

OPERATING PROCEDURES AT NESCAFÉ ORBE

Safety and quality services are important to us. We aim at ensuring timely reception and speedy loading/offloading on our site.

In order to guarantee you with the best service, we require certain prerequisites and safety behavior of all involved parties.

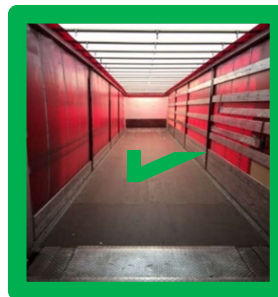
Below procedures and prerequisites will help us to ensure smooth and safe operations. Thank you for your collaboration

BOOKING

- Carrier has to book a loading slot at least one day before loading and latest by 15:00.
- In case of any delay carrier has always to inform the logistic team: Alexandra.devecchiouard@ch.nestle.com and MathieuClaudio.Metafuni@CH.nestle.com to arrange a new booking based on the availability.
- In case of earlier arrival, the logistic team has to be informed in order to check feasibility and amend booking as far as possible
- If the truck will arrive after the booked time, he will be loaded during next available slot. Cost for waiting hours will be at the charge of the transporter
- In case of issues with Transporeon, also related to loading time amendments, please let the logistic team know. They will support to amend the existing bookings

TRUCK CONDITIONS

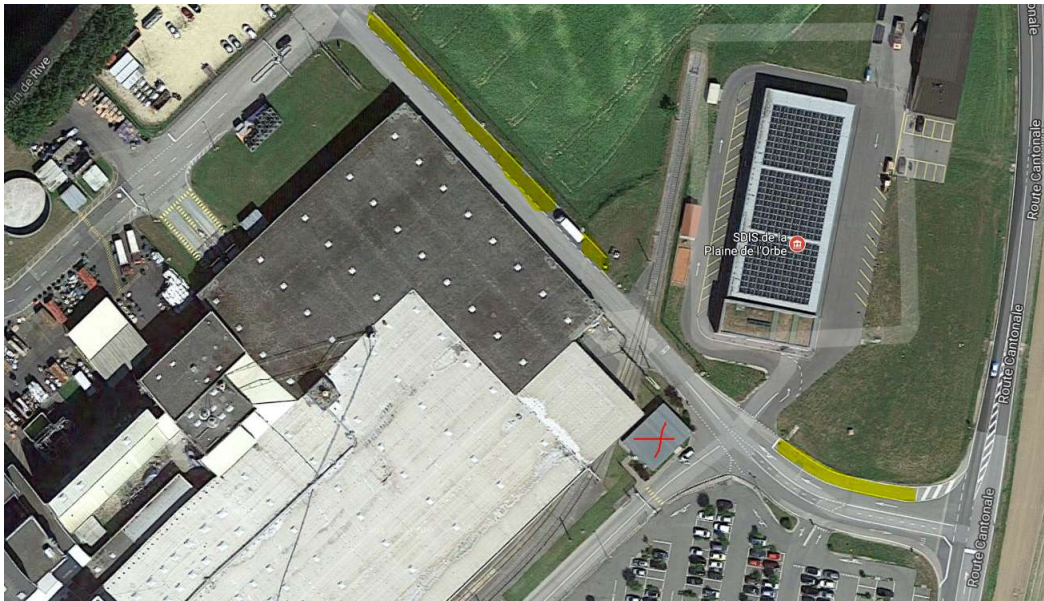
- Trucks in bad condition (holes, broken floors, etc.) will be refused. Nestle Orbe will ask for a new truck and no extra costs for missing loads can be requested by the carrier.
- Trucks must arrive in the loading warehouse clean and with empty trailers.



BEHAVIOR RULES FOR DRIVERS

Park the truck near Security on the dedicated parking lane (in yellow) and proceed to the security desk (red cross) for clearance (filling the IDENTIFICATION SHEET).

Hygiene protocol is required: drivers have to wash their hands in the security building (toilets inside available) before going to the gate.



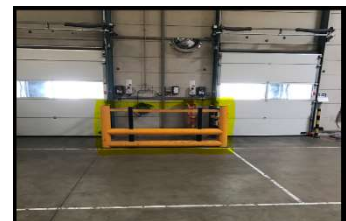
- Smoking is forbidden in the factory, except for the designated areas!
- Avoid walking where trucks are parked or moving
- Walk only in defined areas
- The speed limit on our site is 20 km/hour
- Enter in the loading dock area only when the light **"GO" IS GREEN** and the gate is open
- **ALL TRUCK DRIVERS MUST WEAR REFLECTIVE VESTS AND SAFETY SHOES (SAFETY GLASSES and if possible HELMET) WHEN STEPPING OUT OF THEIR TRUCKS IN THE FACTORY PREMISES**



- Staying in the material handling zone is strictly FORBIDDEN! Entering into the warehouse area can only be through a given place accompanied by Nestle personnel



- NEVER ask for assistance for maneuvering or reverse parking dock area



- Check that reversing lamps or warning devices are working
- The engine must be stopped during the loading process!
- Truck keys must be given to the Nestle Operator before loading/unloading process.
- The truck drivers must wait during the loading process in a dedicated place within the docking area.
- Driver has to seal the truck before leaving the docking area



- **Evacuation procedure – when the alarm goes on:**

- Leaving the building through the closest emergency exit, when hearing the alarm!
- Going to the appointed meeting point!
- Going back to the building or to the trucks is strictly prohibited until it is authorized by the leader of the evacuation.
- Always stay together with Nestlé Personnel during evacuation!

