

## **General information and guidelines for visitors**

1. A visit to anywhere on our premises (buildings and open spaces) is only permitted provided that the person carries an identification card issued by Hartmetall-Werkzeugfabrik Paul Horn GmbH or Horn Hartstoffe GmbH at the reception desk. An authorised contact person will be assigned.

2. The consumption of alcohol and narcotics is prohibited on the entire company premises, as are photography and filming. Smoking is only permitted in specially designated areas. The carrying of digital and film cameras, mobile telephones, tablets, notebooks and electrical recording and playback devices in the areas not accessible to the public requires the prior permission of the authorised persons designated for this purpose by the management. The aforementioned devices can be kept in the cloakroom at the reception desk.

3. Driving on the company premises in vehicles of all kinds, for which the Road Traffic Regulations and a maximum speed of 10 km/h apply, requires the prior permission of the contact person. Parking is only permitted in designated visitor parking spaces.

4. With regard to our duties to provide information arising from the General Data Protection Regulation (GDPR), we refer to our "Data Protection Information for Suppliers, Customers, other Business Partners and Interested Parties", which is available at the reception and can be taken away.