















## Safety regulations for truck drivers on the site MVN AG Neuendorf and Volketswil

### 1. Traffic regulations

	<p><b>Driving speed</b> The driving speeds in the MVN AG are regulated as follows:</p> <p><b>Location Neuendorf:</b> Entrance to the sites 30km/h, after the barrier and in unclear areas 20km/h.</p> <p><b>Location Volketswil:</b> 20km/h applies in general. All signs must be followed. When driving and manoeuvring on the site the rear and side doors must be secured.</p>
	<p><b>Parking prohibited</b> Parking is prohibited at ramps no. 35, 39, 47, 51, 54, 59 and 63 on site NW on weekends due to safety reasons. Furthermore, parking is also prohibited in front of hydrants and other fire-extinguishing devices, in front of entrance and exit gates and on employee parking spots.</p>
	<p><b>Shunting work</b> Before docking the driver must ensure that there are no persons in the danger zone. Freely rolling back during docking is prohibited. <b>The truck, uncoupled hanger or trailer must be slowed down after docking and secured from rolling away by means of a chock. After that the engine must be turned off.</b> During loading and unloading no manipulations may be carried out on the vehicle. The truck driver is responsible for adherence to these safety rules. Adjustable ramps and gates can only be used after prior instruction by personnel of the MVN AG. Vehicles, hangers or trailers can only be removed from the ramp after the ramp personnel has authorised this.</p>
 	<p><b>Cargo handling equipment</b> Cargo handling equipment may only be used by qualified personnel. The corresponding permits must be presented upon request. Above all, this applies to electric pedestrian controlled vehicles and forklift trucks.</p> <p>It is prohibited to drive along on a forklift truck or an electric pedestrian controlled vehicle and to use a hand pallet truck as a scooter.</p>

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Peter Däster	Security department	02/11/2015	Walter Arnold




## 2. General rules

	<p><b>Smoking ban</b> Smoking is prohibited in the whole building as well as on the loading areas. Exceptions are specially marked.</p>
	<p><b>Open flames</b> Grilling, cooking or making fire is strictly prohibited.</p>
	<p><b>Property damage</b> Damage to ramps, gates, barriers, etc. is to be reported immediately and recorded in a damage protocol.</p>
	<p><b>Safety shoes</b> It is mandatory to wear safety shoes within the facility. We will not be held liable in the event of an accident.</p>
	<p><b>Safety through visibility!</b> When entering the MVN AG site drivers are required to wear a safety vest!</p>
	<p><b>Site monitoring</b> The site is monitored. In order to be able to act immediately in cases of emergency the ignition key must strictly remain in the ignition lock in all trucks over night and on week-ends.</p>
	<p><b>Evacuation</b> In the event of a fire or evacuation alarm the instructions given by the fire brigade must be followed.</p>
	<p><b>The opening hours of the personnel restaurant are as follows:</b> <b>Location Neuendorf:</b> Monday to Friday from 6:30 a.m. to 1:30 p.m. and 4:30 p.m. to 6:15 p.m. <b>Location Volketswil:</b> Monday to Friday from 8:30 a.m. to 1:30 p.m.</p>
	<p><b>Waste</b> It is prohibited to leave waste lying on the grounds.</p>

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

Staying on the site MVN AG Neuendorf overnight is only allowed in the context of night loading. In the event of an offence the driver may be removed from the grounds or prosecuted by employees.

	<p><b>Only motor vehicle drivers are allowed to access the facility.</b> The stay of the drivers shall be restricted as follows:</p> <p><b>Location Neuendorf:</b> Loading bay, sanitary facilities, personnel restaurant on site NW, break room site AW A2 ground floor, break room site NO and site NN.</p> <p><b>Location Volketswil</b> Loading bay, sanitary facilities, lounge areas in the connection building and facility 3 and the personnel restaurant facility 1.</p> <p>Accompanying persons must stay in the driver's cabin. When accompanied by the motor vehicle driver the accompanying persons may also use the personnel restaurant, break rooms and the sanitary facilities.</p>
	<p><b>Staying overnight</b></p> <p><b>Location Neuendorf:</b> Without a permit it is prohibited to stay overnight on the MVN AG Neuendorf site. The authorisation per night must be requested at the lodge main building site NW. Staying overnight is only allowed on the site of MVN AG Neuendorf West and Ost.</p> <p><b>Location Volketswil</b> In the textile logistics facility in Volketswil staying overnight is generally prohibited.</p>
	<p><b>Sanitary facilities</b></p> <p><b>Location Neuendorf:</b> On the <b>NW site</b> the sanitary facilities in the container in front of the building extension Ost are to be used from 7:00 p.m. to 5:00 a.m. The key to the shower has to be requested at the lodge. From 5.00 a.m. to 7.00 p.m. the sanitary facilities in the main building, dressing room on the 2nd floor are to be used. On the <b>NO site</b> (LCO) the sanitary facilities in the basement of LCO hall 5 can be used. On <b>site NN</b> (TKL) the sanitary facilities in the new engineering building can be used.</p> <p><b>Location Volketswil</b> In Volketswil the sanitary facilities near the lounge areas in the connecting building and facility 3 are to be used.</p>

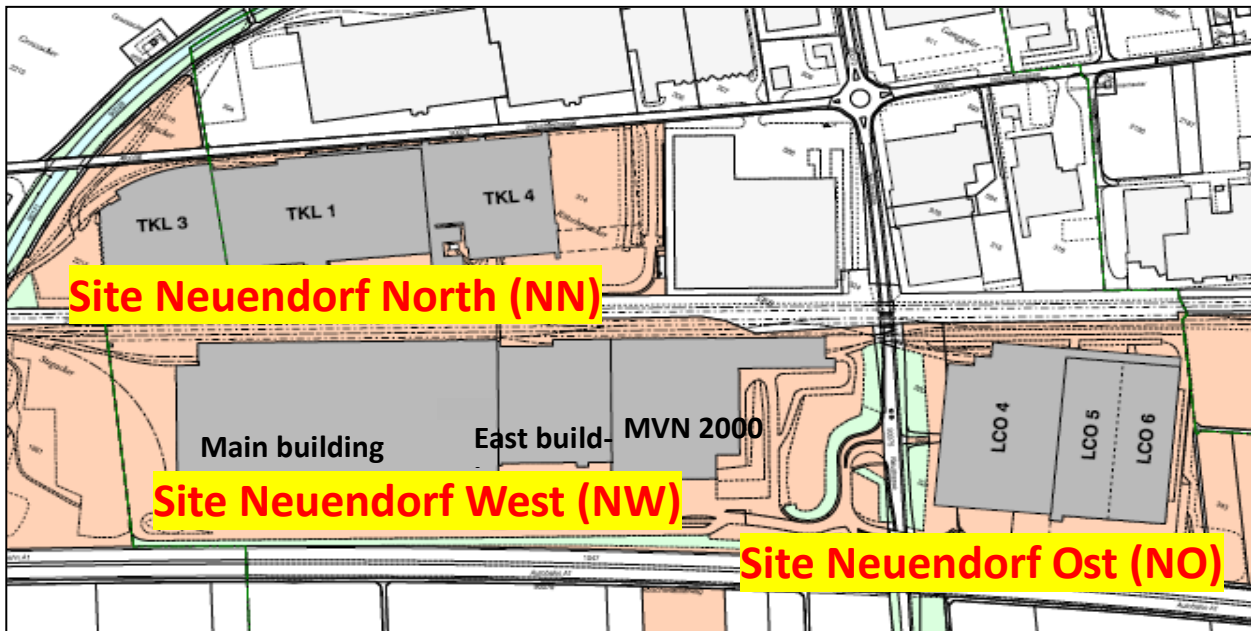
### Migros distribution facility Neuendorf AG

Hans Kuhn  
Managing director

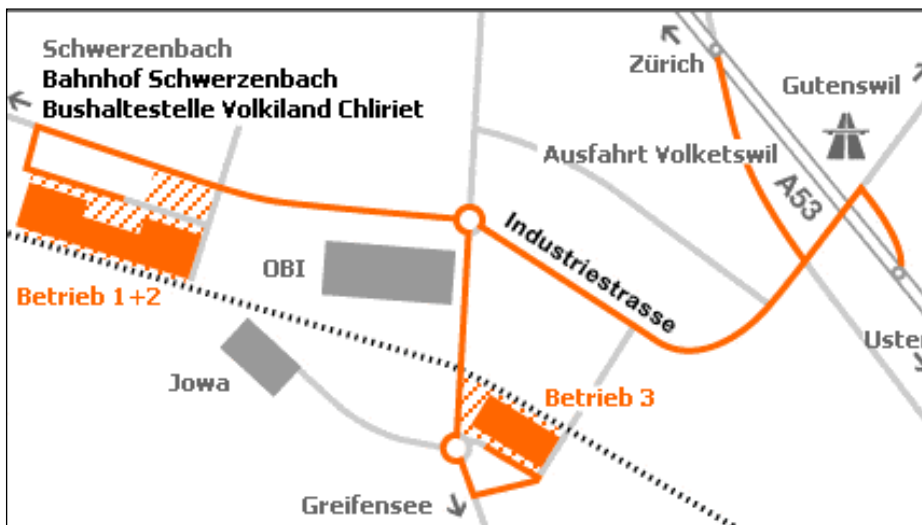
Walter Arnold  
Head Finance & Infrastructure  
Member of the board

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Peter Däster	Security department	02/11/2015	Walter Arnold

**Layout plan MVN AG Neuendorf**



**Layout plan facility textile logistics in Volketswil**



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

<b>Transport companies:</b>	
<b>Name driver:</b>	
<b>Date:</b>	
<b>Signature:</b>	