor system (just by checking the ID card or passport without taking any photos) and informs the visited person about the visit over the phone. The visited person picks up the visitor at the warehouse gatehouse and secures the escort for the visitor during the entire stay of this visitor in the warehouse premises.

#### **4.4 Entry of motor vehicles into the company premises**

When entering the company premises, the drivers are required to register in the designated form (Annex no. 11 - List of NCTA - TFA) their own material / tools / equipment that they are bringing in their motor vehicle and to submit these forms to the SS employee at the gatehouse for inspection when entering or leaving. An external company that exports its own material / tools / equipment, as well as the property of Continental Matador, shall be required to fill in the electronic pass in accordance with Directive no. 7 (Electronic pass to the property).

##### **4.4.1 Entry/exit and parking of employee vehicles of partner firms**

###### **4.4.1.1 In general**

1) It is forbidden:

- a) To enter with private vehicles owned by natural persons.
- b) To enter with passenger taxi vehicles, except for visits by the TOP management of the company.
- c) To park in the parking areas designated for passenger vehicles any vehicles that are not intended for transporting passengers and are not classified as passenger cars.
- d) To park in the parking areas reserved for company management.
- e) To leave any trucks, semi-trailers/trailers in the company premises during Saturdays, Sundays or holidays and on working days between 22:00 and 06:00 without the consent of the Security Manager or the Head of Object Protection (VOO).

- 2) When entering or exiting, the drivers of motor vehicles are required to register at the gatehouse and to submit documents without being asked authorizing them to enter or exit with a motor vehicle to/from the company premises, as well as the documents authorizing import/export of the material to/from the company premises.
- 3) At the exit, the driver is required, without being asked, to open the boot/loading area of the vehicle and to allow the inspection of other vehicle compartments.
- 4) The drivers are required to observe the traffic rules (both vertical and horizontal road signs) on the roads inside the company premises. In case of violating the traffic rules, they shall be fined in accordance with Directive no. 53 (Rules governing the operation of external organizations).

#### **4.4.1.2 Employees of partner firms in “contractor and suppliers” category**

##### **1) In general**

- a) The employees of partner firms are allowed entry to the company premises based on the approved application (Annex no. 4) in the form of an extension of access rights to the IC sensors located on the road lanes at the North gatehouse and South gatehouse.
- b) If the application is approved, a vehicle card is issued (Annex no. 7) that must be visibly placed behind the windscreen of a motor vehicle at all times while the vehicle is present in the company premises.
- c) The motor vehicle access permit is charged in accordance with Annex no. 12.

##### **2) Rules governing the approval of motor vehicle entry**

The condition being a contract signed between the company and a partner firm with the contractual implementation period longer than 1 month. Accepted reasons for approving entry by a motor vehicle:

- a) Control activity by a manager/coordinator of a partner firm, requires permanent or frequent (at least twice a week) presence in the company premises

(considered is the number of employees, scope of work, periodicity of activities).

- b) Daily transport of material.
- c) Daily deployment of construction machinery for a period longer than 30 days.
- d) Technology vehicles of partner firms that reside in the company premises and that must pass through the gatehouses due to their work activities.
- e) Selected technology/service vehicles of a partner firm that often enter the company premises for the purposes of performing the agreed work.

Duration period of the entry permit

- a) For company vehicles of firms in the “contractor” category for the duration of their contractual relationship with the company.
- b) For company vehicles of firms in the “suppliers” category for the duration of their contractual relationship with the company, maximum however 1 year.

#### **4.4.1.3 Short-term entry of vehicles**

- 1) An employee of a partner firm may request a short-term entry to the company premises (1 to 7 days) with a motor vehicle, and this for the time period necessary to import/export any material, tools or instruments, respectively for any maintenance work requiring entry of a specialized motor vehicle to the company premises. The planning/approving of vehicle entries takes place in VMSI software application identically to the entry of persons (point 4.3.2.).
- 2) It is expressly prohibited to use the entry of vehicles for the purposes of driving any partner firm’s employees to the workplace.
- 3) A short-term entry of a vehicle shall be also used in the event of a visit by company management that enters the company premises with a motor vehicle.
- 4) The approver of entry is responsible for checking the eligibility of a motor vehicle to enter the company premises.

#### **4.4.1.4 Special entry mode**

- 1) The import of raw and other materials to the company premises is governed by the mode approved by the Purchasing Division Director.

- 2) The import of goods based on a delivery note – no approval is required for the entry if the recipient of the goods is Continental company and the goods are imported to the Central Reception, respectively to the investment warehouse of the company. The SS employee performs the registration of the one-time visit based on the delivery note. The entry to the area is conditioned by the driver getting familiarized with the H&S and FP rules in accordance with Directive no. 53 (Rules governing the operation of external organizations) and confirms this familiarization by his/her signature.
- 3) The entry by technology vehicles of selected service companies (e.g. haulage of garbage, telecommunications services). The Head of Support Services Department shall provide the Security Manager with the approved list of drivers and vehicles of the given service company valid for the respective calendar year. The list includes an annex – written confirmation by the drivers of their familiarization with the H&S and FP rules in accordance with Directive no. 53 (Rules governing the operation of external organizations). The drivers and vehicles included in the list shall be allowed one-time entry to the company premises after identity check and registration of the visitor by the SS employee at the gatehouse.
- 4) The operational deployment of construction vehicles during major investment activities.

The Head of the Investment Department of the company shall ask the Security Manager in writing to apply this special entry mode, while the application shall specify the name of the partner firm, name of the responsible person of the partner firm (site manager), location of the construction/investment works in the company premises and the time period, during which the special mode of entry shall apply. The responsible person of a partner firm shall be then authorized to contact the SS workplace at the South gatehouse (Phone 042 4612983) stating the name of the driver and the license plate number of the vehicle to enter the company premises and the planned periodicity of entries/exits of the vehicle to/from the company premises. The drivers and vehicles mentioned in the phone call shall be allowed entry to the company premises after identity check and registration of the visitor by the SS employee

at the gatehouse during the first entry. The entry to the area is conditioned by the driver getting familiarized before the first entry with the H&S and FP rules in accordance with Directive no. 53 (Rules governing the operation of external organizations) and confirms this familiarization by his/her signature.

- 5) The entry for SS vehicles and employees who secure replenishment of ATMs in the company premises.

The Head of Finance Department shall provide the Security Manager with the approved list of drivers and vehicles of a security agency valid for the respective calendar year. The list includes an annex – written confirmation by the drivers of their familiarization with the H&S and FP rules in accordance with Directive no. 53 (Rules governing the operation of external organizations). The drivers and vehicles included in the list shall be allowed one-time entry to the company premises after identity check and registration of the visitor by the SS employee at the gatehouse.

## **4.5 Gatehouses serving for entry to the company premises**

### **4.5.1 In general**

- 1) The following gatehouses can be used to enter/exit to/from the company premises:

- South gatehouse
- North gatehouse
- Main gatehouse
- Entrance hall in the main office building (visits, excursions)
- Railway siding gatehouse
- EDC gatehouse

- 2) The material and equipment export mode is governed by Directive no. 7 - Electronic pass to the property.
- 3) The import/export mode for the work tools and instruments owned by a partner firm takes place on the basis of a form (Annex no. 7) confirmed by the SS employee at the entry of the motor vehicle to the company premises.
- 4) Subjected to the weighing mode at the entry and exit from the company premises are all Marius Pedersen company motor vehicles performing waste collection and

*Note: The valid original of this standard is published on the intranet, any printout from the intranet represents an uncontrolled copy.*



the trucks importing raw materials according to the specification set out by the Head of Purchasing Division. At the request of the SS employee, each driver is required to perform weighing of the vehicle.

#### **4.5.2 South gatehouse (N49.10147, E18.32143)**

The South gatehouse serves for the passage of trucks and construction machinery to the company premises and also for the entry of persons. In specific cases and when the North gatehouse is not in operation (weekdays between 22:00 and 05:30, on weekends and public holidays) it is also used for the passage of passenger cars and vans.

Working hours: 24 hours a day, 7 days a week.

#### **4.5.3 North gatehouse (N49.10562, E18.31898)**

The North gatehouse serves for the passage of passenger cars, small trucks and special vehicles (fire fighters, ambulances, etc.) to and from the company premises.

Working hours: on working days between 05:30 and 22:00.

The North gatehouse is not intended for the passage of persons and serves for the passage of motor vehicles with a driver. The passengers are required to step out of the vehicle and go to/from the company premises through the main gatehouse, respectively through the visitor entrance.

The passage of passengers inside a motor vehicle is only possible in the following cases:

- a) Visit by the TOP management of the company (request for entry issued by the Secretariat of CMR or CMTT Company Director).
- b) Entry/exit by ambulances, fire department vehicles, plant fire-fighting vehicles, Slovak Police vehicles.

#### **4.5.4 Main gatehouse (N49.10576, E18.31759)**

The main gatehouse serves for the entry/exit of company employees and the employees of partner firms to/from the company premises.

Exit for visitors after 16:00.

Working hours: 24 hours a day, 7 days a week.

#### **4.5.5 Entry for visitors - entrance hall of AB 1 office building (N49.10574, E18.31767)**

The entrance hall of the office building serves for the entry and exit of visitors on working days between 06:00 and 16:00.

##### **4.5.5.1 Entry mode**

**Entry via the information desk is designated for visitors.**

- a) The SS employee at the information desk shall look up the visitor in the list of pre-registered visitors, check his/her identity, register the visitor in VSI and issue a visitor IC to him/her.
- b) In the event of unplanned visitors (e.g. unannounced entry by state inspection authorities), the SS employee first informs the respective manager of the company about the visit and then checks the identity of the visitor, performs the visitor's registration and issues a visitor IC.
- c) A visitor may use the designated Visitor parking area for the duration of his/her visit.

#### **4.5.6 Railway siding gatehouse (N 49.10501, E18.32347)**

The railway siding gatehouse serves for the entry/exit of rail vehicles to/from the company premises. The gatehouse operates in a so-called unattended mode with the remote operation of the gate movement. The employees LKT Trans company are required to inform the head of SS shift 1 hour in advance about any planned entry/exit of railway vehicles and, at request, to cooperate with the SS employees during the inspection of rail transport vehicles.

Working hours: 24 hours a day, 7 days a week.

#### **4.5.7 Distribution center Púchov**

The Distribution center Púchov is used for the entry/exit of company employees, employees of the provider of warehouse and dispatch services and the visitors to the tire warehouse.

Working hours: 24 hours a day, 7 days a week.

### **4.6 Operation of the camera system (CCTV)**

#### **4.6.1 Moral principles of operating a CCTV system**

When installing a CCTV system, the human dignity must be respected. The cameras may be installed only in the areas outside the sanitary facilities (shower, bathroom, changing room...).

When installing a CCTV system at the workplace capable of camera recording, the employees must be only passively recorded, not continuously monitored. This means that the recording does not constitute any permanent inspection of their behavior but rather it ensures that a camera footage is available in the event of:

- a. Necessary investigation of an incident (injury, fire, environmental disaster, equipment failure, traffic accident, ...).
- b. Damage to the property of the company or other entity (theft, damage to a building, damage to a motor vehicle, ...).
- c. Criminal activity, violent crimes etc.

#### **4.6.2 Purpose of operating a CCTV system**

The purpose of operating a CCTV system is, in particular:

- to protect the assets of employees and the company
- to protect the assets of external companies and their employees
- to protect against unauthorized entry by undesirable persons to the company premises
- to optimize production processes

- to prevent work accidents

#### 4.6.3 Rules governing the CCTV system operation

1. The CCTV systems, with which there occurs collection of personal data, may be only used in compliance with:
  - a) Act no. 122/2013 Coll. on personal data protection
  - b) Labor Code.
2. Each installation of a new camera in the company premises must be notified in advance and approved by the Security Manager.
3. The external companies operating in the Conti site on a long-term basis are allowed to operate their own CCTV systems in the leased premises under the following conditions:
  - Compliance with Act no. 122/2013 Coll. on personal data protection, respectively Labor Code.
  - Only the leased premises may be recorded/monitored, other premises only with the approval of the Security Manager.
  - The operation of a CCTV system is limited to the duration of their lease contract.

#### 4.7 Safety zones in the company premises

The zoning of the company premises serves for the purposes of managing the entry to the individual objects in the company premises and maintaining a reasonable level of security of buildings/objects in the company premises in accordance with the Continental's standards.

Zone	Building/room	Building no.	Security zone specification
Zone 0	Canteens and cafeterias	1, 7, 20	public space (free access for Continental employees, suppliers and visitors after entering the company premises)
Zone 1	PLT production facilities*	1, 2, 4, 6, 8	non-public zone (entry only for a defined group of company employees and employees of contractors, respectively visitors with an assigned access right, the entry into the zone is inspected - use the IC readers), * entry without inspection using IC reader, limited access mode - by the information on entry ban for unauthorized persons at all entrance doors to the object, entry by visitors only when accompanied by an
	CVT production facilities*	4, 7	
	CMR - office premises	20, 21, 25	
	CMTT - office premises	7, 30	
	Production of conveyor belts	6, 8	
	Power management	5, 35	

*Note: The valid original of this standard is published on the intranet, any printout from the intranet represents an uncontrolled copy.*

	Mixing plant *	4	authorized employee of the company
	Firemen building *	23	
	Tire warehouse	9	
Zone 2	CMTT server room (1 <sup>st</sup> floor)	7	non-public zone (entry only for a defined group of company employees and employees of contractors, respectively visitors with an assigned access right, the entry into the zone is inspected, use IC readers), - the persons in Zone 2 must be clearly identifiable by the assigned Continental ID card
	CMR server room (1 <sup>st</sup> floor)	2	
	TCP1 building TCP2 building TCP3 building	22,27,29	
Zone 3			entry only for CMR employees, the entry to the zone is controlled by the use of IC reader, the area is monitored by CCTV and connected to ESS

## 5 Responsibilities

- 1) The persons responsible for the implementation and compliance with the provisions of this internal legislation standard are the manager responsible for protecting the company (Security Manager) and all managers of the company.
- 2) It is the Executive Board of the company that is responsible for the inspection of compliance with this internal legislation standard, being also responsible for the interpretation of individual provisions of this internal legislation standard of the company, as well as for the resolution of any disputes.

### Request for Issuance of Identification Card (IC)

- entry for a person for more than 30 days  
 extension of the entry validity period for a person to more than 30 days  
 duplicate  
 extension of entry authorizations

1. Company (supplier) name:  
 2. CIN : VAT IN:  
 3. Contact person: Phone: Email:  
 4. Entry validity period: from: to:

*I request the issuance of the entry permit for the supplier's employee. The issued IC is not transferable. The undersigned confirms by his/her signature that s/he has been familiarized with the Code of Conduct inside the company premises (Directive no. 35 and 53). In the event of any failure to observe the above rules, we agree to the revocation of the issued permit (IC).*

Name	Surname	Date of birth	ID card no.	Signature

#### C o n s e n t

#### to the provision and processing of personal data under Act no. 122/2013 Coll. on the protection of personal data, as amended.

I give my consent to the company: *Securitas SK s.r.o., Bojnická cesta 1911/3, Prievidza* to the processing of personal data under § 11 of Act no. 122/2013 Coll. on the protection of personal data for the purposes of protecting the assets of Continental Matador Rubber s.r.o. and Continental Matador Truck Tires s.r.o.

List of personal data: name, surname, company, ID card no. or passport no., date of birth, photo.

I grant my consent for the period of 3 years following the expiry of IC validity period.

Securitas SK, s.r.o. company undertakes to not misuse these personal data and to protect them against theft, loss, damage or unauthorized access by third parties.

On behalf of the Supplier, by attaching my signature I agree to the payment of a fee/fine in accordance with Annex no. 12 to Directive no. 35.

#### **Person authorized to act on behalf of the company:**

Name and Surname: \_\_\_\_\_ Signature: \_\_\_\_\_

Supplier's contract no.: \_\_\_\_\_ Contract validity date: \_\_\_\_\_

Subject of contract:

#### **Employee responsible for data accuracy: (CMR, CMTT, CTS)**

Name and Surname: \_\_\_\_\_ Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Access rights (buildings / Access Profile)</b>	<b>Time profile:</b>	<b>Signature of responsible person</b>
<b>Approved by</b>		<b>Signature</b>
<b>CMR, CMTT, CTS (Division Director, Deputy)</b>		
<b>Security Manager / Head of ESH Department</b>		



## Request for issuance of Identification Card (IC)

- motor vehicle entry for more than 30 days  
 extension of the validity period of motor vehicle entry to more than 30 days  
 duplicate

- 
1. Name, address of the company (supplier):  
2. CIN: VAT IN:  
3. Contact person: Phone: Email:  
4. Entry validity period: from: to:
- 

*I request the permission of entry for the following vehicles. The drivers shall observe the traffic rules inside the premises, they shall not enter/exit without permission or hinder passage of fire or rescue vehicles. In the event of any failure to observe the above requirements, we agree to the revocation of the issued permit (IC).*

Type (passenger car, truck, van)	Vehicle type	Driver	Vehicle license plate no.

On behalf of the Supplier, by attaching my signature I agree to the payment of the fee/fine in line with Annex no. 12 to Directive no. 35 and Annex no. 10 to Directive no. 53.

**Person authorized to act on behalf of the company:**

Name and Surname: Signature:

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Supplier's contract no.: Contract validity date:

Subject of contract:

In the facility:

**Employee responsible for data accuracy: (CMR,CMTT,CTS)**

Name and Surname: Signature: Phone:

Date:

Approved by	Signature
CMR,CMTT,CTS (Division Director, Deputy)	
Security Manager / Head of ESH Department	

*Note: The form must be completed legibly (by using capital letters or PC)*





IC Price List valid from 1 <sup>st</sup> July 2014										
	IC - person				IC - person + vehicle					
	Handling fee - IC issuance	Handling fee - IC validity period extension	Fine - IC damage/destruction or loss (1x)	Fine - IC damage/destruction or loss (2x)	Handling fee - IC issuance	Handling fee - IC validity period extension	Handling fee - change of vehicle license plate number	Handling fee - addition of vehicle	Fine - IC damage/destruction or loss (1x)	Fine - IC damage/destruction or loss (2x)
<b>Conti employee</b>	0		10	20	0	0	0	0	10	20
<b>Gimax - leasing employee</b>	0		10	20	0	0	0	0	10	20
<b>External company employee (contractor IC)</b>	0		10	20	10		5	10	10	20
<b>External company employee (temporary IC) - min. 1 month and max. 1 year</b>	5	5	10	20	10	10	5	10	10	20
<b>External company employee (temporary IC) - one-time entry</b>	0	0	10	20	0	0			10	20

Fine for an external company: €30 for failure to return IC within 7 days of the end of employee deployment at the Conti site

Note: The price list applies only to the issuance of new IC (Legic). The prices are stated in EUR.