

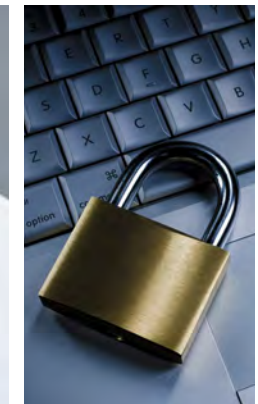
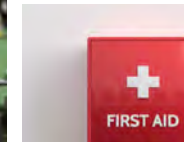
# BORBET



## GUIDELINES FOR EXTERNAL COMPANIES

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# 1. GENERAL INFORMATION



Occupational health and safety, environmental protection and sustainability have the highest priority by BORBET. We therefore also set high standards with regard to these topics when using external companies at our company sites.

The specifications formulated in this document apply without restriction to all external companies (hereinafter referred to as "contractors") working at the BORBET sites.

The contractors assume full responsibility for ensuring that all statutory regulations and BORBET-specific requirements are complied with when carrying out the contract. The BORBET management policy and the Code of Conduct at [www.borbet.de](http://www.borbet.de) must also be observed.

If there are any uncertainties regarding occupational health and safety, environmental protection, fire and explosion protection or other safety-related issues, please contact the responsible department manager, the responsible production manager or the safety specialist at the site.



## 2. GENERAL INSTRUCTIONS AND RULES OF BEHAVIOR



**2.1** Before entering the plant premises, it is first necessary to register with the security service (gatekeeper). This person will then inform the responsible department manager, who is the contact person for the contractor for the execution of the contract. Before leaving the factory premises, the contractor must again sign out with the security service.

**2.2** The StVO applies on the company premises. The maximum permitted speed is 10 km/h. Access routes for fire and rescue vehicles must be kept clear at all times. Parking is only permitted in the designated areas (visitor or employee parking lot). When reversing at blind spots, it is obligatory to give directions.

**2.3** Entering the premises is only permitted with safety shoes. Employees of the contractor who do not comply with this will be removed from the premises. Any additional personal protective equipment required (e.g: Safety glasses, protective gloves, protective clothing, breathing apparatus, fall protection, etc.) must be provided by the contractor in accordance with the possible hazards on his own responsibility and must be worn by the employees. Hearing protection must be worn in designated noise areas.

**2.4** The contractor's employees shall be restricted to the areas in which they are required to work due to their work assignment.

**2.5** The contractor and the ordering party must prepare a joint risk assessment before commencing work, in which the hazards that may arise during the work to be carried

out and the necessary protective measures are documented. The contractor is responsible for compliance with the protective measures.

**2.6** Work equipment used by the Contractor, such as tools, devices, machines and vehicles, including their equipment, must comply with the currently valid statutory regulations and be inspected. When leaving the workplace at the end of work, the work equipment must be locked up or secured in such a way that it does not pose any danger to persons or property. The use of BORBET property must either be part of the contract or agreed with the responsible department manager on site. Damage to BORBET property must be reported immediately to the responsible department manager.

**2.7** The use of industrial trucks, crane systems and aerial work platforms from BORBET is only permitted with a valid forklift license or operator's pass, written authorization and after instruction on the respective equipment

**2.8** In principle, a ban on alcohol and intoxicants applies in all companies. BORBET may arrange for a check to be carried out in the event of suspected consumption of alcohol/intoxicants or residual alcohol. If the employee refuses this, it will be assumed that a violation of the ban has occurred. In this case and in the event of proven consumption of alcohol/intoxicants, the employee will be prohibited from continuing to work.

**2.9** Smoking is only permitted in designated areas of the company. The respective markings and notices regarding the smoking ban must be observed.

**2.10** If substances hazardous to water and/or hazardous substances are used during the execution of the order, the responsible department manager must be informed so that the necessary measures for personal and water protection can be initiated. The contractor's employees must have been instructed in the handling of the substances before commencing work.

**2.11** The use of silicone or material containing silicone is prohibited at all BORBET locations!



## 4. ENSURING SAFETY DURING DANGEROUS WORK



### 4.1 Welding, cutting and similar work

Before starting such work, the contractor must apply for a welding permit from the responsible department manager. This applies in particular if this work is to be carried out in areas where there is a risk of fire or explosion, in confined spaces or closed containers. The work may only be carried out by qualified personnel.

### 4.2 Working with a risk of falling

For work where there is a risk of falling, the contractor must always provide suitable fall protection. The unauthorized modification or disassembly of existing fall protection equipment is prohibited. Ladders and steps must be visually inspected for damage before each use.

### 4.3 Working in pits, containers and confined spaces

Before starting such work, the contractor must apply for a permit from the responsible department manager. During work in pits, confined spaces and containers with special hazards, a supervisor must be present and suitable protective equipment must be worn, e.g. self-contained breathing apparatus.

### 4.4 Earthworks

Before starting earthworks, the contractor must obtain information about the location of cables and supply and disposal lines and obtain approval from the responsible department manager.

### 4.5 Roof works

Unauthorized persons are strictly prohibited from entering the roofs. Anyone acting without permission and without an order from BORBET is unauthorized. Written permission must be obtained from the responsible department managers before entering the roof areas.



## 5. BEHAVIOR IN EMERGENCY SITUATIONS AND ACCIDENTS



**5.1** Important emergency instructions (emergency call board, fire safety regulations, emergency plan) are displayed in the departments at all company locations. The most important emergency numbers can also be found here. First aid instructions, first aid kits and lists of company first aiders can also be found in the departments.

**5.2** In the event of danger (fire, explosion, etc.), the buildings must be left immediately via the marked emergency exits and the designated assembly points must be visited.

**5.3** If an accident at work occurs during the execution of the order, the contractor must inform the responsible department manager immediately

## 6. FIRE AND EXPLOSION PROTECTION



**6.1** The contractor is responsible for the fire and explosion protection measures within the scope of the technical aids and working procedures used by him. These measures also include the fire and explosion protection training of its own employees.

**6.2** Before commencing work, the contractor must inform himself about possible fire and explosion hazards and about the presence and location of fire protection equipment such as fire alarm systems, automatic extinguishing systems and fire extinguishers.

**6.3** The fire protection regulations and the operating instructions for explosion protection must be complied with.



## 7. ENVIRONMENTAL PROTECTION



**The contractor must comply with environmental protection requirements at all company locations. This applies in particular to the following points:**

- 7.1** As waste producers, contractors are responsible for the proper separation and disposal of waste generated during the performance of their work.
- 7.2** Refueling vehicles and equipment is only permitted on areas impermeable to liquids.
- 7.3** Waste water may only be discharged into the sewage system after consultation with the responsible department manager.
- 7.4** Spilled substances hazardous to water must be absorbed immediately with suitable binding agents and disposed of properly. The substances must be prevented from entering the ground or the sewage system. Should this nevertheless occur, the responsible department manager must be informed immediately.



## 8. ENERGY MANAGEMENT



**The following rules for handling energy must be observed when carrying out the job:**

- 8.1** In general, care must be taken to ensure that all forms of energy are used carefully and sparingly.
- 8.2** When leaving a room in which no other person is present or no other activities are taking place, all forms of energy that were required to carry out the job must be switched off.
- 8.3** Electric and/or compressed air-powered hand tools must be switched off immediately after use and should not be operated unnecessarily.
- 8.4** Fitters for compressed air systems or hydraulic systems must report leaks, excessive energy consumption, unnecessary running times and other unnecessary energy consumers to the responsible department manager in addition to their own work.
- 8.5** In addition to their own work, fitters for energy systems or electrical installations must report unusual consumption or detected functional defects to the responsible department manager.
- 8.6** Fitters of refrigeration, ventilation, air conditioning and heating systems as well as all other fitters of systems and machines must report deviating operating conditions, unnecessary consumption of electricity, gas or other energy media to the responsible department manager in addition to their work.
- 8.7** If, despite the full functionality of systems and components, it appears sensible from an energy point of view to modify or replace them, we ask you to demonstrate this potential.
- 8.8** In the case of major construction measures such as building extensions or renovations, the contractor must set up a construction site electricity distributor including an active consumption meter. The electricity required for the execution of the contract must be reported to Energy Management after completion of the measure.

## 9. CONFIDENTIALITY



**The following agreement is binding for all customers, suppliers or other third parties during the stay/visit at BORBET locations.**



**9.1** The signatory is aware that the knowledge and information obtained in the course of the execution of the contract are subject to absolute secrecy and may not be made accessible to unauthorised third parties. This also applies to products manufactured on behalf of BORBET.

**9.2** The signatory therefore undertakes to ensure that all documents, materials, blanks etc. provided by BORBET and all products manufactured by him or on his behalf from the information for BORBET are kept under lock and key in such a way that unauthorised third parties cannot gain knowledge of them or handle them.

**9.3** Products manufactured for BORBET must be protected from possible visual inspection by means of covering devices.

**9.4** The transfer of information or products to third parties shall only be permissible if BORBET has given its express consent in writing.

**9.5** During factory visits to BORBET's individual plants and production/processing facilities, the undersigned also agrees to maintain confidentiality towards third parties with regard to all production processes and production stages, as well as the knowledge gained in the area of light alloy wheel production.

**9.6** The contractor also undertakes to inform its employees of the behavioral measures and confidentiality obligations taken and to ensure that only selected employees are in contact with the relevant documents and processes

or participate in corresponding plant visits. This also includes the obligation to instruct third parties commissioned by the undersigned to fulfill an order or provide a service accordingly.

**9.7** The contractor shall be held liable to BORBET for all damages resulting from a breach of the obligation to maintain secrecy, including any resulting termination of orders with BORBET. This liability also extends to all employees within the signatory's company and is unlimited. Furthermore, liability is justified in cases where the undersigned has not or only insufficiently informed other third parties working on his behalf of the existing confidentiality obligation. It should be noted that the disclosure of business or trade secrets is also punishable by law (§ 23 GeschGehG).

In the event of non-compliance, BORBET reserves the right to take such action as may be necessary under criminal law.

10. PHOTOGRAPHY AND FILMING



**10.1** The knowledge and documents obtained by BORBET in the course of filming are subject to absolute confidentiality and may not be made accessible to unauthorized third parties. This also applies to products manufactured on behalf of BORBET. Detailed photos may only be taken with the express permission of (Alexandra Marowsky; PWB & Partner GmbH). This applies in particular to total shots in which the process flow of the company is recognizable.

**10.2** The film and image data produced, including raw material and edited material, must be transferred in full and made available to BORBET GmbH, Hauptstraße 5, 59969 Hallenberg-Hesborn, after completion of the project.

**10.3** When visiting the individual plants and production/processing facilities of BORBET, the undersigned also undertakes to maintain confidentiality towards third parties with regard to all production processes and stages of production as well as the knowledge gained in the area of light alloy wheel production.

**10.4** The undersigned also undertakes to inform its employees of the behavioral measures taken and the confidentiality obligations and to ensure that only selected employees have access to the relevant documents and processes or participate in corresponding plant visits. This also includes the obligation to instruct third parties commissioned by the undersigned to fulfill an order or provide a service accordingly.

**10.5** The undersigned shall be liable to BORBET for all damages arising from a breach of the obligation to maintain

secrecy, including for any resulting termination of orders with BORBET. This liability also extends to all employees within the company of the undersigned and is unlimited. Furthermore, the undersigned shall be held liable in cases in which the aforementioned confidentiality obligation has not been or has only been insufficiently informed to other third parties working on his behalf.

**10.6** BORBET reserves the right to take any necessary legal action in accordance with criminal law. This agreement shall also apply to all future projects undertaken by BORBET at any location.

**10.7** The taking and publication of photographs and film recordings in which BORBET employees are depicted individually is permitted only with the consent of the company and the respective employee.

11. OBLIGATION TO DATA SECURITY



In processing BORBET's personal data, the contractor is required to comply with all applicable data protection laws and contractual obligations. In the event that the signatory processes personal data on behalf of BORBET in order to fulfil the purpose of the contract, the contractor shall ensure that any employees, vicarious agents or assistants are bound by a confidentiality agreement. Furthermore, the contractor agrees not to disclose any personal data obtained in the course of its activities without authorisation and to treat such data as confidential at all times. This applies to both on-site and off-site activities. The obligation to maintain confidentiality remains in force even after the termination of their activities.



## 12. INFORMATION SECURITY



**12.1** Access to safety-critical areas is only permitted to employees of external companies upon registration and, if necessary, identification by means of an official photo ID. Company affiliation may be checked for first-time visitors.

**12.2** For legal and safety reasons, work in safety-critical areas requires control and/or supervision by employees of the client. If there are any questions or if it is necessary to leave the assigned area, the person responsible for the department must be contacted.

**12.3** Safety measures must not be circumvented, e.g. doors must not be spread open or prevented from closing.

**12.4** After completion of the work, the proper closure of all windows and doors must be ensured; if necessary, further safety measures must be restored. The person responsible for the department must therefore be informed of the end of the work before it is left.

**12.5** It is necessary to register any IT equipment (laptop, smartphone, USB sticks, external hard disks, etc.) that you bring with you.

**12.6** The use and operation of hardware and software, such as external data carriers, own WLAN transmitters, wireless equipment or electrical work equipment, which have not been approved by the client, is not permitted. The connection of private devices to the client's systems and devices is prohibited without exception.

**12.7** Systems may only be accessed to the extent required when commissioned. Disconnections and changes to the cabling must be approved by the client.

**12.8** Activities with a potential impact on operations and (information/IT/production) security must be announced in advance and approved by the client. Examples: Interruption and restrictions of processes/systems/services, power supply, UPS, air conditioning, communication cables, deactivation of alarm systems.

**12.9** A transfer of information/data is only permitted if commissioned. Business and trade secrets acquired in the course of the activity must be kept confidential both during the duration of the activity and after its termination. A valid confidentiality agreement is required for access to the factory premises and production facilities.

**12.10** Furthermore, the undersigned undertakes to maintain confidentiality towards third parties with regard to all production steps, production stages and technologies, as well as with regard to any knowledge gained about the manufacture of light alloy wheels



# IMPRESSUM

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