

In Case of an Emergency

Alarms:

An alarm system will engage in the event of an emergency. Your escort will inform you of the notification system for all emergencies.

Emergency Procedures:

In the event of an emergency please follow and obey escort instructions and move calmly to the nearest Exit, Assembly Point or Storm Shelter as required.

Reporting injury or illness:

If you experience any illness or injury while visiting our facility, please report it immediately to your escort.

Only authorized individuals can be unescorted.

FOR FIRE OR MEDICAL EMERGENCIES

Pick up any phone and dial ext:

Use of Electronic Equipment

The use of cellular phones, PDAs, pagers, and other communication devices are prohibited in manufacturing areas without prior management approval.

Cameras and Video Recording Equipment:

For customer confidentiality and competitive reasons, cameras and video recording equipment are not permitted anywhere in our facilities. Cell phones with cameras need to be turned off. However, in certain circumstances permission may be granted.

Sustainability

RR Donnelley locations work to continuously improve sustainability performance, with a variety of practices employed to reduce, reuse, and recycle waste streams produced, minimize energy consumed, and identify products and materials with enhanced environmental attributes, such as the use of paper certified to Forest Stewardship Council™ (FSC®), Sustainable Forestry Initiative® (SFI®), or Programme for the Endorsement of Forestry Certification (PEFC) standards.



The mark of responsible forestry



Good for you. Good for our forests.®
SFI-01042

For more information on environmental, health, safety, and sustainability efforts, and to view our current Global Social Responsibility Report, we invite you to visit www.rrd.com



rrd COMMUNICATIONS⁷
ENABLED

VISITOR GUIDELINES

It is the policy of RR Donnelley to protect the health and safety of our employees, customers, and the public and to conduct all activities in a responsible manner. In addition to the content of this brochure, please scan this QR code or visit www.rrdonnelley.com/visitor-safety to view a video of our safety requirements.



WELCOME

At RR Donnelley, the safety of our customers, visitors, vendors and employees is paramount. This brochure provides an overview of safety guidelines for visitors to our facility.

When You Arrive:

You will be required to sign in/out each time you enter/leave the facility. Doing so provides vital information in the event of an emergency.

All Visitors:

- Must enter and exit the facility through designated entrances except in case of emergency.
- Must wear an identification badge visibly on the clothing.
- May be required to show a government issued photo identification card.
- Shall be subject to package control policies and may be required to open briefcases, purses, packages, etc.

Facility Rules:

- **Smoking:** Smoking is restricted. Ask your escort to show you designated areas where you may smoke.
- **Alcohol, Drugs, and Weapons:** Visitors may not bring these items, except for prescription medication, into any of our facilities.
- **Chemicals or chemical-based products:** These products may not be brought into any of our facilities without pre-approval from the facility.
- **Waste:** All waste must be disposed of properly.

Special Needs:

Please discuss any special needs or any medical or physical conditions or limitations, with your escort upon your arrival.

Plant Operations:

- **Pedestrian Aisles (Walkways):** Remain in designated pedestrian walkways, where provided, unless instructed otherwise.
- **Machinery:** Never reach into, or get in close proximity to moving equipment.
- **Industrial Vehicles:** Always yield the right-of-way to any industrial vehicles, such as forklifts, even in a marked pedestrian aisle. Never cross in front of or behind an industrial vehicle unless eye contact is made with the operator, the operator stops the vehicle, and the operator motions you to proceed.
- **Samples:** All products are the exclusive possession of our customers. Please ask your escort prior to reading or removing any products from the facility.

Whenever you are unescorted in any manufacturing area and leave the pedestrian aisle, you must remove all jewelry and wear safety footwear (steel-toed shoes, steel-toe caps, or shoe covers) in designated areas. Safety footwear will be made available to you. You will also be required to adhere to any signs posted for hearing and eye protection.

Additional Precautions:

Dressing for Safety:

If you enter manufacturing areas your escort will provide specific instructions. The following are general guidelines:

- **Clothing:** If you leave the pedestrian aisle, you will need to tuck in or secure any ties, scarves, or other loose clothing that could be caught on equipment.
- **Shoes:** Wear fully enclosed shoes with solid soles. Please consult with your escort if you are wearing sandals, open-toed, or open heeled shoes, since these shoes may not be allowed in manufacturing areas.
- **Jewelry:** If you leave the pedestrian aisle, you will need to tuck in, secure or remove any jewelry that is long enough to get caught in machinery or work surfaces.
- **Hair:** If you have hair that extends below the shoulder, you must tie hair back or wear a hat at all times when you are not on a pedestrian walkway.