

## **Regulations for staying on the premises of the Łukasiewicz Research Network - Institute of Aviation for participants of trainings**

### §1 General rules for staying at the premises of the Łukasiewicz Research Network - Institute of Aviation

1. Persons staying on the premises of the Łukasiewicz Research Network - Institute of Aviation (Łukasiewicz – Institute of Aviation) are obligated to comply with the principles of health and safety, fire safety, and environmental protection.

2. There is an absolute ban on bringing into Łukasiewicz – Institute of Aviation:

- explosives, pyrotechnic articles,
- weapons and ammunition,
- knives and other sharp tools,
- manual incapacitating substances,
- hazardous materials and substances, the use of which may endanger the life or health of people in Łukasiewicz-ILot, and which may cause damage to property.

3. Photographing and filming is prohibited in the protected area. The condition to perform the above mentioned activities is to obtain permission from the trainers.

4. On the premises of Łukasiewicz -Institute of Aviation, it is strictly forbidden to bring or supply by any other means, as well as to consume and stay in a state after consumption of alcoholic beverages, agents acting similarly to alcohol and other psychoactive substances.

In the case of a justified suspicion that persons in the state after drinking alcohol or under the influence of alcohol are staying or want to enter Łukasiewicz -Institute of Aviation, the employees of the Security and Protection Department are authorized to check the state of their sobriety by a legalized device.

5. The entry of people into the Łukasiewicz - Institute of Aviation area (to the access zones) is regulated by the electronic access control system and takes place with the use of an access badge. Access badges ("GUEST" badge) are issued and recorded by employees of the Security and Protection Department after receiving an appropriate application. Persons using access badges are obliged to follow the "Instructions for using access badges" according to Section 2.

6. Persons undergoing training in the Łukasiewicz - Institute of Aviation area may not move around without a valid badge. Access badges are issued in the pass office (Building A, ground floor).

The badge should be worn in a visible place.

7. Entry by vehicle into the Łukasiewicz - Institute of Aviation area is possible after obtaining an entry pass (passes are issued in Building A, ground floor).

8. Drivers of vehicles which have obtained the entry permit are obliged to follow the traffic organization in force in the area of Łukasiewicz - Institute of Aviation (speed limit to 20km/h, special care should be taken of pedestrians).
9. Parking of vehicles is allowed only in places designated or indicated by a representative of Łukasiewicz - Institute of Aviation. Parking in green areas is forbidden.
10. After completing the training, it is forbidden to move unjustifiably around the Łukasiewicz - Institute of Aviation area, as well as to move in rooms or buildings located on the premises.
11. Security staff and employees of the Security and Protection Department are authorized to check whether the property of entities located on the premises of Łukasiewicz - Institute of Aviation is not unlawfully removed from the protected area (checking the vehicle, luggage content, hand cases etc.); in accordance with the principles set out in law, protecting the personal property of a person - in justified cases, when a person does not want to be checked and there is a suspicion that the property is unlawfully removed – has the right to call the Police.
12. The persons bringing into the Łukasiewicz - Institute of Aviation area items or materials which belong to them or are in their use, which do not constitute the property of Łukasiewicz - Institute of Aviation and are not standard equipment, and which will be removed from the protected area at a later date, are obliged to report this fact to the security service at the moment of entering the premises of the facility, for this circumstance appropriate documents of material turnover will be issued.
13. Smoking tobacco, other tobacco products and electronic cigarettes is allowed only in designated places (gazebos). It is forbidden to throw cigarette butts outside the ashtray in the gazebos.
14. Representatives of the Security and Protection Department should be immediately notified of any unusual occurrences on 603 669 489.

## §2 Instructions for using access badges

1. Entry to the area of the Łukasiewicz Research Network - Institute of Aviation and exit from this area, as well as access to the buildings and rooms of Łukasiewicz - Institute of Aviation is done with the use of access badges.
2. The badge is the property of Łukasiewicz -Institute of Aviation, it is valid for the duration of the training organized by the Łukasiewicz –Institute of Aviation and needs to be returned to the Security and Protection Department after passing through the gates.
3. The badge is issued free of charge. In case it is stolen or lost, the user is obliged to immediately notify the Security and Protection Department and the trainers, and cover the cost of creating a new badge.
4. In addition, the badge user is required to present it at the request of security staff or authorized persons.

5. In order to enter the premises, place the badge on the card reader. Identification of the card in the access system is signaled by a short green flash of a diode in the device verifying access to the given zone, building, room. Positive identification of a badge by the access system switches the device verifying access to the given zone into open mode and unlocks the reel, gate or electric lock.

6. The access control system automatically switches the reel, gate or electric door lock to closed mode after each person passing through.

7. Each subsequent person entering the zone, following point 6, should start the entry procedure only after the red LED lights up.

8. If an evacuation is ordered, the fire safety system automatically turns off the access control system in order to enable to leave the affected area as soon as possible.

9. Unauthorized use of someone else's ID, another document entitling to enter the premises of Łukasiewicz - Institute of Aviation or for the purpose of the unauthorized use of the binary code assigned to the document is prohibited and punishable by law (it amounts to a criminal offence under Articles 190a §2 and 275 §1 of the Penal Code).

10. The Security and Protection Department reserves the right to verify the badges issued to users.

11. In case of non-compliance with the above mentioned Instructions, the Security and Protection Department has the right to revoke the right to enter the area of the Łukasiewicz Research Network - Institute of Aviation.