

## I Introduction

- These "Guidelines for External Companies" are part of the contract and are therefore binding.
- Please inform yourself about the regulations that apply to your work before starting work within our company.
- This applies in particular to the observance of and compliance with labour, fire and environmental protection regulations. If these statutory regulations are specified by official measures (authorisations, orders, etc.), you are obliged to comply with them where applicable.
- You are obliged to observe the company's internal occupational health and safety, fire and environmental protection regulations (alarm plan, waste disposal guidelines, etc.) and to monitor and ensure compliance with them by the employees you deploy.
- In accordance with the Occupational Health and Safety Act, you have to take measures to prevent accidents at work that comply with the provisions of the accident prevention regulations and the generally recognised safety and occupational health regulations.
- Child labour is strictly prohibited.
- Insofar as requirements are stipulated in other legal regulations, in particular occupational safety and environmental protection regulations, these regulations remain unaffected.
- Compliance with the corporate principles of Sedus Stoll AG (see appendix) have to be ensured for all work.
- The contractor shall ensure that its employees have the necessary knowledge and, if necessary, shall provide evidence of this.
- Work that is carried out in addition to the ordered scope of services has to be authorised by the client in advance in written consent, even handwriting is appropriate.
- In the case of invoicing on a time and material basis, the reports have to be submitted to the client for signature on a daily basis.
- After complete and functional completion of the service, the Contractor has to request acceptance. If necessary, a formal acceptance report shall be drawn up. If measurements have to be taken, this has to be carried out together with the client.

## II Alarm regulations

### 1. making an emergency call



The emergency call numbers are displayed on the emergency call boards and are given to the person responsible at the external company as part of the instruction.

The message must include:

- Who is reporting?
- What has happened?
- Where did it happen?
- How many people are injured?

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Do not hang up immediately but wait for confirmation!



If an outbreak of fire is detected, an alarm must be sounded immediately via manual call points. Manual call points are installed at the building exits.

The locations of fire extinguishers and manual call points are shown on the escape and rescue route plans on display.

## 2. escape



Before starting work, the contractor must inform himself about the behavior in an emergency using the escape and rescue route plans on display.

When a continuous warning signal (siren, horn) sounds, e.g. in the event of a fire, the buildings must be exited immediately via the nearest escape routes, emergency exits or emergency stairwells. People in the neighbourhood must be warned and injured or disabled persons must be helped. Go to the designated assembly points.

Attention: Do not use lifts!



## 3. assembly point

The nearest assembly point is marked on the escape and rescue plans.

## 4 Authorisation to issue instructions

The instructions of the rescue services must be followed.

### III Commandments / Prohibitions



#### 1. stimulants

Smoking and the consumption of alcohol and other intoxicants is prohibited in the company premises, offices and outdoor areas, including in vehicles! Smoking is only permitted in specially designated smoking areas.



#### 2. eating and drinking

The consumption of food (eating and drinking) is prohibited in all production areas. Dedicated break rooms and areas are available for eating and drinking.

#### 3. confidentiality

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It is not permitted to make records of company facilities and working methods. This includes the ban on photography. In addition, external company employees are obliged to maintain confidentiality towards third parties about the aforementioned matters even after completion of their work.



#### 4. Restriction of access

You may not enter workplaces other than those assigned to you without authorisation.

#### 5. Hazardous work

All fire work (welding, cutting, soldering, grinding, burning, thawing, etc.) is strictly prohibited and may only be carried out with authorisation! The fire permit is issued by the foreman of the metalworking shop (Sedus Stoll AG) or the operating technology department (Sedus Systems) or by the Head of Central Services (Klöber GmbH) and is only valid for the specified scope and period. The safety measures imposed must be strictly adhered to.

Before carrying out other dangerous work such as

- Work in containers and confined spaces
- Work on roofs
- Work in potentially explosive atmospheres
- Work with heavy dust and smoke development

the person responsible for the order must be informed.

#### 6. Safety precautions

Safety equipment must not be removed or rendered ineffective.

The marked escape and rescue routes must be kept clear.

#### 7. fire barriers

If firewalls are breached or drilled through, the breaches/holes must be properly sealed.

#### 8. Conspicuous behavior

If the person responsible for the order notices conspicuous behavior on the part of an employee of the external company, he is entitled to prohibit the employee concerned from entering the factory premises.

## IV Accident prevention

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## 1. regulations

The statutory and trade association labour, environmental and health regulations and accident prevention regulations apply. The statutory labour regulations must be observed.

## 2. quality of equipment

All work and operating equipment used for the fulfilment of the order must comply with the regulations and may only be used in the prescribed manner.



## 3. personal protective equipment

Insofar as the wearing of personal protective equipment is necessary or prescribed for the intended work, the external contractor must provide its employees with sufficient quantities of such equipment. The employees are obliged to wear this personal protective equipment.



## 4. fire and explosion protection

The use of mobile phones and other non-explosion-proof electrical equipment is not permitted in potentially explosive atmospheres.

## V. Registration and instruction

### 1. Logging in/logging out

Before starting work, it is necessary to register with a responsible contact person. There is also an obligation to sign out when leaving the plant.



### 2. Traffic regulations

The road traffic regulations apply accordingly. The maximum speed limit of 20 km/h must be observed. Vehicles may only be parked in the designated spaces.



### 3. instruction

The person responsible for the external company shall be instructed by the person responsible for the order. The person in charge of the external company is responsible for instructing his employees. This instruction must be presented to the client on request.

### 4. waste

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All waste materials produced must be disposed of properly. This disposal must be clarified in advance with the responsible waste officer at the site. The Contractor must take back packaging and residual material that arises during the performance of the service without being requested to do so.



## 5. Hazardous substances

The storage and use of hazardous substances must be notified in advance to the person responsible for the order. (Safety data sheet)

Hazardous substances are only to be used as intended. Proper disposal must be ensured.

Only persons with the necessary expertise and experience may be deployed to work with hazardous substances. The statutory regulations have also to be observed (e.g. JuSchG, MuSchG).

If there is a possibility of mutual danger to employees of the client and the external company, a coordinator shall be appointed to whom all safety-relevant information shall be made available.

## 6. cleanliness

The workplace must be kept in a tidy condition at all times and left tidy after completion of the work.

## 7. disturbances

Any disruption or hazard during the execution of work must be reported immediately to the person responsible for the order.

## 8. Use of aerial work platforms / forklift trucks

Before using aerial work platforms or forklift trucks, authorisation and instruction must be obtained; the use of forklift trucks requires not only the presentation of a forklift driver's licence but also the obtaining of a verbal driving authorisation from the client.

## **VI Interactions of the activities with the organisation and third parties**

If new potential hazards for third parties or the organisation may arise as a result of the work carried out, these must be discussed in advance with the client and the responsible safety expert.

## **VII Safety and health policy**

Since 2019, we have had our occupational health and safety management certified in accordance with DIN EN ISO 45001. Our health and safety policy clearly states that the health and safety of our employees in the workplace is our top priority. You can find it in the appendix to this document.

Since the end of 2023, we have been certified according to the international social standard SA8000 on the treatment of people at work and expect our partners to comply with the contents of the standard as well.

You can find this under the following link: <https://sa-intl.org/programs/sa8000/>

We expect our partners to follow our standards when dealing with their employees and to comply with all legal regulations.

## Safety and health policy

Status: 18/02/2020

As already stated in our corporate principles, the safety and health of our employees in the workplace is our top priority. Our corporate responsibility includes preventing accidents, protecting employees from work-related illnesses and avoiding physical and mental stress. This is supported by the implemented occupational health and safety organisation.

The working environment must meet the requirements of a safe and health-orientated design. Every employee must pay constant attention to occupational safety and support Sedus in the continuous improvement of occupational safety. This should also be done by assessing serious near-accidents.

Every manager is responsible for the protection of their employees and must instruct them accordingly in their activities and train them at regular intervals. As part of our preventative and proactive approach, managers are responsible for recognising hazards, assessing them, taking appropriate measures and ensuring their implementation. The topic of occupational safety is a regular part of divisional meetings. Managers regularly set targets for their area in order to continuously improve health and safety in the company.

# AA-0035 Guideline for external companies



based on BGI 865

Compliance with the law and other binding obligations, particularly in the areas of health and safety, the provision of work equipment and its use at work, safety in the operation of systems requiring monitoring and the organisation of occupational health and safety is subject to the careful attention of all managers, including the employees responsible for work processes.

The existing emergency management system ensures a rapid response in the event of a hazardous situation.

Sedus uses occupational health management (OHM) to support and improve the health and health awareness of its employees, reduce stress in the workplace, qualify managers for an OHM-compliant management style and keep employees productive in the long term.