

Locations

- 5 • Perfetti Van Melle Benelux B.V. - Locatie Breda
Zoete Inval 20, 4815 HK Breda
- 10 • Perfetti Van Melle Benelux B.V. - Locatie Weert
Graafschap Hornelaan 130, 6004 HT Weert
- 15 • Perfetti Van Melle Benelux B.V. - Locatie Sittard
Nusterweg 121, 6136 KT Sittard
- Look-O-Look International B.V.
Geurdeland 5, 6673 DR Andelst

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Introduction

When in this document "Perfetti Van Melle" is mentioned, it concerns all (four) locations as indicated on page 1 of this document.

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This document describes all the rules with regard to matters such as safety, health, environment, hygiene and food safety regulations that need to be adhered to by external companies when carrying out their activities within the Perfetti Van Melle production areas.

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Visitors that do not adhere to the rules as defined by Perfetti Van Melle can be dismissed from their duties. All forthcoming consequences are for the company concerned.

1. Entrance and surveillance

- 5 1.1. Everybody entering the PVM grounds is required to use the entrance and exit that have been indicated by Perfetti Van Melle Benelux B.V. as such. Everybody is also required to report themselves to the security service, reception or Perfetti Van Melle contact person at the main entrance. On Saturdays and Sundays or on national holidays there is an obligation to report to the contact person of Perfetti Van Melle.
- 10 1.2. Perfetti Van Melle Benelux B.V. has the right to search people by entering or leaving the Perfetti Van Melle premises. A search entails the inspection of luggage such as (bicycle) bags, suitcases, boxes, car boots and other storage places, this is part of the preventive tasks the security service has. Cooperation when such a search takes place is compulsory. In case of wrongful acts the police is immediately notified.
- 15 1.3. It is strictly forbidden to use and or have alcohol and or drugs on your person during the time you are on the Perfetti Van Melle premises. Furthermore it is forbidden to be under the influence of such substances while working.
- 20 1.4. With exception of the standard traffic regulations there are special company traffic regulations. The maximum speed limit is 15 km per hour. Parking is only permitted in the areas that have been specifically indicated as such.
- 25 1.5. In case of activities which take place between 08:30 and 17:00 o'clock the Project Manager needs to be notified of your arrival.
- 30 You will be picked up by the Project Manager. When activities are scheduled to take place before 08:30 o'clock in the morning and after 17:00 o'clock in the evening the security service will contact the Project Manager or you need to make direct appointments with the Project Manager. The Project Manager will inform the employee of the external company directly on the company rules that need to be adhered to during these hours.
- 35 1.6. Companies that have been commissioned to carry out activities for Perfetti Van Melle Benelux B.V. are required to inform the Project Manager of the names of its employees or other adjoining parties in writing.
- 40 1.7. It is forbidden to set foot on the factory grounds or premises unless there are official activities that need to be carried out.
- 45 1.8. The parking of vehicles or the erection of obstacles such as ladders, scaffolding, platforms or other aids, on paved roads or in areas such as e.g. parking areas can only be carried out under the direction and with explicit permission of the Project Manager.
- 1.9. Open fire, the use of machines and or vehicles that discharge sparks is forbidden within the factory premises unless the Project Manager has issued his/her permission based on a work permit (Risk analyse).
- 50 Smoking is prohibited on all the factory grounds; with exception of the areas that have been specifically indicated as smoking areas.
- 55 1.10. Before leaving the smoking area you must put out your cigarette/cigar. The areas where smoking is permitted must be kept tidy and clean. During an emergency situation smoking is prohibited everywhere.
- 60 1.11. Without having obtained specific permission of the Project Manager beforehand it is forbidden to carry or use mobile phones within the production-, warehouse-, and expedition area unless the phone is needed for business purposes. Without having obtained specific permission of the Project Manager beforehand it is forbidden to shoot any film or to take pictures of the factory grounds and or premises of Perfetti Van Melle Benelux B.V.
- 65 1.12. Companies that have been commissioned to carry out activities for Perfetti Van Melle Benelux B.V. are required to take precautionary measures to ensure that their own materials or materials which belong to Perfetti Van Melle are secured against theft
- 1.13. Companies that have been commissioned to carry out activities for Perfetti Van Melle Benelux B.V. are required to inform their employees of the legal identification duty there is in the workplace so that their employees are able to present a legal document in case of inspection by e.g.: the Industrial Insurance Board, Social Security Services, the tax authorities, the labour inspectorate or the immigration police.

Therefore all employees of external companies working for Perfetti Van Melle Benelux B.V. must show their identity card (e.g. passport) on their first day of work. After a year this has to be done again.

5 1.14. When carrying out technical or constructional activities the use of safety shoes and hearing protection is required. Depending on the activities in question the use other personal protection materials might be required.

10 1.15. Personal protection materials cannot be bought or obtained from Perfetti Van Melle Benelux B.V.. Only in exceptional cases certain protection materials can be offered in loan such as fire extinguishing materials, traffic barriers, cordoning tape (see also point 10.2).

15 1.16. When working in the factory / on the premises, including loading / unloading bulk goods when connected to installations of Perfetti Van Melle Benelux BV, the employees of the contractor are required to be in possession of a valid basic VCA certificate. For loading / unloading dangerous substances a valid ADR certificate is sufficient. This will be checked at random.

2. Temporary buildings

20 2.1. Temporary buildings and material storage spaces can be erected after having received the Project Manager's permission for this in writing.

3. Supervision and liability

25 3.1. When carrying out activities there must be supervision by, or on behalf of, the company that has been commissioned to carry out the activities so that strict adherence to the rules in this document is ensured.

30 3.2. The Project Manager ensures that all activities are carried out in compliance with the safety and health regulations. In case of restrictions in carrying out activities due to the guideline as issued in point 3.1 which leads or could lead to stagnation in the work process the company that has been commissioned to carry out the activities must immediately notify the Project Manager.

35 3.3. The company that has been commissioned to carry out activities for Perfetti Van Melle is liable in accordance with the article "Liability" as stated in the General Purchase Conditions of Perfetti Van Melle Benelux B.V. For further details please refer to these documents.

4. Fire hazardous activities

- 5 4.1. In case of fire hazardous activities the company that has been commissioned to carry out activities must notify the Project Manager when activities like welding, burning, polishing/grinding are to be carried out. In consultation with the Project Manager based on a risk analyse the necessary precautions must be taken.
- 10 4.2. Inflammable substances must be removed from the vicinity or must be sufficiently covered, all in consultation with the Project Manager.
- 15 4.3. Protection materials such as (welding) extinguishing blankets must be provided for by company that has been commissioned to carry out activities on the premises.
- 20 4.4. Small extinguishing materials (foam or CO₂) are to be located in close proximity of the area where the fire hazardous activities are being carried out. These must be provided for by the company that has been commissioned to carry out these activities. (It is forbidden to use powder based extinguishing materials within Perfetti Van Melle Benelux B.V.).
- 25 4.5. Should a fire occur, regardless of the location where it occurs, a fire alarm must at all times be communicated via the phone number: **222** for the locations Breda, Weert, Sittard and Andelst
- 30 4.6. At the end of a working day all gas flasks must be transferred to the Portakabin or to Perfetti Van Melle's Technical Service workplace, or to another location as indicated by Perfetti Van Melle Benelux B.V..
- 35 4.7. It has to be taken into account with the valid zone-classification regarding the explosive risk (ATEX), in consultation with the project managers.

5. Activities carried out in storage spaces for chemicals and inflammable materials, and work in enclosed areas

- 35 5.1. All activities that are to be carried out in buildings where chemicals, inflammable materials or compressed gasses are stored can only be carried out after the Project Manager has given specific permission to do so. In accordance with procedure document work permit (risk analyse).
- 40 5.2. Activities that are to be carried out in tanks, basements or other enclosed areas must be carried out safely. The external company carrying out these activities must be in the possession of an approved work permit to do so.

6. Activities which involve high-voltage installations or electrical distributing stations

- 45 6.1. Working on or in the vicinity of electrical installations must be in compliance with the ARBO (= health and safety) directive art.3.5. In accordance with this policy formulation 3.5 the directives NEN 1010, NEN 3140 and NEN 3840 and NEN-EN 50110 are applicable.
- 50 6.2. All personnel carrying out electro technical activities within Perfetti Van Melle Benelux B.V. must be able to prove that they are in the possession of a valid, written NEN 3140 certificate which allows them to carry out such activities. Legal guidelines and the Perfetti Van Melle Benelux B.V. company rules must be adhered to. The Project Manager will inform the personnel of these rules.
- 55 6.3. Electrical equipment and aids, which are situated on the factory grounds or premises, should be in conform NEN 3140 and NEN-EN 50110.

7. Calamity

7.1. The Project Manager must ensure that a good, well-stocked first-aid kit is available.

5 In case of a serious accident or in case of any other calamity, during normal working hours or outside of working hours, an immediate emergency warning must be communicated by phone: **222** for the locations Breda, Sittard, Weert and Andelst

10 7.2. In consultation with the Project Manager the appropriate measures will be taken and in some cases the labour inspectorate will be notified.

7.3. The evacuation warning for 3rd parties can be found in chapter 16.

15 7.4. The document (evacuation plans see appendixes) must be in the possession of the personnel in question that is on site.

8. Use of PVM Benelux B.V. materials

20 8.1. It is forbidden to turn off the supply voltage of machines and installations. In case this is necessary the Project Manager must be consulted first.

25 8.2. It is forbidden to use or operate security materials, machines, installations, lifting devices or other materials that belong to Perfetti Van Melle Benelux B.V., unless this has been agreed upon with the Project Manager beforehand.

8.3. It is forbidden to take documents without express authorization of the Project Manager.

9. Working at heights

- 5 9.1. In case it is necessary to use ladders, scaffolding or work platforms these must comply with the legally defined ARBO (= health and safety) requirements and the document façade maintenance.
- 9.2. When carrying out activities at a height of 2,5 meters or higher preventive falling protection measures need to be taken (e.g.: harness belts, scaffolding and/or safety nets and a hydraulic arm/ scissor lift). Also check the procedure work permit (risk analyse).
- 10 9.3. When carrying out activities somewhat at a height, whereby there is a danger of falling objects, part of the area below must be cordoned off or the ground below must be marked. Within the premises, in use when carrying out the habitual activities, when desired or when considered to be necessary by the Project Manager, safety nets must be put in place.
- 15 9.4. Scaffolding materials must comply with the stipulations indicated in the NEN and NBN norms in force. Prior to be taken in to use the erected scaffolding must be examined by an appointed professional (a grade B scaffold builder or a builder of an equivalent level). Scaffolding that has been erected for outside use may not be used in wind-force 6 (13,8 m/s) or above unless the manufacturer of the scaffolding materials indicates otherwise.
- 20 9.5. If there is a chance of stormy gusts of wind all objects and containers that could be displaced by the wind must be fixed or securely fastened.

25 10. Hoisting tools and lifting materials, not owned by PVM Benelux B.V.

- 30 10.1. When using mobile cranes these must be in a safe state of maintenance. All the hoisting materials that are put to use when carrying out hoisting activities must comply with the Dutch legislation. This must be demonstrable with valid inspection certificates. The crane supplier must be a member of the Certified Board of Cranes.
- 10.2. Operating a mobile crane may only be carried out by a crane operator authorised to operate the type of crane in question and who is also in the possession of a valid licence.
- 35 10.3. Lifting activities whereby freight is lifted above Perfetti Van Melle Benelux B.V.'s personnel within the premises and which is necessary for the external company in carrying out their activities must be agreed upon beforehand with the Project Manager.

40 11. Fork lift trucks

- 45 11.1. All personnel that operates a fork lift truck within the Perfetti Van Melle Benelux B.V. premises must be able to demonstrate that they are in the possession of a valid fork lift truck licence. They must comply with the Dutch legislation and the Perfetti Van Melle Benelux B.V. company rules. The Project Manager will inform the personnel of these rules.
- 11.2. Fork lift trucks powered by an internal combustion engine are prohibited within the premises. Fork lift trucks that are fitted with glass panes are prohibited from entering the premises too.

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12. Safety of PVM Benelux B.V. personnel

12.1. All activities that are carried out must always be carried out guaranteeing one's own safety and that of Perfetti Van Melle Benelux B.V. personnel.

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12.2. Obstacles, open pits and grooves must always be cordoned off and marked. The type of marking that is used must be of a light reflecting type of material so that the marking is visible even in the dusk.

12.3. When activities are carried out above the entrances and exits of buildings these must be fitted out with a sturdy covering against falling objects.

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12.4. In case activities must be carried out which may seriously impede Perfetti Van Melle Benelux B.V. personnel from carrying out their day-to-day activities the Project Manager needs to be informed beforehand.

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13. Environment

13.1. One should always take those measures, which are essential to prevent nuisance for the environment and tax or at least minimize it. Environment should be an integral part included in the risk-analysis related to riskfull work.

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13.2. You must ensure proper storage/collection and disposal of waste released in accordance with the applicable legislation.

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13.3. It is forbidden to discharge substances into the sewer system.

13.4. In case of suspect of an environmental incident please take direct measures to prevent extension of the environmental incident, followed by warning your contact person.

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14. Food safety regulations

All the necessary provisions must be made to ensure that the safety of all food products (e.g. raw materials, semi-finished product and finished product) are guaranteed. Therefore it is necessary to discuss all necessary activities that are to be carried with the Project Manager.

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Some of these measures are:

- Compliance to the hygiene rules (see chapter 15).
- The use of toxic substances is prohibited.
- All flasks and containers must be coded.
- The use of wooden materials must be reduced to a minimum.
- It is prohibited to use own cleaning materials.
- Order and cleanliness:
 - o During and after having carrying out activities the location, where these activities take or have taken place, must be arranged in an orderly and systematic way. Unnecessary tools, materials or packing materials must be avoided and cleared away.
 - o All waste materials, e.g. building waste, packaging materials, etc. as a result of activities that have been carried out are your own responsibility and must be removed as quickly as possible (if necessary in consultation with Perfetti Van Melle Benelux B.V.) from the premises in accordance with the environmental legislation.
 - o You will be held liable for all costs, fines, financial and immaterial damage etc. caused by negligence on your part in carrying out certain acts, see chapter 3.

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Note: the measures as described above are of a general nature. Depending on the activities in question specific measures that need to be adhered might be added. These measures must be followed at all times.

15. Hygiene rules

<p>15.1.</p>	<p>Always make sure your hands are clean.</p> <p>Very important when entering the production areas, especially after having visited the lavatory or the company restaurant. Always wear clean disposable gloves where and when it is required. Think hygiene!</p>	
<p>15.2.</p>	<p>Always wear suitable clothes.</p> <p>The clothes issued by the company offers a good form of protection. The correct way to wear this protective clothing is: Coat buttoned up, sleeves worn downward and cap over the ears. To cover your beard wear a beard cap. Think hygiene!</p>	
<p>15.3.</p>	<p>Always take off any visible jewellery.</p> <p>Remember to take off your (wedding) ring(s), bracelets, watches, necklaces, visible piercings, earrings etc. Think hygiene!</p>	
<p>15.4.</p>	<p>Smoke? Only in the specially designated areas</p> <p>Smoking is allowed only in the specially designated smoking areas. Smoking is strictly prohibited in any other area. Think hygiene!</p> 	
<p>15.5.</p>	<p>Food and drink. Only in the company restaurant.</p> <p>Eating and drinking in the production areas is strictly prohibited. Think hygiene!</p>	
<p>15.6.</p>	<p>Always wear a clean blue plaster when injured.</p> <p>Blue adhesive bandages can always be traced by the metal detection equipment. Infectious diseases such as diarrhoea and colds should always be reported to the manager of the Department. He or she determines the measures to be taken. Think hygiene!</p>	

<p>15.7.</p>	<p>Always keep windows and doors shut.</p> <p>This is how we keep vermin out. Think hygiene!</p>	
<p>15.8.</p>	<p>Always protect and cover all open products where required.</p> <p>Especially bins, containers, ingredients, semi-finished products, and packaging materials which come in direct food contact. Think hygiene!</p>	
<p>15.9.</p>	<p>Always report shattered glass.</p> <p>Glass is dangerous in production areas and needs to be avoided for that reason. Just like plastic and porcelain. Still a breakage? Report it immediately. Think hygiene!</p>	
<p>15.10.</p>	<p>Always keep your working area clean and tidy.</p> <p>Dispose of any waste immediately. Think hygiene!</p>	

Supplementary hygiene rules

On the location you are visiting supplementary rules may be applicable. Your contact person will inform you about this.

5 Visitors

10 The contact person will inform you about the clothes (visitors coat closed, red hair cap over the ears, sleeves down and, if applicable, a beard cap). When a ring cannot be taken of, a glove shall be worn (provided by the reception). Your contact person will tell you where you can and can't walk. Without your contact person you are not allowed to enter production. You have to visibly wear your visitors pass.

15 When it is functionally desirable to leave the standard route (grey path), closed shoes, safety glasses and hearing protection are mandatory. On the other production locations these are always mandatory. The contact person is responsible for your safety and the food safety within production.

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As a visitor you get a red hair cap to become visible for all our employees.

Hair covering materials such as head scarfs which are worn for religious purposes may only be worn when they comply with the following requirements:

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- Only white-coloured hair/ head covering materials are permitted.
- The hair/ head covering materials are completely covered by the cap provided by PVM.
- The use of hair pins is not permitted.
- Adornments such as beads, or sequins are not permitted.

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Third parties (contractors)

The contact person shall inform you about the company rules. For contractors it is mandatory to wear safety shoes, safety glasses and hearing protection.

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The clothes of the contractor shall comply with the following:

- The clothes shall be clean and have no sewed (chest) pockets
- The clothes shall cover as much skin as our company clothing (e.g. long sleeves and trousers and worn closed)
- The contractor shall wear a red hair cap over the ears and, if applicable, a beard cap.

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In case your clothes do not comply with the above, spare company clothes or a blue coverall shall be asked prior to the work.

40 What in case of non-compliance?

When you don't comply with the above rules, you can be approached for this. Giving no hearing to this might lead to a request to leave the factory.

16. Evacuation alert 3rd parties

Attention signal

- 5 A long sounding high pitched tone attention signal is sounded within the department in question. This attention signal indicates that something is wrong. Everybody is to remain within the department and must await further instructions. Not applicable in Sittard.

Slow-Whoop signal

- 10 By means of a slow-whoop signal a high pitched wailing sound is sounded. This signal indicates that all personnel is to evacuate their department immediately according to the flight plan (see evacuation plan). Activities are immediately stopped in a safe manner, voltage and gas cylinders are closed off.

Test

- 15 The attention signals mentioned above are tested on every first Monday of the month at 12:00 hours and 19:00 hours. If an attention signal is sounded immediately after the test signal please act accordingly.

Prevent panic

- 20
- Leave the building or part of the building as quickly as possible, if applicable according to the flight plan.
 - Promptly follow the instructions supplied by the Evacuation Coordinator, who can be recognised as the person who is wearing a fluoresced recognizable jacket.
 - During an evacuation procedure NEVER use the elevator(s).
 - During an evacuation the coordination is lying by the Facility & Security Manager (HBHV) who is responsible for the total evacuation.
- 25
- In case of an evacuation all personnel is to gather at the meeting points

VISITORS are to be informed that they are to report to the Manager of the department they were visiting.

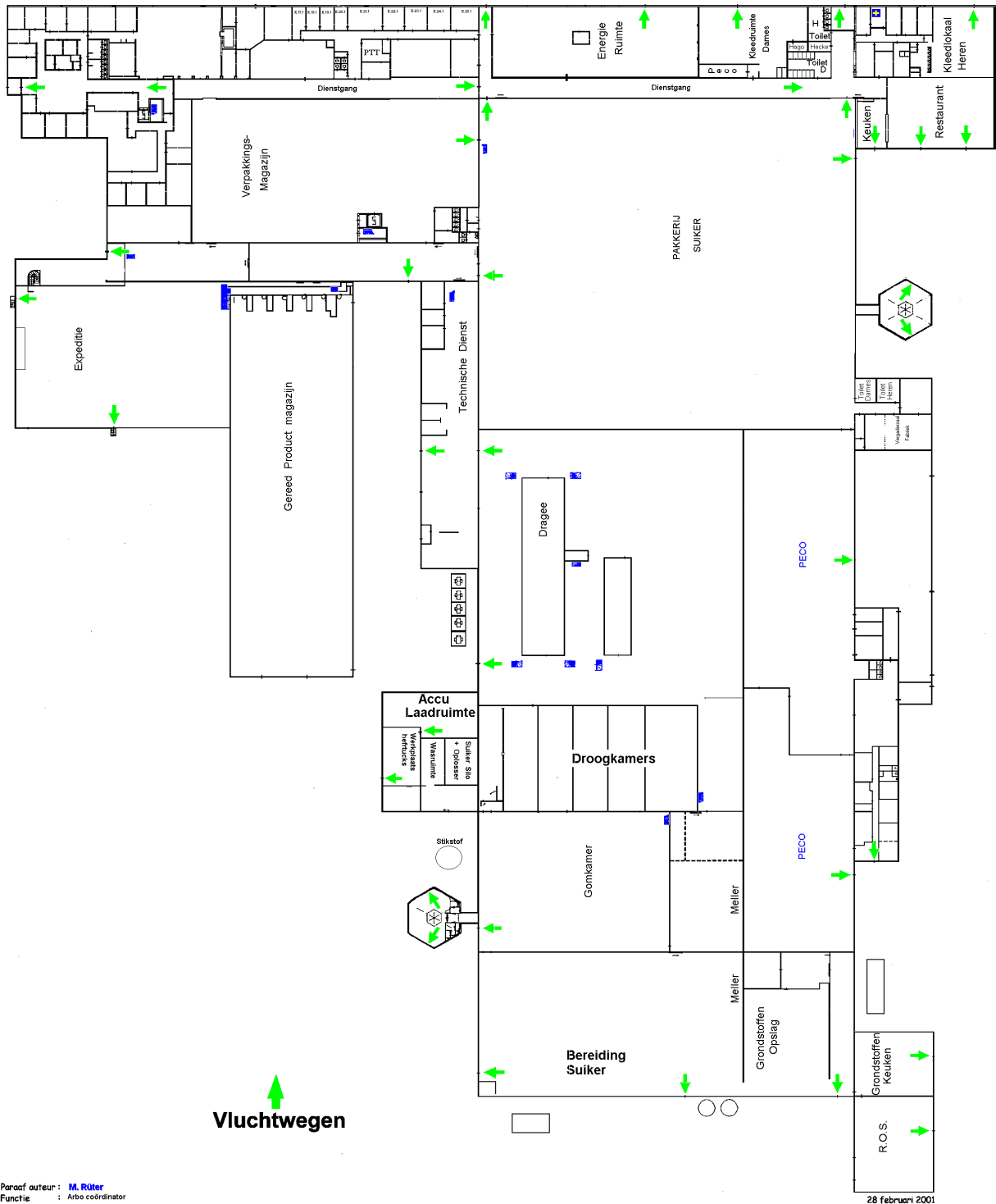
**REMAIN AT THE MEETING POINT TILL
FURTHER INSTRUCTIONS ARE GIVEN.**

**DURING AN EVACUATION ALERT ALL
GRANTED PERMITS ARE REVOKED.**

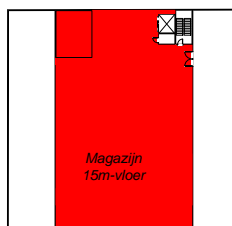
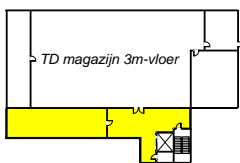
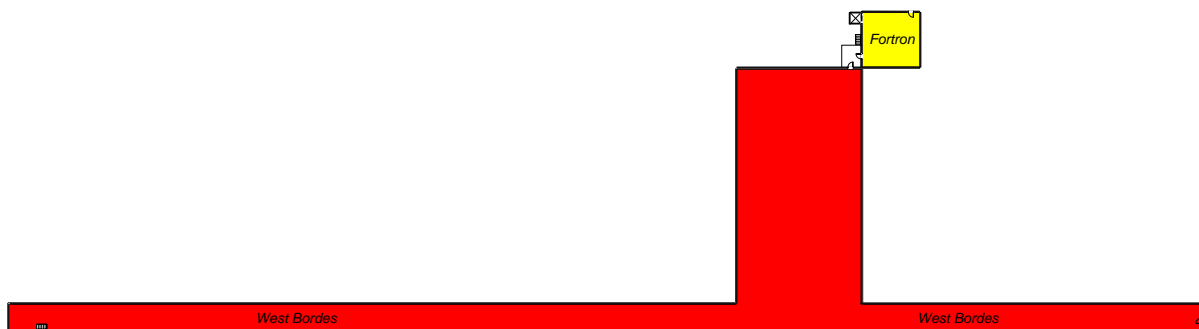
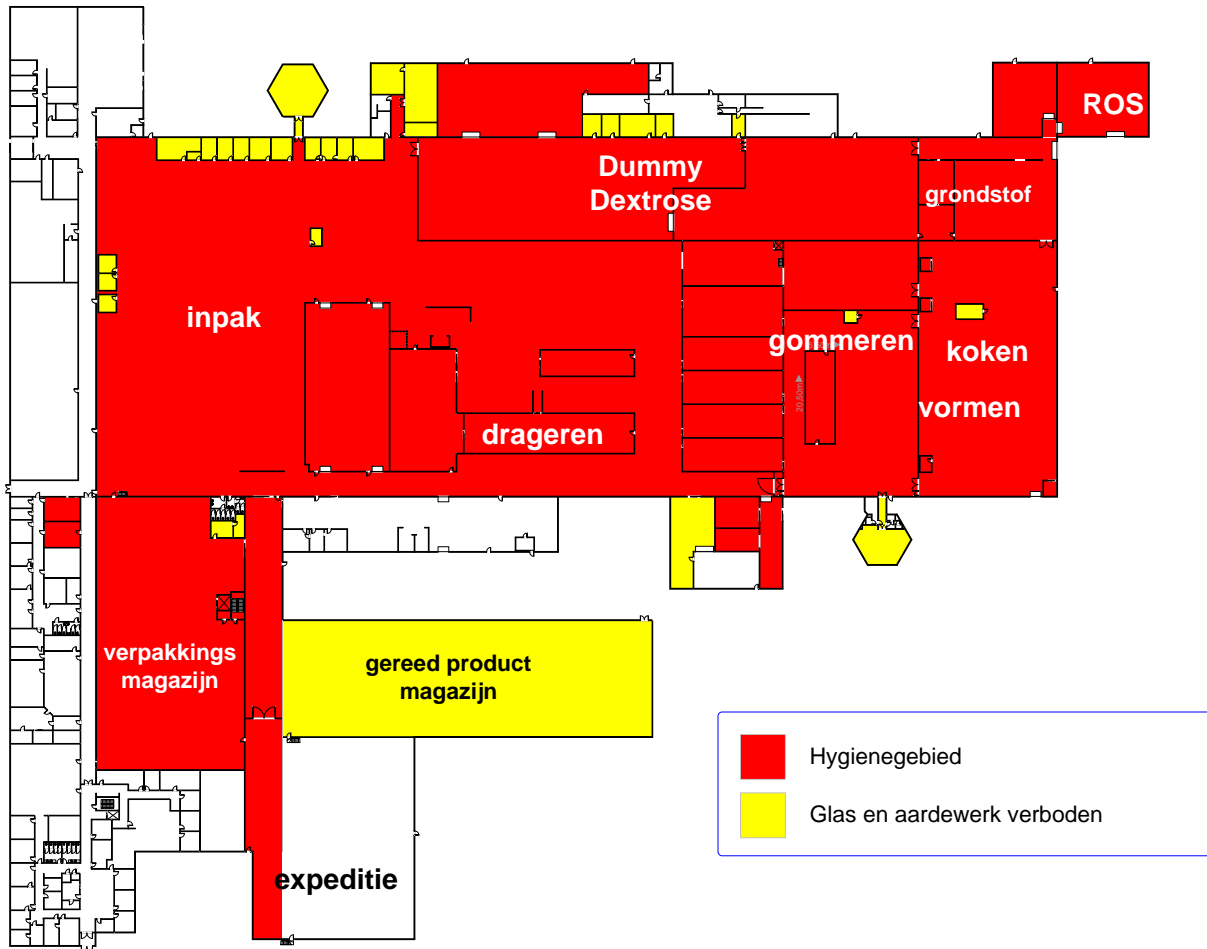


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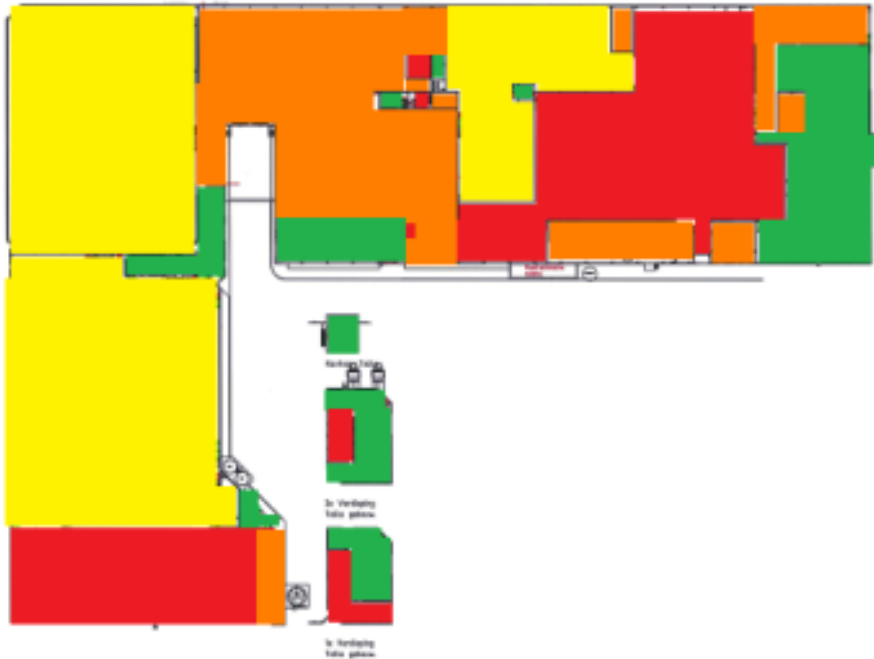
Appendix 1: Evacuation flight plan Perfetti Van Melle Breda



Appendix 2: Hygiene zone Breda

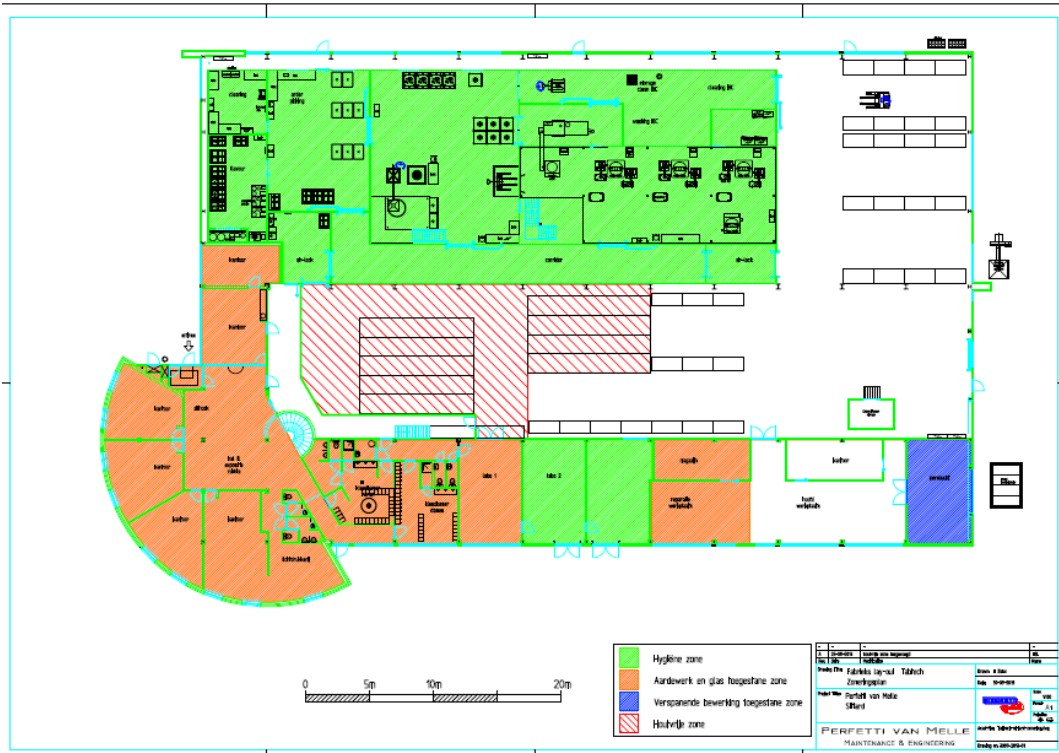


Appendix 4: Hygiene zone PVM Weert



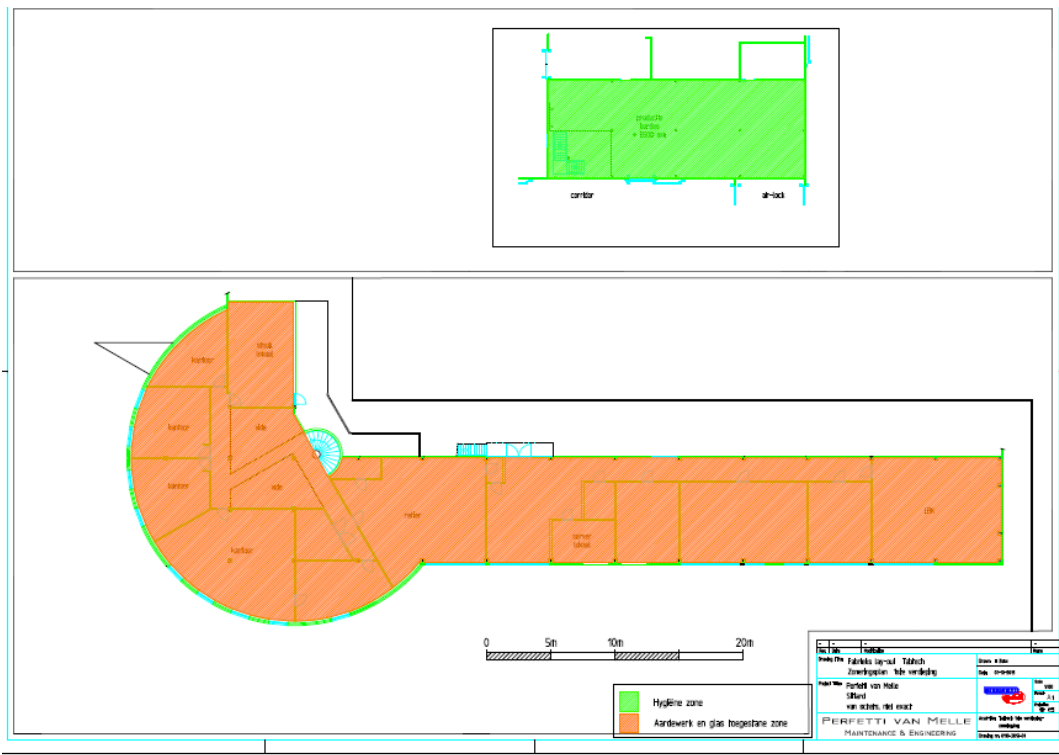
Legenda		
Colour	Type zone	Explanation
Yellow	Hygiene zone	<ul style="list-style-type: none"> In the hygiene zone are rules regarding clothing and hygiene applicable. The rules in the hygiene zone are applicable for all employees. On location is designated where the hygiene zone starts.
Red	Hygiene zone & Woodfree zone:	<ul style="list-style-type: none"> The departments where open product is present are also wood-free. This is the "woodfree zone". One exception is made for the productionlines of the Tella-department, where the pallets with wrappers may be placed at the wrapping machines. The product comes in this situation not near the presence of wood, and therefore the chance on contamination is estimated to have a low probability. . On location is designated where the hygiene zone starts.
Green	Free zone	<ul style="list-style-type: none"> In this zone the other rules are not applicable. These zones are accessible without specific hygiene and safety rules.
Orange	Safety zone:	<ul style="list-style-type: none"> In these areas specific rules regarding personal protection are applicable. On location is designated which hygiene and safety rules are applicable. From a practical point of view external (truck) drivers are allowed to enter the area without specific hygiene rules.

Appendix 6 Hygiene zoning Sittard ground floor

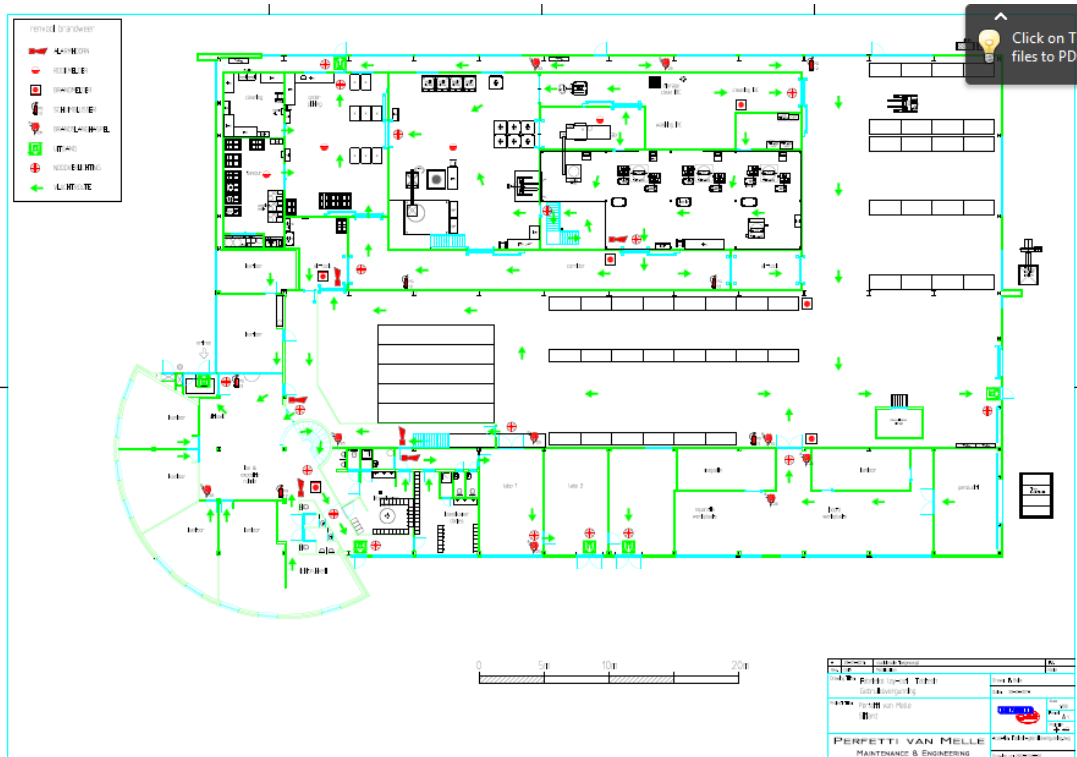


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Appendix 7 Hygiene zoning Sittard first floor



Appendix 8 Flight plan Sittard ground floor



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Appendix 9 Flight plan Sittard first floor

