

# External Company Policies

## Galvanotechnik Jens Holzapfel GmbH

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### 1 Purpose and Objective

To prevent accidents, injuries, fires, environmental and property damage, it is essential to adhere to the following rules and safety guidelines when carrying out the assigned task, in addition to complying with legal regulations and the requirements of your professional association.

### 2 Contact persons within the company

Managing Director: Mr. Jens Holzapfel (Tel: 0163-8328050)

Occupational Safety Specialist: Ms. Petra Gammel (Tel.: 0172-3451150)

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### 3 Basic Guidelines and Behaviors

The employees of the external company may be exposed to special situations and hazards within the company that are possibly unknown to you, arising from technical equipment or the behaviors of personnel of Galvanotechnik Jens Holzapfel GmbH (hereinafter referred to as "the company"). Even during the performance of tasks by the external company, potential dangers may occur. This guideline must be adhered to throughout the entire stay on the company premises. Violations may result in removal from the premises and/or liability.

1. Before starting and before leaving the company premises, the respective contact person of the company must be contacted. The employees of the external company must inform themselves about potential hazards and safety measures before beginning their work.
2. There is a no-smoking policy in all buildings of the company.
3. There is a strict ban on alcohol and drugs throughout the entire company. We reserve the right to remove individuals from the premises if they are clearly under the influence of substances (such as alcohol, drugs, medications) for safety reasons.
4. Access to the operational areas that are not related to the execution of the work is prohibited. Likewise, entry to the company premises outside of normal working hours is not permitted.
5. We kindly ask you and your employees to minimize any disruptions to our production while carrying out the assigned tasks. The external company is obliged to coordinate their work in such a way that no hazards are posed to third parties (see §6 BGV A1). Any damages or disruptions to our facilities and systems must be reported immediately to the designated contact person. In cases where there is a potential mutual hazard, the responsible contact person within the company has authority to issue instructions to the external company and its employees (see §6 DGVU Regulation 1).

#### Verteiler:












Revision	Erstellt / geprüft	freigegeben	Seite
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6. The proper execution of the work you have performed must be confirmed by the responsible contact person.
7. This guideline is handed over to you on behalf of all employees of your external company. You are obliged to inform all your employees who enter our factory premises accordingly. When employing employees who do not speak German, the external company is required to communicate these regulations in a language that they understand.

#### 4 Important emergency numbers in case of fire, emergency, accident, or incident

fire department/ emergency doctor	0112	Jens Holzapfel	0163 - 8328050
police	0110	Schichtführer	036253 - 32852
Poison emergency hotline	00361 - 730730		

#### 5 General Safety Rules and Symbols in the Workplace

	Wear safety shoes in production and storage areas.
	Wear personal protective equipment (PPE) in designated areas.
	Wash your hands before and after work.
	Open flames, open lights, and smoking are only permitted in designated areas; otherwise, there is an increased risk of fire.
	Do not touch or interfere with machines/equipment or place objects on or in them without authorization.
	Photography and filming are prohibited throughout the company premises.
	Riding on pallet trucks, electric pallet jacks, or forklifts is strictly forbidden.
	Always watch out for internal traffic, especially at intersections.
	Do not stay near or on machines/equipment without authorization — risk of falling or injury.
	Handling chemicals is only permitted with proper authorization and must be done with appropriate safety precautions.
	In case of emergencies or hazards, contact your supervisor and follow all evacuation procedures. The assembly point is located outside the danger zone and is clearly marked.

## 6 Behavior on traffic routes

Within the company premises, the traffic regulations generally apply, with the restriction that the maximum speed is limited to 10 km/h. Traffic signs must be observed. Parking is only permitted in designated areas.

Company forklift trucks may only be used by employees of external companies if they have been instructed by the operations manager. This instruction must be documented.

If, during work, materials or objects fall onto work and traffic routes, appropriate safety measures must be taken (e.g., immediately removing the objects or blocking affected pathways).

## 7 Workplace Safety

Young people, trainees, and other vulnerable individuals must always be supervised when working in our company premises and are not allowed to perform dangerous tasks.

All employees of external companies must be demonstrably instructed about the hazards associated with their activities. Upon request, this instruction must be presented to the company.

All operational warning signs, passage, and smoke prohibitions in the facility must be observed. Existing notice boards may only be removed with the approval of the responsible contact person. The storage of building materials and supplies, the setting up of construction huts, and the selection of their locations require the company's approval.

Construction and installation sites must be properly marked and secured. They should always be kept in a tidy and safe condition and cleaned up before leaving.

Trenches and shafts must be secured according to applicable regulations and illuminated in darkness. For earthworks and work with containers, channels, shafts, and pits, safety measures should be coordinated with the responsible contact person, and if necessary, a safety guard should be assigned.

All ladders, work platforms, etc., must always be safe and compliant with regulations. Where there is a risk of falling, safety harnesses and fall protection lines must always be used.

Scaffolding, equipment, tools, etc. must comply with applicable national and trade association regulations. The company does not assume liability for tools and equipment brought in.

When working under the ceiling (e.g., with pipes, etc.), crane systems in this area must be switched off at the main switch and secured against reactivation.

When using nail guns or shooting tools, the safety guidelines of the trade association must be followed. In particular, it must be ensured that no one is present in the danger zone next to or behind the firing points.

The external company is responsible for the proper condition of electrical devices, equipment, and all tools and work materials used. Generally, only tested work equipment should be used. This also applies to devices provided by the company. The company's responsibility extends only up to the transfer point between permanently installed systems and construction connections or outlets. Unauthorized use of tools must be prevented by the external company.

Working on and trial commissioning of (electrical) systems and machines is only permitted in coordination with the responsible contact person of the company and the relevant specialist department. Work on electrical systems and devices may only be carried out by a qualified professional. Connecting supply lines of any kind, such as hydrants, compressed air, gas, electricity, etc., is only allowed with the approval of the responsible contact person. After completing the work, the proper (original) condition must be restored in agreement with the responsible contact person.

## 8 Fire protection

All employees are required to contribute to the prevention of fires and other incidents by exercising the utmost caution. They must familiarize themselves thoroughly with the fire hazards associated with their workplace and surroundings, as well as with the appropriate emergency measures, and observe the following:

Open flames (e.g., candles, cigarettes, etc.) are prohibited in the company's operational areas.

All employees must be informed about the locations of fire extinguishers and fire alarm systems near their workplace, as well as about escape and rescue routes.

All escape routes, stairways, and passageways inside buildings and in outdoor areas must be kept completely clear. Doors along escape routes and emergency exits must be operable from the inside.

Windows, doors, and fire doors must be kept closed.

Flammable liquids may only be stored at the workplace in quantities necessary for daily operations.

The supply of flammable packaging materials should not exceed the requirements of a single shift.

Work involving open flames, blowtorches, welding or cutting equipment, or grinding machines—so-called "hot work"—must be approved by the designated contact person through the issuance of a Permit for Welding, Cutting, Soldering, Installation, and Grinding Work in Fire-Hazardous Areas.

This permit must be kept by the contractor's employee for the duration of the job and carried on their person. During fire-hazardous work, fire extinguishers and buckets of water must be provided, and a fire watch arranged if necessary.

For work in areas where carbon dioxide extinguishing systems (CO<sub>2</sub> object protection) are installed due to increased fire risk, the responsible contact person and the company's safety officer must be consulted beforehand.

At the end of the working day, care must be taken to ensure that lights and all electrical devices are switched off and, where possible, disconnected from the power supply—except for safety, communication, and fire alarm systems, which must remain operational. Continuous operation test systems must be secured separately.

If any defects are noticed or occur in any of the mentioned systems, they must be reported immediately to the responsible company contact person.

### **In Case of Fire:**

Every fire must be reported immediately, and people in the vicinity must be warned. In case of a fire involving electrical systems, the power supply must be shut off immediately.

Firefighting should only be attempted in the case of very small fires (so-called incipient fires).

Firefighting must be carried out using the nearest fire extinguisher. If people are in immediate danger, rescuing them takes priority over fighting the fire.

In the event of an alarm, all work must be stopped immediately, and any running equipment must be shut down if possible.

Contractor employees must proceed without delay to the designated assembly point.

Elevators must not be used during a fire, as they can become deadly traps.

If multiple contractor employees are working on site, the contractor's on-site supervisor must account for all personnel and report their completeness or incompleteness to the responsible company staff member.

## 9 First Aid

Contractor employees must inform themselves about the location of first aid stations within the company before starting work.

In the event of an injury, contractor employees must immediately contact a company employee or use the emergency number (see point 4) to request assistance.

The contractor employee must report any injury without exception to their supervisor and the responsible contact person within the company.

## 10 Environmental Instructions

Substances intended for use must be approved in advance by the responsible contact person. Water-hazardous substances must be handled in such a way that any harm to the environment is excluded.

Hazardous substances may only be stored on the company premises with the consent of the designated contact person and must not exceed the quantity required for daily use. In all cases, the relevant storage regulations must be observed (e.g. maximum quantities, incompatibility of stored materials, and requirements for storage conditions).

The discharge of liquid or solid substances of any kind into the drainage system, as well as the dumping of waste on company premises, requires the prior approval of the responsible contact person.

Unless otherwise agreed, all waste and packaging must be properly disposed of by the contractor company no later than upon completion of the work assignment. In the case of specially monitored waste, proof of proper disposal must be provided to the company upon request.

## 11 Communication of the Policy to Contractors

This policy is considered an integral part of the contract award and is made available to contractors in its current version on the website ([www.galvanotechnik-holzapfel.de](http://www.galvanotechnik-holzapfel.de)).

A reference to this policy is included in the service contract or order confirmation. By accepting the contract, the contractor acknowledges receipt and confirms understanding of the contents of this policy.

The contractor is responsible for ensuring that all of its employees working on the company's premises or at any of its other locations — as well as any subcontractors engaged by the contractor — are informed about this policy, have understood it, and comply with it before or upon entering the company premises (see also Section 3.7).

## 12 Confidentiality

The creation of audio and/or visual recordings is strictly prohibited on the entire premises of the company.

The contractor agrees to access confidential information only to the extent necessary for fulfilling the contractual obligations.

"Confidential information" includes all economic, technological, scientific, patent-related, and other internal information of the company regarding business strategies, business relationships, personnel matters, intellectual property, development, production, and the use of raw materials. Such confidential information must not be disclosed to third parties.

Exceptions apply to information that was already publicly known before the start of the contract.

Any breach of this confidentiality obligation may result in criminal and/or civil legal consequences. This obligation remains in effect even after the end of the contractor's engagement.

## **13 Compliance with the Code of Conduct**

All contractors, their employees, and any engaged subcontractors are required to comply with the principles set out in our Code of Conduct. By working on our premises or within the scope of our business relationship, they acknowledge and accept the requirements defined therein regarding integrity, legal compliance, occupational health and safety, environmental and health protection, and respectful conduct. We expect all contractors to fully adhere to these requirements and to actively contribute to their implementation.