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Guidelines for External Companies and Their Personnel for Taking up Occupational Residence within the ZF Gusstechnologie GmbH		

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## 1. Information on Staff

The contractor is obliged to submit a register of the names of their personnel to the company ZF Gusstechnologie (e.g. to plant security) when they take up work there.

## 2. ID Cards

The personnel will be given plant ID cards for external workers on the day they start their work. These plant ID cards must always be visible and clearly displayed. The plant ID card is only valid when used in conjunction with a valid photo ID.

The workers must be able to show their photo ID at any time upon request.


This ID must always be visible. The plant ID card is valid for the duration of the activity and is to be retrieved from the gatekeeper at reception every day and returned at the end of each working day.

The designated entrances and exits are to be used for entering and leaving the plant.

External personnel are only permitted to reside at their workplaces.

Plant security and/or the responsible specialist departments will check that these instructions are fulfilled.

## 3. Executing Work

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1. The contractor is obliged to inform themselves of specific causes of hazards before beginning work by gaining this information from the responsible department and must ensure that the work is carried out without endangering property and persons. They observe the "Fundamental Principles Behind the Quality, Environmental, Safety and Energy Policy", which is presented at a variety of points. Furthermore, the contractor is obliged to inform themselves of the environmental, safety and energy management system in place at ZF and the relevant regulations from this applicable to them by gaining this information from the ZF project management, specifically regulations involving handling hazardous substances and correct disposal of waste as well as the emergency regulations and careful handling of energy (speak to plant security and/or project manager if applicable). All environmentally relevant materials and/or hazardous materials brought into the plant by the contractor must be stated to the ZF project manager in a list. The list contains the following information: Product name, quantity, purpose and hazardous properties, name of order, date and signature of the contractor. The list contains the relevant material safety data sheets and operating instructions as an appendix, in accordance with the current Hazardous Substances Ordinance. The list is to be approved by the ZF project manager signing it and a full copy must be given to the doorman for the duration of the contract execution.

2. Activities which involve carcinogenic, mutagenic, fertility-damaging or toxic hazardous substances are prohibited at ZF Gusstechnologie GmbH.


3. The resulting waste is disposed of via our Plant 1 disposal facility. You can gain information on this from your contact or via the Department for Occupational Safety and Environmental Protection.

Costs which arise due to incorrectly disposed waste or mixing of waste due to errors when disposing of it in our waste containers will be invoiced to you, unless you rectify these errors yourself.

4. Employees of the contractor must be capable of speaking German to a level that enables them to understand and apply the safety-related requirements. If employees without an adequate level of German are employed, then a German-speaking supervisor who will function as an interpreter must be made available by the contractor for the duration of the company instructions as well as the entire duration of the employment for that employee at the location of ZF Gusstechnologie GmbH.

5. The applicable laws, relevant environmental protection regulations, occupational safety and health regulations, data protection regulations, regulations for the prevention of accidents from the professional associations, directives, standards and regulations of the German Trade, Commerce and Industry Act must be observed. Furthermore, it is prohibited:

1. To employ foreign nationals without permission (see the German Aliens Act)
2. To employ employees illegally (see German Act to Combat Undeclared Work and Unlawful Employment)
3. To infringe upon the German Law on Labor Leasing (see German Law on Labor Leasing)

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4. To infringe upon the German Minimum Wage Act.

Equally, the specific regulations for the building industry and ancillary building industry sector must be observed (e.g. carry a social security card, §1 – 9 of the German Sub-contracted Foreign Workers Act).


If it is possible for the contractor's employees to view documents containing personal data during their activity at ZF, then they are to be sworn to data secrecy by the contractor, based on § 5 of the German Federal Data Protection Act. The project manager at ZF is to be informed in writing when this has been fully enforced at the beginning of the activity.

In the event that subcontractors are commissioned, the general contractor is responsible for ensuring that these companies also comply with the relevant applicable laws.

6. All of the hazardous areas at the workplace are to be blocked off and/or covered while the work is being carried out if they are located in an area that traffic passes through and/or could endanger the traffic flow. Sufficient lighting must also be provided if the area is dark or if there is insufficient visibility.
7. It must be established whether explosion-protected electrical equipment must be used in agreement with our commissioned project manager and the safety engineer.
8. The use of open fires and naked flames, e.g. for operating tar kilns, welding equipment, coke baskets etc., and traveling into or along pits, canals and containers requires express written consent from our responsible project manager and the safety engineer (welding permit and/or entrance permit).
9. The displayed working and fire protection regulations and the company alarm plan must be observed. The employees must assemble at the indicated assembly points in the event of fire or emergency and are to wait there to receive further instructions.
10. The orders of the representatives designated by ZF, such as safety engineers, plant security and the plant fire department, must be heeded.
11. Earthwork may only be carried out after prior release has been given by the ZF project manager in conjunction with the responsible planning department. Here, particular diligence must be applied in order to prevent damage to all conduits which have been laid underground. The executive managers (supervisors) employed by the contractor for executing the work in in our company are in charge of and responsible for issuing a thorough briefing to their employees. Excavation work is to be registered via our waste management company.
12. Our company's tools, devices, equipment and systems may not be used without our permission and the relevant briefing. Use in accordance with regulations is carried out at your own risk. Furthermore, drivers of forklift trucks must possess a valid forklift operating licence and have been commissioned for the work required in writing.
13. Any transportation of construction materials which are related to the order issued are to be executed by the contractor with their own devices and own personnel. In particular, this also applies for loading and unloading trucks.

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14. Machines, components and other construction materials are to be stored by the contractor in the areas that have been specified for this purpose by ZF. They are to be stored there until they are assembled or transported to another location. These areas may be located outside the building. The contractor is responsible for proper and correct storage.
15. The construction site and storage areas are not placed under surveillance by the client. The contractor bears responsibility for any risk posed to their property up until successful end-of-line testing has been concluded by ZF.
16. ZF must be informed of services performed by third parties must in good time and such services require approval from ZF. Coordinating this is the responsibility of the contractor.
17. Cleaning, environmental protection and disposal  
 The contractor must have the working spaces and / or work area provided for the contractor by ZF thoroughly cleaned at least once a week, and upon successful end-of-line testing. All waste is disposed of solely by ZF Gusstechnologie GmbH.  
 It is prohibited to store or dispose of air-, water- or soil-contaminating substances on the plant site without express approval of ZF. Any paper recovered during building and office cleaning may only be disposed of in the containers provided for this purpose on the plant site.  
 If contamination of the air, water or soil could potentially arise as a consequence of a case of damage, ZF must be informed immediately.  
 If the contractor, despite having received a reminder from ZF, fails to keep their working spaces or work area clean and tidy, ZF is entitled to carry out the work required themselves or to have it carried out and to invoice the contractor for this.
18. Energy management  
 Devices, equipment and tools brought in by external companies are to comply with current industry standards as regards their energy consumption, and shall have been demonstrably checked according to the regulations in force. If your hardware for your activities at ZF requires use of our energy (electricity, gas, compressed air) in considerable quantities, you should have appropriate intermediate meters available.
- The energy we make available to you should be handled with care and economy; leakage and idle running are to be avoided.
- If you should happen to see leakages, wasting of energy, and opportunities for saving energy on our plant site for the following points, we would be very pleased if you would indicate these to us.
- Reduction of energy consumption
  - Preventing energy waste
  - Efficient usage of energy
  - Use of technology which is more economic in terms of energy
  - Recovering energy
19. If fire extinguishers are needed in order to safeguard the activities of the external company, the external company must bring fire extinguishers with it. Fire extinguishers belonging to ZF Guss-

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technologie may not be removed from their locations to safeguard the activities of external companies.

Water-based and normal foam fire extinguishers are prohibited in production because of the metal fire risk.

20. Scaffolding! The scaffold builder must check the scaffolding in accordance with the handling instructions for dealing with work- and protective scaffolds from the German Institution for Statutory Accident Insurance and Prevention for the Construction Industry (DGUV Information 201-011 (previously BGI 663)) and must present the documentation to the ordering party without being requested to do so. It must be ensured that persons who are not working with the scaffolding are protected!

## 4. Working Time

The regulations of the German Working Hours Act (ArbZG) must be strictly complied with. The usual working hours for the relevant areas within the ZF Group are to be upheld. Deviations from these, particularly working on Saturdays, Sundays and at night, must be approved in good time by the relevant department and plant security management must be notified of this.

Where applicable, a permit stating that this is an exception must be issued for working on a Sunday by the relevant competent authority. The contractor must submit this permit to the environmental and safety department.

## 5. Behavior on the Plant Site


Due to the hazards present in our production areas, your employees must wear the following protective equipment, as a minimum, at all times.

Safety footwear, goggles, hearing protection, long work pants and long-sleeved protective jackets/shirts. People who wear glasses must wear goggles made for people who wear glasses.


**This personal protective equipment must be provided by yourself and is a prerequisite condition: it must be in place before work is started.**

Rolling up workwear is prohibited!

Delays due to your workers missing personal protective equipment will be invoiced to you.

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1. When working on our running die-casting machines and on our smelting furnaces, the protective clothing worn must be made from fire-resistant material under EN 531 Cat. II due to the hazards posed.
2. A helmet must be worn when working on crane systems and in areas that cranes are actively being used in or worked on. Working with our crane systems requires a commission in writing and training from ZF.
3. ZF is not liable for lost items or other losses.
4. Tools that have been brought into the plant by the contractor must be marked.
5. Tools and other resources (such as ladders) that have been brought into the plant must be checked over and must be suitable for use. Hazard zones are to be clearly blocked off to unauthorized persons.
6. Items of any nature which do not belong to the contractor or their employees may not be taken off the plant site.
7. Bags, packages, containers etc. which employees take with them must be opened upon request.
8. Every employee of the external company must undergo checks at the plant gates if required to do so.
9. Photography and filming within the plant site is prohibited.
10. The contractor and their employees are obliged to maintain secrecy from all outsiders with regard to the following: The operational and business affairs of ZF AG and their branches which the contractor and their employees may become aware of due to their employment contract. The contractor obliges their employees to observe the provisions of the German Federal Data Protection Act (BDSG). Particular attention is to be paid to obligating employees to data confidentiality in accordance with § 5 of the Federal Data Protection Act.
11. Business and company documents which have been provided are to be handed over to ZF upon request at any time. When the work has been concluded, all documents must be handed over to ZF immediately and without a request being issued.
12. It is prohibited to remove documents of any nature which are the property of ZF from the plant area without express consent.
13. Smoking is absolutely prohibited on the entire plant premises, in buildings, rooms as well as production halls – this ban applies to third parties and in-house workers. Smoking is only allowed in designated smoking areas. Violations will be punished. There is a ban on alcohol within the plant site.
14. The German Road Traffic Regulations apply to the traffic within the plant.  
  
Driving onto the plant site is only allowed with the corresponding entry permit from plant security.

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Private vehicles are to be parked on the designated car park. ZF is not liable for lost or damaged vehicles.

15. ZF is entitled to refuse to employ individual workers which you have provided and to exercise our property rights if the worker infringes upon our code of conduct. In this instance, the contractor is to immediately provide a substitute that fulfils all of the requirements. If requested, ZF must inform the contractor of the reason for the rejection.
16. Scaffolding: Only approved scaffolding may be used. The approval certificate from the scaffolding constructor is located on the steps.

## 6. Forwarding Companies on our Plant Site

Due to the hazards present in our production areas, your employees must wear the following protective equipment, as a minimum, at all times.

- Protective shoes in accordance with DIN EN 345-S 2 (closed mid-height footwear without air holes)
- Safety vests

Drivers of dangerous goods need to wear their additional personal protective equipment.

Drivers without the personal protective equipment described above will not receive an entry permit.

Delays due to your workers missing personal protective equipment will be invoiced to you.

Drivers must remain near or within their vehicles! Entering the production area is prohibited for drivers (exception: Deliveries of liquid metal).

We reserve the right to conduct visual inspections on all vehicles to check for obvious defects or damage, defective load securing and to carry out spot-check theft controls.


The instructions of the plant security and dispatch or production personnel must be heeded.

Bathrooms and toilets are not available to your drivers on the plant site.

## 7. Notification of the Directives and Infringement and Liability

The contractor is obliged to notify their employees of the directives stated above before work begins. Failure to comply with these directives entitles us:

1. To shut down a construction site at the expense of the contractor.
2. To calculate the costs that have resulted for us, and also the resulting additional costs if the work is resumed by ourselves or a third party.

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## 8. Conduct in the Instance of Accidents on the Plant Site

The contractor must immediately report any industrial accidents to the project manager, or to their substitute if the project manager is absent. In cooperation with the contractor, an internal notice of accident must be produced by the project manager and sent to the responsible environmental and safety management entity. Furthermore, every accident involving persons external to the company must be investigated as soon as possible by the contractor, the project manager and the environmental and safety management entity within the scope of an on-site appointment.

Internally available medical stations must also be notified by the contractor.

If industrial accidents occur outside normal working hours, the gatekeeper must be informed of the incident.

The medical station/the gatekeeper will document the industrial accident and will immediately send a written notification to the environmental and safety management entity.

## 9. Parking Spots at the Nuremberg Plant

P A R K I N G S P O T S at the Nuremberg plant are limited.

Parking on the plant site outside of the assigned parking spaces is prohibited at the Nuremberg location.

Only the security and surveillance staff at our gates can issue an exception to this prohibition. However, these staff must be informed of a reasonable justification for this exception.

Parking is only allowed on the areas assigned and designated for this purpose.

One parking space for a maximum of one vehicle per company may be allocated in the plant. However, no parking space can be guaranteed in the plant. We therefore recommend registering early with your contact in order to inform plant security that a parking space is required.

We assume no liability for damages that occur to vehicles which are parked on the plant site.

In accordance with the process stated above, parking for a brief amount of time for loading and unloading activity also requires approval from the security and surveillance services. This must also be agreed on a case-by-case basis with the persons involved and must be justified.

If no parking spaces are available in the plant, plant security will point you towards a parking space (employee car park) outside of the plant.

**Vehicles which are not parked on the designated parking spaces will be towed at the owner's expense.**