

EXTERNAL COMPANY REGULATION

DOCUMENT NUMBER: QD-QM-COR-2077

Created Head of International Central Strategic Procurement	Reviewed Head of Quality, Safety and Environmental Management	Released Managing Director	Document no. Ticket no.
Cihangir Yükseldi	Christiane Arndt	Andreas Grimm	QD-QM-COR-2077

TABLE OF CONTENTS

1	Introduction.....	3
2	Objective of the external company regulation	3
3	Definition of terms	3
4	Scope	3
5	Entering the company premises	3
6	Safety instruction.....	4
7	Staff deployment	4
8	Working hour regulations, workplace	4
9	Statutory obligations.....	4
10	Occupational protection.....	5
11	General safety and administrative regulations	5
12	First aid / accident.....	5
13	Work equipment, materials, tools	6
14	Traffic regulations	6
15	Coordination of activities	6
16	Fire protection	7
17	Hazardous substances.....	8
18	Waste	8
19	Electrical equipment	8
20	Scaffolding and ladders	8
21	Construction sites	9
22	Subcontractors and temps	10
23	Liability and breaches of the external company regulation.....	10
24	Obligation of secrecy	10
25	Other	10
26	Signature	11

AMENDMENT HISTORY

Version	Name	Date	Status	Description	Informs

1 INTRODUCTION

Dear Contractor and Employees of External Companies, this external company regulation aims to help you work safely on our premises and contains general information about how to act safely at work.

2 OBJECTIVE OF THE EXTERNAL COMPANY REGULATION

Our goal is to protect the life and health of all persons who work on our premises.

Health and safety is the number one priority in our company and is continuously improved.

All external companies that work on our premises must observe this basic principle and place health and safety on a par with quality and efficiency in their organization.

This quality procedure aims to inform external companies and their employees about the safety rules that apply on the STEULER premises. It is an integral part of every individual contract and must be observed to prevent mutual risks. It does not claim to be complete and is not a substitute for valid laws, ordinances, regulations and rules relating to health and safety.

On signing this document, you recognize this external company regulation as a binding part of your contract.

3 DEFINITION OF TERMS

AG refers to the company in the STEULER Group that awarded you the order.

AN refers to all external companies deployed on the company premises, i.e. you as a supplier.

STEULER refers to the STEULER Group to which the AG belongs

Company premises means all grounds used operationally by the STEULER, regardless of whether or not they belong to STEULER or are used by a company in the STEULER Group based on a rental or leasing contract.

- Friedrichstraße 1, 35767 Breitscheid
- Georg-Steuler-Straße, 56203 Höhr-Grenzhausen
- Krugbäckerstraße 18, 56424 Mogendorf
- Berggarten 1, 56427 Siershahn
- Adolfstraße 14, 56427 Siershahn
- Auf den Schafmorgen 2, 56191 Weitersburg

Coordinating office this is usually an employee in the AG's department that sent the order to the AN. The AG informs the AN about the coordinating office before work is started. The coordinating office is not necessarily the safety coordinator.

Safety coordinator either refers to the health and safety coordinator (SiGeKo) acc. to BauStellV or the coordinator of hazardous work. The AG will name this person in individual cases, if necessary.

AN's responsible person refers to the AN's employee who is in charge of the work conducted on the company premises.

4 SCOPE

4.1 These provisions apply to all external companies whose employees spend time on the company premises.

4.2 Changes, supplements or exceptions from these provisions must be stated in writing to come into effect.

4.3 The AN is responsible for ensuring that his employees and any other vicarious agents know and comply with these provisions. In particular, this applies to the AN's subcontractors or the temps deployed by the AN.

4.4 Contractual provisions by the AN that contradict this external company regulation have no validity even if reference is made to them in the AN's offer or other written documents.

4.5 If company premises are used by STEULER based on a rental or leasing agreement with a third party (e.g. industrial park), the AN must also observe the regulations that apply there. He is responsible for finding out whether there are any valid regulations and familiarizing himself with their content.

5 ENTERING THE COMPANY PREMISES

5.1 The AG is authorized to demand that visitor's passes with a photo are worn. In this case, the AN ensures that all employees he deploys (also those of his subcontractors) visibly wear the visitor pass issued by the AG, and present this pass if the coordinating office would like to check the employee's identity.

5.2 Employees of external companies are only entitled to enter the company premises, if they carry a visitor pass issued by the AG. Every employee from an external company must report to the respective gate or reception before entering the company premises. The IDs must be returned when leaving the premises, unless they are permanent IDs or IDs that are valid for a longer period. Permanent passes or long-term passes must be returned immediately after the end of the work.

5.3 The AN must provide AG's coordinating office with written advance notification of every planned visit by public authorities, professional associations, external auditors etc. to the company grounds. The reason and purpose of the visit must be stated.

6 SAFETY INSTRUCTION

- 6.1** According to § 8, Par. 2 of the Work Safety Act and other legal regulations, a safety briefing by the AG is mandatory before work commences. Proof that the briefing was held must be presented to the coordinating office before work commences.
- 6.2** The AN must ensure that his employees observe and comply precisely with the health and safety regulations valid at the work site and the valid local regulations. No claims can be made as a result of non-compliance with these regulations and provisions. The responsible coordinating office and/or the AG's safety officer can answer any questions about health and safety.

7 STAFF DEPLOYMENT

- 7.1** Before starting work, the AN must appoint a supervisor and give the name to the coordinating office.
- 7.2** The AN undertakes to keep an up-to-date list with the names of employees deployed by him or by a subcontractor on the company premises. The AN must ensure that this record can be presented for review if requested to do so by the AG.
- 7.3** The AG reserves the right to send an agent to review and check this record at any time. The AN must ensure that all employees deployed on the building site (also those of his subcontractors) carry documents that allow fast and unequivocal identification, for instance personal ID, passport or a substitute ID/pass.
- 7.4** The AN undertakes to deploy his own employees and also those of his subcontractors, as well as all vehicles and equipment in accordance with the conditions of this external company regulation and in compliance with all relevant statutory (in particular those pertaining to labor and social laws), tariff-related and other regulations. The required documents (e.g. certificate E 101 or E 101) and also a residential and work permit, if required by law, must be presented for personnel from EU or EEA member states deployed by the AN. The AN must provide AG with evidence of compliance with these duties by means of suitable documents.
- 7.5** The AN must observe all required reporting or approval duties toward public authorities or professional associations. In particular, this applies for those relating to handling hazardous substances. At the AG's request, he must present evidence that reports have been submitted.
- 7.6** The AN's personnel must be suitable for the delegated tasks with respect to qualifications and health. Persons that breach the Safety and Work Act or accident prevention regulations or do not follow the instructions issued by the AG or his representatives (e.g. coordinating office, safety coordinator) must be withdrawn at the request of the AG and replaced with other employees at no extra charge for the AG.
- 7.7** The AN must ensure that in areas where potentially harmful work is conducted, only suitable personnel that undergo occupational medical check-ups are deployed. Evidence of this must be presented

at the request of the coordinating office. The AN has a duty to treat all information it contains confidentially and always in line with the valid data protection laws. If interdisciplinary hazards occur during this work, the health and safety coordinator must be informed.

8 WORKING HOUR REGULATIONS, WORKPLACE

- 8.1** The working hours for the AN are based on the AG's normal working hours (Monday-Friday from 6 am to 4.30 pm). If work is required after this period, this must be reported in advance to the coordinating office stating the reason, the work time and the deployed employees. It is up to the AG to decide whether to allow or forbid the normal working hours to be exceeded. Claims by the AN against the AG relating to approved or denied overstepping of the work time (e.g. adjustment of the schedule or compensation of additional costs) are excluded.
- 8.2** The AN is responsible for compliance with the Working Hour Act. In particular he has a duty to obtain any necessary approvals or meet all reporting duties to public authorities.
- 8.3** The AN and his employees may only stay on those areas of the company premises where they conduct their work or at areas defined for eating meals or getting changed. It is prohibited to enter other areas of the company. It is not permitted to remain on the company premises for periods longer than required to carry out the contracted work.

9 STATUTORY OBLIGATIONS

- 9.1** The AN hereby confirms that he complies with all regulations valid on site for instance
- Law on Temporary Work
 - Occupational safety and accident prevention regulations
 - Posted Workers Act
 - Laws relating to the employment of third-country nationals
 - Industrial Code
 - Minimum Wage Law
 - Maternity Protection Act
 - Act to Combat Clandestine Employment
- 9.2** The AN is responsible to the AG for ensuring that all subcontractors or temping agencies comply with all above-mentioned regulations.
- 9.3** The AN must completely indemnify the AG from all disadvantages and damage resulting from a breach of the stated regulations.
- 9.4** In case of a breach of one of the above-mentioned regulations, the AG reserves the right to extraordinarily cancel the contract and to assert damage claims.
- 9.5** The AN expressly assures that no illicit workers and illegal employees are employed to carry out the contractual work and that

the health and safety and environment protection are observed in all points. In case of wilful violation, the AG is entitled to terminate the contract with the AN extraordinarily.

- 9.6** The AN is responsible for compliance with all employment restrictions (e.g. maternity leave) for his employees.
- 9.7** The AN must ensure that the personnel are regularly briefed about accident prevention and health & safety. The AN's duty to deploy safety experts and safety officers is not affected by this external company regulation.

10 OCCUPATIONAL PROTECTION

- 10.1** In addition to the accident prevention regulations by the professional association responsible for the supplier, the accident prevention guidelines of the DGUV also apply.
- 10.2** The AN must organize the necessary occupational medical check-ups for his employees. The costs of the examination must be borne by the supplier.
- 10.3** The respectively valid PSA standard must be observed throughout the company premises.
- 10.4** Personnel protective equipment (e.g. helmet, protective clothing, safety shoes, google and face mask, ear protectors, respiratory protection, high-vis clothing) must always be provided by the AN according to the accident prevention guideline, 'Principles of prevention' Section 4 §29 ff of the DGUV Regulation 1 and worn by the employees, if the risk of accidents or harm cannot be ruled out by taking operational or organizational measures. Wearing helmets, safety gloves and high-vis clothing is mandatory throughout the construction site. Persons without the necessary safety equipment will be expelled from the construction site by the AG as personally unsuitable.

11 GENERAL SAFETY AND ADMINISTRATIVE REGULATIONS

- 11.1** The AN must always act in a manner that does not endanger himself or his employees, nor the AG or his employees or any third parties.
- 11.2** It is prohibited to bring or consume alcoholic drinks or any other intoxicating or banned substances. It is prohibited to enter or stay on the company premises under the influence of alcohol or any other intoxicating substances.
- 11.3** The following is prohibited on the company premises:
- To smoke, except in the specially designated areas.
 - The no smoking policy also applies inside vehicles,
 - Using private mobile telephones,
 - Hanging up posters or writing on walls,
 - Distributing flyers or printed pamphlets,

- Collecting money, in-kind donations or signatures,
- Holding meetings of any kind,
- Being politically active,
- Gambling of any kind.

- 11.4** It is prohibited to bring or carry weapons, weapon parts, ammunition and pyrotechnical items.
- 11.5** It is prohibited to sell goods of any kind that are not part of the contract throughout the company premises.
- 11.6** It is prohibited to take photographs or to film on the company premises without the express and written consent of the coordinating office.
- 11.7** Safety elements on machines and mechanical equipment may not be bypassed nor decommissioned.
- 11.8** All traffic and escape routes must always be kept free.
- 11.9** It is prohibited, without express permission, to commission or use electronic communication equipment (including mobile phones, notebooks, computers with mobile connections for data transfer) in the following areas:
- In identified explosion protection areas
 - In critical equipment rooms in which MSR equipment centers, hazard detection systems, the CO₂ extinguishing systems etc. are installed.
 - In control stands and electrical control rooms
 - In production buildings
- 11.10** Sketches may only be produced and maps may only be used for order-related purposes. The drawings and plans required to carry out the work must be returned voluntarily to the AG at the end of the work.
- 11.11** All post or goods deliveries for the AN must always be sent to the postal address of the responsible coordinating office.
- 11.12** The respective safety workwear and equipment must be worn on the AG's premises. The AN must provide this.
- 11.13** The AN has a duty to always keep the areas and work sites assigned to him tidy and orderly. Any soiling must be cleaned up immediately. If the AN does not meet a request by the AG, the AG is entitled to carry out this work or arrange for this work to be carried out. In this case, the AN has a duty to reimburse any costs incurred here plus compensation totaling 5% of the cost sum.
- 11.14** The AN must keep his work area tidy. If, despite warnings, the AN does not meet this duty, the AG reserves the right to arrange clearing and necessary disposal work at the expense of the AN.

12 FIRST AID/ACCIDENT

- 12.1** The AN must keep first aid material available on building sites.

- 12.2** The AG must be informed about any accidents, however minor.
- 12.3** If necessary, accidents must be reported via the emergency number (0)-112 immediately. In this case, the coordinating office and the gate or reception also need to be informed as quickly as possible.
- 12.4** In case of accidents subject to mandatory reporting the AN must give the AG a copy of the accident report. The AG is authorized to carry out his own accident investigations.
- 12.5** The AN is responsible for organizing first aid; first aid can also be administered by the AG.
- 12.6** The supplier must meet all requirements of the Workplace Ordinance, the Technical Regulations for Workplaces ASR A4.3 and the accident prevention regulations Principles of Prevention' DGUV Regulation 1.

13 WORK EQUIPMENT, MATERIALS, TOOLS

- 13.1** The AN may only use his own tools and work equipment. The tools, technical equipment etc. used by the AN must comply with the relevant regulations. In particular, all mobile operating equipment used in potentially explosive areas must correspond to the valid explosion prevention regulations.
- 13.2** The AN must have the required verification for technical work equipment that may be used by persons with a qualifying certificate. The same also applies to verification about any required occupational medical check-ups at the AN's company. The AG reserves the right to check all necessary verification documents.
- 13.3** The AG will only provide tools or other work equipment in exceptional cases at the request of the coordinating office.
- 13.4** All tools, work equipment and materials brought to the company premises by the AN must be marked in a way that rules out any confusion with property belonging to the AG.
- 13.5** If any faults are established, the use of the applicable tool or work equipment must be stopped immediately. If faults are detected in tools of work equipment that was provided by the AG, the AG must be informed immediately.
- 13.6** The AN must store all materials he brings or which are delivered safely. The site must be agreed with the coordinating office. Materials, machines and equipment must be brought to the construction site depending on the progress of the work, and removed from the construction site depending on the progress of the work. At the end of the work, the building site must be cleared immediately. After the areas or rooms used have been vacated, they must be returned to their original state or a state agreed with the coordinating office.

14 TRAFFIC REGULATIONS

- 14.1** The German Traffic Regulations apply on the company premises. A maximum speed of 10 km/h must be observed. Within buildings, a maximum speed of 6 km/h applies for all vehicles. Mopeds and motorcycles may only be driven to the corresponding car park taking the most direct path.
- 14.2** Vehicles, industrial trucks, self-driving work equipment and lifting platforms may only be positioned in places assigned to the AN or approved by the coordinating office.
- 14.3** A briefing by the coordinating office is necessary before any industrial trucks, self-driving work equipment or lifting platforms provided by the AG are used.
- 14.4** The AN may use the AG's car parks at his own risk.
- 14.5** Special care must be taken when reversing or maneuvering on the company premises; if necessary, a guide should be used.
- 14.6** Access routes for fire service, rescue and other service vehicles must be kept free at all times.

15 COORDINATION OF ACTIVITIES

- 15.1** If necessary, the AG deploys an authorized coordinator within the meaning of § 6 DGUV Regulation 1 and a deputy to coordinate the work by the AN or any associates of the AN.
- 15.2** The AG informs the AN of the name of the coordinator and his deputy. Every AN has a duty to ensure that his responsible persons know the name and function of the coordinator and the deputy before work is commenced.
- 15.3** The AN(s) must agree the work processes with the coordinating office so that all precautions can be taken to avoid mutual risks at all times. If necessary, the coordinator draws up a work schedule for this purpose.
- 15.4** The coordinator is entitled to request all required documents from the AN, in particular a work plan that states the following:
- Intended start of work
 - Break regulation
 - Probable end of work
 - Manning level
 - Planned mode of operation
 - Responsible persons (representatives authorized to issue instructions)
 - Daily work hours

The AN must also provide the above-mentioned information for the subcontractor.

- 15.5** The coordinator defines requirements in the work schedule that

must be available to each of the AN'S works groups before work is started. The work schedule is given to the responsible persons so that they can ensure it is followed by the work groups they manage.

- 15.6** Any deviations from the plan must be reported to the coordinator. If a change of plan or problem could pose a risk to participating work groups, the work may not be started and the coordinator must be informed immediately.
- 15.7** If necessary, all work must be stopped immediately and may only be started again once the requirements of the changed work schedule have been met or the coordinator grants permission.
- 15.8** The coordinator informs the affected responsible person immediately about all important changes to the work schedule.
- 15.9** The coordinator is entitled to issue instructions to the AN, his responsible persons and all AN employees with respect to completion of the work task.
- 15.10** The instructions issued by the coordinator must always be followed. With respect to the work process, only the coordinator is authorized to issue instructions.

16 FIRE PROTECTION

- 16.1** The general safety regulations for fire protection, explosion protection, accident prevention etc. must always be observed.
- 16.2** Hot work (welding, sanding, soldering) and work that creates sparks may only be conducted if prior approval has been granted (permit). Approvals must be requested from the coordinating office. The permit must be kept available on site. Welding work may only be carried out by persons with a welding permit (DIN 8563). Special fire prevention steps must be taken when carrying out welding, cutting or related procedures on metallic workpieces according to DGUV Regulation ,Operating work equipment (DGUV R 100-500 chapter 2.2 Welding, cutting and related procedures). The AN must ensure that the fire risk is eliminated before starting the welding work in areas where there is a risk of fire. If welding work is conducted outside the designated workshops, it must be expected that there will be areas with a risk of fire.
- 16.3** Areas where there is a risk of fire are areas that contain substances or objects that could catch fire during welding work. These types of substances or objects are e.g. dust deposits, paper, card, textiles packing materials, various plastics, fibers, insulation materials, wood shavings, seals, paints, cables and electrical systems, clamping plates, wooden parts, for longer thermal exposure, even wooden beams.
- 16.4** Eliminating a risk of fire involves the complete removal of flammable and explosive substances and objects to a safe distance from the work area and its surroundings, in some

cases also from neighboring rooms. If the fire risk cannot be completely removed from the areas for constructional or operative reasons, the AN must define suitable safety measures in a written welding permit on a case-by-case basis. In particular, the safety measures include covering remaining flammable materials and objects, dealing openings in neighboring areas.

- 16.5** The AN's employees / contractors may only start welding in areas in which the risk of fire cannot be completely eliminated due to constructional or operative reasons after the AN has handed over the welding permit and after the safety measures defined in this permit have been implemented.
- 16.6** The AN must ensure that when welding is carried out in areas in which the risk of fire cannot be completely eliminated due to constructional or operative reasons, this area and its surroundings are monitored by fire guards equipped with suitable fire extinguishers.
- 16.7** The AN must ensure that after the above-mentioned welding work, the area at a risk of fire and its surroundings must be checked again.
- 16.8** This requirement is met e.g. if immediately after the welding work, the work area and surroundings are checked regularly in the following hours for smolder spots, suspicious warming and smoke. The AN must provide suitable extinguishing equipment at these work places. Suitable fire extinguishing equipment includes e.g. buckets filled with water, fire extinguishers or a connected water hose.
- 16.9** It must be possible to alarm the extinguishing team quickly!
- 16.10** Open fires of any kind are strictly prohibited.
- 16.11** Fires must be reported via the emergency number (0)-112 immediately. The AG must also be informed immediately via the gatekeeper, the front desk or the coordinating office.
- 16.12** It is strictly prohibited to store highly flammable substances (e.g. solvents and solvent-based paints). If these are mandatory for continuing with the work, a permit must be obtained from the coordinator. The health and safety, and environment protection specialists must also be included in the process of defining corresponding safety precautions.
- 16.13** Work must be stopped immediately. All persons working in the hazard zone must go immediately to the assembly point. The instructions issued by the head of the fire service and the factory security team must be obeyed.
- 16.14** The AN must ensure that his work does not trigger any hazard detection systems, e.g. automatic fire alarms or push-button alarms. Decommissioning must be coordinated with the coordinator.
- 16.15** Safety equipment (e.g. escape doors, fire service access roads, hydrants, etc.) must be kept free and accessible.

- 16.16** Highly flammable or ignitable substances may only be stored at the workplace in quantities required for the current work task. The AN must provide suitable extinguishing equipment at these work places. Areas where there is a risk of fire must be marked.
- 16.17** The AN, whose equipment, e.g. cranes, masts or similar, lead to a higher risk of lightning strikes must take all planned lightning protection measures.
- 16.18** Work that represents a fire hazard on roofs must be agreed with the coordinator in advance.

17 HAZARDOUS SUBSTANCES

- 17.1** Hazardous substances may only be handled and stored with the approval of the AG's appointed health and safety coordinator. The safety data sheet, the resulting operating instructions and the proof of briefing must be presented before the health and safety coordinator will issue the approval. If necessary, the operating instructions must be agreed with the health and safety authority (State Agency for Occupational Health and Safety and the responsible professional association).
- 17.2** Hazardous substances may only be brought into the works in approved and correctly identified containers. Quantities >1kg (or 1l) may only be carried if written permission has been given; a valid safety data sheet must be enclosed. Approvals must be requested from the coordinating office.

18 WASTE

- 18.1** The AN must correctly dispose of all waste generated during the course of the work at his own expense in line with the statutory regulations (Closed Substance Cycle Act (KrWG), Commercial Waste Ordinance, Certificate Code etc.).
- 18.2** If necessary, the disposal paths must be clarified in advance with the coordinating office. If AG is responsible for disposal, the coordinating office clarifies the disposal with the responsible waste officer. Any required verification must be submitted to the coordinating office in good time before collection and after collection. This includes, before collection, the quality and types, the proposed external disposal and their legal permit by the authorities. On completion, this includes delivery notes, job tickets, handover notes, disposal certificates and the associated excerpt from the register. If the disposal costs still need to be negotiated, steps should be taken to clarify with the coordinating office whether it is less expensive to dispose of the waste through the AG's own disposal channels. The AG's waste regulations must be observed. The AG's disposal paths may only be used after consulting the AG's waste representative.
- 18.3** All hazardous waste must be always be reported to the AG's coordinating office.

- 18.4** It is prohibited to pour paint, oil, grease, fuel, chemicals or any other hazardous substance into the drains, allow them to seep into the ground or pour or dispose of them in containers that have not been approved.

19 ELECTRICAL EQUIPMENT

- 19.1** Only electricians or persons supervised and directed by an electrician may carry out electrical work on the system or operating equipment.
- 19.2** Intervention into existing electrical systems, in particular the activation or deactivation of supply points is only allowed, if approved by the AG.
- 19.3** Electrical systems must be installed in compliance with the VDE 0100. If construction site power distribution points are used as supply points, they must be equipped with an AC/DC-sensitive residual current circuit breaker (RCD Type B) 30mA.
- 19.4** Mobile electrical systems and operating equipment must have been tested within the last 6 months before work is started and labeled accordingly in line with the DGUV Regulation 3.
- 19.5** Mobile connection lines must be installed in a way that protects them from mechanical damage.
- 19.6** If work needs to be carried out near live parts of electrical systems and operational equipment, and it is not possible to shut these parts down, the required safety precautions must be agreed with the health and safety coordinator. The AN may only supply its own electrical systems and operating equipment from supply points that are equipped with a current circuit breaker (aka RCCB and FI-switch). All electrical systems and operating equipment must comply with the relevant electro-technical rules and be verifiably checked to ensure that they are in a functional condition.
- 19.7** The AN may only bring machines and equipment to the construction site that have passed the stipulated safety inspections. The test certificates must be carried by the operator on the construction site and presented on request. Machines, equipment and cranes may only be operated by trained and designated persons in compliance with the respective accident prevention regulations. Operating instructions for construction machines and cranes, and other equipment must be available on the building site. The construction management approves the site of stationary machines. If the work areas of the equipment of various ANs overlap, the work process and communication must be coordinated; if necessary, the health and safety coordinator must be informed.

20 SCAFFOLDING AND LADDERS

- 20.1** Scaffolds may only be installed, dismantled or modified by qualified personnel under the supervision of a qualified person. Before being

used for the first time, they must be checked by a qualified person and released in writing. The scaffold must be checked for obvious damage before use at least once a day.

- 20.2** Workplaces on scaffolds may only be accessed by safe accesses or ascents. Covers on openings must always be kept closed when working on the scaffold. Scaffold boards and planks must be laid without any gaps.
- 20.3** Fall-protection elements must be installed in all passable areas where the distance to an adjacent wall or another boundary exceeds 0.3 m. The side protection elements must be designed as three-bar railings (railing bar, middle bar and toe board) immediately after the scaffold frame has been erected.
- 20.4** Railings must be installed at a height that prevents people falling in accordance with the statutory regulations. Alternatively, closed side protection elements can be selected that comprises a three-part railing with safety nets, closed plant walls or protective mesh elements. Safety nets and catch scaffolds should be used as indirect safety measures to catch people who fall.
- 20.5** Protective roofs must be set up to protect persons from falling objects. If it is not possible to use the above-mentioned fall-protection elements or arresting equipment, personal protective equipment (PPE) must be used instead.
- 20.6** The AN must verify the serviceability of the work, safety and shoring equipment and ladders, and monitor operational safety.
- 20.7** The scaffold must be designed according to DGUV Regulation 28 – Construction work and the DIN 4420 Part 1 and 2. All scaffold material must be marked by AN.
- 20.8** Every user must check that the scaffold is fully functional and is kept in this state. The work scaffold may only be entered after the scaffold has been released. Steps should be taken to avoid working on the scaffold, if people are working below it.
- 20.9** According to DGUV I 208-016, only work of minimal scope may be carried out on ladders.
- 20.10** The allowed work heights when working with ladders must be observed by the AN.
- 20.11** The AN must ensure that traffic routes with fall heights in excess of 1 m, workplaces at which employees could sink, regardless of the fall height, workplaces with a fall height of more than 2 m, and workplaces on roofs with fall heights of 3 m may only be used if safety elements or fall protection measures have been checked by the supervisor and the inspection has been documented. Hazardous areas below elevated workplaces must be physically cordoned off.
- 20.12** The ladder norm DIN EN 131 applies. The norms DIN EN 12810, Part 1, 2 and the DIN EN 12811, Part 1 must be observed for scaffolds.

21 CONSTRUCTION SITES

- 21.1** The AG will provide power and water free of charge. The AN is responsible for connection to the AG's supply lines and for installing the required cables to the work area; he also bears the costs for this.
- 21.2** Work at elevated workplaces must be protected by taking special precautions, such as installing railings or using safety harnesses. A colored cordon is not approved as fall protection.
- 21.3** Before starting excavation work (digging shaft, ditches, channels etc.), the AN must ask the AG about the location of supply lines. Work may only be started if a release has been issued by the AG. Work must be carried out carefully so that cables cannot be damaged. If damage does occur, work must be stopped immediately, the hazard area must be cordoned off and the coordinating office informed. The AN is responsible for regularly monitoring construction ditches and trench walls or shoring measures to ensure their stability and load-bearing capacity.
- 21.4** Construction ditches must be secured and clearly marked with signs day and night. When working on roads and paths, the construction site must be adequately illuminated at night.
- 21.5** The AN must draw up written assembly instructions that contain all necessary safety-related information. In particular, it contains a description of interim storage, and the transport and installation states. Also, the steps required to create safe workplaces and accesses, and the associated general drawings must be included. Assembly work can only be started after the assembly instructions have been reviewed and released by the AG.
- 21.6** The demolition method and the necessary safety measures must be defined with the AG. To this end, the AN must present a demolition instruction that lists the machines and equipment required for the demolition work and also the necessary safety precautions for his employees. Structural stability must be guaranteed in every demolition phase. The AN must ensure that no unauthorized persons can enter hazard areas. The AN must deploy a person with the required expertise to manage and supervise the work.
- 21.7** Hazard areas, such as ditches, cut-outs and openings, must be secured correctly incl. warning lights (if necessary).
- 21.8** Simply using a cordon is not sufficient to prevent access to construction sites.
- 21.9** Work that exceeds the permissible values defined in the TA Noise must be reported to the construction manager or the health & safety coordinator to avoid mutual risks and restrictions.
- 21.10** At the end of work, the machines and equipment, cranes and scaffolds must be secured against access by unauthorized persons. The windows and doors, and also the access routes and any random openings in the perimeter fence must be closed, when detected, and when leaving the construction site.

22 SUBCONTRACTORS AND TEMPS

- 22.1** The AN may only deploy subcontractors if the AG has given prior written approval. The AG is entitled to reject the deployment of subcontractors without stating reasons. Voluntary notification must be provided if subcontractors are deployed, and this must be coordinated with the AG as part of the order process.
- 22.2** The AN must register subcontractors or their employees at least 48 hours before their intended deployment.
- 22.3** Approval from the AG does not relieve the AN of his overall responsibility for completing the contract and complying with this external company regulation.
- 22.4** If the AN contracts work to other companies, he must meet his obligation to consult as defined in § 8 Safety at Work Act and § 6 DGVU Regulation 1.
- 22.5** No obligations may be imposed upon the AG if subcontractors are used. The AN indemnifies the AG from all demands by third parties.
- 22.6** The above-mentioned paragraphs apply accordingly for temps leased by third parties to work for the AN.

23 LIABILITY AND BREACHES OF THE EXTERNAL COMPANY REGULATION

- 23.1** The AN is liable to the AG for all damage caused by AN, his employees, subcontractors or any other vicarious agents.
- 23.2** The AG may issue a ban on entering the premises in case of breaches of the external company regulation by the AN, his employees, subcontractors or their employees.
- 23.3** This does not affect other claims by the AN.
- 23.4** The AN indemnifies AG against all third-party claims resulting from culpable breaches of safety, or damage or incidents caused by the AN or his employee or vicarious agents.
- 23.5** The AN undertakes to take out an adequate liability insurance including environmental damage liability insurance (minimum cover 3 million euros for personal injury and damage) and, in case of assembly work, installation insurance (minimum cover 2.5 million euros EUR) to cover claims resulting from damage or incidents; proof of insurance must be provided to the AG on request.

24 OBLIGATION OF SECRECY

- 24.1** The AN undertakes to treat confidentially all information about the AG or other STEULER companies which he become party to in connection with or during the completion of the contract.

- 24.2** The AN also has a duty to only use this kind of information for the purpose of fulfilling the contract.
- 24.3** The AN undertakes to treat confidentially all documents received from the AG and the know-how he has obtained in connection with his work on the AG's grounds and not to forward these to third parties.
- 24.4** The obligation to confidentiality also applies to employees, representatives and any other of the AN's vicarious agents. The AN must obligate these to observe these stipulations.
- 24.5** All work results connected to the order, including usage rights protected by copyright and performance protection rights and other rights, and any connected records belong exclusively and without restriction to the AG.
- 24.6** The AN may only make confidential information available to those employees that are directly entrusted with completion of the contract. He has a duty to brief these employees to ensure that this information is not passed on to unauthorized persons.

25 OTHER

- 25.1** Before starting work, the AN must check that the arranged safety measures have been implemented. He must continuously check that the safety measures are in place and efficient.
- 25.2** The AG's responsible safety officer carries out tours of the building site. This does not relieve the AN from his supervision duties and responsibility. The instructions issued by the AG's safety officer must be observed. Extra care must be taken when briefing workers who speak a foreign language. The AN must ensure clear communication between the workers who speak a foreign language and those who speak German.
- 25.3** The responsible contact named by the AN must have a good command of German in word and letter.
- 25.4** A permit that describes the additional necessary safety measures is necessary for particularly dangerous work, e.g.
- Work in tanks and confined spaces
 - Working in EX rooms,
 - Working on pressure systems,
 - hot work.

This must be requested from the coordinating office before the start of work. The corresponding safety instructions are binding.

26 SIGNATURE

Date

Place

Surname, First name

Signature, Company stamp