

## Useful information and rules for visitors

We welcome you to MACOGA, and hope you will enjoy your time here.

These rules for visitors are intended to make your visit to our Company as pleasant and safe as possible. They apply to all our guests. By entering any of our buildings or areas, you agree to our rules, as well as all other instructions implemented to maintain the security of our operations.

Our highest priority is to protect the persons in our buildings and factory and therefore Specific Safety Rules for Vis-

itors available here: <https://www.macoga.com/documents/macoga-safety-rules-visitors.pdf>, and must be strictly followed.

These rules must be read upon your arrival, followed by your signature in the visitors' register, acknowledging your understanding of these rules and verification of your presence in the area.

Visitors may be asked to leave the site for not abiding by safety rules, in case of an emergency or because of other demands upon the escort.

### Scheduling the meeting

Determine the date of the meeting and the number of people to take part in it in consultation with MACOGA staff.

### How to reach us

Our factory and offices are in the village of Ordes, in the province of A Coruña, in the NW part of Spain. We are located between the two main cities of the province; this is between Santiago de Compostela and A Coruña.

Coordinates:

LAT: 43.111541; LONG: -8.400677

[See in Google Maps](#)

Distance to Santiago de Compostela: 30 Km.

Distance to A Coruña: 38 Km.

### By plane

There are two international airports very close to us:

- Santiago de Compostela (IATA Code: SCQ): 25 Km
- A Coruña (IATA Code: LCG): 26 Km

### By car:

If you come by car, our company is easily found on the national road N-550 between Santiago and La Coruña.

### Accommodation

Depending on whether your arrival is through the airport of Santiago de Compostela or the airport of A Coruña there are many available hotels of all types, prices and categories in both cities. Our staff will be happy to recommend and/or book for you the most suitable hotel according to your preferences.

### Once with us

We have a specific Parking area for our staff and visitors. The parking is safe and you can leave your belongings inside the car. Go to the central office building and ring the bell for assistance.

#### Visiting the factory

You will be required to register by signing the visitors' register form, acknowledging your understanding of all Safety Rules, and verification of your presence in the area. MACOGA Staff will provide you all necessary personal protective equipment (hearing protection, safety glasses, safety shoes, etc.).

#### Videotaping and photography

Videotaping and photography are not permitted unless approved by management and are not allowed unless permission is granted. In addition, photography that is allowed cannot be published without prior approval from the management.

#### Smoking is prohibited

This also applies to electric cigarettes and snus. There is a designated smoking area outside the buildings.

#### Video surveillance system

For security reasons, the whole company spaces are under video surveillance.

#### Wifi

Wifi is available for visitors. Please request password to our staff.

For any question or assistance when planning your visit please contact us. We would be very pleased to assist you.