

# **Hubert Burda Media**

## **External Company Guideline**

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**General information:**

The External Company Guideline (hereinafter: Guideline) serves to prevent accidents, fires and hazards to people and the environment as well as disruptions to the operational process in the companies of Hubert Burda Media (hereinafter: "Client"). The Guideline is an integral part of the order and therefore binding to be complied with. In the event of non-compliance, the Client reserves the right to withdraw the order and to claim damages. By accepting the order, the contractor confirms that

- the regulations of the directive are complied with in a binding manner,
- the employees carrying out the work have been properly and comprehensively instructed before starting work.

A copy of the guideline shall be provided to the employees performing the work. The instruction shall be documented by the contractor. If the Contractor is allowed to use subcontractors, the Contractor shall oblige them to comply with the provisions of this Guideline and document this.

## **1. Applicable conditions**

In order to avoid mutual hazards during the execution of work, the client and the contractor shall cooperate with regard to the safety and health protection of the employees. To avoid possible mutual hazards, the project manager of the client (hereinafter: project manager AG) and the project manager of the contractor (hereinafter: project manager AN) must coordinate the work with each other. For this purpose, in addition to this guideline, the relevant guidelines of the employers' liability insurance association must be observed, as well as in particular the regulations of

- occupational health and safety
- fire protection
- water protection
- the law on hazardous substances
- the law on hazardous goods
- of the waste law
- associated concretizing ordinances and technical rules
- the VDE, VDI and VdS guidelines

## **2. Project manager of the client**

In principle, the client is also the project manager AG. On the basis of § 8 ArbSchG i. v. m. § 6 DGUV V1, another person can be appointed as project manager AG and the contractor can be informed of this in the order.

The project manager AG is responsible for the coordination of the work. In particular, his task is to coordinate activities to avoid possible mutual hazards.

In accordance with § 6 Para. 1 DGUV V1, the Project Manager AG has authority to issue instructions to all contractors and their employees to maintain safety, health protection and order. In principle, the project manager AG must intervene via the project manager AN.

However, in the event of immediate danger to employees or third parties, the work must be stopped directly by the Project Manager AG without delay. In this case, the Project Manager Contractor shall be informed immediately.

The authority of the Project Manager AG to issue instructions does not release the responsible supervisor of the Contractor from his responsibility, in particular with regard to the duty of supervision towards his employees.

The Project Manager AG is the contact person and permanent contact person for the contractors commissioned to carry out the work.

### **3. Project manager of the contractor**

The Contractor shall appoint a suitable Project Manager Contractor and, if necessary, a deputy.

This person shall coordinate the work independently in coordination with the project manager AG. In the case of joint ventures, subcontractors, vicarious agents and assistants commissioned by the Contractor to carry out his work, the Project Manager Contractor shall be subject to the same obligations as in the case of his own employees.

The Project Manager Contractor shall inform the Project Manager Client if there are difficulties in the execution or delivery of individual trades and if this may result in hindrances or delays.

On the part of the Contractor, a Project Manager Contractor and, if necessary, a deputy shall be appointed who shall cooperate in the performance of services or who shall appear at the place of performance at least several times a day and who can always be reached by telephone.

The Project Manager Contractor shall instruct the Contractor's employees who are to work with regard to the dangers to their safety and health during their work. The instruction shall be documented in writing.

### **4. Contractor's area of responsibility**

The Contractor shall be responsible for compliance with the occupational health and safety and accident prevention regulations.

The personnel employed by the Contractor or its subcontractor shall always carry an identification document or a work permit.

There is a strict prohibition of alcohol and drugs at the place of performance. The Contractor shall check compliance with the prohibitions and take appropriate measures. In particular, he shall expel from the place of performance any person who is reasonably suspected of violating the prohibition.

## **5. Registration, access authorization**

Before starting work, employees and subcontractors of the Contractor shall register at the gate/reception: In buildings without this facility, registration shall take place directly with the Project Manager AG. If a daily visitor's pass is issued, it must be carried at all times in a clearly visible place. The pass is non-transferable, and any loss must be reported immediately. The pass must be surrendered when leaving the premises. Entering operational areas or entering buildings/areas of buildings is only permitted insofar as it is necessary for the fulfillment of the order and has been coordinated with the project manager AG.

## **6. Controls**

The security service is entitled at any time to inspect incoming and outgoing vehicles and/or persons as well as objects carried within the scope of the operational supervisory duty.

The project manager, the safety officer and the fire protection officer are entitled to check the safety measures taken at any time within the scope of their operational supervisory duties.

## **7. Professional association / supervisory authorities**

The client is permitted at any time to inform the relevant professional association and the state supervisory authorities of the scope, start and end of the work. This shall be done in particular with a view to maintaining as safe as possible construction sites / assemblies with regard to occupational health and safety. If the overall work reaches a size that requires a safety assessment in accordance with the Construction Site Ordinance, the instructions of the Safety and Health Coordinator (SiGeKo) must be followed.

## **8. Working hours**

Work shall be performed during normal operating hours (weekdays from 8:00 a.m. to 5:00 p.m.). Work outside normal operating hours and on Sundays and public holidays must be coordinated with and approved by the client.

## **9. Driving on the company premises**

The road traffic regulations shall be applied on company premises. The posted maximum speed limit must be observed. Priority must be given to operational traffic. Vehicles may only be parked in the parking spaces provided. Exceptions apply only to short-term loading and unloading. Fire protection zones, fire department access roads and escape routes must be kept clear at all times. Reserved parking areas exist for special vehicles. If it is necessary to park vehicles in the traffic area, this must be coordinated in advance with the project manager AG and approved by him.

## **10. Setting up the place of performance/ duty to maintain traffic safety**

The setting up of the place of performance is to be coordinated with the responsible project manager AG, so that the operational sequence of the customer is not disturbed. The contractor is responsible for ensuring that the place of performance is secured at all times with regard to the anticipated dangers to persons and the environment. Barriers for the protection of persons, safeguards against contamination of the ground or of installations or for protection against fires shall be provided by the Contractor in coordination with the responsible safety specialist. The Contractor shall be liable for any defects in the barriers or the safeguards. Storage areas for materials brought along will be assigned to the contractor by the project manager AG. The storage of hazardous materials is to be limited to what is necessary for the working day. The Contractor shall be liable for any deficiencies in the safeguarding.

## **11. Fire, open light, smoking**

Smoking, open light and open fireplaces indoors are prohibited. Prior to the erection of fireplaces, the client shall obtain the approval of the fire protection officer, who shall decide on the execution and safety measures.

Smoking is permitted only in designated areas.

## **12. Work involving fire hazards**

Welding, cutting, separating, soldering, gluing and thawing work, as well as all other work in which fire hazards may occur due to flames, frictional heat, heatable metal parts, flying

sparks, dripping embers or in any other way, may only be carried out with the written permission of the fire protection officer (permit for hot work or so-called "welding permit"). The safety requirements specified therein must be observed. The permit must be obtained in good time via the project manager AG so that there is sufficient time for assessing and organizing the safety measures (e.g. commissioning a fire guard). The contractor's employees carrying out the work must carry the permit with them and show it on request. The permit is only valid for the scope of work described on it and for the specified period of time.

### **13. Fire and fault alarm system**

Some of the buildings are equipped with a fire and fault alarm system. In order to avoid costly disruptions to operations, work during which emissions (dust, steam, smoke, vibration, gases) may occur must be agreed in advance with the project manager AG. Work may not be started until the project manager has given his approval.

### **14. Use of hazardous substances**

The nature and composition of the products delivered to the customer must comply with the environmental and safety standards applicable in Germany. When processing hazardous working materials, the relevant regulations must be observed. The necessary safety measures for handling the substances must be agreed with the responsible project manager AG before starting work. The safety data sheets belonging to the substances are to be kept available and handed over to the project manager AG for inspection.

The use of hazardous substances of the category CMR (carcinogenic-mutagenic-reproductive toxic) or toxic substances, as well as of particularly odor-intensive substances must be coordinated in advance with the safety specialist. During use, special attention is drawn to the proper and sufficient labeling of materials and containers in accordance with the Ordinance on Hazardous Substances, as well as to the provisions on water protection.

Flammable and explosive substances such as cleaning agents, solvents or adhesives must be handled carefully, in accordance with the instructions for use, labels and warning symbols. Where necessary, care must be taken to ensure room ventilation and avoidance of ignition sources. Flammable gases may only be used and stored in compliance with the provisions of the Compressed Gas Ordinance and the guidelines on the use of liquid gas (access protection, securing of compressed gas cylinders).

## **15. Order and cleanliness, waste disposal**

Work, construction and assembly areas are to be kept clean and in a neat condition at all times. After completion of the work, the area is to be returned to a clean condition. The Contractor shall be obliged and responsible for proper waste disposal of waste, packaging, residual materials or similar, in compliance with all statutory regulations, which have been generated by him or by his subcontractors. Waste shall be disposed of in suitable containers and at appropriate intervals. Accumulations are to be avoided. Combustible waste shall not be stored in operating areas. It is to be removed from the operating rooms daily at the end of the working day. Proof of proper waste disposal must be presented upon request. As a matter of principle, waste materials of any kind may only be disposed of with the permission of the project manager AG via disposal facilities of the client (waste containers, special waste containers, etc.). The Contractor is strictly forbidden to burn any kind of waste or to let it run into the sewage and drainage system or the soil. If the disposal is arranged by the Client, the Contractor shall coordinate the disposal with the Project Manager AG. The Contractor shall sort the waste in accordance with the Customer's specifications. If the Contractor does not comply with his obligations, the Customer shall commission a third party with the disposal. The costs incurred shall be invoiced to the Contractor according to internal hourly rates.

## **16. Special hazards**

**Prior to the start of the activities**, the project manager AG must provide an on-site briefing on the existing environmental hazards and the necessary safety measures and confirm this in writing.

- When working in areas with automatic CO<sub>2</sub> extinguishing systems (e.g. rotogravure presses and some special rooms), the following must be observed in case of fire: In the event of an alarm or leakage of CO<sub>2</sub>, all persons must leave the room immediately and go to the designated assembly points. The CO<sub>2</sub>-protected rooms and equipment are clearly marked with yellow warning and information signs. Work in these rooms may only be carried out with the written approval of the specialist department and the fire protection officer (work permit!) and in compliance with the safety requirements issued in the process. During operation of the press, the start and end of work must also be reported to the responsible machine operator. For all work in the CO<sub>2</sub> extinguishing area where it is not possible to leave the danger zone quickly (e.g. on the hood or a lifting platform), the CO<sub>2</sub> extinguishing system must be switched off beforehand. It is absolutely necessary to log on and off the machine

operators in order to be able to determine the complete evacuation in the event of a triggering.

- When working in areas with automatic industrial trucks, the employees must be instructed regarding the existing dangers before entering these areas. If a place of performance has to be set up in the driving area or if the driving paths have to be crossed frequently, this has to be coordinated with the project manager AG and the responsible department. Precautions shall be taken to protect employees and maintain transportation performance.
- Work on roofs, in containers, apparatus, pits, shafts may only be carried out in compliance with the guidelines of the Employer's Liability Insurance Association for the respective work.
- Work in potentially explosive atmospheres requires a special permit. Non-sparking tools must be used. For the use of electrical equipment in Zones 0 and 1, written permission from the
- permission from the electrical department. Ex areas (e.g. gravure printing presses) may only be entered with safety shoes according to DIN 4843 (antistatic sole).
- Work on or near live parts may only be carried out after it has been ensured that no persons are endangered.
- Work in the detection range of automatic systems (transfer units, industrial trucks, chip extractors) requires that the responsible departments be informed and that systems be shut down and secured against being switched on again if they present a hazard.
- Work at heights requires safety measures against falling. Protective measures against falling objects must be ensured by the contractor. The contractor must ensure that ladders, scaffolds and fall protection devices comply with the relevant regulations and are tested.
- Motor-driven industrial trucks or cherry pickers may only be used if the user is in possession of an appropriate driving or qualification license (e.g. driving license according to DIN, operator's license) and has been instructed in the environmental hazards by a representative of the contractor. Diesel-powered industrial trucks may not be used in enclosed spaces. The use of the client's work equipment such as industrial trucks, cherry pickers or lifting platforms and other equipment is only permitted with the written consent of the project manager and only after prior thorough instruction.

- Work with special requirements (e.g. disinfection, plant protection, work with asbestos, work on gas pressure lines or systems for water-polluting substances or pipelines for flammable liquids, work on air-conditioning systems, etc.) may only be carried out by employees with the appropriate certificate of competence. The certificate of competence of the Contractor's employees carrying out the work shall be submitted to the Client. The necessary traffic safety measures and safeguards as well as the protective equipment for the employees carrying out the work shall be provided by the contractor.

## **17. Emergencies**

In the event of an accident, fire or other damaging event, the Client's project manager must be informed immediately. In the event of a fire alarm, the instructions of the fire protection regulations and the rescue forces on site are to be followed. In the event of imminent danger and the evacuation required as a result, the appropriate assembly points are to be visited via the designated escape routes and full attendance is to be ascertained.

Accident sites may not be changed until investigations have been completed and the accident site has been cleared. The project manager or safety specialist must be informed about the use of protective and safety equipment, e.g. fire extinguishers, wall hydrants, fire blankets or first aid equipment.

## **18. Company property**

It is forbidden to take along print products, partial products or other company property of the client. In case of disregard, the client reserves the right to file a complaint and to issue a house ban. Dismantled parts may only be taken away or returned to the manufacturer after consultation with the project manager AG.