

Company Regulations for External Companies



Site:

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To ensure safety and health and to meet environmental concerns at our site, we request that whenever you or your employees work here, you comply with the rules that apply at our site. The relevant rules are set out in this document. In doing so, you will ensure that your employees can carry out their work safely and healthily and will return home safe and healthy afterwards.

These rules relate to the training offered to you and the safety instruction cards given to you on site, where you will find the rules and emergency procedures explained again.

1. General

These Company Regulations are intended to provide assistance to all external companies operating on behalf of Dalli De Klok B.V. within our factory premises. You must place your employees and any subcontractors under an obligation to comply with these Company Regulations. These Company Regulations form part of the contract and must therefore be considered binding. The Contractor is responsible for passing on these Company Regulations to its subcontractors and for instructing the subcontractor's employees.

In compliance with the Dutch Occupational Health and Safety Act (*Arbowet*), our sites are obliged to provide information and training not only for their own employees but also for people hired in to work on their premises.

The Contractor must ensure that its employees closely observe and comply with the applicable safety and accident prevention regulations at their work site and with the internal rules that apply there.

To prevent occupational accidents, the Contractor must take measures that comply with the *Arbowet*. Insofar as requirements are stated in other statutory regulations, and in occupational safety and health regulations in particular, these regulations will remain unaffected. Please familiarise yourself with the regulations relevant to your work before you commence your work on our site. This applies in particular to observance of and compliance with provisions governing occupational safety and health, fire and environmental protection. If these statutory provisions are laid down by official measures (authorisations/permits, regulations, etc.), you are obliged to comply with these to the extent they apply to you.

The support provided by the coordinator responsible for you is a requirement for the performance of services/work on the relevant factory premises. The coordinator is responsible for correct instruction of the respective supervisors and for monitoring and coordinating the work being carried out. The coordinator may either be a Dalli employee or an external project manager.

It is imperative that instructions by employees responsible for safety and environmental protection, such as safety experts, prevention officers and in-house emergency response team members, be followed at all times.

Please also comply with all prohibition, mandatory action, warning and instruction signs. Your coordinator will be happy to advise you in case of doubt. You are responsible for the transport of all materials and tools, their storage and safekeeping, for services and facilities supplied through to acceptance, and for any loss or damage caused by your employees, subcontractors or suppliers. You must take all relevant protective measures and precautions yourself.

If you or your employee(s) repeatedly fail to comply with these Company Regulations, not only may your employees be removed from site but the entire contract may be cancelled and you may be liable for compensation.

Strict confidentiality in respect of third parties applies to all processes of Dalli De Klok B.V. and its business partners both during and after completion of the work.

Always remain within the operational areas where you are to carry out the agreed work. Your access rights only apply to these areas.

1.1. Personnel

As a Contractor, you are responsible for ensuring that employees of external companies working on our factory premises are in possession of a valid identity card and, if necessary, a valid work 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 a copy of the Company Regulations for External Companies to its subcontractors.

Dalli De Klok B.V. assumes that the Contractor's and any subcontractors' personnel have the necessary qualifications to carry out the specialist work forming the subject of the contract.

No claims resulting from non-compliance with these rules and regulations will be accepted.

2. Pedestrian routes and parking arrangements

Upon arrival, you should park in the parking area for external companies. You can then report to the porter at the porter's lodge. You will be met there by your coordinator. Please keep to the pedestrian routes provided both outside and inside the buildings.

With your coordinator's agreement, you may then drive your vehicle onto the grounds and park there. We also have several loading/unloading zones for lorries which you may use with your coordinator's agreement.

3. Online training with Sam* by Secova

As required by the *Arbowet*, Dalli De Klok B.V. will provide you with annual safety training for external companies in the form of an online presentation. This training is compulsory prior to entering the site and thus forms an integral part of the contract.

More information:

- You can take the training on any computer with internet access.
Simply follow the link or enter the following address:
<https://dalli.secova.de/app/visitor/index.php?vO=1>
- Enter your personal details and company name in the next window that opens. You will then be directed to the appropriate training.
- After completing the training (**this is to be completed separately by each employee**) and successfully answering the test questions, you will be automatically classed as a "safety-trained" person for work in the Dalli Group for 12 months.
- After completing the training, please print out your certificate using the QR code and bring it with you to the porter's lodge.
- Log onto our Sam* terminals using the printed certificate (QR code). If you have any further questions, please get in touch with your coordinator in the company.
- Alternatively, there is also a PC terminal in reception where you can complete the training on site. Please remember that this will take around 20 minutes per employee. We therefore recommend undertaking this training before you arrive at Dalli.

The safety training carried out in advance includes only the general safety instructions. The safety training required for your specialist work will be provided on-site by the relevant coordinator.

4. Signing in/out

After signing in at the Sam* terminal in the porter’s lodge, you will also receive a visitor’s pass. By signing in at a Sam* terminal, you will be electronically registered in the Safety, Health and Environmental Department’s gate-keeping program. It may be necessary to enter additional details, such as a telephone number for use in emergencies.









Please wait with the porter until you have been collected and instructed by your coordinator, or follow the porter’s instructions.





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

When you have finished work, please sign out with your coordinator and leave the factory premises using the marked routes. Sign out at reception and hand in your visitor’s pass.






Finally, sign out on the Sam* terminal using your personal QR code.



5. Safety instructions/prohibitions

	<p>Evacuation When you hear the evacuation signal, leave the building using the shortest route. Follow the escape route markings. Go directly to the assembly point.</p>	
	<p>Emergency number in case of accidents and fire Internal: 555 External: +31 (0)578 698 555 National emergency services: 112</p>	
	<p>Smoking and naked flames are prohibited. Smoking is not permitted anywhere on the grounds.</p>	
	<p>Do not touch any products or production machinery.</p>	
	<p>Mobile phones are prohibited in Ex zones.</p>	

	<p>Photography ban Photography is not permitted anywhere on the factory premises. Exception: Permission by company management</p>
	<p>Eating and drinking Eating and drinking are prohibited anywhere on the premises except in the canteen. Please use the canteen in the social building or the recreation rooms in the departments for this purpose.</p>
	<p>Speed limit A speed limit of 15 km/h is in effect throughout the factory premises. The rules of the Dutch Road Traffic Act (<i>Wegenverkeerswet</i>) apply.</p>
	<p>Jewellery prohibition: The wearing of jewellery, including watches, wedding rings etc. is not permitted in the production departments.</p>

6. Warning instructions and behaviour rules

	<p>Attention, danger of slipping: Pay attention to the danger of slipping, particularly in wet environments</p>
	<p>Forklift trucks: Forklift trucks may be encountered anywhere on the factory premises.</p>
	<p>Areas at risk of explosion: A hot-work permit is required for all cutting, welding or other hot work involving fire hazards. Mobile phones are prohibited in Ex zones.</p>
	<p>Traffic routes: Always use the designated pedestrian routes in production departments.</p>
	<p>Personal protective equipment: The need for and type of personal protective equipment (PPE) is determined firstly by the type of work to be carried out and secondly by the signs and instructions at the entrances to the production departments.</p>

	<p>Workwear/protective clothing: Workwear must be worn throughout the company. Each department has its own requirements which are set out in a PPE table.</p>
	<p>Hygiene regulations in Dalli De Klok production departments: After entering the production rooms and carrying out work, always wash your hands. Moisturising hand cream is provided for use after washing your hands.</p>

7. What to do in a hazardous situation

- Please report all accidents (and unsafe situations) immediately to your coordinator and have any injuries, including minor wounds, treated by a member of the in-house emergency response team (BHV).
- If there is an emergency, such as a serious injury, fire or major accident, report it immediately on the emergency call number **(Internal: 555 External: +31 578 698 555)**. The in-house emergency response team are **solely** responsible for initiating all necessary measures, such as evacuating the building.
- Together with your coordinator, you should then report the accident to Dalli De Klok B.V. using the relevant procedures.

8. Questions about safety/environmental protection

If you have any questions on occupational safety, health and environmental protection, please ask your coordinator. They will forward them to the responsible Safety, Health and Environmental Department.

9. General instruction

9.1 Coordination

- Before starting work, ask your coordinator to inform you about risks and possible hazards.
- In the event of an alarm, go immediately to the designated assembly point and report to your coordinator (by phone if necessary).

9.2 Working/building site

- Working and building sites must be cordoned off at all times in accordance with the rules and must at least be swept clean once a day on work days.
- Setting up the work site, installing barriers, site trailers, machines, provision of material storage areas, etc. all require the agreement of the coordinator.
- Familiarise yourself with the locations of fire extinguishers and first aid equipment and what to do in case of fire.
- Private possessions that are not required for your work may not be brought on site.

9.3 Building fire safety

- Fire-extinguishing equipment and escape routes must be kept clear at all times.
- Emergency exits and fire doors must not be blocked, locked or wedged open. Traffic routes must be kept clear at all times.

10. Hazardous work/permits

A risk assessment must be carried out before starting any potentially risky specialist work. For this purpose, the Contractor should submit an SHE (safety, health, environmental) plan no later than two weeks before commencing such work.

At Dalli De Klok these work activities may to some extent be regulated in the form of permits. The following permits are required for hazardous work activities:

- Work permit
- Hot work permit
- Permit for work involving a risk of falling
- Permit for excavation work
- Permit for entering confined spaces

Permits consist of an 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 work in question. That person confirms with their signature on the permit that they will comply with the agreed rules and that they are liable for infringements. The original permit must be shown to the prevention officer, the team leader or the coordinator at any time upon request. Further information on work permits can be obtained from your coordinator.

11. Safety instructions for construction, installation, servicing and maintenance work

- Work on scaffolding must be avoided if work is being carried out below the scaffolding at the same time. In such cases, agree with your coordinator to what extent and when such work can be continued. Ladders, steps and scaffolding must comply with the applicable regulations and be tested annually. Ensure that working and traffic zones are cordoned off if construction materials or tools could fall down or if other persons could be endangered. Only use equipment that has been tested. Always consult your coordinator before carrying out work on roofs. Your coordinator can provide information about the use of the roof anchors.
- Scaffolding may only be erected and approved by an appropriately authorised specialist company. The approval certificate must be attached to the scaffolding in a clearly visible position.
Small mobile scaffolding is exempt from this rule provided it is set up in accordance with the manufacturer's instructions and used in accordance with the rules.
- Elevated work platforms may only be used following consultation with your coordinator (the area must be cordoned off). Elevated work platforms may only be operated with a valid certificate and with the horn signal switched on. Suitable personal protective

equipment must be used to protect the operator against falling out of the operating/control basket.

- Working alone must be avoided where possible. If, due to an emergency or in an exceptional case, hazardous work needs to be carried out by one person on their own, a supervisor must be provided in accordance with the *Arbowet*.
- Welding work may only be carried out by qualified specialist personnel in possession of documentary evidence of their qualification. You must provide any extinguishing agents required. Notify your coordinator when you have finished your work. The Contractor bears full responsibility for all technical fire safety measures in respect of hot work.
- Persons under the influence of drugs or alcohol are not permitted to enter or work on the factory premises.
- The *Arbowet* requires all external companies to provide a supervisor when carrying out hazardous work.
- If the work is likely to cause noise pollution, this must be notified in good time so that the most suitable working hours can be determined for the work. You must consult your coordinator on this.
- If the work is likely to generate excessive dust, this must be discussed with your coordinator, particularly with regard to work carried out in the production environment, as it may be necessary to switch off certain groups of the fire alarm system. This is essential to avoid false alarms that could lead to chargeable fire-fighting operations. If you do not consult your coordinator on this and a false alarm is triggered as a result of work carried out by you, all costs incurred could be charged to you.

12. Machinery and tools

All machinery, equipment and tools of the Contractor used on Dalli De Klok B.V. premises must be marked as the property of the external company and must comply with the statutory provisions (tests with test seals). If this cannot be guaranteed, these machines and tools must not be used.

- Proof of competence must be provided for operators using machinery and equipment.
- Additional authorisation is required to use machinery and equipment belonging to Dalli De Klok B.V.
- Existing protection devices must not be removed or manipulated.

13. Environmental protection/hazardous materials

Our site is ISO 14001 certified. Environmental protection 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 statutory provisions and internal rules on environmental

protection, occupational safety and accident prevention. Any loss or damage suffered by Dalli De Klok B.V. through non-compliance will be the liability of the party to blame.

- When delivering or using hazardous materials and chemicals, the Contractor must comply with the hazardous materials regulations or the GHS/CLP Regulation. The Contractor is responsible for providing safety data sheets and operating instructions. It must be ensured that nobody can be endangered when hazardous materials are used.
- Hazardous materials must be stored in accordance with the PGS 15 standard.
- All negative effects on the environment must be avoided when carrying out any work. Attention must be paid to the efficient use of energy sources and the avoidance of any environmental pollution.
- The storage and handling of water-polluting materials such as oils, fuels, solvents, paints, dyes etc. must be carried out so that no risk to the air, soil, groundwater and drainage systems (canals, drainage shafts) can occur. All necessary safety measures must be taken and regulations complied with. Water-polluting materials must not be allowed to enter the ground or the sewer system. Accidents must be reported immediately to your coordinator.
- Such materials may only be brought on site in quantities necessary for the implementation of the work on the factory premises.
- Hazardous materials must be transported in accordance with the applicable hazardous material regulations.

14. Disposal of waste

- The Contractor is responsible for ensuring that all waste materials produced during the execution of the work is properly disposed of at its expense and in compliance with the statutory regulations. The Contractor is liable for any loss or damage resulting from non-compliance with the regulations.
- Always consult your coordinator regarding the disposal of waste generated during the execution of specialist work that has to be disposed of via Dalli Hoensbroek's disposal channels.
- Any additional 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 Dutch Road Traffic Act (*Wegenverkeerswet*) apply throughout the factory premises. The specified speed limit of 15 km/h must be complied with.
- Vehicles participating in traffic within the premises may only be driven by persons with the appropriate driving licences. This not only applies to cars and lorries but also to forklift trucks and elevated work platforms.
- Traffic accidents on the factory premises must be reported immediately to your coordinator.
- Loads or parts protruding from vehicles must be secured and marked with red flags.
- Pedestrians always have right of way at pedestrian crossings.
- Forklift traffic must be expected throughout the factory premises.

16. Liability

External companies are obliged to provide appropriate safekeeping for any property they bring with them. Dalli De Klok B.V. accepts no liability for loss or damage to materials, equipment, vehicles and other property belonging to the Contractor, its agents and its employees.

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

Dalli De Klok B.V. requires the Contractor and its subcontractors to have third-party liability insurance with sufficient cover.

17. Final provisions

17.1 Non-compliance with the rules

Infringements of these rules and instructions may lead to claims for damages, charges and denial of access to the premises. Dalli De Klok B.V. accepts no liability for loss or damage resulting from non-compliance with the rules.

- If employees fail to comply with the rules, they will first receive a warning. In the event of a third infringement, the employee will be denied access to the factory premises. Outstanding work will be charged to the Contractor.

17.2 Confidentiality

- Confidentiality must be observed with regard to in-house procedures.
- Photography is only permitted following written authorisation.

17.3 Documentation, paperwork and plans

- Dalli De Klok B.V. 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 instructions and rules in the Company Regulations. The signed confirmation of receipt also forms an integral part of the contract and must be submitted to the Purchasing Department of Dalli De Klok B.V. prior to acceptance of the contract.

Once you accept a contract (even without a confirmation of receipt), you automatically accept our Company Regulations for External Companies together with all the instructions and rules.

Date and Contractor's signature

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

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