

INFORMATION

# Welcome to ABB A/S

## Dear guest

Not only is ABB one of the world's leading technology companies. We have also committed ourselves to a high standard of business ethics and integrity. Every employee of ABB has signed adherence to ABB's Code of Conduct. Should you experience any kind of unethical behaviour on the part of ABB, you may use our business ethics hotline found on our webpage: [abb.com/integrity](http://abb.com/integrity).

We celebrate diversity. ABB has offices all around the world and affiliation with many cultures. Our corporate culture reflects this in our acceptance of all people regardless of gender, nationality, religion, age or physical ability.

It is important to us that guests and employees are safe at ABB. Therefore, we do not tolerate any form of harassment – be it face-to-face or as part of electronic or verbal communication.

Information is another valuable asset which we wish to protect. Our employees' work is confidential. We ask all parties to exercise full discretion.

### In case of fire



**Call 112**

Call regardless of the size of the fire, small fires may spread



Is anybody in danger?

Save people before you try to put out the fire



Try to put out the fire

Use available firefighting equipment (fire hose, fire extinguisher). Use fire extinguishers to fight the fire source first



Evacuate the building

When the alarm sounds go to the muster point with your host. Follow the signs and use the closest emergency exit



Lifts

It is forbidden to use the lift in case of evacuation!

### Safety instructions for guests



Please register at the front desk. You will receive a visitor's card and your host will be informed of your arrival.

The visitor's card must be visible throughout the whole visit. The card must be returned at the front desk at the end of the visit.



Smoking is only permitted outside at the marked areas.



Please take notice of emergency exits. At the beginning of the meeting your host will inform you of escape routes and muster points. In case of evacuation, please only use the marked emergency exits. Please do not use lifts in case of evacuation.



Your host will inform you about compulsory safety equipment for specific work areas. Please hold the handrail when walking on stairs.



Stand still when talking on mobile phone. You are not allowed to take photos and/or film without prior approval.

### Traffic on the premises

The following rules apply to everybody coming to ABB.

- Follow signs such as traffic and warning signs.
- Take notice of the escape plan for the building.
- The Road Traffic Act applies to the whole area.
- All signs of speed limits must be respected.
- Parking only in the marked parking lots, and please reverse the car into the parking slot.
- ABB A/S is not liable for any personal injuries or property damages due to non-compliance of the rules.



Read more about our Visitor and CCTV privacy notice here: