

Regulations for contractees with respect to work under contract

1 Scope

"Regulations for contractees with respect to work under contract" are an integral part of contracts concluded between imperial Werke oHG and contractees or their subcontractors. These regulations apply to all deliveries and services carried out for imperial.

2 General

a) Important telephone numbers:

Location	Accident	Fire
Arnsberg tel. no. 02932/305-0	0110	0112
Bünde tel. no. 05223/481-	111	111

To ensure correct initiation of the rescue chain, always use the internal telephone numbers above.

When using an external mobile/smartphone, select from the following numbers:

Arnsberg: +49 2932 -110 or 112

Bünde: +49 5223 481-111

b) Access to the plant site

- Access to the plant site is only allowed with a permit from imperial or its authorised representative and is always at one's own risk.
- For short visits to the plant, contractees and their employees will receive visitor passes from Plant Security which, after having been countersigned by imperial, are to be returned upon leaving the plant. On this type of visit, contractees and their employees are to be collected from and brought back to the gates and accompanied constantly during their time on the plant site. Visitor passes are non-transferable.
- In the case of on-site work lasting more than 2 days, the coordinator (who has been trained in accident prevention legislation) can obtain a numbered pass for contractees, instead of a short-term visitor's pass, which must also be handed in to the coordinator or Plant Security after work has finished. Contractee passes are non-transferable.
- Access to the plant is forbidden without these documents.
- Plant sites are only allowed to be entered if this is necessary to perform work.

c) Driving/parking/rail transport

- Vehicle access to the plant site is only permitted for the transportation of material and goods.
- Fitters and workmen may access the plant site if they are in possession of a permit and if permission has been granted by the coordinator at imperial Werke oHG. It is strictly forbidden for parked vehicles to obstruct fire-fighting and emergency rescue vehicles. Only marked parking facilities may be used.
- The maximum vehicle speed permitted on the plant site is:

Location	Arnsberg	Bünde
Speed	6 km/h	6 km/h

Speed must be adjusted according to the traffic situation. The highway code/road traffic regulations must be observed.

- Rail vehicles (as far as they are used) have right of way.

- Visitors' car park
 - Contractee employees must use our free-access employee car parks. Visitor parking facilities are only available to imperial guests and visitors.
 - Plant Security instructions must be followed.
- d) Inspections**
- Plant Security is authorised to carry out inspections of vehicles entering and leaving the plant site. These inspections range from materials, tools, and equipment as well as personal items belonging to contractees and their employees. The act of entering the plant site is construed as tacit agreement to carry out such inspections.
 - By accepting work under contract, contractees agree to inspections being carried out by imperial to ensure compliance with these regulations.
- e) Work permit/command of language**
- Contractees undertake to observe all employment and social welfare regulations. In particular, employees who do not possess German citizenship in the sense of Article 116 of the Basic Law for the Federal Republic of Germany and who require a work permit according to § 19 of the German Employment Promotion Act, shall not be employed in the absence of the required work permit. imperial Werke oHG reserves the right to carry out appropriate random inspections.
 - Should workers who are not able to speak or understand German be deployed by contractees, said contractees must ensure that these workers clearly understand occupational health and safety regulations and regulations for contractees.
 - In the case of temporary-employment agency work, the contractee commits to complying with the provisions of the German Law on Labour Leasing.
- f) Confidentiality obligation**
- Contractees undertake to ensure strict maintenance of non-disclosure and the strict confidential treatment of all information, documents, operating experience, and technical know-how as far as such has been provided by imperial or knowledge of such has been obtained elsewhere. Contractees shall also impose this obligation on employees and, if necessary, also on further contacts. Contractees can only be released from this obligation by the express, written permission of imperial.
 - Visual and sound recording is strictly forbidden throughout the entire plant site.
- g) Liability**
- Contractees are liable for any damage caused by non-compliance with the above regulations. Proof of an employer's liability insurance for personal injury, property damage, and pecuniary loss with an insured sum customary for this branch of industry must be furnished by contractees before work commences. imperial Werke oHG shall not assume any liability for any tools, machines, materials, or other objects which may be lost. Contractees are responsible for their tools, machines, and materials.
- h) Social responsibility**
- imperial ensures adherence to the SA8000 Social Accountability International standard and expects the same of contractees. The standard covers prohibition of child and forced labour; provision of a healthy and safe working environment; the right to freedom of association; avoidance of discrimination; prohibition of physical punishment, mental or physical force, and verbal abuse; and compliance with working hour regulations and pay regulations.
- In the event of non-compliance with or contravention of the SA8000 standard, contractees must institute all necessary corrective measures to improve the situation and fulfil requirements within a suitable time. This grace period depends on the type of corrective measure.
- imperial reserves the right to terminate business relations – also without notice if necessary – if contractees are not willing to fulfil the requirements of the SA8000.
- Contractees undertake to pay legal minimum wages, or those according to collective wage bargaining agreements, and social security contributions, and to inform their employees of the currently applicable rates. Relevant social insurance documents for workers must be produced upon request by the imperial coordinator.
- i) Working hours**
- Time frame (standard)

Location	Monday – Thursday	Friday
Arnsberg	07:00 – 15:15	07:00 – 12:15
Bünde	07:00 – 15:15	07:00 – 12:15

- Special application must be made via imperial Werke oHG's coordinator for work outside normal working hours. Laws governing working hours must be observed.

j) Signatory powers

- Signatures on time records, measurements, and delivery notes are only valid if furnished by imperial's coordinator or his/her deputy.

k) Duty to provide information to contractee employees about regulations for contractees

- Contractees shall provide imperial with written confirmation that its workers have been instructed on regulations for contractees. In the case of on-site work lasting for an extended period of time, training is to be repeated at the latest after one year. The contractee must provide its employees with a copy of the regulations for contractees when fulfilling work under contract.

l) Appointment of contractee representative

- Contractees agree to provide the imperial coordinator with the name of their representative before work commences.

m) Use of subcontractors by the contractee

- The regulations for contractees also apply to subcontractors if they are awarded individual subcontracts. Names of subcontractors must be given to the imperial coordinator as early as possible before they are deployed.

n) Intoxicants

- It is strictly forbidden to bring alcohol and/or drugs onto the plant site. It is also forbidden to consume such intoxicants on the site or enter the plant site under the influence of alcohol or medication/drugs.

o) Smoking

- A smoking ban is in force in all areas indicated with corresponding signage.

3 Occupational health and safety

- Contractees are solely responsible for carrying out the necessary safety measures for their own work. They are obliged to satisfy themselves that safety measures are maintained and they undertake to monitor such measures.
- If contractees work together with other contractees or imperial employees in one workplace, they are obliged:
 - to work together to ensure that occupational health and safety is realised in practice,
 - to inform each other of any work-related dangers,
 - to inform their employees of the dangers,

- to coordinate measures for preventing dangers.
- Contractees must adhere to work procedures, accident prevention regulations, and occupational health and safety regulations, as well as the generally recognised safety-related rules when fulfilling work under contract.
- To avoid any possible risks, imperial Werke oHG shall appoint employees to coordinate work. Coordination also includes guaranteeing compliance with legislation on accident prevention (BGV A1 § 6). For work to be carried out at imperial Werke oHG, the coordinator is:
 - Ms/Mr Tel. no
- He/she has the authority to give instructions when coordinating work and ensuring safety regulations are observed. He/she is responsible for implementing imperial rules and regulations. The contractee shall appoint in writing a project manager with excellent spoken and written German to act as a contact person for our coordinator. Pursuant to § 5 (BGV A1), it is important to point out that contractees must observe the requirements laid down in BGV A1 § 2 Sections 1 and 2 which are important for the fulfillment of the contract. According to occupational health and safety legislation, imperial and contractees are obliged to assess risks.
- Therefore before work commences, the representative of the contractee must contact the imperial coordinator and carry out a risk assessment.
- Together, they calculate risks (if necessary also on site) which employees of imperial and contractees may face during the tasks subject to contract. The "Coordination of Safety Precautions" form is to be used for calculating risks and determining steps to be taken.
- The contractee agrees to equip all employees with the necessary suitable personal protective gear and instructions on how to use it. All employees must be able to wear the protective gear and must have been instructed on the use of this equipment.
- The imperial coordinator must be informed and approve of the storage and use of substances {gases, liquids, solids (in particular foils, bitumen, plastic, wood, etc.)}. Storage locations must be reported to the person responsible for that area, the caretaker, or Plant Security. Before a hazardous substance is used for the first time, the safety data sheet for the substance must be provided.
- The use of cleaning agents in larger amounts must be agreed on with the imperial coordinator. Only approved cleaning agents may be used.
- Plant regulations can mean measures being supplemented or tightened.

4 Radiation protection

- In order to protect the employees of contractees and imperial, and the environment, from the damaging effects of ionising radiation and X-rays, the principles and requirements of the German Radiation Protection Ordinance (StrlSchV) and the X-ray Ordinance (RöV) must be observed.
- The imperial coordinator is responsible for reporting all work with sources of radiation to the radiation protection officer before work commences. In cooperation with contractee employees, the radiation protection officer defines the necessary protective measures and ensures that they are observed.

5 Fire and explosion prevention

- A permit is required for welding, soldering, defrosting, cutting, and grinding work. The imperial coordinator is responsible for issuing permits before work commences and coordinating preventative measures with the Works Department/occupational health and safety officer. It is imperative to have the signature of the responsible person of the Works Department/occupational health and safety officer. The Works Department/occupational health and safety officer decides in each individual case if a fire watch is necessary.
- The imperial coordinator shows imperial the permit. imperial's signature is confirmation that notice of the permit has been taken.

- The permit is then given to the contractee and must be displayed in a prominent place on site.
- Commencing work without presenting the aforementioned documents is forbidden.
- Furthermore, to avoid false alarms triggered off by fire-extinguishing installations and alarm systems, all work which causes smoke must be reported to the imperial coordinator before work commences. The areas where smoking is strictly prohibited are clearly marked.

6 Exits and evacuation plans

- Notice must be taken of emergency exits and evacuation plans in buildings and, in case of an emergency, all persons must gather at assembly points. Instructions issued by emergency services must be followed.

7 Environmental protection

- The contractee shall commit to economical usage of materials and energy (electricity, gas, water, compressed air, etc.), as well as avoid the release of unnecessary emissions into the environment (e.g. noise, dust, odours, waste, sewage, vibrations).
- All materials, residues, and waste, especially combustible liquids, hazardous and water-polluting substances, e.g. acids, alkalis, poisonous substances, corrosive substances, waste oils, and also soiled cleaning cloths, must be transported, stored and treated on the plant site in strict compliance with legal requirements so that these substances do not and cannot present a risk to persons, equipment and buildings, imperial, and the environment. Waste and residues must be removed from the plant site after work has been completed. Contractees are solely responsible for waste disposal, unless it has been otherwise agreed in writing.
- Consequences resulting from contraventions of legal requirements, directives, etc., especially as regards dust, noise, odours, and vibrations, shall be at the expense of contractees. Fines, etc., resulting from such contraventions must be paid by contractees, even if such fines have been imposed on others and not contractees.
- With respect to the use of hazardous substances, see point 3 "Occupational health and safety".

8 Use of IT infrastructure

- imperial's IT infrastructure may only be used to perform tasks laid down in the respective contracts. This applies especially to telecommunication services such as e-mail and Internet access.
- Only officially sourced software may be used. If access to the imperial network is necessary, the use of software must be agreed with imperial.
- It is strictly forbidden to connect non-imperial devices to the internal network. Requests for exceptions must be made to IT Security, via the imperial coordinator, either in writing or via e-mail. A prerequisite for permission may be the installation of protective measures on non-imperial devices which are to be installed and operated according to requirements.

In the case of emergencies (e.g. production standstill), the imperial coordinator, in conjunction with the local IT security officer, may decide on use if IT Security does not respond within 2 hours.
- It is strictly forbidden to deactivate protective measures such as virus scanners, software updates, encryption programs, etc. installed on imperial devices.
- It is also forbidden to make modifications to data and programs which do not correspond to the tasks laid down in the respective contracts.
- All system access data (passwords) allocated is personal and must be treated with the utmost discretion. Such data must not be stored, passed on to third parties, or made public in any other way.
- It is strictly forbidden to work on imperial systems using another person's access data.
- Compliance with regulations is documented. This applies especially to the use of e-mail and Internet services.

- Requests for external access (RAS) to data, applications, and systems must be made in writing to IT Security via the imperial coordinator.
- Requests for operating non-imperial wireless systems (e.g. WLAN) must be made to IT Security via the imperial coordinator.

9 Construction sites (installation, protection, etc.)

- Before work commences, consultations must be held with the imperial coordinator about setting up and fencing in construction sites (this also applies to workers' accommodation, containers, construction vehicles, etc.). The entire construction site, including material stores, is to be maintained in a clean and orderly state. All routes, emergency exits, and fire-extinguishing appliances must be freely accessible at all times. Cables, wires, pipes, etc. must be laid so as not to obstruct and endanger. After work has been completed, the construction site must be left in an orderly state.

10 Excavation work

- Before work commences on excavation sites, contractees must gather information about the presence and location of cables, earth conductors, and pipework. All cables discovered are initially to be considered live and must not be touched until the imperial coordinator has approved such action.

11 Tools

- If tools or other appliances are loaned from imperial, they must be returned immediately after use, at the latest after work has been completed, otherwise a charge will be levied. Use of such equipment is at the user's own risk. Immediately after receiving the tools, contractees must check to ensure that these are in full working order, and also return them in an orderly state. The borrower will be charged for any repairs that need to be made to tools after he/she has used them.
- When working with portable tools, an ELCB must be used for protection.

12 Scaffolding

- DIN 4420 (German occupational health and safety regulations) is to be applied for the safe installation, alteration, dismantling, and use of scaffolding. Contractees responsible for scaffolding work must ensure compliance with the aforementioned regulations and retain approval documents.

13 Use of height-adjustable work platforms and forklifts; services provided by imperial

- Height-adjustable work platforms and forklifts belonging to contractees must comply with relevant accident prevention legislation and may only be operated by trained employees who have received extensive instructions on the use of this equipment and the risks involved. Employees operating hydraulic platforms and forklifts must be able to produce a written order from their employer on this matter and must be in possession of a valid forklift permit. The imperial coordinator shall assign suitable locations for the recharging of electrically-operated height-adjustable work platforms and forklifts.
- The imperial coordinator shall carry out instruction of operatives in the work area.

14 Non-compliance with regulations for contractees

- Should contractees or their employees be in breach of these regulations, imperial is entitled to expel employee(s) from the plant site. In case of recurrence, imperial is entitled to cancel orders at the expense of contractees.
- Contractees are liable without restriction for any consequences as a result of non-compliance with the relevant safety measures including mistakes made by their employees or third parties commissioned by them.

By accepting work under contract, the contractee agrees to these regulations.

imperial Werke oHG

Plant Management