

Table of Contents

1	General	2
1.1	Regulations.....	2
1.2	Breaches	2
1.3	Accident, First aid	3
1.4	Fire, explosion	3
1.5	Occupational safety	3
1.6	Hygiene.....	3
1.7	Environmental protection.....	3
2	Special provisions.....	4
3	Internal safety regulations at Thomas	5
4	Cyber security.....	6
5	Dangerous work.....	6
6	Coordination in accordance with Section 3 of the Construction Site Ordinance (BaustellV)	7

1 General

1.1 Regulations

All relevant laws, occupational health and safety regulations, regulations promulgated by social accident insurance institutions, and generally accepted rules in respect of safety and occupational health, including social accident insurance institution regulations applicable to Thomas, must be observed by you, your employees, and any subcontractors appointed or further engaged by you when executing the contract/order.

In particular, the laws, regulations, codes of practice, and the associated ordinances, implementation instructions, and guidelines listed below must be observed and complied with in their amended versions:

- Occupational Health and Safety Act (Arbeitsschutzgesetz – ArbSchG)
- Regulations of Social Accident Insurance Institutions (German Social Accident Insurance Institution – DGUV), in particular DGUV Regulation 1, DGUV Regulation 3
- Operational Safety Ordinance (Betriebssicherheitsverordnung – BetrSichV)
- Equipment and Product Safety Act (Geräte- und Produktsicherheitsgesetz – GPSG)
- Hazardous Substances Ordinance (Gefahrstoffverordnung – GefStoffV)
- Workplace Ordinance (Arbeitsstättenverordnung – ArbStättV)
- Seventh Book of the German Social Code (SGB VII) – Statutory Accident Insurance
- Construction Site Ordinance (Baustellenverordnung – BaustellV)
- Closed Cycle Management and Waste Act (Kreislaufwirtschafts- und Abfallgesetz – KrW-/AbfG)
- Federal Water Act (Wasserhaushaltsgesetz – WHG)
- Ordinance on Facilities for Handling Substances that are Hazardous to Water (Verordnung über Anlagen zum Umgang mit wassergefährdenden Stoffen – VAWS)
- Radiation Protection Ordinance (Strahlenschutzverordnung – StrlSchV)
- DIN and VDE standards, especially DIN / EN 349
- Provisions on TÜV approvals with GS mark
- Data protection laws and regulations

The managers (supervisors, property managers) you appoint in the context of the execution of work at our company are responsible and accountable for the thorough instruction of your employees.

You are obliged to instruct your managers, employees, and the employees of all subcontractors on the details of this Code of Conduct before they commence any work. You must also ensure that your employees comply with the requirements and prohibitions of this Code of Conduct.

You undertake to continuously review the public-law and European provisions relevant to your industry and your trade for the purpose of determining whether obligatory follow-up and supplementary regulations have come into force and what the specific provisions are. You also undertake to implement and adapt the resulting changes within the required time frame and to inform your employees and subcontractors accordingly.

1.2 Breaches

In the event of significant or persistent breaches, we are entitled to order the cessation of work until the defect has been remedied and to exclude from such work those employees who have acted in a non-compliant manner. Furthermore, we are not liable for any damages suffered by you or your employees and reserve the right to assert claims for damages for breach of contractual duty and tortious acts in the event of any breach.

1.3 Accident, First aid

In the event of an accident, you are entitled to make use of our medical facilities.

Please report immediately all occupational accidents of your employees to the relevant contact person at Thomas (e.g., facility manager). Irrespective of this, you are obliged to fulfill statutory reporting obligations in the event of an occupational accident (German Social Accident Insurance Institution, State Office for Occupational Safety and Health) and to inform us of your correspondence relating thereto.

1.4 Fire, explosion

In the event of a fire or explosion, immediately notify the relevant contact person (e.g., facility manager), who will then take all further action, or, if you are unable to contact this person, please notify the fire services by telephone (emergency number: 112) and additionally notify our doorperson (telephone extension: -777).

1.5 Occupational safety

If you have any questions relating to occupational safety, please contact the following staff member:

Occupational Safety Specialist Ph. -9257 Mr. Thomas Langenbach

1.6 Hygiene

Thomas sets high standards regarding cleanliness and hygiene within the workforce. All employees deployed at Thomas must be appropriately trained and must adhere to relevant instructions while on Thomas premises.

The relevant supervisors of external companies/contractors are also responsible for implementing and monitoring these measures. An essential part of this is the personal hygiene of each individual employee. This includes both direct body hygiene (regular cleaning of the entire body) and the cleanliness of work clothing.

Specific requirements regarding cleanliness apply in the production areas. Entry to these areas is only permitted in Thomas work clothes or disposable gowns.

Please pay particular attention to the following measures:

- Always wash hands after using the toilet
- Well-groomed hands and hair
- Clean work clothes
- Infectious diseases must be reported
- Eating and smoking only in communal rooms or in designated places in the company
- Employees are responsible for order, cleanliness, and hygiene in their work area
- Waste must be disposed of properly

1.7 Environmental protection

The contractor is obliged to observe and comply with the environmental protection regulations applicable to the performance of the contract.

The contractor shall be obliged to dispose of all packaging materials and all leftover material and other waste produced by the contractor during the performance of deliveries and services free of charge, unless otherwise agreed in the contract/order.

Proof of disposal must be presented on request.

Wastewater generated by the contractor's activities shall be collected and disposed of in leak-proof containers.

2 Special provisions

- 2.1. Company-specific regulations and the Road Traffic Act (StVO) shall apply to entering and driving on the company premise
 - Entry to the premises shall only be permitted once a visitor's pass has been issued and those wishing to enter have registered with the relevant department.
 - Driving on the premises by car or truck is only permitted with the permission of the relevant department. Vehicles are to be parked in the designated visitor parking spaces.
 - Illegally parked vehicles (without a valid parking permit or in areas not designated as parking spaces) may be removed from the premises for a fee.
- 2.2. Inform the person responsible for the project at Thomas and the head of the department in whose area you are working of the start and end of your work. Only start work after the person responsible for the area has given his or her approval.
- 2.3. It is essential that you inform us of any disruptions to operating processes. Report to us immediately any faults and irregularities that occur during the execution of the contract/order.
- 2.4. Coordinate day-to-day work with our project manager or project supervisor, taking into account operational possibilities and necessities.
- 2.5. The tools, equipment, and aids you use, in particular ladders and scaffolding, must be in safe working condition (e.g., forklift trucks, in accordance with DGUV Regulation 68). When leaving the workplace, these items must be locked away or secured in some other manner so that they do not pose a risk to persons or property.
- 2.6. Employees who operate industrial trucks (e.g., forklifts), cranes, or lifting platforms must be in possession of an appropriate driving license. These documents must be presented upon request.
- 2.7. Thomas must be notified in good time in those cases in which rental equipment is to be used; it must be ensured that an employee of the contractor is on site for delivery and instruction.
- 2.8. Only use specially qualified employees for dangerous work.
- 2.9. When performing work relating to the company's facilities or premises, ensure that this work has been approved by one of our authorized representatives.
- 2.10. Make sure that your staff members and the employees of your subcontractors wear the necessary body protection equipment (protective shoes, safety helmet, safety goggles, etc.).
- 2.11. Please use the designated footpaths and do not enter the roadway until you are certain that there is no danger.

3 Internal safety regulations at Thomas

- 3.1. Our company's tools, equipment, facilities, and installations may not be used without our permission.
- 3.2. Any forms of material storage and material stacks must be organized in such a way that they do not endanger occupational safety, production workflow, and the flow of traffic throughout the factory premises.
- 3.3. Excavations, trenches, open channels, floor/ground openings, etc. must be secured sufficiently in all areas.
- 3.4. The consumption of alcohol or other intoxicating and/or narcotic substances poses a threat to occupational safety.
Employees who are suspected of being under the influence of alcohol or intoxicating and/or narcotic substances must leave the premises immediately.
- 3.5. Smoking is prohibited on construction sites and throughout the operating premises. Exceptions to this rule are the designated smoking areas. There, too, the protection of non-smokers must always be given priority. For reasons of fire protection and cleanliness, only the ashtrays provided are to be used on the premises.
- 3.6. The regulations pertaining to public road traffic (StVO) apply to our company's premises. The exception to this is internal factory traffic; please be aware that vehicles may be in operation at any time.
- 3.7. Mandatory, prohibitory, and warning signs must be observed. These may not be removed or made unrecognizable.
- 3.8. Escape routes and escape doors are marked accordingly. They must be always kept clear. Markings must not be removed or otherwise made unrecognizable.
- 3.9. Fire doors are marked; they must be kept closed. The functionality of automatic closing devices must not be impaired.
- 3.10. Fire extinguishing equipment such as hydrants and fire extinguishers as well as corresponding signs must not be covered, obstructed, or otherwise rendered unusable. These installations must always be accessible. Any damage must be reported immediately.
- 3.11. Contractor's employees deployed on the premises shall refrain from any actions that violate discipline and order. In particular, they may not be accompanied by persons who are not affiliated with the company.
- 3.12. Several areas are equipped with monitoring systems for gases (e.g., nitrogen). In the event of an alarm (warning lights and warning signs), the room is to be left immediately; all persons are to gather at the designated assembly point.
- 3.13. The use of lubricating greases and oils must be agreed with Thomas in advance. In those cases, in which there is a risk of contact or mixing of the lubricant with one of our products while the contractor is performing work on the company's premises or on equipment, only such lubricating greases or oils may be used that have been approved by us and our end customers. Even in those cases in which the aforementioned risks are not present, standard-compliant lubricants should be used if possible. However, a departure from this requirement may be permitted in justified, exceptional cases and after special agreement.

4 Cyber security

- 4.1. External devices may not be connected to the internal Thomas Ethernet at any time.
- 4.2. USB sticks, external hard drives, mobile phones, or other USB devices may not be connected to a Thomas device (line computer/laptop or other PC/PG) at any time.
- 4.3. Only USB storage devices provided by Thomas may be used for data transfer. It is prohibited to take these devices out of the factory; they must always remain at Thomas.
- 4.4. Thomas hardware is provided for the provision of services. The hardware requirements must be agreed with the relevant Thomas departments prior to the provision of services.

5 Dangerous work

- 5.1. The following activities are classified as dangerous work and require express permission (e.g., a permit):
 - Working on or near electrical installations and equipment
 - Hot work (welding, cutting, burning, soldering, heating, handling flammable liquids and gases)
 - Working with industrial trucks and lifting platforms
 - Work that requires compliance with the Radiation Protection Ordinance
 - Driving into containers and confined spaces
 - Work on refrigeration systems and associated piping
 - Work that requires special precautions due to the exposure of your and our employees to immediate dangers
 - Driving over containers
 - Working on roofs
- 5.2. Special legal regulations (Hazardous Substances Ordinance – GefStoffV) must be observed when handling hazardous substances, especially chemicals, oils, fuels, etc.
- 5.3. When working on or near live installations or equipment, the relevant electrician/electrical engineer must also be involved.
- 5.4. Electrical energy may only be drawn from the supply points specifically assigned to you. Other electrical connections to the energy grid may only be made by the specialist (electrical) department. Electricians responsible for such measures: Mr. Tobias Dannenberg.
- 5.5. Thomas' buildings are monitored throughout by a fire alarm system. For work that poses the risk of unintentional activation (such as work involving heat, work with a risk of dust formation, work on ceilings), the affected areas must be switched off in advance. Suitable alternative measures must be taken to ensure fire protection.
- 5.6. Server rooms are protected by means of extinguishing systems. The extinguishing system must be switched off and blocked if repair, maintenance, or inspection work is carried out in these rooms that may lead to unintentional activation of the extinguishing system or that may prevent persons from vacating the rooms within the warning period.

Work necessitating a system shutdown and blocking may include:

- Working on ladders
- Working in narrow cable floors
- Extensive period of installation work

The extinguishing system may only be switched off and blocked by a Thomas employee who is authorized to do so. IT department: Mr. Florian Weissberg

- 5.7. Welding and soldering work on structural elements or pressurized lines may only be carried out by employees qualified accordingly (with specific official permission) and after appropriate coordination on a case-by-case basis.
- 5.8. Permission must be obtained for work involving welding, thermal cutting, and other flammable activities. In this context, a permit is issued by the department responsible for initiating such work. The measures specified in the permit shall be carried out prior to the commencement, during and after the completion of such hot work/work involving flames. The permit is contract-/order-related.
- 5.9. Personal protective equipment shall be provided by the contractor
- 5.10. Furthermore, you are obliged to submit a complete list with the names of your employees and the subcontractors you use, including the names of their employees, to our project manager prior to commencing work. Changes are to be reported to the project manager on a daily basis.
- 5.11. In those cases in which work to be performed involves the risk of falling and in those cases in which (articulated) telescopic work platforms are used, it is mandatory to wear protective equipment against falls from a height. Only employees who have been demonstrably instructed in this area and are fit to perform such work may be deployed. These requirements also apply to other working platforms, insofar as this is prescribed in the corresponding operating instructions

6 Coordination in accordance with Section 3 of the Construction Site Ordinance (BaustellV)

The coordinator(s) within the meaning of the Construction Site Ordinance (BaustellV) shall be appointed separately for each construction project. The appointment shall be made at the prescribed time by the principal.

Applicable:

Application for deactivation of BMA
Hot-work permit