

**syncreon**

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Sprukterweg 81  
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The Netherlands

*supply chain synergy*

**syncreon**

**Netherlands**

**Maasvlakte**

**Tilburg**

**Waalwijk**

**Venray**

**Site Rules**

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[www.syncreon.com](http://www.syncreon.com)

## WORKPLACE RULES

To assist in providing a safe workplace for you and a secure area for our customers please observe the following:

1. Ensure you can identify yourself at all times. syncreon staff needs to wear their ID card at all times.
2. Ensure the clear bags provided are used when transporting permitted items (Waalwijk only).
3. Only exit at designated areas, not dock doors or fire exit doors.
4. Report any suspicious activity.
5. Only leave your work place after approval of your supervisor/manager.

## SAFETY IN THE WORKPLACE

1. Wear Safety shoes and Hi-Viz vest at all times.
2. Proper ladders, steps and stands must be used when you are climbing and working above floor level. Never jump to the floor.
3. Provided eye vision protection and gloves need to be worn as specified by your supervisor.
4. Do not open machinery yourselves. In case of emergency contact your supervisor/manager.
5. All appliances not being used should be turned off to save energy.
6. The use of prescribed medication which could affect your work performance must be mentioned to your supervisor /manager or first aid staff (BHV).
7. Report potential hazards to your supervisor/manager.

## TRAFFIC RULES

1. Pedestrians **ALWAYS** have first way.
2. Pedestrians need to use the designated pathways **ALWAYS**.
3. Reach trucks always drive on the right hand side of the isle (where possible).
4. At the end of the each rack, isle or when exiting or entering another room, and when approaching blind corners and slow down/stop reach trucks blow horns.
5. It is not allowed for reach truck drivers to carry passengers at any time.
6. All incident/accidents, near misses & damages need to be reported to the appropriate Manager.
7. Under no circumstances should any unqualified person drive a reach truck.

## HOUSE RULES

1. Smoking is not permitted in any syncreon building. Smoking is allowed at the dedicated smoking areas only.
2. Violence –physical or verbal- will not be tolerated.
3. Intimidation, especially sexual intimidation will not be tolerated.
4. Eating and drinking is not permitted in the Warehouse. Only in the canteen.
5. Working under influence of drugs or alcohol will not be tolerated.
6. syncreon separates waste and garbage. Use the designated bins as instructed.
7. Always comply with requests of security. Cooperation is mandatory.
8. Clocking at the beginning and end of each shift is mandatory.

## ITEMS PERMITTED ON WAREHOUSE WITH RESTRICTIONS

1. Cigarettes and lighters to be stowed in lockers provided.
2. **ONLY** Works knives allowed on site and not to be taken outside the warehouse.
3. Bags to be kept in lockers provided.
4. Food allowed to be taken inside but not outside the building.



## ITEMS NOT PERMITTED IN WAREHOUSE

1. Personal mobile phones – **ONLY** company issued mobile phones are allowed
2. iPods
3. MP3 players
4. Radios
5. Memory sticks
6. Cameras (it is not allowed to take photographs at the premises)
7. CD players
8. SIM cards
9. Apple products (Waalwijk only)

## SEARCH PROCEDURES

**STANDARD SEARCH:** All employees **irrespective of status** could be subject to the Standard search on leaving the warehouse. There is no requirement to complete documentation for this practise.

The standard search will consist of a scanning wand being passed over/around the limbs and torso of the subject, whilst at the scanning point.

**This will consist of:**

1. **Removal of any outer jackets/coats to be scanned**
2. **Removal of shoes which will be flexed upside down and inspection of insoles**
3. **Placement of all pocket contents into plastic tote together with belts, wallets, ID card etc.**
4. **Lifting of trouser legs - to reveal sock tops**
5. **Raise your foot towards the knee. The security officer will scan both feet at the bottom.**
6. **Inspection of wallets/purses and laptop bags**
6. **Checking of all company laptop serial numbers against authorised list**
7. **Inspection of all mobile phones switched on and active**
8. **Having a chat with the security officer or checking the inside of your mouth on company property.**

The person will be asked to reveal and explain the reason/cause for an alarm indicating a concealed object/s. Employees may be requested to be taken to a private area for further personal search.

Laptop bags will also be checked and the subject will be required to show contents.

Random floor, locker and car searches will be conducted.

Failure to comply with the above may result in disciplinary action or refusal to re-enter the site.

This search may vary per location depending upon security requirements.

## IN CASE OF EMERGENCY

1. **You should know the location of the fire fighting equipment and keep it free of obstructions.**
2. **Know proper evacuation routes and procedures to follow in the event of an emergency.**
3. **If (serious injury occurs), you should not move that person. We have trained first aid staff; they will take over responsibilities for the injured person.**
4. **In the event of an emergency, go to the nearest telephone, dial the appropriate telephone number, report the emergency and location and notify your supervisor IMMEDIATELY.**

## DRESS CODE IN THE WAREHOUSE

1. **NO hoodies**
2. **NO headwear – Hats etc.**
3. **NO Coats/jackets**
4. **NO scarves**





## ADDENDUM to SITE RULES for MAASVLAKTE SPECIFIC

### WORKPLACE RULES

To assist in providing a safe workplace for you and a secure area for our customers please observe the following:

1. **This is a site of Nippon Express. You should always behave respectfully and obey the rules.**
2. **It is not allowed to go to the Nippon Express warehouse/canteen/offices.**
3. **Use the locker rooms to put away your belongings that you do not need in the warehouse before passing security.**
4. **After entering through security, you walk through the blister dedicated corridor to the syncreon area.**
5. **Be alert of what's happening around and don't be complacent.**
6. **Nobody can enter the warehouse before a pre-alert.**

### DRESS IN THE WORKPLACE

We have a dress code for all direct staff in case we have visitors. The dress code will be announced three days in advance. The requirements are:

1. **Blue jeans or pants (long trousers)**
2. **Black t-shirt/polo/blouse/long sleeve**
3. **Safety vest of syncreon, worn closed**
4. **Safety shoes**

There is no dress code for administrative staff.

### SEARCH PROCEDURES

**STANDARD SEARCH:** All employees **irrespective of status** could be subject to the Standard search on leaving the warehouse. There is no requirement to complete documentation for this practise.

The search is done by the security company of Nippon and we expect our staff to comply fully with the requests of the security officers.

The standard search will consist of passing through a metal detector and checking of all luggage.

This will consist of:

1. **Placement of all pocket contents into plastic transparent bag together with belts, wallets, ID card etc.**
2. **Inspection of wallets/purses, mobile phones and laptop/bags**



## **ADDENDUM to SITE RULES for VENRAY SPECIFIC**

### **SECURITY IN THE WORKPLACE**

To assist in providing a safe workplace for you and a secure area for our customers please observe the following:

#### **Badge Control**

- 1. Always use your own badge when swiping at any access door. Never swipe for anyone else. If you notice someone swiping for anyone else, report this to security.**
- 2. Wear the badge in a visible manner.**
- 3. Challenge people (anyone) you see not wearing a badge & report the incident to Security.**

### **SECURITY IN THE WORKPLACE**

To assist in providing a safe workplace for you and a secure area for our customers please observe the following:

#### **Suspicious movement/shipment**

**Inform your Supervisor immediately upon noticing:**

- 1. Suspicious behaviour/activities**
  - 1.1. Suspicious shipments/parcels/products**
  - 1.2. Suspicious persons**  
(even if they are visitors, contractors or fellow colleagues, etc. **ANYONE**)
  - 1.3. Report an open dock door to your supervisor**  
(left open with no loading or unloading activities taking place)
- 2. Screener air cargo personnel will be asked to inspect suspicious movement/shipments.**
- 3. Venray site's BAL (Beveiligings Adviseur Luchtvracht / Air Freight Security Advisor) is Barrie Maas**
- 4. The DSR - Dock Security Representative**
- 5. The DSM - Dock Security Manager**

