

# RULES FOR CONDUCT

FOR SUPPLIERS AND SERVICE PROVIDERS  
ON THE FACTORY GROUND



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## **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.

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