

AA.DSM-U-380	<b>Work instruction</b>	
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## Safety regulations for external companies and visitors (company regulations)

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**TABLE OF CONTENTS**

**1 PURPOSE ..... 3**

**2 SCOPE OF APPLICATION ..... 3**

**3 DEFINITIONS ..... 3**

**4 RESPONSIBILITIES..... 3**

**5 PROCEDURE ..... 4**

5.1 Introduction..... 4

5.2 Visitor's passes/visiting the premises ..... 4

5.3 Keys ..... 4

5.4 Factory security ..... 4

5.5 Traffic regulations on R. STAHL company premises ..... 4

5.6 Escape routes ..... 5

5.7 Accidents..... 5

5.8 Photographs, video and audio recordings ..... 5

5.9 Smoking in the R. STAHL buildings..... 5

5.10 Fire and explosion hazards..... 5

5.11 Prohibition of alcohol and drugs..... 5

5.12 Lost property..... 5

5.13 Items brought to the company..... 5

5.14 Items taken away from the company ..... 5

5.15 Entering rooms and operating machines ..... 5

5.16 Hazardous work ..... 6

5.17 Confidentiality ..... 6

5.18 Data Protection ..... 6

5.19 Special regulations for external personnel ..... 7

5.19.1 Signing in ..... 7

5.19.2 Safe working ..... 7

5.19.3 Disposal of waste and residues ..... 7

5.19.4 Tidiness at the workplace and assembly area ..... 8

5.20 Violations of the company regulations/liability ..... 8

5.21 Equal treatment..... 8

AA.DSM-U-380	Safety regulations for external companies and visitors (company regulations)	5.0
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6 OTHER APPLICABLE DOCUMENTS..... 8

7 CONFIRMATION ..... 9

8 REVISION HISTORY ..... 10

## 1 Purpose

These company regulations are meant to ensure and improve the safety and health of our own employees and employees of external companies when working here, as well as that of visitors, by measures implemented for occupational safety. (German Occupational Safety and Health Act (ArbSchG) Section 1)

Work has to be performed in such a way that hazards that could result in injury or death are prevented and that the remaining risks are kept at a minimum. (German Occupational Safety and Health Act (ArbSchG) Section 4 para. 1)

## 2 Scope of application

These safety regulations apply to R. STAHL AG, all factories and subsidiaries of R. STAHL Schaltgeräte GmbH in Germany, R. STAHL HMI Systems GmbH and R. STAHL Services GmbH.

## 3 Definitions

External companies are companies and their subcontractors as well as their employees ("external employees") who, in order to fulfil contractual obligations towards R. STAHL, spend time on R. STAHL company premises and/or in R. STAHL buildings. This also includes temporary staff and customer employees involved in order acceptance.

Tenants renting R. STAHL premises and the employees of these tenants are also regarded as external companies.

Visitors are external parties who are present on R. STAHL company premises temporarily.

According to these company regulations, the employer representative is the R. STAHL employee who is responsible for awarding contracts to external companies or receiving visitors.

## 4 Responsibilities

The R. STAHL employee responsible for external companies must ensure that the company regulations for external companies are integrated into the service contract and that they are observed by the external company. (German Occupational Safety and Health Act (ArbSchG) Section 3 para. 1) The most recent version is to be made available to the contractor each time a contract is awarded. If a contract is awarded to an external company at short notice by phone, staff at this company must ensure that they are briefed in these company regulations by the relevant R. STAHL employee and must also document this.

Besides other obligations specified in these company regulations, the external company must ensure that its employees and/or other persons that are required in order to fulfil the contractual obligations present on R. STAHL premises are informed about these regulations, regardless of whether or not these persons were given a copy of these company regulations by R. STAHL (German Occupational Safety and Health Act (ArbSchG) Section 7.7). All other agreements between R. STAHL and the contractual partner remain unaffected.

If employees from several employers are working at the same workplace, then the employers or their representatives are obligated to work together to ensure that these safety and health regulations are observed, i.e. they are required to inform one another about possible hazards and to agree on preventative measures.

(German Occupational Safety and Health Act (ArbSchG) Section 8 para. 1)

Depending on the type of activities being performed, the employer or their representative must ensure that the employees of other employers working for their company receive proper instructions with regard to safety and health hazards arising during the work. (German Occupational Safety and Health Act (ArbSchG) Section 8 para. 2)

The employer or their representative must take measures to ensure that only employees who have received adequate instructions and the relevant safety training are allowed access to especially hazardous work areas. (German Occupational Safety and Health Act (ArbSchG) Section 9 para. 1)

All visitors must sign in at the reception desk. There you will be given the flyer "Safety information for visitors and external companies". Every visitor must sign this flyer to confirm that they have been given it, have read its content and will adhere to the safety regulations which apply on R. STAHL company premises. The employer representative to whom the visitor is assigned is responsible for ensuring that the visitor signs the flyer as confirmation and hands it in. If the visitor refuses to do so, they will not be permitted onto R. STAHL company premises.

Visitors also include all attendees at seminars and events which take place on R. STAHL company premises.

## **5 Procedure**

### **5.1 Introduction**

The generally recognised technical regulations as well as the relevant occupational health and safety regulations must be complied with when planning and awarding a contract to an external company.

### **5.2 Visitor's passes/visiting the premises**

The persons named in section 3 are given a visitor's pass, which must be worn so that it is visible at all times for the entire time they are on R. STAHL premises. In order for a visitor's pass to be issued, the visitor must have signed the flyer "Safety information for visitors and external companies" as confirmation and must have handed in this flyer. If they have not done so, a visitor's pass cannot be issued. The visitor's pass is not transferable and has to be picked up at the reception desk upon entering R. STAHL company premises and/or the R. STAHL building.

The visitor's pass is issued by reception staff and has to be returned unrequested when the work is completed. The reception staff must be informed immediately if the visitor's pass is lost.

If the work goes on for longer, the employees will get a company ID card from the Facility Management department or the relevant person, with the respective marking, granting access to the required premises. This company ID card also has to be worn so that it is clearly visible at all times. When the work is completed, this ID card has to be returned to the Facility Management department/relevant person. The Facility Management department/relevant person must be informed immediately if the visitor's pass is lost.

All visits to R. STAHL premises outside regular R. STAHL working hours (weekdays before 6 a.m. and after 4.30 p.m., on Saturdays, Sundays and public holidays, and when R. STAHL is temporarily closed) must be agreed on with the R. STAHL representative in advance.

All other contractual agreements remain unaffected.

### **5.3 Keys**

If required, R. STAHL will provide keys in good time and free of charge. The external company is liable for loss of or damage to the keys. The keys have to be returned to the R. STAHL representative on a daily basis.

Company ID cards can also be used to unlock doors; the R. STAHL representative has to be informed immediately if these are lost.

The external company is liable for any damage caused to R. STAHL resulting from inappropriate use of the keys and company ID cards that have been provided.

### **5.4 Factory security**

Doors and windows must be kept closed. Exterior doors must not be blocked; they are only permitted to be kept open by a second person. Do not let unknown persons into the building or onto company premises.

Only individuals with a valid company ID card or visitor's pass are permitted on company premises.

### **5.5 Traffic regulations on R. STAHL company premises**

German Road Traffic Regulations (Straßenverkehrsordnung) apply to driving and parking on R. STAHL company premises. Driving is at the driver's own risk. All traffic signs have to be observed like official traffic signs. Building entrances, escape routes, fire lanes and emergency routes have to be kept clear at all times. Vehicles may be towed away at the owner's or driver's expense. The R. STAHL representative must be informed immediately about any particular incidents, especially accidents, damage to parked vehicles or other cases of damage.

The generally applicable rules for traffic accidents remain unaffected. R. STAHL only assumes liability within the scope specified by statutory regulations.

## 5.6 Escape routes

The persons named in section 3 must find out the location of the nearest escape and evacuation routes, fire extinguishers, fire alarms and emergency call equipment, as well as about the steps to take in case of an emergency. Traffic routes, escape and evacuation routes, emergency exits, safety equipment (such as fire extinguishers and eye showers, etc.) and access to electrical equipment must not be obstructed or blocked.

## 5.7 Accidents

The Occupational Safety department has to be informed of any accidents immediately. Follow R. STAHL's instructions in case of an emergency.

As a general rule, first aid has to be provided by the external company. If, after an accident, first aid is provided by R. STAHL employees, the responsibilities of the contractual partner remain unaffected.

## 5.8 Photographs, video and audio recordings

Photographs and video and audio recordings on R. STAHL premises are only permitted with the written consent of R. STAHL. Violation of this rule may result in the photographs, video and audio material being confiscated and destroyed by R. STAHL.

## 5.9 Smoking in the R. STAHL buildings

Smoking is prohibited anywhere in the R. STAHL buildings; there are smoking areas outside the building. Smoking is only permitted in the designated smoking areas.

## 5.10 Fire and explosion hazards

Prohibition signs on R. STAHL premises must always be observed. Fire and open flames are prohibited in work areas in which there is fire and/or explosion hazard. Fire and open flames must be approved by the fire safety officer (hot-work permit). Only explosion-protected devices and tools may be used in explosion-protected areas. An automatic fire alarm system and a sprinkler system that cover the entire factory are installed. The external company will bear the costs that result from negligent triggering of the alarm.

## 5.11 Prohibition of alcohol and drugs

No controlled substances (alcohol, drugs, etc.) of any kind may be brought on to factory premises or used or passed on to others.

Persons under the influence of alcohol or drugs are not tolerated on R. STAHL premises.

## 5.12 Lost property

Items that are found on R. STAHL premises must be handed over immediately to the R. STAHL representative or to the reception desk. R. STAHL expressly points out that keeping lost property will lead to the filing of criminal charges and criminal prosecution without any exceptions.

## 5.13 Items brought to the company

Items, materials and tools that are brought to the company have to be secured against unauthorised use and theft. R. STAHL will not be liable for the loss of property.

## 5.14 Items taken away from the company

Items that have not been brought to the company by the persons named in section 3 may only be removed from R. STAHL premises if the R. STAHL representative has provided the necessary approval.

## 5.15 Entering rooms and operating machines

It is not permitted to enter rooms and facilities or to operate machines and devices that are not required to fulfil contractual obligations. Permission to use the break rooms and the canteen may be granted on request on a case-by-case basis.

### 5.16 Hazardous work

The following work requires careful coordination by the person responsible from the external company and requires written approval and an on-site briefing by the R. STAHL representative:

- Welding, soldering, grinding and cutting work, as well as work involving open flames and the processing of flammable and oxidising hazardous substances (working with flammable materials)
- Work in confined spaces, containers, pits and supply and waste channels
- Work on fire extinguishing, alarm and warning systems
- Work in rooms that are protected by automatic fire extinguishing systems (except sprinkler systems)
- Use of hazardous substances according to the German Ordinance on Hazardous Substances (Gefahrstoffverordnung)
- Removal of protective devices
- Work on containers and pipelines
- Work on electrical systems and in areas where there is a risk of radiation, fire or explosion
- Earth-moving work, such as digging of construction pits and shafts
- All work during which sprinkler heads may be damaged
- Work in areas that are protected against electrostatic discharge (ESD)
- Work in the laboratory using the test rigs

A written permit procedure applies to work involving flammable materials.

Before starting work, the R. STAHL representative must be informed about the safety data sheets of the hazardous substances or hazardous mixtures that are to be used.

If hazardous substances or hazardous mixtures are used by the external company, the person responsible from the external company must obtain approval and information about the necessary protective measures before starting work. Once the activities are complete, all of the hazardous substances must be taken away again.

### 5.17 Confidentiality

The persons named in section 3 will treat as strictly confidential all facts and information provided by R. STAHL while on R. STAHL premises and neither pass these on to third parties nor use them for any other purpose than to fulfil the contractual obligations towards R. STAHL. This does not apply if the information has already been released by R. STAHL or became common knowledge without violation of this agreement. This applies in particular to facts or information about operating procedures, operating results, production figures, products, business policy, dues, receivables, organisational, social or business-related measures, and purchasing data.

### 5.18 Data Protection

The persons named in section 3 are obligated to comply with the provisions of the General Data Protection Regulation (GDPR). Personal data obtained or processed while working at R. STAHL must not be made accessible to others for any other purpose than that required for the legal performance of duties, nor may it be utilised in any other way.

The external company undertakes to inform its employees about the requirement to keep personal data confidential and to expressly obligate them to meet this requirement according to Section 32 para. 4 of the GDPR if they are performing tasks relevant to data protection.

This obligation to maintain confidentiality continues to apply even after termination of the current contractual relationship with R. STAHL. In the event that the data protection provisions or other relevant legal regulations are violated, fines or imprisonment are stipulated by the German Data Protection Act (Datenschutzgesetz).

## 5.19 Special regulations for external personnel

All persons named in section 3 are required to take all necessary precautions to prevent hazards to themselves, R. STAHL employees and R. STAHL equipment.

This concerns, among other things:

### 5.19.1 Signing in

Before starting work, external staff must obtain a visitor's pass at the reception desk after they have confirmed in writing that they will adhere to the safety regulations which apply on R. STAHL company premises (see section 5.2). This visitor's pass entitles the visitor to be present on company premises. Only personnel involved in the job are permitted to remain on R. STAHL premises (see 5.2).

Once the work is complete, the visitor's pass must be handed in at the reception desk.

External staff are not permitted to bring family members, other people, children or animals along with them.

### 5.19.2 Safe working

The following information always has to be observed:

- **Work equipment** (tools, devices, etc.)

The work equipment used to fulfil the contract must comply with the relevant regulations, must be in perfect condition, and must be tested in accordance with legal regulations (e.g. DGUV V3). If a DGUV V3 test has not been performed for electrical equipment, or if it has expired, this equipment must not be operated using the mains at R. STAHL

Batteries for battery-powered equipment are only permitted to be charged during working hours and under supervision.

Chargers must also be tested in accordance with DGUV V3.

- **Performing the work**

All work must be carried out in accordance with the relevant regulations. This concerns, in particular, the regulations on electrical safety and the setting up and securing of workplaces (e.g. barriers, crane runway, elevated work platform). The employees have to be qualified and trained/briefed for the activities they are to perform. Employees must present proof of qualification if they are requested to do so (driver's licence, proof of instruction, etc.).

- **Personal protective equipment**

In some areas of R. STAHL, special personal protective equipment has to be worn, e.g. protective goggles, protective clothing, safety shoes, protective gloves, ESD protection, etc.

Safety shoes must be worn in all production areas and in the logistics area.

The personal protective equipment required to perform the contracted work must be provided by the external company and brought to R. STAHL premises by it.

- **Evacuation of buildings**

In case of emergency (e.g. fire), an order can be given to evacuate the R. STAHL buildings. The evacuation order requires all persons present in the building to calmly leave the premises immediately, go to the assembly points and stay there until further instructions are given by R. STAHL.

### 5.19.3 Disposal of waste and residues

The principle of waste prevention generally applies. With regard to waste disposal activities, the external company must adhere to the company-specific regulations. There is no provision for waste to be transferred between R. STAHL and the external company.

This means:

- Materials to be disposed of that were the property of R. STAHL before the activity was performed will be disposed of by R. STAHL. This includes, for example, waste created through dismantlement and parts that have been removed from machines and systems.



- Materials to be disposed of that were the property of the external company before the activity was performed must be taken away and disposed of by the external company. This includes, for example, materials left over from installation, and cleaning cloths. The legal regulations for the specific waste type must be adhered to.

If you have any questions or problems, you can consult the waste management officer.

#### 5.19.4 Tidiness at the workplace and assembly area

The workplace and assembly area have to be kept clean. Materials and tools have to be stored securely. Tools, devices and materials may only be stored and kept in the places that have been designated by the R. STAHL representative.

#### 5.20 Violations of the company regulations/liability

R. STAHL and the factory security company are responsible for monitoring these company regulations. Serious violations of the company regulations will entitle R. STAHL to ban the person who violates these regulations from R. STAHL premises. In serious cases, R. STAHL is also entitled to terminate the agreement on which permission to enter R. STAHL premises was based without notice.

The external company is liable to R. STAHL for any damage that results from it, an employee or a subcontractor not observing these company regulations. The same applies to visitors.

#### 5.21 Equal treatment

The external company commits to fulfilling its organisational obligations towards R. STAHL pursuant to Section 12 of the German Equal Treatment Act (Gleichbehandlungsgesetz) and to informing its employees regularly and comprehensively about the content and the obligations that arise from these regulations to prevent unlawful discrimination.

According to these regulations, direct and indirect discrimination, harassment, sexual harassment and prompting of discrimination due to race, ethnic origin, religion or ideology, a disability, age, gender or sexual identity are prohibited.

The external company indemnifies R. STAHL from any damage claims that result from employees of this external company committing illegal violations of the German Equal Treatment Act (Gleichbehandlungsgesetz) towards R. STAHL employees.

Violation by an employee of the external company towards employees of R. STAHL entitles R. STAHL to terminate the contract with the external company without notice for good cause.

### 6 Other applicable documents

- All relevant laws, regulations, etc. which concern accident prevention, hazardous substances and further hazards
- Company-specific risk assessments for the sites
- All environmental regulations
- The generally accepted technical regulations must be applied

Any procedures which differ from these company regulations must be discussed with the R. STAHL representative and approved by them.

## 7 Confirmation

### Instruction by contractor:

Company: \_\_\_\_\_ Place: \_\_\_\_\_  
 Instructor's name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Instructor's signature: \_\_\_\_\_

**This signature confirms that the content of the safety regulations for external companies has been understood and will be complied with, and that all employees have been briefed before starting work at R. STAHL.**

Participant/employee:	Signature:	Participant/employee:	Signature:

### Instruction by R. STAHL:

Company receiving instructions: \_\_\_\_\_ Place: \_\_\_\_\_  
 Instructor's name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Instructor's signature: \_\_\_\_\_

**This signature confirms that the content of the safety regulations for external companies has been understood and will be complied with, and that all employees working at R. STAHL have been briefed.**

Participant/employee:	Signature:	Participant/employee:	Signature:

## 8 Revision history

Document version	Revision	Date
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