

# Instructions for Contractors

(PLEASE PRINT CLEARLY)

Last name / First name: \_\_\_\_\_  
 Citizenship: \_\_\_\_\_  
 Company name / Address: \_\_\_\_\_  
 Date: \_\_\_\_\_

To give you the opportunity to enjoy a safe and trouble-free stay with the Texas Instruments companies (referred to jointly as "TI") on the plant site in Freising ("Plant Site"), please find below TI's legally binding Rules of Conduct and Regulations for Contractors ("Regulations"). Your signature indicates your agreement to comply with these Regulations.

## Protection of confidential information

You must keep all information relating to TI, such as drafts, sketches, models or electronic data ("TI's Confidential Information") that is made accessible to you or disclosed to you during your activity on the Plant Site absolutely confidential.

You may not accept confidential information of customers or other third parties not employed by TI ("Third-Party Confidential Information"), unless TI is expressly permitted to disclose this Confidential Information. In cases of doubt, before receiving such Third-Party Confidential Information, you must consult your TI Contact person to determine whether disclosure is permitted.

You may not use TI Confidential Information or Third-Party Confidential Information for your own purposes, for the benefit of your employer or other third parties. TI employees may disclose such information to you only if such disclosure is necessary for the proper performance of your activity.

Confidential information of your employer and confidential information to which you have access from previous activities may not be disclosed to TI.

As a rule, video and audio recordings are prohibited. If a photography/video permit is required, please contact the Central Plant Security Office (SCC) Tel.: +49 8161 80 4201.

Your obligation to protect confidential information survives the end of your activity at TI.

## Temporary Service Badge / Safety Pocket Card

For the duration of your stay on the Plant Site you will receive a "Temporary Service Badge" as well as a "Safety Pocket Card". You may move about the Plant Site only with this "Temporary Service Badge" and the "Safety Pocket Card". Both documents must be visibly worn above the belt line and must be returned before leaving the Plant Site. These documents are the property of TI.

## Traffic regulations

The traffic regulations must be observed everywhere on the Plant Site. The maximum speed on the Plant Site is 25 km/h. Stop signs must be observed. Designated reserved parking places as well as visitor parking places may not be used. Pedestrians must use sidewalks where they exist.

## Occupational safety / emergency numbers

You must take all measures necessary to prevent accidents. In particular, you must ensure that all accident prevention requirements as well as all occupational safety and health requirements are observed.

**Accidents must be reported immediately to the Central Plant Safety Office (SCC) at the following telephone number:  
 +49 8161 80 - 4201**

**In the event of injuries, the Plant Medical Department must be informed immediately at the following telephone number:**

**+49 8161 80 - 2222 / +49 8161 80 - 4444**

The Central Plant Safety Office is the primary point of contact for accidents and will initiate all further measures, in particular notification of the Emergency Call Center (Fire department/rescue service/police), if and to the extent necessary. Outside assistance must be called exclusively in the event of a delay.

**Ban on smoking / alcohol consumption or consumption of other intoxicating substances**

Smoking is permitted on the Plant Site only in designated smoking areas. Smoking is also prohibited inside vehicles.

The consumption of alcoholic beverages or other intoxicating substances on the Plant Site is prohibited. No one may enter the Plant Site under the influence of alcohol or other intoxicating substances.

**IT control / monitoring**

All TI information systems may be used only by authorized users (“Users”). Please note that Users who access TI’s corporate systems must expect that their activities on these systems will be monitored and logged in an appropriate manner (“Monitoring”) to protect TI’s justified interests (e.g. to guarantee IT security, to protect confidential information and to comply with legal monitoring requirements). The purpose of Monitoring is in particular to ensure that Users have the appropriate authorizations and that these systems are not used for inappropriate or illegal purposes. Users of these systems are hereby informed that the system personnel, if Monitoring detects unauthorized, inappropriate or potentially illegal activities, will make information from this Monitoring available to TI management. The TI management will decide on suitable measures in consultation with the Data Security Officer. The misuse of TI information systems can result in the revocation or restriction of the User’s access to the systems as well as other appropriate measures (e.g. cancellation of the contractual relationship).

Violations of these Regulations are punishable by a ban on entering the Plant Site and other appropriate measures such as, for example, criminal prosecution or civil actions. TI assumes no liability for items brought onto the Plant Site.

**Contractor’s employee**

I have read and understood the “Instructions for Contractors”:  YES  NO

I have received the Temporary Service Badge and the “Safety Pocket Card)  YES  NO

and will carry them with me.

I have been instructed on the content of the Terms and Conditions for Contractors

(“Terms and Conditions for Contractors: Work and environmental protection requirements for contractors at Texas Instruments sites in Germany”) by the Contractor and agree to comply with them: YES  NO

**If you need additional information or explanations please contact your TI Contact Partner!**

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

**TI Contractor Coordinator**

Instructions given at the workplace immediately prior to the start of work:

\_\_\_\_\_  
Name (please print) A-ID

\_\_\_\_\_  
Signature