

Paul Brüser GmbH attaches great importance to occupational safety and operational environmental protection. You should be familiar with and adhere to the statutory regulations relevant to your work. In line with our corporate philosophy as well as quality and environmental goals, the following rules of conduct must be observed in the area of occupational safety and environmental protection:

- As an external service provider, you undertake to maintain secrecy vis-à-vis external persons and companies about the organization and production processes of PAUL BRÜSER GMBH. Photography is not allowed.
- Sign in or out with the respective department head before starting work and after completion.
- Follow the instructions of the department head. The department head is authorised to issue instructions to your company and your employees or subcontractors for operations on the company premises.
- When working, pay attention to cleanliness and order on the entire company premises. Only enter areas related to your assignment and only perform work for which you are qualified. Construction sites must be secured, marked and, if necessary, illuminated accordingly. The same applies to work on plants and facilities.
- Substances required to carry out work on the company premises must be registered with the department head. If the use of unapproved substances causes disruptions in the course of operations or in product quality, recourse claims will be asserted against your company.
- Waste, residual stock and leftover parts originating from your activity must be properly disposed of by you and at your expense if no other contractual arrangements have been concluded. If waste is to be disposed of by us due to contractual arrangements, you must observe the waste separation policy in place at our company. (If you have any questions about waste separation, please contact the department head.)
- Keep work noise as low as possible.
- Extreme caution is generally required when driving on the company premises. In general, walking speed applies on the entire company premises. When a vehicle is at a standstill, the engine must be switched off.
- Warning, information and prohibition signs must be observed.
- Irregularities regarding occupational safety, environmental protection and production safety must be reported immediately to the department head.
- Only carry out orders if you can assess the hazards to people and the environment (e.g. start-up of machines, outflow of liquids and gases) and know the measures to avert danger.
- The operating instructions for the respective plants and substances must be observed.
- When carrying out work that coincides with the work of our employees in terms of time and location, you are obliged to coordinate with each other via the department head in order to exclude any mutual danger.
- Hot work (e.g. welding, soldering and grinding) can only be carried out with proof of the corresponding permit.
- Personal protective equipment required for the respective work must be provided by you and used. Safety aids provided by us must also be used.
- The use of our factory-owned machines, equipment, materials, vehicles, etc. is only permitted after consultation and with the approval of the respective department head.
- Smoking is prohibited on the entire company premises.
- Vehicles may only be parked on the company premises after consultation with the department head and according to his instructions.

- Important telephone numbers in the event of a fire/emergency/accident/incident can be found in the emergency telephone list posted in our company and the emergency wall attached to the production management office.
- The Contractor undertakes to inform its employees of these company rules. These company rules must be signed and returned to the Customer.

These rules of conduct are a binding part of our order. You must ensure that your employees and subcontractors comply with these requirements.

Issued on:

Issued by:

**Acknowledgement
of receipt by
service provider:**

Company stamp

(Signature)

(Signature)

(Name in block capitals)

(Name in block capitals)