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# Visitor Policy

## Welcome to HAVI Logistics Kft.

### 1. Introduction

The purpose of this policy is to define the basic rules for entering, moving safely within, and staying on the premises of the logistics center.

The safety of our guests, visitors, and employees of external companies is just as important to us as the safety of our own employees; therefore, this policy applies to all employees, office tenants and their employees, subcontractors, suppliers, carriers, and visitors.

### 2. Entry to and Presence on the Center Premises

- A camera system operates throughout the company premises. Upon entry, visitors acknowledge this fact and accept the current Privacy Notice of HAVI Logistics Kft. (https://havigdpr.hu).
- Entry to the center premises is permitted only with a valid access card or prior authorization.
- Company employees are required to receive visitors at the main entrance and arrange their entry. By completing the online registration upon entry, visitors accept the rules applicable at the HAVI site.
- Visitors may be present in the office building and in the warehouse only when accompanied, and in the warehouse they must also comply with the additional rules governing warehouse entry.
- During visits, employees' children under the age of 18 may be present in the logistics center yard and office building only when accompanied by a parent. Their entry into the warehouse is strictly prohibited.
- Parking is permitted only in the designated parking spaces in front of the building. All vehicles must reverse into parking spaces, which facilitates safe departure in an emergency. A further purpose of this rule is to ensure that each vehicle occupies only one parking space.

- Visitors are required to collect waste generated on the logistics center premises selectively in accordance with the applicable regulations and place it in the collection container designated for the relevant waste type.
- Smoking and the use of e-cigarettes are permitted only in designated smoking areas.
- The use of open flames is strictly prohibited in explosive atmospheres.
- Bringing hazardous substances onto the logistics center premises without prior authorization is not permitted.

## 3. Rules Applicable to Visitors Entering the Warehouse

- Wearing jewelry and other accessories (necklaces, rings, watches, earrings, etc.) is not permitted.
- Handwashing is mandatory before entry.
- The use of open flames and smoking are prohibited.
- Careful movement within the work area is mandatory:
    - Use of designated pedestrian routes — Pedestrian traffic is permitted only on designated pedestrian routes, both in outdoor areas and in specified warehouse zones (dry-goods warehouse, freezer, refrigerated area).
    - Giving priority to vehicles — Moving vehicles must be given priority in all cases.
    - Compliance with traffic rules during mechanical handling — When using mechanical material-handling equipment, the 5 km/h speed limit and traffic signs must be observed.
    - Monitoring forklift operation — Particular attention must be paid to forklift movements and to detecting forklift light and sound signals.
    - Prohibition on approaching operating equipment — It is prohibited to approach or touch operating machines or equipment, or to interfere in any way with their operation or handling.
- Eating and drinking are prohibited throughout the warehouse.
- Visitors may enter only while wearing a high-visibility vest and safety shoes.

- Entry is permitted only with an escort and with prior authorization from the DC Manager or the Operations Director.
- Taking photographs requires the prior authorization of the the DC Manager or the Operations Director.
- Entry is prohibited in the case of an infectious disease or while under the influence of drugs or alcohol.
- A camera system operates throughout the company premises. Upon entry, visitors acknowledge this fact and accept the current Privacy Notice of HAVI Logistics Kft.

## 4. Traffic on the Premises of HAVI Logistics Kft.

- On the logistics center premises, the maximum outdoor traffic speed is 10 km/h and the maximum indoor traffic speed is 5 km/h.
- Moving vehicles must always be given priority.
- Prohibition on approaching machines — It is prohibited to approach or touch operating machines or equipment, or to interfere in any way with their operation or handling.
- Due to heavy truck traffic, pedestrians may move in the yard only in areas designated for pedestrian traffic.

## 5. Safety and Asset Protection

- Video surveillance operates throughout the logistics center premises.
- The theft of goods or equipment will result in immediate disciplinary action.
- Reporting hazardous situations — Please immediately report any safety risk, accident, or near miss observed during your stay to the DC Manager or to a HAVI employee.
- In an emergency, the instructions of the person responsible for evacuation must be followed, the affected area must be left, and everyone must proceed to the designated assembly point.

- In an emergency, notify:
  - DC Manager: +36-70-650-4468
  - Managing Director +36-20-315-4900

## 6. Complaint Reporting

- SpeakUp: SpeakUp is a complaint reporting platform that provides the company's external and internal stakeholders with a secure and reliable way to report concerns related to actual or suspected misconduct (e.g., discrimination, harassment, fraud, bribery). Contact details:

  Website: https://havi.codeofconduct.app

  E-mail: compliance@havi.com