



## Regulations

for the external contractors and their employees working in the Industrial Park  
of DDP Specialty Products Germany GmbH & Co. KG

Walsrode / Bomlitz

Created		Replaces	Verified and approved		
 signature	Godejohann Name	Status 25.09.18 Version:	 signature	Lohrie Name	4.3.18 Date
EH & S			Leader of the Industrial Park Walsrode		

## Regulations for External Contractors

### **Table of contents**

- 1 Particulars of personnel**
- 2 Access to the Industrial Park**
- 3 Subcontractor**
- 4 Working hours and work location**
- 5 Orientation and coordination**
- 6 General rules & regulations**
- 7 Occupational safety and environmental protection**
- 8 Termination of work in the Industrial Park**

## Regulations for External Contractors

### Preface

In order to manage safety and order in the Industrial Park Walsrode, special regulations are valid for all external contractors, hereinafter referred to as Contractor, and their respective employees.

The contractor undertakes to instruct its own employees deployed in the Industrial Park Walsrode, as well as any sub-contractor hired about the regulations for external contractors and to provide the client's authorized representative with the relevant documentation.

The client's order will include notification of the name of the client's authorized representative.

### Definition of terms

#### **External company/Contractor**

In the sense of these regulations, it is any contractor who carries out orders for one the companies based in the Industrial Park or related companies.

#### **Client's authorized representative**

It is the responsible person nominated by the client as a permanent reference contact for the contractor.

## Regulations for External Contractors

### 1 Particulars of personnel

#### 1.1 Notification of personnel in charge

The name of the Contractor's employee in charge for the execution of the order on site (e.g. assembly supervisor) shall be informed in writing to the client prior carrying out the order. In order to get the personnel in charge on the phone also outside working hours, the necessary particulars must be given to the security department prior to commencing work. Any change must be immediately notified in writing.

A one-time notification is sufficient for the external contractors having a base in the Industrial Park. Any change must be immediately notified in writing.

The personal data collected may be processed electronically.

#### 1.2 Employee roster

The contractor is obliged to have a current list with all the names of its employees working inside the Industrial Park available at all times. The client reserves the right to inspect and have this list verified any time by its authorized representative or security staff.

The personnel list must always be up to date. Furthermore, the employees of the contractor must carry identification documents.

When deploying foreign employees, the contractor must ensure that the following documents are available:

- the residence permit issued by the aliens registration authority at the proposed place of residence in Germany,
- the registration document in accordance with the Registration Act, and
- the work permit issued by the relevant employment office.

The external company must observe any restricted periods of time.

#### 1.3 Client's authorized representative

The client notifies the contractor in writing of the name of an authorized representative, who is responsible for any questions related with the order execution.

## Regulations for External Contractors

### 2 Access to the Industrial Park

#### 2.1 Registration

The contractor employees who are working for the first time in the Industrial Park or who do not hold a plant/assembly ID card have to register prior the start of the works at the security department at Gate 1 and explain the task/contract, naming the client's authorized representative.

#### 2.2 ID cards for external contractors and their personnel

The access to the Industrial Park and the visit of the workplace in the plant is possible for external contractors and their employees only if they hold a valid plant/assembly ID card. Accessing the Industrial Park with a private car can be allowed only in individual cases by means of an entry permit that can be received through the client's authorized representative from the security department.

The identification card is property of the Industrial Park and cannot be modified. The identification card is valid for a maximum period of 2 years from its release. It must be carefully kept and it cannot be given to any third party. It must be shown when passing at the gates without having security request it.

On terminating the contract work, the ID cards for contractors must be handed back to security. A fee will be charged to the Contractor for the ID cards and vehicle entry permits (plastic cards).

#### 2.3 Acknowledgement of receipt

By signing, each employee of the contractor confirms the receipt of the identification card and the knowledge of the external contractor's regulations and the short form of the most important rules of conduct within the Industrial Park.

#### 2.4 Loss or damage of the ID card

The loss of any identification card or security pass must be promptly notified to the security department which, upon payment for the expense, issues a new identification card.

#### 2.5 Tool inspection

All tools brought into the Industrial Park must be appropriately marked or labelled in order not to confuse them with the tools belonging to the Industrial Park.

The security department is authorized to perform inspections at any time.

The contractor has the burden of proof of the tool's ownership. In case of doubtful property issues, the item shall remain in the Industrial Park Walsrode.

Only tested and proper tools have to be used.

## Regulations for External Contractors

### 3 Subcontractor

#### 3.1 Subcontractor

Subcontractors shall work on behalf of and under the supervision of the contractor. The contractor holds the entire responsibility for the process. The regulations for the contractor described herein equally apply to sub-contractors. The client must approve any sub-contractor prior to commencing work. Should any sub-contractor be employed without prior approval from the client, the employees of the sub-contractor may be denied access to or commencing work in the Industrial Park. The contractor is obliged to make the sub-contractor familiar with the client's currently safety regulations and to guarantee that said regulations are followed.

## Regulations for External Contractors

### 4 Working hours and work location

#### 4.1 Working hours

The general working hours valid for the client also apply for the contractors and their personnel. If, due to particular reasons, different working hours are necessary, these can be agreed upon with the client's authorized representative. Subsequently, a list of the external workers with their specific working hours must be handed over to the security department.

Each member of the external personnel listed performing work during night time, on Saturdays and Sundays, and on public holidays must be notified with their names to the client's authorized representative who will forward the list of the relevant contractor's employees to the security department.

The contractor shall comply with the regulations regarding the working hours.  
The contractor is liable for relevant legal obligations to the trade supervisory board.

#### 4.2 Staying in the Industrial Park

The contractor employees are only permitted to stay in the operation areas where they perform their activities, as well as in the dedicated rest rooms/ break rooms.

Generally, staying in the Industrial Park for a longer time than the time needed for the work activities is not allowed.

## Regulations for External Contractors

### 5 Orientation and coordination

#### 5.1 Personal Safety Logbook

The personal safety logbook is a personal document of the contractor. It is not made available by the Industrial Park. The contractor is responsible for its acquisition.

Supplier: [www.strocher-druck.de](http://www.strocher-druck.de)  
Ströher Druckerei und Verlag GmbH & Co. KG  
Hans-Heinrich-Warnke-Str. 15, 29227 Celle  
Phone: 05141 - 9859 0, Fax: 05141 - 9859 59  
mail@strocher-druck.de

Each person having a personal safety logbook must have it with themselves at all times. The personal safety logbook must be shown on request.

#### 5.2 Instruction prior to the start of work

The works can only be started after having received the operational and work-specific on-site instruction. The contractor employee or, in the case of groups, the responsible on-site person receives these safety instructions either from the client's leadership or from a person designated by said leadership. A written proof of this instruction with the individual signatures shall be documented.

The responsible contractor's employee has to instruct the other co-workers.  
A written proof of these trainings shall be documented; they will also be confirmed by individual signatures. This documentation shall take place through the personal safety logbook.

#### 5.3 Work coordination

A client's authorized representative shall be designated for each contractor as a permanent contact person. In addition, for work involving potential hazards for both parties, the client's authorized representative or an additional person will be appointed as a coordinator by the client (§ 6 DGUV Regulation 1).

This person is authorized to give instructions in relation to the corresponding duties regarding safety to the contractor who are being coordinated by him, their employees and the client's personnel.

The contractor must ensure that their employees comply with the instructions of the coordinator (§ 6 DGUV Regulation 1). The contractor's essential obligation to coordinate during the execution of works being performed at the same time and in the same place as those of other companies remains unaffected.

When using foreign employees, the contractor must take care of sufficient understanding and communication. Furthermore, the contractor must ensure that the foremen of the work crews employed is fluent in both written and spoken German.



## Regulations for External Contractors

### 6 General rules & regulations

#### 6.1 Notification regarding commencement, interruption and termination of work

The customer's representative must be notified immediately before starting a job, in case of its interruption for a longer period, when re-starting it, and at its end.

#### 6.2 Prohibition of access

The access to rooms, factory buildings, yards and places where no work is being performed is prohibited.

#### 6.3 Plant-related instructions

If production areas must be accessed, the relevant safety and hygiene instructions valid for such area must be respected.

#### 6.4 Confidentiality

Each contractor employee is obliged to protect business and operational secrets and imperatively not to disclose any operational equipment, process or work method.

This also applies to the members of the Industrial Park, as far as these were apparently not entitled to be informed.

All the documents made available for the contractor (e.g. plans, documents, construction drawings, programs, data, and models) and all the work results achieved regarding the execution of the works are property of the client.

As such, they must be secured against any unauthorized access from third parties and returned once the work has been completed.

If it is necessary to use computer systems in the Industrial Park to complete the order, the applicable user regulations must be followed (e.g. the regulations for user identification and password).

Unauthorized recordings are prohibited.

Client's documentation, programs, and data can be brought outside the plant only after having received written permission from the client's authorized representative.

Taking pictures, audio or image recordings inside the area of the Industrial Park is generally prohibited in order to protect the trade secrets of the companies. Any exemption requires the authorization of the Industrial Park leadership.

Taking pictures inside the company's buildings or production plants is regulated by the plant itself.

The non-disclosure obligation remains in force also after the completion of the works in the Industrial Park.

#### 6.5 Using and taking away property of the Industrial Park or of the customer

Client's or Industrial Park's property may be used only with the client's authorized representative's permission.

Any object belonging to the Industrial Park, even those deemed as worthless, can be brought outside the premises only when holding a permit countersigned by the client's authorized representative.

#### 6.6 Objects carried in and insurance coverage

The client in the Industrial Park and its personnel do not accept any liability for any object brought into the premises, including private properties for personal use, nor shall provide any insurance coverage.

Such objects include in particular all cars, even in those cases when the security department has issued a plant/entry card for it.

The contractor and its employees themselves have to ensure safekeeping.

On request of the client's authorized representative, the service departments of the Industrial Park provide assistance.

## Regulations for External Contractors

### 6.7 Taking out materials & tools

Equipment, tools, machines, scaffolds and materials that are property of the contractor or its employees can be brought outside the Industrial Park according to item 2.5 above.

When taking out data carriers or tools belonging to the client, a permit is required. The client's authorized representative will arrange for the necessary signature to be given.

If the client issues a dispatch, dispatch pick-up order shall be presented to the client's authorized representative to countersign.

### 6.8 Inspections

When leaving the Industrial Park, any container being brought outside, etc. has to be opened and shown on the security department's request. Body searches are permitted. They are performed in a manner that does not involve offence to moral sensibility.

### 6.9 Non-contractual activities in the Industrial Park

Inside the Industrial Park, it is prohibited to trade any sort of goods or even just to accept orders, to distribute newspapers, magazines, printed material, leaflets, and flyers, as well as to stick posters or write on walls; gatherings or collecting money or other contributions are also not permitted.

All political activities inside the Industrial Park premises are prohibited.

### 6.10 Temporary buildings and recreation rooms

To construct temporary buildings it is necessary to obtain a permission of the client's authorized representative that can be withdrawn at any time without any liability for compensation.

The temporary buildings must be erected on the assigned spot and subsequently removed after completion of the works.

The permission to erect temporary building must be visibly displayed.

Staying overnight in temporary buildings and recreation rooms inside the Industrial Park is strictly prohibited.

The client or the authorized representative are entitled to inspect the temporary buildings or any similar rooms and containers and their content in order to ensure that they all comply with the significant aspects for safety and health protection.

The requirements (e.g. Fire Protection) stated in the permission granted by the client must be met.

The contractor must secure the construction and assembly areas and dispose regularly and correctly of the residual materials produced during the works, as well as of the arising waste product and water, in agreement with the client's authorized representative. When dismantling constructions and assemblies, the designated area used must be returned in the same condition as it was granted.

As far as recreation rooms in the Industrial Park are assigned to the contractor and its personnel, these shall be used in accordance with their intended purpose.

## Regulations for External Contractors

### 6.11 Traffic regulations

The StVO (German road traffic regulation) applies in the Industrial Park.

If motor vehicles or other movable/travelling work equipment (e.g. excavator, loading machine, crane, industrial trucks) are used in the Industrial Park, German laws, regulations, and provisions of the professional association (e.g. DGUV Regulation 70 for cars, DGUV Regulation 52 for cranes, DGUV Regulation 69 for industrial trucks) must be followed.

The security department supervises the traffic. Its instructions must be followed.

Parking areas are available for private/passenger cars outside the Industrial Park.

### 6.12 Installation of telephone and radio communication systems

Phone and radio systems may be installed or used inside the Industrial Park premises only after receiving approval from the client's authorized representative. In principle, using mobile telephones in the Industrial Park premises is permitted. However, the single regulation of each area (prohibitions) are to be respected. The use of mobile applications with a content belonging to the categories "Virtual Reality" or "Augmented Reality", such as Geocaching and Pokemon Go is prohibited in the Industrial Park premises. If the use of such applications is absolutely necessary in order to carry out the activities, a specific permission shall be obtained.

### 6.13 Works to electrical installations and equipment

It is necessary to agree upon the safety measures required with the client's authorized representative in a timely manner before commencing the work on any electrical installation.

### 6.14 Work involving radioactive substances and x-ray equipment

For the radiation protection commissioner to approve the works involving radioactive substances or x-ray equipment, the contractor must announce these to the client's authorized representative at least one week before starting any related activity.

### 6.15 Scaffolds provided by the client

Only the scaffolding company hired by the client is allowed to erect, modify, and dismantle the scaffolds provided. Each scaffolding user is responsible for properly maintaining the operational safety of the scaffolds and for using these according the intended purpose.

The scaffolds may be only used after the scaffold approval procedure is performed and the permit for it has been marked.

### 6.16 Lost items

Any object found in the Industrial Park premises has to be handed over to the security department.

## Regulations for External Contractors

### 7 Occupational safety and environmental protection

#### 7.1 In general

The contractor is obliged to comply with all applicable laws and regulations. Moreover, the additional regulations of the client must be followed in order to complete the order. In addition to the specific safety and environment protection regulations instructed in the Industrial Park, the contractor and its personnel are also obliged to strictly comply in any performed work with the related accident prevention regulations of its responsible professional association and those of the professional association for raw materials and the chemical materials (BG RCI).

#### 7.2 Hazard Assessment

The contractor must create hazard assessments for all the activities to be performed, document them and agree upon their content regarding work preparation with the client's authorized representative.

#### 7.3 Protective Measures

The contractor must properly cordon and secure all construction and assembly areas.

Warnings and guards installed in order to prevent accidents must not be removed or rendered ineffective in any other way.

The client's authorized representative must be notified of any missing guard.

#### 7.4 Works requiring permit

In order to ensure the required supervision during hazardous works and the use of the necessary safety measures, various permit procedures are used in the Industrial Park. For example, works requiring permit include:

1. Working in confined spaces, tanks, containers
2. Working in rooms/areas with the risk of fire or explosion and in proximity to highly flammable or combustible substances
3. Works in which the release of flammable, toxic or oxidizing gases is to be expected
4. Specific works involving risks related to hazardous substances that are carcinogenic, mutagenic or toxic for reproduction
5. Generally, all excavations performed because of the possible damage to supply and waste pipelines
6. If necessary, during works to and on pipe racks and chimneys
7. Works for which particular (increased) safety measures must be taken as necessary.

In order to know which permits and work permissions are required in particular cases, it is necessary to timely reconcile the need with the client's authorized representative.

Likewise, it is necessary to obtain the permit in advance to use construction machinery and motor vehicles in the marked protected zone of tank farms, etc.

#### 7.5 Chisel works

Since chisel works may damage supply and waste pipelines, they have to necessarily be agreed upon with the client's authorized representative before their start.

However, in case cables or pipelines are uncovered or become visible during the chisel works, these must be immediately interrupted and the client's authorized representative must be notified.

## Regulations for External Contractors

### 7.6 Utility line connection

Connection of utility lines (electricity, water, vapor, etc.) without order is prohibited. The connection can be performed after receiving the approval of the competent Service department representative in the Industrial Park.

### 7.7 Hoists, lifting equipment, cranes

Forklifts, elevators, cranes and hoists owned by the Industrial Park may be used only with the explicit approval of the client's authorized representative. The required proofs of competence must be presented to the client's authorized representative.

### 7.8 Alcohol and drug prohibition

Bringing, consuming, or distributing alcohol or any other intoxicating drug inside the Industrial Park is prohibited. People showing up to carry out the order under the influence of alcohol or drugs is not permitted to enter the Industrial Park.

Any infringement will cause the immediate expulsion from the Industrial Park premises.

### 7.9 Smoking prohibition

Smoking inside the Industrial Park premises, on any construction site and assembly areas, as well as cars, is generally prohibited. Excepted from this prohibition are defined rooms in which smoking is explicitly allowed. This provision also applies to E-cigarettes.

### 7.10 Personal Protective Equipment

In principle, the contractor must provide all the necessary protective equipment to their employees and ensure that they use it in accordance with its intended purpose (§ 29-31 DGUV Regulation 1). Any protective equipment necessary in special cases shall be provided by the client. Agreement should be made with the client's authorized representative.

### 7.11 Emergency Telephone Number

**The internal emergency telephone number in the plant premises is 112 , 44-112 at Wipak premises and 2222 at EnBW premises.** The number can be dialed from any internal fixed telephone without the area code.

Internal emergency telephone number from mobile phone: 05161-44-112

### 7.12 Emergencies, fire and other hazards

Immediately notify the client's authorized representative of any emergency, damage or hazard. In case of an immediate risk, such event must be notified at once via the internal emergency telephone number 112, 44-112 at Wipak or 2222 at EnBW premises.

In the event of a fire or when suspecting one, call the plant fire brigade via the manual fire alarm or using the internal emergency telephone number 112, 44-112 at Wipak or 2222 at EnBW premises.

### 7.13 Accidents and accident reports

Any accidents happening during the execution of works, regardless of the regulatory requirements, must be immediately notified to the client's authorized representative. It is necessary to perform an analysis of the accident by consulting the occupational safety department. Furthermore a copy of the necessary accident report as required by the law must be handed over to the client's authorized representative and the occupational safety department, if appropriate.

### 7.14 First aid in case of accidents

The contractor and their employee can use the medical first aid service that is always available at the paramedics station located in the Factory Area Bomlitz (Gate 1) of the Industrial Park.

**Internal emergency telephone number 112 using any fixed telephone in the Industrial Park (without area code) or 44-112 at Wipak premises and 2222 at EnBW premises.**

**Emergency telephone number from mobile phone: 05161-44-112**

### 7.15 Environment protection

While performing their activities in the Industrial Park, the contractor must act in a manner to avoid any possible damage to the environment. Any necessary precautionary measure must be agreed with the client's authorized representative. In particular, compliance with the following regulations is required:

- When handling water-endangering liquid substances (including liquid waste), appropriate measures to protect both soil and groundwater from spillages or leakages must be used (e.g. storage in dikes).

- Any waste must be collected separately for recycling or elimination and disposed in a proper manner. To this end, the construction site equipment's regulations must be respected; facilities shall be provided for or existing ones will be used. In particular, the handling of hazardous waste (e.g. flammable and/or water-endangering substances) must be discussed prior to commencing work with the client's authorized representative.

Usually, the contractor is obliged to dispose waste arising from the activities. In particular, the client's relevant provisions included in the order and any provision of the on-site construction site regulation apply.

- When generating wastewater, the separation between polluted and unpolluted water must be strictly ensured. Discharging wastewater or liquid waste into the storm sewer is strictly prohibited. Likewise, also discharging liquid waste into the sewer is absolutely prohibited. The discharge of wastewater which is contaminated with foreign matters to high degree must be discussed in advance with the client's authorized representative and requires the approval of the sewage plant operator.

Works that may affect the environment, in particular outside the Industrial Park (e.g. exhaust air emission, odors, noise at nights and on the weekend) must be coordinated with the client's authorized representative at the earliest possible time prior to commencing the work.

The contractor must ensure compliance with the relevant environment legal and regulatory provisions.

## **8 Termination of work in the Industrial Park**

### **8.1 Termination of work**

Upon termination of the work inside the Industrial Park, the contractors must

1. return any Industrial Park property, tool, device, scaffold, protective clothing, etc. to the department responsible;
2. remove their property, i.e. tools, machinery, devices, scaffolds, temporary constructions;
3. return their and their personnel's plant and entry ID cards to the security department;
4. leave the workplace in tidy and orderly state.

### **8.2 Expulsion from the Industrial Park**

The contractor and its personnel may be expelled from the Industrial Park when there is a cause to terminate the employees without prior notice or when the regulations in force are severely violated, in particular in the following cases:

1. Non-compliance with the prohibition on addictive substances (alcohol, drugs);
2. Non-compliance with the prohibition of smoking;
3. Unauthorized use of fire or open lights;
4. Non-compliance with the regulations regarding the prevention of accidents or removing safety equipment;
5. Utilizing the working time, the working equipment or the working materials for their own unauthorized benefit;
6. Non-compliance with the instructions given to ensure safety and order;
7. Grossly improper behavior.

The client or the client's authorized representative are entitled to expulse a contractor or its employees from the Industrial Park without providing reasons according to the domiciliary right.

## Regulations for External Contractors

### Annex

#### Important emergency telephone numbers

##### General internal emergency telephone number:

(Fire, accident, release of hazardous substances, explosion)

**via fixed telephone in the IPW**

**112**

**via fixed telephone at Wipak premises**

**44-112**

**via fixed telephone at EnBW premises**

**2222**

**via mobile phone**

**05161-44-112**

#### Security Department

Gate 1 (Factory area Bomlitz, Security department head office)

05161-94962-2412