



## Guide Lines on Access for Partner Companies

### What Does the Partner Company Have to Do?

1. Once you/your company has been authorized to work for Boehringer Ingelheim, you must train your employees in safety and the rules of conduct. This has to be repeated once a year for longer stays. The training presentation and the rules of conduct are available on the Internet.
2. Start your process via the [online registration portal](#).
3. Fill in the online form. Then press the "send" button and thus trigger the registration process. The program generates a registration with your Boehringer Ingelheim representative. Your ID will be issued once your "Boehringer Ingelheim representative" approves the registration  
Make sure you enter your Boehringer Ingelheim representative and his/her email address in the form. Otherwise, you cannot register. **Partner companies are not allowed to enter without registration!**
4. You will only be issued an annual ID, if you have to work at least 1 day every two weeks on the Boehringer Ingelheim site. Please coordinate this with your Boehringer Ingelheim representative.
5. When entering the plant for the first time, please bring your personal ID card with you and personally register with plant security.
6. By accepting the red company ID, the employee of the partner company confirms that he/she has received and understood the necessary safety instructions and rules of conduct. The ID badge must be worn visibly at all times. Contact his/her Boehringer Ingelheim representative when entering for the first time.
7. This access process also applies to subcontractors. The main contractor is responsible for any subcontractors.
8. Boehringer Ingelheim conducts random security checks. Should this check have a negative result even after the second time, access authorization will be revoked.

#### How to complete the online registration:

In order to receive your ID in time, register at least 2 workdays in advance.

The "date of access" must not be in the past!

As a matter of principle, You are generally obliged to (verbally) register with the responsible department before starting your work so that we know that you are there and, if necessary, further safety briefings can take place (in writing).

For questions about the registration process: Factory Security Vienna +43 1 80105 - 5255

For questions about the safety briefing: Safety at Work Vienna +43 1 80105 - 5329