

**This External Companies Policy applies to the entire Hammelmann GmbH premises, Carl-Zeiss-Straße 6-8 in 59302 Oelde, and to services outside the Hammelmann premises.**

The External Companies Policy contains rules of conduct for compliance with the company regulations, occupational safety, fire protection and environmental protection for all suppliers and service providers working in our company. The rules of conduct must also be applied to services outside the Hammelmann premises if suppliers work for Hammelmann GmbH. In addition, the Supplier Guidelines (FB-K3-03) and the Conditions of Purchase (FB-K3-04) apply, which can be downloaded from our website.

Before starting work, the contractor is obliged to make all rules, and emergency and protective equipment applicable in our company accessible to its employees before the start of work. This applies to all activities on the entire factory premises, including outside the Hammelmann factory premises (e.g. external assembly). Receipt and acknowledgement of all regulations must be confirmed in writing. If activities are to be carried out by subcontractors, the responsible contractor coordinator of Hammelmann must be informed. The rules of conduct also apply to these subcontractors and to transport companies working on behalf of our suppliers. All contractors are obliged to further communicate the rules to the relevant companies. In individual cases, special customer specifications may supplement this policy on customer premises. The External Companies Policy is part of the order and thus legally binding

## 1. Entering and driving on the factory premises

Access to the factory premises is only permitted after registering at the gate and in connection with carrying out an order. Access to the premises can only be granted if "Visitor Registration, external companies, carriers" (FB-K3-05) has been signed, which makes reference to this External Companies Policy. The permission is restricted to the areas of the premises required for the work. Access to other areas is only permitted in the company of a Hammelmann coordinator. All service providers and fitters will receive a visitor pass at the gate which must be worn visibly. When leaving the factory premises, this pass must be handed in at the gate. Vehicles may only be driven onto the premises after approval by the responsible person at Hammelmann.

The maximum permitted speed on the factory premises is **10 km/hr**. The StVO (Straßenverkehrsordnung [German Road Traffic Regulation]) applies.

## 2. Occupational safety and health

The contractor must ensure that only suitable skilled workers are used. It is essential to ensure that there is no risk to people when carrying out the work. If an accident occurs, the rescue and care of injured persons always takes priority over all other tasks. Accidents resulting in personal injury or damage to property must be reported immediately to the responsible coordinator. All safety regulations must be observed. This applies to both general regulations and to regulations that are specific to machinery and equipment.

## 3. Environmental protection

All work on the Hammelmann premises must be carried out in compliance with all applicable environmental and energy regulations. Any environmental hazards that have occurred must be reported to the coordinator immediately. Any waste and residual materials must be disposed of properly by the service provider. It is essential to ensure that work is carried out using energy-efficient machines and tools.

## 4. Performing the work

The contractor's employees are only permitted to enter and to remain in the rooms and areas of the premises which must be visited in order to carry out the work.

If welding, soldering and burning work is to be carried out in the rooms specifically designated as safety areas as part of the contract, or if there is an increased risk of fire due to materials, the contractor's workers must apply for a written "Application and Permit" (FB-U5-06) from the external company coordinator.

The service providers are obliged to keep the relevant workplaces under observation (fire watch) until the risk of a fire occurring has been finally eliminated.

The decommissioning/recommissioning of alarm and signalling systems as well as other supply lines may only be carried out by authorised employees of the client.

The contractor will be liable in particular for all personal injury and property damage caused by the contractor and its employees to the company, the employees or third parties. Relevant insurance protection of liability insurance must be proven upon request of Hammelmann.

The use of the workshops is possible by arrangement.

When assembly is completed, the area used must be completely cleared, technical documentation must be handed over, safety and functionality must be confirmed and employees appointed by the coordinator must be instructed.

## 5. Work outside regular operating hours and at weekends

All work outside regular operating hours and at weekends can only be carried out after notification to and approval of the responsible coordinator. When giving approval, the coordinator informs the gate where the contractor's employee is signed in and registered.

## 6. Rules and regulations

The regulations of the employers' liability insurance associations apply for the duration of the activity. The contract was awarded to the contractor on condition that the execution of the work complies with the accident prevention and occupational health and safety regulations, as well as the generally recognised safety rules, and that the employees of the external companies are familiar with these. The contractor is responsible for providing the necessary personal protective equipment. The contractor is responsible for the training and use of the PPE.

In particular, reference is made to the following accident prevention regulations:

DGUV Regulation 1	Principles of prevention
DGUV Regulation 3	Electrical installations and equipment
DGUV Information 208-019	Safe handling of mobile elevating work platforms
DGUV Rule 100-500 (Chapter 2.26)	Welding, cutting and related processes
DGUV Regulation 67	Industrial trucks
DGUV Information 208-016	Instructions for the use of ladders and steps

If additional rules apply to certain trades and activities, these must be observed.

Work equipment such as forklift trucks, lifting platforms and cranes provided by Hammelmann may only be used after appropriate instruction. Before carrying out work with forklift trucks, lifting platforms and cranes, a valid authorisation (operator's permit) must be submitted to the coordinator. Before their use, instruction on the specific conditions of the area of use of the equipment must be provided by the coordinator.

## 7. Hazardous substances

The service provider is only permitted to bring hazardous substances onto the premises after obtaining approval from the responsible coordinator. When handling hazardous substances, the relevant hazard information and safety advice must be observed. Waste and residues that may contain hazardous substances must be carefully picked up by the contractor and disposed of in accordance with the law. Hazardous substances in containers that have been opened and are still usable must not be left at Hammelmann's premises.

## 8. Further specifications

- There is a general ban on smoking in all buildings. Smoking is only permitted in the designated areas.
- Photography in the company is only allowed after approval by the management.
- Unauthorised removal of tools, materials or products will be considered theft and dealt with accordingly.
- Site security may carry out vehicle and bag checks at any time.
- Non-compliance with the External Companies Policy may lead to claims for damages and the loss of the contract.
- The contractor confirms with a signature that the contractor and its employees have the necessary expertise to carry out the contract and that they will follow the above instructions.
- Documents and certificates of competence must be submitted on request, such as, for example, certificates of competence for refrigeration technicians.

Location, Date

Company Stamp

Legally binding signature