

These “Occupational health and safety regulations for suppliers” are a contractual component and therefore are binding for all activities at VON ARDENNE GmbH (VA).

Please inform yourself about the applicable regulations, which are relevant for your work before beginning work at our company.

This in particular applies to observing and complying with occupational health and safety protection, fire protection and environmental protection. If these regulations are specified by official measures (approvals, orders, etc.), you are obligated to comply with these, where applicable.

You are obligated to observe the in-house regulations of occupational health and safety protection, fire protection and environmental protection and to monitor and ensure these regulations are complied with by your employees.

According to the German Occupational Health and Safety Act, you must take measures to prevent occupational accidents, which correspond to the provisions of accident prevention regulations and generally recognized safety-related and occupational health rules.

If requirements are made in other legal regulations, especially occupational health and safety regulation, these regulations shall remain unaffected.

All contractually agreed work is coordinated with the supervisory employee we commission prior to starting work. Only the supervisory employee is authorized to issue instructions to your employees regarding occupational, environmental and fire protection.

In case of non-compliance, the culpable employee can immediately be expelled from the work site or site of deployment.

§ 1 Confidentiality

Employees of the SUPPLIER shall treat all of the facts becoming known to them during their stay at VA and all information received from VA with strict confidentiality and neither pass it on to third parties nor use it for a purpose other than for providing contractual services to VA, unless the information was released by VA or it was generally known without violating obligations from this agreement. This in particular applies to facts or information regarding operational processes, operational results, production figure, products, business policy, fees, receivables, organizational, social or business management measure as well as data from procurement functions.

§ 2 Data Protection

Personal data becoming known while working at VA or that is processed may not be made accessible to others nor used for any other purpose than the purpose belonging to the respective contractually determined task fulfillment.

The SUPPLIER is obligated to inform employees of data secrecy of the Federal Data Protection Act and to expressly obligate them as per § 53 Federal Data Protection Act, provided they are entrusted with a task fulfillment relevant to data protection. This obligation to data secrecy of the Federal Data Protection Act also continues to exist even after the end of the contractual relationship with VA.

§ 3 Non-discrimination

The SUPPLIER is obligated to VA to meet its organizational obligations as per § 12 Equal Treatment Act and to regularly comprehensively inform its employees of the contents and obligations from these regulations in order to prevent illegal discrimination.

According to these regulations, direct and indirect discrimination, harassment, sexual harassment and incitement to discrimination based on ethnic origin, religion or ideology, a disability, age, gender or sexual identity are prohibited.

The SUPPLIER indemnifies VA from any claims for compensation resulting from employees of the SUPPLIER violating the Equal Treatment Act towards a VA employee. The violation of the SUPPLIER's employee towards VA employees entitles VA to terminate the contractual relationship with the SUPPLIER without notice for good reason.

§ 4 Image and sound recordings

Photography, filming and sound recordings are not permitted on VA's premises. Recordings required as part of the contractual fulfillment are only permitted with VA's written approval. In case of a violation, the filmed and sound material may be demanded by VA and destroyed.

§ 5 Visitor badges

A visitor badge will be issued for the SUPPLIER's employees working at VA for the duration of their stay, which must be visibly worn on the premises. The visitor badge cannot be transferred to another person and is to be picked up at reception when entering the company premises.

The visitor badge is handed out by reception personnel and is to be returned, unprompted, to the reception personnel when the work is complete.

Immediately report a lost visitor badge to the reception personnel.

For all stays on the company premises outside of VA working hours (business days before 6:00 am and after 6:00 pm, Saturdays, Sundays and holidays), a written work permit is to be procured from VA supervisors in advance. Other contractual agreements are not affected.

§ 6 Access cards / keys

Visitor badges may also be set up as an access card to site, buildings or rooms, provided this is necessary to fulfill the contractual subject matter.

If required, VA shall provide additional keys. The SUPPLIER is liable for lost or damaged keys.

The SUPPLIER is liable for all damage VA incurs from abuse of the visitor badges and keys provided.

§ 7 Traffic rules

It is only permitted to drive into and park on company premises with a valid entry permit provided by the competent VA supervisor.

10 km/h is the agreed maximum speed on the entire company premises.

The speed is to be adapted to local and time conditions and is to be driven with the utmost caution.

Priority is always to be given to internal traffic.

Building entries, evacuation routes, fire department accesses and rescue routes must be kept clear.

Vehicles parked in areas to be kept clear, that cause an impairment to operational processes or that endanger safety may be towed at the expense of the party responsible.

Incidents, in particular accidents, damage to parked vehicles and other cases of damage, must be reported to the VA supervisor immediately. VA is only liable in the context of the legal provisions.

§ 8 Evacuation routes

The SUPPLIER's employees must inform themselves of the location of the nearest evacuation and rescue routes, fire extinguishers, fire alarms and emergency call stations as well as how to behave in case of employee.

Traffic routes, evacuation and rescue routes, emergency exits, safety devices (such as fire extinguishing equipment and eye showers, etc.) as well as access to electrical equipment may not be blocked.

Doors in evacuation routes and emergency exits may not be obstructed and must always be capable of being opened from the inside during operating hours.

§ 9 Accidents

Accidents are to be reported to the VA supervisor immediately. In case of an emergency, follow the VA instructions. First aid is generally to be provided by the SUPPLIER. If first aid is provided by VA employees following accidents, this shall not affect the contractual partner's obligation.

§ 10 Smoking and alcohol

Smoking is generally prohibited in VA buildings. Smoking zones are set up outside of the building.

It is generally prohibited to consume alcohol or other intoxicants on VA premises. Persons under the influence of alcohol or drugs will be removed from the company premises.

§ 11 Lost property

Objects found on the VA premises are to be handed over to the VA supervisor or reception immediately. VA expressly points out that theft of lost property will be reported and prosecuted.

§ 12 Items brought in

Items, materials and tools brought in are to be secured against unauthorized use and theft. VA is not liable for lost property.

§ 13 Taking items

Items that were not brought in by employees of the SUPPLIER may only be removed from the company premises with a corresponding certificate from the VA contact partner.

§ 14 Entering rooms, operating machines

Entering any room and facility, and operating machines and devices is prohibited if it is not necessary to fulfill contractual obligations.

It is permitted to use the company restaurant to get food and drink during breaks.

§ 15 Fire and explosion protection

The measures of the fire protection code of VON ARDENNE GmbH apply.

An automatic fire alarm system is installed in the buildings. The external company shall bear the consequential costs if an alarm is negligently triggered.

A written permit is required prior to starting work for planned welding, soldering, grinding and abrasive cutting work outside of welding workshops.

Hand-held fire extinguishers are mounted in easily accessible places in all buildings and are labeled accordingly. They may not be removed or misused. Their locations are always to be kept accessible.

In case of emergency (e.g. fire), an order may be issued to evacuate the VA building. The evacuation order requires all persons present in the building to immediately, but calmly leave the premises, to proceed to the meeting points and to remain there until further instructions are given.

§ 16 Personal protective equipment

If personal protective equipment is required by VA or is necessary to perform the work, then this must be worn. Protective shoes of protection level S3 must be worn in all production areas and in the logistics area.

§ 17 Work equipment

The work equipment, tools and devices used for the contract fulfillment must comply with the relevant accident prevention regulations and be in a flawless condition. This also includes proof of a properly performed inspection as per the Ordinance on Industrial Safety and Health.

Damaged work equipment is to be effectively secured to prevent further use and removed from the company premises.

§ 18 Performing work

All work must be performed according to the relevant accident prevention regulations. In particular, this concerns the rules on electrical safety and setting up and securing work spaces (e.g. barriers).

Work spaces and assembly areas are to be kept clean. Securely store material and tools. Tools, devices and material may only be stored in places assigned by the VA contact partner.

§ 19 Hazardous work

The following work requires careful coordination by the responsible party of the SUPPLIER and requires a written approval with an “on site” instruction by the VA supervisor:

- Welding, soldering, grinding, abrasive cutting as well as working with an open flame and processing flammable and oxidizing hazardous substances (flammable work)
- Work in confined spaces, container, pits as well as supply and disposal channels
- Work on fire extinguishing, alarm and warning systems
- Work in rooms protected by automatic extinguishing systems
- Using hazardous substances in the sense of the Ordinance on Hazardous Substances
- Removal of protective devices
- Work on containers and pipelines
- Work on electrical systems and in areas at risk of radiation, fire and explosion
- Earthworks, e.g. excavating excavation pit and shafts
- All work for which sections of the fire alarm system must be taken out of operation
- Work in the laboratory area with test benches

§ 20 Using hazardous materials

The use of hazardous substances or hazardous preparations requires approval and is to be applied for by the SUPPLIER’s contact partner prior to starting work.

The safety data sheets of the hazardous materials or hazardous preparations to be used are to be brought to the attention of the VA supervisor.

§ 21 Disposal of waste and residue

The materials and auxiliary materials supplied for the performance of the work shall remain the property of the SUPPLIER or its subcontractor until used properly. All of the waste generated in the performance

of the work, including the substances that must be disposed of as special waste, shall remain the property of the SUPPLIER or its subcontractors. This waste is to be collected properly and disposed of as per statutory regulations.

§ 22 Violations

VA is obligated to monitor this regulation. Serious violations of this regulation entitle VA to prohibit the offender from remaining on the company premises. In serious cases, VA is also entitled to terminate the agreement on which the stay is based without notice. The SUPPLIER shall be liable to VA for all damage resulting from the fact that the SUPPLIER or its employees or subcontractors do not observe this regulation.