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**Directive No. 35**

**Company Protection Principles (Site Security)**  
(Version applicable to external organisations)

**Approved by**

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**Attachments:**

1.	<u>Application to issue an IK to enter the company premises for more than 30 days (template)</u>	8	15 May 2021
4.	<u>Permission to issue an IK for a motor vehicle to enter the company premises for more than 30 days (form)</u>	8	15 May 2021
11.	<u>List of the supplier's tangible fixed assets (DHM and HIM)</u>	0	1 July 2014
12.	<u>List of fees and fines</u>	1	19 November 2018
13.	List of responsible persons	4	15 May 2021
	a) <u>approvers of access rights to buildings</u>		
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17.	<u>Conditions for inclusion in the List of Unwelcome Persons</u>	0	15 May 2021
19.	<u>Application for taking photographs/video recording</u>	0	15 May 2021

## 1 Purpose of the Standard

This standard establishes basic security rules for the company premises in order to protect the company assets and persons present on the company premises.

## 2 Scope of Validity

The standard applies to all employees of external organisations located and visitors present on the company premises or adjacent public spaces belonging to the company.

## 3 Basic Concepts and Abbreviations

### 3.1 Basic Concepts and Abbreviations

**Company premises** – includes all production, assembly and storage facilities, gatehouses, roads, internal lay-bys and parking areas, energy and technological equipments, office buildings and other facilities owned or managed by the company in Púchov. The company premises are bordered by a perimeter.

**SBS** – a private security service operating in the company

**DPP** – Directive No. 64: Traffic and Operating Rules of the Continental Púchov Premises

**EZS** – an electronic security system - that serves for audible (visual) warning of SBS employees about the violation of the secured area. EZS is connected to the central security desk of the premises, where all violations are recorded.

**IK** – an identification card of the company authorising the holder to whom it was issued to enter the Continental Púchov premises.

**Interflex** – Conti supplier of SW solutions for attendance and access control system and visit management.

**GDPR** – Regulation of the European Parliament and of the Council No. 2016/679 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, repealing Directive 95/46/EC (General Data Protection Regulation)

**LuxDoor** – a local SW application to control the entry of visitors to tires warehouses

**Partner company** – an external organisation, business partner of the company, who supplies the company with goods, raw materials, services, labour, or contracted work or a subcontractor of such an organisation, as well as a school contracted for practical training/dual education. Persons entering on behalf of the partner company are classified into two categories:

- Contractors – employees of a partner company that has been operating on the company premises for a long time and has premises leased from the company (e.g. providers of support services in production, catering, waste management services, etc.), as well as teachers/foremen/instructors of professional practice/education.
- Suppliers – employees of a partner company who need a permit to enter the Conti premises for a period of 28 days – 1 year.

**Perimeter** – boundary of the internal company premises, consisting of fencing of the premises, a gatehouse and the outer walls of the buildings located on the line of the fencing of the premises.

**RLV** – human relations management section, or personnel department of the company, i.e. human resources (HR)

**Company or Conti** – includes the 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)

**Students** - students who undergo professional practice in the company as part of their practical training or prepare for their diploma theses (entry IK in the “temporary” mode, 28 days - 1 year, as necessary), but not temporary workers or students of dual education, who are for the purposes of this directive considered as employees.

**Technical means with optical devices** - electronic devices equipped with image documentation technology (video camera, camera, mobile phone with a camera, laptop/tablet/smartphone with a camera, and the like).

**VMSI** – INTERFLEX Visitor Management System

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

**Employee** – for the purposes of this Directive, an employee is considered a person in an employment relationship with the company, a person in a similar employment relationship (e.g. based on out-of-work agreements), a company managing director, a seconded employee and a dual education student.

**Weapon** – in accordance with Act No. 190/2003 Coll. on firearms and ammunition.

**ZNO** –the “Black List” - persons included in the list are banned from entering the company premises for a specified period of time.

## **4 Activity Description - Security Management**

### **4.1 Basic Security Rules on the Premises**

- 1) **Purpose and method of entry.** Entry into the company premises is only possible for the purpose of performing work (employees of the company, employees of partner companies), or for business reasons (visits), through the gatehouses. Special events (excursions, open days), which are controlled in a special mode, form the only exception.
- 2) **Entry identification card (IK).** Entry into the company premises without an assigned IK is prohibited (unless this Directive provides otherwise). Permission for media representatives to enter the premises is subject to the approval of the company’s managing director. Each person entering or leaving the company premises is required to:
  - **Record each entry to and exit from the company premises** using the IK card reader located on the turnstile, or in the gatehouse area, as well as at the entry to the buildings where the IK card reader is located, without prompting. An employee of Conti is required to record the reason for interrupting his/her working hours (visit to the doctor, business trip, drawing 0.5 day of holiday) associated with leaving the company premises within the relevant working day by using the IK card reader. IK must not be placed on the card reader if located in a backpack or bag to avoid damage to the card reader.

- **Carry IK in a protective case** during the presence on the company premises. **Present IK for inspection** (by SBS or ESH employees, or the Security Manager) upon request.
  - **Carry IK in a visible place** when present in the security zone 2 and 3 areas (see Section 4.8).
  - **Protect IK from damage, loss or misuse.** IK is resistant to water and dust, but less resistant to mechanical and thermal bending. IK must not be exposed to pressure, temperature higher than 60 °C, as well as to chemicals and strong electromagnetic field.
  - **IK is not transferable - must not be used by another person!**
  - **Report lost, stolen, forgotten or malfunctioning IK immediately to SBS staff** (in person or by phone to +421 42 461 3333), who will ensure that the IK in question is blocked and a replacement IK is issued with the same scope of access rights as the original IK (replacement IK must be returned within 3 days of its issue).
  - **Return IK** on the day that the employment relationship is terminated or on the day that the performance of work on the company premises is completed.
- 3) **Compliance with Regulations and Instructions.** In order to ensure security and order on the company premises, it is necessary to respect the instructions and orders of the Security Manager, SBS and ESH employees, as well as obligations arising from internal Conti regulations and generally binding regulations as well as local restrictions and orders.
- 4) **The following is prohibited:**
- a) **Alcohol and drugs** - entering the company premises under the influence of alcohol, narcotics and psychotropic substances, or keeping, distributing and using such substances on the company premises or consuming alcoholic beverages in adjacent public spaces privately owned by the company.
  - b) **Smoking** - throughout the company premises, except for places where smoking is officially allowed.
  - c) **Weapons** - entering the company premises with a weapon.
  - d) **IK abuse and unauthorised entry** - in particular:
    - lending an IK to another person,
    - entry or exit of other persons to or from the company premises, buildings or offices with a higher security level than allowed by the assigned IK or without placing the IK on the card reader,
    - entry into production premises that are not related to the worker's performance, without the consent of the relevant operation manager,
    - blocking of doors equipped with an IK card reader, preventing it from closing.
  - e) **Taking pictures and recording video** - in the company premises using technical means with optical devices without approval.

Applications for taking pictures or recording video on the company premises are subject to approval by the relevant CMR Plant Director or CMTT Plant Director. The application form is given in Annex 19. Exceptions to this prohibition are given to employees of the specialised departments (ESH, quality, PE, IE, UAS department, Support Services department) within the company and designated employees of SBS and the Fire Department within the scope of their work activities.
  - f) **Approaching the fencing and moving on the roofs** - moving unreasonably or staying in close proximity to the fencing of the company premises (1 meter) and on the roofs of buildings (risk of interference with EZS), or storing any objects in close proximity to the perimeter (min. 2 metres).

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In cases when moving or working in close proximity to the fencing of the premises (1 meter), or on the roof of buildings, or in cases when storing material or objects within 2 meters is necessary, SBS staff has to be advised in advance (by phone on 042 461 3333, or by e-mail to [securitas.veducizmeny@conti.sk](mailto:securitas.veducizmeny@conti.sk)).

- g) **Misusing emergency exits and facilities.** Unreasonable opening of emergency exits in the production premises, or using other emergency equipment and systems (fire detector, fire extinguisher, etc.)
- 7) **Reporting property damage.** In case of any damage to the property of the company or private person inside the premises, or in the adjacent parking areas, it is required to immediately inform the SBS staff of this fact (by phone on 042 /461 33 33 - main gatehouse) and, if necessary, to wait on the spot until arrival of an SBS employee. It is further required to subsequently complete an incident report (Annex No. 9). If any damage occurs in direct connection with the operation of a motor vehicle, the incident is further resolved as a traffic accident if one of the following conditions is met:
- a) a person has been killed or injured,
  - b) dangerous or harmful substances leak into the air or soil,
  - c) the damage incurred appears to exceed EUR 3,990,
  - d) the driver of the vehicle causing the damage is clearly under the influence of alcohol or other addictive substance.

In such a case, the driver of the vehicle or participant in the traffic accident is required to immediately report the traffic accident to the Slovak Police Force (158), wait on the spot until the arrival of the Slovak Police Force and proceed according to the instructions of the Slovak Police Force.

- 8) **Motor vehicle entry.** Only drivers of motor vehicles may enter or exit using the North and South gatehouses. Other passengers are required to get out of the vehicle and enter or leave the company premises through the turnstile. Exceptions to this rule are explicitly listed in the text of the directive.
- 9) **Other obligations for partner companies.**
- a) **Informing their employees.** Ensure that the employees of their own company or subcontractors, who will perform work on the company premises, are informed about all the provisions set out in this Directive No. 35 and in Directive No. 53 (Rules for the Operation of External Organisations), and ensure their participation in the mandatory training of occupational health and safety and fire safety in Conti before entering the company premises.
  - b) **Entry permit.** Ensure that their employees and subcontractors are allowed to enter the Conti premises before performing the agreed work, in cooperation with the Conti contact person (who has ordered the agreed work). Prevent the use of an issued IK by workers other than those to whom it was issued.  
In the case the contractor's IK or temporary IK is issued for their employees or employees of the subcontractor, pay an administration fee in cash upon receipt of the IK in accordance with the relevant list of fees and fines, set out in Annex No. 12.  
Loss or damage to an IK generates a risk for the company associated with its possible misuse. In connection with these facts, the partner company undertakes to pay a contractual penalty in accordance with the relevant list of fees and fines, set out in Annex No. 12. The contractual penalty is to be paid in cash upon receipt of a new IK to the SBS administrative employee, who will issue a receipt.
  - c) **Protection of property.** Ensure adequate protection of their movable and immovable assets, as well as movable and immovable assets provided by the company in accordance with the applicable contract, against damage or theft.

- d) **Identification of workers.** During the work assignment on the company premises, provide work clothes for their employees, or employees of subcontractors, so that it is possible to visually identify the name of the partner company (work clothes or work vest with the name (logo) of the company).
- e) **Notification of staff changes or termination of work.** Notify the termination of work assignment of an employee of the partner company or subcontractor on the company premises immediately, but not later than within 3 calendar days, and return the relevant IK to the SBS admin employee (door No. 31 on the ground floor of building AB 2) not later than 7 days from the IK's expiry date. In case of failure to return the IK within the specified period, a sanction will be charged in accordance with the relevant list of fees and fines, set out in Annex No. 12.

For partner companies in the contractor category, the obligation applies to inform the SBS admin employee about all cases of temporary change of work assignment of employees who have been issued a contractor's IK (maternity/parental leave, long-term inability to work, temporary reassignment to another workplace outside of the Conti premises). In such cases, it is necessary to deposit the contractor's IK issued in the SBS admin office until the re-assignment of the employee in the Conti premises.

#### **10) Other obligations for employees of partner companies.**

- a) **Occupational Safety and Health.** Before entering the company premises, the employees of partner companies are required to complete an OSH and fire safety training and confirm its completion with their signature in accordance with Directive No. 53 (Rules for the Operation of External Organisations).
- b) **Identification.** During the performance of the agreed work, wear work clothes on the company premises with a visible name (logo) of the partner company.

**WARNING! For violating the company's regulations, an employee of the partner company or a visitor may be banned from entering the company premises!** It is especially important to prevent the misuse of IKS and unauthorised entry into the premises, to respect the ban on smoking outside the designated areas, to respect the prohibition of alcohol, narcotics and psychotropic substances, to respect the prohibition of taking pictures and recording video, to avoid theft, damage to property and violent, rude or aggressive behaviour.

## **4.2 Entry of persons**

### **4.2.1 Employees of partner companies**

- 1) The following entities are considered a partner company:
  - a) suppliers/subcontractors, or customers of the Continental group companies - CMR, CMTT and CTS.
  - b) companies that have been operating on the company premises for a long time and have entered into a lease agreement for a building on the company premises are included in a specific group of partner companies, the so-called "contractors".
- 2) Employees of partner companies may enter the Conti premises for long-term assignment (more than 28 days) purposes based on a contractor's IK or temporary IK, or based on a visitor's IK, if they enter the Conti premises for short-term assignment (1-7 days, an IK may be extended for a maximum of 4 times) purposes. The conditions for issuing these IK are listed below.
- 3) **Issuing IK to employees of partner companies.**



- a) **Application.** The applicant for entry shall fill in the form set out in Annex No. 1 - the part on behalf of the partner company.
- b) **Duplicate of a lost or damaged IK.** To issue a new IK, completed application needs to be submitted to the SBS admin office on behalf of a partner company. In this case, a duplicate IK will be issued without further approval process.
- c) **Extended access rights.** If it is necessary for the performance of contractually agreed work, the applicant, together with a representative of the company's specialised department who orders the work of the partner company, shall specify the scope of required extended access rights (buildings, doors and time profile) for designated employees of the supplier. The accuracy of the data in the form shall be confirmed by the signature of the representative of the company's specialised department, who orders the work of the partner company. The completed application shall be submitted by a representative of the partner company to the SBS admin office (ground floor AB 2, office No. 31).
- Recommendation: A representative of the company's specialised department should communicate the application for extended access rights to specific buildings with the relevant person responsible for the building (by e-mail, Teams or phone) and discuss any diverse views on the required scope of access rights before the application is entered into the approval process via e-Sign.
- d) **Approval.** An application in the e-Sign app shall be approved by the relevant director of the department ordering the work of the partner company (or an authorised representative) and the Security Manager or ESH Manager. In the case of an application for access to specific premises or buildings beyond the basic entry to the company premises through turnstiles, the application shall also be approved by designated persons responsible for individual buildings, each for their area of responsibility (entry consent + time profile of entry authorisation).
- e) **Issuing IK and granting permits.** Based on an approved application via e-Sign, an SBS admin employee shall issue a new IK, extend the validity of an IK already issued, or extend the access rights for designated persons. In case of extending access rights for entry by motor vehicles, an SMS admin employee shall also issue a vehicle card to the applicant (according to Annex No. 7). The fee for issuing an IK is listed in Annex No. 12.
- f) **Issue of IK to an applicant:** is only possible subject to the applicant completing the mandatory OSH and fire safety training. Two types of IK can be issued:
- (A) **Contractor's IK.** It is issued to employees of partner companies in the "contractor" category who have a designated place of work on the company premises (valid for longer than 1 year, IK must also include a photograph). The applicant shall be available for taking a photograph (room No. 18, ground floor AB2) at the time agreed with the SBS admin employee (phone.: +420/42461 3203, e-mail: [securitas.ag@conti.sk](mailto:securitas.ag@conti.sk)). The validity of the contractor's IK is limited to the period of performance of the work agreed on the company premises. A contractor's IK is issued free of charge, but if an employee of a partner company completes the work in the company premises within 1 year of its issuance, a handling fee will be charged for issuing an IK in accordance with Annex No. 12.
  - (B) **Temporary IK.** It is issued to employees of partner companies who have a designated place of work on the company premises for more than 28 days. The validity of the temporary IK is limited to the period of performance of the work agreed on the company premises, but only for a maximum of 1 year.

## **4.2.2 Visitors**

To control the entry of visitors to the premises of Conti Púchov, the company uses the SW app - Visitor management system supplied by Interflex (VMSI).

### **4.2.2.1 *Interflex visitor management system***

Every visitor entering the Conti premises must be registered with the VMSI.

#### **1) Registration of visits**

It takes place at the gatehouses (main gatehouse, North gatehouse and South gatehouse) or at the Information desk located on the AB1 ground floor by SBS staff. A visitor's IK is issued during the registration, which the visitor shall use to enter into or exit from the Conti premises using the designated turnstiles.

#### **2) Pre-registration of visits**

- It is used for scheduled visits.
- Visits can be scheduled not earlier than 2 (two) weeks before the date of the visit.
- An applicant for pre-registration can only be a person with an authorisation assigned in the VMSI, i.e. selected Conti employees from individual departments and representatives of selected Conti partner companies.
- Inviting persons – heads of departments and selected employees of specialised departments who initiate a visit and who have the right to cancel the pre-registration of a visit.
- The maximum duration of a visit is 7 days. The applicant is responsible for determining the duration of the visit only for the time necessary to meet the purpose of the visit.
- The entry of a visit with a vehicle into the premises can only be planned in necessary cases - there is a designated visitor parking area in front of AB1.
- If the visitor's company is not included in the list of companies, it is necessary to contact the SBS admin office (extension 3203, e-mail: [securitas.ag@conti.sk](mailto:securitas.ag@conti.sk)), who will add the company to the list of companies.

#### **3) Approval of visits**

- Pre-registration of a visit issued by an applicant/ is automatically approved unless the manager at Conti, named as the inviting person, cancels the pre-registration of the visit.
- Conti managers can check the pre-registration of visits where they are specified as the inviting persons, via an info-mail automatically sent from the "[visitor.approval@conti.sk](mailto:visitor.approval@conti.sk)" address, which contains basic information about the scheduled visit (person, company, date of the visit and reason for the visit).
- The applicant requesting the pre-registration of a visit is fully responsible for the information entered in the VMSI. The applicant is also responsible for compliance with the correct procedures for the pre-registration of a visit to avoid multiple entry of the same visitor into the VMSI.
- It is specifically forbidden to enter a new visitor who is a person already included in the list of visitors but also placed on the Black List, and for whom no pre-registration can be made. In such cases (e.g. two different persons with the same name and surname), the applicant is required to contact the Security Manager and clarify whether it is a person included in the Black List.

#### **4) Completion of a visit (deregistration)**

- To leave the Conti premises, visitors may only use the turnstiles equipped with IK card collectors. Visitors shall insert their visitor's IK into the card collector every time they leave the Conti premises.

- In the case of multi-day entries, the number of visitor's entries and exits is not limited except for the last day of validity of the visitor's IK, when only one entry and exit is allowed. On that day, the card collector will retain the visitor's IK in the collection tray and automatically deregister the visit in the VMSI.
- In the event that the visitor completes the visit before the validity period of the visitor's IK expires, when leaving the Conti premises for the last time, the visitor shall hand over the IK to the SBS employee at the gatehouse, who will deregister the visitor in the VMSI.

#### **4.2.3 List of Unwelcome Persons (Black List) with a ban on entering the company premises**

##### **1) Reasons for inclusion in the Black List**

- a) Gross violation of the rules governed by the relevant internal regulations (in particular Directive No. 53, Directive No. 35, DDP, etc.), or multiple less serious violations by an employee of a partner company or a visitor to the company (does not apply to Conti employees). Examples of violations together with the duration of the ban are given in Annex No. 17. In the case that a person is included in the Black List, a "Sanction Notice" will be delivered to the contact person of the supplier company concerned.
- b) Objectively demonstrated failure to return an IK in accordance with this Directive or failure to pay the fee or penalty for the IK;
- c) Endangering or damaging the company's reputation;
- d) Identified unfair business practices of supplier companies (responsible persons - management/managing directors will be included in the list).

##### **2) Principles for imposing a sanction of inclusion in the Black List:**

- a) **Principle of proportionality** - the duration of the entry ban is proportionate to the severity of the violation, or the seriousness of the threat to the economic interests of the company (especially detected unfair business practices, or damage to the reputation of the company).
- b) **Principle of non-discrimination** - the duration of the entry ban must not be based on the person's belonging to a particular ethnic group, nationality, sex, political or religious belief, etc.
- c) **"Rule of three" principle** - an entry ban imposed after multiple (at least three times) minor violations of internal regulations, unless stated otherwise.
- d) **Individual assessment** of individual violation cases with the application of the entry ban sanction, taking into account the circumstances of each individual case.
- e) **Possibility of appeal:** The final decision in disputable cases of imposing a sanction of the ban on a person entering the company premises is in the competence of the company's managing directors (always a different person from the one who imposed the sanction). The appeal has no suspensive effect.
- f) **Principle of transparency:** the person and the partner company concerned are duly informed about the inclusion of the person concerned in the Black List, and the information for the persons concerned is also published at the main gatehouse.
- g) **Right to object:** the person concerned (data subject) has the right to object to the processing of his or her personal data for reasons arising from his/her specific situation, according to Article 21 of the GDPR. Any objections filed shall be decided by the Conti Data Protection Coordinator.

##### **3) The inclusion of a person in the Black List and the determination of its duration is in the competence of:**

- 
- ESH manager - in cases of violating Directive No. 53, DPP or other occupational health and safety and fire safety rules (except for Conti employees),
  - Security manager - in cases of violating Directive No. 35 or DPP (except for Conti employees),
  - Company managing directors - in cases of endangering or damaging the reputation of the company, unfair business practices, or inclusion in the Black List in connection with the termination of employment with a Conti employee,
  - In case of failure to return the visitor's IK when leaving the Conti premises, the person concerned will be automatically included in the Black List until the visitor's IK is returned, or the penalty is paid in accordance with Annex No. 12.
- 4) Exclusion of a person from the Black List:
- Automatically, max. within 1 month after the expiry of the period specified for inclusion in the Black List, or
  - before the expiry of the period of inclusion in the Black List by a decision of the company's managing director, or
  - before the expiry of the period specified for inclusion in the Black List on the basis of an opposition of the person concerned (data subject) in accordance with Article 21 of the GDPR, or on the basis of another request from the person concerned (data subject), or
  - automatically after payment of the fee for the failure to return the visitor's IK.
- 5) A person included into the Black List is banned from entering the company premises. Such person cannot be issued a temporary IK, contractor's IK or visitor's IK (a person has the "black list-yes" status in VMSI).
- 6) Organisational measures for working with the Black List:
- The Black List is managed by the Security Manager in a limited version as a shared directory (O:), with access only on the basis of a permit (data range: identification of the person, duration of the ban, who granted the ban). Only the Security Manager has access to the complete Black List (it also contains the reason for inclusion, documents for violating security regulations).
  - SBS admin staff (for issuing temporary, contractor's and visitor's IK), the ESH manager, company managing directors and SBS staff at the gatehouses also have access rights to view the Black List shared directory.

### **4.3 Entry/exit of motor vehicles to/from the company premises**

All drivers are required to register their own material/tools/equipment that they bring in a motor vehicle using the designated form (Annex No. 11 - List of DHM and HIM) upon entering the company premises and submit these forms to an SBS employee for inspection at the gatehouse upon entry and exit.

#### **4.3.1 Employees of partner companies: Entry/exit and parking of vehicles on the premises**

##### **4.3.1.1 Basic rules**

1) **The following is prohibited:**

- a) Entry of private vehicles belonging to private individuals.
- b) Entry of passenger taxi services except for TOP management visitors.
- c) Parking of vehicles that are not intended for transport of persons and that are not classified as passenger vehicles in passenger car parks.

- d) Parking in parking spaces reserved for the company management.
- e) Parking of trucks, semi-trailers or trailers on the company premises during Saturdays, Sundays and public holidays and on working days from 10 pm to 6 am without the consent of the Security Manager or the Site Security Chief (VOO).
- 2) **Registration.** Drivers of motor vehicles are required to register at the entrance or exit at the gatehouse by stopping and without being prompted submitting documents that authorise the entry or exit of a motor vehicle to or from the company premises, as well as documents enabling the import of material to or removal from the company premises.
- 3) **Property pass.** Drivers of an external company who take their own material/tools/equipment or the property of Continental from the company premises are required to fill in an electronic pass in accordance with Directive No. 7. (Electronic pass for property). The pass shall be checked and confirmed by an SBS employee at the gatehouse.
- 4) **Check on exit.** When leaving the company premises, drivers are required to open the luggage compartment or loading space of their vehicle without being prompted and wait for a visual inspection to be performed by an SBS employee, or on request, also open other parts of the vehicle and tolerate their inspection.
- 5) **Weighing of vehicles.** All motor vehicles that carry out waste collection and trucks delivering raw materials according to the specification determined by the director of the purchasing division are subject to the weighing regime at the entry to and exit from the company premises. At the request of an SBS employee, each driver is obliged to weigh their motor vehicle.
- 6) **Road traffic rules.** Drivers are required to follow the road traffic rules (vertical and horizontal traffic signs) on roads within the company premises. Violation of road traffic rules will be subject to a fine imposed in accordance with Directive No. 53 (Rules for the Operation of External Organisations). In case of repeated (double - and multiple) violations of road traffic rules, the driver concerned will be revoked the permit to enter the company premises with a motor vehicle.
- 7) **Traffic and operating rules of the premises.** Other rules for the movement of vehicles on the company premises are governed in the regulation "Traffic and operating rules of the Continental Púchov premises for suppliers and visits", which are available at each entrance to the company.

#### **4.3.1.2 Long-term entry of vehicles belonging to employees of partner companies.**

- 1) Employees of partner companies are allowed to enter the company premises with their motor vehicles on the basis of an application approved (Appendix No. 4) by extending the access rights on IK card readers located on the roads at the North gatehouse and the South gatehouse.
- 2) If the application is approved, a vehicle card (Annex No. 7) is issued, which must be visibly placed behind the windscreen of the motor vehicle at all times during the presence of the vehicle on the company premises.
- 3) A permit to enter with a motor vehicle is charged in accordance with Annex No. 12.
- 4) **Rules for the approval of entry by motor vehicle.** The entry of a motor vehicle to the company premises is subject to a contract between the company and a partner company, if the contract implementation period is longer than 1 month. Accepted reasons for the approval of entry by motor vehicle:
  - a) Inspection activity of a manager/partner company coordinator, whose permanent or frequent (min. twice a week) presence is required on the company premises (taking into account the number of employees, the scope of work and the frequency of activities).
  - b) Daily transport of material.

- c) Daily use of construction vehicles for a period longer than 30 days.
  - d) Technological vehicles of partner companies, which are located on the company premises and have to drive through the gatehouses due to their work duties.
  - e) Selected technological or service vehicles of a partner company, which frequently enter the company premises in order to perform the agreed work.
- 5) **Duration of entry permit:**
- a) For vehicles of companies in the “contractor” category for the duration of the contractual relationship with the company.
  - b) For vehicles of companies in the “supplier” category for the duration of the contractual relationship with the company, but not more than 1 year.
  - c) In the event of an obvious discrepancy between the reality and the accepted reason for granting a permit for entry of a motor vehicle, the company may unilaterally terminate the approved permit for entry of the motor vehicle. Data from the installed vehicle licence plate reading system will be used to objectively determine the movement of a motor vehicle.

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

- 1) An employee of a partner company may request a short-term permit to enter the company premises (1 to 7 days) with a motor vehicle, for the time strictly necessary for the delivery/removal of material, tools or instruments, or for service work that requires the entry of a specialised motor vehicle to the company premises. The planning and approval of vehicle entries is carried out in the VMSI software application same as the entry of persons (Section 4.3.3).
- 2) It is expressly forbidden to use the entry of vehicles to the company premises for the purpose of transporting the employees of a partner company to their place of work.
- 3) Short-term permit for the entry of a vehicle shall also be used for visitors of the company management entering the company premises by using a motor vehicle.
- 4) The entry permit approver is responsible for checking the legitimacy of entry of a motor vehicle into the company premises.

## **4.4 Gatehouses for entering the company premises**

The following gatehouses can be used to enter or exit the company premises:

### **4.4.1 South gatehouse**

- 1) The South gatehouse (coordinates N49.10147, E18.32143) serves for the passage of trucks and construction machinery into the company premises and also for the entry of persons. In special cases and outside of the operating hours of the North gatehouse (on working days from 10 pm to 6 am, on weekends and public holidays) it is also used for the passage of passenger vehicles and vans.
- 2) Operating time: 24 hours a day, 7 days a week.

#### **4.4.2 North gatehouse**

- 1) The North gatehouse (coordinates N49.10562, E18.31898) serves for the passage of passenger vehicles, light trucks and specialised vehicles (firefighting equipment, rescue service, etc.) to and from the company premises.
- 2) Operating time: on working days from 5.45 am to 9.45 pm.
- 3) The North gatehouse is not intended for the passage of persons and serves for the passage of motor vehicles with a driver. Passengers are required to get out of the motor vehicle and enter or exit the company premises through the main gatehouse, or through the entrance for visitors.

#### **4.4.3 Main gatehouse**

- 1) The main gatehouse (coordinates N49.10576, E18.31759) serves for the entry/exit of company employees and employees of partner companies into and from the company premises and for the entry of visitors after 2.30 pm.
- 2) Operating time: 24 hours a day, 7 days a week.

#### **4.4.4 Entrance for visitors - entrance hall of the administrative building AB 1**

- 1) The entrance hall of the administrative building (coordinates N49.10574, E18.31767) serves for the entry and exit of visitors on working days from 6 am to 2.30 pm.
  - a) Visitor may use the designated Visitor's car park for the duration of their visit.

#### **4.4.5 Púchov Distribution Centre gatehouse**

- 1) The Púchov Distribution Centre gatehouse (coordinates 49°05'54.0 "N 18°19'10.5" E) serves for the entry/exit of the company employees, employees of the provider of warehousing and forwarding service provider and visitors to the tire warehouse.
- 2) Operating time: 24 hours a day, 7 days a week.

### **4.5 Camera system operation**

#### **4.5.1 Camera system operation principles**

- 1) Camera systems may only be used in accordance with the following standards:
  - a) GDPR and Act No. 18/2018 Coll. on personal data protection, as amended,
  - b) Guideline issued by the European Data Protection Board No. 3/2019 on the processing of personal data by means of camera devices dated 29 January 2020,
  - c) Act No. 311/2001 Coll. Labour Code, as amended (especially Article 13 (4) of the Labour Code),

**4.5.2 Rules for the camera system operation**

- 1) Only the Security Manager and the ESH Manager may provide camera recordings to third parties (in accordance with Directive No. 42, Annex 8). Any such provision of a camera recording must be documented in the form of a completed and signed protocol specified in Annex No. 16 to this Directive.
- 2) External companies operating for a long time in the Conti premises may operate their own camera systems in their leased premises under the following conditions:
  - a) monitoring is carried out in accordance with applicable legislation on personal data protection and the Labour Code.
  - b) Only the leased premises can be recorded/monitored, other premises only with the consent of the Security Manager.
  - c) The period of the camera system operation is limited to the duration of the lease agreement, or another contract, on the basis of which the external companies use the company premises.

**4.6 Security zones in the company premises**

The zoning of the company premises serves for the needs of managing the entrances to individual buildings on the company premises and managing the appropriate level of security of buildings on the company premises in accordance with Continental standards.

Zone	Building/room	Building number	Security zone specification
<b>Zone 0</b>	Canteens and cafeterias	1, 7, 20	Public area - free entry for Conti employees, employees of partner companies and visitors after entering the company premises
<b>Zone 1</b>	Production premises PLT*	1, 2, 4, 6, 8	Non-public zone - entry only for a defined group of company employees and employees of partner companies, or visitors with assigned right of entry; entry into the zone is controlled using an IK card reader.  *entry into the zone is not controlled by an IK card reader  - employees of partner companies must be visibly identified by their company logo.  - visitors must carry a visible visitor card and must be accompanied by an authorised person.
	Production premises CVT*	4, 7	
	CMR - administrative premises	20, 25	
	CMTT - administrative premises	7, 30	
	Conveyor belt production	6, 8	
	Power engineering	5, 35	
	Mixing plant *	4, 6, 10	
	Firefighters building *	23	
EDC tire warehouse	9		
<b>Zone 2</b>	TCP1 building	22	Protected zone, (entry only for a defined group of company employees and employees of suppliers, or visitors with assigned access rights; entry into the zone is controlled by an IK card reader).  Employees of partner companies must be visibly identified by their company logo.  Visitors must carry a visible visitor card and must be accompanied by an authorised person.
	TCP2 building	27	
	TCP4 building	26	
	TCP5 building	24	
	TCP6 building	21	
	TCP7 (GEC) building	19	
	CMTT server room (1st floor)	7	
	CMR server room (1st floor)	2	



<b>Zone 3</b>			Highly protected zone - entry only for Conti employees; entry to the zone is controlled using an IK card reader; the area is monitored by a camera and connected to EZS
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## **5 Responsibilities**

- 1) The Security Manager and all company managers are responsible for following, complying with and checking the provisions of this Directive.
- 2) The Board of Directors is responsible for resolving disputes and interpreting this Directive.