

# **Internal Rules and Regulations Eurohub Sud Logistics Park – Dudelange**



## Table of Contents

Definitions .....	3
Description of the Logistics Park .....	3
Contacts .....	3
Purpose and scope .....	4
Liability – Exceptions .....	4
Access to the Logistics Park .....	5
Access for permanent staff.....	5
Access for non-permanent visitors.....	6
Traffic on the PL site .....	7
Parking on the PL site .....	7
Interventions on the PL .....	8
Behaviour .....	8
Waste management .....	9
Prohibitions.....	9
Emergency situations .....	10
Accident / Incident / Dangerous situations .....	10
First Intervention Team (FIT) .....	10
Evacuation of the entire site .....	11
Confinement of the entire site .....	11

## Definitions

**PL:** “Parc Logistique” [Logistics Park] refers to a business park for logistics operators.

**Operator:** the firm “CFL site services” in charge of running the PL.

**Customer:** the company located on the Eurohub Sud Logistics Park site, which is responsible for users and vehicles coming to the PL.

**User:** employee/visitor of a customer.

**Vehicle:** any heavy or heavy goods motor vehicle: tractor vehicle and/or trailer, van.

## Description of the Logistics Park

The Logistics Park is an entirely enclosed site dedicated to logistics operations.

The Logistics Park has an eponymous guarded entrance gate known as the “PL Gate” which is manned round the clock, year-round.

The PL has:

- Parking spaces for vehicles;
- Sanitary facilities;
- A technical workshop.

The PL is monitored by means of access control, a video surveillance system (in accordance with the national regulations – CNPD), and by regular rounds by security guards.

## Contacts

For any and all questions relating to access, security and safety at the Logistics Park, please contact the PL gate:

- by telephone: 51.89.51;
- by e-mail: [gate.parclogistique@cfl-siteservices.lu](mailto:gate.parclogistique@cfl-siteservices.lu)

For any and all questions relating to the administrative and technical aspects of the Logistics Park, please contact the operator:

- by telephone: 4996-1001;
- by e-mail: [Infrastructure@cfl-siteservices.lu](mailto:Infrastructure@cfl-siteservices.lu)

### Purpose and scope

These rules and regulations concern the internal operation of the facility. They constitute a reference document for all as well as a prevention document.

Everyone is required to observe strictly all the provisions of this document so as to comply with good practices.

These rules and regulations shall apply to each company located on the Eurohub Sud Logistics Park site without restrictions or reservations. They shall constitute an integral part of the surface concession and be appended to the contract.

These rules and regulations shall be brought to the attention of any new company which moves to the Logistics Park when the surface concession is signed. Each company shall be responsible for the internal dissemination of this document.

These regulations shall be posted at the PL Gate and made available upon request.

Any other specific provision brought to the attention of companies by means of a memorandum shall be considered as an addendum to these rules and regulations and shall be equally applicable.

### Liability – Exceptions

The user and the customer shall be jointly and severally liable for any bodily injury accidents and any damage to moveable or immovable property that may be caused by vehicles, staff or goods, on the facilities of the PL and other vehicles, goods and people present.

Any accident, incident or damage that has taken place on the PL must be reported immediately to the PL Gate. If the PL facilities are damaged, the user shall be required to apprise its insurance company by means of a report drawn up jointly.

The operator shall be bound by an obligation of means for the monitoring of the PL. It shall not be held liable in the event of theft and/or damage to a vehicle and/or its components, accessories or other items left inside the vehicle such as the cargo. The operator shall moreover not be held liable in the event of assault on the premises of the PL.

The user shall be required to comply with the operator's instructions.

When a vehicle is parked on the PL, liability for the vehicle shall not be transferred to the operator but remain with the user.

Under no circumstances may the operator take out insurance in the name or on behalf of customers/users to cover risks for which he cannot be held liable.

The operator shall not be liable for acts of god, natural phenomena or cases of force majeure, such as armed robbery, fire, frost, flooding, snow, storm, etc. (This list is provided by way of information only and is not exhaustive).

#### Access to the Logistics Park

Access shall be exclusively through the PL Gate in order to obtain the access card.

Upon being issued the access card, visitors shall drive the vehicle to the entrance gates and show their cards at the terminal. The barrier lights must be obeyed (red: wait / green: go). It is strictly prohibited to follow a vehicle entering or exiting without using one's own access card.

The site shall be entered and exited as follows:

- for light vehicles, 3 entry lanes and 2 exit lanes;
- for heavy goods vehicles, 6 entry lanes and 2 exit lanes;
- for pedestrians, a single access via the gate next to the PL Gate, which is equipped with a badge reader;
- for cyclists via the light vehicle entry lanes.

#### Access for permanent staff

Customers must contact the PL Gate for access card creation and cancellation procedures (arrival and/or departure of an employee).

Only the customers of the logistics park can lay claim to a permanent access card. All other companies (e.g. cleaning companies, subcontractors, etc.) will have to go through the PL Gate to collect a daily access card.

A personal access card should be put to good use.

The validity of the badges shall be checked annually.

If the access card is lost, stolen or damaged, please contact the PL Gate.

A lost or stolen access card shall be deactivated automatically, and a new card shall be issued. This new card will be invoiced by the CFL sites services to the company of the employee concerned. The rate in force is posted on: <https://www.cfl-mm.lu/fr-fr/organisation/cfl-multimodal/cfl-site-services>

**Access for non-permanent visitors**

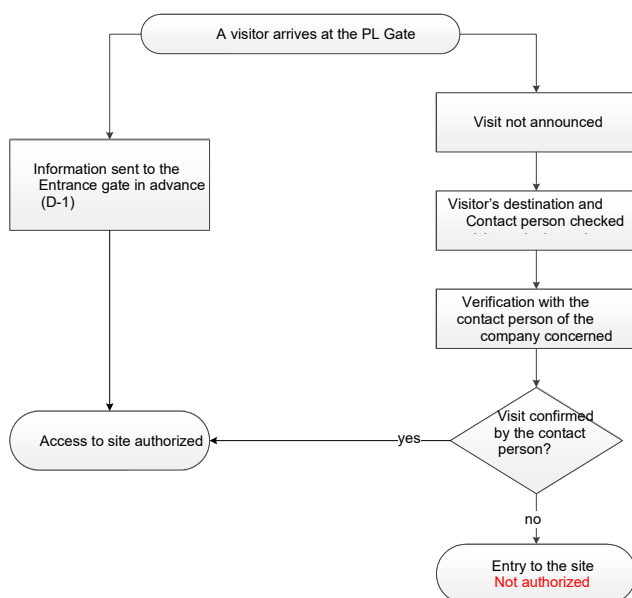
Entry:

Visitors who do not have a permanent access card must stop at the parking area in front of the PL Gate, produce an identity document and give the name of the company and person to be visited in order to obtain an access card. This parking area may not be used for breaks (meals, etc.).

The PL Gate staff will then issue a temporary access card, as well as a site map and indicate the customer's location.

Exit:

Visitors must go to the PL exit terminal, drop their access card in the ad hoc container whereupon they can exit the site



In the event of an announced visit or planned intervention by an external company, the company located in the Logistics Park must inform the PL Gate in advance.

Hauliers/external companies must go to the PL Gate for daily access, whereby their staff must wear a safety jacket.

#### Traffic on the PL site

Each customer is required to ensure proper conduct on the part of users and to enforce the internal rules and regulations. Any and all incidents must be reported to the PL Gate immediately. The company may be held liable in the event of an incident.

Traffic lights at the barriers must be obeyed (red: stop / green: go).

It is strictly prohibited to follow a vehicle entering or leaving the site.

It is the responsibility of each user to comply with the following:

- Signs and the highway code;
- Speed limit (30 km/h throughout the site);
- Handling equipment have absolute priority;
- No reversing except where indispensable for parking purposes.

Pedestrian traffic on the entire site is defined by markings on the ground and/or the pavement. Pedestrians are advised to wear a safety jacket (particularly during the winter season) and to use the dedicated paths.

Cyclists shall be authorized to use the entire site. A safety jacket is strongly recommended.

**If the stated prohibition is not obeyed, the Operator reserves the right to suspend vehicle access to PL to the identified user and to notify the Customer in advance.**

#### Parking on the PL site

It is the responsibility of each user to observe the following instructions:

- Use and respect the defined parking areas. Parked vehicles may under no circumstances constitute an obstacle to traffic and safety;
- Vehicles must be parked correctly in a designated space and marked out on the ground for that purpose, in accordance with the instructions of the guard manning the PL Gate.

It is the responsibility of the user to park his vehicle in compliance with the safety and security regulations applicable in the Grand Duchy of Luxembourg (in particular concerning hazardous goods).

The drivers' 45-minute breaks shall be tolerated. Extended breaks on the other hand shall not be accepted within the confines of the logistics park. Drivers may not sleep on the PL site.

If a driver is looking for a place where he can take an extended break and/or sleep, the exit terminal will offer him the choice of going to the Bettembourg Centre Routier Sécurisé (CRS) [Secured Truck Stop]. An access ticket will then be issued with the particulars. The CRS also has a service station reserved exclusively for customers and users of the Eurohub Sud.

### Interventions on the PL

If a vehicle breaks down on the PL, the user must notify the PL Gate. After discussing the matter with and obtaining the consent of the PL Gate, the user can call a break down service for:

- An on-site repair, only in the case of a minor breakdown;
- A transfer to a garage for a more serious breakdown involving heavy mechanical operations or generating pollution with an impact on the environment.

The importance of the breakdown is left to the operator's discretion.

**Any intervention on the PL on behalf of a user on the site shall be subject to the prior consent of the PL Gate.**

### Snow clearance

During the winter period, the operator's staff carry out preventive snow removal and/or salting of the logistics park roads. It is strictly prohibited to overtake the vehicle during preventive salting and/or snow removal (highway code). This manoeuvre is considered as a fault in road behaviour and is reprimanded by a warning.

### Behaviour

Each customer shall be responsible for raising awareness among its staff to behave responsibly throughout the site and to respect:

- the rule of not throwing rubbish on the traffic lanes;
- the access and traffic rules in force on the site;
- the facilities placed at their disposal;
- the staff and other users/customers of the PL;
- the prohibitions set out in the subsequent paragraph.

Any damage to the facilities must be reported to the PL Gate immediately.

It is requested not to create disorder on the PL so as to respect the well-being of everyone and to comply with environmental regulations.

It is prohibited to damage the infrastructure, facilities and equipment on the entire site (buildings, lawns, flowerbeds, landscaping and plants, etc.).

Improvement, repair, embellishment and transformation works (outside the company's site) are strictly prohibited without the operator's prior consent. In the event of non-compliance, the costs incurred will be borne by the user/customer in question.



## Waste management

The customers located on the Logistics Park shall be responsible for the disposal of their own waste.

It is prohibited to burn waste throughout the Logistics Park, including on a company site.

It is prohibited to deposit industrial waste in the bins of the Logistics Park or simply on the Logistics Park site.

External companies working on the Logistics Park shall be responsible for the disposal of their waste.

## Prohibitions

Every user/customer on the premises of Logistics Park (including pedestrian walkways) shall refrain from:

### **Cigarettes and electronic cigarettes:**

- Smoking or vaping except in areas designated for that purpose. A smoking area has been designated in front of and behind the Entrance Gate.

### **Alcoholic beverages and euphoriant:**

- Entering and staying on the site under the influence of alcohol and/or euphoriant;
- Consuming or distributing alcohol and/or euphoriant;

### **Facilities:**

- Using the premises made available as a place for storage or parallel activities;
- Using the electrical installations on the site (reserved for the exclusive use of the operator);
- Polluting the soil deliberately by spreading various liquids.

### **Parallel activities:**

- Peddling, canvassing, unpacking and/or selling objects and services;
- Posting and distributing leaflets;
- Repairing / servicing rolling stock;
- Unloading or transferring goods between vehicles (even partially);
- Refuelling vehicles on site

An analysis will then be carried out in cooperation with the line manager to assess the seriousness of the offence.

**In the event of non-compliance with a stated prohibition, the Operator reserves the right to suspend access to the PL to the identified user after informing the Customer first. Similarly, the costs incurred due to non-compliance with a prohibition shall be charged directly to the Customer concerned.**

### Emergency situations

In the event of fire or an emergency situation (pollution, medical emergencies), the company that contacts the emergency services on 112 must also notify the PL Gate by telephone on 51.89.51 so as to receive the emergency services in optimal fashion. Persons calling the PL Gate must provide without fail:

- their company;
- their name;
- their telephone number;
- a brief description of the event;
- the precise location of the incident/accident;
- if there is still a danger to people.

An emergency arrival chain must be set up, i.e. a person from the company concerned must greet the PL Gate operator and the emergency services at the entrance to the company's site.

The emergency services can request the evacuation of the entire Logistics Park. The Gate operators shall be responsible for initiating the evacuation.

### Accident / Incident / Dangerous situations

Any accident, incident, near-accident or dangerous situation in terms of security or the environment must be reported immediately to the PL Gate, which is manned round the clock year-round and will proceed to notify its QSE department for analysis.

### First Intervention Team (FIT)

Each company must designate 2 people, a manager and his back-up, to be members of the Logistics Park's FIT. The company shall undertake to apprise the LP Gate of any changes by official post.

A company located on the Logistics Park site shall place its alarm and evacuation plan and alert plan at the disposal of the external emergency services (important elements: assembly points, storage of dangerous products, contact persons, etc.).

### Evacuation of the entire site

If the entire Logistics Park has to be evacuated, a Gate operator will activate the alarm siren. Each customer shall be responsible for the evacuation of its staff to its assembly points and for transmitting its alarm plan and its alert plan to its FIT.

The FIT shall go to the PL Gate to consult with the emergency services and to receive instructions.

Annex 1 – Reflex sheet – Evacuation of the Logistics

Annex 2 – Plan of the Logistics Park with the assembly points

An evacuation drill for all the tenants of the Logistics Park shall be organized by the operator once a year. Each customer shall be required to participate.

A siren test shall be organized once a month at a fixed time: the 1st Saturday of each month at 12:00 noon.

### Confinement of the entire site

If the entire Logistics Park has to be evacuated, a PL Gate operator shall contact the FIT manager (or his back up) of each company to give the confinement order. Each company shall be responsible for visitors on its site.

For external companies working on the Logistics Park itself, the PL Gate operator shall inform the contact person so that people present can go to the nearest building.

All persons will then go to – or remain in – their respective buildings in order to confine themselves.

The emergency team of each company shall apply the specific safety rules for confinement. :

- stop all activities in progress immediately;
- close doors and windows and all other air inlets;
- deactivate ventilation systems;
- move away from doors and windows;
- do not smoke;
- follow the instructions of the emergency and rescue team;
- if a toxic cloud is spreading, breathe through a thick wet cloth;
- in case of irritation/burns, rinse with water and change clothes ;
- go out only at the end of the alert or upon evacuation order (end of alert announced by the Civil Protection).

The PL Gate operator shall inform the FIT manager of each company of the end of the confinement alert (by order of the Civil Protection).

Appendix 3 - Reflex sheet - Confinement of the Logistics Park