

Work instructions
Operating rules for external companies
at Schuller GmbH plant premises

premise: Wertheim, Steinach

Process:

These operating regulations serve the safety of persons and property, the protection of the environment and the efficient use of energy and apply to all persons who work or are employed on the plant premises of Schuller GmbH or enter these as visitors or suppliers.

These company regulations are intended to enable all parties to work together without endangering safety or health, including in the context of service and work contracts.

Process participants:

- Responsible persons and employees of external companies and their subcontractors
- Visitors
- Suppliers
- Purchasing Nonwovens EU
- All employees of Schuller GmbH
- All employees of Johns Manville
- Plant Service, EHS, Occupational Safety Specialist, Safety Officer
- all JM (Johns Manville) coordinators

SAFETY INFORMATION AND RULES OF CONDUCT

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1 Responsibilities

These operating regulations apply to all work performed on the plant premises. The responsibilities and terms are regulated in the following.

1.1 JM Coordinator

A Johns Manville Coordinator (JM Coordinator) will be designated in writing in the purchase order for each job/activity performed by a contractor on the plant premises.

He/she shall be the contact person, coordinator, and primary supervisor during the contractor's activity on the plant premises.

The instructions of the JM Coordinator must always be followed.

The JM coordinator is responsible for instructing the person responsible for the contractor's work in safety matters, for supervising the execution of the order and for organizing the safe and trouble-free flow of work with other parties involved on the plant premises. The JM coordinator supports the person responsible for execution in risk assessments. He is responsible for questions, requests and suggestions and must be informed immediately in the event of deviations from the planned sequence.

The JM coordinator shall inspect the work together with other specialists after the work has been performed and shall assess the performance without acknowledging any legal obligation.

1.2 External company: contract partners, suppliers, service providers

Every company that works on the factory premises within the scope of an order is an external company. This company guarantees that each employee deployed is appropriately qualified as skilled personnel and has the necessary instruction and qualifications as a "competent person".

The instructions of each individual employee must be proven upon request.

The person responsible for the execution (e.g. foreman, site manager, installation manager, service technician, etc.) must speak German.

Furthermore, the external company guarantees that the employees deployed on our premises have the necessary precautionary examinations in accordance with the principles of the employers' liability insurance association and are suitable for the activities.

1.3 Employees of external companies

The company performing the work will receive these operating regulations in written form when the order is placed for the first time. These operating regulations are an integral part of every order.

The responsible JM coordinator is named and communicated in each order. **The name of the JM coordinator must be given by the person responsible for execution when entering the respective plant premises.**

- Wertheim: at the main gate
- Steinach: Goods receipt/shipping

No access to the plant premises will be granted without naming the JM coordinator.

Only the JM coordinator has the duty of supervision and the authority to issue instructions. JM supervisors, Schuller supervisors, the occupational safety specialist, safety engineers and safety officers **in addition, in particular** in the event of imminent danger.

The person responsible for execution must confirm in writing that he/she has read and understood these operating regulations on the "Coordinator for external company" form **before starting work**. Likewise, the person responsible for execution **and all employees**

must confirm in writing that they have read and understood the "**General Safety Measures**" form before starting work.

With the confirmation, the person responsible for execution, as a vicarious agent on behalf of the external company (with all assigned employees and subcontractors), acknowledges these company regulations and all subordinate instructions and contents of the above-mentioned forms and obligates himself to comply in particular with the regulations serving safety.

While working on the premises of Schuller GmbH, all persons shall remain employees of their employer with all rights and obligations.

1.4 Visitors

Visitors are persons

- whose workplace is not located in the respective plant
- whose superiors do not have their workplace in the respective plant
- who are not superiors of the employees working in the respective plant
- whose area of responsibility does not extend to the respective plant
- who do not carry out an assignment in the above sense as employees of an external company
- are external auditors, consultants and representatives of authorities

All visitors must register with their Schuller/JME/JMS contact person.

Independent, free and unaccompanied movement on the plant premises is not permitted for visitors.

The necessary personal protective equipment is provided by JM and must be worn.

Visitors are exempt from wearing safety shoes within the designated walkways as long as sturdy footwear with flat soles is worn. Wearing high-heeled shoes behind the red line in Wertheim or in all other production areas is not permitted.

Visitors are to be clearly identified by wearing a white reflective high-visibility vest.

Note to contact persons:

Please also refer to the Guidelines Plant Tours of Dec. 20, 2016.

1.5 Suppliers

All suppliers must behave appropriately on the Schuller GmbH factory premises in accordance with these company regulations.

They must go directly to the goods receiving point without detours and register there.

If it is necessary for suppliers to enter a production or storage building, they must wear the prescribed personal protective equipment.

2 Plant Security

The security and protection of the plant premises, the safety on the plant premises and of all persons shall be maintained by the following basic rules.

2.1 Access Regulations

Only the designated gates and entrances designated by the JM coordinator are to be used to enter and leave the plant premises.

When entering and leaving the plant premises, registration and notification are required in

- Wertheim: at the main gate or visitor gate
- Steinach: Goods receipt/shipping

and a telephone message to the JM coordinator is required. The coordinator will arrange for further steps to be taken.

2.2 Wertheim Main Gate

The instructions of the plant security staff at the Wertheim main gate must be followed without fail.

2.3 Driving on the plant premises

Vehicles may only be driven on the plant premises for the purpose of transporting goods, work equipment and work materials to and from the plant.

The regulations of the German Road Traffic Act (StVO) apply on the plant premises. The driving speed is limited to a maximum of **15 km/h (about 10mph)**; plant traffic always has priority!

2.4 Parking on the plant premises

Parking on the plant premises is only permitted if a permit to stay/park is available and only in the assigned or marked areas.

The permit is only issued by the JM coordinator in case of need.
(Wertheim: entry/parking permit will be issued at the main gate).

Without a parking permit, use the company parking facilities outside the secured plant areas. Restricted areas, doors, gates, escape routes, fire protection equipment, e.g. hydrants, are **not to be blocked under any circumstances**. The vehicle could obstruct plant traffic or rescue forces in the event of an emergency.

2.5 Items brought in / to be taken out of the site

In one's own interest, it is recommended that all essential tools, machines, materials, equipment and the like brought onto the plant premises for the execution of the order, which are to leave the plant premises again after completion of the activity, be designated in writing to the JM coordinator **upon entry** to the plant premises.

After providing a justification, an inspection must be tolerated when leaving the plant premises.

2.6 Consignment Note

A consignment note or delivery bill must be issued in advance by the JM coordinator for all items belonging to our company which have to leave the factory premises in order to carry out the order.

2.7 Property

The customer must take care of his own property. JM does not assume any duty of care and custody for third-party property.

Storage facilities on the factory premises will be assigned by the JM coordinator.

3 General Rules of Conduct

All persons must behave appropriately on the plant premises, as their own company expects of its employees.

Only activities and actions that are required within the scope of the fulfillment of the order are to be carried out.

The manufacturing processes of JM require high standards of cleanliness and care. For this reason, appropriate safety distances must be maintained from products and equipment.

Reception of private visitors and private use of the JM telephone system must always be registered with the JM coordinator.

All required work materials and protective equipment are to be brought along independently. Work equipment provided by JM must be checked and handled with care. Any damage must be reported to the JM coordinator.

3.1 Prohibition of filming and photography

Filming and photography on the plant premises is generally prohibited for visitors, external companies and suppliers.

Exceptions are only **possible with the permission of the Operations Management**.

3.2 Traffic Safety Obligations

Any person who creates a possibility of danger **must** take the necessary precautions to protect himself and third parties.

Safety precautions must be carried out in accordance with the DGUV (German Social Accident Insurance) regulations, (formerly Berufsgenossenschaftliche Vorschriften für Arbeitssicherheit und Gesundheitsschutz BGV, formerly Unfallverhütungsvorschriften UVV.)

3.3 Confidentiality / Data Protection

Attention is drawn to the provisions of the Data Protection Act and other confidentiality regulations. It is not permitted to make visual or audio recordings without the approval of the plant management.

4 Occupational Safety

4.1 Basic Safety Requirements

The following requirements must be observed:

All technical requirements for a safe and non-hazardous execution of the assigned work must be met.

All work and operating materials and protective equipment must comply with the latest safety standards and be tested in accordance with the applicable DGUV regulations (formerly Berufsgenossenschaftliche Vorschriften für Arbeitssicherheit und Gesundheitsschutz BGV, formerly Unfallverhütungsvorschriften UVV), directives (e.g. VDE-RL), ordinances, technical rules, standards and bulletins, implementation instructions, etc.

All **organizational** requirements for a safe and non-hazardous execution of the assigned work must be fulfilled, e.g. the danger zone must be demarcated or cordoned off.

- Safety and health deficits must be eliminated immediately.
- The **instructions** necessary for safe and health-promoting work must be given.
- Employees must be instructed in safe and health-promoting work.
- Necessary driver's licenses must be available.
- Compliance with the instructions given must be ensured by **supervision and control**.

4.2 Safety Regulations

In addition to these company regulations, the regulations for occupational safety, the DGUV regulations (formerly Berufsgenossenschaftliche Vorschriften für Arbeits-Sicherheit und Gesundheitsschutz BGV, formerly Unfallverhütungsvorschriften UVV), as well as other special company regulations apply in our plant. These regulations are available for inspection at the safety department of our plants.

4.3 Personal Protective Equipment (PPE)

All personal protective equipment required for the activities must be worn.

On our factory premises in Wertheim, west of the "RED LINE", it is compulsory to wear **safety shoes** as a matter of principle.

Generally, **safety shoes and protective goggles** must also be worn in all production and storage halls and areas.

Exceptions are only made for visitors and suppliers, see above.

ALL mandatory signs must be observed. In certain areas of the plants, further protective measures are mandatory, e.g. **ear protection** due to noise.

4.4 Clear identification of employees of external companies and visitors

Employees of external companies must wear in all production and storage halls and areas (in Wertheim additionally basically west of the "RED LINE") either

- a) suitable work clothing with clear and visible company identification (logo) or
- b) high-visibility vests with reflective stripes (if possible, in signal green)

must be brought along and worn. If your own risk assessment contradicts this, point a) applies in principle.

All visitors must wear a white high-visibility vest with reflective stripes, which will be provided by the JM coordinator.

4.5 Prohibition of smoking and handling open flames

Smoking, including electric cigarettes, fires and open light, is generally prohibited on the entire plant premises, including all production, storage, office, social and conference rooms and corridors!

Smoking is only permitted **within a maximum radius of 3 m around the ashtray** in certain places which are marked as smoking zones and equipped with ashtrays.

In places where there is a risk of fire, e.g. diesel tank system, battery charging stations, the marking "Fire and naked lights prohibited!" has been made. This must be strictly observed.

4.6 Alcohol, Drugs, Medication

The carrying and consumption of alcohol or other intoxicating substances is prohibited in all SCHULLER GmbH plant premises.

Medication that leads to a reduction in perception must be reported to the JM coordinator without being asked. Persons under the influence of alcohol, illegal drugs or other intoxicating substances are prohibited from being on the plant premises.

4.7 Protection through mandatory and prohibition signs

All mandatory signs, prohibition notices and other inscriptions must be observed. The removal of protective devices is generally prohibited!

If the execution of the work requires the removal or deactivation of prohibition and warning signs and protective devices, the JM coordinator **must always be notified in advance**.

The necessary safety measures are then taken in coordination with the person responsible (e.g. unlocking process according to LoTo instructions).

4.8 Internal Traffic

Road traffic regulations with a maximum permitted speed of **15 km/h (about 10mph)** apply on the plant premises. On-site traffic always requires increased attention and adapted speed. It is only safe to walk on marked paths and on the edges of roadways. Vehicle and forklift traffic in particular is dangerous. Dangerous areas are to be avoided, eye contact with the vehicle driver is to be sought!

4.14 Permit for hot work

For all welding, soldering, cutting and cutting work, a "fire protection permit" must be applied for from the JM coordinator in accordance with the form.

This permit will be issued after consultation with the responsible department head. Due to the special hazards in all our plants, it is strictly **forbidden** to carry out the above-mentioned work **without this written permission**.

4.15 Permit "Confined spaces"

If work is to be carried out in a tank or in confined spaces, a "Permit for work in confined spaces and wastewater facilities" must be applied for **in advance** via the JM coordinator.

4.16 Use and handling of chemicals in accordance with the Ordinance on Hazardous Substances (GefStoffV)

A large number of hazardous substances are handled on the plant premises. These areas are marked with prohibition signs, mandatory signs or warning symbols in accordance with the regulations. If you are not familiar with the meaning of the pictograms, please contact the JM coordinator.

Bringing into operation and use of chemicals or other hazardous substances is strictly prohibited without a written permit.

Storage and disposal of residual quantities of brought-in, approved chemicals and hazardous substances on the plant premises is strictly prohibited.

4.17 Dangerous work according to BGV A1 §8, e.g. "Work on the roof".

If dangerous work is to be carried out in accordance with § 8 of DGUV Regulation A1, e.g.:

- Work involving a risk of falling - Work in silos, containers or confined spaces,
- Welding in confined spaces,
- fire work in areas at risk of fire or explosion or on closed hollow bodies, - gas pressure tests and leak tests on containers,
- testing of large technical installations, such as boilers,
- blasting work,
- felling of trees,
- work for the fire department,
- work on open feed openings of balers fed by continuous conveyors and their unsecured feed points, - work in gas hazardous areas,
- hoisting operations when the crane operator does not have a clear view of the load,
- handling particularly hazardous substances

the form "Permission for dangerous works" is to be used. **Before** entering the roofs, a written permission ("Inspections / short-term work on the roof") must be obtained via the JM coordinator. In the case of "work on the roof" with a scope of more than 2 person days, the associated checklist must also be used.

4.18 Injuries

Attention to injuries! Even the most minor and seemingly insignificant injuries can develop into serious illnesses. First aid must be initiated by the nearest first aider in our plants and entered in the first aid book Entry and reporting is done by the first aider. After an injury, the disciplinary supervisor and the JM coordinator must be notified.

In the case of accidents that must be reported to the Employer's Liability Insurance Association, with reference to activities in our plants, a copy must be sent to our specialist for occupational safety.

4.19 Emergency Facilities

In the event of an emergency (fire, accident, explosion, leakage, burglary, etc., also during corresponding exercises), the instructions of the emergency and rescue services (plant security, plant fire department, volunteer fire department, etc.) must be followed without fail.

Our emergency numbers

- **Wertheim (main gate)** **110**
- **Steinach** **112**

WHAT?

WHERE?

WHEN?

HOW MANY?

WHO?

For emergencies, the following facilities are available on the premises and in the buildings, among others: Telephones, push-button detectors, automatic fire and gas warning systems, alarm siren, escape and rescue plans, fire extinguishers, sprinkler systems, first aid facilities.

The first-aid room is located at the Wertheim plant in administration building 01-3, first floor (not permanently manned).

The plant fire department on the Wertheim plant site is located in the basement of social building 02 and is on standby around the clock.

The posted alarm regulations contain essential measures for the prevention and limitation of fires, accidents and other incidents. of fires, accidents and other hazardous situations.

Escape and rescue routes are used to safely leave a hazardous area and must always be kept clear.

The posted escape and rescue plans with the assembly points, which are marked in the plant, must be observed! which are marked in the plant, must be observed! The escape routes are marked.

When the siren sounds, the next assembly point must be sought. A regular siren test takes place in Wertheim: on every 1st Monday of the month at 12:00pm.

5 Health Protection / Industrial Hygiene

Cleanliness is an effective protection for health and part of industrial hygiene. If there are activities in a "contaminated area", precautionary examinations are required!

The canteen is to be entered clean and left clean, soiled clothing is to be changed beforehand. Entering with disposable overalls and rubber boots is not permitted.

6 Environmental Protection / Wastewater / Waste

The own behavior is to be aligned according to the instructions of the environmental protection management. Among other things, the regulations of the Water Resources Act apply.

Any waste (including packaging) produced during the work of the external company is to be disposed of properly by the person responsible for execution. It is not permitted to use the waste collection containers on the premises of Schuller GmbH for this purpose, unless otherwise agreed.

The storage and disposal of residual quantities of brought-in, approved chemicals and hazardous substances on the factory premises is strictly prohibited.

Unused, opened and empty containers are to be taken back by the contractor and disposed of if necessary.

It is prohibited to pour paint residues, solvents, alkalis, acids or other hazardous substances into the sewage system.

The treatment of waste generated during activities on our premises must be coordinated with the coordinator. Otherwise, the instructions available for waste disposal shall apply.

Wastewater accumulation is also to be coordinated with the coordinator, who will, if necessary, regulate the supply line for wastewater treatment with the plant attendant.

When handling artificial mineral fibers (KMF), such as installation/removal of glass or rock wool insulation, ceiling panels containing mineral fibers, etc., the environmental instructions must be observed, and instruction must be given. The documentation on the instruction must be handed over to the coordinator.

7 Dealing with energies

During all work to be carried out, care must be taken to use all energy and media (electricity, compressed air, gas, water, lighting, heating, etc.) sparingly and consciously.

During breaks or longer work interruptions, all devices and equipment that consume energy and media must be switched off.

8 IT Security

The use of third-party end devices (laptops, smartphones, etc.) in the JM network and their connection via network cable or WLAN is not permitted.

Exception: W-LAN access to the Internet is available for guests at some locations. Access data can be obtained from the JM coordinator/IT helpdesk.

9 Borrowing of JM equipment

In principle, the external company must bring the equipment required to carry out the order.

In exceptional cases, Schuller GmbH equipment may be loaned. In such cases, the following agreements shall apply:

1. The loaned item may only be used on the property of Schuller GmbH and for the intended purpose. Passing on the loaned item to third parties is not permitted.
2. The loan relationship shall commence with the handover and end on the same working day.
3. At the end of the agreed loan period, the loaned item is to be returned in the condition in which it was taken over at the beginning of the contract.
4. The legal right of termination of the lender according to § 605 BGB remains unaffected.
5. The borrower has to make sure that the rental object is in a proper and functionally safe condition when taking over the rental object.
6. The transport of the rental object is not subject to the legal right of termination of the contract.
7. Borrower shall be responsible for transporting the hired item to and from the place of use. Prior to commissioning, the borrower must familiarize himself with the rules and instructions for proper commissioning and operation of the rental equipment and observe these rules and instructions including the safety-relevant rules and instructions for safe and professional work as well as accident prevention regulations. Furthermore, the

borrower shall provide all necessary evidence (driver's license, medical examinations, instructions, commissioning, etc.).

8. The costs for the maintenance of the loaned object shall be borne by the borrower.
9. Any damage, loss or destruction of the rented item must be reported to the lender in writing without delay. The borrower shall be liable for any damage, loss or destruction of the Loaned Item.
10. Any liability of the lender, regardless of the legal basis, is excluded; any legal liability of the lender due to intent or fraudulent intent remains unaffected.
11. Prior to each borrowing, the form "Vergabe-/ Überlassung-/ Unterweisungsnachweis - Einsatz von Betriebsmitteln" must be completed and signed by an authorized person of the borrower.

10 Applicable Documents

- e.g. Occupational Health and Safety Act, Water Resources Act etc. with all subordinate ordinances, rules, standards and directives
- the DGUV regulations
- internal forms - the relevant forms are available from the JM coordinator.

11 Final wording and confirmation

The provisions of these plant regulations must be observed!

It would be regrettable to have to issue a **residence ban** on the plant premises in the event of violations of these plant regulations.

For further information, the supervisors, JM coordinators, project managers, the EHS (Environment, Health, Safety) specialist, the plant fire department or plant security should be contacted.

CONFIRMATION

We have taken note of the **Operating rules for external companies at Schuller GmbH plant premises** and will comply with them during the activities to be carried out in the plant premises.

.....
(Date) (Company stamp) (Name, signature)

The coordinator of the external company will be instructed in the scope of duties by the JM coordinator **before starting work.**

This will be confirmed when registering with the JM Coordinator in accordance with the **"General Safety Measures"** and **"Coordinator for Partner Company" forms**, and the coordinator of the external company will in turn inform all employees of the external company working on the plant premises and their subcontractors.