



COMPANY REGULATORY PROTOCOL Loading and unloading of goods

General Rules for Loading and unloading of goods

- Drivers must remain on board their own vehicles
- Whenever this is not possible, the use of protective masks (only without filtering valve) and the keeping of safety distance of 1 meter are mandatory.
- A roofed area specifically for incoming good is located outside the production plant, near the warehouse area
- It is better to handle documents via remote to avoid contacts.
- In case of need, you must use only the chemical toilet outside the company building, near the turnery warehouse. It will be provided with sanitising products for hands and surfaces and cleaned daily.
- Drivers must comply the general safety behaviour rules adopted by Record Spa
- Drivers must promptly inform the company in case of the onset of flu-like symptoms.

**DRIVERS ARE NOT ALLOWED TO ENTER
PRODUCTION AND OFFICE AREAS**