

Safety and environmental regulations for external companies

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Introduction

As a global acting technology company, we feel it is especially important to fulfill our social obligations to protect the life and health of our employees and to protect the environment. Numerous internal work instructions and behavioral codes have proven this to our employees and to the supervisory authorities responsible for us, with whom we have coordinated these instructions and codes.

In order to ensure smooth, accident-free and environment-friendly work processes from external companies on our premises, to maintain our internal safety standards and to prevent bad examples, the following regulations have to be complied with.

1. General

These regulations include rules for all contractors (**contractor**) who carry out work on behalf of Continental (**contracting party**) on company premises or in branches. The contractor must instruct and oblige his employees and any subcontractors to comply with these conditions.

Work may only be carried out on the company premises within the framework of the legal and in-house specifications. The contractor is obliged to note and comply with the specifications that apply for the contractor's task, such as:

- Occupational safety, including the generally accepted safety-related and occupational health standards (which include the employer's liability insurance regulations that apply both to the contractor and the contracting party)
- Environmental protection, particularly pollution control, water, waste and soil protection acts. Other site-specific regulations shall be taken into account.

The contractor has to appoint one or more **representatives** (depending on the scope of work) as contact persons for carrying out the contract. These representatives must be suitably qualified and they must ensure technical and personnel management of the staff employed by the contractor, as well as immediate supervision, at all times. The contracting party shall appoint an **external company coordinator**, who is authorized amongst others to order cessation of works in the event of violation of these specifications, until the fault is remedied, and who is authorized to exclude the offending employees from further activities.

The contractor has to ensure that all the necessary instructions and occupational health screening examinations are carried out for the personnel used and that the necessary qualifications are present for the specific activities to be carried out.

The contracting party reserves the right to check compliance with these safety instructions and regulations and to deny entry onto the company premises for individual employees of the contractor, in the event of repeated or serious violations. Resultant delays and costs in completing the contract have to be covered by the contractor.

1.1. Media supply

Media required for the work (e.g. compressed air, water, on-site power) shall be reported to the responsible specialist department of Continental in good time before the start of work.

1.2. Wall and ceiling openings

If wall or ceiling openings are opened or new ones created, these shall be properly closed again after the completion of the work, in consultation with the external company coordinator.

1.3. Construction site facilities

Spaces for construction site facilities (containers, site huts, material storage locations) shall be coordinated with the external company coordinator.

1.4. Completion of the construction and assembly work

The work or construction site shall always be kept in a clean state and shall be fully cleared and secured after completion of the work.

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1.5. IT security

If IT systems are to be brought onto site, the contractor shall coordinate this before work starts with the external company coordinator. The contracting party's standard regulations apply here.

The use of the contracting party's IT infrastructure, or the linking of the contractor's IT systems into the contracting party's IT infrastructure, is prohibited. If, however, this is necessary in order to carry out the work, the contractor shall report this in advance to the external company coordinator. The external company coordinator shall discuss the possibilities with the parties responsible for information security on site. The use of WLAN or Bluetooth devices shall also be coordinated in advance.

2. Plant security

2.1. Access authorization

Persons and objects, particularly vehicles, shall be subjected to the contracting party's standard entry and exit checks.

The passing on of access authorization or keys issued, including enabling third parties to enter the site by opening doors for them, is prohibited. Access authorization or keys issued shall be returned to the contracting party after the work is completed or at the end of the day.

2.2. Entering operating areas

Operating areas may only be entered if it is necessary to carry out the work that is to be performed. In the event of work in these areas, the locally applicable regulations shall be observed. Instruction in these regulations shall be carried out by the external company coordinator or the Continental contact person.

2.3. Working out of opening hours

Opening hours are specified and published by the site. Work that is performed off-time these opening hours shall always be coordinated with the contracting party. Compliance with legislation on working hours has to be ensured and is in responsibility of the contractor.

Special permissions from authorities for work on Sundays and public holidays have to be procured by the contractor. A copy of this permission has to be delivered to the contracting party on request.

2.4. Traffic

The road traffic regulations apply on the company premises, on construction sites and on parking areas. Ground conveyors (e.g. forklifts) have priority over all other vehicles on the plant premises.

Each person shall behave carefully and considerately. Maximum speeds have to be observed. Any type of obstruction to on-site traffic shall be avoided, without fail. Access routes for the fire services must be kept clear, with no exceptions. Parking in front of hydrants, entrances, gates or similar bottlenecks is not allowed.

2.5. Prohibitions

In the interests of order and security, the following activities are banned on the company premises:

- Entering the company premises under the influence of alcohol or drugs
- Making copies, replicas or drawings of company documents, particularly photos of operating systems, without consent
- Bringing third parties onto the site without access authorization
- Removing or changing protective equipment or installation.
If it is urgently necessary to temporarily remove protective equipment or installation, the contracting party's consent has to be sought in advance and the area has to be secured in another manner.
- Smoking is only permitted within the marked areas.

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2.6. Escape routes and access routes for emergency services

The contractor’s employees shall be informed of the escape routes and access routes for the emergency services by their superiors/supervisors. The necessary information is available on site.

2.7. Damage

Damage and disruptions to Continental facilities shall be reported immediately to the external company coordinator or the Continental contact person.

3. Occupational safety

3.1. General obligations to safeguard against hazards

In addition to the labor legislation each contractor is obliged to comply with the “general obligations to safeguard against hazards”. This means that each person must ensure that no hazards occur in his or her working environment, or that any hazards are minimized and safeguarded (e.g. in case of excavations, when installing machines or plants, etc.).

The contractor is responsible for safeguarding the entire area of a deployment, in accordance with the regulations. The contractor shall continuously ensure that all the covers and barriers are in proper condition.

3.2. Tools, machines and devices

Tools, machines and devices may only be used if they are in proper working condition and correspond to the relevant safety regulations. Proper use as intended shall be assumed.

3.3. Continental’s in-house devices, machines and facilities

In-house devices, machines and facilities belonging to the contracting party (e.g. ground conveyors, drills, lifting platforms, cranes) may only be used with the consent of the external company coordinator/contracting party.

3.4. Electrical systems

Intervention in the existing circuitry or distributor equipment may only be carried out by the contracting party’s responsible specialists. This shall be coordinated with the external company coordinator.

The “5 safety rules” always apply for all work on or in the vicinity of electrical systems.

According to these rules, work in the vicinity of open or unprotected live parts shall be carried out after switching these parts off or installing an effective protection against contact. Work on live parts may only be carried out in exceptional cases and in compliance with alternative protective measures.

3.5. Safety labeling

Prohibition signs, warning signs, instruction signs, emergency services signs, etc. in the individual operating areas shall always be observed and may not be removed.

3.6. Traffic and escape routes

All traffic, emergency services and escape routes have to be kept clear.

3.7. Use of ladders and scaffolding

Only ladders and scaffolding that are in proper working condition and that meet the applicable safety regulations may be used. These may only be used as intended.

3.8. Work places at heights

In the event of work on scaffolding and roofs, and for other work places, the contractor has to ensure that there is no danger caused by falling objects and that there is no danger of a person falling from height. If

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safety cables and ropes are required, employees must be secured against falling with safety harnesses. Walking on roofs and loading on roofs (material, machines) are only allowed if the external company coordinator has agreed to it. Dome lights must never be walked on.

3.9. “Particularly dangerous work”

Particularly dangerous work, such as digger and earth-moving work, working in confined spaces, working in the vicinity of overhead lines or working with asbestos, requires individual approval by the external company coordinator in each case.

3.10. Personal protection equipment

The contractor has to provide all its employees working on the contracting party’s premises with all the necessary personal protection equipment and has to ensure that the equipment is used as specified.

3.11. ESD safety equipment

Semiconductor elements and circuits processed by us are particularly prone to electrostatic discharge (ESD).

In certain sections of our production, laboratories or test areas, a serious risk is generated by the build up of high voltages and subsequent discharging. These areas are identified and marked as “ESD protection zones”. Special regulations apply here which the contractor’s employees must comply with. Persons who enter the ESD area must wear the specified protective clothing, on-chargeable overalls and conductive ESD shoes, as per DIN EN 61340-5-1. ESD overalls can be provided on site.

4. Environmental protection

4.1. General

When carrying out the assigned work, all the environmental legislation has to be observed.

4.2. Handling materials that are harmful to water

The contractor has to ensure that no materials that are harmful to water can permeate into soil, groundwater or sewage system. Floor drains and manhole covers in the contractor’s working area must be completely covered with foil and sealed.

Materials that are harmful to water may only be stored in consultation with the external company coordinator and ESH manager / ESH coordinator. Materials that are harmful to water may be labeled with the GHS-symbol 09 “Environment” and a hazard statement regarding aquatic toxicity.

4.3. Disposal of waste

The contractor is required to dispose waste according to the local requirements and according consultation with the external company coordinator and ESH manager / ESH coordinator. In case of rebuilding and/or high amounts of waste disposal the proceeding must be clarified with the local ESH manager.

4.4. Discharging waste water

Materials or waste water may only be discharged into the sewer system in consultation with the external company coordinator and ESH manager / ESH coordinator.

4.5. Energy efficiency

The contractor is required to observe energy efficiency during performance of his work and, where applicable, to submit proposals for energy saving.

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5. Hazardous materials

5.1. Use of hazardous materials

Hazardous materials to be used by the contractor at the site have to be specified before start of work and the associated, up-to-date (not older than 3 years) material safety data sheets are to be presented to the contracting party/external company coordinator / ESH manager / ESH coordinator. This also applies in the event of changing hazardous materials during the execution of the contract.

The contractor has to instruct its employees in accordance with the requirements of the Hazardous Substances, before the employees begin work.

5.2. Combustible liquids

When handling combustible liquids, all possible sources of ignition have to be avoided. Floor cloths, cleaning cloths, etc. soaked in combustible liquids are to be collected in sealed, non-combustible and labeled containers and shall be disposed of as hazardous waste.

In the case of explosive areas, special site regulations apply.

5.3. Storage / labeling

Hazardous materials shall only be provided at the workstation in the quantities that are necessary for the progress of the work. Storage places shall be coordinated with the external company coordinator and ESH manager / ESH coordinator. Hazardous materials may only be decanted into suitable, sealed containers. All containers must be properly labeled.

6. Hot work

6.1. Approval for hot work

Before carrying out flammable work (welding, splitting, grinding, soldering, hot blower work, hot welding, etc.), a **permit for hot work** must first be issued, in each individual case. The contractor shall specify safety measures together with the external company coordinator and document these in the associated **permit for hot work**.

6.2. Use of gas bottles

Gas bottles must be properly positioned and stored, as per specification. Storage on roofs is not permitted. Welding equipment and valves must be checked at regular intervals. Mobile welding equipment must be equipped with a manual fire extinguisher.

7. Emergency procedures

7.1. Reporting an emergency

Any person who observes an emergency (work accident, damage with environmental hazards, etc.) is obliged to report it without delay. The emergency phone numbers are included in the local safety guidelines (**alarm plan**) and shall be provided to the contractor before the start of work.

This does not affect the contractor's in-house conditions concerning official reporting of accidents.

7.2. Company medical center

If an accident occurs on a construction or assembly site the employees of external companies may also use the company medical center, if there is one at the site.

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