perma ACADEMY

Registration perma Technical Training

Please return the completed form **to Mrs. Julia Reininger via e-mail** (julia.reininger@perma-tec.com). If you have any questions, please feel free to call us at +49 9704 609-3643. **Submitting the registration form does not automatically guarantee binding participation.** If the maximum number of participants is reached, further registrations cannot be considered.

REGISTRATION

Training _____

Company _____

Person of Contact _____

Address _____

Address _____

Address _____

E-Mail
(Person of Contact) _____

PARTICIPANT

Mr. | Mrs. _____

Name | Surname _____

Function _____

E-Mail _____

Catering _____

perma processes all data provided in connection with this consent. This data will not be forwarded to third parties. Your consent may be revoked in writing at any time. For more information about data protection go to www.perma-tec.com/en/privacy

DETAILS

- Cost: Free of charge
- Training Times: 9:00 a.m. – 4:30 p.m. | perma ACADEMY Euerdorf
- Please note that short-term cancellations within 14 days prior to the training and no-show will be subject to a 89.00 EUR cancellation fee
- Training certificates will be handed over only after completion of the entire training

HOTEL RESERVATION

Please make the following hotel reservation:

From: _____ Until: _____

☐ Superior single room at Hotel Kaiserhof Victoria, Bad Kissingen | Special rate 104.00 - 109.00 EUR per night (depending on season), incl. breakfast buffet and free use of the Kaiserhof SPA area, plus visitor's tax

☐ Parking lot at Hotel Kaiserhof Victoria for 10.00 EUR per night

AIRPORT PICK-UP

I / we need an airport pick-up ☐ Yes | Price on request: Frankfurt airport – hotel or our premises, one way

Flight details: _____

ADDITIONAL MEETING DEMAND

I / we want to meet with the responsible salesperson on

_____

to discuss the following topics (please specify):

_____

_____

perma-tec GmbH & Co. KG
Hammelburger Str. 21
97717 Euerdorf
GERMANY

Tel.: +49 9704 609-3643
academy@perma-tec.com
www.perma-tec.com

perma ACADEMY

IMPORTANT INFORMATION

for interns and visitors

Please read the instructions carefully and then sign this document.

PLANT SAFETY

- Please park your car only in designated parking spaces
- For your own safety, follow your supervisor's instructions
- Observe the speed limit of 10 km/h and pay attention to people, forklifts and cranes
- No photography allowed anywhere on the premises unless approved by Management
- Wearing, carrying, or using smart glasses is strictly prohibited
- Avoid unnecessary disturbance of neighbours and residents



EMERGENCY NUMBERS

perma Front desk | Tel.: 09704 609-3991

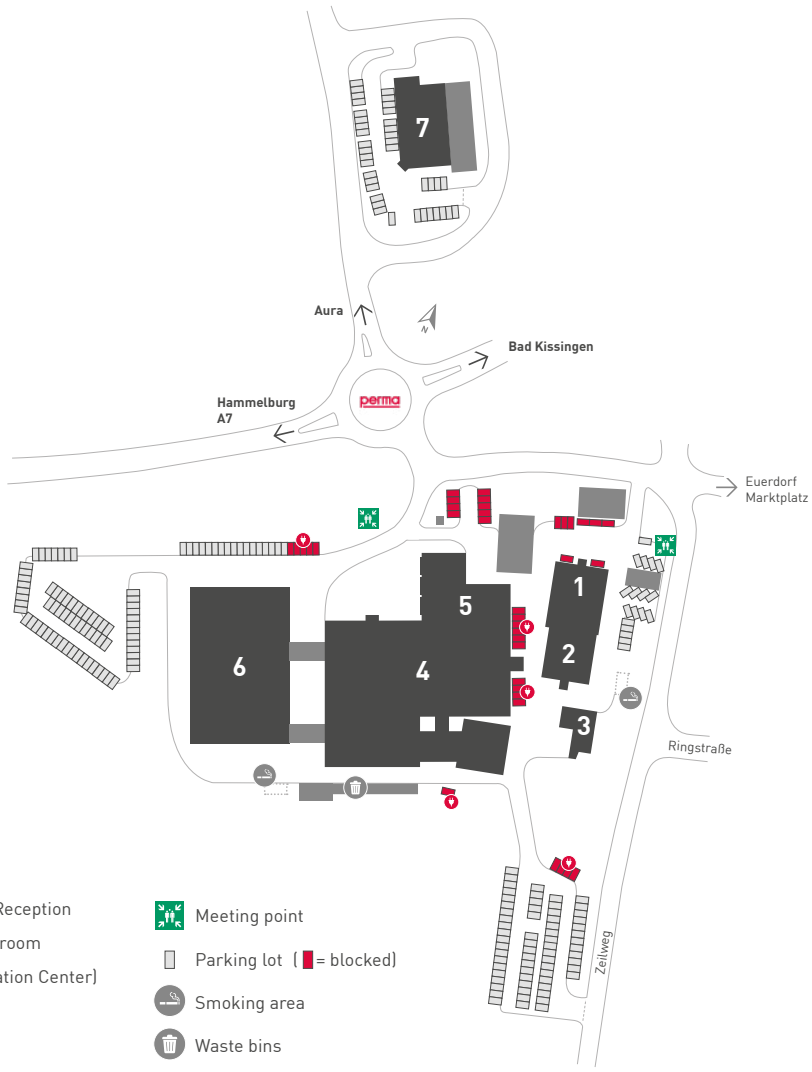
Kai-Uwe Bauer | Tel.: 09704 609-3987
» Fire Prevention Representative
» Safety Engineer

Thomas Hildenbrand | Tel.: 09704 609-3445
» Waste Management Officer
» Energy Officer

Sonja Pfister | Tel.: 09704 609-3116
» Data Protection Officer



Emergency
Tel.: 112



1 | Administration | Reception
2 | STAR conference room
3 | TVC (Test & Validation Center)
4 | Production
5 | Shipping
6 + 7 | Warehouse

Meeting point
Parking lot (= blocked)
Smoking area
Waste bins

WORKPLACE SAFETY

Inform your supervisor immediately about all accidents that happened at work or on the way to and from work. Also inform the perma safety engineer immediately so he can report the accident.

If you have an accident at work that requires medical attention, seek treatment only from authorised emergency doctors (see emergency and alarm plan). The responsible accident insurance provider is BGHM (Professional Association for Wood and Metal).



Wear mandatory protective gear - ask your supervisor for further information. Inform yourself about

» occupational hazards
» hazardous substances
» first aid facilities



Follow operating instructions for machines and hazardous substances. Only use materials that have been clearly marked and approved. Never operate machinery without prior instructions and training. Check safety and emergency stop devices at your workplace before you start work.



The use of MP3 players or earphones is prohibited throughout the factory. The use of personal electronic devices and mobile phones is not permitted.



Consumption and possession of alcohol or narcotics is strictly prohibited as you might put yourself and others at risk.

Please contact your supervisor if your state of health impairs your ability to work.



If you have any questions or suggestions regarding workplace safety, please contact:

» Your supervisor | Safety Engineer

ENVIRONMENTAL PROTECTION

Sort waste and put it into the designated containers for

» domestic waste
» paper | cardboard
» plastic (green dot) | foils
» hazardous waste



Prevent water-polluting substances from infiltrating the sewage system and soil. Transport and store water-polluting substances only on approved collecting containers. Read and follow environmental regulations.



For questions and suggestions regarding environmental protection, please contact:

» Your supervisor | Safety Engineer | Waste Representative

ENERGY MANAGEMENT

Please support our energy management!

Save energy and raw materials:

» Switch off lights and energy-consuming devices when not in use
» Close windows and doors in the cold season
» Air rooms regularly by opening windows for a few minutes

Please report leaks in compressed air and other utility lines.

For questions and suggestions regarding energy management, please contact:

» Your supervisor | Energy Officer

FIRE PREVENTION







Fire protection regulations part A, B and C

- Smoking is prohibited throughout the factory | Smoking is only permitted outdoors and in designated smoking areas
- Avoid ignition sources and electrostatic charge | Keep containers closed
- Do not block fire doors and gates | Do not block emergency exits, staircases and escape routes
- Do not block fire extinguishers, wall hydrants or fire alarms

Before any emergency occurs, find out the location of:

» the nearest fire extinguishers
» the nearest emergency exits and escape routes
» the nearest fire alarms and phones

Follow the instructions of the fire safety personnel.

In case of a fire alarm, please proceed to the meeting point. Report to your supervisor.

HEALTH PROTECTION




- Use skin protection items offered by perma (skin protection plan): Protect your skin before you start work, regularly cleanse your skin and use skin care products after work
- Avoid soiling your clothes with hazardous substances | Protect body parts from hazardous substances by wearing mandatory protective gear
- Do not eat or drink at work, especially when handling hazardous substances
- Noise: Hearing can be permanently damaged when noise levels exceed 86dB/A. We strongly recommend the use of ear protection
- Pay attention to safety markings. Read and follow company notices | Use lifting aids when moving heavy loads. Protect your spine by bending your knees when lifting heavy loads
- Corona | Please follow the perma protective measures and hygiene standards (displayed at the reception desk)

For questions and suggestions regarding health protection, please contact:

» Your supervisor | Safety Engineer | Fire Prevention Representative

DATA PROTECTION

It goes without saying that we handle your personal data responsibly and confidentially. Provided that you have given your consent, your personal data is collected, processed, used and forwarded in accordance with the applicable German and European data protection regulations.

For questions and suggestions regarding privacy, please contact:

» Your supervisor | Data Protection Representative

With my signature, I confirm that I have carefully read the information for visitors and will observe the guidelines listed therein.

Place, Date

Signature

perma-tec GmbH & Co. KG
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97717 Euerdorf
GERMANY

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