

**Guidelines for External Companies of Krüger GmbH & Co. KG,  
Senefelderstr. 44, 51469 Berg. Gladbach**  
as well as the subsidiaries

K-fee System GmbH, Senefelderstr. 44, 51469 Berg. Gladbach and  
Dr. B. Scheffler Nachf. GmbH & Co. KG, Senefelderstr. 44, 51469 Berg. Gladbach

These guidelines for external companies are an integral part of the agreement and are binding on acceptance of order!

The Contractor assumes the full responsibility for the compliance with all statutory, official, employers' liability association or similar provisions as well as all internal guidelines of Krüger GmbH & Co. KG (e.g. work regulations, alarm plan, disposal guidelines etc.) in the execution of its work. The Contractor is fully liable for all consequences resulting from a breach of these provisions.

Where requirements are made in other legal provisions, in particular in occupational safety and health provisions, these provisions shall not be affected.

### Alarm regulations



Behaviour in the case of fire, accidents and other hazards

#### 1. Make an emergency call

Factory Security is alerted using the emergency call (extension **112**).

**Who** is reporting?

**What** happened?

**Where** did it happen?

**How many** people are injured?

**Do not hang up immediately but wait for confirmation!**



#### 2. Escape

When the acoustic alarm is given, e.g. in the case of a fire, the building must be left immediately using the nearest escape routes, emergency exits and emergency staircases. People in the neighbourhood are to be warned and injured or disabled people helped. Go to the stipulated collection points.

**Caution: Do not use the lifts!**

#### 3. Authority to give instructions

The instructions of the rescue services and the responsible people are to be followed.

### Bans



#### 1. Smoking

Smoking is only permitted in specially equipped smokers' corners. Otherwise there is a smoking ban on the industrial premises, in the offices and grounds including in vehicles.



#### 2. Intoxicants

Bringing and consuming alcoholic drinks or other substances producing intoxication on the works grounds is forbidden. It is forbidden to enter or stay on the works grounds under the influence of alcohol or other substances producing intoxication.



#### 3. Food and drink

The consumption of food (eating and drinking) is banned in all production areas. Special break rooms are available for eating and drinking.

## Bans continued



### 4. Mobile radio

The use of mobile telephones and other non-explosion-protected electrical resources is not permitted in potentially explosive areas.



### 5. Confidentiality

Making records on works facilities and work instructions is not permitted. This includes a ban on photography. The external company employees are also obliged to maintain confidentiality towards third parties about the aforementioned after having completed their work.



### 6. Access restriction

Work areas other than those assigned may not be independently accessed.



### 7. Hazardous work

Hazardous work is forbidden in principle. Exceptions with written approval, e.g. in the case of:

- Working in containers and confined spaces
- Working with the hazard of ignition (welding, burning, drilling, grinding, etc.)
- Working with the danger of falling
- Working in potentially explosive areas

### 8. Safety precautions

Safety facilities may not be removed or rendered useless.

Factory Security can make checks to maintain order and safety.

The checks extend to people, vehicles and all containers and objects brought in.

The instructions of Factory Security must be followed immediately.

Infringements may lead to the immediate exclusion of the external company.

## Accident prevention

### 1. Regulations

The statutory and employers' liability association, occupational, environmental and safety regulations and accident prevention regulations apply.

### 2. Nature of equipment

All work and operating resources required to implement the order must satisfy these regulations and may only be used for their intended purpose.



### 3. Personal protective equipment

If it is necessary to wear personal protective equipment for the intended work or if such is prescribed, the external company must provide such to its employees in sufficient quantity. The employees are obliged to use this personal protective equipment.



### 4. Fire and explosion protection

The provisions of the Fire Protection Regulations apply.

## Signing in and induction

### 1. Signing in / signing out

It is necessary to sign in on entering the factory. There is also a duty to sign off when leaving it.



### 2. Traffic regulation

The road traffic regulations apply analogously. The maximum driving speed is 10km/h. The internal factory traffic may not be impeded. Parking of vehicles is permitted exclusively on the designated parking spaces.

### 3. Induction

An induction for the manager of the external company is made by the project manager (or coordinator). The manager of the external company is responsible for the induction of his employees.

### 4. Hazard assessment

A hazard assessment in accordance with Section 5 of the Occupational Safety and Health Act must be made by the external company for the commissioned work and coordinated where applicable with the customer.

### 5. Coordination

To ensure that employees of different contractors at the same place of work do not endanger or impair each other, coordination must take place before starting work with the involvement of the coordinator.

### 6. Waste

Any waste substances produced must be disposed of correctly.



### 7. Hazardous substances

The storage and use of hazardous substances must be reported beforehand to the coordinator (safety datasheet, current status).

### 8. Cleanliness

The workplace must always be kept in a correct condition and left clean after completion of work!

### 9. Faults

Any faults and hazards in the execution of work must be immediately reported to the contract manager or the coordinator.



The following points have been acknowledged and receipt confirmed with the acceptance of order.

**1. Guidelines for external companies of Krüger**

The guidelines have been recognised.

**2. Occupational health and safety**

The commissioned work shall be conducted under consideration of the pertinent acts, ordinances, accident prevention regulations, safety regulations and standards.

**3. Use of hazardous substances**

The substances may only be used for their intended purpose. The correct disposal must be ensured. Before using hazardous substances, an approval must be obtained with submission of safety datasheets.

**4. Cooperation**

A coordinator will be appointed to coordinate the work of the external entrepreneur with the work of the Customer or other companies. He shall coordinate the planned work in order to avoid any mutual dangers. The coordinator is entitled to give instructions to external company employees if this is necessary for the safe progress of work. The external entrepreneur is furthermore responsible for the safety of his employees. He must instruct them depending on contract. If the external company unexpectedly meets other companies, an agreement must be made to avoid any mutual dangers. If activities with special hazards are to be expected, a supervisor must be deployed. If the external entrepreneur makes use of subcontractors, then he is responsible for them and obliged to pass on these guidelines.

**5. Health protection**

The Contractor undertakes to exclusively deploy staff in a suitable state of health. This shall also apply to his subcontractors. Work in the clean zones of our production may only be performed by persons who are free from contagious diseases in accordance with Section 42 (1) Sentence 1 to 3 German Infection Protection Act (IfSG).

In principle, the following illnesses must be reported to the competent contact partner so that the clean zones are not entered without authorisation:

- Diarrhoea, particularly if accompanied by high temperature or vomiting;
- Skin diseases, particularly if they occur in the area of uncovered skin (hands, face, neck) and are associated with wetting and the formation of pus;
- Purulent conjunctivitis;
- Feverish colds;
- Purulent bronchitis or pneumonia

The Contractor shall inform his employees or subcontractors about this requirement regularly and shall obligate them to immediately report any illness.