

Company Regulations for Third-party Companies

1 Foreword

The purpose of the Hanomag Lohnhärterei Group's "**Company regulations for third-party companies**" is to protect your and our employees' health and safety, the environment and to use energy carefully.

The "**Company Regulations for Third-party Companies**" in the version currently relevant in each case are a contractual component and are therefore binding.

2 Principles

Please also find out about the statutory, trade association and company regulations that your employer specifies and which apply in addition to the specifications set out in these Company Regulations before starting work in our company.

This applies in particular to observing and adhering to our company's internal regulations on health and safety, fire prevention and environmental protection (fire prevention regulations and alarm plan, permit for carrying out work that entails a fire risk, waste disposal guidelines, non-disclosure agreement etc.) as well as the prudent use of energy.

If these statutory regulations are consolidated in measures from official bodies (permits, instructions etc.) you must comply with these if they affect you.

All safety symbols used in these Company Regulations comply with current stipulations.

- Employees are only allowed to work on our company's premises if they have received instruction on "Principles of prevention" as set out in the German Health and Safety Act (Arbeitsschutzgesetz) and the specifications of DGUV V1 „Grundsätze der Prävention“ (German Trade Association Regulations). Employees must also be told about what these Company Regulations entail.
- All work must be carried out in such a way that any risk to people and facilities is avoided, or if unavoidable, is kept to a minimum by using protective devices and equipment. Any risk to or pollution of the environment (air, soil, water) must be ruled out.
- You must be aware of the way in which your work influences our energy consumption and you must ensure an energy-efficient code of practice and indicate any form of wasted energy to us.
- The work equipment you use must be in perfect condition and in compliance with safety regulations.
- When leaving the place you are working, tools and equipment must be locked up, or kept safely elsewhere, so that they cause no injury to people or damage to property.
- After carrying out the work, site areas must be clean and handed over in the agreed condition.

3 Registration and Training

3.1 Access to factory premises

3.1.1 Register (*only at the Hanover site*)



To enter or drive into the factory premises, visitors must use the main entrance located on Strasse *Springrad*. The entrance is marked by a sign reading *Visitors, Incoming goods, Outgoing goods*. All non-company visitors must register at the Hanomag Härtecenter GmbH (upper call button), or at Hanomag Lohnhärtereier GmbH (lower call button). All calls will be forwarded to the relevant receptionist. Visitors are kindly asked to give their name, reason for their visit and their contact person. The barrier will then be opened and will close automatically after visitors have passed through. The roller shutters are closed from Monday to Thursday, between 6:00 p.m. and 7:00 a.m., and on Fridays after 4:00 p.m., therefore only allowing access in consultation with the Shift Manager of the hardening plant.

3.1.2 Registering (*all sites*)

When entering the company premises for the first time and before starting work you must report to reception, or the incoming goods department, where visitors must confirm that they have been made aware of the Company Regulations and must sign the non-disclosure agreement.

Both when entering and when leaving the Hanomag site, employees of third-party companies must sign in or sign out of the displayed [VD visitor list](#).

3.2 Traffic regulations

Road traffic regulations apply accordingly on the company's premises. The maximum speed limit is 10 km/h. Vehicles may only be parked in the designated spaces.

For vehicles, the exit is via the factory gate in Merkurstraße marked with an exit. The barrier there opens automatically.

3.3 Start of order / training / instructions

Coordinate the work required with the head of department concerned, or Hanomag's shift manager, taking into account operational possibilities and necessities (*if necessary coordinate in line with DGUV V1*).

If work needs to be carried out over more than one visit, instructions need to be given regarding the job concerned and documented by the relevant Hanomag employees. Visitors must observe operating instructions for handling tools and equipment and hazardous materials.

3.4 Disruptions and crisis/emergency management

Please inform us of any disruptions or changes to the operating procedure. Report any disruptions and irregularities that occur while you are carrying out your work. The people named as responsible in our Operating Procedures "*Crisis Management and Emergency Planning*" have sole responsibility for preventing and minimizing risks to staff, people involved, assets and the environment from damages or consequential damage.

Company Regulations for Third-party Companies

3.5 Cleanliness/disposal of waste

The production facility and all other spaces must be left in a clean condition and waste must be sorted according to type.

Insofar as no other agreement has been reached, you as a contractor are personally responsible for properly disposing of any waste produced while executing the work (e.g. building rubble, excavated soil etc.). Waste must be disposed of in line with the statutory and waste-disposal regulations.

3.6 Occupational accidents

Report any accidents your employees have at work to the head of department/shift manager/coordinator in charge. We can help you if accidents occur. Any other regulations on reporting or investigating accidents or occupational diseases or illnesses which the visitor's employer has drawn up remain unaffected by the provisions made here.

4 Environmental and energy policy

We would like to draw your attention to our Environmental and Energy Policy and its goals. Please support us in implementing it and achieving the objectives.

We, the management team at Hanomag Lohnhärtereier Group, are responsible for complying with and implementing a coordinated Environmental and Energy Policy. The required personnel, investment, training programmes and operational costs have been scheduled and provided for this purpose.

The structure and management of an environmental and energy management system are based on DIN EN ISO 14001 and DIN EN ISO 50001.

Environmental protection and prudent handling of energy are core elements of our corporate philosophy. We, the management team, undertake to manufacture our products in line with regulations and in a safe, environmentally friendly and energy-efficient manner. Our products and the way they are manufactured are to use energy and natural resources efficiently and be suitable for re-use, recycling or risk-free disposal. Therefore, any new activity, any new product and manufacturing procedure must be assessed beforehand for its impact on the environment and influence on our energy consumption. Preference should be given to purchasing energy-efficient products and services whenever the cost and the quality are acceptable.

By using the latest manufacturing processes and constantly optimising processes, we want to constantly improve our energy performance and our economical use of energy and raw materials, minimising pollution and avoiding waste. We have drawn up an in-depth environmental and energy programme to achieve these goals.

We do not just fulfil all statutory and official regulations regarding the environment and energy, but also take responsibility, on our own initiative, for drafting additional measures to protect the environment and cut wasted energy.

Enhancing environmental protection and improving energy efficiency are ongoing processes which are initiated systematically and methodically and are constantly monitored. These processes include regularly checking the key impact or factors on the environment and our energy consumption and consistently cutting energy waste. All employees in our company are involved in environmental and energy policy and implementing it. They are required to play an active part in constantly improving our environmental and energy performance and in achieving the strategic and operational goals. The information and resources required to do so are supplied to them. We would be happy to provide more information if you so wish.

5 Alarm regulations

Behaviour during a fire, accidents or when other dangers arise:

5.1 Call the emergency number



Emergency number: **112**

The message must state:

Who is calling

What happened?

Where did it happen?

How many people are injured?



Do not hang up immediately - wait for confirmation and inquiries!

5.2 Leaving the building



When a warning signal sounds (a siren or a horn), e.g. if a fire breaks out, the building must be left immediately via the closest escape routes and emergency exits. People in neighbouring areas must be warned, and injured or disabled people must be given assistance. Head for the prescribed assembly points.

5.3 Assembly point



Assembly points are clearly marked on the outside of all factory premises!

5.4 First aid



The first aid box and a stretcher are in each company's production facility and are clearly marked!

5.5 Executive authority

Instructions issued by the emergency services and Hanomag managers must be followed.

6 Prohibition**6.1 Intoxicating substances**

The consumption of alcohol or other intoxicating substances is not permitted in company buildings, offices and outdoor areas, including vehicles. The ban on smoking in areas marked accordingly must be adhered to. Special areas for smokers are also marked.

6.2 Food and drink

Consuming food and drink is prohibited in all production facilities. Special recreational areas or rooms are available specifically for consuming food and drink.

6.3 Mobile phones

In areas with an explosive risk no mobile or cordless phones or other electrical equipment which is not explosion protected is permitted.

6.4 Confidentiality

Recording or filming operating equipment and working methods is forbidden. This includes the ban on photography. Furthermore, after completing their visits, visitors must maintain confidentiality towards third parties about the above-mentioned matters.

6.5 Restricted access

In the interests of your own safety you are not permitted to enter areas of the company that do not belong to the area you have been deployed in. In exceptional cases, other parts of the company may be entered, if required to carry out the job at hand, after discussion with the head of department concerned or Hanomag's shift manager.

7 Dangerous work, highly dangerous work, work with special risks



Dangerous work, highly dangerous work and work with special risks may only be carried out in the presence of a supervisor. A written permit must always be obtained from the Hanomag head of department/shift manager/coordinator for the following work:

- Work that involves a naked flame, including welding, separating, sanding etc. in areas with a fire risk
- Electrical work on machinery and equipment while the power is switched on
- When people work alone
- Work with a risk of falling
- Demolition work

The visitor's employer must provide the relevant personal protection equipment.

8 Accident prevention

Statutory and trade association occupational, environmental and health protection regulations and accident prevention regulations apply. The statutory regulation on working hours must be adhered to.

8.1 Internal safety regulations

- Our company's tools, devices, equipment and machinery may not be used without our permission.
- Protective/safety devices on machines and equipment may not be bypassed or rendered ineffective.
- If electricity needs to be switched off to carry out the work, the procedure must be discussed with the contractor.
- Materials stored and stacked must be arranged in such a way that they do not put health and safety, production processes, transport and the flow of traffic at risk. Storage areas, and supply and disposal facilities may only be used after they have been assigned.
- Construction site areas, excavations, ditches, channels, holes in the ground etc. must be secured properly by the contractor during the entire construction period.
- It is the contractor's responsibility to secure the building site.
- Signs issuing instructions, prohibitions and warnings must be observed. They may not be removed or obscured.
- Access must be maintained to transit areas, entrances, exits, escape routes as well as fire extinguishing and rescue equipment at all times.
- When the sirens sound the building must be left immediately and any instructions followed.
- Before starting work, all employees must be aware of the location of the next fire extinguisher, the escape and rescue routes, the next emergency call phone and the first-aid material.
- Vehicles (e.g. industrial trucks, cranes, platform lifts) may only be driven with the right permit (in-company operation also requires an order in writing).

8.2 Personal protective equipment (PPE) / Ergonomics in the workplace

Visitors may only enter the Hanomag production facility when accompanied by the responsible employees. The required personal protective equipment is specified.

- Always where the personal protective equipment required (protective goggles, protective shoes, ear muffs etc.).
- Do not put yourself or others at risk while working because you have consumed alcohol or any other intoxicating substances. Employees who are suspected of being under the influence of these substances are ordered to leave the premises.
- PPE must be provided by the visitor's employer.



When planning workplaces, ergonomic factors are considered and taken into account in order to influence conduct at work and thus to prevent or minimize negative effects on health and safety.

8.3 Fire and explosion prevention



The fire prevention provisions apply.

8.4 Possible risks



Various risks are caused by production processes at Hanomag.

These include:

- Hazardous materials (gaseous, liquid - harmful, toxic, extremely flammable, oxidizing)
- Forklift traffic
- Crane operation
- Tripping points
- Pressurised gas bottles and other containers
- Magnetic fields



8.5 Using hazardous materials

The use of hazardous materials must be avoided. Substances and mixtures without REACH approval are prohibited.



Substances and mixtures that are toxic, explosive, dangerous to the environment or health hazardous (category 1) are also not allowed. If using



such chemicals is unavoidable, the following regulations must be followed:

- Information to Hanomag about which substances are used, in which quantity and for which purpose,
- Submission of the GHS safety data sheet and valid operating instructions, and
- the availability of the necessary personal protective equipment.



It has to be safeguarded, that any threats to persons and any water-, air- or ground pollution will be avoided. All third party employees, who are using hazardous substances at Hanomag's facilities need to know the specific operational- and transport-instructions.

8.6 Noise, dust, odours

Adverse effects caused by noise, dust and odours must be prevented as far as possible. If this is not possible, this must be stated in good time.

8.7 Authority to issue instructions, controls, non-compliance

Always follow the instructions provided by our managers. In the event of safety breaches, our managers are entitled:

- To order the work to stop until the fault has been eliminated;
- To exclude employees from taking part in any other activity who do not comply;
- To demand that unsafe equipment is immediately removed from the company's premises.

The Contractor shall bear the costs of any delays caused by such instructions. Hanomag shall carry out inspections to maintain order and safety. The inspections include checking all equipment introduced. Orders issued by Hanomag's head of department/shift manager/coordinator must always be followed. Contraventions may result in an immediate ban from the premises.

9 Knowledge of the Company Regulations for Third-party Companies

We undertake herewith to comply with the "Company Regulations for Third Parties" issued by the Hanomag Lohnhärterei Group and verify that we have instructed all our employees and any employees of sub-contractors to comply with the Regulations.

In particular, we assure that our employees and employees of sub-contractors used by us:

- Know about the Company Regulations for Third-Parties companies;
- Are instructed in line with article 4 DGUV V1 and articles 4, 8, 12 ArbSchG (German Health and Safety Act) and with regard to electrical engineering work in line with DGUV V3 and VDE 0105 part 100;
- Have been given the personal protective equipment required;
- only professionally qualified personnel will be used for operations requiring special skills (e.g. welding, operating platform lifts/industrial trucks/crane systems);
- That the permits and certificates are available;
- That required health and safety examinations have been performed;
- That the work to be carried out has undergone a risk assessment in line with the German Health and Safety Act and the appropriate measures have been implemented;
- That work on Sundays or public holidays has been registered with the supervisory authority;
- Construction and assembly work, and dismantling work that takes longer than ten work shifts must be reported to the responsible trade association in good time before such works begin. The award of partial services to subcontractors does waive the duty of disclosure (Sec. 3, German Statutory Accident Insurance (DGUV) V38).
- Employees from external companies have the option to submit suggestions for improvement to Hanomag. Such submissions may not, however, be suggestions that are already stated in the agreed delivery or service. The Hanomag Lohnhärterei Group "Suggestions for Improvement" form can be printed out at Reception.

 Ort / Datum

 Stempel / Unterschrift Fremdfirma

 Name in **DRUCKBUCHSTABEN**

10 Freigabe und Versionsverfolgung

index	date	Description of changes	Created/ Changed by
9	03/09/2021	3.4 Details of crisis/emergency management 8.2 Supplement to ergonomics in the workplace	HHC/Maschke HHC/Fleischner