

ZF Friedrichshafen AG Work Rules

Schweinfurt, Ahrweiler, Bielefeld, Eitorf, Troisdorf locations

For contractors working on the plant site

Contents:

1.	General Regulations.....	2
1.1	Definitions	2
1.2	Access to the plant site	2
1.2.1	General information	2
1.2.2	Access.....	3
1.2.3	Vehicle access	3
1.3	Behavior on the plant site.....	4
1.3.1	General information	4
1.3.2	Operating materials	4
1.3.3	Prohibitions.....	4
1.3.4	Vehicles.....	5
1.3.5	Contractor's manufacturing supplies	5
1.4	Plant Security, emergencies.....	6
1.4.1	General information	6
1.4.2	Emergencies	6
1.4.3	7	
	Acoustic warning signals	7
1.5	Occupational safety and health	7
1.5.1	Responsibility for occupational safety and health	7
1.5.2	Monitoring safety actions.....	8
1.5.3	Special obligations of the Contractor	8
1.5.4	Industrial accidents.....	8
1.5.5	Information provided to supervisory authorities	9
1.5.6	Plant-specific regulations.....	9
1.6	Workers.....	9
1.7	Property.....	10
2.	Special Regulations.....	10
2.1	Fire protection	10
2.1.1	Responsibility for fire protection	10
2.1.2	Preventive fire protection.....	10
2.1.3	Monitoring fire protection	10
2.2	Environmental protection.....	11
2.2.1	Responsibility for environmental protection	11
2.2.2	Monitoring the environmental protection actions	11
2.2.3	Provision of information to authorities.....	11
2.2.4	Waste, environmentally hazardous substances	11
3.	Incidents That Must Be Reported	13
4.	Consequences of Contraventions, Liability.....	13
4.1	Consequences of contraventions	13
4.2	Catalog of penalties.....	13
5.	Applicable Regulations	13
6.	Business Liability and Environmental Pollution Insurance.....	14
7.	Important Phone Numbers	14

ZF Friedrichshafen AG Work Rules

Schweinfurt, Ahrweiler, Bielefeld, Eitorf, Troisdorf locations

For contractors working on the plant site

1. General Regulations

The Contractor is obliged to ensure compliance with the laws, regulations, and provisions for safeguarding the safety and health of employees, environmental protection, the transport of hazardous goods, and fire protection, including the leaflets of the professional associations and the association of indemnity insurance companies, insofar as they are relevant for the performance of the supply/service (see Delivery Regulations).

The Contractor is obliged to instruct his workers about the regulations in these Work Rules, and oblige them to comply with these rules.

1.1 Definitions

In as far as used in these Work Rules, terms are defined as follows:

- Work:** all supplies and services of the Contractor rendered to meet the contractual obligations
- Workers:** the Contractor's employees as well as vicarious agents deployed by the Contractor
- Workplace:** the location/locations at which the Contractor performs his services
- Customer:** ZF Friedrichshafen AG
- Contractor:** any natural person or legal entity active on the order of the Customer on the Customer's plant site, as well as his employees and subcontractors
- Operating materials:** all equipment, tools, and facilities
- Third parties:** natural persons or legal entities that cannot be allocated to either the Customer or the Contractor for performance of the order on the Customer's premises
- Safety specialists:** Contractor's or Customer's specialists responsible for occupational safety and health
- Safety coordinator:** a person who works for the Customer/Contractor and is appointed by the Customer, or a third party appointed by the Customer who coordinates the safety regulations and actions at the workplace between all parties involved and also with other affected parties.
- Plant security:** the Customer's employees or employees of a third party engaged by the Customer who are responsible for plant security and plant fire brigade.

1.2 Access to the plant site

1.2.1 General information

People entering/driving into and leaving the plant site must report to Plant security every time, and must enter and leave via the same gate. The Customer/Plant security is entitled to refuse the Contractor access to the plant site at any time for cause.

ZF Friedrichshafen AG Work Rules

Schweinfurt, Ahrweiler, Bielefeld, Eitorf, Troisdorf locations

For contractors working on the plant site

1.2.2 Access

On accessing the plant site, the Contractor must present to Plant Security for himself and his workers working on the plant site an external-company ID card or a mechanic's or visitor's ID card for each person.

In the event of work that requires a stay of more than 4 weeks, the Customer issues "temporary plant ID cards for external-company employees" for workers who work for longer than 4 weeks on the plant site.

In the event of work that requires a stay of less than 4 weeks on the plant site, the Contractor must complete a mechanic's ID card or a visitor's ID card at the Plant Security Office every time he enters the plant site, and must carry this card at all times.

The aforementioned ID cards only entitle the Contractor to access those workplaces in which the Contractor works according to the terms of the contract, and the Contractor must carry them at all times. The Customer is also responsible for issuing the ID cards before the commencement of work and taking them back after completion of the work or after expiry of the validity period.

The aforementioned ID cards are not transferable and are only valid in conjunction with a valid official ID card. After completion of the work or after expiry of the validity period of the aforementioned ID cards, the Contractor must hand them in to the Customer/Plant Security without any request to do so. On leaving the plant site, mechanic's and visitor's ID cards must bear the signature of a responsible employee of the Customer or a specialist department of the Customer.

1.2.3 Vehicle access

A vehicle access permit issued to the Contractor by the Customer and/or Plant Security only entitles the Contractor to deliver and pick up materials, tools, etc. to/from the workplace. Otherwise, the Contractor is not entitled to drive around the plant site.

Plant Security marks vehicles accessing the plant site in a suitable way.

The Contractor must register vehicles with Plant Security before they travel to the plant site, and must clearly display the vehicle access permits issued by Plant Security on the vehicles.

ZF Friedrichshafen AG Work Rules

Schweinfurt, Ahrweiler, Bielefeld, Eitorf, Troisdorf locations

For contractors working on the plant site

1.3 Behavior on the plant site

1.3.1 General information

The Contractor must provide the supplies and services and behave in such a way as not to cause harmful environmental impacts and other dangers, disadvantages, and disruptions for the Customer or his employees, the neighborhood, or the general public.

The Contractor must gain information from the Customer about special regulations for correct operations at the plant, and if necessary seek instruction.

In particular, the Contractor must observe the valid internal regulations (e.g. the Customer's cleanliness directives, access prohibitions, or electrostatic discharge regulations ESD).

The Contractor must inform the Customer in advance of any possible obstructions on the plant site in connection with performance of the work, and must coordinate these with the Customer.

1.3.2 Operating materials

The Contractor is only authorized to access his own workplace. The Contractor may only access other areas of the plant site after prior, express permission from the Customer.

The Contractor is not permitted to use the Customer's operating materials (with the exception of equipment for providing first aid or for firefighting). This does not apply in as far as the Customer expressly provides the Contractor in individual cases with operating materials for the performance of his supplies/services. Use of the operating materials is in all cases at the Contractor's own risk. The Contractor bears liability for these articles and their use.

1.3.3 Prohibitions

In particular the following actions are prohibited:

- Advertising and political activities
- Taking photographs and filming
- Living and spending the night on the plant site, including on the Customer's parking lot
- Presence under the influence of alcohol or drugs
- Carrying or consuming any kind of alcoholic beverages or drugs Regarding the consumption of alcoholic beverages, reference is made to BGV A1, unless further restrictions apply under internal regulations (Work Rules).
- Fire, open flames, and smoking
- Performing private work on the plant site (also inside or next to own vehicles) and in the Customer's buildings
- Improper disposal of liquids and

ZF Friedrichshafen AG Work Rules

Schweinfurt, Ahrweiler, Bielefeld, Eitorf, Troisdorf locations

For contractors working on the plant site

materials.

- Touching products or switching on production equipment unless otherwise agreed in individual cases.

The Customer reserves the right to issue further prohibitions to the Contractor at any time.

1.3.4 Vehicles

The official Road Traffic Regulations (StVO) apply on the entire plant site, especially cargo securing obligations.

The maximum permitted speeds announced for the plant site apply, usually max. 15 km/h. As far as present, rail traffic always takes priority.

Parking vehicles outside the marked parking spaces is prohibited. In particular, it is prohibited to park vehicles on correspondingly marked drain covers.

The Contractor is obliged, and also undertakes, to oblige his employees correspondingly to use only vehicles on the plant site which are roadworthy and functionally safe. The Contractor is in particular also obliged to have authorized testing services check the vehicles at the prescribed intervals for roadworthiness and functional safety, and to immediately remedy any defects found.

For every vehicle used on the plant site, the Contractor is obliged to take out and seamlessly maintain at least one motor vehicle third-part insurance policy suitable for motor vehicles in public road traffic and/or one business liability insurance policy for vehicles not subject to registration.

The Contractor must present the Customer with test certificates and insurance documents on request and without delay at any time.

The Contractor also undertakes to a particular extent to watch out for forklift trucks and trucks, and to allow them right of way if required. Furthermore, the Contractor undertakes to commit his employees to do likewise.

1.3.5 Contractor's manufacturing supplies

The Contractor must in good time and in advance coordinate with the Customer the supply to the workplace and disposal of fuels or similar manufacturing supplies for operation of the equipment brought to the site. This applies in particular if these substances are highly or easily flammable and/or toxic chemicals.

Compressed gases in cylinders as well as other dangerous substances may not be brought to the Customer's plant without a written permission and corresponding release.

The Customer reserves the right in the event of dangerous goods transport to have his Dangerous Goods Officer perform corresponding inspections.

ZF Friedrichshafen AG Work Rules

Schweinfurt, Ahrweiler, Bielefeld, Eitorf, Troisdorf locations

For contractors working on the plant site

1.4 Plant Security, emergencies

1.4.1 General information

The Contractor must immediately follow the instructions given by Plant Security. In the event of a recognizably incorrect instruction, the Contractor is obliged to point out the error immediately.

Plant Security is entitled to inspect Contractor's bags, baggage, and vehicles.

The Contractor must immediately report cases of damage to Plant Security and provide all the pertinent information.

1.4.2 Emergencies

In the event of emergencies (e.g. incidents, fire, disasters), the Contractor is obliged to immediately follow the instructions of Plant Security and/or the Head of the Company Disaster Control.

The Customer/Plant Security/Head of the Company Disaster Control is entitled in the case of imminent danger to order the immediate suspension of all work.

The Contractor is obliged to study the notices showing emergency exits and rescue routes and to note the proper behavior in case of emergencies, fire, and evacuation.

In particular, the Contractor undertakes in damage incidents to act as follows:

- Switch off plant/vehicle, prevent further leakage of liquids.
- Collect leaked liquids in containers
- Immediately notify assigned ZF contact
- Use suitable actions to block off drains and outlets into the sewage system
- In agreement with ZF, clean the leakage area with liquid-binding agent.

ZF Friedrichshafen AG Work Rules

Schweinfurt, Ahrweiler, Bielefeld, Eitorf, Troisdorf locations

For contractors working on the plant site

1.4.3 Acoustic warning signals

The acoustic warning signal for evacuation, personal alarm (OPTAK), and fire is as follows:

Siren 660 Hz/1 200 Hz alternating signal, switching frequency 1 Hz, corresponding to a switching rate of 0.5 seconds.

Partial or total siren alarm (automatic or manual).

The warning signal for machine alarms and disruptions is as follows:

Siren 800 Hz intermittent signal, switching frequency 2 Hz, corresponding to a switching rate of 0.25 seconds.

1.5 Occupational safety and health

1.5.1 Responsibility for occupational safety and health

Up to receipt and/or acceptance by the Customer of the supplies/services from the Contractor, the Contractor bears full responsibility for occupational safety and health in his area of work.

In addition, the Contractor is obliged to request information from the Customer about company-specific hazards which can be of significance for the execution of the supplies/services and for issuing any required risk assessment report.

If the Contractor undertakes activities whose implementation coincides in time and location with activities of other contractors and/or employees of the Customer, he is obliged to coordinate the necessary safety actions with these parties. For this purpose, a Safety Coordinator is appointed in good time before the commencement of work who has authority to give instructions to all parties involved, including employees of the Customer.

The Contractor must inform the Customer in good time before commencement of the activities about hazards to and stresses for third parties outside the workplace that occur due to activities of the Contractor. If odor-intensive substances such as lacquers, adhesives, hardeners are used at the workplace, the Contractor, in coordination with the Customer, must take suitable actions to avoid or minimize annoyance of persons working in the vicinity. The same applies in the case of dust or noise emissions at the workplace.

The Contractor undertakes to instruct his employees that in some areas high-frequency facilities are operated (e.g. plasma plants, HF welding plants, HF hardening plants, HF measurement fields), and that this can be dangerous for people fitted with implants.

During work, the Contractor must take state-of-the-art noise-reducing actions to prevent annoyance due to noise caused by the work. The prescribed emission limit values (e.g. according to TA Lärm (Technical Instruction on Noise Protection)) must not be exceeded.

A permit for fire-hazardous work is required for all welding, soldering, grinding, and cutting work as well as for sealing work on roofs (fire-hazardous work). The

ZF Friedrichshafen AG Work Rules

Schweinfurt, Ahrweiler, Bielefeld, Eitorf, Troisdorf locations

For contractors working on the plant site

Customer's responsible department (usually the Maintenance Department) issues this permit for the duration of the work. Compliance with the protective measures specified therein is mandatory for the Contractor. In particular, the Contractor must ensure the area in which the work is carried out and its wider vicinity are kept clear of flammable materials (flying sparks!). The Contractor must in particular observe the accident prevention regulations regarding handling gas cylinders. The Contractor must perform especially welding, grinding, and cutting work with the utmost care. Equally important is that the Contractor checks the work as thoroughly as possible after completion. During downtimes (e.g. breaks), the Contractor must close the gas cylinder taps.

Safety boots must always be worn. In as far as prescribed, the Contractor's workers are required to use further personal protective equipment (PPE).

1.5.2 Monitoring safety actions

The Contractor must check the safety actions at the workplace and immediately remedy deficiencies. The Contractor must inform the Customer as soon as it becomes clear that implementation of the necessary safety actions is hindered or impossible.

The Customer is entitled but not obliged to inspect the workplace and in particular to check the observance of all safety regulations.

1.5.3 Special obligations of the Contractor

The Contractor is obliged in particular to:

- Supply the Customer with information about energy and power requirements for electricity, water, gas, etc.
- Only commence work when the Customer's contact has issued a release
- Consult the Customer prior to commencement of work to ascertain the availability of supply lines and to coordinate corresponding safety actions with the Customer
- Secure the workplace
- Provide escape and rescue routes as well as emergency exits and to keep them clear
- Ensure cleanliness and order in the entire workplace
- Immediately and without prompting effectively restore the proper condition of roads, grounds, tracks, and other facilities soiled by the Contractor at his own cost.

If the Contractor fails to carry out this cleaning work despite being requested to do so, the Customer is entitled to have this work carried out at the cost of the Contractor.

1.5.4 Industrial accidents

The Contractor must immediately report industrial accidents suffered by his workers to Plant Security, and provide all pertinent information. The Contractor must use the

ZF Friedrichshafen AG Work Rules

Schweinfurt, Ahrweiler, Bielefeld, Eitorf, Troisdorf locations

For contractors working on the plant site

company's notification channels (Customer's emergency telephone numbers). First aid can be administered by the Customer's medical service.

1.5.5 Information provided to supervisory authorities

The Customer is entitled at all times to provide information to the responsible authorities and social insurance agencies relating to occupational safety and health during execution of the work by the Contractor, and to allow access to records, data, and documentation of all kinds.

1.5.6 Plant-specific regulations

Above and beyond these Work Rules, the Contractor must independently obtain information about and observe plant-specific regulations regarding occupational safety and health, fire protection, and environmental protection prior to commencement of work.

This includes in particular:

- Permit for work that involves a fire hazard
- Permit for driving in restricted spaces
- Safety principles for presence of personnel in plants where a danger is presented by motion of technical elements in fixed paths
- Health and safety protection plan (SiGe [German abbreviation] Plan).
- Applicable internal regulations (e.g. cleanliness directives, access prohibitions or electrostatic discharge (ESD) regulations of the Customer

1.6 Workers

The Contractor may only use qualified workers who can execute the work correctly and expertly. On request by the Customer, it must present certificates of qualification.

Before commencement of work, the Contractor must supply to the Customer a written list of names of the workers assigned to work on the plant site. The Customer sends a photocopy of this to Plant Security.

Before commencement of the work, the Contractor must notify the Customer in writing of his management and supervisory personnel for the workplace as well as its safety officers.

This list must be kept up to date at all times.

Frequent changes of workers should be avoided.

The Contractor's employees must carry their social security card with them at all times, and must present it on request.

At least three days before any work on Sundays and public holidays, the Contractor

ZF Friedrichshafen AG Work Rules

Schweinfurt, Ahrweiler, Bielefeld, Eitorf, Troisdorf locations

For contractors working on the plant site

must submit to the Customer as well as Plant Security a list of workers, specifying the workplace, together with a "Sunday and public holiday work permit" issued by the responsible authority.

1.7 Property

The Contractor himself is responsible for operating materials he owns which are on the Customer's plant site; the Customer does not accept any liability for these articles.

The Contractor must clearly and permanently mark his operating materials as his property in advance.

Prior to bringing articles to or removing them from the plant site, a written list of all articles must be submitted to the Customer for signature, and filed by the Customer.

2. Special Regulations

2.1 Fire protection

2.1.1 Responsibility for fire protection

The Contractor is responsible for fire protection in connection with his work. Compliance with fire protection requirements of the Customer's Plant Security or fire protection officer is mandatory.

2.1.2 Preventive fire protection

During the execution of work, the Contractor is obliged in particular to take all actions suitable for preventing the outbreak of fire and danger of explosion, and to extinguish any fire as quickly as possible.

Work that entails a fire hazard may only be performed with a written permit (permit for fire-hazardous work) issued by the Customer and his Plant Security and/or fire protection officer.

The Contractor must equip the workplace according to the relevant regulations with suitable fire extinguishers and other fire extinguishing media in as far as these are not already available.

Unless otherwise agreed, the Contractor must provide a suitable trained fire sentry.

The firefighting equipment available at the Customer's plant (handheld extinguishers, large extinguishers, and hydrants) may only be used in case of fire.

2.1.3 Monitoring fire protection

The Contractor must check the fire protection actions and immediately remedy deficiencies. The Contractor must immediately inform the Customer if implementation of the necessary fire protection actions is hindered or impossible.

ZF Friedrichshafen AG Work Rules

Schweinfurt, Ahrweiler, Bielefeld, Eitorf, Troisdorf locations

For contractors working on the plant site

The Customer is entitled but not obliged to inspect the workplace and check in particular compliance with all fire protection regulations.

2.2 Environmental protection

2.2.1 Responsibility for environmental protection

The Contractor bears responsibility for environmental protection (e.g. protection against emissions, water protection, waste).

Before commencement of work, the Contractor must agree with the Customer on the use of materials that are harmful to water, as specified by the material safety data sheets. The Contractor may only bring cleaning chemicals onto the plant site after prior agreement.

In particular, pouring cleaning agents and/or emptying machines/plants into wash basins, floor drains, drains, or machine return drain channels are prohibited.

2.2.2 Monitoring the environmental protection actions

The Contractor is obliged to check environmental protection actions and to immediately remedy deficiencies. The Contractor must immediately inform the Customer if implementation of the necessary environmental protection actions is hindered or impossible.

The Customer is entitled but not obliged to inspect the workplace and check in particular compliance with all environmental protection regulations.

2.2.3 Provision of information to authorities

The Customer is entitled at any time to provide information to the responsible authorities concerning environmental protection in the execution of the work by the Contractor, and to allow access to records and documentations, as well as to provide data relevant to environmental issues.

2.2.4 Waste, environmentally hazardous substances

In coordination with the Customer, the Contractor must

- by priority implement options for avoiding or recycling waste
- independently and autonomously dispose of waste, observing recycling and waste disposal legislation as well as the associated directives and any other regulations
- monitor unavoidable use of environmentally hazardous substances

The Contractor is only permitted to use Customer's disposal containers upon agreement.

- Environmentally hazardous substances must be reported to the Customer. Facilities used for handling environmentally hazardous substances must be designed according to the applicable statutory regulations (notification form for hazardous

ZF Friedrichshafen AG Work Rules

Schweinfurt, Ahrweiler, Bielefeld, Eitorf, Troisdorf locations

For contractors working on the plant site

substances).

ZF Friedrichshafen AG Work Rules

Schweinfurt, Ahrweiler, Bielefeld, Eitorf, Troisdorf locations

For contractors working on the plant site

3. Incidents That Must Be Reported

The Contractor must immediately inform the Customer and/or Plant Security of the following incidents:

- Cases of damage
- Industrial accidents
- Fire as well as the use of firefighting equipment
- Cases of environmental damage
- Traffic restrictions necessary due to the work
- Theft

Furthermore, the Contractor is obliged to fulfill all his statutory reporting obligations.

4. Consequences of Contraventions, Liability

4.1 Consequences of contraventions

Contraventions of these Work Rules can result in a ban from the premises. Irrespective of this, Plant Security is entitled to eject from the plant site any workers who contravene the rules. The Contractor undertakes, on request by the Customer, to replace these workers with reliable workers.

Theft will be prosecuted under criminal and civil law.

4.2 Catalog of penalties

Reserving the right to assert a higher claim for damage, the Customer is entitled in the event of violation of provisions of these Work Rules to enforce the following contractual penalties:

ID cards not returned/rendered unusable	EUR 50 per ID card
Use of a wheel clamp	EUR 25
Towing an unlawfully parked vehicle	EUR 150
	0

5. Applicable Regulations

Applicable apart from the regulations of these Work Rules are all relevant statutory regulations, professional association sets of rules, environmental and occupational health and safety regulations, and generally recognized safety and occupational health rules.

The Contractor must observe the directives and regulations displayed in the plant.

ZF Friedrichshafen AG Work Rules

Schweinfurt, Ahrweiler, Bielefeld, Eitorf, Troisdorf locations

For contractors working on the plant site

6. Business Liability and Environmental Pollution Insurance

The Contractor must take out a continuous business liability insurance and an environmental pollution insurance with an adequate coverage sum. The Contractor must immediately provide the Customer with evidence of this insurance coverage at any time on request.

7. Important Phone Numbers

Plant	Schweinfurt +49 9721/98-0	Ahrweiler +49 2641/3891-0	Bielefeld +49 521/41703-0	Eitorf +49 02243/12- 0	SMC/ Troisdorf +49 2241/165340
Emergency number	110	0	110/12	666	110
Fire	112	0	112/ 48	666	112
Plant Security	2611	52	55	225	111
Company doctor/company medical service	North 2241	35	16	257 588	