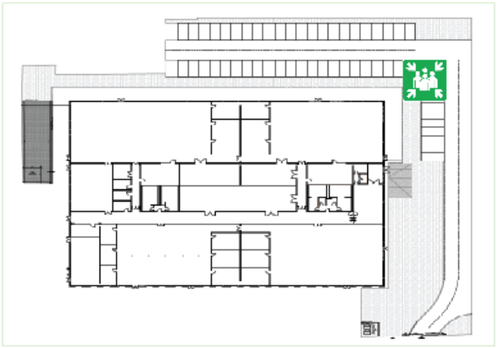
Evacuation Plans for: D & F Buildings

D BUILDING
CLĂDIREA D



F BUILDING
CLĂDIREA F



Special Notes for Technical Cleanliness

- Technical cleanliness is important in an electronics manufacturing site. Inside the production area, avoid any introduction or generation of particles.

DO's:

- Always wear the appropriate clothing and footwear, as indicated, for the different areas you enter: White, Gray or Black.
- Keep ESD smocks closed and wear only in White/Grey Areas.

DON'Ts:

- Cardboard and wood in the production area
- Do not touch "Particle Traps"
- It is not allowed to wear long hair loose.





Evacuation Plans for: Extension A, A, B, Production, C, D & S Buildings



AUMOVIO Technologies Romania S.R.L
1 Siemens Street, 300704 Timişoara, România

AUMOVIO Autonomous Mobility Romania S.R.L
1 Siemens Street, 300704 Timişoara, România

www.aumovio.com

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Rules for visitors and contractors

All Visitors and Contractors must read this leaflet carefully as it has critical Security, Environmental and Health & Safety information that you will need to make your working here on-site safe and without incident. You will need to sign this leaflet to confirm that you have read and fully understood its content and that you will follow its requirements fully.

AUMOVIO Technologies Romania (ATR) is comitted to conducting its business in a manner that delivers leading Environmental and Health & Safety performance providing a safe work environment that enables employees to work injury free and conducting all its operations in a manner that minimizes Health & Safety risks to employees and the comunity. Everyone on the site has an individual responsability and role to play to ensure the company achieves these objectives i.e. Health & Safety is everyone's responsibility.

Security and arrival on-site

- All Visitors and Contractors must report to Reception where you will be met by your on-site Responsible.
- Your on-site Responsible will arrange for you to be issued with a Temporary Contractors Access Badge; your badge must be worn at all times and it must be returned to Reception each time you leave.
- The badge must be worn at all times bellow the neck. Never give your badge to another person.
- You will be asked to display your badge to the Security Officer on duty at the site Access points/Reception Desks.
- Contract personnel are not authorized to bring visitors to the AUMOVIO Technologies Romania (ATR) site without approval of their on-site Responsible.
- If you lose your badge report the loss to the Facility Department at ext. 0256-252137 and your on-site Responsible as soon as possible.
- Personnel issued with temporary contractors badges must register daily at the Reception Desk.
- Temporary access badges must be returned to Reception at the end of day/shift period.
- Temporary access badges must be returned to Reception at the end of day/shift period.
- Secure all personal items and confidential data.
- Temporary rights for bringing in/taking out equipment is required for all property leaving site (ask for details to Responsible).
- According to the ATR Internal Regulation, the recordings (photos, videos) in all areas are forbidden; in case of access in secured zones, the camera of the media devices (laptops, foto /video cameras, cell phones etc) shall be sealed at reception desk; statement related to access in secure area is declared by your on-site Responsible during registering process.



Traffic Management

- Drive slowly, maximum speed on-site is 5 km/hr.
- Park in a designated area only.
- Give way to people using the pedestrian walkways.
- Adhere to car park signage and directional road markings.
- Lock your vehicle/motorbike/bicycle and put valuables out of sight.





Smoking

- Smoking is restricted on-site and is allowed only inside designated Smoking Zones, ask your ATR Responsible where nearest Smoking Zone is in relation to where you will be working on-site.



Environmental Protection

- The location is ISO 14001 certified.
- Bringing in chemical substances without prior agreement of the Environmental, Health and Safety (ESH) Department is prohibited.
- Usage and handling of all chemical substances must be done according to the Material Safety Data Sheet and the Operating Instructions.
- Waste must be disposed only in labeled containers according to the waste types.
- Any spills/misuse of a drain must be reported immediately.
- Do not release any chemical to any drain.





Emergency

- In the event of an Emergency for which you need assistance dial the Emergency Number 112 from any internal phone.



Accident/Incident

- Get First Aid promptly if needed, by dialing the emergency number 112 from any internal phone. You can call the medical room (schedule Monday - Friday: 08:30 - 24:00, int 3333) or one of the employees authorized to give first aid, enlisted at the first aid points in our location.
- Report all accidents/dangerous occurances/near misses, regardless of how minor you may think they are to your on-site ATR Responsible.
- Assist in the subsequent accident/incident investigation and follow all corrective action arising from the investigation.

Site Health & Safety

- Report immediately to a ATR person or your ATR on-site
- Responsible/Supervisor any condition or practice you think might cause injury/illness to you, another employee or damage to equipment/product.
- Put everything in its proper place, good housekeeping is important.
- Check all tools and equipment for defects before use. Use correct tools and equipment for each job.
- Wear approved PPE (Personal Protective Equipment) as directed specificaly for your job. To have access in the production area, you will be given a protection equipment (ESD robe and shoes). This equipment must be tested before entering the EPA (ESD Protected Area). It is mandatory to respect the Rules posted on ESD access points.



- Do not engage in horseplay. Avoid distracting others.
- All Construction Projects must comply with current
- Construction Regulations, all Safe Pass Cards etc. must also be provided for inspection.
- Current and valid certification must be available for inspection for Lifting Equipment, Fork Truck Drivers, etc.
- If working at a height the area bellow must be cordoned off and respect the work safety legal requirements.
- Bariers and warning tape are required for all floor openings.
- Breach of site rules can result in Visitors/Contractors being asked to leave the premises immediately.
- It is strictly forbidden to introduce or to consume alcoholic beverages and/or narcotic substances.
- Introducing or consuming food and/or drinks in the production area is forbidden. Our location has a canteen from where you can purchase these products.



- In order to avoid any kind of accident, be careful while walking both inside or outside the buildings or while using the stairs. Use the hand rails and step carefully.



Work permits

- Worker Access Authorization Form is a mandatory requirement before starting any work on site.



- The General Permit to Work must be obtained from your on-site Responsible prior to any work commencing.



- Additional signed permits are required for work involving Hot
- Work Permits and Confined Space Entry.
- Work must NOT be started without all necessary permits in place and all conditions stipulated on these permits satisfied.
- Failure to comply with these requirements can result in Visitors/Contractors being asked to leave the site immediately.

Evacuation Procedure

- When the evacuation signal sounds leave the building immediately following the exit signs which indicate the exit direction and go to the established places (Assembly Point).



- Take with you your equipment / tools if safe and possible to do so.



- Exit the building via the NEAREST Fire Escape Door.
- DO NOT RETURN for personal belongings.
- Go to the ASSEMBLY POINT nearest your Escape Door.
- Assembly Points are located around the site, the map (overleaf) indicates where the Assembly Points are. Take a moment to locate the Assembly Points for the building you will be working in.
- UNDER NO CIRCUMSTANCE should you return to the building even though the alarm may be silenced.
- REMAIN at the Assembly Place until you are advised by the Representative from Plant Fire Brigade to return.
- Representative from Plant Fire Brigade to return.
- Comply with all the instructions given by the Representative from Plant Fire Brigade.



- Do not block the evacuation routes, emmergency exits and also ensure free access to instructions and fire protection equipments (evacuation plans, fire, extinguishers and hydrants).



- Also, in case of observing an emmergency situation, inform the ATR Responsible or any employee as soon as possible.

Energy

AUMOVIO Technologies Romania is ISO 50001 certified.



Please consider the following simple rules for reducing waste and unnecessary electricity consumption:
1. Avoid water leaks during installation work.
2. Switch off lighting in the technical annexes, in the warehouses and at the work place, after the end of the work schedule.
3. Shut off air conditioning in the work area in the absence of personnel.
4. Notify the AUMOVIO beneficiary of any accidental fluid loss from equipment or any loss of energy.

Visitor will enter in secure areas (on-site Responsible input)

NO ☐

YES ☐ seal applied YES☐ NO☐

I acknowledge the information and requirements presented by AUMOVIO Technologies Romania in this leaflet and undertake to comply.

Last name _____

First name _____

Date signature _____

Seal integrity check at leaving

CONFORM☐

NONCONFORM☐

Comments_____

Security Responsible announced_____