

APPLICATION FOR LABORATORY PASS

Pass No.								
DATE								
ENTRY TIME								
EXIT TIME								
FULL NAME AND POSITION							(signature) *	
							(signature) *	
							(signature) *	
							(signature) *	
							(signature) *	
							(signature) *	
							(signature) *	
							(signature) *	
COMPANY / ORGANISATION								
APPOINTMENT WITH								
REASON FOR VISIT								
SAFETY DEVICES ASSIGNED	<input type="checkbox"/> HELMET No. ____ <input type="checkbox"/> RETRO-REFLECTIVE BRACES No. ____							

(*) YOUR SIGNATURE CONFIRMS FULL ACCEPTANCE OF THE FOLLOWING CONDITIONS:

DECLARATION OF CONDUCT BY VISITORS LISTED ABOVE

I will comply with the Istituto Giordano S.p.A. Visitor's Code of Conduct as detailed below:

1. I will keep the laboratory pass in a clearly visible position for the duration of the visit.
2. I will follow the instructions given by the guide.
3. I will follow the signs located on the premises.
4. I will obey the No Smoking regulation throughout the company premises.
5. I will refrain from carrying out any form of unsupervised activity on company premises.
6. I will not use company instruments, facilities, equipment or vehicles without the express prior written consent of Istituto Giordano S.p.A. management.
7. I will wear [my \(and/or provided by Istituto Giordano S.p.A.\)](#) personal protective equipment.
8. I will stay with Istituto Giordano S.p.A. staff at all times.
9. I will refrain from taking photos and/or filming with prior written consent.
10. I will not impede staff in the course of their duties.
11. I will beware of operated machinery and test equipment.
12. I will keep away from hanging or moving loads.
13. I will not touch machinery, systems or laboratory instruments and material stored by or situated close to machinery.
14. I understand that Istituto Giordano S.p.A. cannot be held responsible for the consequences of any wilful and/or negligent actions carried out during the visit by the undersigned and/or any members of my group.
15. I authorise Istituto Giordano S.p.A. to use my personal data according to Legislative Decree No. 196/2003.
16. [I authorise Istituto Giordano S.p.A to the process the data contained in this document in accordance with European Regulation 679/2016. Complete information is available on the website \[www.giordano.it\]\(http://www.giordano.it\).](#)

Such persons also permit the simultaneous presence of other subjects of other companies that operate in the area used for laboratory tests.

Where these regulations are not respected or if people or equipment are placed at risk by a visitor's behaviour, Istituto Giordano S.p.A. will be obliged to take whatever action is necessary according to the gravity of the misdemeanour, whether it be a verbal or written warning or expulsion from the laboratory or section.