

# Rules of the House



## Concerning the companies:

betapharm Arzneimittel GmbH, Kobelweg 95, 86165 Augsburg  
Reddy Holding GmbH, Kobelweg 95, 86165 Augsburg  
beta Institut gemeinnützige GmbH, Kobelweg 95, 86165 Augsburg

Dear colleagues,

these rules of the house provide a basis for security and conservation of value plus an ordered and better together. It is valid for all employees of betapharm, Reddy Holding and betaInstitut. Please adhere to these rules. With deliberate or grossly negligent failure to comply, the company has claims for damages reserved.

Please be so kind and support the updating of these rules by constructive contributions, we're looking forward to your participation!

### **Smoking / naked flame**

Inside the building smoking and naked flames (also candles) are not allowed. You can find the smokers' corner in front of the employees' entrance.

### **Business Hours / Locking service**

The building is opened between 7:00 and 21:00 o'clock on working-days.

### **Working on Saturday**

An application of opening needs to be filed at the reception.

### **Working on Sundays and on general holidays**

You need an approved application from the work council and the commercial regulatory authority. You can find the necessary blanks on the intranet in the download category of the HR department.

### **Leaving the building after the end of work**

Please close all the windows and turn all electronic devices off (e.g. ventilators, radios, etc.) when you are leaving the building. The last employee, leaving a floor, should turn the light off and close the fireproof door.

### **Leaving the building on the weekend**

Especially on the weekend it is very important, that doors (in particular the door of the cafeteria) and windows are closed when you are leaving the building respectively when you do not remain on the ground floor. This also matters for participators of seminars, when they go back to the seminar room after a break.

### **Conference rooms / seminar rooms**

Please be so kind and take care for tidiness by yourself in the conference and seminar rooms. This includes to pick up your used dishes and empty bottles and also to turn of the seminar-technics.

**Visitors / guests**

Please register guests and visitors at the reception. As soon as the guest arrives, pick him up at the reception and bring him back after the ending of the meeting.

**Ventilation**

Try to ventilate your office rooms every day, in order to get fresh air. This is especially important in winter time, because only „fresh“ air can be warmed-up.

**Emergency exit / in case of fire**

In case of an emergency please leave the building through the stairways (follow the emergency signage). Please consider that all windows and fireproof doors are closed. Using the elevator is absolutely forbidden in case of fire.

**Private radios**

Please pay attention to the point that you have to register your private radios at the GEZ (central radio and television toll collecting agency) by yourself. The company does not register and does not take over the costs for your private radio.

**Private electronic devices**

If you want to bring private electronic devices (e.g. water boiler) with you to the company, please give them to Mr Kulinyak in order to make a technical check, before the usage.

**Private mobile phones**

Please turn your private mobile phones „soundless“, so that your colleagues will not be disturbed.

**Floral-care**

There is an extern company that takes care of all the plants inside the building (in the beginning of the month). Please water the plants on your work-station and also in the conference rooms on your floor if required.

**Car-park**

The parking lots directly in front of the building are reserved for the management and for guests.

**Waste separation**

Please through only paper in the rubbish bin at your working station. Rubbish bins for plastic, organic and residual waste can be found in the kitchen on every floor.

**Children in the company building**

We have to point out that if your children remain inside the building, you have a duty of supervision towards your children and you are responsible for their actions.

**Factory canteen**

From about 8:15 o'clock on you can have a small snack und between 11:30 and 13:00 o'clock you can have lunch in the company canteen. This can be ordered over the intranet.

	Head of Administration:	CEO:
Date:	06.05.2010	06.05.2010
Signature:		