**Visitor Regulations**

The Visitor Regulations contain a summary of guidelines governing the movement of visitors to the premises of individual workplaces of the IBV CAS (PRI) (hereinafter referred to as ‘the premises’) and compliance with occupational health and safety and fire prevention procedures.

Visitors are required to:

1. upon entering the premises (the building) enter their details in the visitor’s book, stating the date of the visit, their full name, time of arrival, name of the person visited, signature, and upon departure, state the time of leaving the premises (the building). Thus, clearly showing their presence on the premises.
2. remain only in the area of the premises designated accessible for them by the person visited.
3. use equipment entrusted to them only for the purposes for which these are intended.
4. observe that smoking and the use of naked flames are both prohibited.
5. observe that the consumption of alcoholic beverages and the use of other addictive substances are all prohibited during the visit to the premises.
6. observe occupational health and safety and fire prevention procedures, and act in such a way that does not endanger the lives or health of either the visitor or other people, or cause damage to property.
7. act in such a way as not to cause a fire, follow the instructions and observe the prohibitions concerning fire prevention in designated places.
8. in the event of a fire, follow the fire alarm guidelines and fire evacuation plan located in visible places of the building, obey evacuation orders and follow the instructions given for evacuees, and follow emergency exit and fire escape signs indicating the direction of emergency exit routes to reach safety.
9. in the event of an accident or other emergency on the premises, immediately notify the visited person or those responsible for sounding the emergency fire alarm (the main office), if necessary, the emergency services will be called.
10. pay compensation for any damage to health or property caused by their own negligence according to the generally applicable regulations.
11. fully abide by the Visitor Regulations.

The Institute of Vertebrate Biology of the Czech Academy of Sciences (PRI) is not responsible for the loss of items brought onto the premises or for damage to the property or health of the visitor caused by their own actions, or the actions of third parties, in violation of the terms of these visitor regulations.

The Institute’s management reserves the right to make operational changes to the provisions of the abovementioned visitor regulations, if the situation so requires.

The Visitor Regulations shall enter into force on the date of their issue.

In Brno, on 2nd January 2020 Doc. Mgr. Jan Zukal Dr., MBA

Director

I was familiarised with the abovementioned regulations on ..................................

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Full name and signature