

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 component of the contract and 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 tools and equipment you use must be in perfect working order.
- 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 Accessing Hanomag facilities

3.1 Access to our facilities

3.1.1 Access to Hanover facility only



To enter the Hanomag facility in Hanover, all visitors use the main entrance located at *Springrad* street. The entrance is marked by a sign *Besucher, Wareneingang, Warenausgang* (visitors, goods receipt, outgoing goods). All non-company related persons need to call-up their contact person by using the call-box positioned on the left side at the main entrance gate. Depending on where your contact person is located, you can ring-up the Hanomag Härtecenter by pressing the upper button, or you choose the Hanomag Lohnhärtereier, if you use the lower button. All calls will be forwarded to the particular receptionist. Visitors are kindly asked to give their name, reason of their visit and their contact person. After that the receptionist will inform your counterpart and open the gate. After passing the gate will close automatically. From Monday to Friday the sliding gate will be closed from 6 pm to 7 am. On Fridays this gate will be closed at 4 pm. In these times visitors shall inform the Hanomag shift supervisor about their visit in due time to make sure that the gate is getting opened on their arrival.

3.1.2 Registration (applies at all locations)

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. When entering or leaving Hanomag premises employees from third-party companies must sign in and out on the [VD visitor list](#) ("VD Besucherliste").

3.2 Traffic regulations

The German Highway Code applies on the company's premises. The maximum speed limit is 10 km/h. Vehicles may only be parked on the spaces marked. For vehicles, the exit is via the factory gate in *Merkurstraße* marked with an exit. The barrier there opens automatically.

3.3 Starting work / instruction

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. The visitor must observe operational instructions for handling tools and equipment and hazardous materials.

3.4 Disruptions

Let us know about any disruptions or changes to operations. Report any disruptions and irregularities that occur while the job is being carried out.

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 Accidents at work

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 outline our environmental and energy policy and its goals. We equally ask for your support 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, investments, 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 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. Please do not hesitate to contact us if you have any questions.

5 Alarm regulations

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

5.1 Call the emergency services



Emergency number: **112**

When you report the fire, provide the following information:

Who is making the call?

What has happened?

Where has it happened?

How many people are injured?



Don't put down the receiver immediately, but wait for an answer and any further questions!

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. Warn people nearby and help injured or disabled people. Head for the prescribed assembly points.

5.3 Assembly point



The assembly point is outside and clearly marked!

5.4 First aid



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

5.5 Authority to issue instructions

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

6 Prohibited items and activities**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

Company equipment and operational methods may not be documented. No photography is permitted either. 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

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

8.1 In-company safety conditions

- 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, as well as supply and waste disposal facilities may only be used after the persons concerned have been instructed how to do so.
- 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

Visitors may only enter the Hanomag production facility when accompanied by the employees concerned. 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.
- The visitor's employer must provide the personal protective equipment.



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 substances (gaseous, liquid, damaging to health, toxic, highly flammable, or which increase the risk of fire)



- Traffic from fork-lift trucks

- Operating cranes

- Stumbling hazards



- Pressurised gas bottles and other containers



- Magnetic fields



8.5 Using hazardous materials



The use of substances and mixtures which have no valid REACH-registration is strictly prohibited.

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



If it is unavoidable to use such chemicals, the following regulations have to be fulfilled:



- Information to Hanomag which substances, in which quantity and for which purpose are used,
- a suitable SDS and operating instructions as well as
- safety 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



The negative impact of noise, dust and odours must be avoided as far as possible by taking appropriate measures. Should this prove impossible, you must tell us in time.

8.7 Authority to issue instructions, controls, non-compliance

Always follow the instructions provided by our managers. If you do not comply with safety instructions our managers are entitled to act as follows:

- 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 must meet the costs for delays incurred because such instructions have been issued.

Hanomag carries out controls to maintain order and safety. The controls include checking all equipment introduced. Orders issued by Hanomag's head of department/shift manager/coordinator must always be followed. If these orders are not followed, the persons concerned can be banned from being on the premises immediately.

Company regulations for third-party companies

9 Knowledge of Company Regulations on the party of 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 use specially trained personnel for jobs where special skills are required (e.g. welding, operating lifting platforms/industrial tricks/cranes);
- 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;
- That construction, assembly and disassembly work does not exceed ten shifts and is reported in time before it is commenced to the relevant trade association; Allocating certain jobs to sub-contractors does not constitute any exemption from reporting duties (article 3 DGUV V38);
- May submit suggestions for improvement to Hanomag. The submissions must not be already included in the agreed delivery or service. To place suggestions for improvement, our form is available at the reception

 Ort / Datum

 Stempel / Unterschrift Fremdfirma

 Name in **DRUCKBUCHSTABEN**

10 Freigabe und Versionsverfolgung

Index	Datum	Beschreibung der Änderungen	Erstellung / Änderung durch
8	31.07.2019	Transfer of the Company regulations for third-party companies into the current layout. Legal references updated.	HHC/Maschke