

ENVIRONMENTAL PRACTICES

KINDS OF WASTE

●NOT DANGEROUS WASTE

✓ PAPER AND CARDBOARD:

They are put in the specific paper recycling containers.

✓ WASTE THAT CAN BE PROCESSED AS URBAN:

Organic matter, plastic, cans that are put in the containers destined for that purpose and which are distributed in all the areas of the organization.

●OTHER WASTE (batteries, toner):

The pertinent instructions, according to the current legislation on this matter, will be followed.

GOOD PRACTICE

- Make the most of the resources and use them wisely: photocopies, sheets of paper, batteries, pens, as well as energy and water.

- Classify the waste so as to apply the 3R principle, (Reuse, Recycle, Recover) and use the proper container in each case, according to the waste.

IN CASE OF ACCIDENT

MEDICAL ACTION

- If, for some reason, you needed medical attention, we inform you that you can find a first-aid kit with sanitary material in the production area.

- If you needed medical attention further than what can be provided by non qualified staff, please inform the internal person in charge immediately and go to Office Administration, so that they can contact the Accident and Emergency Unit.

COMMUNICATION OF INCIDENCES

- If during your stay you detect some incidence or you are aware of some risks for your safety or that of other people, please inform the internal person in charge, so that the appropriate measures can be taken.



Welcome to:

Ben
Trade
Cables
ibérica

WHAT CAN I DO FOR
MY SAFETY AND THE
ENVIRONMENT?

ACCESS CONTROL AND GENERAL RULES

IDENTIFICATION CARDS

- When accessing these premises you have been given a Visiting Card which must be worn on a visible place during all your stay.
- This card must be given back when leaving the premises.

ACCESS CONTROL

- You are authorised to access only common areas or meeting rooms, never working areas. When access to working areas is necessary, an authorisation or the company of the internal person in charge must be obtained.

ENTRY AND USE OF COMPUTER EQUIPMENT

- As a general rule, the use and connection of computer equipment external to **BTC** is forbidden. Only in those cases in which it is allowed, its use will be possible.

VIDEO IMAGES OR PICTURES

- It is forbidden to take video images or pictures inside the premises without **BTC** authorisation.



ACCIDENT PREVENTION

During your stay at the premises you must respect the general safety rules and make good use of all the equipment and safety systems

INTERNAL PERSON IN CHARGE

- Always follow the instructions of the internal person in charge you have come to visit. He knows the possible risks and the preventive measures that must be respected.



SMOKING FORBIDDEN

- Remember: It is forbidden to smoke in the whole of the premises of the company.



ALCOHOL CONSUMPTION

- The use/consumption of alcoholic beverages is not allowed inside the premises of the company.



BASIC SAFETY RULES

- Respect any warning signals you can find when moving along corridors, in stairs or high areas.
- Don't handle or work on the equipment, cupboards or electrical installations.
- If you need to use extensions or electrical connections, ask for them to the internal person in charge



IN CASE OF EMERGENCY

ALARM SIGNAL

- Leave the premises when you hear the emergency warning through the alarm signals.
- Keep calm, don't run.
- If you have forgotten something, don't come back to collect it.



INTERNAL RESPONSIBLE

- Follow the instructions of BTC evacuation and prevention staff.



EVACUATION ROUTES

- Use the evacuation routes following the corresponding signs.
- As a general rule, you must go towards the stairs.



MEETING POINT

- Go to the **MEETING POINT**, following the evacuation signs.
- Wait at this **MEETING POINT** until new instructions by the internal people in charge of prevention at **BTC**.

