

General Rules

- Persons entering High Tech Campus Eindhoven are deemed to know the general rules.
- Persons entering High Tech Campus Eindhoven do so at their own risk.
- People wanting to enter High Tech Campus Eindhoven – either as worker or as visitor – can do so undisturbed from 06:30 to 20:30 on working days. Access times may be altered as deemed necessary.
- Unrestricted access to High Tech Campus Eindhoven can be revoked at any time.
- Instructions given by security/safety personnel must be followed.
- Security personnel are authorized to remove all persons from High Tech Campus Eindhoven as deemed necessary.
- Access to High Tech Campus Eindhoven outside opening times without a Campus badge is only permitted in consultation with and with permission of security personnel. All unauthorized persons must leave the Campus after opening hours.
- No pets are permitted. Exceptions are made for guide dogs.
- It is not permitted to feed any animals within close range of The Strip.
- Security cameras are used throughout High Tech Campus Eindhoven. Images are recorded and used to enhance security.
- Payment at High Tech Campus Eindhoven outlets is via electronic transaction only.
- Intimidation of others and all forms of undesirable behavior is prohibited.
- The consumption of alcohol other than in specific restaurants is prohibited.
- Any presence of drugs or the use thereof is forbidden.
- It is not permitted to do private business/trade or organize a petition.
- After opening hours all people working alone need to follow the rules of their employer
- All parties must comply with all legal and company legislation.
- CSM and/or the Managing Director of High Tech Campus Eindhoven is allowed to change the rules at all times.

Buildings and Structures:

- Access to buildings and structures is limited to authorized persons only.
- Persons without access rights must first report to a reception station.
- The taking of photos and videos is not permitted in the buildings, except The Strip.
- No buildings, except The Strip, are open to the general public.

Lakes and waterways:

- Swimming, skating and fishing is prohibited.
- It is not permitted to use the lakes, waterways or other High Tech Campus Eindhoven areas for recreational purposes.

Transport and traffic:

- The Dutch road traffic act is applicable throughout High Tech Campus Eindhoven.
- The maximum speed limit on the ring road is 50 km/hour.
- The maximum speed limit on all other roads is 30 km/hour.
- During opening times traffic access is via the Dommel poort (North) and Heide poort (South) on the Prof. Holstlaan and the A2 poort (highway N2 access) on the West side.
- Bicycle users may also use the central entrance and the bicycle bridge in the North-West corner of High Tech Campus Eindhoven.
- Parking is only permitted in the parking spaces and in the designated areas in one of the parking garages.
- The parking facilities are intended for residents and their guests only.
- "Park & ride" or "carpool" activities not related to High Tech Campus Eindhoven are not permitted.
- The maximum parking stay is limited to 24 hours.
- If there is need for long parking due to a business trip, please contact Security (**040-230 5441**). After agreement you must send an email with the following content:
 - License plate
 - Parking-lot nr.
 - Level
 - Who can be contacted about the vehicle
 - For how long the vehicle will be parked.
- A parking permit is required to use the limited parking spaces at the buildings. Permits are obtainable from the CSM Security Manager. (**06-11739014 or 040- 230 5441**)
- Carpool spaces may only be used by those displaying a valid High Tech Campus Eindhoven carpool permit. Permits are obtainable from the CSM Mobility Manager.
- Bicycles may only be parked in the designated areas in the parking garages.

Other rules applying to specific discipline can be found in the sections on Environment, Safety, Security and Visitors.

Environment

For all High Tech Campus Eindhoven residents the following rules are applicable: It is not permitted to dispose of a hazardous chemical substance via the drains or sewers.

- It is not permitted to dilute chemicals for the purpose of disposal.
- Prevent the emission of vapors to the atmosphere.
- Bioactive materials may not be used without permission.
- The chemical centre in building HTC 2 should be used for the collection and disposal of chemical waste.



For more information see the Campus Environmental Guide.

All environmental incidents and dangerous situations must be reported. This is a local requirement and you must fill out the Incident Reporting form: [Environment Incident Reporting Form](#).

High Tech Campus Eindhoven tries to limit energy usage. Please use the following methods when reasonably possible. Preventing energy wastage is achieved by:

- switching off computers, monitors and printers when not in use;
- switching off lights when not needed;
- reducing heating where possible;
- switching equipment off when not in use;
- using energy efficient transport where possible.

Safety & Security

Access:

The Campus badge is an electronic smart card and is used to access all Campus buildings.

High Tech Campus Eindhoven residents carry a photo Campus badge with a white background which they use to gain access to selected buildings on the Campus. Application for a Campus badge is initiated by your [Human Resources department](#).

Permanent visitors (contractors) carry a photo Campus badge with a blue stripe along the top.

Daily or temporary visitors carry a Campus badge with a red stripe along the top, which indicates that such persons should always be accompanied by a Campus resident in the buildings.

Temporary service personnel carry a Campus badge with a blue stripe along the top and need not be accompanied while they are carrying out their service tasks.

A Campus badge is not necessary for visitors to public areas such as restaurants, shops and the conference center in The Strip.

Opening hours:

During opening hours the gates at all entrances to the Campus are open. There will be no security guards at the gates and residents and guests are free to enter and leave the Campus at will.

After those hours (and during weekends) all gates are closed. Those persons remaining on High Tech Campus Eindhoven will be able to leave by car via the Dommel poort, Heide poort and A2 poort, which will automatically open whenever a vehicle approaches. Bicycles can only leave or enter via the entrance at the Information point. Entering the Campus after opening hours is only possible to holders of valid badges recognised on the Campus.

The opening hours may be altered if the need arises. When major events take place on High Tech Campus Eindhoven in the evening the Campus may close at a time later than 20:30. Arrangements for such occasions should be made through the CSM Security Manager at telephone **06-11739014** or **040-230 5441**.

Safety permits:

The Campus has a system of working permits. If you have work to be executed, in some cases you need to apply for a permit at the Office Safety permit.

Information on the procedure working permits via:

Contact person: Mrs Minke van Gasteren
Email: werkvergunning-osp@hightechcampus.com
Building: HTC 12, room P0.19

Opening hours:

Tuesday 10.00 - 14.00 hrs
Wednesday 10.00 - 14.00 hrs
Thursday 10.00 - 14.00 hrs

Emergencies:

In the event of an emergency call **040-230 5444** (open 24 hours a day). There is always an official on duty at this emergency number. This person has direct contact to the internal and external fire brigades, ambulances, police and first aid services.

NOODGEVALLEN		EMERGENCIES	
<p>Waarschuw omgeving</p> <p>Bel alarmnummer</p> <p>Meld wat er is waar het is wie u bent</p>		<p>Warn others</p> <p>Call emergency number</p> <p>State what happened where you are who you are</p>	<p>040 2305 444</p>
<p>Brand</p> <p>Probeer te blussen</p>		<p>Fire</p> <p>Try to extinguish</p>	
<p>Sluit ramen en deuren</p>		<p>Close windows and doors</p>	
<p>Ontruiming</p> <p>Neem de trap</p>		<p>Evacuation</p> <p>Use stairways</p>	
<p>Verlaat gebouw via de kortste vluchtroute</p>		<p>Leave the building via shortest escape route</p>	
<p>Verzamelplaats</p> <p>Foodcourt The Strip</p>		<p>Assembly point</p> <p>Foodcourt The Strip</p>	
<p>Ongeval</p> <p>Lokale EHBO-er helpt bij kleine ongevallen</p>		<p>Accident</p> <p>Lokal First-aid contact will assist in small accidents</p>	

Please do not call 112 as this number bypasses all emergency services on the Campus. If the security personnel are not informed, they will not be able to direct the external emergency services when they do arrive. Loss of precious time may result.

Any accident or incident which cannot immediately be brought under control must be reported to the emergency number.

The Fire Brigade, CSM Security and/or the Emergency Response Team ("BHV") can give the order to evacuate the building. Such orders must be followed immediately. Elevators may not be used during an evacuation.

Please follow the instructions on the emergencies chart shown here and prominently displayed in your building. Be familiar with evacuation routes and emergency provisions in your building.

Accidents:

An accident is an unwanted event that overcomes an employee in connection with the execution of his/her work and that result in health damage, bodily or mental injury or death.

All other incidents (break-in, burglary, fraud, embezzlement, destruction, espionage, unauthorized computer use, PC- virus, graffiti, political activism, dangerous situation, near accident, First Aid treatment, environmental threat, spillage, etc.) must be reported. For all safety related questions please refer to the safety manager of your business unit.

More information is available from the CSM Safety department tel. **040 – 230 5441** or **06-22976438**.

All (near) accidents/incidents and unsafe situations must be reported. This is a local requirement and you must fill out the Accident Reporting Form: [\(Near\) Accident Report](#).

Emergency response team:

It is obligated to have an emergency response team ("Bedrijfshulpverlening" or "BHV") operating in your building at the Campus. The members of the emergency response team ("BHV'ers") consist of Campus residents and provide essential support during calamities, particularly during the first minutes before emergency services arrive. They assist with building evacuation in the event of a calamity and are familiar with safety issues, building layout, resident population, persons needing assistance in an evacuation, evacuation issues, emergency communication devices, and fire fighting equipment.

Each building also has an emergency response team leader who is responsible for communication with all members of the team and with emergency services.

All members of the team are trained in evacuation procedures, life saving procedures, fire extinguishing equipment and communication during an emergency.

The Safety Manager of CSM maintains contact with all emergency response teams and coordinates training and practice sessions for all team members.

CSM facilitates uniformity of emergency procedures throughout High Tech Campus Eindhoven.

CSM facilitates a Campus' own voluntary fire brigade during business hours and has an external fire calamity service on call after hours.

More information is available from your safety department and the CSM Safety manager on tel. **040-230 5441** or **06-22976438**.

Prevention:

Be aware of any safety hazards in your working area and report any hazards which you cannot eliminate to your safety manager. Familiarize yourself with the location of the First Aid or EHBO stations in your building.

Familiarize yourself with the evacuation routes in your building. Ensure that you can identify the Emergency Response Team (BHV) for your area of the building.

If your business unit operates a safety program make sure you are familiar with its contents.

If you work in a high risk area ensure you know the rules concerning:

- Chemical safety: information about, and handling instructions for dangerous substances.
- Ergonomics: advice on, and the measurement of noise, climate, dangerous substances etc.
- Pressurized substances: advice on gas cylinders and gas equipment.
- Radiation: application for, acquisition of, permits for radioactive sources and radiating equipment and the disposal thereof.
- Electrical and Mechanical safety.
- Unattended equipment and experiments: application for permission and inspection thereof.
- Personal protection: application for ear and eye protection, etc.
- Fire prevention: advising, training and instruction related to fire prevention.
- Environmental precautions.

For all safety related questions please refer to the safety manager of your business unit. More information is available from your safety department and the CSM Safety manager on tel. **040-230 5441** or **06-22976438**. If you notice an unsafe situation, please report via the [Safety Incident Reporting Form](#).

Security inside buildings – Advice for residents:

Campus residents are asked to take particular note of the following important security issues:

- Register your visitors in advance.
- Meet your visitors in the reception area.
- Ensure that unknown persons do not enter the building with you.
- Ask unknown persons to report to the receptionist.
- If you encounter unknown persons in your building, offer your assistance.
- Guide them to their host or to the receptionist.
- Ensure that nothing of value is left unattended.
- Lock away valuable items such as laptop computers and PDA's.
- Report abnormalities to CSM Security department tel. **06-11739014** or **040-230 5441**. Emergency tel. **040-230 5444**.

Please note that security is everyone's responsibility!

Safety at night:

High Tech Campus Eindhoven is located away from busy residential and social environments and will be largely deserted at night and in the weekends. In order to address the need for safety and security after opening hours, the Campus has an extra security shell in the periphery of the Campus.



There are four elements to the extra security shell:

- Security cameras form a continuous ring around the Campus
- Security cameras and other security installations are continuously monitored
- Access gates which can be closed at night form the entrances to the Campus
- An additional deterrent is placed around the Campus consisting of natural barriers such as water and shrubbery, as well as fencing along the west Campus boundary.

Theft and fraud:

Everyone has the responsibility to report theft and fraud. This responsibility also extends to malicious damage, sabotage, espionage, unauthorized use of computers, attacks by PC viruses, graffiti, political activism etc.

Please report all such incidents by telephone (tel. **040-230 5441**) or at the security office at the Information point.

Bomb threat:

In the event of a bomb threat you should:

- remain calm
- if possible record the conversation

- note the time of the call
- keep the caller on the line as long as possible
- say that you need to ask the following questions in order to save lives
 - when will the bomb explode?
 - where is the bomb?
 - what does the bomb look like?
 - what kind of bomb is it?
 - why are you doing this?
- if the caller is not the person who placed the bomb:
 - who did you hear this from?
 - how did you hear about it?

Try to identify and remember the voice. Take note of the language and accent.

If possible try to locate the location of the caller and any background noises.

Report immediately to the CSM Security department at telephone **040-230 5444** and fill out the [BOMB THREAT REPORTING FORM](#).

Locks and keys:

Keys to locked areas should be treated as agreed per company with the security officer (**06-11739014**).

Locks and keys can be requested via the [LOCKS AND KEYS APPLICATION FORM](#).

Photo permit:

The taking of photographs or making of films in the buildings (other than The Strip) in any form whatsoever is strictly prohibited without prior permission from the resident of the specific building. Permission by the responsible resident is also required to bring and carry photographic equipment. Photographs and films may only be used for the purpose for which permission was granted. Link to Photo permit form.

Contact information:

Security	040-230 5441
Security Manager High Tech Campus Eindhoven	06-11739014
BHV Manager High Tech Campus Eindhoven	06-22976438
Safety Consultant High Tech Campus Eindhoven	06-22976438
Information point	040-230 5441
Photos and Badges (Mon-Fri, 9.00h - 12.00h)	040-230 5606

More information can be found on the website:

www.hightechcampus.com

All the forms mentioned in these rules and regulations can be found on the website. If you do not have excess than you can contact your host to inform him about situations.