

## Company Regulations for Third-party Companies and Visitors

### 1 Foreword

The purpose of the Hanomag Lohnhärterei Group's **"Company Regulations for Third-Party Companies and Visitors"** is to protect your and our employees' health and safety, the environment and to use energy carefully, as well as complying with information security requirements.

The **"Company Regulations for Third-party Companies and Visitors"** in the version currently relevant in each case are a contractual component and are therefore binding.

### 2 Principles

Please also find out about the statutory, trade association and company regulations that your employer specifies and which apply in addition to the specifications set out in these Company Regulations before starting work in our company.

This applies in particular to observing and adhering to our company's internal regulations on health and safety, fire prevention and environmental protection (fire prevention regulations and alarm plan, permit for carrying out work that entails a fire risk, waste disposal guidelines, non-disclosure agreement, etc.) as well as the prudent use of energy and protection of information assets.

If these statutory regulations are consolidated in measures from official bodies (permits, instructions etc.) you must comply with these if they affect you.

All safety symbols used in these Company Regulations comply with current stipulations.

- Employees are only allowed to work on our company's premises if they have received instruction on "Principles of prevention" as set out in the German Health and Safety Act (Arbeitsschutzgesetz) and the specifications of DGUV V1 „Grundsätze der Prävention“ (German Trade Association Regulations). Employees must also be told about what these Company Regulations entail.
- All work must be carried out in such a way that any risk to people and facilities is avoided, or if unavoidable, is kept to a minimum by using protective devices and equipment. Any risk to or pollution of the environment (air, soil, water) must be ruled out.
- You must be aware of the way in which your work influences our energy consumption and you must ensure an energy-efficient code of practice and indicate any form of wasted energy to us.
- The work equipment you use must be in perfect condition and in compliance with safety regulations.
- When leaving the place you are working, tools and equipment must be locked up, or kept safely elsewhere, so that they cause no injury to people or damage to property.
- After carrying out the work, site areas must be clean and handed over in the agreed condition.
- Compliance with the requirements of the applicable documents:  
Non-Disclosure Agreement, Company Regulations for Third-party Companies and Visitors, information on data protection, protection zone plan for the site.

### 3 Registration and Training

#### 3.1 Access to factory premises / registration

When entering the company premises for the first time, you must register at reception before starting work. By signing the visitor pass, the visitor / third-party company employee undertakes to comply with the following security regulations: Non-Disclosure Agreement, Company Regulations for Third-party Companies and Visitors, information on data protection, protection zone plan, have read and understood the requirements, and will comply with these and apply them. A Hanomag contact person is assigned to each of the visitors / third-party company employees. Before leaving the Hanomag site, the visitor's pass must be handed in at reception. If reception is unmanned at that time, the visitor's pass must be handed to the Hanomag contact person.

#### 3.2 Traffic regulations

Road traffic regulations apply accordingly on the company's premises. The maximum speed limit is 10 km/h. Vehicles may only be parked in the designated spaces.

#### 3.3 Start of order / training / instructions

Coordinate the work required with the responsible Hanomag contact person documented on your visitor badge, taking into account operational possibilities and necessities (*if necessary, coordinate in line with DGUV V1*).

If work needs to be carried out over more than one visit, instructions need to be given regarding the job concerned and documented by the relevant Hanomag employees.

Before starting work, the Hanomag contact person will carry out the risk assessment together with the third-party company employee on the basis of the risk assessment guidelines:

→ "VD Checklist for briefing third-party service provider / third-party company"

Visitors must observe operating instructions for handling tools and equipment and hazardous materials.

#### 3.4 Disruptions and crisis/emergency management

Please inform us of any disruptions or changes to the operating procedure. Report any disruptions and irregularities that occur while the job is being carried out. The people named as responsible in our Operating Procedures "Crisis Management and Emergency Planning" have sole responsibility for preventing and minimising risks to staff, people involved, assets and the environment from damages or consequential damage.

#### 3.5 Cleanliness/disposal of waste

The production facility and all other spaces must be left in a clean condition.

Insofar as no other agreement has been reached, you as a contractor are personally responsible for properly disposing of any waste produced while executing the work (e.g. building rubble, excavated soil, hazardous materials etc.). Disposal must be carried out in accordance with the legal regulations and waste regulations applicable to the region; → also see Section 8.5 Use of hazardous substances.

### 3.6 Occupational accidents

Report any occupational accidents your employees have at work to the head of department/shift manager/coordinator in charge (Hanomag contact person according to the visitor pass). We can help you if accidents occur. Any other regulations on reporting or investigating accidents or occupational diseases or illnesses which the visitor's employer has drawn up remain unaffected by the provisions made here.

## 4 Company policy

We would like to draw your attention to our company policy and its goals. Please support us in implementing it and achieving the objectives.

We, the management team at Hanomag Lohnhärterei Group, are responsible for complying with and implementing the coordinated company policy. The required personnel, investment, training programmes and operational costs have been scheduled and provided for this purpose. The information and resources required for this purpose are also supplied to them. We would be happy to provide more information if you so wish.

The declaration covers our integrated management system:

- ❖ **Quality** in accordance with IATF 16949 and DIN EN ISO 9001,
- ❖ **Environment** according to DIN EN ISO 14001,
- ❖ **Energy** according to DIN EN ISO 50001, and
- ❖ **Social responsibility** based on ISO 26000
- ❖ **Information security** according to the VDA ISA catalogue

In addition to our employees within the company, all interested parties – in this case the employees of third-party companies – are also involved in implementing the objectives of the company policy and are encouraged to actively participate in continuous improvement in all areas. This involves complying with obligations that are binding for our stakeholders, as well as legal and other requirements (e.g. those of our customers).

The main objectives of the five pillars of the company policy are listed below:



The complete company policy is published on the Hanomag website:

[Hanomag: company policy \(haertecenter.de\)](https://www.haertecenter.de/hanomag-company-policy)

## 5 Alarm regulations

Behaviour during a fire, accidents or when other dangers arise:

### 5.1 Call the emergency number



Emergency number: **112**

The message must state:

**Who** is calling

**What** happened?

**Where** did it happen?



**How** many people are injured?

**Do not hang up immediately - wait for confirmation and inquiries!**

### 5.2 Leaving the building



When a warning signal sounds (a siren or a horn), e.g. if a fire breaks out, the building must be left immediately via the closest escape routes and emergency exits. People in neighbouring areas must be warned, and injured or disabled people must be given assistance. Head for the prescribed assembly points.

### 5.3 Assembly point



The assembly point is clearly marked in the area outside the respective business premises!

### 5.4 First aid



The first aid box and a stretcher are in each company's production facility and are clearly marked!

### 5.5 Executive authority

Instructions issued by the emergency services and Hanomag managers must be followed.

## 6 Prohibition

### 6.1 Intoxicating substances



The consumption of alcohol or other intoxicating substances is not permitted in company buildings, offices and outdoor areas, including vehicles. The ban on smoking in areas marked accordingly must be adhered to. Special areas for smokers are also marked.

### 6.2 Food and drink



Consuming food and drink is prohibited in all production facilities. Special recreational areas or rooms are available specifically for consuming food and drink.

### 6.3 Mobile phones



In areas with an explosive risk no mobile or cordless phones or other electrical equipment which is not explosion protected is permitted. Image recording devices, such as mobile phones, may be carried unsealed, but may not be used to record images or sound.

### 6.4 Confidentiality



Recording or filming operating equipment, components or working methods is forbidden. Image recording devices, such as mobile phones, may be carried unsealed, but may not be used to record images or sound. The obligation arises from the mutual Non-Disclosure Agreement. Furthermore, even after completing their visits, visitors are obliged to maintain confidentiality towards third parties about the above-mentioned matters.

### 6.5 Restricted access



In the interests of your own safety and the protection of information assets, entering parts of the company that are not part of your area of operation is forbidden. The access authorisations for this purpose are defined on the visitor pass. In exceptional cases, other parts of the company may be entered, if required to carry out the job at hand, after discussion with the head of department concerned or Hanomag's shift manager.

## 7 Dangerous work, highly dangerous work, work with special risks



Dangerous work, highly dangerous work and work with special risks may only be carried out in the presence of a supervisor. A written permit must always be obtained from the Hanomag head of department/shift manager/coordinator for the following work:

- Work that involves a naked flame, including welding, separating, sanding etc. in areas with a fire risk
- Electrical work on machinery and equipment while the power is switched on
- When people work alone
- Work with a risk of falling
- Demolition work

The visitor's employer must provide the relevant personal protection equipment.

## 8 Accident prevention

Statutory and trade association occupational, environmental and health protection regulations and accident prevention regulations apply. The statutory regulation on working hours must be adhered to.

### 8.1 Internal safety regulations

- Our company's tools, devices, equipment and machinery may not be used without our permission.
- Protective/safety devices on machines and equipment may not be bypassed or rendered ineffective.
- If electricity needs to be switched off to carry out the work, the procedure must be discussed with the contractor.
- Materials stored and stacked must be arranged in such a way that they do not put health and safety, production processes, transport and the flow of traffic at risk. Storage areas, and supply and disposal facilities may only be used after they have been assigned.
- Construction site areas, excavations, ditches, channels, holes in the ground etc. must be secured properly by the contractor during the entire construction period.
- It is the contractor's responsibility to secure the building site.
- Signs issuing instructions, prohibitions and warnings must be observed. They may not be removed or obscured.
- Access must be maintained to transit areas, entrances, exits, escape routes as well as fire extinguishing and rescue equipment at all times.
- When the sirens sound the building must be left immediately and any instructions followed.
- Before starting work, all employees must be aware of the location of the next fire extinguisher, the escape and rescue routes, the next emergency call phone and the first-aid material.
- Vehicles (e.g. industrial trucks, cranes, platform lifts) may only be driven with the right permit (in-company operation also requires an order in writing).

## 8.2 Personal protective equipment

Visitors may only enter the Hanomag production facility when accompanied by the employees concerned. The required personal protective equipment is specified.

- Always where the personal protective equipment required (protective goggles, protective shoes, ear muffs, etc.).
- Do not put yourself or others at risk while working because you have consumed alcohol or any other intoxicating substances. Employees who are suspected of being under the influence of these substances are ordered to leave the premises.
- PPE must be provided by the visitor's employer.



When planning workplaces, ergonomic factors are considered and taken into account in order to influence conduct at work and thus to prevent or minimize negative effects on health and safety.

## 8.3 Fire and explosion prevention



The fire prevention provisions apply.

## 8.4 Possible risks



Various risks are caused by production processes at Hanomag.

These include:

- Hazardous materials (gaseous, liquid - harmful, toxic, extremely flammable, oxidizing)
- Forklift traffic
- Crane operation
- Tripping points
- Pressurised gas bottles and other containers
- Magnetic fields





## 8.5 Using hazardous materials



The use of hazardous materials must be avoided. Hazardous materials may only be brought to the Hanomag site in daily quantities and must be removed by the third-party company at its own responsibility after the end of the working day. Following completion of the order, all residual quantities of hazardous materials and operating materials that have come into contact with these and were required to fulfil the order must be disposed of by the third-party company. Disposal in the waste containers located at Hanomag sites is prohibited. In the event of non-compliance, the site reserves the right to charge for disposal; this also applies to residual quantities of hazardous materials left behind. Substances and mixtures without REACH approval are prohibited.

Substances and mixtures that are toxic, explosive, dangerous to the environment or health hazardous (category 1) are also not allowed. If using

such materials is unavoidable, the following regulations must be followed:

- Information to Hanomag about which substances are used, in which quantity and for which purpose,
- Submission of the GHS safety data sheet and valid operating instructions, and
- the availability of the necessary personal protective equipment.

It has to be safeguarded, that any threats to persons and any water-, air- or ground pollution will be avoided. All third party employees, who are using hazardous substances at Hanomag's facilities need to know the specific operational- and transport-instructions.

## 8.6 Noise, dust, odours



Adverse effects caused by noise, dust and odours must be prevented as far as possible. If this is not possible, this must be stated in good time.

## 8.7 Authority to issue instructions, controls, non-compliance

Always follow the instructions provided by our managers. In the event of safety breaches, our managers are entitled:

- To order the work to stop until the fault has been eliminated;
- To exclude employees from taking part in any other activity who do not comply;
- To demand that unsafe equipment is immediately removed from the company's premises.

The Contractor shall bear the costs of any delays caused by such instructions. Hanomag shall carry out inspections to maintain order and safety. The inspections include checking all equipment introduced. Orders issued by Hanomag's head of department/shift manager/coordinator must always be followed. Contraventions may result in an immediate ban from the premises.



## Company Regulations for Third-party Companies and Visitors

### 9 Knowledge of the Company Regulations for Third-Party Companies and Visitors

We undertake herewith to comply with the "Company Regulations for Third-Party Companies and Visitors" issued by the Hanomag Lohnhärterei Group and verify that we have instructed all our employees and any employees of sub-contractors to comply with the Regulations.

In particular, we assure that our employees and employees of sub-contractors used by us:

- Know about the Company Regulations for Third-Party Companies and Visitors;
- Are instructed in line with article 4 DGUV V1 and articles 4, 8, 12 ArbSchG (German Health and Safety Act) and with regard to electrical engineering work in line with DGUV V3 and VDE 0105 part 100;
- Have been given the personal protective equipment required;
- only professionally qualified personnel will be used for operations requiring special skills (e.g. welding, operating platform lifts/industrial trucks/crane systems);
- That the permits and certificates are available;
- That required health and safety examinations have been performed;
- That the work to be carried out has undergone a risk assessment in line with the German Health and Safety Act and the appropriate measures have been implemented;
- That work on Sundays or public holidays has been registered with the supervisory authority;
- Construction and assembly work, and dismantling work that takes longer than ten work shifts must be reported to the responsible trade association in good time before such works begin. The award of partial services to subcontractors does waive the duty of disclosure (Sec. 3, German Statutory Accident Insurance (DGUV) V38).
- Employees from external companies have the option to submit suggestions for improvement to Hanomag. Such submissions may not, however, be suggestions that are already stated in the agreed delivery or service. Please use the Hanomag Lohnhärterei Group "Suggestions for Improvement" form, which can be printed out at Reception.

Place / Date

Stamp/signature of external company

Name in **CAPITAL LETTERS**

### 10 Freigabe und Versionsverfolgung

index	date	Description of changes	Created/ Changed by
10	25/06/2024	- Information security requirements included - Chapter 4 Company policy updated - Hazardous materials and pictograms updated	HHC/Maschke