

Guideline

Use of external companies

for the

Hübner GmbH & Co. KG



Checked by authorised representatives (UMB, EnMB, HSE/ESG)	Approved by management
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Table of contents

1. Scope of application/general information	3
2. Responsibilities	3
3. Controls	4
4. Qualification and working hours	4
5. Subcontractors	4
6. Communication	4
7. Registration and deregistration	4
8. Work area	4
9. Alcohol/drugs/smoking	4
10. Telephoning/radio and audio equipment	5
11. Instruction	5
12. Risk assessment	5
13. Personal protective equipment (PPE)	5
14. Occupational health care	5
15. Permits/authorisations/disclosure obligations	5
16. Emergency organisation	6
17. Organisation of workplaces	6
18. Traffic routes, internal traffic	6
19. Labelling→ reattachment	7
20. Cordoning off, securing→ incl. traffic safety	7
21. Order and cleanliness	7
22. Work equipment	7
23. Hazardous substances	7
24. Media supply, supply	8
25. Waste disposal	8
26. Energy and environmental aspects	8
27. Site-specific regulations (also in the Hübner data sheet for external companies)	9
28. Liability, costs, consequences (AGB)	9
29. Authorisations	9

1. Scope of application/general

These external company guidelines apply in the buildings and on the factory and operating premises of Hübner GmbH & Co. KG at the Kassel site, as well as the sister companies located there (hereinafter referred to as Hübner).

The contractor's employees (hereinafter referred to as the external company) are obliged to comply with all relevant EU directives, laws, ordinances, safety regulations, accident prevention regulations and other trade association regulations and technical rules as part of the fulfilment of a service, works or maintenance contract.

It is also obliged to comply with the provisions of this safety guideline. Insofar as further requirements are stipulated in other legal regulations, in particular occupational health and safety regulations, these regulations shall remain unaffected. The person in charge of the external company on site is responsible for monitoring compliance by the external company's employees.

2. Responsibilities

Communication is one of the most important factors in ensuring that the planned work runs smoothly and safely.

We have therefore appointed a Hübner contact person for each order or contract.

2.1 Our contact person for the order

As a rule, the Hübner contact person named in the order and their representative are the contact persons for the external company.

Furthermore, all Hübner managers (plant managers, department heads, shift supervisors, foremen) are responsible for monitoring compliance with this guideline.

2.2 Person responsible for the external company

The external company is responsible for compliance with this external company guideline. It must ensure that all employees deployed by it are familiar with the contents of the external company guideline.

All work commissioned by Hübner and realised by external companies must be under the direction and supervision of responsible persons from the external companies.

These responsible persons must be named to Hübner in writing (in the Hübner data sheet for external companies).

These responsible persons must understand and implement all written and verbal safety instructions.

The external companies must ensure that the responsible persons are able to fulfil their duties, tasks and powers. In particular, they must have the right to issue instructions to their employees as well as the employees of the subcontractors.

During the execution of the work, at least one responsible person from each external company must be responsible person must be present and constantly available.

2.3 Coordination

If the external company discovers that instructions/instructions are missing or have not been given, Hübner must be informed immediately.

Ongoing instruction of employees is not the responsibility of the Hübner contact person. However, the person responsible at the external company must provide him with written proof of the ongoing instructions on request. Corresponding documents (e.g. Hübner leaflet for external companies) must be kept on site. The Hübner contact person must be notified independently of any new employees joining the external company during the order before the start of work.

Employees of external companies and Hübner employees working at the same site at the same time must show mutual consideration for each other. If potential mutual hazards occur or become recognisable, they must coordinate with each other and inform the Hübner contact person immediately.

The coordination of the work does not release the external companies from their own responsibility for the health and safety of their employees.

3. Inspections

Hübner reserves the right to carry out inspections in the external company's work area. Compliance with these guidelines and the implementation and effectiveness of defined measures will be checked.

4. Qualification and working hours

The external company may only deploy employees who have the qualifications required for the work to be carried out. If necessary, employees must be deployed by the external company in writing in accordance with the applicable rules and regulations. Appropriate evidence must be provided on request.

Working hours must always be agreed with the Hübner contact person. Each external company is responsible for compliance with the statutory working time regulations. In the case of noisy and vibration-intensive work, any rest periods to be observed (work breaks in the factory, midday/night rest of the neighbourhood) must be agreed with the Hübner contact person.

5. Subcontractors

Orders may only be subcontracted to subcontractors with the prior written consent of Hübner. The subcontractors must be named to Hübner in writing.

Hübner reserves the right to dismiss subcontractors due to health and safety related

Hübner reserves the right to reject subcontractors in the event of health and safety incidents involving danger to property or persons. When subcontracting work to subcontractors, the external company must independently coordinate the work in its work area in accordance with these guidelines.

6. Communication

The contractor's employees must be able to understand all safety instructions, labelling and safety markings.

It is the responsibility of the respective coordinator of the external company to pass on information and instructions to the employees and managers of their own company and any subcontractors and to explain them if necessary.

7. Signing in and out

The responsible employee of the external company must sign in and out with the Hübner contact person before the start and at the end of the work.

When signing out, information on the status of the work must be given to the above-mentioned contact person, their representative or the relevant area manager (e.g. department, production, warehouse manager, etc.).

If the work does not take place during operating hours and none of the above-mentioned contact persons can be reached, the security service must be informed of the cancellation/registration.

Phone security service - 0561-9982099 or 0178-8636392.

8. Working area

The external company must only be present in those parts of the plant where it is to carry out the agreed work and for which it has received instructions. Entering other parts of the plant / factory halls is expressly prohibited.

9. Alcohol/drugs/smoking

Working under the influence of alcohol or other intoxicating substances is prohibited. These substances may therefore not be carried onto Hübner sites. Employees of the external company who give the impression of being under the influence of alcohol or other intoxicating substances will be denied access or will be expelled from the company premises. For reasons of duty of care, these persons must be accompanied home by employees of the external company or taken home under supervision.

Smoking is strictly prohibited on all company premises and in all rooms. Exceptions are designated areas and times. (See information sheet "Smoking permit")

10. Telephoning/radio and audio devices

Listening to music with headphones considerably reduces attention. Warning signals cannot be heard. The use of headphones is therefore expressly prohibited.

Image and sound recordings are only permitted with the express consent and approval of the photographer. The carrying of devices capable of recording images, sound and electronic data, in particular camera phones, USB sticks etc., is prohibited without the prior written consent of Hübner.

11. Instruction

The external company must instruct its employees adequately and appropriately on health and safety at work in accordance with Section 12 of the Occupational Health and Safety Act (ArbSchG). The instructions must be documented and the proof of instruction must be presented to Hübner on request.

The person in charge of the external company must instruct his employees before the start of the assignment about the content of this safety guideline and about possible hazards occurring during the work as well as about the agreed protective measures.

The site-specific instruction for employees of the external company before starting work is carried out together with the Hübner contact person.

After instruction has been given, each external company employee will receive an external company ID card, which they must wear in a clearly visible position on the Hübner site railings.

12. Risk assessment

In accordance with § 5 of the Occupational Health and Safety Act (ArbSchG), § 3 of the Ordinance on Industrial Safety and Health (BetrSichV) and the Ordinance on Hazardous Substances (GefStoffV), external companies must carry out a risk assessment for the work to be carried out by their employees before starting work and, if necessary, define and implement suitable protective measures. In addition to the assessment of the usual work for the external company employees, an assessment of the mutual hazards must be carried out if necessary. Hübner will support the external companies in preparing the risk assessments with regard to the company-specific hazards. The risk assessment must be documented in accordance with § 6 ArbSchG and submitted to Hübner on request.

See also point 2.3.

13. Personal protective equipment (PPE)

The following PPE must be worn on the entire factory premises with the exception of the administrative areas, the recreation rooms and the yellow marked paths: - Safety shoes S2

In addition, it is compulsory to wear the PPE indicated by the labelling in appropriately marked areas or on the outdoor premises.

Only long trousers may be worn in production areas and halls.

Depending on the risk assessment, other or additional special PPE may also be required for individual activities.

The external company must provide the personal protective equipment (PPE) required for the work in sufficient quantity and ensure the necessary instruction and monitoring of the obligation to wear it.

14. Occupational health care

The external companies are responsible for ensuring that in areas and for activities for which this is required, only employees are deployed for whom a valid medical certificate for the necessary occupational medical check-ups is available. The certificates must be presented to Hübner on request.

15. Permits/authorisations/disclosure obligations

Written individual authorisations (permits) are required for certain work (e.g. hot work, driving into silos, containers and confined spaces). The commissioning of work of this type and the daily work permit do

not constitute authorisation. Rather, this must be obtained separately from the Hübner contact person before the actual work begins using the authorisation forms listed under point 31.

If certain activities of the external company require official authorisations, the external company must apply for these in good time.
apply for these in good time. The Hübner contact person must be informed in writing of the decision of the authority and of any conditions.

If activities are subject to notification to a supervisory authority or a professional association, the external company is responsible for timely notification.

Work may only commence once the relevant permits and authorisations have been obtained or notification has been given.

Permits, authorisations and notifications must be kept at the work site - at least as copies.

Proof of the necessary qualifications (e.g. welders, training certificates for industrial trucks), authorisations (e.g. authorisation to work under voltage) and specialist knowledge (e.g. in accordance with GefStoffV) must be carried on site - at least in copy - and must be presented on request.

16. Emergency organisation

Before starting work, the external company must inform itself about the locations of fire protection and first aid facilities, the location of escape and rescue routes and assembly points and the possibilities for raising the alarm in the event of an emergency in its work area.

The employees of the external company must comply with the generally applicable preventive fire protection measures.

In the event of a fire alarm, the contractor's employees must leave the building and report to the assigned assembly point. The person responsible at the external company must inform the fire brigade or the Hübner contact person immediately if an employee of the external company/subcontractor is not present at the assembly point.

In the event of an emergency (fire, environmental damage, damage to property, first aid, industrial accident), the accident site must be secured immediately and persons at risk must be warned. Further assistance must then be organised immediately. The Hübner contact person must always be informed.

In the event of incipient fires, attempts should be made to extinguish them if this is possible without endangering oneself.

17. Installation of workplaces

Setting up workplaces (e.g. erecting scaffolding) requires a separate agreement as part of the order and work order.

18. Traffic routes, internal traffic

The company premises and workplaces may only be entered and exited via paved or specially marked traffic routes.

The signposted traffic regulations must be observed on Hübner's factory premises. The maximum speed applicable to the respective plant is indicated at the plant entrance. Traffic, escape and rescue routes, including those within buildings, must be kept clear. The same applies to parking areas for emergency vehicles (fire brigade, rescue service, police and other aid organisations). Access to switching, safety, fire alarm and rescue equipment must also be kept clear.

Passenger cars, delivery and assembly vehicles may only be parked in appropriately labelled or expressly allocated areas of the plants. When transporting parts, the necessary load securing measures must be taken. The maximum load-bearing capacity of floors, platforms, scaffolding and structures must be observed.

19. Labelling→ Re-attachment

The safety labelling on site (mandatory, prohibition, warning, escape route and rescue signs) must be observed.

Protective equipment and safety signage must not be removed, altered, blocked or covered. This applies in particular to fire extinguishers, first aid and rescue equipment as well as emergency exits and the signs indicating them. This does not apply to work on these facilities that has been authorised in writing. If safety signage or other labelling has to be removed during building repair work (e.g. during painting work), it must be reinstalled after the work has been completed!

20. Cordoning off, securing→ incl. traffic safety

The external company is responsible for ensuring that the entire area of its work site is properly secured. Work sites on traffic routes and areas must be secured in accordance with the rules applicable to general road traffic.

Hazardous areas must be secured and marked immediately if they cannot be remedied by technical measures.

21. Order and cleanliness

Order and cleanliness are essential prerequisites for safe and successful work. The external company is therefore obliged to keep its work area in an orderly and clean condition. After completion of the work, the work area must be completely cleared and cleaned immediately.

22. Work equipment

All work and operating equipment used for the fulfilment of the order must comply with the relevant regulations and may only be used as intended. The external companies are responsible for the safety-compliant equipment, the proper condition and the safe operation of the work and operating materials. This also applies to the equipment and the work and operating materials of the subcontractors used by the external companies. Work and operating materials provided by Hübner must be checked by the external companies for obvious defects before use. Any defects found must be reported to Hübner immediately.

In principle, all necessary equipment must be organised by the customer. The transport route must be suitable for the transport. Load capacities and dimensions of lifts must be taken into account.

The external company's equipment may only be used by its own personnel. They must be secured against use by unauthorised persons, especially after the end of work.

Working with and operating Hübner's own equipment, devices, facilities and installations requires Hübner's express consent. The use of work and operating equipment provided by Hübner must be carried out in accordance with the valid operating instructions. As part of their risk assessment, the external companies must check whether further protective measures are required for the specific application.

23. Hazardous substances

25.1 Hazardous substances

Hazardous substances must always be labelled in accordance with the statutory regulations. Hazardous substances may only be kept at the workplace in the quantity necessary for the progress of the work, up to a maximum of the shift or daily requirement (depending on the work organisation). If larger quantities are required for the commissioned work, suitable storage facilities (tanks, containers, etc.) must be provided by the external company.

When handling hazardous substances, a sufficient supply of fresh air must always be ensured so that no hazardous or explosive concentrations can occur in the air. In the case of heavy and light vapours and gases in particular, their accumulation in the ceiling or floor area and their penetration into ducts, pits and floor openings must be avoided. Ignition sources must be kept away. If necessary, danger zones must be cordoned off to prevent unauthorised persons from entering.

Any hazardous substances may only be used after consultation with the Hübner contact person and determination of the conditions of use.

Any remaining residues of hazardous substances must be taken away by the external company.

25.2 Supply and disposal

The external company is responsible for ensuring that the required materials, machines and equipment are delivered, unloaded and stored at the plant properly and in accordance with the progress of work. The type of delivery, location and loading and unloading work must be agreed with the Hübner contact person.

Deliveries in the absence of the external company are only possible during regular working hours in the factory and in coordination with the Hübner contact person. Hübner can only confirm receipt.

24. Media supply, supply

The media supply (electricity, compressed air, water, waste water) shall be provided within the scope of the available capacities via the existing networks of the works. The external company is obliged to register essential consumers with the contact person. The sub-distribution is the responsibility of the external company and must be agreed with the Hübner contact person. The external company must use the system and downstream equipment as intended.

Defects must be reported to the Hübner contact person immediately.

Building materials and assembly materials must be properly disposed of after completion of the work. The dropping of materials from high places is prohibited. Suitable equipment (e.g. debris chute, inclined lift) must be used instead.

25. Disposal

The external company is obliged to avoid waste as far as possible. Waste of highly flammable materials such as paper, packaging material, cleaning cloths and so on must be removed regularly, but at least daily. Contamination must be removed immediately.

Small quantities of waste can be disposed of in the appropriately labelled containers after consultation with the Hübner contact person. The external company must organise the disposal of larger quantities itself. The legal requirements for waste subject to mandatory disposal must be complied with. Burning waste is prohibited. The different types of waste must be stored separately. All waste must be disposed of in accordance with the quantities produced, but at the latest immediately after completion of the work. Hübner reserves the right to provide a collection point for waste.

The discharge of liquid substances into the ground is prohibited. Waste water from cleaning processes must be collected and disposed of by the external company.

In the event of non-compliance, Hübner reserves the right to charge the external company for cleaning and repair costs.

26. Energy and environmental aspects

The protection of the environment and the careful use of its resources are part of our corporate responsibility. Environmental and climate protection are therefore part of Hübner's corporate objectives. Environmentally sound management and resource conservation are prerequisites for sustainable development. For Hübner, this means using energy and raw materials as sparingly as possible and utilising renewable resources sensibly. Environmental pollution should be avoided or eliminated as far as possible.

In addition to complying with legal requirements, the best available technology should be used, taking economic and social aspects into account, in order to constantly minimise negative effects on the environment and climate.

As an external company, you are responsible for ensuring that all safety and environmental regulations are complied with when carrying out the work assigned to you. You and your supervisors, including their representatives, are obliged to instruct the deployed employees comprehensively about possible dangers and environmental impairments resulting from their activities.

27. Site-specific regulations (also in the Hübner data sheet for external companies)

- Ensure that time and performance records are signed off by your designated Hübner contact person after completion of the work or before leaving the company premises.
- Report the following incidents to your Hübner contact person immediately:
 - Damage and malfunctions to work equipment and operating facilities
 - Unforeseen safety risks or obstacles to the execution of the work
 - Loss of external company/visitor passes.
 - Accidents that require medical treatment by an accident doctor (accident doctor).

28. Liability, costs, consequences (GTC)

The external company shall indemnify Hübner GmbH & Co KG - irrespective of the legal grounds - against all direct or indirect damages arising from or in connection with the execution of the order which are asserted against Hübner by third parties, in particular property damage, personal injury and financial loss.

All production, storage, laboratory and ancillary areas at Plant 3 (Antonius-Raab-Str. 5, 34123 Kassel) are equipped with an automatic sprinkler system (extinguishing system). Mechanical damage to a single sprinkler head triggers the sprinkler system. If the sprinkler system is triggered, the Kassel fire brigade will be called out.

We reserve the right to charge the costs incurred by us as a result of the sprinkler system being triggered to the party responsible and to claim compensation for any damage incurred.

The external company undertakes to take out liability insurance for property damage, personal injury and financial loss with a sum insured per insured event of at least EUR 1 million per claim and EUR 2 million per insurance year and to maintain this for the duration of the delivery/service and to provide evidence of this on request. The liability of the external company shall not be limited to the scope of cover or to the above-mentioned sums insured under its existing insurance policies.

29. Permits

The following work requires a separate permit:

- Permit for work involving a fire hazard
- Permit for work in confined spaces
- Authorisation to use the company's own work equipment and tools
- Application to switch off the fire alarm system

Date of application

Signature and company stamp