



Safety Guidelines for visitors

 <p>Vehicle Parking</p> <ul style="list-style-type: none"> • Please keep the speed limit 10Km/h in our premises • Please park your vehicle in parking area • Follow security guard instructions 	 <p>Registration – Entry</p> <ul style="list-style-type: none"> • Please fill in your details in visitor book • Take visitor slip and Card. • Wear the card visibly on your body • Contact your host. 	<table border="1"> <tr> <td data-bbox="974 346 1112 472"></td> <td data-bbox="1128 283 1567 493">Entering in Factory workshops and machine rooms strictly prohibited. Visit only possible with approval from authority.</td> </tr> <tr> <td data-bbox="974 504 1112 619"></td> <td data-bbox="1128 504 1567 630">Smoking is only permitted in marked areas</td> </tr> <tr> <td data-bbox="974 640 1112 766"></td> <td data-bbox="1128 640 1567 777">Taking alcohol on the premises are strictly profited.</td> </tr> <tr> <td data-bbox="974 787 1112 976"></td> <td data-bbox="1128 787 1567 1018">Taking photographs and videos prohibited. Special arrangements can be agreed with approval from plant manager</td> </tr> </table>		Entering in Factory workshops and machine rooms strictly prohibited. Visit only possible with approval from authority.		Smoking is only permitted in marked areas		Taking alcohol on the premises are strictly profited.		Taking photographs and videos prohibited. Special arrangements can be agreed with approval from plant manager										
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<p>Contractors</p> <ul style="list-style-type: none"> • Who shall perform non-routine activities on site must be have valid work permit. • Contact your host. • Identify Environment Safety risk in your job. • Personal protective equipment's must be worn during the work • Report any unsafe acts/conditions and incidents to EHS manager • Before leave from work area must inform to your host. 	<p>Emergency Response</p> <ul style="list-style-type: none"> • Do not panic • Follow instructions from the host. • Do not use lifts in the event of a fire. • Leave the building using the marked emergency exit and escape route. • Assemble in designated area near main security gate. 	<p>Emergency Contact</p> <table border="1"> <tr> <td>Security</td> <td>0124-4169040,4874900 Ext # 4010/4355</td> </tr> <tr> <td>Security Officer</td> <td>M-9990886364 , Ext # 4255</td> </tr> <tr> <td>Facility</td> <td>M-9899295832, Ext # 4696 M-8800312130, Ext # 4125</td> </tr> <tr> <td>EHS</td> <td>M-9013457234, Ext # 4040</td> </tr> <tr> <td>First Aid</td> <td>M-9990886364 , Ext # 4255</td> </tr> <tr> <td>Police</td> <td>100</td> </tr> <tr> <td>Fire Station</td> <td>101</td> </tr> <tr> <td>Ambulance</td> <td>102</td> </tr> <tr> <td>Hospital</td> <td>M- 9810638795</td> </tr> </table>	Security	0124-4169040,4874900 Ext # 4010/4355	Security Officer	M-9990886364 , Ext # 4255	Facility	M-9899295832, Ext # 4696 M-8800312130, Ext # 4125	EHS	M-9013457234, Ext # 4040	First Aid	M-9990886364 , Ext # 4255	Police	100	Fire Station	101	Ambulance	102	Hospital	M- 9810638795
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Safety First, Safety Always!

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COVID-19 Prevention Guidelines

Personal Hygiene

	Avoid touching eyes, nose or mouth
	Cover always while you cough or sneeze
	Avoid close contact with anyone
	Washing your hands with soap and water at least for 20 sec regularly
	Always wear a mask while you go out
	Avoid public transport

Gate Entry



- Stand in queue maintaining Social distance of 1 meter
- Wash your hand with Soap and water
- Collect the mask at office entry point
- Wear the mask and then proceed for Temperature check
- Aarogya setu app is mandatory to install in mobile and show it to security.
- Wait at Reception and contact your host

Restricted Entry

- Person coming from containment zone.
- Person have the symptoms of covid-19 (Fever/cough/sore throat)

Other Instructions

- Don't use public transport for coming in factory
- Maintain Social distancing
- No movement allowed other than your working area

District Helpline Numbers

District Gurugram Helpline Numbers

1. 1950 (09:00AM to 09:00PM) District Call Centre
2. 108 (24x7) Ambulance Helpline
3. 9953618102 (24x7)
4. 0124-2322412 (09:00AM to 05:00PM)



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