



COSTAMPRESS S.p.A.

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INTRODUCTORY FORM FOR ACCESS AND IDENTIFICATION OF EXTERNAL PERSONNEL

In anticipation of your visit to our office located in via G. Taliercio 13 - 30037 Gardigiano di Scorzè - Venice Italy, we send you this document concerning the commitment of confidentiality and our safety directives for those who access our company.

We ask you to read it carefully since the information therein is essential for accessing all our services and all the common areas.

Upon your arrival at the reception, you will be asked to register your details and you will be given a pass and a small sticker to put on your smartphone and tablet cameras.

Subsequently, your company representative will welcome you and start your visit at Costampress.

COMMITMENT OF CONFIDENTIALITY FOR THOSE WHO ENTER THE COMPANY PREMISES.

1. For the entire duration of your presence on the premises of Costampress S.p.A., the visitor may have access to a series of confidential information, such as contacts, data, documents, experience and information relevant to vehicles and/or components, and/or products that are currently not produced in series and/or have not yet been disclosed to the public that must, therefore, be treated with the utmost confidentiality in terms of trade and business secrets.

2. The confidential information of which the visitor may gain knowledge are the property of Costampress S.p.A. and strictly confidential. Costampress S.p.A. protects its data with the utmost care and, therefore, requests that the visitor exercises the utmost confidentiality when processing the confidential information and any other confidential data of which the visitor may have gained knowledge, also in compliance with the current Data Protection and Safety Regulation. Therefore, the visitor undertakes to:

- a) not disclose or communicate the confidential information, or parts of it, to third parties, except with prior express written authorisation from Costampress S.p.A., and provided that such third party has signed a confidentiality commitment that, by form and content, is approved by Costampress S.p.A.;
- b) immediately inform Costampress S.p.A. should a request be made to disclose confidential information in the context of legal proceedings by the competent authorities;
- c) not request the registration of patents or other tools that protect the intellectual property relevant to the confidential information;
- d) causing or facilitating, due to failure by the signatory to pay due attention and diligence to the commitment of confidentiality established herein, any unauthorised disclosure;
- e) and use it in any other way.

For this reason, the visitor commits to the utmost confidentiality, to protect the trade secret pursuant to and in accordance with art. 2598, no. 3 of the Italian Civil Code, art. 623 of the Italian Criminal Code, Italian Law 198/96 - no. 248/00, as well as pursuant to Italian Legislative Decree 196/03. Any information that (a) is already public domain, (b) is already legitimately in the hands of the visitor and not subject to restrictions of confidentiality, or (c) was obtained from a third party that was not bound to any commitment of confidentiality.

3. The visitor is aware that photos and videos within the company are strictly prohibited. In the event of breach of this provision, as well as the right to claim damages, Costampress S.p.A. has the right to confiscate the relevant photos or recordings (with particular, but not exclusive, reference to rolls, negatives and prints) and to destroy them or have them destroyed. The visitor has no right to make a claim or request compensation for the confiscation or destruction of such objects.

4. In the event of a breach of the obligations undertaken by the visitor herein this declaration, Costampress S.p.A. has the right to take action against the same, in all and appropriate forums, to request compensation for damages.

5. In the event that one of the provisions of this declaration is invalidated, the declaration will be understood as supplemented by a valid declaration of similar meaning.

6. The visitor undertakes to comply with the present commitment of confidentiality.

SAFETY DIRECTIVE FOR THOSE WHO ENTER THE COMPANY PREMISES

Herein this regulation is some of the basic rules to enter and move around our company.

1. It is necessary to register entry and exit at the reception desk.
2. It is necessary to visibly display the PASS (issued by the reception) during the entire visit.
3. It is necessary to affix the sticker given to you at the reception desk on all smartphone and tablet cameras.
4. Maintain proper conduct and refrain from any action that may cause damage to property or persons within the company.
5. Should it be necessary to use any company equipment it is mandatory to make a written request to the management.
6. Respect prohibitions, obligations and instructions necessary to prevent the hazards identified on the respective warning signs.
7. Avoid using portable equipment that can generate sparks or open flames near areas where flammable liquids and/or highly flammable materials are stocked or used and/or in ATEX areas (at risk of explosion).
8. All movements within the company must be communicated to the department heads and, in any case, must be accompanied by their company representative.
9. Wear appropriate work clothes.
10. Always wear personal protective equipment according to the activities to be carried out.
11. Inside the production area, walk inside the paths delimited by the yellow lines.
12. Inside the production area always wear safety shoes or shoe covers and helmets.
13. Do not use drugs/alcohol during work activities.
14. The administration, sale, exchange and possession of alcohol are strictly prohibited.
15. It is strictly forbidden to take photos and video recordings in any area of the company.

In the event of non-compliance with this regulation, Costampress S.p.A. reserves the right to remove any visiting representative.

INTERNAL SAFETY SIGNS LEGEND



video surveillance



caution hot surfaces



caution explosion risk



caution forklifts



meeting place



first aid kit



emergency exit



visitor parking



protective headgear mandatory



protective eyewear mandatory



protective footwear mandatory



facial protection mandatory



protective gloves mandatory



fire alarm



access by unauthorised personnel prohibited



no smoking



no photos



extinguisher