















## Safety regulations for lorry drivers on the Migros Verteilbetrieb AG Neuendorf and Volketswil sites

### 1. Road traffic regulations

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|   | <p><b>Driving speed</b><br/>Driving speeds are restricted as follows:</p> <p><b>Neuendorf site:</b><br/>On the access roads leading to the sites: 30km/h. Beyond the barrier and where visibility is impaired: 20km/h.</p> <p><b>Volketswil site:</b><br/>There is a general speed limit of 20km/h.<br/>All signage must be adhered to.<br/>The rear and side doors of vehicles must be secured when driving and manoeuvring on site.</p>  |
|   | <p><b>Parking prohibition</b></p> <p><b>General</b><br/>It is forbidden to park in front of hydrants and other fire-fighting facilities as well as in front of fire brigade entrances and exits. It is also forbidden to park on any employee parking spaces.</p> <p><b>Neuendorf site:</b><br/>For safety reasons, weekend parking is prohibited by ramps nos. 35, 39, 47, 51, 54, 59 and 63 on the NW site.</p> <p><b>Volketswil site:</b><br/>The left lane of the access road to the site is considered a stopping zone. Vehicles may only be parked there briefly while registering at reception.</p>   |
|   | <p><b>Shunting</b><br/>Before carrying out docking manoeuvres, drivers must ensure that there are no people in the danger zone. Uncontrolled rolling backwards is forbidden during docking. <b>The lorry (HGV) and the uncoupled trailer or semi-trailer must be braked and secured against rolling away with a chock after docking. The engine must then be turned off.</b> No manipulation of the vehicle may be conducted during loading or unloading. The lorry driver is responsible for compliance with these safety regulations.<br/>Adjustable ramps and gates may only be operated following instruction by Migros Verteilbetrieb AG staff. Vehicles, trailers and semi-trailers may only be removed from ramps if this has been approved by the ramp operator.</p> |
| <br> | <p><b>Goods handling equipment</b><br/>Goods handling equipment may only be operated by trained personnel. Appropriate identification or authorisation must be presented upon request. This particularly applies for electric pallet trucks and forklift trucks.</p> <p>It is forbidden to transport passengers on forklift or electric pallet trucks or to use hand pallet trucks as scooters.</p>  |

### 2. General rules




| Creator      | Area                | Date       | Release / Date |
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|   |   |
|---|---|
|    | <p><b>Smoking ban</b><br/>Smoking is prohibited in the entire building and in loading areas. Designated smoking areas are indicated specially.</p>  |
|    | <p><b>Open flames</b><br/>Barbecues, cooking and fires are strictly forbidden.</p>  |
|    | <p><b>Material damage</b><br/>Any damage to ramps, gates, barriers, etc. must be reported immediately and recorded in a damage log.</p>   |
|    | <p><b>Safety footwear</b><br/>Safety footwear must be worn whilst working. In the event of accidents, we accept no liability.</p>   |
|    | <p><b>Ensure safety through visibility!</b><br/>A high-visibility jacket must be worn when on MVB sites!</p>  |
|   | <p><b>Site surveillance</b><br/>Surveillance is in operation on the site. To ensure that emergencies can be responded to immediately, ignition keys must be left in the ignition of all lorries at night and at the weekend.</p>                    |
|  | <p><b>Evacuation</b><br/>In the event of a fire or evacuation alarm, the fire brigade's instructions must be followed.</p>  |
|  | <p><b>The staff restaurant is open at the following times:</b><br/><b>Neuendorf site:</b> Monday to Friday from 6.30 a.m. to 1.30 p.m. and from 4.30 p.m. to 6.15 p.m.<br/><b>Volketswil site:</b> Monday to Friday from 8.30 a.m. to 1.30 p.m.</p> |
|  | <p><b>Waste</b><br/>It is forbidden to leave waste on the premises.</p>   |

### 3. Access to the building / overnight stay

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Overnight stays at the Migros Verteilbetrieb AG Neuendorf site are only permitted in conjunction with night loading operations. Drivers who break this rule may be escorted off the site by Migros Verteilbetrieb AG employees or reported to the police.

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|--|---|
|   | <p><b>Only drivers may enter the premises.</b><br/>Drivers are restricted to the following areas:</p> <p><b>Neuendorf site:</b> Loading ramps, bathroom facilities, the staff restaurant on the NW site, the break room on the NW site (ground floor A2) and the break rooms on the NE and NN sites.</p> <p><b>Volketswil site:</b> Loading ramps, bathroom facilities, the common area in the intermediate building and works 3 and in the staff restaurant in works 1.</p> <p>Accompanying persons must remain in the driver's cab.<br/>Accompanying persons may also use the staff restaurant, the break rooms and the bathroom facilities when accompanied by the driver of the motor vehicle.</p>  |
|   | <p><b>Overnight stays</b></p> <p><b>Neuendorf site:</b><br/>Unauthorised overnight stays on the MVB Neuendorf site are forbidden. Permission for each overnight stay must be requested at the lodge of the main building on the NW site. Overnight stays are only permitted on the MVB Neuendorf West and East sites.</p> <p><b>Volketswil site:</b><br/>Overnight stays are forbidden on the entire site.</p>  |
|  | <p><b>Bathroom facilities</b></p> <p><b>Neuendorf site:</b><br/>On the <b>NW site</b>, only the bathroom facilities in the container in front of the East Annex are available for use between 7 p.m. and 5 a.m. The key for the shower may be requested at the lodge. Between 5 a.m. and 7 p.m., only the bathroom facilities in the cloakroom on the second floor of the main building are available for use.<br/>On the <b>NE site</b> (LCO), the bathroom facilities in the basement of LCO Hall 5 are available for use.<br/>On the <b>NN site</b> (TKL), the bathroom facilities in the new engineering building are available for use.</p> <p><b>Volketswil site:</b><br/>In Volketswil, only the bathroom facilities in the common areas in the intermediate building and in building 3 are available for use.</p> |

## Migros Distribution Center Neuendorf AG

Pascal Gilgen

Head of Security/Engineering

Peter Däster

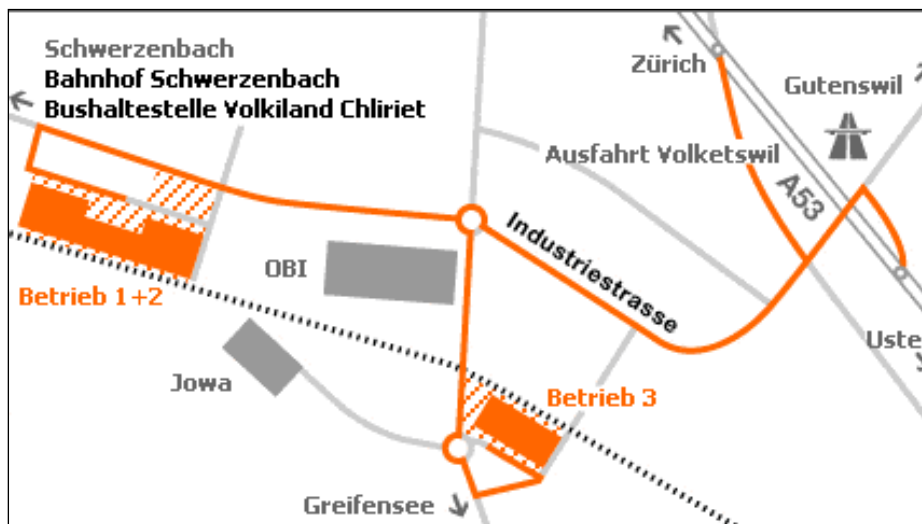
Head of Security

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## Overview of the Migros Verteilbetrieb AG Neuendorf site



## Overview of the Migros Verteilbetrieb AG Volketswil site



The driver confirms that he/she has understood the safety regulations and will adhere to them.

|                             |  |
|-----------------------------|--|
| <b>Transport companies:</b> |  |
| <b>Driver's name:</b>       |  |
| <b>Date:</b>                |  |
| <b>Signature:</b>           |  |

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|--------------|---------------------|------------|----------------|
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