

Introduction:

This brochure is intended for the staff of suppliers who perform work on the DAF premises.

The topics in this brochure are arranged alphabetically and can be found in the index at the back.

Because of the brief nature of this brochure, only the general principles of rules are included.

Editor:  
Personnel Service Centre  
Tel. 3256/2129

*When the terms "he" and "his" are used in this brochure in reference to employees, they naturally should also be understood to refer to female employees as well.*



## **Locking cupboards, desks, etc.**

- At the end of your working day, you are required to lock the cabinets, desks, drawers, etc. that are under your management. Each desk and each cupboard has two keys. You keep one key yourself, and the second key has to be kept in a central location in each department.
- If you cannot get into your cabinet, desk, etc., do not break open the lock. Instead, notify your supervisor at DAF who can call the Facilities Management Department for assistance.
- Do not keep money, items of value, tools, etc. in undesignated places (such as cabinets, drawers, desks, closets). DAF shall not accept any liability if they are lost or stolen.

## **Liability**

The employee is liable for the loss or damage of DAF property, if this loss or damage can be attributed to a wilful act or negligence on the part of the employee.

## **Working conditions**

The employee is required to follow the Safety Regulations. The main regulations are:

- Maintaining order and tidiness
- Closely following instructions and rules issues such as:
  - Wearing closed work clothing
  - Not wearing any wristwatches, rings, bracelets or necklaces in the production area
  - Wearing the prescribed personal protective gear in work areas (and in other places where signs indicate they should be worn)
  - Personal music devices are not permitted. Only the special music system provided by DAF can be used in the plants and work areas
- Keep walkways clear, as well as access to electrical switching equipment, gas cylinders and extinguishers
- Use tools for what it is intended; immediately hand in defective tools
- Leave repairs of machines, tools or equipment to authorised, designated personnel
- Closely follow instructions on working methods (submit proposals for change via the immediate supervisor or suggestion box).
- Hand in spent chemicals and flammable liquids to the designated places. Never pour these liquids down the drain.
- Observe traffic rules and the speed limits on the premises and within buildings.
- Report accidents and hazardous situations to the DAF supervisor and safety reporters
- Welding, cutting or filing outside of designated areas or in basements is only permitted with the written permission of the Company Aid department. This permission must be requested at least 24 hours in advance.

We would also like to refer you to the booklet of “Safety Regulations”, a publication of the Occupational Health and Safety (OHS) department.

## **Safety reporters for OHS and the Environment**

To assist the management, a safety reporter (elected by the employees) has been appointed in all departments connected with production. This safety reporter's job is to submit periodic written reports on the OHS and environmental situation in the department. This report is addressed to the responsible department head and the OHS Department with the aim of eliminating reported situations. The safety reporter works in the best interests of all employees and of the company. He should be given all possible support.

## **Company pass, proof of entry**

At the start of work, an employee receives proof of entry. Proof of entry must be able to be shown at the company. Upon termination of the work, the pass must be returned to Facilities Services (building B55).

## **Company restaurants**

- Opened during the breaks of various shifts.
- When leaving the company restaurant, everyone will return the used cutlery and tray to the counter.
- Taking cutlery from the company restaurant to the department is not permitted.

## **Payment card**

In the canteen and automatic teller machines, one can pay electronically with the company pass or with a red "company card". You will find machines in the canteens and other places for adding or purchasing extra value on the red company card.

## **Computers**

Copying software used under license on computers or networks is prohibited. You cannot install your own programs either or make modifications to equipment.

### **Code of conduct for PC use**

- Use your computer properly and according to the rules.
- You remain responsible for all activities that occur with the use of your password.
- Use your computer only for business purposes.
- The following usage is prohibited: requesting downloads, possessing, viewing, using and distributing non-business video, radio and music, and racist, discriminating, threatening or offensive materials.
- Use hardware and software that is approved by ITD.
- Keep confidential information and data confidential.
- Immediately report the presence of a virus to the Service Desk, tel. 2301.

- Equipment and software is automatically registered and controlled. In some cases where necessity dictates, targeted inspection may occur at the individual level, including content of files.
- Report violations of the rules to your supervisor at DAF and/or staff officer.
- Measures can be taken in the event of violation of the rules.
- Make regular back-ups of files you have saved on your PC or laptop.

For all problems related to PCs and the network, you can contact the DAF ITD Europe Service Desk. Tel: 2301. The Service Desk can be reached from 7:30 a.m. to 5:30 p.m. Outside of these hours, the Service Desk is accessible on a standby basis. This is **only** for problems of a business nature, however.

## **End of work**

Upon ending the work, you must return all DAF property you have in your possession.

## **Photographing, filming**

You may not take photographs, film or record video on the premises without the advance written permission of the management. Request this from Communications.

## **Confidentiality**

The employee is required to observe confidentiality in respect of everything made known to him in any way whatsoever about business matters that are subject to confidentiality or the confidential nature of which the employee should in all fairness understand.

## **Suggestion box**

You can submit as an "idea" proposals that you think:

- can be used at DAF
- can improve an existing situation if applied and
- is not an immediate part of your job or task/assignment.

Read the instructions in the brochure and on the forms.

Information: Idea Centre, tel. 2229.

## **Creating propaganda and conducting trade**

Employees cannot create propaganda on the premises or sell wares, without the advance written permission of Personnel and Organisation.

## Smoking

Smoking is only permitted at DAF Trucks N.V.:

- outside working hours and
- in the designated smoking areas.

These can be found at various locations on the DAF premises.

The smoking areas were built for you. You must keep the facilities tidy. This means:

- Butts in the ashtrays, not on the ground.
- Cups, tins and other waste in the waste bins.

## Damage

### To company property

You must immediately report damage to vehicles, buildings, systems or materials to your supervisor in DAF and to the company security department.

### To private property

If you would like to request compensation of damage because your private property has incurred damage at work, you must immediately contact your supervisor within DAF and the company security department. Only if there is a clear instance of wilful act or gross negligence on the part of the company can any compensation of the costs be paid.

Damage to parked vehicles, mopeds or bicycles and damage as a result of theft cannot be recovered from DAF.

## Telephone

At the entrance of the business restaurant at DAF II, there is a telephone available for private use. One can call "out" on this phone in exchange for payment. The companies in Eindhoven have what is known as an extension system. This allows outside callers to reach internal phones without the assistance of a receptionist. To do this, dial 214 and then the internal telephone number.

## Safety

### Personal protective gear

All personal protective gear is "personal". You are responsible yourself for the correct use in specified areas. This is indicated on signs posted in the department. When necessary, internal and external visitors must also wear protective gear.

### Safety goggles

In many departments, you have to wear safety goggles. If you wear glasses, safety goggles with corrective lenses must be worn in those areas where safety goggles are required. These must have side guards. In areas where no eye protection is required, production staff who wear glasses must wear safety glasses, but side guards are not required.

Information: from your supervisor at DAF.

### **Safety shoes**

Wearing safety shoes is required in plants and work shops. If you do not have any safety shoes, it is possible to buy these in the DAF warehouse via your employer.

These safety shoes remain your property.

Information: from your supervisor at DAF

### **Hearing protection**

Hearing protection must be worn in indicated areas.

Information: from your supervisor at DAF

### **Drugs/alcohol**

Having intoxicants (hard and/or soft drugs) and alcoholic drinks in one's possession, selling them, using them or working under the influence of them is prohibited on the premises.

### **Traffic**

#### **Traffic rules**

- You must observe the rules of the public road while on the premises.
- Follow instructions on traffic signs.
- Always follow the instructions of company security personnel.
- Maximum speed on premises: 40 km/hour or the indicated speed.
- Internal transport between plants always has the right of way over other traffic.

Driving in motorized vehicles that are the property of DAF is only permitted for those who have been instructed to do so and who have the driving license specified by DAF. Your supervisor at DAF can provide you with further information.

## **Storage**

Storage of bicycles, mopeds and motorcycles: only in the designated racks or areas. Store at your own risk.

## **Parking**

Parking of cars within the spaces at the designated parking areas. You need a parking sticker. The parking sticker is provided by the company security department at your request and must be affixed to the front windscreen. Park at your own risk.

## **Violations**

In the case of violations of the traffic rules, the company security department is authorised – depending on the severity of the violation – to have the following measures taken:

- Verbal warning
- Written warning
- Fine

Speeding violations may be subject to an immediate fine.

## **Leaving the premises**

- Taking DAF property, including laptops, is prohibited without the written permission of the department manager or other authorised body.
- Leaving the premises wearing work clothing provided by DAF is prohibited, unless the work makes this necessary.
- When leaving the premises, a security inspection may occur, e.g. by visitation.

## **Confidential counsellor**

Undesirable behaviour can seriously disturb cooperation between co-workers and severely contaminate the working atmosphere. Teasing, discrimination, sexual innuendos are some examples of undesirable behaviour.

Staffs who are confronted with this and who cannot or who dare not discuss this with their boss or colleague can turn to a confidential counsellor.

Internal confidential counsellor's	tel.
Aydin Aytekin	5704
Miriam Hoevenaars	2232
Guillaume van Kampen	06-20540445
Albert Michels	5601

External confidential counsellor	
Els Raaymakers	040-2968300

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## Important telephone numbers

Emergency number	2222
OHSA dept.	2266
Company security	2062-2064
Fire brigade	2995
Facilities Management Helpdesk	2000
Computer Helpdesk	2301

DAF Trucks N.V.

Mailing address: Postbus 90065,  
5600 PT Eindhoven

Street address: Hugo van der Goeslaan 1  
5643 TW Eindhoven

Telephone: 040-2149111