

Safety instructions for third-party companies

Occupational safety, health and environmental protection – A task for all of us

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1. Preface

The safety instructions for third-party companies that you can find on the homepage of the KRONES AG are to be considered as integral part of the contract. These safety instructions as provided by KRONES AG summarize instructions and other pertinent information designed to ensure the safety of individuals and protection of material assets on its premises.

We are providing these instructions in order to avoid personal injury and damage to material assets, prevent any negative impact on the environment, and increase overall safety on company grounds. The guidelines set out in this document must be observed by all suppliers and service providers ("third-party companies") that access the KRONES AG factory premises. Moreover, the guidelines state general requirements for ensuring the safety in the supply chain.

These instructions are rooted in applicable laws, provisions, regulations, official licences and permits, directives from authorities, and generally accepted rules concerning the use and application of technology. Moreover, they comprise KRONES-specific provisions.

To avoid any ambiguity, we would also like to point out that the managerial authority of our coordinator with respect to questions regarding occupational health and safety as they concern the employees of your company engaged in work-related activities on our premises does not absolve your supervisors from their obligations and responsibilities (in particular, their supervisory duties) as they pertain to your employees.

Violations of these safety instructions may entail an immediate suspension of the work. In case of recurrence, an order to stay away from all KRONES AG sites may be issued.

Should you have any questions about these safety rules and regulations, please contact the HR Corporate Safety and Security department or the safety experts present on site.

Third-party companies shall be liable for all damages caused by them and their assistants according to the statutory provisions. They shall be liable for all damages that result from nonobservance of the mandatory regulations etc., even if the damage has been caused by their contractors and other labour force.

They shall bear all the expenses for the provisions and safety precautions required for preventing personal injury, property and financial damage. As far as insurance is available, the third-party companies shall conclude an adequate general liability insurance contract to cover possible personal injury, property and financial damage. The conclusion of a general liability insurance contract does not limit the extent of the statutory liability.

Third-party companies have an obligation to adequately safeguard and insure their property involved or that of their workforce and other contractors. KRONES AG does not assume any liability or responsibility for loss or damage to devices, tools, equipment and lifting equipment, or any other property of the third-party companies or their contractors.

2. Basic principles and codes of conduct

2.1. Prohibition of alcohol and other intoxicating additive substances

The consumption of alcohol and other intoxicants is prohibited throughout the KRONES site. In addition, access to the site is not allowed to anyone who is recognisably under the influence of alcohol or any other intoxicant.

2.2. No smoking

There is a total ban on smoking throughout the KRONES site, both indoors and outdoors. The only exceptions are the specially designated smoking areas. Please bear in mind that this rule also applies to e-cigarettes. Moving the ashtrays to other positions is expressly prohibited. Due to the fire hazard, cigarette ends must be disposed of in the ashtrays only, and not in the waste bins. In the interests of order and cleanliness, it is a matter of course that cigarette ends must not be carelessly dropped on the floor.

2.3. Access to company grounds

The grounds of KRONES AG may only be accessed by individuals who have a valid company ID card or a visitor card. The owners of the passes are obligated to observe and maintain the applicable safety provisions after they have provided their signature and are given access clearance.

2.4. Coordination of work activities

In order to coordinate the activities of the contractor with the activities of the contracting body or other companies according to paragraph 8 labour protection law, as well as DGUV (German Statutory Accident Insurance) V1 paragraph 6, a KRONES employee shall be appointed coordinator and must be asked for at the site. He or she shall coordinate the planned activities to avoid engaging in potentially hazardous interactions. To this end, job-specific instructions are to be communicated with a view to determining and defining these hazards. The coordinator has managerial authority over the employees of the contractor to the extent that this is required to ensure safe operational procedures. The supervisors of the contractors continue to bear responsibility for the safety of their employees, however. If contractors encounter other companies unexpectedly, they must be consulted with and debriefed to avoid engaging in potentially hazardous interactions.

Should employees of several companies be scheduled to work at a joint location, these companies are obligated to cooperate and collaborate with each other in maintaining the relevant safety and health protection requirements. In particular, the companies must communicate with each other as well as with their employees about all potential hazards associated with the work defined and coordinate measures to avoid these hazards as far as this is required to ensure the health and safety of everyone involved respective of the type of work carried out.

The regulations stipulated in paragraph 2, sections 1 and 2 of the DGUV V1 provision that are binding for carrying out the work assignment must be observed.

2.5. ID cards for external companies

Every employee of an external company must contact the coordinator at the respective location to apply for an ID card. Externals will then be provided with a KRONES ID card containing a photo or a visitor card, depending on the type of work involved and the duration of the assignment. The card must be carried by the employee in a way that is easy to see and read at all times.

After the end of the work order, each visitor must, unsolicited, hand over his or her card at the gate of the respective site.

Any ID card that is lost must be reported to Plant Security immediately.

2.6. Traffic

Non-KRONES vehicles require an entry permit to drive onto the factory premises.

Mutual consideration of others must be practised on the plant grounds of KRONES AG. This applies in particular when vehicles such as forklift trucks, heavy goods vehicles, and vehicles carrying wide loads is encountered. Operators must always establish eye contact with each other.

The maximum permissible travel speed on the plant grounds is 20 km/h.

The coordinator must be contacted for information about which parking spaces to use. Parking spaces that are numbered or marked as reserved may not be used in particular.

Gates and passageways must be kept clear and open to allow traffic through. Rescue paths (e.g. for direct access by the fire brigade), equipment installed to fight fires (e.g. fire extinguishers, fire water feeder devices), control cabinets, and driveways and entrances to buildings especially must not be blocked by vehicles or objects of any kind.

Non-KRONES vehicles and/or non-KRONES trailers must not be parked on the plant grounds overnight. Exceptions must be approved by the coordinator.

2.7. Introducing and withdrawing materials

A written approval (material requisition form) must be created by the respective coordinator or department manager if property of KRONES AG is taken off the plant grounds.

It makes sense to create a list of materials that documents the company property brought onto the factory premises as soon as work begins. We would like to point out that vehicles are inspected as a matter of routine when leaving the premises.

2.8. Building site accommodations/containers on the factory premises

An approval must be obtained from the respective KRONES site manager before mobile accommodations/containers are erected on the plant grounds. The equipment and devices used in mobile accommodations as well as in other rooms and facilities must be operationally safe. The erection location must be approved by the coordinator.

2.9. Impermissible behaviour

The following activities are prohibited on the company grounds in the interests of safety and orderly conduct:

- Removal or modification of safety and fire protection equipment
- Any and all types of commercial transaction
- Formal gathering and political activities
- Distribution of printed matter, circulation lists, questionnaires, etc.
- Copying, replicating, and reproducing documents – in particular photos of operative equipment and assemblies – without obtaining previous approval to do so
- Carrying any kind of weaponry
- Bringing animals
- Using telephone systems at the expense of KRONES AG
- Taking along outside persons without ID card to the company grounds

2.10. Illegal workers

It is prohibited to use illegal workers.

The contracting external company is responsible for ensuring that the employees they hire to work on the KRONES AG grounds have a valid social security card and, if applicable, a valid work permit.

Contractors that employ subcontracting companies bear responsibility for them and for conveying all relevant information as well as ensuring that these safety instructions are understood and acted on in a compliant manner by the third-party companies.

2.11. Emergency management plan

The employees of the contractor must be informed of the designated escape routes and rescue paths as well as the defined gathering points by their superiors or supervisors in charge. The required information (escape and rescue plans as well as emergency measures) are posted in all buildings and can be obtained previously from the KRONES coordinator.

If a fire breaks out, emergency number **11111** must be called from the nearest internal telephone, or **112** via mobile phone, or the fire brigade must be notified with the nearest fire alarm system. You should therefore always check to ensure you know where the nearest phone or fire alarm is before starting work.

All instructions given by the emergency responder team and other service personnel of KRONES AG must be followed.

2.12. Damage to company property

Contractor employees must avoid damaging componentry/machines (scratches, dents, etc.) when performing work-related activities.

Any damage that is caused must be reported without delay to the specialist department that assigned the work or the coordinator.

2.13. Confidentiality, data protection and information security

You are obligated to keep all trade and business secrets confidential throughout the duration of your assignment as well as after the assignment has been completed.

Files, drawings, documents, and other relevant materials may not be taken out of the operating and business rooms of KRONES AG, nor may they be duplicated and/or made accessible to third parties.

Official approval must be granted from the managers of the respective organisational unit before photos, film or video material are taken.

2.14. Plant Security

The task of the Plant Security is to protect the company from hazards and damage by maintaining order and safety. Based on the authority to give directions and domestic authority conferred to this department, they fulfill all tasks in the factory involving security, (traffic) safety and order. The Company/Plant Security staff is authorised to perform checks at any time on the company premises. These checks extend to all individuals and vehicles as well as receptacles and objects brought on site. The instructions of the Plant Security, the contracted security agency, the safety department and the coordinator must be followed immediately at all times. Appropriate information must be given if requested.

3. Occupational safety information

3.1. Work equipment and processing and operating materials

All work equipment and processing and operating materials must comply with the applicable regulations and standards, and must be utilized for the designated use only.

Vehicles must have been examined according to DGUV-V70 (formerly BGV D29), and the examination must be documented. Any diesel-powered vehicles (e.g. diesel forklift trucks, front-end loaders, lifting ramps and hoists, etc.) that are operated in the halls/building facilities require approval. If such operation is unavoidable, particulate filters, ventilation ducts, and other systems must be installed.

Scaffolds must be designed and constructed in line with the respective regulations and requirements and have hand, knee, and foot rails. Scaffolds must be examined and approved prior to use. A written approval must be visibly attached to the scaffold.

All ladders used must have been examined and be certified as compliant with the applicable accident prevention regulations.

3.2. General safety obligations

All contractors are required to maintain and uphold general safety obligations in addition to providing for the safety and well being of the individuals they employ. Specifically, this means that every employer must take steps to avoid any and all work-related hazards (e.g. that present themselves during excavation work), equipment or material hazards (e.g. uncovered excavation pits), and traffic hazards (e.g. unsecured passing points over excavation pits).

When installation or assembly openings, shafts, etc. are secured, the covering apparatus used must be sure-footed and unable to be moved. If there is a risk of slipping or sliding, suitable bracing with hand-rails must be provided.

3.3. Entering work zones

Work zones may only be entered to carry out the work defined.

3.4. Safety marking

Prohibited action signs, warning signs, mandatory compliance signs, safety and escape signs, and other, related signage affixed in work zones must be observed.

3.5. Work performed outside standard working hours

Work that is performed outside regular working hours (7 a.m. to 5 p.m.) must be approved by the respective coordinator and reported to Plant Security ahead of time. Contractors must obtain special approval from the respective trade inspectorate to carry out work on Sundays and holidays. Work must not commence without these permits/reports.

3.6. Roof work

Rope or cable-retention mechanisms (personal protective equipment for avoiding falls) must be attached and secured at the designated attachment points (anchoring device) when repair work is carried out at or in the vicinity of the edges of a building. If no suitable attachment points are provided, a scaffold must be erected, or mobile safety systems must be used.

Skylight domes must not be walked on.

Roofs that do not have adequate load-bearing capacity (e.g. glass roofs and corrugated sheet roofs) may only be accessed when special safety precautions are taken.

3.7. Excavation work

The company commissioned must consult with the respective specialist departments to learn about the exact location of live cables and water, gas, and other media-carrying lines prior to engaging in excavation work. Instructions and information given by these specialist departments must be observed. Drilling, probing, and all other types of digging and excavation work must be communicated to the construction and engineering department beforehand.

Construction areas, excavation pits, channels, ducts, shafts, and other work sites must be secured such that operating hazards are also avoided in low to very poor light conditions.

Exploratory digs may be necessary to unearth any potential munitions, for example, especially at the location in Neutraubling.

3.8. Working near cranes

The respective specialist department must be informed accordingly for any work carried out in the vicinity of cranes. Work may only commence after the work area has been safeguarded by securing the main operating switch for the crane and installing mechanical end stops, for example.

3.9. Completing construction and installation/assembly work

Companies commissioned to carry out construction and installation/assembly work must clean up and sweep their work area after all work has been completed. Any protective devices must be properly refitted and operational again.

3.10. Waste disposal

Waste that accumulates in carrying out a work assignment must be disposed of by the company commissioned for the assignment. This company is also responsible for ensuring that all relevant rules and regulations are maintained and that the waste is disposed of properly. Disposal of such waste on our grounds is only possible with the approval of the coordinator and following consultation with the waste management officer.

3.11. Fire protection

Fire protection systems, such as the fire alarm system or parts of it, may only be decommissioned after having informed Plant Security beforehand and their written approval (form concerning the disconnection of smoke/heat detectors), and after having coordinated any necessary compensation measures. Structural fire protection must not be compromised by the work assignment. Any necessary modifications (e.g. routing of cables through a firewall) must be approved by the coordinator. Appropriate certificates (e.g., declaration of conformity for the fire barrier etc.) must be handed over to the department in charge. All fire protection systems must be reinstated correctly and as quickly as possible.

4. Handling hazardous substances

When handling hazardous substances, the ordinance on hazardous substances and the related technical rules for hazardous substances (TRGS) must be complied with. It must be made sure that the hazardous substances used or released during service provision will not cause any personal injury. Use of carcinogenic, poisonous and highly poisonous substances is not permitted. Exceptions must be applied for prior to the award of contract and approved by the contracting body. Hazardous substances may only be provided in the quantities that are required to continue carrying out the work prescribed. Hazardous substances may only be introduced to the factory premises in appropriate lockable containers that have been sufficiently labelled. The label must comprise at least the following information:

Trade name, name of the manufacturer and danger symbols (according to GHS).

When dealing with substances that are hazardous to water, the water resources law and the regulations on facilities handling substances dangerous to water must be complied with.

It must be made sure that contamination of the ground, of the ground water and of a water body will be prevented.

5. Electrical equipment

5.1. Electrical connections

Existing switchgear or distribution systems may only be accessed after the respective specialist departments have granted approval to do so.

5.2. Switching measures

Required switching measures must be communicated to the electrical servicing companies in charge via site management personnel. All areas affected by these measures must be informed well in advance and their consent obtained.

5.3. Construction site distribution board

The respective specialist department is responsible for configuring, installing, and maintaining a construction site distribution board, provided that this is made available by KRONES, and must also route the feeder cable. The operating company of the distribution board must be documented in writing. Other power sources (building power sockets) may not be used to supply construction site facilities or to connect electrical equipment or cable extensions.

5.4. Safety rules

The "5 safety rules" apply to all work carried out at or in the vicinity of electrical equipment. To this end, such equipment must be deactivated or an effective contact protection mechanism must be installed for work carried out in the vicinity of open or unprotected electrically conductive parts. Work involving live systems may only be carried out in exceptional cases and in the presence of suitable interim protective measures. The written work instruction required for this purpose must be communicated and justified to the respective site management personnel.

5.5. Building lights and other utilities

Building lights used outside production times may only be switched on for the work area in question and must be switched off after the work has been completed. These measures also apply accordingly to other supply lines. The respective specialist departments must always be notified in advance of work involving supply lines and power supply networks.

5.6. Working in the vicinity of electrically conductive equipment

If work must be carried out in the vicinity of electrically conductive equipment or assemblies, the qualified electrician in charge must be notified accordingly by way of the coordinator. The electrician will then decide which measures are required.

5.7. Regulations

All work carried out on assemblies, machines, equipment, and similar must comply with the applicable guidelines and regulations.

6. Working in containers and tight spaces

6.1. "Tight spaces" include the following:

Containers, boilers, tanks, pipe systems, crane box girders, hollows in machines, pits, manholes, small cellar rooms, elevator and dome wells-

6.2. Hazards can arise from:

- The limited amount of air available and poor air circulation
- The previous content of the container (residual material) or media that is still flowing
- The operating resources (paints, adhesives, cleaning agents, etc.) required to carry out the work
- Dust, gases, welding smoke, etc. that are produced during the work assignment

- The use of electric hand-held tools, electrical equipment, etc.
- Installations (conveyor and transport systems, stirrer units, measuring equipment)

6.3. Guideline principle:

Work in tight spaces or containers may only be started after the respective coordinator has filled out the accompanying operation permit and the protective measures referenced therein (according to DGUV-R 113-004 and DGUV-I 213-001) have been implemented and are effective.

If necessary, the HR Corporate Safety and Security department supports the coordinator in defining and deducting safety precautions.

7. Welding and hot work

7.1. Approval of hot work

If open-flame operations (welding, cutting, separating, grinding, soldering, etc.) are required for a work assignment, approval must be obtained from the HR Corporate Safety and Security department or from a maintenance supervisor. The permit must be filled out and ready on hand.

A suitable and inspected fire extinguisher is required at minimum for all of the aforementioned work. Open-flame operations that are performed in specially equipped workshops (stationary welding workstations) do not require an operation permit.

8. Questions regarding occupational safety, environmental protection, fire prevention, and plant security

The relevant and applicable laws, regulations, and standards, as well as the stipulations defined by KRONES AG, must be observed. If any questions arise in conjunction with occupational safety, environmental protection, fire prevention, or plant security, do not hesitate to contact the HR Corporate Safety and Security department or the safety officers present on site.

9. Response to accidents, environmental damage, and fire incidents

In the event that an accident, environmental damage, or a fire incident occurs at a contractor construction or installation site, the employees of the external companies also have access to the company medical services and on-site rescue support provided by KRONES AG.

The company-specific requirements of the contractor as regards notifying public authorities in the event of an accident shall not be affected.

The contractor's supervisor in charge is responsible for coordinating the initial response to an accident, environmental damage or fire incident is obligated to provide immediate notification to the following departments and individuals at KRONES AG:

- Plant security/safety control centre
- Designated coordinator

10. Supply chain security incl. sanctions lists

To ensure supply chain security in accordance with customs security requirements, the contractor shall give the necessary organisational instructions and take the necessary organisational measures for supplies and services (hereinafter referred to as "Supplies") to KRONES or to third parties designated by KRONES, in particular in the fields of property protection; business partner, staff and information security; packaging, and transport, to ensure that

- the Supplies that are produced, processed, stored, transported, handled or delivered or transferred to a third party by order of KRONES are produced, processed, stored, transported, handled, delivered or transferred at secure premises and at secure handling sites;
- the Supplies are protected from unauthorised access during their production, processing, storage, transport, handling, delivery and transfer and any other provision of the agreed Supplies by the contractor;
- the staff deployed by the contractor for producing, processing, storing, transporting, handling, delivering and transferring or otherwise providing the agreed Supplies are reliable;
- the staff deployed or employed by the contractor comply with the provisions of Regulation (EC) 881/2002 imposing certain specific restrictive measures directed against certain persons and entities associated with the Al-Qaida network, with Regulation (EC) No. 2580/2001 on specific restrictive measures directed against certain persons and entities with a view to combating terrorism, with regulation (EC) 753/2011 on restrictive measures directed against certain persons, groups, companies and institutions in view of the situation in Afghanistan (the currently applicable version), and all other currently applicable national and international statutory provisions;
- The results of the ongoing checks conducted on the basis of these Regulations shall be provided to KRONES automatically and without delay if any parties are found to be listed in the sanctions lists. KRONES reserves the right to perform audits of the documentation of results of these continuous verifications regardless of any analogies;
- the sub-contractors of the contractor are also required to implement measures ensuring the above security standards in the supply chain in compliance with customs security requirements;
- all goods identified as air cargo at KRONES sites and at the sites of KRONES business partners are held or stored in special security restricted areas which meet the requirements of the German Aviation Security Act (Luftsicherheitsgesetz, LuftSiG), Regulations (EC) 300/2008, (EC) 2015/1998, (EC) 173/2012, (EC) 272/2009 and all other currently applicable national and international statutory provisions;
- in accordance with statutory requirements (11.1. of the Annex to Regulation (EC) 2015/1998), the employer conducts pre-employment checks on all staff who are to have access to goods identified as air cargo (at KRONES sites and/or the sites of KRONES business partners) prior to commencement of their work in the security restricted area.

Staff with access to identifiable air cargo shall also have completed training pursuant to 11.2.3.9 of Regulation (EC) 2015/1998. Any other persons granted access, under supervision, to the security restricted area must follow the instructions of the staff.