

# INTERNAL REGULATIONS

You are going to visit MECANUMERIC soon, whether it is for a commercial visit, a demonstration, a training, a reception of machines... We will welcome you with great pleasure!  
In order to disturb our work as little as possible and to make your visit pleasant, thank you for taking note of this document.

## HOW TO COME ?

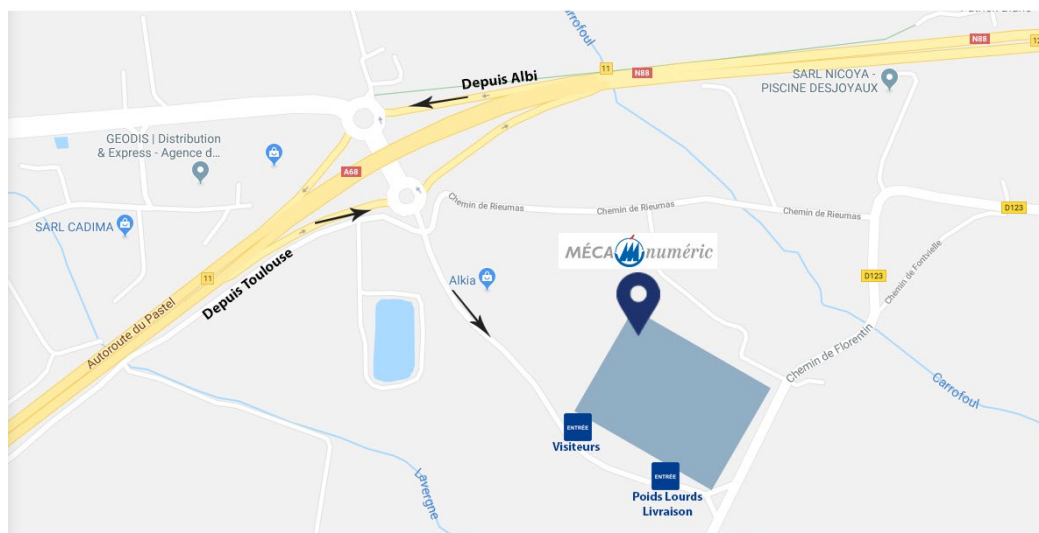
### LOCATION



Z.A. ECO2 Rieumas  
81150 MARSSAC-SUR-TARN  
FRANCE



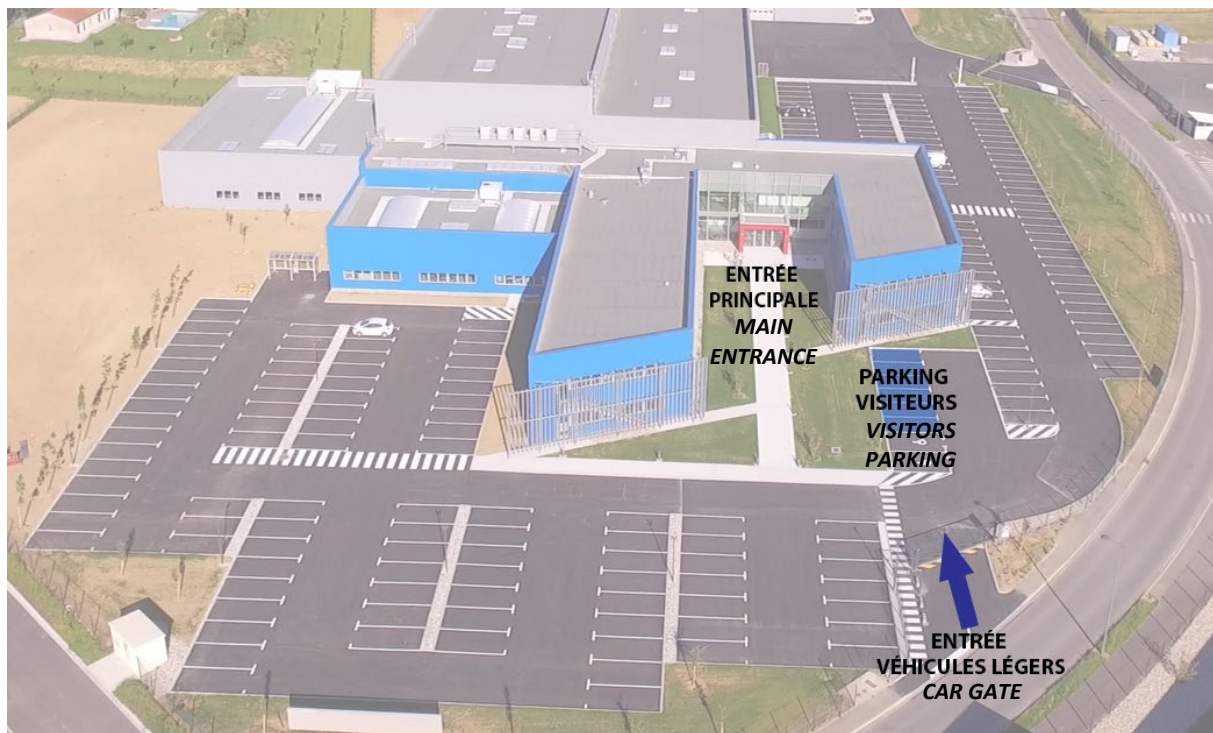
(+33) (0)5 63 38 34 40



### ESTIMATED TRAVEL TIME

- From Toulouse airport: about 50 minutes (30 minutes more during peak hours)
- From Albi Ville train station: about 10 minutes

## PARKING



To facilitate evacuation in the event of a fire, all visitors and employees are asked to park in reverse.

## OPENING HOURS

- Main Gate: 7.45am to 12.30pm then 1.25pm to 6pm
- Main Entrance: 7.45am to 12.30pm then 1.25pm to 6pm

## ACCOMMODATION / CATERING

We have a partnership with the Grand Hôtel d'Orléans which allows you to benefit from preferential rates all year round. Just mention that you are booking on the recommendation of MECANUMERIC.

### Grand Hôtel d'Orléans ★★ ★

1 Place Stalingrad, 81000 Albi

Tel : +33 (0)5 63 54 16 56

Very well located in the centre of Albi, it will allow you to visit the historical heart of the city and to quickly access the company's premises (10 min drive).

Room + breakfast : 87 € / Room + breakfast + dinner : 97 €.

**Do not hesitate to contact us for a list of other establishments in Albi and the surrounding area.**

## GENERAL RULES

As a visitor of MECANUMERIC, we ask you to follow and respect the rules in force within the company, especially those related to safety.

**Smoking is not permitted inside the company's premises.**  
**All our premises are accessible to people with reduced mobility.**

### EQUIPMENT AND FACILITIES AT YOUR DISPOSAL

During your visit at MECANUMERIC, we provide you with

- Men's or women's toilets equipped with toilets, hand-washing facilities, lounge, hand dryer, paper
- A break room including
  - 2 hot drink machines
  - 1 cold drinks and snacks dispenser
  - 1 hot or cold water fountain
- Canteens equipped with refrigerators, microwave and sinks.

### SAFETY

#### Moving around the company

- Wear the badge you received at the reception desk when you arrived.
- Remain accompanied by the person receiving you.
- PPE must be worn:
  - Safety shoes must be worn in the workshops and the showroom
  - Ear plugs, gloves, goggles depending on the case
- Wear appropriate work clothes: avoid loose fabrics or those that are too long.
- You must use the aisles authorised for pedestrians inside the company (blue floor markings) and respect the direction of traffic.
- It is forbidden to handle electrical equipment or chemical products, to use overhead cranes, forklifts or pallet trucks without specific authorisation and/or clearance.

#### In the event of an accident / fire

- Posters presenting the first-aid workers (SST) are visible throughout the company, please read them on arrival
- In the premises, numerous pieces of equipment are available (see general plan for their location):
  - Defibrillator
  - Medicine cabinets
  - Fire extinguishers

### IMPORTANT CONTACTS

**FIRE FIGHTERS: DIAL 18 OR 112**

**MECANUMERIC SAFETY OFFICER: ROMAIN CUQ - +33 (0)5 63 38 54 24**

**MECANUMERIC DISABILITY REFERENT : Training manager – [formation@mecanumeric.com](mailto:formation@mecanumeric.com)**