

Rules of Conduct

Dear Course Participant

Welcome to Richemont, the national and international centre of excellence for the bakery and confectionery industry. As a competence centre, we are also committed to ensuring not only quality, but also product hygiene and the safety of employees and visitors. We therefore ask for your cooperation and responsible behaviour within our company.

General Rules of Conduct

1. Visits to the production areas are only permitted when accompanied by Richemont employees.
2. Any complaints such as stomach or intestinal disorders, dizziness or other health problems must be reported immediately to the course management.
3. In the event of an emergency situation, the instructions of Richemont employees or the emergency services must be followed.

▶ Please view reverse side





Smoking is prohibited throughout the Richemont building. We kindly ask you to take any smoking breaks outside.



Wearing wristwatches, rings or other jewellery (except wedding rings) is prohibited during production. Loose items must be taken off and stored in lockable bags.



Entry into the production rooms is only permitted when accompanied by Richemont employees.



Wearing open hair in production is not permitted for reasons of hygiene and safety. Long hair must be tied together for the duration of the stay in production.



Wearing headgear in production is mandatory!



When entering the production rooms, hands must be washed and sanitized in accordance with regulations.



Wearing clean work clothes is obligatory during practical work in production. If no work clothes are available, a visitor's coat or bib apron may also be worn.



Entering the production can be allowed only in closed work shoes.



If there is an injury or an open wound, it should be treated with a clearly visible coloured plaster.



Fire extinguishers are deposited in all production rooms. Richemont employees have been trained to use them correctly.



On the individual floors, in addition to the exit to the staircase, there are additional fire extinguishing stations.



In case of fire, manual fire alarms are distributed on all floors. The alarm can be triggered by breaking the glass.



For alerting the fire department or the emergency doctor, the phone at the bar of the restaurant can be used. Zero (0) must be dialled as a prefix before the actual number.



All escape routes in the Richemont building are marked by the adjacent symbols. The exits must not be blocked and must be kept clear.



An Automated External Defibrillator (AED) is available for the treatment of a Richemont visitor with cardiac arrhythmia. Its use is the responsibility of appropriately trained Richemont employees or external specialists.



In the event of an emergency situation, the building must be exited via the signposted escape routes. The assembly point is located at the rear right of the building.



Assembly Point
Richemont