

# SAFETY AND ENVIRONMENTAL REGULATIONS FOR EXTERNAL COMPANIES

## Introduction

As a global acting technology company, Vitesco Technologies (VT) believes it is crucial to fulfilling our social obligations to protect our employees' lives, health, and the environment. Numerous internal work instructions and behavioral codes have proven this to our employees and to the supervisory authorities with whom we have coordinated these instructions and codes.

To ensure smooth, accident-free and environment-friendly work processes from external companies on our premises, to maintain our internal safety standards and to prevent bad examples, the following regulations must be complied with.

## Contents

- 1. General ..... 1
- 2. Plant Security ..... 2
- 3. Occupational safety ..... 3
- 4. Environmental protection ..... 4
- 5. Hazardous materials ..... 5
- 6. Hot work ..... 6
- 7. Emergency procedures ..... 6

## 1. General

These regulations include rules for all contractors (contractors) who work on behalf of VT (contracting party) on company premises or branches. The contractor must instruct their employees and subcontractors to comply with these conditions.

Work may only be carried out on the company premises within the legal and in-house specifications framework. The contractor is required to note and comply with the specifications that apply for the contractor's task, such as:

- Occupational safety, including the generally accepted safety-related and occupational health standards (which include the employer's liability insurance regulations that apply both to the contractor and the contracting party)
- Environmental protection, particularly pollution control, water, waste, and soil protection. Other site-specific regulations shall be considered.

The contractor must appoint one or more representatives (Depending on the scope of work) as contact persons for carrying out the contract. These representatives must be suitably qualified, and they must ensure technical and personnel management of the contractor's staff and immediate supervision. The contracting party (VT) shall appoint an external company coordinator, who is authorized to order the cessation of work in case of violating these specifications until the fault is remedied, and who is authorized to exclude the offending employees from further activities. The external company coordinator shall also communicate applicable internal rules to the representative of the contractor.

The contractor must ensure that all the necessary instructions and occupational health screening examinations are carried out for the personnel used and that the necessary qualifications are present for the specific activities to be carried out.

The contracting party reserves the right to check compliance with these safety instructions and regulations and to deny entry onto the company premises for individual contractor employees in the event of repeated or severe violations. The contractor must cover the resulting delays and costs in completing the contract.

1.1. Media supply

Media required for the work (e.g., compressed air, water, on-site power) shall be reported to the responsible Facility Management department of VT in good time before the start of work. Approximate usage shall be reported to the external company coordinator for recordkeeping purposes.

1.2. Wall and ceiling openings

Suppose wall or ceiling openings are opened or new ones are created. In that case, these shall be closed appropriately again after completing the work in consultation with the external company coordinator.

1.3. Construction site facilities

The external company coordinator shall coordinate spaces for construction site facilities (containers, site huts, and material storage locations).

1.4. Completion of the construction and assembly work

The work or construction site shall always be kept in a clean state and shall be fully cleared and secured after completion of the work.

1.5. IT security

If IT systems are to be brought onto the site, the contractor shall coordinate this before work starts with the external company coordinator. The contracting party's standard regulations apply here.

Using the contracting party's IT infrastructure, or linking the contractor's IT systems to the contracting party's IT infrastructure, is prohibited. However, if this is necessary to carry out the work, the contractor shall report this in advance to the external company coordinator. The external company coordinator shall discuss the possibilities with the parties responsible for information security on site. The use of WLAN or Bluetooth devices shall also be coordinated in advance.

All requests for external access to VT IT systems and/or secure data exchange must be made by the external company coordinator via the VT Business Partner Approval Tool (Home - BPAT ([vitesco-technologies.net](https://vitesco-technologies.net)))

## 2. Plant Security

2.1. Access authorization

Persons and objects, particularly vehicles, shall be subjected to the contracting party's standard entry and exit checks.

Without written permission, contractors will not be permitted to remove company property from the site. Access Control and ID-Card Management for contractors are regulated in VT 1014472. The passing on of access authorization or keys issued, including enabling third parties to enter the site by opening doors for them, is prohibited. Every contractor employee needs an individually issued badge. Badges or keys issued shall be returned to the contracting party after the work is completed.

Badges must be worn visibly.

2.2. Entering operating areas

Operating areas may only be entered if it is necessary to carry out the work that is to be performed. The locally applicable regulations shall be observed in the event of work in these areas. The external company coordinator or the VT contact person shall carry out instructions in these regulations.

2.3. Working outside of normal business hours

Normal business hours are specified and published by the site. Work performed outside of normal business hours must always be coordinated with the contracting party. Compliance with legislation on working hours must be ensured and is the contractor's responsibility.

The contractor must procure special permissions from authorities for work on Sundays and public holidays. A copy of this permission must be delivered to the contracting party on request.

2.4. Traffic

If vehicles of the contractor must enter the premises, a dedicated vehicle entry permit must be issued by VT. The on-shift Security Officer or Facility Manager will direct the contractor where to park during the work.

The road traffic regulations apply to the company premises, construction sites, and parking areas. Ground conveyors (e.g. forklifts) have priority over all other vehicles on the plant premises.

Each person shall behave carefully and considerately. Maximum speeds must be observed. Any obstruction to on-site traffic shall be avoided without fail. Fire service access routes must be kept clear, with no exceptions. Parking in front of hydrants, entrances, gates or similar bottlenecks is prohibited.

2.5. Prohibitions

In the interests of order and security, the following activities are banned on the company premises:

Entering the company premises under the influence of alcohol or drugs.

Making copies, replicas or drawings of company documents, particularly operating system photos, without consent.

Bringing third parties onto the site without access authorization.

Removing or changing protective equipment or installation.

If it is urgently necessary to temporarily remove protective equipment or installation, the contracting party's consent must be sought in advance, and the area must be secured in another manner.

Smoking is only permitted within the marked areas.

Any proven damage to property and/or unauthorized removal of company property from the site will be reported.

2.6. Damage

Damage and disruptions to VT facilities must be reported immediately to the external company coordinator or the VT contact person

**3. Occupational safety**

3.1. General obligations to safeguard against hazards

In addition to the labor legislation, each contractor must comply with the "general obligations to safeguard against hazards". This means that each person must ensure that no hazards occur in their working environment or that any hazards are minimized and safeguarded (e.g. in the case of excavations, when installing machines or plants, etc.).

The contractor is responsible for safeguarding the entire area of deployment per the regulations. The contractor shall continuously ensure that all the covers and barriers are in proper condition.

3.2. Tools, machines and devices

Tools, machines and devices may only be used if they are in proper working condition and correspond to the relevant safety regulations. Proper use as intended shall be assumed.

3.3. VT's in-house devices, machines and facilities

In-house devices, machines, and facilities belonging to the contracting party (e.g. ground conveyors, drills, lifting platforms, cranes) may only be used with the consent of the external company coordinator/contracting party.

3.4. Electrical systems

The contracting party's responsible specialists may only intervene in the existing circuitry or distributor equipment. This shall be coordinated with the external company coordinator.

The "5 safety rules" and lockout tagout rules always apply for all work on or in the vicinity of electrical systems.

According to these rules, work near open or unprotected live parts shall be carried out after switching these parts off or installing effective protection against contact. Work on live parts may only be carried out in exceptional cases and in compliance with alternative protective measures.

3.5. Safety labeling

In the individual operating areas, prohibited signs, warning signs, instruction signs, emergency services signs, etc., shall always be observed and may not be removed.

3.6. Traffic and escape routes

All traffic, emergency services and escape routes must be kept clear.

3.7. Use of ladders and scaffolding

Only ladders and scaffolding that are in proper working condition and meet the applicable safety regulations may be used. These may only be used as intended.

3.8. Workplaces at heights

In the event of work on scaffolding and roofs and for other workplaces, the contractor must ensure that falling objects cause no danger and that there is no danger of a person falling from height. If safety cables and ropes are required, employees must be secured against falling with safety harnesses.

Walking on roofs and loading on roofs (material, machines) are only allowed if the external company coordinator agrees. Dome lights must never be walked on.

3.9. "Particularly dangerous work"

Particularly dangerous work, such as digger and earth-moving work, working in confined spaces, working in the vicinity of overhead lines or working with asbestos, requires individual approval by the external company coordinator in each case.

3.10. Personal protective equipment

The contractor must provide all its employees working on the contracting party's premises with all the necessary personal protective equipment and has to ensure that the equipment is used as specified.

3.11. ESD safety equipment

Semiconductor elements and circuits processed by us are particularly prone to electrostatic discharge (ESD). In certain sections of our production, laboratories or test areas, a serious risk is generated by the buildup of high voltages and subsequent discharging. These areas are identified and marked as "ESD protection zones". Special regulations apply here, which the contractor's employees must comply with. Persons who enter the ESD area must wear the specified protective clothing, on-chargeable overalls and conductive ESD shoes, as per DIN EN 61340-5-1. ESD overalls can be provided on-site.

## 4. Environmental protection

4.1. General

All the environmental legislation must be observed when carrying out the assigned work. As a basic principle, Environmental pollution shall be avoided, environmental protection ensured at all time and resources used sparingly during the assigned work.

4.2. Handling materials that are harmful to water

The contractor must ensure that no materials harmful to water can permeate into soil, groundwater or sewage system. Floor drains and manhole covers in the contractor's working area must be completely covered with foil and sealed.

Materials that are harmful to water may only be stored in consultation with the external company coordinator and ESH manager / ESH coordinator. Materials that are harmful to water may be labeled with the GHS-symbol 09 "Environment" and a hazard statement regarding aquatic toxicity.

4.3. Disposal of waste

The contractor is required to dispose of waste according to the local requirements and according to consultation with the external company coordinator and ESH manager / ESH coordinator. In case of rebuilding and/or high amounts of waste disposal, the proceeding must be clarified with the local ESH manager.

4.4. Discharging wastewater

Materials or wastewater may only be discharged into the sewer system in consultation with the external company coordinator and ESH manager/ESH coordinator.

4.5. Energy efficiency

The contractor must observe energy efficiency during the performance of his work and, where applicable, submit proposals for energy saving.

4.6. Emission Management

The contractor is required to avoid any emissions into the air, soil or groundwater that are harmful to the environment. Any activities that might lead to harmful or smelling emissions must be communicated to the external company coordinator and the local ESH manager / ESH coordinator before starting the activity.

**5. Hazardous materials**

5.1. Use of hazardous materials

Hazardous materials to be used by the contractor at the site have to be specified before the start of work, and the most recent copy (not older than 3 years) of safety data sheets are to be provided to the location ESH manager / ESH coordinator. This also applies in the event of changing hazardous materials during the execution of the contract.

Hazardous materials must be validated by Location ESH manager, considering the location/country restrictions regarding the usage of specific hazardous materials for different activities.

Both the contractor and Location ESH manager are to consider the Minamata Convention on mercury and the Stockholm Convention on Persistent Organic Pollutants (POPs) restrictions and requirements while requesting approval of use for certain hazardous materials.

The contractor must instruct its employees per the requirements of the Hazardous Substances before the employees begin work.

5.2. Combustible liquids

When handling combustible liquids, all possible sources of ignition must be avoided. Floor cloths, cleaning cloths, etc. soaked in combustible liquids are to be collected in sealed, non-combustible and labeled containers and shall be disposed of as hazardous waste.

In the case of explosive areas, special site regulations apply.

5.3. Storage / labeling

Hazardous materials shall only be provided at the workstation in the quantities necessary for the work's progress. Storage places shall be coordinated with the external company coordinator and ESH manager / ESH coordinator. Hazardous materials may only be decanted into suitable, sealed containers. All containers must be properly labeled.

## 6. Hot work

### 6.1. Approval for hot work

Before carrying out flammable work (welding, splitting, grinding, soldering, hot blower work, hot welding, brazing or other spark-producing work), a permit for hot work must first be issued, in each individual case. The contractor shall specify safety measures together with the external company coordinator and document these in the associated permit for hot work. A secure perimeter around the work area will be established, and all flammable materials will be removed or relocated to an area outside the "Hot Work" area. This includes lower-level floors, areas near floor openings, and adjacent walls where heat, spark, or flame could transfer to another work area. The distance will be established with the ESH Manager, who will require compliance with the local regulations.

### 6.2. Use of gas bottles

Gas bottles must be properly positioned and secured in a cart or on a wall, as per specification. Storage on roofs is not permitted. Welding equipment and valves must be checked prior to each use and at regular intervals. Mobile welding equipment must be equipped with a manual fire extinguisher.

## 7. Emergency procedures

### 7.1. Reporting an emergency

Any person who observes an emergency (work accident, damage with environmental hazards, etc.) is obliged to report it without delay. The emergency phone numbers are included in the local safety guidelines (alarm plan) and shall be provided to the contractor before the start of work. Additionally, the external company coordinator or the VT contact person must also be informed.

This does not affect the contractor's in-house conditions concerning official reporting of accidents.

### 7.2. Escape routes and access routes for emergency service

The contractor's employees must be informed of the escape routes and outside muster point for the emergency services by their superiors/supervisors. The necessary information is provided by the external company coordinator.

### 7.3. Company medical center

If an accident occurs on a construction or assembly site the employees of external companies may also use the company medical center, if there is one at the site.