

## **1. PURPOSE**

This document aims to ensure that visits to the IREC facilities are conducted safely for people, installations, and the environment. Additionally, it includes instructions on how to act in the event of an emergency or accident.

## **2. SCOPE**

This document applies to visits carried out at the Jardins de IREC center, which is located at Jardins de les Dones de Negre, 1 (08930) Sant Adrià de Besòs.

All external personnel to IREC who need to access its facilities but do not actively participate in activities that may pose risks to their safety and health will be considered as visitors.

## **3. ACCESS TO THE FACILITIES**

IREC facilities in the Jardins center are in a building shared with other activities. IREC is a foundation dedicated to the research of advanced materials for energy management and efficiency in its use. Activities are carried out in:

- Basement floor: access to various research laboratories and restrooms.
- 2nd floor: access to Reception, office areas, restrooms, meeting rooms, offices, and other research laboratories.
- Other restricted areas: 1st floor (pressurized gas patio) and Roof (access to technical areas).

Entry and exit from the facilities must always be through the main door on the ground floor. It is necessary to press the button to request the door to be opened.

Upon passing through the door, it is mandatory to go to Reception located on the 2nd floor, either by stairs or using the elevator.

At Reception, visitors' access will be registered. In case visitors with special needs are identified, they should be provided with the individual assistance they require during the visit. This situation should be notified in advance to facilitate the availability of support during the visit.

You will be put in contact with the IREC person who will accompany you for the entire duration of your visit to the facilities.

At the end of the visit, you must return to Reception where your departure from the center will be recorded. From there, you should proceed to the ground floor and exit through the main access door to the outside.






## **4. NORMAS BASICAS DE SEGURIDAD Y SALUD**






You are at a work center where activities and processes involving significant physical and chemical risks take place. Therefore, to ensure your safety and health, we ask that you respect the center's rules and always follow the instructions of IREC personnel. Visitors are not allowed to actively participate in hazardous activities, such as handling dangerous chemicals, operating equipment or instruments, working with electrical installations, compressed air systems, or other utilities, activities with a risk of falling from heights, etc.

Below are additional basic health and safety rules:

- You must walk in the designated areas.
- Pay attention when moving around the facilities, especially on the stairs. It is strongly recommended to hold onto the handrail to avoid falls, especially when descending.
- Do not handle equipment or facilities without the express authorization of IREC personnel.

- Respect the center's signage and familiarize yourself with the emergency exits available from your location.
- We appreciate your cooperation in keeping corridors and passage areas free of obstacles.
- Smoking is prohibited throughout the center, including in outdoor areas.
- Before accessing certain areas, the use of specific Personal Protective Equipment (PPE) is mandatory. If you do not have them, please request them from IREC personnel.
- It is not allowed to dispose of products in sinks or toilets. We rely on your cooperation to properly segregate waste in the containers located throughout the facilities.

RISK CONDITIONS OF THE FACILITIES	LOCATION	
<b>WORKPLACES</b>		
<b>Spaces classified with risk of fire and explosion</b>		<ul style="list-style-type: none"> <li>• LABORATORIES</li> <li>• CHEMICAL WASTE ROOM</li> <li>• PRESSURE GAS BOTTLES STORAGE</li> </ul>
<b>Facilities with risk of falls</b>		<ul style="list-style-type: none"> <li>• STAIRS</li> <li>• ACCESS DOOR TO ROOFTOP</li> <li>• ALL AREAS</li> </ul>
<b>Existence of confined spaces</b>		<ul style="list-style-type: none"> <li>• DOES NOT APPLY</li> </ul>
<b>EQUIPMENT</b>		
<b>Existence of facilities and equipment with electrical risk</b>		<ul style="list-style-type: none"> <li>• LABORATORIES</li> <li>• ROOFTOP</li> <li>• ELECTRICAL PANELS</li> </ul>
<b>Equipment with special risks</b> (thermal contacts, laser, non-ionizing radiation...)		<ul style="list-style-type: none"> <li>• LABORATORIES</li> <li>• ROOFTOP</li> </ul>

RISK CONDITIONS OF THE FACILITIES	LOCATION	
<b>EXPOSURE TO CHEMICAL CONTAMINANTS</b>		
<p><b>Chemical products storage</b></p> <p><b>Handling Hazardous Substances</b></p> <p><b>Use of CMR</b> (products likely to cause carcinogenic or mutagenic or toxic effects for reproduction, or several of these effects at the same time)</p>		<ul style="list-style-type: none"> <li>• LABORATORIES</li> <li>• ROOFTOP</li> <li>• CHEMICAL WASTE ROOM</li> </ul>
<p><b>Handling of pressure gas bottles</b></p>		<ul style="list-style-type: none"> <li>• LABORATORIES</li> <li>• PRESSURE GAS BOTTLES STORAGE</li> </ul>
<p><b>EXPOSURE TO PHYSICAL CONTAMINANTS</b></p>		<ul style="list-style-type: none"> <li>• LABORATORIES</li> <li>• ROOFTOP</li> </ul>
<p><b>EXPOSURE TO BIOLOGICAL CONTAMINANTS</b></p>		<ul style="list-style-type: none"> <li>• DOES NOT APPLY</li> </ul>
<p><b>EMERGENCIAS</b> (spills, fires, accidents such as projections, cuts, burns, falls, etc.)</p>		<ul style="list-style-type: none"> <li>• ALL AREAS</li> </ul>
<p><b>PPE</b></p>		<ul style="list-style-type: none"> <li>• Use the PPE marked as mandatory in the different areas of IREC.</li> </ul>

## 5. INSTRUCTIONS IN CASE OF AN EMERGENCY

IREC has an Emergency Plan that considers various emergency scenarios due to internal or external causes. Additionally, it has defined the necessary technical and human resources to manage them.

In case of an accident or feeling unwell, you should notify your IREC contact or other people around you. Medical assistance will be provided, or you will be directed to a healthcare center to receive it.

If you identify an emergency, report the event as soon as possible to an IREC staff member. Never act alone, nor put your safety or health at risk.

In the event the evacuation alarm is activated, or you receive evacuation instructions from IREC personnel, proceed to the assembly point following the evacuation route indicated by the evacuation signs. Never use elevators. Stay at the assembly point and actively participate in the personnel headcount. Do not leave without notifying anyone.



## 6. CONFIDENTIALITY CLAUSE

### THE VISITOR STATES

I.- That he/she will access the facilities of the Foundation Institut de Recerca en Energia de Catalunya (IREC) with address at Jardins de les Dones de negre nº 1, 08930, Sant Adrià de Besòs, and CIF G64946387, in his/her condition of VISITOR, and who therefore may have access to confidential information belonging to IREC, understood as such any documentation, review or information, in any format or support, whether of a scientific, technical, economic nature, or of any other nature, whether or not marked as confidential (hereinafter "Confidential Information").

II.- That, in accordance with the antecedents that precede the Visitor, while recognizing that he/she may have direct or indirect access to the Confidential Information, assumes the following

### OBLIGATIONS:

1.- The Visitor who will access IREC undertakes to keep the Confidential Information confidential, not to hand it over to third parties, or disclose it, by any means, and to use it solely and exclusively within the framework of tasks assigned to him.

2.- All notes, analyses, calculations, studies and any other document or material prepared by the visiting staff that contain, or in any other way reflect Confidential Information, will be considered as confidential information, and will therefore be covered by this commitment of confidentiality. These documents will be the exclusive property of IREC, without the signing of this document or access to confidential information implying a direct or indirect transfer of ownership of them, or any other title to them, in favour of the staff visitor or third parties.

3.- The confidentiality obligations provided for in the previous sections will not apply to information that the Visitor can demonstrate that:

(I) is in the public domain or has become public domain information for any reason other than a breach by Visiting Staff of their obligations under this confidentiality agreement;

(II) after the signing of this commitment, it is given to the Visitor or to third parties who are not subject to confidentiality obligations.

4. - The obligations provided for in this commitment will remain in force for a period of five (5) years from the date of signature of this document.

5.- The company to which the Visitor belongs will indemnify IREC for any harm, damage or loss that the Visitor may suffer because of non-compliance by the visiting staff with the obligations assumed under this document.

By signing this document, the visitor acknowledges that they understand and agree to follow the instructions provided herein on the specified date.

Complete name	DNI / NIE / Passport	Date:
Organisation	Signature:	