

Company regulations for external companies

which carry out orders within Freudenberg Performance Materials (FPM) and Freudenberg Filtration Technologies (FFT) carry out orders at the Kaiserslautern, Neuenburg, Weinheim and Obernburg sites.

ST 03-EK-05

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Scope

This document applies within Freudenberg Performance Materials GmbH & Co. KG (FPM) and Freudenberg Filtration Technologies GmbH & Co. KG (FFT).

Purpose

This document ensures compliance with all rules and regulations applicable within the Freudenberg Group as well as the statutory provisions on environmental protection and occupational safety.

This document is only available online. Each printout is an unlabelled copy!

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1. General information

Freudenberg Performance Materials (FPM or FFT) has implemented an integrated management system in accordance with DIN EN ISO 9001 / 14001 and OHSAS 18001 and is certified accordingly. Compliance with all applicable regulations within the Freudenberg Group as well as the legal requirements for environmental protection and occupational safety are a high priority in our company. This means that we only accept as contractual partners those companies and persons who also recognise and comply with these rules and statutory regulations. These are

- Occupational safety regulations, in particular trade association regulations: We are subject to the trade association rules of the BG-RCI (Raw Materials and Chemical industry), the relevant laws, regulations and guidelines as well as the FPM + FFT internal safety standards. You are obliged to take all measures that are suitable for preventing accidents at work in accordance with generally recognised safety and occupational health rules.
- Occupational health and safety, environmental protection, fire protection and data protection regulations: You are obliged to inform yourself about the special legal regulations for the work you undertake, to comply with them and to coordinate with us for this purpose. Furthermore, you must oblige your employees - insofar as they are involved in the processing of personal data - not to collect, process or use this data without authorisation or to maintain data secrecy even after their employment with you has ended (Section 5 of the Federal Data Protection Act).
- Instructions from the FPM or FFT representative: Instructions issued by the client or its safety coordinator, the person responsible for the site (SEO), the safety specialist, the chemical specialist or the environmental protection officer must be followed.
- Prohibition, mandatory, warning and instruction signs must be observed. In the event of discrepancies, please contact the client. Failure to observe these instructions jeopardises your and our employees.
- In accordance with the general statutory provisions and our General Terms and Conditions: You are liable for the transport, load securing, storage and safekeeping of the equipment and materials you use. You are also liable for all damage caused by your employees, subcontractors and suppliers. You are liable and responsible for the systems you have constructed and the services you have provided until acceptance or handover.
- You must observe the safety information and general rules of behaviour of the FPM and FFT sites in the same way as any third party.
- The Contractor and its vicarious agents are prohibited from conducting private business on the sites. If your employees, subcontractors or other persons working on your behalf violate the statutory provisions, the rules of conduct at the FPM or FFT sites or these company regulations, the offender(s) may be expelled from the site and the client may cancel the entire order and, if necessary, demand compensation.

2. Personal

The personnel employed or commissioned by you for our orders in our area are in possession of valid work documents, such as a social insurance card and, if applicable, a work permit and residence permit, as well as the certificates required for their work (e.g. forklift driver's licence, welding licence, etc.). You must ensure that the personnel you employ are suitable, qualified in accordance with the specific requirements, instructed and - where necessary - authorised in writing. Sufficient knowledge of the German language is a prerequisite for deployment. You are responsible for instructing the personnel you deploy in accordance with these company regulations and for compliance with the relevant rules of conduct. Subunternehmer und

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Leiharbeitnehmer dürfen nur mit unserem Einverständnis beschäftigt werden. Für die Einhaltung dieser Betriebsordnung durch ihre Subunternehmer haften sie nach dem Gesetz.

The client has the right to check the work performance of the contractor and its vicarious agents at any time. The safety coordinator must sign off on the proof of work (time sheets, weekly time sheets, etc.) as well as the proof of materials. Services performed on unsigned records will not be remunerated. A copy of these records shall remain with the client and be used as the basis for invoicing.

Employee screening

The external company is responsible for screening its employees who are responsible for the fulfilment of the service contract. The process is documented within the external company and the responsible employees are trained.

Furthermore, the external company undertakes not to entrust any sanctioned employees with the fulfilment of our service contract.

3. Workplace

Depending on the duration and extent of their stay on the plant premises, external persons are issued with a plant ID card (visitor or permanent ID card with limited validity), which must be worn visibly at all times. Permanent passes must be applied for from the security coordinator. Access to the plant premises is only permitted to persons with a valid plant ID card; visitors may only enter the plant premises with the consent of the security coordinator and after properly registering with plant security.

The plant ID card must be presented without being asked when entering and leaving the plant; where this is provided for, the access control facilities (turnstiles, barriers, etc.) can be used. Persons who are on the plant premises must identify themselves, their company affiliation and authorization to stay at all times at the request of plant security and authorised representatives; the social security card must be carried and shown on request. Appropriate checks by plant security and authorized representatives must be tolerated.

Vehicles of the Contractor and its vicarious agents may be authorised to enter the factory premises to carry out repair and assembly work and to service the construction site. The contractor must apply in writing to the safety coordinator in advance for the relevant entry authorisation. The vehicle driver must report to the factory gate when entering and exiting. The vehicle driver must provide information about the type and size of the load. All persons travelling in the vehicle must be in possession of a valid works ID card.

The road traffic regulations apply within the factory premises. The travelling speed is limited. Rail traffic has right of way. Pedestrians must be taken into consideration. Motor vehicles may only park in the designated and allocated spaces. Vehicles must not obstruct or jeopardise plant traffic. Otherwise, plant security is authorised to remove the vehicles at the owner's expense. Vehicles may not leave the factory roads. Driving and parking on the factory premises is always at your own risk.

You and your employees may only remain in the area within the site in which you fulfil your assignment. You enter this area directly before starting work and leave it directly after finishing work. You are only permitted to enter other areas of the company if this is necessary for the fulfilment of your order.

Should unavoidable disruptions to the safety concepts occur during the execution of your work, this must be agreed in good time in advance with the responsible parties. Coordination is also necessary if hazards can be identified for your employees or if hazards arise in the course of the work progress.

When working behind doors and gates that cannot be seen, these must be secured without obstructing escape and rescue routes. Sie und Ihre Mitarbeiter sind im Besitz der notwendigen persönlichen Schutzausrüstung (PSA), wie Sicherheitsschuhe, Schutzhandschuhe, Schutzbrillen, Gehörschutz usw., und verpflichten sich, diese auch vor Betreten von Produktions-, Logistik-, Werkstattbereichen sowie in Labors und Technika zu benutzen. Darüber hinaus gilt in diesen Bereichen ein Verbot für das Tragen von Uhren, Schmuck, Ringen, freihängenden Krawatten, Schals, Tüchern und offener langer Haare.

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Smoking is prohibited on the entire factory premises, and stricter regulations apply in particularly hazardous areas due to the increased risk of fire and explosion.

There is a general ban on alcohol and a strict ban on drugs.

Alcoholic beverages may not be brought onto the factory premises and may not be consumed. Alcoholised persons are not permitted to enter or remain on the factory premises. Plant security is authorised to carry out alcohol checks and to remove persons under the influence of alcohol from the plant premises.

4. Work and construction sites

The setting up of work and construction sites requires consultation with and the express consent of the client (safety coordinator) with the involvement of the neighbouring areas concerned. When setting up work areas, attention must be paid to safety (fire extinguishers, first aid kits, escape routes, etc.).

The Contractor shall assume the general duty to ensure safety when carrying out the work incumbent upon it; it shall be solely responsible for the supervision of its vicarious agents and shall be liable for breaches of the duty to ensure safety and/or supervision. He shall indemnify the client from claims for damages by third parties arising from a breach of the Contractor's duty of traffic safety or supervision or for which the Contractor is otherwise responsible.

The use of petrol or diesel-powered work equipment in work areas may be permitted with appropriate protective measures.

5. Use of Property

The use of the client's own equipment, systems and materials is at the client's own risk and is only permitted with the consent of the client and, if applicable, the owner.

Energy of the client or third parties may only be used or consumed with their authorisation. When using forklift trucks, a valid forklift driver's licence and a written driving order must be carried and presented on request.

6. Use of tools of the external Company

The tools, machines, systems and other work equipment you use have been inspected in accordance with the relevant regulations (e.g. BGV A3, declaration of conformity, CE labelling). The corresponding operating instructions or operating manuals are available at the place of use. Your power-driven work equipment must be switched off during work breaks and always secured in such a way as to prevent unauthorised use, misuse or theft. Pressurized gas cylinders must be stored in the designated places.

7 Crane systems and industrial trucks

Unauthorized use of our crane systems and industrial trucks is prohibited. If these facilities are required, this must be agreed with the client in advance.

8. Fire work

A permit form must be completed for fire work (cutting, cutting, welding, soldering, heating, etc.). You will receive this authorization form from your client.

9. Scaffolding, ladders and work at heights

Scaffolding must be approved by the client (safety coordinator) at the installation site. When working at heights, precautions must be taken to ensure that there is no danger from falling tools or materials.

The client has specified special safety regulations in the fall protection regulations. The contractor undertakes, in accordance with the risk assessment carried out by him to provide and use fall protection devices and to ensure that they are observed. Costs for the provision of fall protection equipment will not be reimbursed separately.

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10. Handling hazardous substances

Hazardous substances may only be used if they have been approved by the safety coordinator and/or the safety specialist or the client's environmental protection officer. The valid safety data sheet must be submitted for approval.

Hazardous substances with the hazard characteristics highly flammable, harmful, corrosive, irritant and sensitising may only be used if suitable protective measures are taken.

Only those substances may be used that are part of the trade and were approved when the work and construction sites were set up.

work and construction sites. The use of other hazardous substances with the hazard characteristics explosive, highly flammable, oxidising, toxic, very toxic, carcinogenic, toxic to reproduction and mutagenic is strictly prohibited.

The containers of the authorised hazardous substances must be labelled in accordance with the Hazardous Substances Ordinance.

11. Handling substances hazardous to water

Substances hazardous to water (WHS) must never be allowed to enter the rainwater drainage system (blue labelled lids), the soil or the groundwater. The WGK substances must be collected in suitable and authorized containers, transported and stored properly. Discharge into the waste water sewerage system (yellow marked lids) may only take place with express authorization.

Failure to do so will render you liable for damages and liable to prosecution.

12. Waste

The work site must be left swept clean without leaving any packaging, residues of working and auxiliary materials, dismantled parts and other waste.

The Contractor shall be responsible for the proper disposal of the materials and packaging it has brought with it and the waste and residual materials resulting from the performance of its work. Skips and containers provided by the client are not available for this purpose. Waste and residual materials must be temporarily stored in suitable containers in such a way that they do not pose any danger. Any short-term temporary storage of waste requires the prior authorization of the client.

13. Civil engineering works

Civil engineering work must always be authorized by the site manager. This also includes the driving of ground anchors and similar fixings into the ground.

14. Use of power tools, power connections and IT security

The client shall inform you of the power connections available for use on site. Unauthorized intervention in existing switching and distribution systems is prohibited.

Any connection of third-party IT devices to the network or to individual devices of the client requires the prior consent of the client's responsible IT department. Before commencing work on the client's IT systems, the client's consent must also be obtained and the work must be agreed with the IT department, if necessary in accordance with its IT guidelines.

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15 Live installations

Working in the vicinity of open, unprotected live systems is prohibited. Special arrangements are possible in individual cases. Switching off the voltage during installation or conversion work must be agreed with the client in good time. Changes, disconnections and conversions are always carried out by the client or on their behalf. Unauthorized action by the contractor or its employees is strictly prohibited.

16. Water, steam, gas, compressed air

The following applies to these pipe-bound energies: no intervention without the responsible specialized department.

Information can be obtained from the client.

Unauthorized action by the contractor or its employees is strictly prohibited.

17. Confidentiality obligation

Traces, copies, drawings, documents, files, data carriers of any kind, electronic data, etc. may not be taken away, reproduced or made accessible to unauthorized persons without the permission of the client.

They undertake to maintain confidentiality about all business transactions or business secrets to which they have had access in any form whatsoever.

This shall apply for the duration of their order processing and thereafter.

18. Exclusion and exemption from liability

FPM or FFT shall not be liable for damage caused by its own fault or resulting from non-compliance with the statutory provisions, the general rules of conduct at the sites or these

site rules or these company regulations. You indemnify us against all possible claims by third parties which are brought against us due to such non-observance of agreed rules or in connection with the work carried out by you. You hereby undertake to take out appropriate

You hereby undertake to take out and maintain appropriate liability insurance and to provide us with evidence of this on request.

19. Notification of accidents and claims

Damage and accidents involving personal injury, fire incidents, leakage or outgassing of substances or hazardous materials must be reported as soon as possible.

The internal emergency numbers can be found in the safety information and general rules of behaviour of the sites or are announced by the FPM or FFT representatives.

20. Confirmation by the contractor

(back to Purchasing)

The Contractor has informed its employees and authorized persons of the content of the company regulations ST 03-EK-05 (including the duty of confidentiality) and has likewise instructed them to observe them.

Furthermore, the Contractor has been informed that it is liable and may be liable for damages for violations committed by its employees or authorized persons as well as for its own fault.

The contractor is aware that persons who do not observe the above rules may be expelled from the company premises.

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Company name : _____
(Stamp)

Place, date : _____

Signature : _____
(Add name in block letters or type written)

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