

Formular | **Instruction on safety, order, environmental protection and hygiene [en]****1. SCOPE**

This instruction applies to all contractors (hereinafter referred to as COs) and their employees who carry out orders within DMK locations and their subsidiaries. **Failure to comply with this instruction may result in expulsion from DMK's premises and claims for recourse.**

The Contractor shall remain responsible for its employees and subcontractors.

2. PRINCIPLES**Registration of stay in the factory / site**

Foreign visitors must register on site in accordance with the regulations. All employees of the Contractor must be identifiable as "external persons" by means of the visitor pass. Entry to the DMK premises is only permitted in fulfilment of the agreed services and only within the assigned areas of operation. In addition, a valid instruction certificate in accordance with § 43 of the Infection Protection Act must be available for activities in hygiene areas. If employees of the Contractor suffer from prolonged diarrhoea or vomiting, this could be an indication of an infectious disease. This must be reported immediately to the coordinator, also within a time frame of 10 days after the activity at the DMK.

Instructions/ authority to issue instructions On the factory premises, the Contractor and his employees are subject to the instructions of the DMK *and the external security service. In cases of suspicion and for special reasons, people and vehicles may be checked by the security service.*

Working hours The regulations on working hours and any use of the DMK time recording systems shall be agreed by mutual consent with the DMK coordinator.

Execution of work Before starting work, all work issues must be agreed with the coordinator or *client*. This includes all measures to avoid accidents and damage to property and the environment as well as hygiene requirements. The responsibility remains with the Contractor. The working hours shall be coordinated with the DMK coordinator. The Contractor shall ensure that the working hours of his employees are properly recorded. After completion of the work, the workplace / construction site shall be handed over to DMK tidy and clean.

Motor vehicles Driving on the DMK premises with private or company cars is only permitted for the purpose of carrying out the work. The road traffic regulations and the site regulations must be observed. Private cars are to be parked in the company car park.

Work equipment Only tested work equipment that is in perfect condition and complies with the requirements of the Ordinance on Industrial Safety and Health may be used. No tools with wooden handles may be used in the production areas.

Work equipment of DMK may only be used after approval, use is at your own risk.

It is prohibited to take DMK products and materials (including scrap and waste) with you. It is prohibited to set up private electrical appliances (radios, coffee machines, etc.). Defects in technical equipment must be reported immediately. Repairs to electrical equipment/appliances may only be carried out by qualified electricians. Mobile phones are prohibited in the area of sensitive electrical switchgear (LVS, PLC, etc.).

Responsibility The Contractor is responsible for compliance with all regulations and requirements of safety, environmental protection and hygiene. The Contractor shall inform its employees about the resulting measures and rules of conduct and ensure compliance with the regulations by suitable supervisors.

Disruptions If the Contractor or its employees discover special incidents in the course of order processing, DMK shall be informed immediately.

Alcohol/ Drugs Bringing alcohol and drugs or consuming them on the DMK premises is prohibited.

Allergens Any transfer of the food allergens specified in accordance with Regulation (EU) 1169/2011, as amended, by external persons must be prevented. External persons are informed by DMK employees about allergens in general and the allergens of the location.

3. OCCUPATIONAL SAFETY

Coordinator If mutual endangerment is possible during work, DMK shall always provide the coordinator in accordance with

§ 6 DGUV V1. When using foreign employees, the Contractor shall ensure sufficient communication.

Access to hazardous and safety areas Access to hazardous and safety areas is only permitted after instruction by DMK. The safety instructions (notices, signs) must be observed.

For the following activities with increased hazard potential, the Contractor shall obtain a permit before commencing (permit certificate).

Earthworks, due to possible damage to supply and disposal lines;

Work on electrical installations;

Work where special increased safety measures are considered necessary (e.g. where there is a risk of falling or when walking on tanks/plants).

Work with forklift trucks, lifting platforms, cranes, telescopic forklifts, etc. may only be carried out by employees who have been trained for this purpose. The training certificate must be carried!

Personal protective equipment It is compulsory to wear and use personal protective equipment (e.g. safety shoes) in accordance with the designated hazards.

Accidents / First Aid The Contractor and its employees shall have the facilities of DMK at their disposal for medical first aid. The Contractor's obligations under the regulations of the Employer's Liability Insurance Association, in particular DGUV V1 (First Aid), shall remain unaffected. Any accident must be reported to the DMK coordinator.

4. ENVIRONMENTAL PROTECTION

Hazardous substances If the Contractor uses hazardous substances, he must inform the DMK Coordinator in good time by handing over the operating instructions (in accordance with § of the Hazardous Substances Ordinance). A dead man's switch and tested hoses must be used for tanker deliveries of acid and lye!

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Substances hazardous to water shall be used and stored in such a way that contamination of the soil or water is excluded. *All containers with liquids hazardous to water must be stored on drip pans.*

Should leaks occur despite safety measures, the spread of the substances must be prevented with suitable measures and the permanently manned office of the site must be informed immediately.

Noise Nuisance to the neighbourhood from construction and machine noise is to be avoided. During longer standstills, the truck engines must be switched off.

Disposal All waste produced (in the project) shall be disposed of by the Contractor; he shall bear the responsibility and the costs for this. Deviating regulations must be stipulated in writing. Waste shall not be mixed and shall be clearly labelled. Copies of the disposal documents (delivery note, acceptance or consignment note with quantity details) shall be handed over to DMK for all waste disposed of. Especially in the case of hazardous waste, the stricter regulations (disposal permit/ specific record keeping) must be taken into account. Illegal disposal of waste (e.g. via the sewer system or the introduction of hazardous waste into the company's residual waste) will be punished by expulsion from the company premises.

If necessary, the coordinator, the environmental officers or the occupational safety specialists of the DMK will provide further information.

5. FIRE PROTECTION

All contractors and their employees are obliged to contribute to the prevention of fires by observing rules of conduct. Before starting work at a DMK site, the responsible DMK employee must have provided information on the fire hazards at the workplace and in the surrounding area and on how to behave in the event of a fire.

Welding, cutting, soldering, thawing, hot gluing and abrasive cutting work as well as work on electrical installations may only be carried out with a current permit. For roof work, the "Operating Instructions for Fire Protection during Roof Repair Work" must also be observed.

Burners and open flames are never to be left unattended, a suitable fire extinguisher (as described in the permit) is to be provided.

During and after the completion of hot work, an appropriate fire watch must be carried out in accordance with the permit to check the work site and adjacent areas for smouldering, fire pockets and fire odours.

When carrying out hot work on roofs with combustible insulating materials (e.g. polystyrene) inside and/or outside, a C-hose under water pressure and a fire guard must be available both on the roof and under the roof inside the building!

In designated Ex-areas, the development of ignition sources of all kinds (open flames, hot surfaces, electrical and mechanical sparking, electrostatics) must be safely avoided. Only the daily requirement of flammable substances may be kept available at the workplace. Escape and traffic routes in buildings and outdoors must be kept clear.

If walls or fire protection bulkheads in walls or in fire protection walls are opened, e.g. to insert cables, these openings must be closed again daily after the work is finished. This closure can be done with fire protection pads.

6. HYGIENE

Preliminary remarks The performance of work in the production areas of the DMK requires strict adherence to the following instructions and rules of conduct from the DMK's own employees and external personnel.

Personal hygiene For hygienic reasons, frequent hand washing and disinfection is necessary before each start of work and also during work, especially after using the toilet and handling food containing allergens. Dry with disposable paper towels or use the hand dryers.

Eating, drinking and taking medication in the production rooms is prohibited. Bringing in food that is not produced in the factory and contains allergens must be avoided at all costs.

Smoking is only permitted in specially designated rooms or open areas.

Always use a handkerchief when coughing and sneezing. Do not spit on the floor.

Glass bottles and other glass containers must not enter production rooms.

Work clothing Clean work clothing must be worn. A change of working clothes may be ordered by the plant management.

The change of clothes must take place in the assigned cloakroom. In case of further plant-specific regulations, these must be observed, especially when working in the vicinity of allergen-containing or allergen-free areas. A hair net must be worn in the production areas.

Jewellery such as earrings, rings, necklaces and watches must not be worn in the production area. Loose items in the pockets must be kept safe from falling out.

Work site The work site must always be kept clean and tidy. The workplace must be secured, e.g. dust walls must be erected, production machines must be covered to prevent contamination. Do not use product containers and packaging materials for waste and construction site utensils. If cleaning agents, lubricants, etc. are used, their safety to health must be proven. Ingredients based on food allergens are not permitted. Lubricants on parts that come into contact with the product must be approved by the factory and approved for use with foodstuffs.

7. ENERGY

The efficient use of energy at the site (e.g. electricity, compressed air, ...) is to be coordinated with the coordinator. Unnecessary installations, equipment and machines are to be switched off. Doors and gates are to be closed at all times, lights are to be switched off during breaks and at the end of work. Leakages of compressed air, condensate and steam must be avoided.

8. INFORMATION SECURITY

all service providers who work on or require access to IT systems must sign a valid "IT Confidentiality and Security Agreement" signed by DMK-IT u. AN. Otherwise, access must be denied.

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Confirmation of instruction

for instruction on safety, order, environmental protection and hygiene.

Contractor

Company:	
Address:	

With my signature I confirm that I have read and understood the instructions on safety, order, environmental protection and hygiene. Non-compliance may result in expulsion from the premises and possible recourse claims.

The instruction for this instruction must be repeated after 12 months and is valid for all DMK plants.

Date	Name, first name (in block capitals)	Signature	Mobile no.	Contact person at DMK

Retention of completed form: 1 year, according to site-specific regulation