

Directive for Safety, Orderliness, Environmental Protection and Hygiene

1. SCOPE OF VALIDITY

These instructions apply for all contractors and their employees, who carry out project assignments within the DMK sites and their subsidiaries. Failure to comply with these instructions can lead to expulsion from the plant grounds of DMK and recourse. *The contractor remains responsible for his employees and subcontractors.*

2. PRINCIPLES

Registering attendance at the plant / site External parties must register on site corresponding to the regulations. All employees of the contractor must be recognisable as “external parties” via the visitor identification badge. Entry to the DMK grounds is only permitted within the framework of fulfilling the agreed services and only within the assigned areas of application. In addition, a valid instruction certificate pursuant to section 4 of the Infection Protection Act must be presented for activities in hygiene areas. If the employees of the contractor suffer from persistent diarrhoea or vomiting, this could be a sign of an infectious disease. This must be reported to the coordinator immediately and also in a time frame of 10 days after working period at DMK.

Instructions / Discretionary authority The contractor and his employees are subject to the instructions of DMK on the plant premises. The contractor shall be liable in cases of failure to comply.

Working hours The regulations concerning the working hours and a potential use of the DMK time logging systems shall be coordinated by mutual agreement with the DMK coordinator.

Work implementation Before commencing the work, all work issues must be discussed and agreed with the coordinator or his representative. This includes all measures for the prevention of accidents or material and environmental damage as well as hygiene requirements. The responsibility remains with the contractor. The working hours must be discussed and agreed with the DMK coordinator. The contractor shall ensure a proper time logging for his employees. After completion of the work, the workplace or

construction site must be thoroughly cleaned and returned to DMK in an immaculate state.

Motor vehicles Driving onto the DMK grounds with private or company cars is only permissible for performance of the work. The road traffic regulations and local provisions must be observed. Private cars must be parked on the company car park.

Working equipment Only working equipment that is in a flawless state and which corresponds to the requirements of the Operational safety Ordinance may be used. Tools with wooden handles may not be used in the production areas.

Working equipment of DMK may only be used after approval; the use shall be at the contractor's own risk.

The removal of DMK products and materials (also scrap and refuse) is prohibited.

The setting up and use of private electrical appliances is prohibited (radios, coffee machines etc.). Defects to technical equipment must be reported immediately. Repairs to electrical equipment/devices may only be carried out by qualified electricians. Mobile phones are prohibited in the area of sensitive electrical switching systems (low-voltage main distribution, PLC etc.).

Responsibility The contractor is responsible for compliance with all regulations and requirements in respect to safety, environmental protection and hygiene.

The contractor must instruct his employees concerning the resultant measures and rules of conduct and ensure compliance with the regulations through suitable supervisory persons.

Faults If the contractor or his employees determine particular incidents within the framework of the order processing, DMK must be notified of this immediately.

Alcohol/ Drugs The bringing along or consumption of alcohol and drugs on the DMK premises is prohibited. Every transmission of food allergens according to the regulation (EU) 1169/2011 in their current respective version by external persons must be prevented. External persons have to be informed about allergens in general and allergens of the location by DMK employees.

3. HEALTH AND SAFETY AT WORK

Coordinator If a mutual hazard is possible during the work, DMK shall appoint the coordinator pursuant to section 6 DGUV V1 (Accident Prevention Regulations). If using foreign employees, the contractor must ensure an adequate understanding.

Access to hazard and safety zones The access to hazard and safety zones is only permitted after instruction by DMK. The safety instructions (notices, signs) must be strictly observed.

Work with increased hazard potential If working with increased hazard potential, the contractor must obtain an authorisation before commencement (permit certificate). Such work involves:

- Welding, cutting, soldering, defrosting and abrasive cutting work;
- Earthwork, on account of the potential damage to supply and disposal lines;
- Work on electrical systems;
- Work where particularly increased safety measures are deemed to be necessary (e.g. if there is a risk of falling or when entering tanks/systems).
- Operation of forklifts, aerial work platforms, cranes, tele handlers etc. may only be performed by contractors who have been appropriately trained.

The proof of training must be carried along!

Work clothing and personal protective equipment The wearing of work clothing and the use of personal protective equipment (e.g. safety shoes) corresponding to the identified hazards is mandatory.

Accidents / First Aid The facilities of DMK are available to the contractor and his employees for medical first aid. The obligations of the contractor pursuant to the trade association regulations, in particular DGUV V1 (First Aid), remain unaffected. Every accident must be reported to the DMK coordinator.

4. ENVIRONMENTAL PROTECTION

Hazardous substances If hazardous substances are used by the contractor, he must inform the DMK coordinator in proper time by handing over the standard operating procedures

(pursuant to section 14 of the Hazardous Substances Ordinance).

In particular when working with hazardous substances, the standard operating procedures must be kept on site.

When delivering acid and lye, a deadman switch and tested hoses must be used!

Substances hazardous to water must be used and stored in such way that a contamination of the ground or water is prevented. Work equipment used (e.g. collecting pans) must correspond to the requirements of *AwSV* (building inspection approval).

If leakages result despite safeguarding measures, the substances must be prevented from spreading using suitable measures and the continuously occupied office of the site informed.

Noise pollution of the neighbourhood by construction noise and machine noise must be avoided.

Switch off truck engines during periods of standstill.

Disposal All refuse resulting (in the project) shall be disposed of by the contractor; he shall bear the responsible and costs for this. Divergent regulations must be specified in writing.

Refuse must not be mixed and must be clearly marked. The disposal verifications (delivery note, acceptance or accompanying note with quantity indications) must be submitted to DMK for all refuse disposed of.

In particular in the case of hazardous waste, the stricter regulations (disposal approval / specific validations) must be considered.

Illegal disposal of wastes (e.g. about the canal system or hazardous waste about the residual waste) lead the expulsion from the plant grounds of DMK.

If required, the coordinator, environmental officer or the experts for occupational safety of DMK shall provide further information.

5. FIRE PROTECTION

All contractors and their employees are obliged to contribute towards the prevention of fires by complying with the rules of conduct. *Before commencing work at a DMK location, information about the fire hazards at the workplace and in the*

surrounding area as well as the behaviour in case of fire must be provided by the responsible DMK employee.

Welding, cutting, soldering, thawing, heat-sealing, and abrasive cutting as well as earthworks and work on electrical systems may only be carried out with a current permit. For roof work, the "fire protection in roof repair work instructions" [„Betriebsanweisung Brandschutz bei Dachreparaturarbeiten“] must also be observed.

Burners and naked flames must never be left unattended, a suitable fire extinguisher (*as described in the permit*) must be kept at hand.

During and after work with open fire and heat, an adequate fire sentry has to be installed to check the workplace and surroundings for fire nests and burnt smell .

In case work with open fire and heat on roofs with insulating material, (such as styrofoam) inside and / or outside, a pressurized C hose and a fire sentry must be available both on the roof and under the roof inside the building!

The formation of ignition sources of any type (naked flames, hot surfaces, electrical and mechanical spark formation, electrostatics) must be safely avoided in identified explosive areas.

Only the daily requirement of flammable substances may be kept available at the workplace.

Escape and traffic routes in buildings and on the open grounds must be kept free.

If walls or fire barriers are opened to bring in i.e. cables, these openings must be closed daily after finishing work. This closure can be successfully installed with fire protection cushion.

6. HYGIENE

Preliminary Remarks The implementation of work in the production areas of DMK calls for strict compliance with the following instructions and rules of conduct by internal and external personnel. Violations after prior admonition can lead to expulsion from the plant grounds.

Personal hygiene For reasons of hygiene, it is necessary to wash and disinfect your hands every time before starting work and also during work, especially after using the toilet and

handling of allergene containing food. Hands must be dried with disposable paper towels *or a hand dryer* . Food, drink *and the intake of medication* is prohibited in the production rooms.

Smoking is only allowed in specially allocated rooms or free areas.

A paper handkerchief must be used in the case of coughs and sneezes. Do not spit on the floor.

Glass bottles and other glass vessels are not allowed in the production rooms.

Work clothing Clean work clothing must be worn. A change of work clothing can be ordered upon instruction by the plant management. The clothing must be changed in the allocated changing room. In the case of further plant-specific specifications, compliance with these is mandatory especially when working in the immediate area of allergene containing or in allergene-free areas.

A hair net must be worn in the production areas.

jewellery such as earrings, rings, chains and watches must not be worn in the production area. It must be ensured that loose parts in pockets cannot fall out.

Workplace The workplace must always be kept clean and tidy.

The workplace must be secured, e.g. set up dust panels, cover production machines to prevent contamination.

Do not use product containers and packaging materials for refuse and construction site utensils.

If using supplied cleaning agents, lubricants etc., these must be demonstrated to be harmless to health. For ingredients based on food allergens, they are not allowed. Lubricants on parts coming into contact with product must be approved by the plant and approved for food.

7. ENERGY

The efficient use of energy at the site (e.g. electricity, compressed air etc.) must be agreed with the coordinator.

Turn off unneeded plant equipment and machines. Doors and gates must be closed. Switch off lights during breaks and at the end of work. Leakages in lines for compressed air, condensate and steam must be avoided.



Confirmation of instruction

to the directive for safety, orderliness, environmental protection and hygiene.

Contractor

Company:	
Address:	

I hereby confirm with my signature that I have read and understood the Directive for safety, orderliness, environmental protection and hygiene. I have been informed that violations can lead to expulsion from the plant grounds of DMK and may lead to resource claims.

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

Date	Last name, first name (in block letters)	Signature	Mobile phone number	Contact person of DMK

Aufbewahrung ausgefülltes Formular: 1 Jahr, gemäß standortspezifischen Regelungen