

# Provisions for external companies (contractors within the framework of contracts for work and services)

Instructions and rules of conduct on occupational safety and  
environmental protection for external companies and their employees

of Aumann Beelen GmbH, Aumann Espelkamp GmbH,  
Aumann Lauchheim GmbH, Aumann Limbach-Oberfrohna  
GmbH  
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## I. Preamble

The companies Aumann Beelen GmbH, Aumann Espelkamp GmbH, Aumann Lauchheim GmbH and Aumann Limbach-Oberfrohna GmbH (hereinafter referred to as "Aumann" or "Client") attach great importance to occupational safety and environmental protection. Therefore, for the protection of your employees and your own protection, please inform yourself about the regulations that are important for the execution of your order before you work within the Aumann plants. Furthermore, you are obliged to check before starting work whether the work to be carried out must be reported to and / or approved by an authority. If this is the case, a copy of the relevant notification and / or approval must be made available to the client before work begins. In accordance with Section 5 DGVU Regulation 1, Aumann as the client is obliged to inform you in writing to observe the rules and regulations specified in Section 2 (1) DGVU. As the Contractor, you shall be required to take measures to prevent accidents at work and to implement facilities, instructions and measures that comply with the provisions of these accident prevention regulations and the accident prevention regulations (Unfallverhütungsvorschriften) otherwise applicable to you and otherwise comply with the generally recognized safety regulations. Insofar as requirements are stipulated in other legal regulations, in particular work regulations, these remain unaffected.

## II. Scope of application

The "Provisions for External Companies (Contractors) under Contracts for Work and Services" are an integral part of the contract for work and services concluded between Aumann and the external company (Contractor) or its subcontractor. The provisions shall apply to all deliveries and services rendered for Aumann.

## III. General part

### 1. Entering / driving on the factory premises

Entering the factory premises is only permitted with the permission of the employee designated by Aumann as contact person or his authorized representative and is always at the employee's own risk.

External companies shall receive an authorization for their employees to stay at the plant, which expires when they leave the plant, unless it is expressly issued for a longer period of time.

Entering the plant premises without authorization is prohibited.

### 2. Driving / parking

Access to the factory premises is only permitted for the transportation of materials and goods. Fitters and craftsmen may drive on the factory premises with the consent of the employee designated by Aumann as contact person. Parking on the factory premises is only permitted for loading and unloading; outside of these activities, vehicles must be parked in the parking lot provided for this purpose. Parked vehicles must not obstruct rescue and fire department vehicles under any circumstances. Only the marked parking spaces are to be used. The maximum driving speed on the factory premises is 10 km/h and must be adapted to the respective traffic situation. The provisions of the Road traffic regulations (Straßenverkehrsordnung) apply to a limited extent on the factory premises.

### 3. Controls

The reception employee or a security company commissioned by Aumann shall be authorized to carry out checks on incoming and outgoing vehicles. These checks shall extend to materials, tools and aids brought along as well as to personal items of the external company (Contractor and its employees). By entering the plant, they agree to these checks without restriction. By

accepting the order, the external company agrees to inspections by Aumann to ensure compliance with these provisions.

### 4. Work permit / language skills

The external company undertakes to comply with all labor and social law regulations. In particular, employees who are not German within the meaning of Article 116 of the German Fundamental Law (Grundgesetz) and who require a work permit pursuant to Section 19 of the German Employment Promotion Act (Arbeitsförderungsgesetz) shall not be employed without the required work permit. Aumann reserves the right to carry out appropriate random checks.

If the external company employs employees who do not speak German, the external company must ensure that these employees clearly understand the health and safety regulations and the regulations for external companies and can follow the instructions of Aumann employees.

### 5. Confidentiality

The external company undertakes to maintain strict secrecy and to treat all information, documents, findings and technical knowledge (know-how) confidentially, insofar as these have been made accessible by Aumann or the external company has gained knowledge of them in any other way. The external company shall also impose this obligation on its employees and, if necessary, on other contact persons. The external company may only be released from this obligation by express written authorization from Aumann. This shall also apply to electronic data and information. In particular, the passing on of data and information is only permitted with the written consent of Aumann.

Image and sound recordings are strictly prohibited on the factory premises at all locations.

### 6. Liability

The external company is liable for all damages resulting from non-compliance with the above regulations. The external company shall provide evidence of public liability insurance for personal injury, property damage and financial loss with a customary amount of cover before the start of the work. Aumann shall not assume any liability for lost tools, machines, materials and other objects. The external company shall be liable for its tools, machines and materials.

### 7. Social affairs

The external company undertakes to pay the statutory or collectively agreed minimum wages and to pay social security contributions. The relevant social insurance certificates for its employees shall be kept available and presented upon request by Aumann. The Occupational Health and Safety Act (Arbeitsschutzgesetz) shall be complied with.

### 8. Use of subcontractors

In the event that parts of the order are passed on to subcontractors, the provisions for external companies shall apply accordingly. Subcontractors must be notified to the client in good time prior to deployment. The Contractor shall inform the subcontractor of the provisions for external companies.

### 9. Introduction of unauthorized means

It is not permitted to bring alcohol, medication and / or other intoxicants onto the plant premises, to consume them or to enter the plant premises under the influence of alcohol, medication or drugs.

Smoking is only permitted in the designated areas. The fire safety regulations must be observed.

#### 10. Accidents

If an accident occurs, the site-specific accident management must be observed.

The accident site must be left unchanged if this does not increase the risk. The internal regulations applicable to the external company's operations regarding the reporting of accidents remain unaffected by this regulation.

Each contractor is responsible for providing first aid.

#### 11. Occupational health and safety

If external companies (contractors) work with other external companies (contractors) or Aumann employees at a workplace, they are obliged to

- to cooperate in the implementation of occupational health and safety,
- to inform each other about the dangers associated with the work,
- to inform their employees of the hazards,
- carry out a risk assessment, submit it to the coordinator (designated by Aumann) or the employee designated by Aumann as contact person and agree on the measures to prevent the hazards.

When fulfilling the order, the external company shall comply with the work, accident prevention and occupational safety regulations as well as the generally recognized safety rules and observe the safety instruction by the employee designated by Aumann as contact person at the workplace.

The introduction, storage and use of hazardous substances shall be notified to Aumann in advance and agreed with Aumann. Prior to the first use of a hazardous substance, the safety data sheet must be submitted to the safety specialist.

The external company must take the necessary safety measures for its own work, including securing the construction site, on its own responsibility. It is obliged to ensure that the safety measures are adequately maintained and to monitor them. It must follow the instructions of the coordinator and the client's safety experts.

#### 12. Fire protection / explosion protection / escape and rescue routes

When carrying out welding, cutting, soldering, thawing and abrasive cutting work, this must be communicated to the fire safety officer. Preventive measures must be agreed with the fire safety officer. The fire safety officer shall decide on a case-by-case basis whether a fire watch is required.

It is prohibited to start work without submitting the aforementioned documents. The external company shall be fully liable for any consequences of non-compliance with the relevant safety measures, including for any fault on the part of its employees or third parties commissioned by it.

In order to avoid false alarms caused by automatic fire extinguishing and alarm systems, the employee designated by Aumann as contact person must also be notified of all smoke-generating work prior to commencement.

Escape and rescue plans must be observed in the buildings; when the evacuation signal sounds and in any case of evacuation, the specified assembly points must be visited. The instructions of the emergency services must be followed.

#### 13. Environmental protection

According to the BImSchG (Bundes-Immissionsschutzgesetz), people, animals, plants and other property must be protected from harmful environmental influences. The external company undertakes to comply with all applicable environmental regulations within the factory premises, in particular those relating to water protection, waste legislation and the regulations on keeping the air clean (TA Luft) and the Technical Instructions on Noise Abatement (TA Lärm).

The external company undertakes to use input materials and energy (electricity, gas, water, compressed air, etc.) sparingly and to avoid unnecessary emissions (e.g. noise, dust, odors, waste, waste water, vibrations). All input materials, residues and waste, but in particular flammable liquids, hazardous and water-polluting substances, e.g. acids, alkalis, toxic corrosive substances as well as waste oil and soiled cleaning cloths, must be transported, kept, stored and treated on the factory premises in strict compliance with the statutory provisions so that these substances do not pose or cannot pose a risk to people, property, the company and the environment. Waste, including leftovers, must be removed from the factory premises after completion of the work. The external company itself shall be responsible for disposal. Fines etc. resulting from such violations, even if they are imposed on parties other than the external company, are to be paid by the external company. Consequences of violations of statutory provisions, regulations, etc., in particular with regard to dust, noise, odor and vibration emissions shall be borne by the Contractor. The party responsible shall be liable for any damage incurred by Aumann due to non-compliance.

#### 14. Use of the IT infrastructure

The Aumann IT infrastructure may only be used to fulfill the contractually agreed tasks. This applies in particular to teleservices such as e-mail and Internet access, i.e. private use of the Internet and e-mail program is prohibited.

Only properly purchased software may be used. If access to the Aumann network is required, the use of software must be coordinated with Aumann.

It is strictly forbidden to connect your own hardware to the internal network. This also applies to wireless systems (e.g. WLAN, Bluetooth etc.). Exceptions must be requested from the Aumann IT manager in writing or by e-mail before use. A prerequisite for permission is the installation of protective measures (such as up-to-date virus protection) on the user's own devices, which must be installed and operated in accordance with IT specifications.

It is strictly forbidden to change the program and system settings on Aumann hardware.

Any modification of data that does not correspond to the contractually agreed tasks is prohibited.

Assigned system access data (password) shall be personal and strictly confidential. They may not be stored, passed on or otherwise disclosed.

It is strictly prohibited to change the program and system settings on Aumann hardware.

Any modification of data that does not correspond to the contractually agreed tasks is prohibited.

Assigned system access data (password) shall be personal and strictly confidential. They may not be stored, passed on or otherwise disclosed.

It is strictly forbidden to work under someone else's user ID.

Compliance with this regulation is monitored, particularly with regard to the use of e-mail and Internet services.

External access (RAS) to data, applications and systems must be requested in writing via Aumann IT.

#### 15. Construction sites / special hazards

The setting up and demarcation of a construction site must be agreed with the appointed contact person before work begins (this also applies to construction accommodation, construction containers, construction trailers or similar). The entire construction site area, including the material store, must be kept in a clean and tidy condition at all times. All paths, emergency exits and fire extinguishing equipment must be freely accessible at all times. Cables, pipes, hoses etc. must be laid in such a way that they cannot cause any obstruction or danger. After completion of the work, the construction site area must be left in proper condition. The contractor is obliged to equip his construction site with a construction site power distributor.

#### 16. Earthworks

The external company must inform itself about the presence and course of cables, underground lines, pipelines, etc. before starting earthworks in the respective work area. All cables found shall initially be regarded as live and may only be touched after approval by the employee designated by Aumann as contact person.

#### 17. Tools

If tools or other aids are borrowed from Aumann, they shall be returned immediately after use, but at the latest upon completion of the order, otherwise they shall be charged. Use shall be at the customer's own risk. Immediately after receipt of the tools, the external company shall convince itself of their serviceability and return them in proper condition. If a repair is necessary after use by the hirer, this will be charged to him.

#### 18. Scaffolding

The relevant DIN regulations must be applied for the safe erection, conversion, dismantling and use of scaffolding. The external company responsible for the scaffolding work must ensure compliance and keep the inspection certificate for assembly, dismantling and approval available.

The operating instructions for erecting the scaffolding must be kept available at the construction site.

#### 19. Use of aerial work platforms and industrial trucks

Aerial work platforms and industrial trucks used by external companies must be approved by an authorized person and may only be used by employees who are qualified to do so and who have been instructed in detail about the use of this work equipment and the dangers it poses. Employees who use aerial work platforms and industrial trucks must have a written order from their employer and a valid driver's license for the corresponding vehicle (only valid in conjunction with health checks in accordance with G25). The employee designated by Aumann as contact person shall assign suitable locations for chargers for electrically operated aerial work platforms and industrial trucks. In addition, the applicable safety regulations shall apply. Instruction in the

work area shall be provided by the employee designated by Aumann as contact person.

**20. Violations**

If the external company or employees of the external company violate these provisions, Aumann shall have the right to expel the employee(s) from the factory premises. In the event of recurrence, Aumann shall have the right to terminate the order without additional costs for Aumann and to charge the external company for any necessary activities of a company commissioned within the scope of substitute performance.

By accepting the order, these provisions shall be recognized by the Contractor.