

Occupational, Health, Environmental and Fire Protection Guidelines for Contractors

I. General Information

1. These supplementary „Guidelines for Contractors“ apply to all work and services of the contractor and supplement the General Terms and Conditions of Purchase of STÖBER, they are an integral part of the contract and are binding for the contractor. The information contained therein serves the safety of all. These „Guidelines for Contractors“ shall apply exclusively. Any deviating, conflicting or supplementary general terms and conditions used by the contractor shall only become an integral part of the contract if and to the extent that we have expressly agreed to their validity in writing. Our consent shall be required in each and every case, for example even if the contractor makes reference to its general terms and conditions in its order confirmation and we do not expressly object to this. The details of the performance of the service are agreed between the supplier and us in the purchase order. These „Guidelines for Contractors“ shall prevail over the General Terms and Conditions of Purchase in the event of inconsistencies or deviations from the General Terms and Conditions of Purchase (can be viewed under <https://www.stoeber.de/en/terms-and-conditions/>).
2. Irrespective of this, we assume that you have sufficient knowledge of all occupational safety, health, environmental protection and fire prevention regulations applying to your activities before you start working on STÖBER premises.
3. Furthermore, you are obliged to observe the internal regulations of STÖBER regarding occupational safety, health protection, environmental protection and fire prevention and to ensure and monitor their observance by your employees.
4. The contractor undertakes to identify any hazards that may arise during the execution of the order before commencing work and to define in writing the necessary safety precautions to remedy the situation. The client shall support this and provide the necessary information and documents.
5. The contractor undertakes to take suitable safety precautions within his sphere of responsibility related to the execution of the order, in order to avoid risks to safety and health. The contractor is responsible for the implementation of and compliance with these precautions while the work is being carried out.
6. The contractor undertakes to instruct his employees working on the client's premises concerning the safety, health and environmental hazards associated with this work.
7. When passing on partial orders, the contractor for his part undertakes to oblige the subcontractors to comply with state and accident insurance regulations and shall inform the client of the name, address and a person responsible at the subcontractor.







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8. If other legal regulations, in particular occupational safety, health, environmental and fire prevention regulations impose more comprehensive requirements, these regulations shall remain unaffected.
9. All accidents, near-accidents and other events occurring in connection with the execution of the order must be reported to the client immediately.
10. If the client detects any unusual or hazardous behavior on the part of the contractor, he is entitled to order the work to be stopped and, if necessary, to expel the contractor from the company premises.
11. The contractor shall ensure that his employees have the necessary specialist knowledge, if necessary, he shall prove this.
12. The company language is generally German. The contractor shall ensure that their employees have the necessary language skills. If this is not ensured, the contractor shall provide a contact person for translation for the period of the work assignment.
13. Work that is to be carried out in addition to the commissioned scope of services must be approved by the client in advance.
14. When invoicing based on actual time and material required, the reports must be submitted to the client for signature on a daily basis.
15. After full and functional completion of the service, the contractor shall commission the acceptance inspection. If necessary, an acceptance report shall be drawn up. If a site measuring is required, this shall be carried out jointly with the client.

At STÖBER protection of personal data is of high priority. Each of the contractor's employees must therefore be obliged to maintain the confidentiality of personal data and to comply with the requirements of data protection law. In particular, confidentiality is to be maintained about all information that becomes known to them in connection with the performance of the order for STÖBER or their business partners and that is covered by business or trade secrecy. The client reserves the right to take legal steps in case of violations.

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II. Emergency Procedures

   	<p>1. Fire Prevention</p> <p>If an incipient fire is detected, the fire brigade must be alerted immediately by pressing the push-button alarm. The push-button alarms are located in the area of the entrances, passages and stairwells.</p> <p>In addition, an emergency call to the fire brigade must be made via telephone on the emergency number (0)112.</p> <p>The message shall contain:</p> <ul style="list-style-type: none"> Who's reporting? What's happened? Where did it happen? How many people are affected? <p>Do not hang up immediately, queries may be required.</p> <p>The incipient fire must be fought with a fire extinguisher or wall hydrant, while always ensuring one's own safety.</p> <p>The locations of fire extinguishers, wall hydrants and pushbutton alarms are shown on the escape and rescue plans displayed.</p> <p>Before commencing work, the contractor must inform himself about the existing fire protection equipment in his work area.</p>
 	<p>2. Escape and Rescue Routes</p> <p>When the evacuation alarm sounds, the work must be stopped immediately. The building must be left as quickly as possible via the designated escape and rescue routes. Then go directly to the assembly point. The instructions of fire protection assistants and the fire brigade must be followed.</p> <p>The routing of the escape and rescue routes can be seen on the escape and rescue plans displayed.</p> <p>Before commencing work, the contractor must inform himself about the existing escape and rescue routes and the assembly point nearest to his work area.</p>
	<p>3. First Aid</p> <p>In the event of accidents or illness first aid must be provided immediately.</p>

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First-aiders and dressing materials are available in all departments and areas.
Every accident at work must be reported to the client.





The locations of the first-aid facilities can be seen on the escape and rescue plans displayed.
Before commencing work, the contractor must inform himself about the first aid facilities available in his work area.

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III. Behaviour on the Premises

	<p>1. Registration/Deregistration Prior to commencing work, registration is to be made at the reception desk of Plant 1. Here the contractor will receive a visitor badge, which must be worn clearly visible on the clothing. The contractor will be accompanied to his workplace by the client. After finishing work, the client is obliged to deregister and to return the visitor badge.</p> <p>When delivering and picking up goods, waste or recyclables, there is no need to register at the reception in plant 1. The registration takes place via a bell at the corresponding incoming goods dpt. or outgoing goods dpt.!</p> <p>After the end of work, there is an obligation to sign off with the good receipt dpt. personnel or goods issuing dpt. personnel.</p>
	<p>2. Driving on the Factory Premises and Parking Plant and passenger transport has priority, the StVO (German Road Traffic Regulations) applies. The maximum speed limit of 10 km/h must not be exceeded. Attention! Forklift traffic. Parking is only permitted on the parking lots reserved for visitors.</p>
	<p>3. Briefing/Instruction A briefing of the contractor's responsible person regarding the local conditions / particularities is carried out by the client. The contractor's responsible person is responsible for instructing their employees. The documentation of the instruction must be submitted to the client upon request.</p>
	<p>4. Markings and Special Instructions The safety marking in the plants and the additional safety notices, e.g. when using the goods lifts, must be observed without exception in order to avoid accidents and other emergencies.</p>
	<p>5. Access Restriction The contractor is allowed to stay in his work area only. Use the marked traffic routes. Passage prohibitions must be observed. Access to the break room and smoking areas is permitted.</p>
	<p>6. Confidentiality Making records of operating equipment and working methods is forbidden. This also includes taking photographs within the factory premises. If for the performance of the contract photographing is necessary, the client must be informed. The client will grant a respective photo permission.</p>
	<p>7. Safety Devices Safety devices (fire extinguishers, fire alarm systems, fire doors etc.) must principally not be deactivated and must be accessible at all times. Should this, however, be absolutely</p>






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	<p>necessary for the execution of the work, the further procedure must be coordinated with the client's fire prevention officer.</p> <p>The marked escape and rescue routes must be kept clear in full width at all times.</p> <p>If fire protection walls are broken through or drilled through, the contractor shall ensure that these openings are properly sealed by a competent person. Prior to this, the responsible fire prevention officer must be consulted.</p>
	<p>8. Stimulants</p> <p>Consumption of alcohol and other intoxicants is generally prohibited on the factory premises. Smoking is permitted only in specially designated smoking areas.</p>
	<p>9. Tidiness and Cleanliness</p> <p>The work area is to be kept in a tidy condition and left tidy on each working day and/or after completion of work.</p> <p>All waste materials generated shall be disposed of properly. Only after prior agreement these will be disposed of by the client. Otherwise, the contractor must take the waste materials with him for proper disposal.</p>

IV. Prevention of Accidents

	<p>1. Personal Protective Equipment</p> <p>Within the plant premises, suitable work clothing as well as required personal protective equipment (PPE) must be worn. Safety shoes (min. S1) must be worn in the production, workshop and storage areas. Hearing protectors must be worn in marked noise areas. Additional PPE (e.g. helmet, safety goggles, protective gloves) must be worn depending on the work to be carried out. The need for further PPE must be determined by the contractor as part of the risk assessment. The PPE shall be provided by the contractor.</p>
	<p>2. Working Equipment</p> <p>All working and operating equipment required to fulfil the order must comply with the valid regulations and may only be used in accordance with the intended purpose and with the operating instructions. The test certificates of the working and operating equipment used must be submitted to the client upon request.</p> <p>Using the client's working and operating equipment is only permitted after prior agreement and instruction. Damage incurred to this equipment while executing the order shall be charged to the contractor.</p>
	<p>3. Hazardous Substances</p> <p>The client must be notified of the use of hazardous substances before commencing any activity. Up-to-date safety data sheets must be kept in the work area. Hazardous substances</p>

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 Gefahr	<p>are to be used only for their intended purpose. Only personnel with the necessary expertise and experience may be employed for activities involving hazardous substances.</p> <p>If there is a possibility of mutual endangerment between the client's and the contractor's employees, the client must be informed immediately.</p> <p>When handling and storing substances hazardous to water, it must be ensured that they cannot enter the sewage system or the soil. For this purpose, the contractor shall provide liquid-tight drip pans and suitable absorbent material. Proper disposal by the contractor must be ensured.</p>
	<p>4. Work on Electrical Systems</p> <p>If work has to be carried out in the vicinity of live systems or equipment, the client's responsible electrician must be consulted as part of the risk assessment. Unauthorized actions by the contractor on all electrical equipment are prohibited.</p>
	<p>5. Work involving Fire Hazards</p> <p>All work involving fire hazards (welding, cutting, soldering, grinding, etc.) is strictly prohibited. If work involving a fire hazard is absolutely necessary, written permission (hot work permit according to STÖBER internal processes) must be obtained from the client. If necessary, further measures must be agreed with the fire prevention officer. If due to a lack of safety precautions a fire should arise or the fire alarm system is triggered, the costs incurred will be invoiced to the contractor.</p>
	<p>6. Working on the Flat Roof</p> <p>When working on the flat roof, the existing traffic routes must be used. The dome lights and skylights are not break-proof. If work is to be carried out close to the edge of the roof (<2m), the edge of the roof must be secured by a mobile guard, or suitable personal fall protection equipment must be used. Weather conditions must be taken into account. Further safety precautions shall be specified as part of the risk assessment by the contractor.</p>
	<p>7. Other Dangerous Work</p> <p>Before starting any other dangerous work, e.g.</p> <ul style="list-style-type: none"> • work in containers and confined spaces • work with a risk of falling • work in explosion hazard areas <p>further safety precautions must be determined and implemented together with the client as part of the risk assessment.</p>

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Place, date

Contractor's signature

With your signature you confirm compliance with the above regulations.

Please send a signed copy to the client before starting work.