

# Safety briefing

- Tour of the site
- Point out and explain the safety signs and equipment and explain their purpose:

- Fire extinguisher



is located here

- Escape routes



in the direction of the arrow

- Assembly point



is located at this sign

- First aid



Accident prevention & measures

- Wear hearing



protection

- Wear eye



protection

- Wear safety



shoes

- Brief introduction to evacuation
- Conduct in the workshops, in the warehouse, in the forum
- Point out the smoking areas
- Proper handling and storage of hazardous substances, if applicable
- Workplace-related hygiene briefing, if applicable

Date:

Signature of the supervisor:

Project participant:

Signature of participant:



# Agreement on Participation in the Project for Activation and Professional Integration

## 1. Project-related information:

[Check details from the German contract]

## 2. Notification of incapacity for work

If you are unable to work due to illness, please call to report your absence before the start of work. This also applies if the illness persists.

**You shall submit a certificate of incapacity for work or, if your child is ill and you need to look after them, a certificate from the doctor treating your child from the first day of illness without being requested to do so.** This medical certificate shall be submitted promptly.

## 3. Leave of absence

Leave of absence may be granted for appointments with the ALV job centre, for a job interview or for urgent matters. Leave of absence shall be requested in advance from the project social worker/supervisor. Written proof is required.

## 4. Work trials / job offers / courses

During the project period, ALV may offer you **trial periods of employment and/or jobs. Courses** (e.g. language lessons and other training) and support with applications and updating documents **are mandatory.**

## 5. Health and safety and insurance cover

The regulations on occupational health and safety apply. Under insurance legislation and for your own safety, **you are obliged to take all protective measures that are identified for you by the supervisory personnel.**

You are insured against accidents during the project through the statutory accident insurance of GUV Hannover.

## 6. General safety instructions

At the start of the project, you shall receive instruction on general health and safety and hazard signage, and you shall be taken on an escorted tour of the building with information about fire safety and escape routes.

## 7. Work clothing

**You can obtain the necessary work clothing and protective equipment free of charge here as part of the project.**

## 8. Allowance/travelling expenses

**€1.30 per hour of work actually completed is paid as an allowance** from municipal funds. No allowance shall be paid for excused or unexcused absences.

You shall receive reimbursement of monthly **travel costs for public transport** (VBN) **from a distance of 4 km** (map of Verden marked with a circle).

Payment is made to your account at the end of the month. Travelling expenses are paid in advance.

## 9. Project – Personnel

[Check details in the German contract]



## **10. Consequences of breach of this agreement**

A written warning shall be issued if this agreement is breached.  
In the event of repeated breaches, participation in the project shall be terminated prematurely by ALV.  
The ALV job centre shall be informed immediately.

## **11. Your opinion is important to us!**

During the programme you will receive a questionnaire to assess the project from your point of view.  
The survey is anonymous. We would be grateful if you would complete it. Many thanks!

## **12. Right of cancellation and termination by the participant in the programme**

Following conclusion of this Agreement, you have a general right to withdraw from the Agreement for 14 days.  
You may cancel your participation at any time in writing.  
In either case, you shall inform your placement officer at the job centre in person or by telephone in advance.

## **13. Certificate of attendance**

At the end of the project, you shall receive a certificate of participation, which specifies the content, duration and objective of the project. You shall also receive any certificates that you may have acquired during the project.

## **14. Annexes**

- House rules including hygiene rules and rules of conduct
- Privacy policy
- General safety instructions
- Project description

The annexes are part of this Agreement on your participation in the project.  
You confirm with your signature that you have received the specified annexes and that they have been explained to you.

The components of this Agreement shall remain valid even if the project term is extended.

**The employees of ALV look forward to positive and successful cooperation with you!**

\_\_\_\_\_  
(Project employee)

\_\_\_\_\_  
(Signature of project participant)



## Privacy policy for ALV Projects departments

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Your trust is important to us, which is why we take the protection of your personal data very seriously. We want you to be aware of the purposes for which we store your data and how we use it.

<p><b>1. Controller</b> The controller under data protection law is</p> <p>Arbeit im Landkreis Verden AöR (ALV) represented by the administrative manager Ms R. Mindermann Lindhooper Str. 67 27283 Verden (Aller), Germany Tel. 04231 - 15 713</p>	<p><b>2. Data Protection Officer</b></p> <p>Data Protection Officer for Arbeit im Landkreis Verden AöR Zweckverband KDO, Elsässer Straße 66, 26121 Oldenburg, Germany Email: datenschutz-alv@landkreis-Verden.de</p>
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### 3. Categories of data processed

We process your contact details, date of birth, bank details, data about your professional experience (such as training, professional activities), career aspirations, restrictions regarding employment (e.g. childcare, health restrictions), participation in projects and internships and application activities.

### 4. Purpose of data processing and disclosure of data

We process your data to deliver the project in which you participate and manage the accounts for it. This includes, among other things, transfer or payment of travel expenses. For these purposes, we pass on your data, as necessary, to the "Placement and Counselling" and "General Administration" departments of ALV and to the District of Verden, in particular the District Finance Office. In some cases, we use external service providers to process your data. If data is passed on to service providers in the context of so-called commissioned data processing, this is done in accordance with the requirements of data protection law. Our processors are carefully selected and bound by our instructions.

### 5. Erasure of data

As soon as the purpose for storing the data ceases to apply, we erase your personal data, at the latest 12 months after you leave the project. Data may also be stored if this is required by European or national legislation. In these cases, it is erased in accordance with the retention periods under these regulations.

### 6. Rights of data subjects

If we process your personal data, you have the following rights:

**a. Right to withdraw a declaration of consent under data protection law**

If you have given us your consent to process your data, you have the right to withdraw that consent at any time. Withdrawal of consent does not affect the lawfulness of processing based on that consent before its withdrawal.

**b. Right to access information**

**c. Right to rectification of inaccurate data or completion of incomplete data**

**d. Right to erasure of your data ("right to be forgotten")**

**e. Right to restriction of processing**

**f. Right to data portability**

**g. Right to object**

**h. Right to lodge a complaint with a supervisory authority:** You can contact the supervisory authority for data protection in Lower Saxony - The State Commissioner for Data Protection in Lower Saxony - (Prinzenstraße 5, 30159 Hanover, Germany).

**If you would like a more detailed copy of the privacy policy, please check our notice boards or speak to our project staff.**



## House rules for the ALV project area

### RULES AND OBLIGATIONS

- Follow the instructions of the supervisors
- Arrange appointments (e.g. medical appointments, appointments with the authorities, job interviews, etc.) in advance with the supervisor and/or social worker
- Keep your own workplace clean
- Maintain cleanliness and order throughout the building
- Observe accident prevention and hygiene regulations
- Wear protective clothing
- Use of machines, tools, hazardous substances and cleaning agents is permitted only following briefing and special instruction from the supervisor.
- Only leave the workplace after signing out with the supervisor and/or social worker (leaving the building!)
- Mobile phones may be used during working hours only by agreement with the supervisor and/or social worker

### PROHIBITIONS

- Smoking in the buildings
- Eating and drinking in the workplace
- Theft or wilful destruction of tools and property
- Any kind of violence, insults, discrimination, threats
- Sexual harassment
- Alcoholic beverages and other drugs
- Photographing or filming, recording conversations
- Working without safety equipment

**Breaches of the house rules may result in a written warning. Repeated offences and serious cases will lead to immediate termination of the project.**



**Declaration of consent for the processing of personal data in accordance with Article 6(1) point (a) EU GDPR**

<b>Name and contact details of the controller:</b> Arbeit im Landkreis Verden AöR Lindhooper Street 67 27283 Verden (Aller), Germany		Fax: 04231- 15 134 Tel.: 04231- 15 713 Email: r-mindermann-alv@landkreis-verden.de	
<b>First name, surname</b>			
<b>Personal data of the data subject</b> Photographs			
<b>Purpose of data collection</b>			
Taking photos and making video recordings	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Presentation on websites (photos and film clips)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Photo CD (for certain occasions)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
For internal use (archive)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Storage period or criteria for determining the storage period</b> The photos will be stored until withdrawal of consent.			
<b>Name and contact details of the data protection officer</b> Data Protection Officer for Arbeit im Landkreis Verden AöR Zweckverband KDO, Elsässer Straße 66, 26121 Oldenburg, Germany Email: datenschutz-alv@landkreis-Verden.de			

**Note:**

Information published on the internet can be downloaded and processed by anyone anywhere in the world. Once information has been published on the internet, it is almost impossible to remove it.

**Information about the rights of data subjects**

- **Right of withdrawal:** You may withdraw this consent at any time with effect for the future.
- **Consequences of not giving consent:** Not giving consent will not result in any disadvantages for you.
- **Right to access information:** You have the right to access information about the data processed here and can assert this by email [see above] or by post [see above].
- **Right to lodge a complaint:** You have the right to contact the competent supervisory authority. The State Commissioner for Data Protection of Lower Saxony, Prinzenstr. 5, 30159 Hanover, Germany, tel.: 0511 - 120 4500 / fax: 0511 - 120 4599  
Email: poststelle@lfd.niedersachsen.de

**Further information about your rights as a data subject:**

- Right to rectification of your data processed here Art. 16 GDPR
- Right to completion of your data processed here Art. 16 GDPR
- Right to erasure of your data processed here Art. 17 GDPR
- Right to restrict the processing of your data Art. 18 GDPR
- Right to data portability, i.e. to receive the data processed about you in a structured format, Art. 20 GDPR

I/we hereby consent to the processing of my/our data for the purposes mentioned above.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature