

## Company regulations for external companies



### Site:

WIN COSMETIC GmbH & Co. KG  
Wilhelm-Ternis-Straße 21-25  
67592 Flörsheim-Dalsheim, Germany  
Tel.: 0049 (0)6243 – 9060300  
Fax: 0049 (0)6243 – 90603036

To ensure safety, order and to meet environmental concerns within the factory premises of WIN COSMETIC GmbH & Co. KG (hereinafter referred to as WIN), we request that you familiarise yourselves with, and comply with, the internal rules and regulations of our company.

In this context, please also pay attention to the security cards issued or made available at the gate with the corresponding emergency numbers and behaviour rules.

The following will provide you with an overview of the generally applicable rules and regulations.

## 1. General

These Company regulations are intended to provide assistance to all external companies operating on behalf of WIN within our factory premises. You must place your employees and any subcontractors under an obligation to comply with these Company regulations. These Company regulations must be considered an integral part of the contract and thus binding. The Contractor is responsible for passing on these Company regulations to their subcontractors of the Contractor and for instructing the employees of the subcontractors.

In accordance with DGUV V1 (German Social Accident Insurance) 'Principles of Prevention', our sites are obliged to inform external companies in writing that they must comply with the rules and regulations specified in the DGUV V1. The Contractor must ensure that their employees observe and comply in full with the applicable safety, accident-prevention regulations at the respective place of performance, and with the internal regulations that apply there.

To prevent occupational accidents, the Contractor must institute measures that correspond to the specifications of generally accepted rules of safety and occupational health medicine. Insofar as requirements are stated in other legal regulations, and in occupational safety and health regulations in particular, these regulations shall remain unaffected. Please inform yourself about the regulations relevant for your work **before** you take up work within our site. This applies in particular to observance of and compliance with provisions governing occupational safety and health, fire and environmental protection. If these provisions of law are specified by official measures (authorisations, orders, etc.), you are obliged to comply with these to the extent they apply to you.

Cooperation with the responsible coordinator for external companies (hereinafter referred to as coordinator) is a requirement for the realisation of services/work on the aforementioned factory premises. The coordinator is responsible for the correct instruction of the respective supervisors, and for the monitoring and coordination of the trades. In this respect, the external company must name a contact partner or supervisor and a representative who can be reached at all times during the implementation of the work. The coordinator can be either a WIN employee or an external project manager.

It is imperative that instructions by employees commissioned with safety and environmental protection, such as the occupational safety officer and the safety, environmental and fire protection officer, be followed at all times

Please also comply with signs communicating prohibitions, directions, warnings and notices. Your coordinator will be happy to provide you with information in case of doubt. You are responsible for the transport of all materials and equipment, for their storage and safekeeping, for services and facilities created through to acceptance, and for any damage caused by your employees, subcontractors or suppliers. You must take all protective measures and precautions yourself.

If you or your employees fail or repeatedly fail to comply with these Company regulations, the employees may be rejected, and the entire order may be terminated and subject to compensation.

Vehicle and bag checks may be carried out when entering or exiting the premises. Even after the work provided for hereunder has come to an end, the activities of WIN and its business partners must be kept in confidence and not divulged to third parties.

Remain within the operational areas where you are employed to carry out the agreed works. Access rights only apply to these areas.

## 1.1 Personnel

As a Contractor, you are responsible for ensuring that third-party employees working on our factory premises have a valid social security card and, if necessary, a valid work permit and residence permit.

Subcontractors may be used only with our written authorisation and are also subject to the requirements and conditions stated above. The Contractor is thus obliged to pass the Company regulations for external companies along to the respective subcontractors.

WIN assumes that Contractor and subcontractor personnel have the necessary qualifications to carry out the trades as specified in the order.

No claims may result from non-compliance with these rules and regulations.

## 2. Online certificate with Sam\* by Secova

WIN will compulsorily provide you with the following annual safety instruction compliant with DGUV V1 for external companies in the form of online instructions. These instructions are mandatory **prior** to entry to the site and thus an integral part of the contract.

Here is some important information:

- You can carry out the training from any internet-enabled computer. Simply follow the link or enter the following address: <https://dalli.secova.de/app/visitor/index.php?vO=1>
- Please enter your personal details and company name in the following window. You will then be directed to the appropriate training.
- After completing the training (this is to be completed independently by each employee) and successfully answering the test questions, you will be automatically classed as a 'safety-trained' person to work in the WIN operating units for 12 months.
- After completing the training, please print out your certificate using the QR code and bring it for registration.
- You should log onto our Sam\* terminals using the printed certificate (QR code). Your operations contact partner is on hand to answer any additional questions you may have.
- Alternatively, there is also a PC terminal in the WIN reception where you can complete the training on-site. Please remember that this will take around 20 minutes per employee. We would therefore recommend that training is undertaken before arriving at WIN.

The safety training carried out in advance includes only the general safety instructions. The safety instructions required for the specific trade in question will be given on-site by the respective coordinator.

### 3. Signing in/out

Please sign in at the gate. Then proceed to the entrance of the 'new' administration building (windscreen) and log in to the Sam\* terminal using your previously printed QR code or your access data. You also have the option of having the QR code printed out here. If necessary, this is printed out and issued at the gate.

With this registration, you are entered in the electronic gate-keeping system at the gate and can then pick up the external company identity card you will be needing there. It may be necessary to provide additional details, such as a telephone number for use in emergencies.








Please wait at the gate/visitor reception until the coordinator responsible for you comes for you and provides you with instructions there.






Your coordinator is authorised to issue instructions regarding the rules and regulations. Please comply with these instructions.

Once work is complete, please check out with your coordinator and return to the Sam\* terminal and, as the last step, log back out using your personal QR code/access data.

Now leave the factory premises by a direct route and return your external company identity card at the gate.

### 4. Safety instructions / prohibitions



	<p><b>Evacuation:</b>          Leave the building using the shortest escape route when the evacuation signal sounds.          Orient yourself by the escape route signs.          Go directly to the assembly point.</p>	
	<p><b>First aid:</b>          If you are injured or require on-site medical assistance, contact a paramedic.          Plant paramedic: tel. 0049 (0)6243 -9060-3300</p>	
	<p><b>Fire brigade:</b> phone number: -112 (external)  <b>Police:</b> phone number: -110 (external)  <b>Gate:</b> phone number: 0049-6243 - 9060-3161 (external)</p>	
	<p><b>Smoking, fire and naked lights are prohibited:</b>          Smoking is strictly prohibited throughout the factory premises (with the exception of designated areas).</p>	
	<p><b>Please do not touch any products and/or production machinery.</b></p>	







	<b>Mobile phone ban in Ex areas and in production areas</b>
	<b>Photography is not permitted:</b> Photography is not permitted anywhere on the factory premises. <b>Exception:</b> permission granted by site management.
	<b>Eating and drinking:</b> Food and drinks may only be consumed in the break rooms. <b>Exception:</b> water in plastic bottles. The use of glass containers in the production areas is strictly prohibited. A canteen is available.
	<b>Speed limit:</b> A speed limit of max. 7 km/h is in effect throughout the factory premises. The German road traffic regulations (StVO) apply.
	<b>Jewellery prohibition:</b> The wearing of jewellery, including watches, is not permitted in the production areas.

## 5. Warnings and behaviour rules

The use of work equipment brought along must be reported to the Coordinator of external company and agreed with him. The use of non-contractually agreed auxiliary and operating materials not agreed in the contract must be agreed with the external company coordinator.

Leave your workplace in a clean and tidy condition after your work.

	<b>Attention – danger of slipping:</b> Pay attention to the danger of slipping, especially in wet areas.
	<b>Forklift trucks:</b> Forklift traffic is possible throughout the factor premises. Pay attention to forklifts and manually operated industrial trucks, particularly outside administration areas.

	<p><b>Areas at risk of explosion:</b>  A fire permit is generally required for any cutting, soldering, welding or other work involving fire hazards.  Mobile phones are prohibited in Ex areas.</p>
	<p><b>Traffic routes:</b>  Only use the designated routes!</p>
	<p><b>Personal protective equipment:</b>  The need for and type of personal protective equipment (PPE) indicated results, on the one hand, from the work to be carried out, and from the signs and instructions at the access to production areas. It can also be specified by your responsible coordinator. The wearing of safety shoes is generally mandatory throughout the production and storage areas.</p>
	<p><b>Working clothing/protective clothing:</b>  Wearing long trousers is mandatory in the production and storage areas.</p>
	<p><b>Wear a protective bonnet:</b>  Head covering is required throughout the production area.</p>
	<p><b>Hygiene regulations in production areas:</b>  Please wash your hands regularly and then disinfect them.</p>

## 6. Behaviour in an emergency/behaviour in the event of accidents

If there is an emergency, please act in compliance with the behaviour rules displayed in all buildings. **'Behaviour in case of fire'** and **'behaviour in the event of accidents'**. This information can also be found on the escape and rescue route plans.

Immediately report all accidents, even minor accidents, to your coordinator and have even insignificant injuries treated.

Emergency call  
Paramedics

External Tel. 0-112  
Internal Tel. 3300 or External 0049 (0)6243-9060-3300

## 7. Questions about safety/environment

Contact your coordinator with any questions regarding occupational safety, environmental protection and disposal; he or she will forward them to the responsible safety and health-protection coordinator.

## 8. General information

### 8.1 Coordination:

- Have your superior or your coordinator in charge instruct you about risks and possible hazardous interactions before starting your work.
- In the event of an alarm, go immediately to the designated assembly point.

### 8.2 Working/building site:

- Working and building sites must be secured according to regulations at all times and, at minimum, swept clean each working day.
- Setting up the workplace, installing barriers, site trailers, machines, provision of material storage areas, etc. all require the mutual agreement of the coordinator.
- Inform yourself about the location of fire-extinguishing and first aid equipment, as well as behaviour in the case of emergencies or fire (observe notices).
- Private possessions that are not required for the work in question may not be brought on site.

### 8.3 Constructional fire protection:

- Fire extinguishing equipment and escape routes must be kept clear at all times.
- Emergency exits and fire protection doors must not be blocked, kept locked or wedged.
- Traffic routes and access roads for the fire brigade must be kept free at all times.

## 9. Hazardous work/permits

A risk assessment applicable to the type of risk must be carried out before the start of activities for those trades with reasonably foreseeable risks. This is ensured to some extent by WIN in the form of permits. The following permits are required for hazardous activities.

- Work permit
- Permit for work posing a fire hazard
- Permit for work involving a risk of falling
- Permit for underground and excavation work
- Permit for entering containers and confined spaces

The permits consist of one original and two copies. The original with the specified safety measures must be kept by the person carrying out the work for the duration of the activities in question. That person confirms with their signature on the permit that they will comply with the agreed regulations and that they are liable for infringements. The original permit must be

displayed to safety personnel or the project manager/coordinator at any time upon request. Further information about the permits can be obtained from your responsible coordinator.

## **10. Safety instructions for construction, installation, servicing and maintenance work**

- Activities on scaffolding must be avoided if work is also being carried out below the scaffolding. In such cases, agree to what extent and when such work can be carried out with the coordinator. Ladders, steps and scaffolding must comply with the applicable regulations and be tested annually. Ensure that working and traffic areas are cordoned off where construction materials or tools could fall down or where other persons could be endangered. Only use equipment that has been tested. Always consult the coordinator regarding all cases of roof work. The coordinator can provide information about utilisation of the roof anchors.
- Scaffolding may only be installed and approved by an appropriately authorised specialist company. The approval certificate must be attached in a clearly visible position to the scaffolding. Small mobile scaffolding is exempted from this regulation, provided they are constructed and used according to the manufacturer's instructions.
- Lifting work platforms may only be set up following consultation with the coordinator (the area must be secured). Lifting work platforms may only be moved following authorisation and with the horn signal switched on. Suitable personal protective equipment against falling must be used to secure against unintentional falling out of the operating/control basket.
- Working alone must be avoided where possible. If, due to an emergency or exceptional cases, hazardous work needs to be carried out by one person on their own, monitoring by means of suitable measures must be ensured in accordance with DGUV V1.
- Welding work may only be carried out by qualified specialist personnel with proof of their qualifications. You must provide any required extinguishing agents where necessary. Agree on any requirements for a fire watch or fire follow-up inspection with the coordinator. Notify the coordinator when work is terminated. The Contractor bears full responsibility for all fire safety measures regarding any work that is a fire hazard.
- Persons under the influence of drugs or alcohol are not permitted to enter or work in the factory premises!
- The external company must provide a supervisor if any hazardous work needs to be carried out, in accordance with DGUV V1 §8.
- If, in all probability, there will be noise pollution during the work to be performed, this must be notified in good time so that the most suitable working hours can be determined for such work. Consultation with the coordinator is required here in order to minimise noise pollution for e.g. administration areas to a minimum.



- If there is the possibility of excessive dust production while carrying out the trade, this must be discussed with the coordinator, particularly with regards to work inside building units, as it may be necessary to switch off detection lines for the fire alarm system. This is essential to avoid false alarms that could lead to chargeable fire-fighting operations. If this agreement is not complied with and an alarm is unintentionally triggered through activities carried out by you, all costs incurred could be charged to you.
- A PRCD safety switch must be used for all building/installation sites. The PRCD-S is a portable protection device for all building/installation sites to be used in compliance with the requirements of the professional associations (PRCD as per VDE 0661). The PRCD-S permits safe power consumption from existing sockets.



## 11. Machines and tools

All machinery, equipment and tools of the Contractor used on WIN premises must be marked as property of the external company and must comply with the legal provisions typical for the country involved (e.g. tests with test seals).

- Appropriate authorisation/qualification is required for the operation of machinery and equipment.
- Additional authorisation is required to use machinery and equipment belonging to WIN (in-house commissioning).
- Existing protection devices must not be removed or manipulated.

## 12. Environmental protection/hazardous materials



Our site is certified in accordance with DIN EN ISO 14001. Environmental protection within the plant is thus a stated goal of our company. We therefore also oblige our contractual partners – in accordance with our environmental policy – to comply with all relevant provisions of law as well as the internal rules with regard to environmental protection, occupational safety and contingency planning (alarm plan, fire protection regulations, etc.). Any damages caused to WIN through non-compliance are to be borne by the party to blame.

- The hazardous materials regulation and the GHS/CLP regulation must be complied with by the Contractor when delivering or using hazardous materials and chemical working materials. The Contractor is responsible for the provision of the appropriate safety data sheets and operating instructions in accordance with §14 of the hazardous materials regulation. It must be ensured that nobody can be endangered when hazardous materials are being processed.
- All negative effects on the environment must be avoided when carrying out any work. Attention must be paid to the efficient use of energy carriers and the avoidance of any environmental pollution.
- The storage and handling of water polluting materials such as e.g. oils, fuel, solvents, dyes, etc. must be carried out so that no risk to the air, soil, ground water and drainage systems (canals, drainage shafts) can occur. All necessary safety measures must be

carried out and regulations complied with. Water-polluting materials must not be allowed to pollute the ground or enter the sewer system. Damage events/accidents must be reported immediately to the coordinator.

- Such materials may only be supplied to the extent necessary for the implementation of the work on the factory premises.
- Hazardous materials must be transported in compliance with the applicable hazardous material regulations.

### 13. Behaviour in case of leakages

<p><b>Keep calm and report the leakage via the emergency call number</b></p> <ul style="list-style-type: none"> <li>- Internal: <b>3161</b> (calling from all internal telephones)</li> <li>- External: <b>0049 (0)6243-9060-3161</b></li> </ul>	
<p><b>When placing an emergency call, please provide the following details:</b></p> <ul style="list-style-type: none"> <li>- <b>Who is reporting?</b> (Clearly state your name)</li> <li>- <b>Where did it happen?</b> (Designation such as facility, operating machinery part)</li> <li>- <b>What has happened?</b></li> <li>- <b>Wait for questions</b> (Wait for the counterparty to end the call).</li> </ul>	
<p><b>Take the following measures</b></p> <ul style="list-style-type: none"> <li>- Wear personal protective equipment.</li> <li>- Close any doors if necessary.</li> <li>- Prevent spreading (drain covers, binding agents, etc.).</li> <li>- Eliminate the leakage immediately.</li> <li>- Clean only with suitable cleansing agents.</li> <li>- Use suitable collecting containers only.</li> <li>- For larger amounts or unknown hazardous materials, the fire brigade must be informed via Plant security.</li> </ul>	
<p><b>Further measures</b></p> <ul style="list-style-type: none"> <li>- Label and mark the collecting containers.</li> <li>- Check whether residues from leakages can be returned to production or whether they must be disposed of.</li> </ul>	

### 14. Disposal of waste

- Any waste material produced during the implementation of work must be properly disposed of by the Contractor, at their expense, in compliance with the legal regulations (German Recycling Act [KrWG] or municipal regulations and statutes). The Contractor is liable for any damages resulting from non-compliance with regulations.
- The responsible coordinator must be consulted regarding the disposal of wastes generated by the trade being carried out and which will be disposed of via the avenues of disposal used in-house by WIN.
- The use of WIN's own avenues of disposal to dispose of waste brought in is prohibited.
- Increased costs resulting from incorrect waste separation or illegal waste disposal will be borne by the party to blame

## 15. Traffic rules/factory traffic

- The rules of the road traffic regulation apply throughout the factory premises. The specified speed limit of 7 km/h must be complied with.
- Third-party vehicles may only drive in as materials transports or for operational reasons.
- Vehicles involved in internal traffic may only be driven by persons with the appropriate driving permits. This applies not only to cars/lorries but also to industrial trucks and cherry pickers.
- Traffic accidents on factory premises must be reported immediately to the gate or to your coordinator in charge.
- Loads or parts protruding from vehicles must be secured in a roadworthy manner and, if projecting beyond the vehicle, marked with red flags.
- Forklift traffic must be expected throughout the factory premises.

## 16. Liability

External companies are obliged to have appropriate safekeeping for any property they bring with them. WIN accepts no liability for loss or damage to materials, equipment, vehicles, facilities or other property belonging to the Contractor, their agents and their employees.

**The Contractor is liable for the services and facilities provided/performed up until acceptance.**

WIN assumes that the Contractor and their subcontractors have professional liability insurance with sufficient coverage.

## 17. Final provisions

### 17.1 Non-compliance with regulations:

- Infringements of these regulations and provisions may lead to claims for damages, charges and exclusion from the premises. WIN accepts no liability for damages resulting from non-compliance with the regulations.

### 17.2. Confidentiality

- Confidentiality must be maintained regarding in-house procedures.
- Photography is only permitted following written authorisation.

### 17.3 Documents, paperwork and plans:

- WIN documentation may not be viewed, reproduced or removed without permission.

## 18. Declaration of consent/confirmation of receipt

By signing the confirmation of receipt, the Contractor consents to comply with all rules and regulations in the Company regulations. This also applies to all subcontractors commissioned by you. The signed confirmation of receipt is also an integral part of the contract and must be submitted to the Purchasing Department of WIN COSMETIC GmbH & Co. KG or your ordering party prior to acceptance of the order.

Once you accept an order (even if the confirmation of receipt is not present), you will also automatically accept our Company regulations for external companies, together with all of the rules and regulations.

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Date and Contractor's signature

**Please return the signed declaration of consent to your ordering party:**

WIN COSMETIC GmbH & Co. KG  
Purchasing Department or Ordering Party N.N.  
Wilhelm-Ternis-Straße 21-25  
67592 Flörsheim-Dalsheim, Germany  
Tel.: 0049 (0)6243 – 9060300  
Fax: 0049 (0)6243 – 90603036