

SUPPLIER MANUAL PURCHASING

INDIRECT MATERIAL & SERVICE



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0. Foreword

Kromberg & Schubert develops and produces complex wiring systems in its core business at over 40 international locations for the automotive industry. In addition to the production of special cables, the range of services today also includes plastics technology.

The committed interaction of development, production and quality management has top priority at Kromberg & Schubert in order to implement every solution perfectly.

The business partners are companies that supply within the automotive industry. The business partners are committed to the high quality standard of this industry. They are aware of the special obligations to be observed in the automotive industry with regard to delivery reliability and compliance with global and local requirements for products and services and the resulting liability risks. The goal of zero-defect quality is the core of our quality policy and the basic element of our quality management system. This high standard is also a central component of our purchasing strategy. The business partners strive for a long-term cooperation in which Kromberg & Schubert (hereinafter referred to as Kroschu) continuously purchases products and services from suppliers for global use.

This handbook is a guide to working in partnership between suppliers and Kroschu. In this supplier manual, only the general conditions for future cooperation between the business partners are described. The requirements for suppliers from the automotive industry are the corresponding industry standards.

The manual is used at all Kroschu locations and is supplemented by the Terms and Conditions of Purchase, as amended from time to time, which can be downloaded from the Kroschu website:

<https://portale.kroschu.com/portale/showfiles.php?area=290>

The Supplier Manual is used exclusively in the German and English versions. In the event of contradictions or deviations, only the German version shall be binding.

1. Requirements for the supplier management system

The suppliers are required to maintain a quality management system, which at least meets the standard according to DIN ISO 9001, and to prove this with certificates in general. Depending on the service to be provided, an ISO 9001 certificate may also be mandatory. In this case, the requirements for this are discussed directly with the supplier.

Kroschu instructs all suppliers to seek certification to the current version of ISO 14001 and ISO 45001 (or a similar system separately approved by Kroschu). Suppliers who have fulfilled DIN ISO 45001, DIN ISO 27001 or TISAX are preferred.

We expect the management system of the supplier to include the following sustainability areas in particular:

- Water quality and utilization
- Energy consumption and greenhouse gas emissions
- air quality
- responsible management of chemicals
- Management of natural resources and waste prevention

The following table shows the requirements that Kroschu places on its suppliers:

Supplier category	Regulation, documents
All suppliers from the IMS	non-disclosure agreement, Code of Conduct (depending on the service provided and discussed with the supplier: ISO 9001 and proof of public liability insurance could be mandatory)
Suppliers ANÜ	In addition: Permission to provide temporary staff from the Federal Employment Agency in accordance with §1 AÜG. Nomination and contact direct via Human Resource of Kroschu.

External service providers, consultants, freelance advisors	Certificate of no objection from the tax office if needed.
Laboratory service provider, service provider for calibration activities	Accreditation according to ISO 17025
Sorting, reworking	ISO 9001, liability insurance see point 3.2.1
Engineering companies and suppliers for concept studies / design for new developments	Certification according to ISO 27001 or TISAX confirmation. In exception cases, a self-audit according to VDA ISA, in actual valid version, is accepted after prior review. (see also point 6 of this document)
Suppliers which are specialized on custom equipment / machines	Certification according to ISO 27001 or TISAX confirmation. In exceptional cases, a self-audit according to VDA ISA, in actual valid version, is accepted after prior review. (see also point 6 of this document)
Suppliers who process personal data within the meaning of the DSGVO, e.g. medical services, travel services, wage and salary services, disposal of files and data carriers, recruitment agencies	<p><u>Only for suppliers in Europe:</u></p> <p>In the course of the requirements of the EU-DSGVO, it is necessary to conclude a separate contract with suppliers who collect and process personal data.</p> <p><u>For suppliers outside Europe:</u></p> <p>No further security measures are necessary here.</p>

All suppliers must confirm and update their certifications and attestations (ISO 9001, ISO 14001, etc.) to Kroschu annually in December, in writing and automatically by submitting a copy if they expired already. The certificates must be sent to the following email address:

Kroschu reserves the explicit right to check the effectivity of the QM-system (after previous announcement) in the form of an audit.

2. Qualification and supervision process

2.1. Classification by IATF 16949-relevance

According to IATF 16949 regulations, Kroschu must define the range of external processes, products and services that can influence customer fulfillment. Kroschu categorizes according to IATF relevance. Segments not affected by the IATF, which require a higher level of protection, are covered by extended risk protection.

The following segments were used for the classification.

IATF Relevance:

Segment		Description
Production Technology	Any type of production machine & related service for processing	e.g. All types of machines, equipment and related services
Services	External services for the production sector	e.g. Sequencing service provider, service provider as extended workbench, rework, sorting services
Laboratory, Testing Technology	External laboratory services and laboratory supplies	e.g. Service provider for external tests, calibrations
Logistic Services	National land freight, land freight with impact on the	e.g. Truck and rail transport

	customer (JIT delivery, milk runs)	
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Extended risk coverage (no IATF relevance):

Category	Segment	Description
Logistic Services	Logistics services, logistics equipment, customer-specific plastic boxes	e.g. All suppliers who offer logistics services such as operators of logistics centers, special equipment and systems from the field of logistics equipment such as intelligent warehouses, boxes specially required by the OEM, etc.
Service	External service providers for audits, external engineering support	e.g. Carrying out audits at suppliers, auditing KROSCHU plants, design service providers, external engineers
Construction and Facility	New construction, conversion and renovation of production facilities	e.g. Construction company or general contractor and architect for production sites

2.2. Special requirements

2.2.1. Sorting, reworking and sequencing

Suppliers who offer sorting, reworking and sequencing services are subject to higher risk coverage.

The following minimum criteria must be satisfied in order to become a supplier in this area:

- DIN ISO 9001 certification

- An error rate of 0 ppm must be guaranteed. In addition, the risk of faulty performance by the supplier during the performance of the activity must be covered by liability insurance of at least € 5 million for rework and at least € 500.000 for sorting and sequencing services
- When a service is provided to a Kroschu customer, a specific Customer Approval is required

2.2.2. Laboratory services, testing equipment and laboratory equipment

Suppliers of testing and laboratory equipment must at least be certified according to DIN ISO 9001. If the supplier is also the fabricator of the equipment, a so-called factory and follow-up calibration can also be carried out without DIN 17025 certification.

Suppliers who perform laboratory and calibration services for Kroschu must meet at least the following requirements:

- DIN ISO 17025 certification or similar national standard
- Calibration certificates or test reports must bear an accreditation mark (seal) of the national accreditation body, e.g. DAKKS.

2.3. Supplier selection

2.3.1. Data protection

The documents listed below are binding for the future business relationship.

Non-disclosure agreement (NDA)

A separate non-disclosure agreement will be agreed between Kroschu and the supplier. Excerpts and transmission of any documents from Kroschu to third parties are only allowed with a previous written permission.

A non-disclosure agreement is used to guarantee the contractual confidentiality of all information gained during business relations, e.g. negotiations, confidential documents, drawings, specifications, etc.

The display of machines or mechanical equipment which are intended for Kroschu as well as the publication of photos, drawings, technology data, etc. require the previous written permission of Kroschu.

Code of Conduct (CoC)

The Code of Conduct (see also 4.1) represents a behavior code for suppliers, especially with regard to fairness, integrity and responsibility. Kroschu expects its suppliers to respect this standard.

Data protection and order-related data

If a higher level of risk protection is required for data security and in dealing with order-related data, an agreement will be concluded to his effect.

Processing of personal data

If the supplier receives personal data from Kroschu, an agreement on the processing of personal data must be concluded.

This applies in particular to suppliers from the following areas:

- Medical service providers, e.g. company doctor
- Travel service providers, e.g. travel agency
- Wage and salary service providers, e.g. payroll accounting
- Recruitment agencies
- Website hosting
- Security and gatekeeper services
- Training and Coaching

This also includes all operations defined in accordance with the DSGVO.

a) For suppliers within the EU

In the course of the EU-DSGVO requirements, it is necessary to conclude a separate contract with suppliers who collect and process personal data.

b) For suppliers outside the EU

Since the EU GDPR is limited to the EU economic area, no special measures need to be taken outside the EU.

2.3.2. Minimum wage

The supplier undertakes to respect the regulations of the minimum wage in the relevant country at all times. This includes in particular the obligation to pay the minimum wage continuously and on time. At the request of Kroschu, the supplier has to submit the corresponding documents and evidence for verification.

If the supplier violates the obligation resulting from the minimum wage law, this is an important reason for Kroschu to cancel the contract or the order without notice.

In case, that the supplier makes use of other subcontractors for the performance of contractually owned work, it is obliged to arrange that these subcontractors also always comply with the provisions of the minimum wage. The supplier is obliged to have each subcontractor periodically submit the relevant documents and evidence for verification.

In case of a claim against Kroschu due to a violation of an obligation under the Minimum Wage Law, which is based on an intentional or careless neglect of duty on the part of the supplier or its subcontractors, the supplier undertakes to bear all costs resulting in this connection, in particular all court and lawyer fees.

2.3.3. Requirements for the engagement of temporary workers at German locations

All suppliers who work for Kroschu in the field of temporary employment must provide appropriate proof of "temporary employment permit" (permit from the Federal Employment Agency in accordance with §1 AÜG). The legal regulations regarding the Equal Pay claim must be strictly adhered to.

In addition, the relevant temporary employee must be specified (by name) before he is hired out with regard to the employee hiring contract.

The contact regarding the relevant ANÜ contracts takes place directly with the Human Resources Department of Kroschu. In case of temporary employment, the contract is not concluded with the purchasing department but direct with the Human Resources department.

2.3.4. Supplier Questionnaire (SQ)

Kroschu uses a Supplier Questionnaire as part of a self-assessment for all suppliers in the area of production material. A company presentation and the current certificates (quality and environmental certificates) must also be submitted.

Kroschu carries out a risk assessment on the basis of the questionnaire. Kroschu will only accept fully completed self-disclosures. Kroschu must be informed immediately and unsolicited of any changes to the database listed in the questionnaire.

2.3.5. Pre-Assessment by the responsible purchaser

Purchasing conducts a pre-assessment of new suppliers to verify, together with the respective department, whether the supplier meets Kroschu's requirements.

The responsible purchaser will contact the supplier to arrange an appointment.

2.3.6. Risk Assessment

Kroschu then carries out an internal risk analysis on the above points. It is therefore imperative that the supplier completes the supplier self-assessment under point 2.3.4 and participates in the pre-assessment by the purchaser.

In the event of a negative risk assessment, a new supplier will be included in the supplier pool with a blocking notice. After a positive risk assessment, the supplier can receive enquiries and is prepared for the further qualification process.

Sustainability rating in the context of risk assessment:

As part of the risk assessment, relevant points relating to sustainability and corporate responsibility (work and health management) as well as environmental aspects (corporate policy for energy and water consumption, emissions to air, waste management and handling of chemicals) are analyzed and rated.

2.3.7. Risk classes for the classification of suppliers

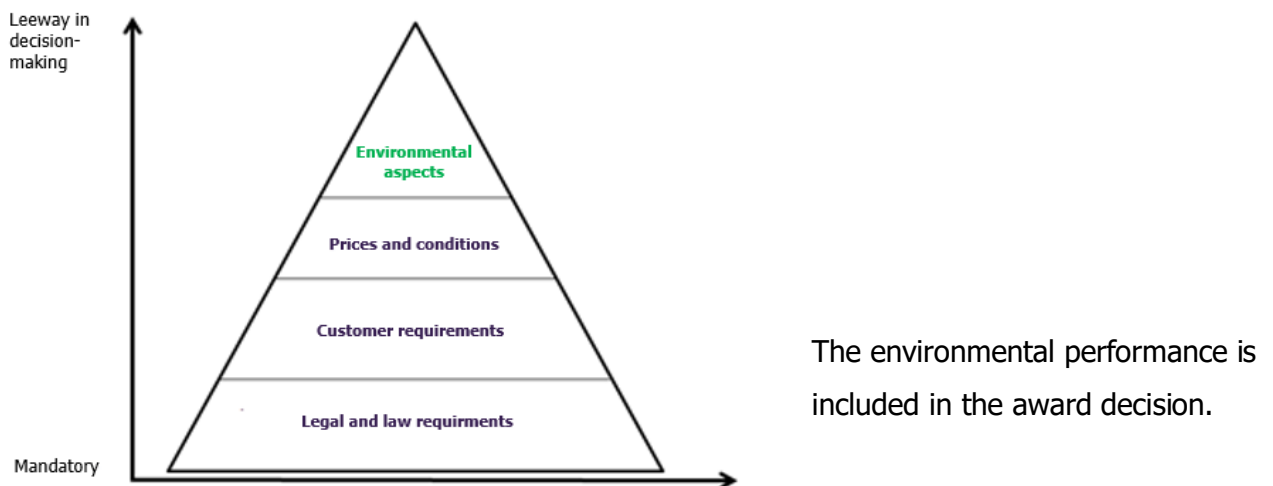
The risk classes are set for particular segments. Depending on the suppliers' allocation to the corresponding segment, the related risk classes and the associated security measures apply. If a supplier falls into several segments, the highest risk class is assumed.

The risk status is used as basis for the rating of the global supplier status.

2.3.8. Environmental performance

Due to the direct influence of the material flows that reach our company, purchasing plays a key role to Kroschu's environmental goals. Therefore, the environmental integrity of the supplier with regard to their products and activities is also considered within the framework of the risk analysis. For this purpose, an indicator of environmental integrity, the environmental performance, is calculated for the supplier (environmental performance indicators).

The data for this are collected in the Supplier Questionnaire (see 2.2).



2.3.9. Observance of legal regulations and other requirements

The supplier undertakes in particular to comply with the respective statutory environmental and occupational security regulations in the country of manufacture or supply. At Kroschu's request, the supplier is obliged to provide proof of this. In addition, the supplier is obliged to comply with the relevant laws and guidelines from this guideline.

The supplier undertakes to comply with the respective requirements of the OEM or end customer in the currently valid version. The supplier is responsible for obtaining the current versions of the requirements from the OEM or end customer. If this is not possible, Kroschu can assist.

The supplier undertakes:

- to procure and comply with statutory regulations, all specifications, requirement books as well as standards on the drawings in the respectively valid version
- to procure and comply in case of set parts with statutory regulations, all specifications, requirement books as well as standards on the drawings in the current version from the OEM
- to define and hold up special features and necessary parameters for process capability (if necessary in coordination with Kroschu)
- to point out missing information (e.g. specification, standards)
- to report inconsistencies in the documentation to the responsible purchasing department
- to make current or changed drawings and samples available to Kroschu immediately for approval

2.4. Using the ASTRAS eSourcing Tool

The use of the ASTRAS eSourcing tool will be gradually extended to all suppliers. For this purpose, the supplier receives an e-mail with the request to register on the platform. After final approval of the supplier, the corresponding contact person of the supplier will receive the access data for the portal. This enables the supplier to receive invitations to Kroschu sourcing events and placing according quotations.

2.5. Offer design

The supplier's offer is free of charge and non-binding for Kroschu. A detailed offer must be provided in which all individual components, options, design services, any tooling costs, which may arise, services, spare parts/ wear parts are listed in separate items with individual prices. Before submitting the offer, the supplier guarantees that he has carefully checked the local conditions (if necessary) and has achieved clarity by inspecting documents on the performance of the services and compliance with the technical and other regulations. Additional costs arising to the supplier from the fact that he has not taken adequate account of the documents and the local and seasonal conditions, possibly through queries to Kroschu, will not be recognized after the order has been placed.

The offer must contain information about all required media, connected loads, consumptions, dimensions and requirements for the installation site of the machine or mechanical equipment.

The offer must be completed with a specification sheet, in which the basic implementation of the task by the supplier is described.

With the submission of a final offer, these technical delivery specifications are accepted with the conditions, guidelines, regulations, release and checklists and the site-specific supplements, which are listed and applicable therein.

These specifications and all associated Specifications, drawings and documents will be part of the contract in the event of an order. An exclusive order is placed in writing by the purchase department of Kroschu. Any performance without a written order from Kroschu's Purchasing Department is at the Supplier's expense.

Technical and/or commercial changes, which cause additional costs, must be presented in detail to the project manager, the technical and commercial partner of Kroschu and will only be accepted if Kroschu's purchasing department has made a corresponding written repeat order to the supplier. Should any reductions in costs arise during the implementation of the order, these must be notified and passed on by the supplier.

Inquiries are always made in written form and always made by the Kroschu Purchasing Department (either by means of the ASTRAS e-Sourcing tool or by means of a direct request by the buyer). These can be individual or annual inquiries with predicted volumes for a specific period. The offers of the suppliers must refer to the request number and must be returned to the relevant sender in the form in which they were requested. The offer deadlines must be met in any case.

Offers generally have to be comprehensible. Essential offer details like separate components or services must be clearly recognizable in the offer. Packaging units, minimum order quantities, terms of delivery and payment are as well component of the offer. Agreements made directly with the OEM must be sent to Kroschu immediately.

In principle, offers have to be offered with Incoterm FCA manufacturer unless otherwise requested.

All offers must be submitted exclusively to the person or purchasing department named above. Forwarding, copying, or transmitting such offers to third parties is strictly prohibited and expressly forbidden. Any offer sent to persons other than the explicitly requesting party is hereby rejected in advance. Such offers shall be deemed not received and shall have no legal effect.

Silence in response to an improperly addressed offer shall expressly not be deemed acceptance or consent. It shall not establish any legal relationship or obligation.

If the offer is rejected or the contract is not concluded, all drawings, which the supplier has received from Kroschu for the creation of the offer, including copies and other reproductions must be returned to Kroschu in time or they have to be destroyed.

2.5.1. Offer documents

The supplier receives from Kroschu specifications, specifications, drawings, standards and other information necessary for the announcement.

The supplier is responsible for assessing, coordinating and complying with the requirements and for pointing out obvious missing information.

For all processes, services and products provided, the supplier undertakes to comply with the applicable legal and official requirements of the ex- and importing country and the country of destination specified by the OEM. If necessary, the customer-specific requirements demanded by Kroschu OEM (see abstract for excerpt) must be taken into account. The supplier must also contractually oblige any subcontractors, suppliers or other contractual partners in the supply chain to comply with the aforementioned minimum standards.

For his deliveries, the supplier must take into account and apply the current state of science and technology, the safety regulations and the agreed technical data.

Any inconsistencies in the offer documentation shall be reported to the responsible purchaser.

2.5.2. Terms and conditions of Purchasing

The current purchasing conditions of Kroschu are binding for the conclusion of purchase contracts and must therefore already be taken into account in the offer phase. The current Terms and Conditions of Purchase can be viewed at the following link:

<https://portale.kroschu.com/portale/showfiles.php?area=49>

2.5.3. Behaviour on the factory site

At German factory sites:

For service providers who carry out activities on a Kroschu factory site, the document E4.09.87.01 "Rules for conduct for suppliers on factory site" also applies (see appendix).

All other factory sites worldwide:

It is mandatory to adhere to the regulations for visitors and suppliers issued upon arrival at the factory.

2.5.4. Environmental aspects / Security, health and safety at work

The supplier undertakes to continuously and efficiently improve its compliance with the respective national environmental regulations and its activities with regard to the environmental situation. All materials used must comply with the applicable legal environmental and occupational safety requirements. When selecting the materials to be procured, the supplier must check whether they are hazardous substances within the meaning of the GefStoffV and whether less problematic substitutes are available for these substances.

The supplier must also contractually oblige any subcontractors, suppliers or other contractual partners in the supply chain to comply with the aforementioned minimum standards.

Kroschu expects its suppliers to actively support environmental protection by using processes that avoid waste, improve quality and promote efficient use of resources at their sites.

As a matter of principle, we would like to point out that applicable laws regarding bans on materials must be observed.

We expect our suppliers to identify and label chemicals they use according to regulations, to store and handle them properly (e.g. safe transport) and, if necessary, to dispose of or recycle them according to regulations.

Kroschu expects its suppliers to put safety first and they strive to prevent all injuries, work-related illnesses and safety incidents. Our suppliers must actively promote the health and safety of all employees with policies and practical programs to protect each individual from danger.

The supplier must also contractually oblige any of its own subcontractors, suppliers or other contractors in the supply chain to comply with the aforementioned minimum standards.

2.6. Nomination

At Kroschu, the decision to award a contract is always taken by internal decision-making bodies. Only approved suppliers are considered for this.

The order for the delivery of contractual products is placed exclusively by the Kroschu Purchasing Department with a corresponding agreement, such as an order, contract or a written acknowledgement of agreed conditions. The supplier must contractually undertake any subcontractors, suppliers or other contractual partners in the supply chain to comply with the above-mentioned minimum standards.

The supplier guarantees that these services are appropriate for the prescribed use and that they are of excellent quality with regard to the materials used and the execution. In particular, VDA 6.4 standard must be met for the production of tools and equipment.

Placed orders must generally be confirmed in writing by the supplier in the form of an order confirmation within a period of three working days to the purchasing department of Kroschu.

2.6.1. Schedule, Delay, Penalty, Feasibility

In general, a project plan and time schedule as well as a feasibility confirmation by the supplier must be submitted before the order is placed, if Kroschu requires this. In addition, the supplier must present progress reports including milestone achievement at regular intervals. Kroschu is authorized at any time to check progress on location at the supplier.

Appointments agreed in written form are binding. In particular, the contractually agreed delivery deadline is binding. Should the supplier fear that he will not be able to perform his services in time for reasons of lack of cooperation on part of Kroschu (for example, because he considers that information is outstanding), he must notify Kroschu of this in written form in time before any hindrance occurs, so that a delay can still be avoided by the immediate contribution of the cooperation action. In case of any delay, the supplier will immediately inform the contact partner named by Kroschu about the reason and the duration of the delay in written form and by telephone.

The supplier must confirm each order within 3 working days. The order confirmation has to be directed to the contact person in the Kroschu Purchasing Department named on the order. This order confirmation must include the Kroschu order number.

2.6.2. Complaint management

The supplier must handle complaints submitted by Kroschu immediately. An action plan with the timeline for the elimination of the complaint and a concept for the avoidance of future malfunctions and complaints has to be submitted to Kroschu. The responsible purchaser will decide together with the specialist department on further measures as well as the closure of a complaint case.

2.6.3. Modalities of acceptance of machines, tools, plants and equipment

With regard to the acceptance modalities for machines, tools, plant and equipment, the general technical delivery specifications apply.

2.6.4. Service and emergency plan

The Supplier undertakes to ensure that maintenance and repair work is carried out on the delivered equipment for the duration of its average life expectancy (at least 10 years) at competitive prices (if required).

Irrespective of this, the Supplier must ensure that - even after the end of his liability for the elimination of material defects - qualified technical employees, as well as wear and spare parts are available within an agreed response time after request by Kroschu at the place of operation of the equipment for the elimination of operational disturbances.

For this purpose, the supplier has to submit a corresponding service and emergency concept with the offer.

2.6.5. Contract management

The business relationship is based on the contracts concluded by the Purchasing Department.

2.7. Traceability

The traceability of products must be guaranteed according to their risk. Particular attention must be paid to products with special characteristics. A functioning derivation system down to the subcontractor must be ensured.

2.8. Cost-Down-Workshops and KVP

In order to deal with the high cost pressure, the Kroschu Purchasing Department can arrange cost optimization workshops together with the suppliers during the project phase. An active cooperation of the suppliers is expected.

In principle, Kroschu expects its suppliers to actively participate in the continuous improvement of processes, procedures and products. The results from the continuous improvement process must be verified as cost savings or quality improvement.

2.9. Annual supplier monitoring IMS

The annual supplier monitoring takes place for the IATF-relevant segments defined under point 3.1.

The valuation is based on the following allocation:

A	100% - 90%	GREEN (A)
B	89, 99% - 80%	YELLOW (B)
C	79, 99 % - 0%	RED (C)

The classification is communicated to the supplier only in the case of a C rating.

2.9.1. C-classification from the annual supplier monitoring IMS

In case of a "C"-classification, the supplier is requested to present a corresponding action plan in order to achieve a higher classification again in the next evaluation period.

2.10. Subcontractor management

In order to keep risks within the supply chain as low as possible, subcontractor management serves to identify and secure possible risks. The supplier is fully responsible all purchased parts and process steps outsourced by him, including overall quality responsibility. The supplier must also pass on the requirements placed on him by Kroschu to all subcontractors and monitor compliance.

Changes in the supply chain (e.g. material and process changes) must be discussed with Kroschu in advance if necessary and can lead to a reassessment of the supplier and the award.

Before accepting the order, the supplier is responsible for checking the technical feasibility and availability of the sub-components and, if necessary, for securing and forwarding the information to Kroschu.

The supplier must guarantee that all subcontractors also receive and comply with the technical delivery regulations. For this purpose, the contractor must ensure coordination.

3. Change management

Kroschu must be notified in time of any changes to the order and the supplier must obtain Kroschu's consent to such changes. The information must at least be sent to the responsible purchaser. Changes requiring approval are e.g.:

- Change of subcontractors as well as
- The subcontracting of an assignment to a third party

Costs arising to Kroschu from a change of a subcontractor, in particular from a change not notified or not notified in time, will be charged on to the supplier.

4. Escalation management

Kroschu gives top priority to error-free delivery to our customers. For this reason, error-free delivery by our suppliers is a necessary requirement. The Kroschu escalation procedure intervenes in case of

faulty deliveries. This procedure is generally binding for all suppliers of Kroschu and its affiliated companies.

Inclusion in the escalation procedure can take place, for example, in the following cases:

- Faulty deliveries or the provision of services or supplies
- Repetition errors – despite completed problem solving process
- Defective complaint management on the part of the supplier
- Non-compliance with agreed action plans
- Multiple delays of specified deadlines

A de-escalation of the supplier is carried out by the relevant committee. Kroschu reserves the right to charge the supplier for all costs arising from the application of the escalation procedure.

Our escalation management has an influence on the supplier status (see point 2.3.8) with corresponding effects on the existing and future business relationship.

5. Corporate Social Responsibility

The supplier is obliged to observe the current legal, country- and industry- specific regulations regarding employment protection, environmental care and recycling. With regard to ecology, the following, among other things, must be considered:

- Minimizing resource consumption and increasing energy efficiency
- Eco-friendly packaging, transport and logistics concepts
- Avoiding problematic substances
- reprocessing of means of production and production aids (e.g. coolants and lubricants)

In order to ensure CSR in the supply chain, Kroschu carries out a risk assessment based on the information from the supplier self-disclosure (supplier self-disclosure see point 2.3.4) as part of the new creation of suppliers. This assessment is included in the supplier's risk analysis. Kroschu does not expect its suppliers to take actions that create or even appear to create a conflict of interest.

5.1. Ethical Standards and Code of conduct

Throughout its business activities, Kroschu is aware of its social responsibility and is committed to the principles of the United Nations Global Compact Initiative (www.unglobalcompact.org) and the ILO Declaration on Fundamental Principles and Rights at Work (www.ilo.org/declaration). Kroschu also requires its suppliers and all subcontractors to behave in an appropriate, law-abiding, social and ethical manner in order to ensure compliance with the minimum standards laid down in the above-mentioned declarations of principles (see Code of Conduct).

The supplier must also undertake by contract that its own subcontractors, suppliers or other contractual partners in the supply chain comply with the above-mentioned minimum standards.

Human Rights

Kroschu expects all suppliers and subcontractors to recognize the fundamental rights of all employees and to ensure equal opportunities and fair treatment regardless of color, sex, religion, ethnic origin, nationality, belief, disability or sexual orientation.

Labor standards and occupational safety

- Child and forced labor will not be tolerated
- The principle of non-discrimination applies
- Freedom of assembly is guaranteed
- Working hours and remuneration comply at least with the respective national and legal requirements

Kroschu prohibits its suppliers from taking any action that could lead to or even appear to lead to a conflict of interest.

Kroschu expects its suppliers to put safety first and that they will strive to prevent all injuries, work-related illnesses and safety incidents. Our suppliers must actively promote the health and safety of all employees with policies and practical programs to protect each individual from danger.

Prevention of corruption

Kroschu expects all its suppliers and subcontractors to take action against all forms of corruption, extortion and bribery. Anti-cartel and competition laws must be observed.

5.2. Anti - Fraud - Regulation

In order to prevent potential risks of fraud and embezzlement of capital losses, the supplier's accounting data are checked according to the „4-eyed“ principle. The accounting department and the Risk Management Purchasing department will approach the supplier to check the supplier's financial data (bank details, IBAN, SWIFT). The aim is to minimize the probability of fraud and the resulting consequential damage through preventive action.

Any changes to the financial data (e.g. account information, IBAN, etc.) must only be reported to the local accounting department (of the plant concerned) of Kroschu.

Changes not reported to the local accounting department may lead to payment defaults for which Kromberg & Schubert cannot assume any responsibility.

6. Information security requirements

Occurrences relevant to information security must be reported to Kroschu immediately at the following email address: informationsecurity@kroschu.com.

Kroschu is certified according to TISAX and operates in accordance with DIN ISO 27001. In order to ensure compliance with the standard also in cooperation with suppliers and their subcontractors, the following information security requirements must be observed as a minimum:

- Engineering companies and suppliers for concept studies / design for new developments
- Suppliers which are specialized on custom equipment / machines
- Suppliers for prototypes, which take over the production and development of innovative new developments → Components, which are not yet available on the market, even in a similar version.

For suppliers who carry out one of the activities above, the document “Information security policy for suppliers” (see appendix) also applies.

7. Documentation requirement

The supplier must keep all documents and records related to the business transaction for 15 years after the end of production. This includes, but is not limited to drawings, production releases, planning proofs, proof of qualification of personnel, proof of testing and process capability.

8. References

IATF – International Automotive Taskforce <http://iatfglobalversight.org>

IATF 16949 and ISO 9001:2015 <http://www.aiag.org>

VDA Band 6.4 as a basis for machine and tool construction companies

9. Abbreviations and terms

2TP	2-day production
8-D	Complaint procedure
AIAG	Automotive Industry Action Group
APQP	Advanced Product Quality Planning
COP	Carry over parts
CSR	Corporate Social Responsibility
CLD	Controlled Level Definition
D-FMEA	Design FMEA
DUNS	Data Universal Numbering System
ELV	End of life vehicle

FMEA	Failure mode and influence analysis
GADSL	Global Automotive Declarable Substance list
GefStoffV	Ordinance on Hazardous Substances
GSS	Global Supplier Status
IATF	International Automotive Task Force
IMD	Indirect material and service
IMDS	International Material Data System
ISO	International Organization for Standardization
Kroschu	Kromberg & Schubert
KVP	Continuous improvement process
NDA	Non-Disclosure Agreement
OEM	Original Equipment Manufacturer
OHSAS	Occupational Health & Safety Advisory Service
P-FMEA	Process-FMEA
ppm	Part per million
PCN	Process Change Notification
PPF	Production process and product releases
REACH	Registration, Evaluation, Authorization, Restriction of Chemicals
Risk Assessment	Risk assessment of the supplier
Run@Rate	Capacity measurement (capability analysis)
SGA	Safety, health and occupational safety
SOP	Start of Production

SQM	Supplier Quality Management
SQ	Supplier Questionnaire
TISAX	Trusted Information Security Assessment Exchange
VDA	Association of the Automotive Industry

10. APPENDIX

General Terms and Conditions

Overview of location shortcuts

Information security policy

Behaviour on the factory site (only valid for German Kroschu site)

Rev.	Date	created by	checked by	approved by
00	Juni 2021	M. Winkler	S. Reichl / H. Bauer	H. Bauer / M. Braun 22.07.2021
01	November 2022	M. Winkler	D. Balke / A. Damian	A. Damian / M. Winkler 22.11.2022
02	November 2025	V. Sergl	M. Winkler	M. Winkler / 06.11.2025

10.1. General Terms and Conditions of Purchase



General Terms of Purchase of Kromberg & Schubert GmbH & Co. KG

Date: 4/2015

1. Scope / body of law chosen / legal venue in the event of disputes

(1) The following Terms shall apply to all agreements concluded by Kromberg & Schubert GmbH & Co. KG (hereinafter referred to as "Kroschu") in business dealings with its suppliers or other contractors (hereinafter uniformly referred to as the "Supplier"). They shall also apply even if they are not mentioned in subsequent agreements. They shall also apply in cases when, on the basis of a contractual arrangement with a third party, the Supplier has to manufacture or create the contractual item that has to be delivered and to deliver the same to Kroschu.

(2) These General Terms of Purchase shall apply to the exclusion of all others. Under no circumstances shall differently-worded conditions of the Supplier's be part of the content of the agreement.

(3) In so far as this is legally possible, for all disputes arising from or in connection with the agreement concluded - including the validity of the agreement itself - the court having jurisdiction at the location of our registered office shall be the sole legal venue. Nevertheless, departing from this arrangement, Kroschu shall, at its discretion, be entitled, as an alternative, to lodge its claims against the Supplier by instituting a court action at the location of the latter's registered office.

(4) As regards all reciprocal claims and rights arising from or in connection with the agreement concluded, German law shall apply to the exclusion of all other bodies of law, to the exclusion of the United Nations Convention on Contracts for the International Sale of Goods (CISG) dated 11 April 1980 and to that of the referral provisions of German international private law.

2. Compensation / payments / delivery of merchandise

(1) All prices agreed on shall be fixed prices, save as otherwise explicitly agreed. Transportation, freight, loading and packaging costs are included in the fixed prices agreed. The prices agreed on shall be net prices, save as otherwise explicitly agreed. If, departing from this rule, only a price "ex works" or "ex warehouse" is explicitly agreed upon, Kroschu will only pay the most favourable freight costs. The Supplier shall bear all the costs arising up to handover of the merchandise to the carrier, including loading charges but excluding carriage. The agreement regarding the legal venue in the event of disputes shall not be affected by the pricing arrangements.

(2) Save as otherwise explicitly agreed, the Supplier shall grant a 3% discount on every instalment and final payment provided Kroschu makes the payment in question within 14 calendar days of receiving an auditable invoice on its premises.

(3) The Supplier shall only be entitled to make set-offs if its claims are uncontested, have been legally established as being final and absolute or are ripe for adjudication.

(4) The Supplier's claims against Kroschu may only be assigned to third parties if Kroschu has given its prior written consent. Without said consent, payments shall only be made to the Supplier. Section 354a HGB (German Commercial Code) shall not be affected by this.

(5) The place of performance for the delivery of the contractual item shall be solely Kroschu's registered office at Renningen/Abensberg if no different place of performance was explicitly specified in the written order. The risk shall not pass to Kroschu until the item has been accepted by our reception department at the place of performance.

(6) The merchandise to be delivered must be packed in a suitable and appropriate professional manner and with due care. The packaging shall be included in the price. If, as an exception, a different arrangement is explicitly agreed, the packaging is to be calculated at the Supplier's cost price. Empty containers and pallets will be returned at the Supplier's expense.

(7) Every consignment is to be accompanied by a packing slip on which the order number, the exact product designation and, if disclosed, Kroschu's in-house material number are to be stated. A further provision in the case of deliveries to K&S's automotive prefabrication department is that one VDA (German Automotive Industry Association) label has to accompany each package, pursuant to the VDA regulations applicable in each case. If applicable, an EN 10204-3.1 test certificate is to be attached to each consignment. On the dispatch date, a detailed dispatch note containing details of the date, the order number, and the net and gross weight is to be made out with regard to each consignment and then forwarded - in advance per email too.

(8) When the merchandise is accepted by Kroschu's reception centre, title to the merchandise delivered shall devolve upon Kroschu. Retention of title by the Supplier or by a third party - whatever its nature may be and whatever form it may take - shall be ruled out.

(9) Save as otherwise explicitly agreed, partial deliveries shall be ruled out.

3. Delivery dates / conventional penalty

(1) All delivery dates and delivery periods agreed upon are binding. The receipt of the merchandise at the place of performance is the governing criterion. If there are any delays, the Supplier shall immediately notify Kroschu by telephone and in writing, by email, of the reason for the anticipated delay and its duration.

(2) If the Supplier culpably exceeds the agreed delivery date, for every calendar day completely exceeded it/he shall pay Kroschu a conventional penalty amounting to 0.15% of the net order value, however, at the maximum, 5% of the net order value. If the dates are exceeded several times, there will be no accumulation of penalties, so that the maximum amount can only be calculated once. Further claims for damages based on the culpable exceeding of the delivery date shall not be affected by these arrangements. However, the conventional penalty will be taken into account as being part of such further claims for damages.

4. Quality / liability for defects / warranty

(1) The Supplier shall deliver the merchandise in accordance with Kroschu's specifications, in the agreed quality, and in harmony with all standards and regulations of both private and public law, in particular those applicable at the (final) point of utilization, if the merchandise is being delivered to one of Kroschu's foreign works. The Supplier is obligated to comply with ISO/TS 16949.

Kroschu is to be notified, prior to the commencement of manufacture, of any modifications to the merchandise compared with previous orders of the same type, in particular with regard to the manner in which the material being processed is put together or in the constructive design of the merchandise. Such modifications will require Kroschu's prior written approval. Furthermore, the merchandise shall comply with the state of the art at the time in question. Under all circumstances, the merchandise delivered by the Supplier must comply with the automotive manufacturer's specifications, with which the Supplier is familiar.

(2) The supplier undertakes to thoroughly examine the merchandise prior to delivery in each case to ensure that it is free of defects. In the process, the Supplier shall undertake, in particular, to verify whether or not the merchandise it/he is to deliver is in a condition free of defects, as contractually agreed, and is suitable for utilization in a manner typical of such merchandise (for example, installation of a type customary for the merchandise or a customary type of processing). As part of its/his outgoing goods inspection system, the Supplier shall maintain a certified quality assurance system (QM system) and shall present the pertinent certificates as proof at Kroschu's request. The Supplier hereby consents to quality audits, to be conducted by a third party commissioned by Kroschu, with the participation of the automotive manufacturer, to permit assessment of the effectiveness of its QM system.

(3) The Supplier shall be completely liable in accordance with the statutory provisions, especially those of the German Civil Code (BGB), for any defects in the merchandise delivered by it/him, in so far as no different arrangements are made below. The warranty period shall be 36 (thirty-six) months as from the passage of the risk. After the remediation of a given defect, the 36-month (thirty-six-month) period shall recommence unless the Supplier was not obligated to remedy the defect; this suspension of expiry shall terminate no later than 10 (ten) years after delivery of the merchandise to Kroschu.

(4) If merchandise delivered by the Supplier is processed by Kroschu in accordance with the customary mode of utilization of the merchandise and if claims are lodged against Kroschu by the third party on the grounds of defects in the merchandise so that Kroschu is required to remove and reinstall the merchandise, repeat the manufacturing process or compensate for removal and installation costs (or, if applicable, waste disposal and transportation costs too), or manufacturing costs, the Supplier shall undertake to hold Kroschu harmless of the costs incurred by the above operations. The Supplier can reserve the right to furnish proof of the fact that the defect claimed for was not yet present when the risk passed to Kroschu. At all events, any further statutory rights in Kroschu's favour, in particular claims for compensation for consequential losses resulting from defects, shall not be affected by the above. The right to, and the Supplier's obligation to provide, subsequent fulfilment in respect of the defective merchandise delivered by it/him shall not be affected either.

(5) If the purchase is a commercial transaction for both parties and if the merchandise is transported from a foreign branch establishment of the Supplier's to its destination (Kroschu's final processing plant), Art. 38 para 2 UN Sales Convention (CISG) shall apply. In this case, the examination of the merchandise may be deferred until it has arrived at its destination. In the case detailed in item 4 (5) sentence 1 above and in all other cases in which an examination of the merchandise delivered is provided for by statute, if the merchandise exhibits an apparent defect Kroschu can give a notice of defect within a two-week period as from the delivery of the merchandise or, in the cases detailed in item 4 (5) sentence 1 above, within a two-week period as from the arrival of the merchandise at its destination. Under no circumstances shall the merchandise be deemed to have been approved before this event, considering the existence of a given defect. If the merchandise exhibits a defect that is not perceptible in the course of an inspection of the merchandise delivered conducted in a manner customary in the industry, Kroschu shall not be obligated to give immediate notification of this defect after its subsequent discovery. In this case, the merchandise will be deemed to have been approved without considering the defect in question.

(6) With a view to performance, the Supplier hereby assigns to Kroschu all its claims in respect of defects, statutory warranties, manufacturers' guarantees, and claims for compensation against its own suppliers / subcontractors. Kroschu will accept the assignment upon the agreement with the Supplier coming into effect. However, the Supplier will be authorized to lodge the aforementioned claims against its own suppliers pending cancellation of this authorization by Kroschu.

5. Proprietary rights / business secrets

(1) The Supplier urges that no patents, copyright or other third-party proprietary rights should be violated by its delivery and the utilization thereof by Kroschu. It/he will hold Kroschu and Kroschu's customers harmless against any claims deriving from the use of any proprietary rights.

(2) The Supplier undertakes to treat Kroschu's order and all the commercial and technical details relating to it as a business secret. Any drawings, tools, samples, models, marks, templates, formulations or similar items ("production aids") belonging to Kroschu or created on Kroschu's behalf that Kroschu has made available to the Supplier shall remain solely Kroschu's property and may only be passed on to third parties with Kroschu's explicit prior written consent. The production aids are to be immediately returned to Kroschu once the order has been completed, without any special request being made. Products manufactured or identified using such production aids may only be delivered to third parties with Kroschu's explicit prior written consent.

6. Ethical standards / Code of Conduct

In its overall business activities, Kroschu is aware of its social responsibilities and feels equally committed both to the principles of the United Nations Global Compact Initiative (www.unglobalcompact.org) and to the ILO Declaration on Fundamental Principles and Rights at Work (www.ilo.org/declaration). Kroschu also expects its suppliers to exhibit irreproachable, lawful, social and ethical conduct involving compliance with the minimum standards laid down in the aforementioned declarations of principles. In particular, the Supplier shall undertake to behave as follows:

- To show zero tolerance of child labour and forced labour, illegal employment and moonlighting
- To combat corruption and bribery in its/his own company and/or illicit understandings aimed at restricting competition
- To maintain socially adequate working conditions for all employees, ensuring fair and non-discriminatory treatment of others, and observance and compliance with the fundamental rights of employees with regard to health protection, occupational safety and personal rights
- To remunerate all employees on the basis of fair wages complying with the statutes of the country concerned.

The Supplier shall, in a similar fashion, also put all its own subcontractors, sub-suppliers or other contracting partners belonging to the supply chain under a contractual obligation to maintain the aforementioned minimum standards.

10.2. Overview of location shortcuts

Plants Worldwide

Locations Germany	
KSAb	Abensberg
KSIn	GVZ Ingolstadt
KSDu	Düsseldorf
KSLC	Renningen Logistik
KSLu	Ludwigsfelde / Berlin
KSRe	Renningen
KSRh	Rhede, Cable & Wire
KSRI	Rinteln
KSWo	Wolfsburg
KSWu	Wuppertal - Cable & Wire

Locations Europe	
KSA	Austria, Oberpullendorf
KSCH-Do	Switzerland, Domdidier
KSCH-Ko	Switzerland, Könitz
KSCH-St	Switzerland, Steinhausen
KSCZ	Czech Republic, Pilsen
KSE-Pa	Spain, Pamplona
KSE-Vi	Spain, Vitoria
KSE-Ma	Spain, Martorell
KSH	Hungary, Köszeg
KSTD	Hungary, Lebeny
KSMK-Bt	Macedonia, Bitola
KSMK-Sk	Macedonia, Skopje
KSRO-Me	Romania, Medias
KRSO-Na	Romania, Nadab
KSRO-Si	Romania, Sibiu
KSRO-Ti	Rumania, Tmisoara
KSSR-Kr	Serbia, Krusevac
KSSK	Slovakia, Kolarovo
KSUK	United Kingdom, Oxford
KSUA-Lu	Ukraine, Lutsk
KSUA-Zy	Ukraine, Zhytomyr

Locations outside Europe	
KSRA	Argentina, Pilar
KSRA-LC	Argentina, Logistik
KSRB	Botswana, Gaborone
KSBR-IT	Brasil, Itatiba
KSBR-OI	Brasil, Oliveira
KSBR-Ma	Brasil, Mafra
KSBR-Re	Brasil, Resende
KSCN-Ta	China, Taicang
KSD-Ch	China, Changchun (Joint Venture)
KSD-Cu	China, Chengdu (Joint Venture)
KSD-Ji	China, Jiangmen (Joint Venture)
KSD-Ti	China, Tianjin (Joint Venture)
KSK-An	China, Anshan (Joint Venture)
KSK-La	China, Lai An (Joint Venture)
KSK-Pi	China, Pinghu (Joint Venture)
KSMA-Ke	Morocco, Kenitra
KSMX-Ir	Mexico, Irapuato
KSMX-Le	Mexico, Leon
KSPY-As	Paraguay, Asuncion
KSSE	South africa, Uitenhage
KSSB	South africa, Brits
KSSC	South africa Brits - Cable & Wire
KSME-Du	United arab emirates, Dubai
KSME-Fu	United arab emirates, Fuhairah
KSTN-Be	Tunesia, Beja
KSTN-Tu	Tunesia, Tunis

10.3. Information security policy for suppliers

INFORMATION SECURITY POLICY FOR SUPPLIERS



Foreword

The core business of Kromberg & Schubert (hereinafter referred to as Kroschu) is the development and production of complex wiring systems for the automotive industry at over 40 international locations. In addition to the production of special cables, the company's range of services today also includes plastics technology.

The committed interaction of development, production and quality management has top priority at Kromberg & Schubert in order to implement every solution perfectly.

Information is an essential asset for our company, our customers and our business partners and must therefore be adequately protected. Work and business processes are increasingly based on IT-supported solutions and connections.

The security and reliability of information and communication technology is therefore becoming increasingly important.

Kroschu is certified according to TISAX. In order to ensure compliance with the standard also in cooperation with suppliers and their subcontractors, the following information security requirements are to be observed as a minimum requirement for suppliers.

With this guideline, basic regulations for ensuring information security within the business relationship between Kroschu and suppliers are agreed upon. It serves to maintain the confidentiality, integrity and availability of Kroschu's information and systems.

1. Scope

The following areas of application are explicitly affected by the regulations of this guideline:

- Suppliers from the services sector who exchange and/or process data with Kroschu such as development service providers, consulting service providers, IT service providers for the processing of data
- Suppliers who have been contracted for the outsourcing of IT and information services or who access machines, systems and IT equipment located at Kroschu by means of remote maintenance and data lines, such as data storage by means of a cloud solution, remote maintenance of production systems, use of VR glasses.

2. Use of Kroschu IT systems

The use of Kroschu's IT devices and data by employees of external suppliers requires the express consent of the responsible department. This department has the right to prevent the use at any time (e.g. in case of suspected misuse). Kroschu may prohibit the bringing of portable IT systems, cell phones, cameras, etc. or restrict them to certain areas.

The circle of authorized employees of the external supplier must be defined by name and must be kept as narrow as possible according to the "need-to-know" principle. Employees of the external supplier who gain access to Kroschu IT systems must be obligated in writing to comply with the applicable relevant laws, regulations, internal rules and the non-disclosure agreement.

This applies accordingly to employees of subcontractors.

The disclosure of information to third parties is expressly prohibited unless Kroschu expressly consents to this process.

Performing IT support:

The work performed must be documented (scope, result, time). Work concerning the operating system or system-related software may only be carried out by the external supplier in accordance with instructions.

3. Handling of Kroschu internal data

When Kroschu internal data is transferred and/or processed by the external supplier, the following points must be strictly observed:

- Kroschu internal data must be protected against any misuse and data theft, e.g. by malware. If malware is suspected, the affected devices and data carriers may no longer be used.
- The data provided by Kroschu must be secured by backup backups.
- No data or information from other customers not belonging to Kroschu may be processed on the IT equipment provided by Kroschu.

- Kroschu's data shall be separated from other customer data of the external supplier according to the rules of client separation.
- Data carriers are to be secured against loss, destruction and confusion as well as against access by unauthorized persons. Data that is no longer required must be disposed of securely.
- Care must be taken to ensure that all conversations involving sensitive information, including telephone conversations, cannot be overheard by unauthorized persons.
- When transporting data carriers or devices containing data carriers, care must be taken to ensure that all necessary and appropriate precautions are taken (e.g., encryption) to protect information from being viewed, modified or deleted by unauthorized persons.

4. Use of Kroschu IT equipment and software

The equipment provided must be handled properly and protected from loss or unauthorized modification. Devices provided by Kroschu (e.g. laptops, cell phones) may only be removed from the respective premises with Kroschu's permission. Any loss of the devices must be reported immediately.

An email account may be set up within the Kroschu domain to facilitate order-related communication. The use of the internal e-mail service is permitted exclusively in connection with the order. Likewise, the forwarding of e-mails to external recipients is only permitted in connection with the order. Automatic forwarding of e-mails to external mailboxes is expressly prohibited.

5. Information classification

Within the scope of information classification (with regard to confidentiality), the possible effects (potential damages) for Kroschu are evaluated in the event that information is unintentionally disclosed to an unauthorized group of recipients.

The Supplier shall ensure by means of an appropriate rights concept that the information transmitted by Kroschu is protected. Kroschu reserves the right to request the appropriate concepts from the supplier and to check for compliance.

6. Data protection for external operation of IT infrastructure

If the IT infrastructure (e.g. networks, servers) and/or cloud solutions are operated externally, it must be ensured that:

- external administrators do not have access to the content of the data and
- the requirements for encryption in accordance with VDA ISA Control 10.1 (Cryptography)

are complied with (reference to ISO 27002:Control 10.1.1)

7. Reporting of information security-relevant processes

The Supplier undertakes to establish and maintain a procedure to ensure traceability in the event of information security events according to criticality levels.

Occurring information security relevant events are to be reported to Kroschu immediately at the following email address:

informationsecurity@ksab.kroschu.com

Version	Date	Creator	Reviser	Release
00	21.10.2019	M. Winkler	T.Träder B. Hoffmann-Genser	21.10.2019
01	01.09.2022		M. Winkler	Checked for actuality
02	06.11.2025	V. Sergl	M. Winkler	06.11.2025 / Cover page updated.

10.4. Rules of behavior at factory sites (only German factories)

RULES FOR CONDUCT

FOR SUPPLIERS AND SERVICE PROVIDERS
ON THE FACTORY GROUND



1. Principle

These "Rules of Conduct for Suppliers and Service Providers" describe safety-related information and requirements that are relevant for the safe operation of your company on our plant premises. The aim is to create uniform guidelines regarding requirements for the protection of persons, property and the environment.

All external companies have the obligation to comply with all applicable laws, regulations and generally accepted rules of technology. These rules of conduct do not claim to be complete and do not replace any existing laws and regulations.

In accordance with the German Occupational Health and Safety Act and DGUV Regulation 1 § 2 (1), external companies must take instructions and measures to prevent occupational accidents, occupational illnesses and work-related health hazards, as well as to provide effective first aid, which comply with the provisions of the accident prevention regulations and the generally recognized rules of safety technology and occupational medicine. Insofar as requirements are stipulated in other legal regulations, in particular occupational safety and environmental protection regulations, these regulations shall remain unaffected.

The Contractor may only use qualified workers who are able to carry out the work properly and professionally. Proof of qualification must be presented to Kroschu immediately upon request.

2. General behavior on the factory site

Entering the plant premises is only possible after prior registration at the respective gate or reception. If such facilities are not available at the site, the employee who has commissioned the provision of services at the site must be contacted. Signing out on leaving the site is done in the same way as signing in.

The visitor's badge must be worn visibly on the body during the entire time of stay.

The use of photo cameras and video recording devices (including cell phones with camera) is not permitted.

The entire visit to the plant premises is subject to confidentiality and any information obtained may not be disclosed to third parties.

Smoking is only permitted in the designated smoking areas. Alcohol is prohibited on the entire plant premises.

The bringing in and consumption of alcoholic beverages and other intoxicating substances (drugs) is not permitted on the plant premises.

Employees from outside the company may only be on the plant premises if accompanied and supervised by a Kroschu employee and are not permitted to move around the premises unsupervised.

Pedestrians must exercise extreme caution when crossing marked lanes and marked paths and, if necessary, observe warning signals.

3. Driving onto the plant premises with vehicles

The access permit for vehicles is issued by the plant security (reception or gate) and authorizes the delivery of materials, tools or similar to the work site and their removal.

The supplier or service provider is obliged to ensure that only vehicles that are safe for traffic and operation are used on the plant premises. In particular, the supplier or service provider is also obligated to have the vehicles inspected for traffic and operational safety at the prescribed intervals by approved monitoring devices and to have any defects discovered immediately remedied.

Any damage caused to Kroschu property must be reported immediately to the plant security (reception or gate) or to the accompanying Kroschu employee and must be borne by the person causing the damage. Failure to do so will result in penalties.

4. Execution of work on the factory site

Operating areas that are not part of the order may not be entered. Exceptions are the lounge and smoking areas as well as the canteen.

Suppliers and service providers as well as their subcontractors must comply with the applicable regulations, in particular legal, official and trade association regulations as well as Kroschu internal regulations. The work area must be left "swept clean" after completion of the work.

5. Hazard assessment

According to § 8 of the German Occupational Health and Safety Act (ArbSchG), the client and the external company are obliged to cooperate to ensure safety and health protection and to inform each other about the hazards arising from their respective activities. However, this presupposes that possible hazards are determined within the framework of a risk assessment.

Depending on the work task, hazards may arise for employees of the client as well as employees of external companies. If necessary, the Contractor shall prepare a risk assessment regarding the company-specific hazards at Kroschu and submit it upon request.

6. Work safety

Measures for occupational safety are to be supported and all instructions for the purpose of accident prevention are to be followed.

Safety shoes must always be worn when working in the production area, workshop, laboratory, kitchen and warehouse.

Escape routes, emergency exits, first aid and fire protection equipment as well as switch and control cabinets must not be blocked. In the event of non-compliance, the service provider shall bear the costs of removal.

Fire doors and fire extinguishing equipment must not be restricted in their function. Objects such as wooden wedges or boxes must not prevent them from closing independently.

Only safe and tested work equipment may be used. (DGUV V3 test) Protective devices must not be bypassed or manipulated.

To ensure occupational safety on the factory premises, the following points must be observed:

- Instruction in the work area by the responsible Kroschu employee before starting work
- Safety instructions attached to the machine must always be observed
- Dangerous work on one's own must always be avoided
- cables, lines and hoses must not pose a hazard

- Work must not be started until the responsible Kroschu employee has given the go-ahead
- Work areas must be cordoned off and marked by the external company if there is a risk of danger to third parties
- If there is a risk of falling, appropriate technical measures or personal protective equipment (PPE) against falling must be used
- Ladders, scaffolds and aerial work platforms must comply with the applicable regulations and standards and may only be used for their intended purpose
- The contractor of the scaffold construction work is responsible for the safe erection and dismantling of scaffolds
- Suitable work clothing and the required personal protective equipment (PPE) must be worn within the plant premises. Additional protective clothing (e.g. helmet, safety goggles or protective gloves) must be worn depending on the work to be performed. The personal protective equipment and work clothing must be provided by the external company for its employees and must be used by the employees.

7. Environmental protection

When handling hazardous substances, suitable protective equipment must be worn and the statutory regulations/guidelines (Hazardous Substances Ordinance) must be complied with.

Special wastes (hazardous wastes) of the contractor are to be disposed of by the contractor and at the expense of the contractor (unless otherwise agreed in the contract). Normal waste (non-hazardous waste) may be disposed of in the factory's own waste systems after consultation with the waste or environment officer. Waste separation must be observed.

Care must be taken to ensure that no substances hazardous to water (oils, greases, solvents) enter the soil or the wastewater system.

Environmentally hazardous emissions and unnecessary noise must be avoided.

A safety data sheet must be available for substances used in work or temporarily remaining on the premises, and must be attached to the container in a clearly visible position in the absence of the supplier or service provider. Furthermore, the respective environmental officer responsible at the plant site must be informed.

8. Work involving fire hazards

All welding, cutting, grinding and heating work (e.g. as part of repair work) requires special safety measures and written approval in the form of a hot work permit from the responsible fire protection officer or the building services department before the work is started.

The persons carrying out the work must ensure adequate fire protection in accordance with current regulations. Combustible materials must be removed from a radius of at least 3 m during hot work.

§ Section 11 of the VVB (Ordinance on the Prevention of Fires) must be observed.

9. Behavior in case of accidents / first aid

Before starting work on the plant premises, the supplier's or service provider's employees must inform themselves about first aid measures, escape and rescue routes. This can be done via the "Guide for visitors" information handed out at the reception or gate. In principle, any incident such as fire, light/serious injuries, and leakage of environmentally hazardous substances must be reported immediately to the respective reception/gate or the accompanying Kroschu employee.

In the event of an evacuation alarm, leave the plant premises quickly and go to the assembly points indicated on the signs.

10. Violations

In the event of repeated or severe violations of these rules of behavior, Kroschu is authorized to initiate or take the following measures:

- Removal of employees of the supplier or service provider from the factory site

- immediate stoppage of the work and cancellation of the order if the supplier or service provider or the persons employed by him to carry out his obligation, violate these rules of behavior again, although a written warning has been issued beforehand
- Temporary stoppage of the work until the identified safety or organizational defect is eliminated.

Rev.	Date	Created by	Revised by
01	July 2021	M. Winkler A. Reichl	27.07.2021 A. Reichl M. Möller T. Schwartz M. Speck
02	01.09.2022	M. Winkler	checked for actuality 01.09.2022
03	06.11.2025	V.Sergl	M. Winkler / Cover page updated.