

Operating regulations for external companies

1. Welcome to Genkinger GmbH

In order to ensure safety, order and environmental protection on the premises of Genkinger GmbH, we ask you to familiarize yourself with our company's internal rules and regulations and to comply with them. Your personal safety, the safety of our employees and the protection of the environment are extremely important to us. These operating regulations must be observed while on the entire company premises and in the buildings.

2. Registration and Deregistration

Please check in at our reception. Use the visitor parking at the reception. Please wait at the reception for your contact person (order coordinator). Your order coordinator is authorized to give you instructions regarding the rules and regulations. Please follow these instructions. Inform your order coordinator after work.

3. Responsibility of the contractor (external company)

The contractor assumes full responsibility for ensuring that all legal, regulatory and professional association regulations as well as company-specific regulations are observed during performing its services. Costs and consequential costs resulting from non-compliance with these operating regulations shall be borne by the contractor. These costs include, in particular, loss of earnings resulting from delays.

4. Instruction on the company-specific conditions

Genkinger is obliged to instruct external companies in writing to observe the regulations and rules specified in 'DGUV V1'. The contractor shall ensure that its employees strictly observe and comply with the applicable safety and accident prevention regulations as well as the local regulations applicable there. No claims can be made arising from non-compliance with these rules and regulations.

- The contractor's personnel may only enter the company facilities after registering at reception.
- All transactions of Genkinger GmbH and its business partners must be kept confidential from third parties, even after the activity has ended.
- The contractor shall inform its employees that they may only stay in the area where they are assigned to work under the contract. Entry to other areas of the company is prohibited.
- The instructions of the order coordinator must be followed.

5. Behavior in case of accidents, fire and alarms

- Before starting work, familiarize yourself with your work environment and find out about the emergency exits and escape routes as well as the first aid facilities.
- The procedure to follow in the event of an accident or fire can be found in the escape and rescue plans.
- Please note the safety symbols.
- In the event of an alarm, please go to the assembly point at reception.

6. Construction, assembly- and repair work

- A coordinator will be appointed for construction sites in accordance with the „Construction Site Ordinance“. The instructions of this Site must be followed.
- The external company ensures that the site manager or a suitable employee understands the German language.
- Work at heights must be secured by special protective measures such as parapets, railings or the use of safety harnesses. Activities on scaffolding should be avoided if work is being carried out underneath

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at the same time. In such cases, the extent and time to which work can be continued must be agreed with the coordinator.

- Before starting any civil engineering work (excavations, pits, canals, etc.), the executing company must obtain information from the coordinator about the location of the power cables, gas-, water- and sewage pipes.
- Working alone should be avoided whenever possible. If dangerous work is performed by one person alone due to an emergency or exceptional situation, appropriate monitoring measures must be ensured in accordance with 'DGUV Rule 112-139'.
- If noise disturbances occur during the work, attention must be drawn to this in good time so that the most suitable working hours can be determined (consultation with the coordinator).
- The coordinator must be informed after completion of work on buildings, facilities or machinery.
- The construction site must be left swept clean.

7. Machines, tools, equipment

The machines, equipment and tools used at Genkinger must comply with legal regulations. If Genkinger provides the Contractor with technical equipment for use, the Contractor must immediately inform the Coordinator of any defects discovered. The use of these defective technical work equipment must be stopped immediately.

8. Working on existing systems

Never open systems or system components without appropriate authorization and protection. Ensure that the systems are depressurized and drained. Work on electrical systems may only be carried out after consultation with the person responsible for the operation (e.g. foreman or qualified electrician) and with appropriate safety measures in place. Ensure that the appropriate isolation is in place. Ensure that the systems are de-energized and protected against being switched on again.

9. Handling hazardous substances

When supplying or using hazardous substances and chemical agents, the Hazardous Substances Ordinance must be observed. Safety data sheets and operating instructions must be submitted to the coordinator for inspection before work begins. It must also be ensured that Genkinger employees are not endangered when processing hazardous substances. In case of doubt, inquiries should be directed to the coordinator.

10. Fire-hazardous work / fire protection

If the work to be carried out requires the use of open flames (welding, cutting, soldering, etc.) or may generate dust or smoke, a permit must be obtained from the coordinator beforehand.

- Observe the safety symbols and escape and rescue plans.
- Smoke and fire doors must always be kept closed.
- Wedging or locking doors are not permitted.
- Compressed gas cylinders (e.g. acetylene and oxygen) must be closed after use and the lines must be depressurized.
- The storage of highly flammable, combustible and fire-promoting substances for more than one working day requires permission from the plant management.
- Switch off all electrical equipment after finishing work and unplug the power cord.
- Smoking and the use of open flames must be strictly observed.

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11. Personal protective equipment (PPE)

- When working in our company, the necessary and flawless PPE must be used (e.g. safety shoes, protective clothing, protective gloves, safety helmet, hearing protection or protective masks).
- The protective equipment must be free of defects, ready for use and clean.
- Work involving the risk of falling may only be carried out if appropriate fall protection or protective devices are in place.

12. Works traffic

- Park your vehicle only in designated and marked parking spaces.
- Driving onto the premises and buildings as part of a service is only permitted with the consent of the person responsible for the contract.
- Only vehicles that are roadworthy and in safe working order may enter the premises.
- Be considerate and cautious towards other road users on all roads.
- The road traffic regulations apply throughout the entire area, but in principle, driving speeds of no more than 10 km/h are permitted.
- Drivers of motor vehicles must carry their driving licence and present it upon request to the person responsible for the operation.
- Shunting operations as well as loading and unloading operations outside of parking areas are only permitted with the consent of the person responsible for the order.
- Leaving the engine running continuously is prohibited.
- Any use of industrial trucks is only permitted with the consent of the person responsible for the order.

13. Questions about occupational safety

If you have any questions about occupational safety, one of the safety officers or the coordinator will be happy to provide information.

14. Environmental protection

- Genkinger adheres to legal and regulatory requirements regarding environmental protection. This means that all external companies must comply with and act accordingly.
- The person responsible will be liable for any damage caused to Genkinger due to non-compliance.
- Any waste material generated during the execution of the work must be properly disposed of by the contractor at his own expense in accordance with legal requirements. Genkinger is the responsible waste producer for all waste whose origin can be attributed to the client (e.g. construction rubble). The disposal of this waste must be coordinated with the responsible departments. In the event of non-compliance with regulations, the contractor is liable for any resulting damages. In case of doubt, inquiries should be directed to the coordinator.
- Materials may only be stored in locations previously agreed upon with the order coordinator. Escape and rescue routes must not be used for the storage of materials (even for short periods). The storage and handling of water-polluting substances, such as oils, fuels, solvents, paints, etc., must be carried out in such a way that no hazards to the soil, groundwater, or drainage systems (sewers, drainage shafts) occur. Dangerous goods must be transported in accordance with applicable dangerous goods regulations. Spills and other environmental damage must be reported immediately to the project coordinator. The spread of damage must be limited by appropriate measures.