

Company rules for external companies

the orders placed within Freudenberg Performance Materials (FPM) and Freudenberg Filtration Technologies (FFT) at the following locations
Kaiserslautern, Neuchâtel and Weinheim.

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Scope

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

Purpose

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

This document is only available online. Every printout is an unguided copy!

	date	range	name	Signature
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1. General notes

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 rules and regulations applicable within the Freudenberg Group, as well as with statutory regulations on environmental protection and occupational safety, is a high priority for our company. This includes that we only accept those companies and persons as contractual partners who also recognise and comply with these rules and legal regulations. These are:

- **Occupational safety regulations, in particular rules of the employers' liability insurance association:**
For us, the rules of the BG-RCI (raw materials and chemical industry), the relevant laws, ordinances and guidelines as well as the FPM-+ FFT-internal safety standards apply. They are obliged to take all measures which are suitable to exclude occupational accidents in accordance with generally recognised safety and occupational health regulations.
- **regulations on occupational safety, environmental protection, fire protection and data protection:**
You are obliged to inform yourself about the special legal regulations for the work you undertake, to observe them and to coordinate them with us.
Furthermore, you must oblige your employees - insofar as they are employed in the processing of personal data - not to collect, process or use such data without authorisation or to maintain data secrecy even after the end of their employment with you (§ 5 of the Federal Data Protection Act).
- **Instructions of the FPM or FFT officer:**
Instructions from the client or his safety coordinator, the site manager (SEO), the safety specialist, the chemical specialist or the representative for environmental protection must be followed.
- **Prohibition, bid, warning and information markings must be observed.** In case of discrepancies, please contact the client. Failure to observe these instructions will endanger 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 safe custody of the equipment and materials you use. They are also liable for any damage caused by their employees, subcontractors and suppliers. The liability and responsibility for the equipment and services provided by you lies with you until acceptance or handover.
- Like any external party, they must observe the **safety information and general rules of conduct of the FPM and FFT sites.**
- The contractor and his vicarious agents are prohibited from conducting private business at the locations.

Should their employees, subcontractors or other persons working on your behalf violate the statutory provisions, the rules of conduct at the FPM or FFT locations or these operating regulations, the party or parties causing the disturbance may be expelled from the factory premises and the Customer may withdraw from the entire order and claim damages if necessary.

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2. Personnel

The personnel employed or commissioned by you for our assignments in our area are in possession of valid working documents, such as social security card and, if applicable, work permit and residence permit, as well as the evidence required for their work (e.g. forklift driving licence, welding licence, etc.). You must ensure that the personnel you employ are suitable, qualified to meet the specific requirements, instructed and - where necessary - commissioned in writing. Sufficient knowledge of the German language is a prerequisite for an assignment. You are responsible for instructing the personnel you employ in accordance with these operating regulations and for adhering to the corresponding rules of conduct.

Subcontractors and temporary workers may only be employed with our consent. They are liable under the law for compliance with these operating rules by their subcontractors.

The Customer shall have the right to check the work performance of the Contractor and its vicarious agents at any time. The work slips (hourly, weekly, etc.) and material slips must be signed by the safety coordinator. Services performed on non-signed proofs shall not be remunerated. A copy of these proofs remains with the client and is taken as a basis for the settlement.

3. Workplace

Depending on the duration and extent of their stay on the plant premises, persons not belonging to the company shall be issued with a company pass (visitor's or permanent pass with limited validity), which must always be worn visibly. Permanent passes must be requested from the security coordinator. Access to the works premises is only permitted to persons with a valid works ID; visitors may only enter the works premises with the consent of the security coordinator and after proper registration with the works security.

The work ID card must be presented unsolicited when entering and leaving the works; if this is provided for, the access control devices (turnstiles, barriers, etc.) can be used with it. Persons staying on the works premises must, at the request of the works security as well as their representatives, identify themselves at any time as a person, company affiliation and residence permit; the social security card must be carried along and presented on request. Corresponding controls by the plant security and authorized persons are to be tolerated.

Vehicles of the Contractor and its vicarious agents may be allowed access to the factory premises for the purpose of carrying out repair and assembly work and for operating the construction site. The contractor must apply in writing to the security coordinator for the corresponding entry permit in advance. On entry and exit, the driver must report to the factory gate. The driver must provide information on the type and size of the load. All persons travelling in the vehicle must be in possession of a valid works identity card.

The road traffic regulations apply within the factory premises. The driving speed is limited. Rail has right of way. Pedestrians must be respected at all costs. Motor vehicles may only park in the designated and allocated spaces. Vehicles must neither hinder nor endanger own-account traffic. Otherwise the plant security is entitled to remove the vehicles at the expense of the keepers. Factory roads must not be left. Driving and parking on the factory premises is always at your own risk.

You and your employees are only in the area within the location in which you fulfil your order. They enter this area directly before starting work and leave it directly after finishing work. Access to other operating areas is only permitted to the extent that this is necessary for the fulfilment of your order.

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

If work cannot be seen behind doors and gates, these must be secured without obstructing escape and rescue routes.

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You and your employees are in possession of the necessary personal protective equipment (PPE), such as safety shoes, protective gloves, protective goggles, hearing protection, etc., and undertake to use these before entering production, logistics, workshop areas as well as laboratories and technical centres.

In addition, in these areas there is a ban on the wearing of watches, jewellery, rings, free-hanging ties, scarves, scarves and open long hair.

Smoking is prohibited throughout the entire factory premises, and stricter regulations apply in particularly endangered 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 carried or consumed on the factory premises. Alcoholised persons must not enter or be present on the factory premises. The factory security is entitled to carry out alcohol checks and to expel alcoholized persons from the factory premises.

4. Working and construction sites

The setup of work and construction sites requires the agreement and express consent of the client (safety coordinator) with the involvement of the adjacent areas concerned. Safety (fire extinguishers, first aid kits, escape routes, etc.) must be observed when setting up work areas.

The contractor assumes the general duty to ensure road safety when carrying out the work incumbent upon him; he is solely responsible for the supervision of his vicarious agents and is liable for violations of the duty to ensure road safety and / or supervision. He shall indemnify the Customer against claims for damages by third parties arising from a breach of the Contractor's duty to ensure safety on the road or to supervise the Contractor or for which the Contractor is otherwise responsible.

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

5. Use of factory property

The use of the Customer's own equipment, installations and materials is at the Customer's own risk and is only permitted with the consent of the Customer and, if applicable, the owner. Energy from the client or third parties may only be used or consumed with their permission. When using forklift trucks, the valid forklift driving licence and a written driving order must be carried along and presented on request.

6. Use of tools of the external company

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

7. Cranes and industrial trucks

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

8. Fire works

A permit must be completed for fire work (cutting, cutting, welding, soldering, heating, etc.). You can obtain this permit from your client.

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9. Scaffolding, ladders and work at heights

Scaffolds must be accepted by the client (safety coordinator)? at the place of installation. When working at heights, precautions must be taken to ensure that there is no danger from tools or materials falling down. The client has laid down special safety regulations in the *rules and regulations on fall protection*. The Contractor undertakes to maintain, use and ensure compliance with fall protection devices in accordance with the risk assessment carried out by the Contractor. Costs for the provision of fall protection will not be reimbursed separately.

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 release.

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

Only those substances may be used which have been approved for the contents of the trade and for the installation of the work and construction sites. The use of other hazardous substances with the hazard characteristic *explosive, highly flammable, oxidising, toxic, very toxic, carcinogenic, toxic to reproduction and mutagenic* is strictly prohibited...

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

11. Handling substances hazardous to water

Water-polluting substances (WGK) must under no circumstances be allowed to enter the rainwater sewer system (covers marked in blue), the ground or the groundwater. The WGK substances must be stored and transported in suitable and approved containers. Discharge into the sewer network (yellow marked covers) may only be carried out with express permission.

In the event of infringements, they shall be liable for damages and liable to prosecution.

12. Waste

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

The contractor is responsible for the proper disposal of the materials, packaging and the waste and residual materials resulting from the work he has carried out. Troughs and containers of the customer are not available for this purpose. Waste and residual materials must be stored in suitable containers in such a way that they do not pose a hazard. Any short-term interim storage of waste requires the prior permission of the client.

13. Civil engineering works

Civil engineering works generally require the approval of the site manager. This also includes hammering in ground anchors and similar fixings in the ground.

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

For on-site use, the customer informs them about the available service connections. Unauthorised intervention in existing switchgear and distribution systems is prohibited.

Any connection of external IT equipment to the Client's network or to individual devices requires the prior consent of the Client's responsible IT department. Before commencing work on the Client's IT systems, the

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Client's consent must also be obtained and the work coordinated with the IT department, if necessary in accordance with its IT guideline.

15. Live installations

Work in the vicinity of open, unprotected live installations is prohibited. Special arrangements are possible in individual cases. The disconnection of the voltage during assembly or conversion work must be agreed with the customer at an early stage. Modifications, shutdowns and conversions are generally carried out by or on behalf of the client. Unauthorized action by the contractor or his employees is strictly prohibited.

16. Water, steam, gas, compressed air

For these tube-bound energies, no intervention without the responsible specialist department applies. Information can be obtained from the client.

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

17. Confidentiality obligation

Pauses, copies, drawings, documents, files, data carriers of any kind, electronic data etc. may not be taken, reproduced or made accessible to unauthorised persons without the permission of the customer.

They undertake not to disclose any transaction or trade secret to which they have had access in any way.

This applies to the time of their order processing and also afterwards.

18. Exclusion and release from liability

FPM or FFT shall not be liable for any damage caused by FPM or FFT itself or resulting from non-compliance with the statutory provisions, the general rules of conduct at the locations or with these operating regulations. You shall indemnify us against all possible claims of third parties which are brought to our attention due to such non-compliance with agreed rules or in connection with the work carried out by you.

You hereby undertake to take out and maintain appropriate liability insurance and to provide us with proof of such insurance upon request.

19. Reporting of accidents and damages

Damages and accidents with personal injury, fire incidents, leakage or outgassing of substances, hazardous substances must be reported as quickly as possible.

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

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20. Confirmation by the contractor

(back to Purchasing)

The contractor has drawn the attention of his employees and commissioned persons to the content of the works regulations D 03-EK-33 Version 1 (including the obligation to maintain secrecy) and has also urged them to observe them.

Furthermore, the contractor is informed that he is liable and may be liable for damages for infringements committed by his appointed or commissioned persons as well as for his own fault.

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

Company name :

(stamp)

Place, date :

Signature :

(add name in print or automatically)

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