



Operating Regulations for External Companies

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1. Prologue

Occupational safety, health and environmental protection have the highest priority at Broetje-Automation GmbH. The same safety standards and principles of conduct apply to external companies working on behalf of or on the premises of Broetje-Automation GmbH as to the employees of Broetje-Automation GmbH. We expect external companies (hereinafter referred to as contractors) and their employees who work on our premises to ensure that occupational safety, health and environmental protection are also a natural part of their daily work. The Contractor undertakes to observe and comply with all applicable laws and regulations relevant to the contract as well as the generally recognized rules of technology. In addition, company regulations are in place for the protection of our employees, contractors and visitors, the content of which is explained below.

The "Company Regulations for External Companies" represent an excerpt of all plant-specific and inter-company regulations to be complied with and are primarily intended to serve as an aid to the contractor. However, they do not release the Contractor from its obligation to comply with the regulations and rules on occupational health and safety and environmental protection that also apply. The Contractor undertakes to instruct its employees employed by the Client on the company regulations and to provide the Client with documentation on this. By accepting the order, the contractor has acknowledged the following regulations for external companies and has undertaken to implement them.

Broetje-Automation GmbH is certified according to:

ISO 9001:2015

EN 9100:2018

ISO 14001:2015

ISO 45001:2018

The Health and Safety Officers

2. General

2.1 Acknowledgement and Confirmation

Confirmation that you have read the "Company regulations for external companies" is given when you enter our premises by signing the "Visitors list" at reception. The company regulations will be made available to you by our purchasing department when you place your order. Acceptance can also be confirmed directly on the document if required, see page 16.

2.2 Scope

The "Company Regulations for External Companies" are an integral part of the contract concluded between Broetje-Automation GmbH and the contractor and must be recognized as binding. They also apply to subcontractors employed by the contractor. The provisions apply to all deliveries and services provided by the contractor on the premises of Broetje-Automation GmbH.

2.3 Compliance with Regulations

Before starting work, inform yourself within the plant about the regulations that are relevant for your work, as well as about the location of the nearest escape routes, fire extinguishers, fire alarms, emergency call and first aid facilities. On the premises of Broetje-Automation GmbH, the relevant occupational health and safety laws, ordinances, accident prevention regulations and generally accepted safety and occupational health rules must be observed.

Before entering the premises and commencing work, the contractor shall be obliged to obtain information about the necessary operating regulations and safety measures from the coordinator responsible for him or the responsible specialist department and to comply with them. He shall also ensure that all workers employed by him on the premises of Broetje-Automation GmbH have also been instructed accordingly. This shall also apply to any subcontractors and joint ventures used by the main contractor. All employees must sign in at the reception before starting work and sign out at the reception after the end of work.

2.4 Risk Assessment

Prior to commencing work on the premises or in the buildings of Broetje-Automation GmbH, the client and the contractor shall conclude a coordination agreement, in the context of which persons responsible for occupational health and safety shall be appointed and a risk assessment of the work to be performed and the resulting hazards for all parties involved shall be carried out. The results and measures resulting from this risk assessment are mandatory for all parties involved. In the event of changing conditions or deviations from the original job schedule, the risk assessment must be checked and revised if necessary.

2.5 Operating Time

The working and break times must always be adapted to the times valid at the Broetje-Automation GmbH site. Exceptions can only be granted after prior consultation and approval.

2.6 Imported Items

Electrical equipment brought in must have a valid test according to DGUV V3. All other work equipment must be tested and undamaged in accordance with the valid specifications this also applies to personal protective equipment of any kind.

2.7 Set Up for the Work and Construction Site

The setting up of a work site / construction site, the erection of construction fences, machines, etc., the creation of material storage areas and the determination of escape and rescue routes as well as traffic

routes on the construction site may only be carried out in agreement with the supervising specialist department and the coordinator. A schedule and a risk assessment must be available for the work to be carried out and, in particular, the specifications from DGUV Regulation 38 and the Construction Site Ordinance must be taken into account and complied with.

2.8 Order at the Workplace

Workplaces are to be kept clean. Tools, equipment and materials shall be properly stored in the places assigned by the Client Coordinator. Before leaving the workplace, the Contractor shall thoroughly clean the work areas used by him and properly dispose of packaging material, empty hazardous material containers and any other waste or other materials.

2.9 Narcotics

The consumption of alcohol, drugs and other intoxicants is prohibited in all buildings and at all locations of Broetje-Automation GmbH, this also applies to the use of medications that influence consciousness. Employees who violate these regulations will be expelled from the premises.

2.10 First Aid

In the event of a fatal, serious or mass accident, immediately dial one of the plant's emergency numbers. Contractor shall comply with its accident reporting obligations as required by law. Contractor shall also provide an adequate number of first responders while on the premises and in the buildings of Broetje-Automation.

3. Compliance with Site Protection Measures

3.1 Local Instructions

The presence of external company employees on the plant premises is generally governed by the local instructions and regulations of the respective plant / location. These plant regulations govern the safety and plant protection measures as well as organizational procedures specific to external companies. The instructions of the occupational safety specialist, the assigned coordinator and the respective area manager must be followed.

3.2 ID Card

The loss of the plant ID card must be reported to the client immediately. After completion of the activity, the plant ID card is to be returned to the reception without being asked.

3.3 Visitor Escort Requirement

In certain cases, depending on local instructions, there is an obligation to accompany visitors.

3.4 Way to Work

The contractor is obliged to ensure that his employees enter the plant premises only shortly before the start of work and proceed directly to the place of work. Immediately after the end of work, the plant premises are to be left again by a direct route without entering other plant facilities and areas that are not released for the contractor and his employees. The contractor shall be shown the relevant areas by the external company coordinator during a walk-through prior to the start of work.

3.5 Supervision

For the protection of the operational and personal property of Broetje-Automation GmbH, inspections may be ordered which extend to items carried by the contractor. This also applies to all transport vehicles of external companies, including their cargo, which enter or leave the factory premises.

3.6 Photos and Audio Recordings

It is forbidden to carry photographic, video, film and tape recorders, as well as the recording of photos, films and sound recordings is prohibited. If recordings are necessary, permission must be requested from the responsible coordinator.

3.7 Duty of Confidentiality and Secrecy

In accordance with the contractual obligation, external companies and their employees are obliged to maintain the strictest confidentiality of all information and knowledge made accessible to them in connection with their order and stay with Broetje-Automation GmbH. The obligation to maintain secrecy shall continue to exist even after termination of the order.

Objects, documents, and data carriers of any kind may not be taken away, reproduced, photographed or made accessible to unauthorized persons without permission. Connecting computers or data carriers of any kind to the Broetje-Automation network or Broetje-Automation hardware without approval and release by the responsible coordinator is prohibited. At the end of the order, all documents may have to be returned to the client and/or proper destruction confirmed in writing. The results of the services rendered by the client must also be kept confidential from third parties.

3.8 Deviations From the Regular Working Hours

For all work that is to be carried out outside the working hours of the client, on non-working days, Saturdays or Sundays and public holidays, the Contractor shall apply for a special work permit from the supervising department/coordinator at least one week in advance.

4. Monitoring and Instructional Authority

4.1 Coordination Agreement and Coordinator

In accordance with the applicable laws and regulations, the client and all contractors involved agree on all necessary measures regarding occupational safety and health protection of all employees in a joint coordination meeting in good time before the start of work.

Before commencing work on the premises or in the buildings of Broetje-Automation GmbH, the customer and the contractor shall conclude a coordination agreement, in the context of which persons responsible for the job shall be named on both sides and a written risk assessment of the work to be performed and mutual hazards shall be carried out. The results and measures resulting from this risk assessment are mandatory for all parties involved.

The coordinator appointed by the customer has authority to issue instructions to the contractor and his employees. He has the right to request all necessary documents from the contractor, in particular the work flow chart, proof of instruction and authorization, etc.

The coordinator's authority to issue instructions does not release the contractor's superiors from their responsibility and duty of supervision towards their employees and subcontractors.

If the contractor commissions further subcontractors, the contractor shall be obliged to inform the subcontractors commissioned by it of these "Operating Regulations for External Companies" of Broetje-Automation GmbH and to execute a coordination agreement including risk assessment with the subcontractor in writing.

4.2 Other Commissioners

The Contractor may appoint and commission further agents such as project managers and assembly managers and, if necessary, further subcontractors who assume tasks and competences in the area of ensuring occupational safety measures and have authority to issue instructions with supervisory duty over employees of their own company and of subcontractors.

4.3 Questions About Work Safety and Fire Protection

If there are any questions regarding occupational safety or fire protection in relation to the work to be carried out or otherwise, please contact the occupational safety specialist.

5. Dangerous Work and Permits

5.1 Instruction

The following work requires careful coordination between supervisors and employees of the contractor and require an on-site briefing by the coordinator appointed by Broetje-Automation:

- › Welding, soldering, grinding and cutting work with open flames and the handling of flammable or other hazardous substances (e.g. floor adhesives) must be reported to the area managers.
- › Entering confined spaces, pits and supply and disposal channels.
- › Work on fire extinguishing, alarm and warning systems.
- › Working in rooms equipped with automatic (e.g. CO2) extinguishing systems.
- › Removal of protective devices.
- › Work on containers and pipelines.
- › Working on electrical equipment and in areas subject to radiation, fire and explosion hazards.
- › Use of hazardous materials, e.g. chemicals, and use of hazardous equipment, e.g. lasers, X-ray equipment, etc.
- › Roof work including maintenance of air conditioning units and ventilation systems.
- › Earthwork such as excavation of excavation pits and manholes.
- › Work with truck-mounted cranes on the company premises.
- › Work on automatically controlled equipment.
- › Erecting and dismantling scaffolds.
- › Use of lifting platforms.

5.2 Work Permit and Qualifications

In each individual case, the contractor, project manager or another responsible person must obtain an authorization before the order is executed. Certain activities, such as crane travel, may only be carried out with a valid crane certificate including valid precautions and confirmation of the company.

5.3 Working Alone

Working alone is generally to be avoided and is only permitted in exceptional situations after prior agreement between the client and the contractor.

6. Machinery, Equipment, Facilities

6.1 Work Equipment (Tools, Machinery, etc.)

The tools, equipment, machines or systems used must comply with the relevant accident prevention regulations and be in perfect condition. Electrically operated devices must be tested in accordance with DGUV regulations. The imported electrical equipment must be marked with an inspection sticker. When used in explosion-proof areas, the relevant specifications must be observed and only devices with EX protection must be used. In the case of measuring equipment used by the contractor, we reserve the right to request a list of the measuring equipment and proof of valid calibration before starting work.

6.2 Personal Protective Equipment

The Contractor shall provide its employees with the PPE appropriate to the hazard situation or the prescribed PPE. He shall ensure that the protective equipment complies with the legal requirements, is always in proper condition and is used by the employees in accordance with the work assignment. In the production facilities of Broetje-Automation GmbH, it is generally mandatory to wear safety shoes of class S3, shorts may not be worn and in some areas, it is mandatory to wear safety goggles and ear protection.

6.3 Electrical Installations

All work in the vicinity of or on electronic equipment, regardless of the voltage status, may only be carried out after prior approval by the responsible electrician. The relevant regulations, in particular the 5 safety rules (disconnect, secure against reconnection, determine absence of voltage, ground and short-circuit and cover adjacent live parts) must be observed. Unauthorized actions on all electrical equipment are strictly prohibited.

6.4 Electrical Connections

Electrical connections to the Broetje-Automation GmbH plant network may only be made after prior consultation with the coordinator and the customer's electrical department. The work is always carried out by the customer's electrical department.

6.5 Factory Facilities

The use of the client's own equipment, machines, materials, etc. is only permitted with the approval of the responsible specialist department / the responsible coordinator.

6.6 Information Processing

IT equipment (PCs, notebooks, smartphones, accessories, etc.) may only be introduced into the plant and set up with the prior approval of the IT department / coordinator. Connecting EDP devices to the client's network is generally not permitted. The use of the customer's own IT equipment is only permitted with the prior approval of the person responsible for the area and the IT department and exclusively for the fulfillment of contractual tasks. It is prohibited to make unauthorized changes (technical modifications, changes of location, installation of software, etc.) to the client's own IT equipment. The ordering party's guidelines for information processing must be complied with.

7. Hazardous material and fire protection

7.1 Risk of Fire and Explosion

Observe prohibition signs! In areas of work where there is a risk of fire and / or explosion (e.g. storage areas for combustible materials and safety cabinets), smoking, handling of open light and fire as well as spark-generating devices and tools are prohibited. The electrical appliances and tools used must be tested in accordance with DGUV V3 (only use appropriately protected equipment and tools in an EX-environment).

7.2 Disposal of Waste and Residues

After completion of work on buildings, plant or machinery, a final inspection must be carried out with the coordinator. Particular attention must be paid to ensuring that the safety equipment concerned is functioning properly again. The work site must be left in a safe and orderly condition. This means that all parts, materials, screws, rivets, beverage bottles, empty containers, packaging material, etc. left lying around as well as all liquid or solid residues must be collected and taken back immediately by the contractor and disposed of in accordance with the applicable statutory provisions.

7.3 Handling of Hazardous Substances

Only working materials and hazardous substances approved by Broetje-Automation GmbH may be brought in and used. For this purpose, current safety data sheets and, if applicable, technical data sheets, product information and operating instructions must be available. More detailed information can be obtained from the locally responsible hazardous materials officer or the responsible specialist for occupational safety. The coordinator and the responsible specialist department must be informed before the substance is used.

Only demonstrably instructed persons may handle working and hazardous substances as approved by the client. Substances brought onto the premises must have secure packaging and proper labeling. The use of working materials with carcinogenic potential is generally prohibited.

Hazardous substances must not be allowed to enter the ground or the sewage system. Emergency precautions and behavior in the event of danger must be ensured and clarified before use.

8. Construction and Assembly Work

8.1 Assembly Instructions

The currently valid accident prevention regulations and legal principles of occupational health and safety on construction sites, in particular DGUV Regulation 38 "Construction Work", must be observed and apply to all persons working on a project. Class S3 safety shoes must be worn on the construction site. Depending on the work to be performed, further personal protective equipment such as protective equipment against falls, hearing protection, eye protection, hand protection and / or respiratory protection must be worn. Work on ladders may only be carried out in exceptional cases. Mobile scaffolds must be inspected by authorized personnel after assembly (in accordance with the instructions for assembly and use) and before use. Climbing aids (e.g. ladders) must be checked for visible defects before use. If defects are found, they must not be used. Aerial work platforms may only be operated by trained persons.

At workplaces with a working height of more than 1 m, work may only be carried out with fall protection (PPE) if there is no guardrail. All lifting gear and safety devices on machines / equipment must be in a technically perfect condition and, if the inspection period is missing / has expired, must be inspected before use. All components must be checked for visible damage, deformation and cracks before installation. If any damage is found, the installation shall be stopped and the coordinator or the technical department shall be informed.

Defective work equipment and work process disturbances must be reported immediately to the coordinator. Cranes may only be operated by authorized persons and only after local instruction by the coordinator of the client or a person authorized by him.

For hazardous work such as welding, grinding, cutting and other work involving fire hazards, permission must be obtained and, if necessary, the fire alarm system must be switched off in advance. A risk assessment must be carried out to determine whether employees are at risk from one another and to exclude this risk by coordinating the work.

Damaged and unmarked load handling attachments must not be used. Failure to comply with this requirement may result in serious personal injury.

For external construction sites and projects, the operating regulations and safety rules of the respective customer of Broetje-Automation GmbH also apply.

8.2 Ladder, Stairs, High-Level Jobs

Ladders, stairways and scaffolding must be designed and used in accordance with the relevant regulations and technical rules. When working on high-level, site- changing workplaces, it is necessary to use safety scaffolds, safety nets or safety harnesses. Special protective measures must be taken when workers on workplaces and roads can be endangered by the fact that objects from higher-level workplaces, traffic or operating facilities fall.

8.3 Storage and Pile

Bearings and stacks shall be erected, maintained and removed in such a way that employees are not endangered or falling objects or escaping substances do not endanger employees.

8.4 Work on Roofs

Administration building:

Access via canopy with secured extension ladder. Do not enter skylight domes.. Use only the marked path. Use the anchor points and protective equipment against falling to secure yourself against falling.

Production hall:

Use access ladder, do not enter skylight domes. Use the anchor points and protective equipment against falling to secure yourself against falling.

8.5 Civil and Underground Engineering

Before starting any civil engineering work, the contractor must obtain information from the relevant departments, the responsible coordinator and, if necessary, the construction authorities about the location of current-carrying cables, water, gas and oxygen lines and other local conditions and must take this information into account when carrying out the work. Driving stakes and iron rods into the ground is generally not permitted. Where it cannot be avoided for the installation of anchors and the like, the prior approval of the site management or the client's coordinator must be obtained in each individual case.

8.6 Protections

Construction sites, excavations, pits, channels, Ground openings and other hazardous areas must be secured in accordance with regulations in coordination with the coordinator.

8.7 Breakthroughs

Breakthroughs in fire walls, intermediate walls and corridor walls must be immediately secured with fire protection cushions or similar and must be closed in accordance with regulations after completion of the work.

8.8 Precaution

The employees deployed by the contractor must receive the legally prescribed medical check-ups resulting from their activities and tasks. The proofs of this must be made available to the client if required, as, among other things, customers of Broetje-Automation may demand these in order to ensure the fitness of the external personnel. Without valid precautionary certificates, activities may be prohibited.

9. Spaces, Traffic Routes, Signs

9.1 Entering Rooms, Operating Machines

Any entering of rooms and installations, the operation of machines and equipment, as far as this is not necessary for the fulfillment of the order, is forbidden.

9.2 In-House Transport

For driving and parking on the premises of the customer the regulations of the Road Traffic Act apply. Vehicles parked in violation of the regulations may be removed at the customer's expense. Vehicles that participate in internal transport and traffic must comply with the provisions of the Road Traffic Licensing Regulations and the relevant accident prevention regulations. They may only be driven or operated by persons who have been appropriately trained and authorized in writing by the contractor. The posted speed limits must be observed. Special incidents in which you are involved, accidents, damage to parked vehicles as well as other cases of damage, are to be reported to the coordinator immediately.

9.3 Treat of Traffic and Escape Routes

Traffic routes, escape and rescue routes, Emergency exits, safety equipment (such as fire extinguishing equipment, body and eye showers, etc.) and access to electrical equipment must not be obstructed.

9.4 Information Signs

Prohibition and mandatory notices at our locations must be observed.

10. Violations of the Operating Regulations

In the event of violations of the company regulations, external company employees are responsible for the consequences resulting from their misconduct.

In the event of serious violations of the company regulations, the Customer may demand that the Contractor exclude the violating employee or vicarious agent from further work. Under certain circumstances, termination of the contractual relationship with the Contractor may be considered. The assertion of claims for damages shall remain reserved in the event of non-compliance with these company regulations.

11. Environmental Protection

Environmental protection is a top priority for us, and all external companies are expected to comply with correspondingly high standards. Compliance with the applicable environmental protection laws is a mandatory requirement. The environmental protection officer or the coordinator named by the client must always be notified of any work that affects environmental protection so that the necessary support can be provided if required.

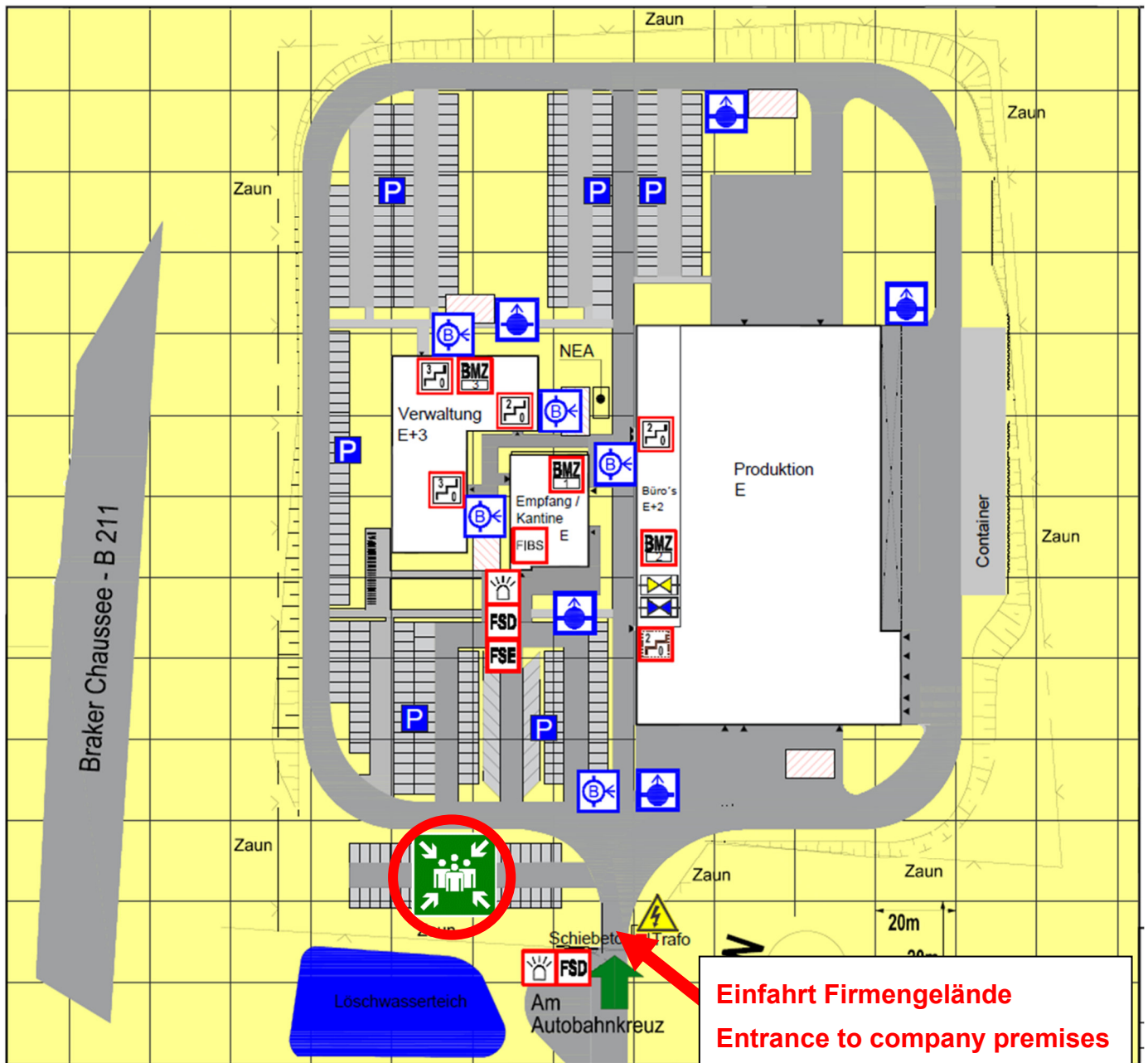
12. Liability

The Contractor shall indemnify the Customer against all claims of third parties which they raise against the Customer in connection with an infringement of legal property for which the Contractor is responsible. The Contractor shall be liable for the transportation, storage and safekeeping of all working materials and equipment as well as other property values, for services and facilities provided until acceptance by the Client and for all damage caused by its vicarious agents. He shall take all necessary protective measures and precautions himself. For obligations that are not part of the main contractual obligations, the client shall only be liable in the event of intent and gross negligence.

13. Emergency Numbers

Contact	Name	Internal	Mobile
Feuerwehr Fire Department	-	-	112
Polizei Police	-	-	110
Polizei Rastede Police Station Rastede	-	-	+49 (0) 4402 916 520
Gebäudemanagement Facility Management	Herr Lübben Herr John	230 434	+49 (0) 171 556 831 5 +49 (0) 151 540 413 60
Abteilungsleiter Produktion Production Manager:	Herr Wawrzynowski Herr Wilhelms	240 430	+49 (0) 151 200 296 70 +49 (0) 170 337 742 1
Fachkraft für Arbeitssicherheit Specialist for work safety	Herr Thein	744	+49 (0) 170 789 337 3
Brandschutzbeauftragter Fire Prevention Officer	Herr Thein	744	+49 (0) 170 789 337 3

14. Overview Plan of the Company Premises



15. Confirmation of the External Company

We hereby confirm that we have received and acknowledged the
"Company Regulations for External Companies" of Broetje-Automation GmbH. We
 also confirm that the **"Company regulations for external companies"** have been read and
 understood by all employees deployed by the contractor at the client's premises.

Company:

Responsible Person:

Place, date:

Signature:

List of employees deployed:			
Surname	First Name	Instruction date	Signature