



# SAFETY RULES

– FOR CONTRACTORS –



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### **1 Scope of validity**

These safety rules apply to contractors and their employees, referred to hereafter as the “Contractor”, who are commissioned by the following legally independent organisations, referred to hereafter as the “Client”, to work in the Hamburg establishments of these organisations: Beiersdorf AG, Beiersdorf Manufacturing Hamburg GmbH, Beiersdorf Shared Services GmbH, Beiersdorf Customer Supply GmbH, Beiersdorf Hautpflege GmbH and Troma Alters- und Hinterbliebenen Stiftung. The safety rules described below are valid for all the Hamburg-based operating facilities of the above named organisations. The following safety rules are deemed to be binding on acceptance of an order that is to be fulfilled at one or more of the above-mentioned locations. These safety rules may be supplemented in individual cases by task-related agreements reached between the Client and the Contractor.

Beiersdorf AG’s security department is entirely responsible for security and order at the above-mentioned establishments and has the right to undisturbed possession of the premises. Access at the entrances and within the company premises is controlled in order to protect personal and company property. The unauthorised removal of products, samples and production waste from the premises is expressly forbidden. All cases of theft will be reported to the police. Instructions issued by the company management, the Client or the security department must always



be followed. The security department is entitled to deny access where justified. If a hazard is detected, the security department must be informed immediately. The security department's main control centre is manned around the clock.

### **1.1 Legal notices**

When carrying out activities on behalf of the Client, the Contractor's employees will remain under the disciplinary authority of the Contractor. During works carried out on behalf of the Client, the Contractor's management is responsible for ensuring compliance with all the relevant regulations stipulated by law, local authorities and employers' liability insurance associations, with the generally recognised safety rules and regulations, and with the safety rules described in the following. Contravention of the applicable regulations can result not only in legal consequences but also in the denial of access to the company's premises. For the duration of the work carried out at the Client's premises, a designated contact person on the Client's staff will be available to answer all questions. This designated contact person will coordinate the activities and must be kept informed of all matters relating to the schedule of activities and the presence and absence of employees. The Contractor shall ensure that his employees have a sufficient oral and written command of the German language, commensurate with the nature of the work.



## **2 Entering and leaving the company's premises**

### **2.1 Presence; Reporting obligations**

Before commencing work, each Contractor must report to the security department. On commencing work, each of the Contractor's employees must personally collect his/her identity card from the security department and return it after the work has been completed (unless the identity card is personalised with a photograph).

The Contractor's designated representative must report to the Client upon commencement and completion of the work and in the event of any interruptions to the work. The designated contact person must always be informed of your presence or absence and of the nature of your activities. If work is to be carried out in the factory, the Contractor must report to the person responsible for the area in which the work is to be carried out.



### **2.2 Access authorisation/Visitor's pass**

Persons may access only those areas that are relevant to the work being carried out. In order to gain access to the company's premises, a valid visitor's pass must be shown and the name of the contact person must be stated. The pass is personalised and non-transferable. The pass must be worn visibly and used only for the specific purpose of the work order. Passes that are used inappropriately may be confiscated by the security department. The loss of a pass must be reported immediately to the security department and to the Client's contact person. After completion of the work carried out on behalf of the Client, the pass must be returned to the security department. The same applies if access authorisation has been revoked.



### 2.3 Use of motor vehicles; Vehicular access authorisation



Vehicles may be driven onto the company's premises only for short periods for the purpose of loading and unloading. Parking on the company's premises for longer periods is not permitted. Parking will only be permitted in exceptional cases in specially designated areas and with the express approval of the security department. Vehicular access authorisation is required for motor vehicles entering the company's premises. The indicated speed limits must be observed. Unless stated otherwise, the speed limit on the premises is 10km/h. Particular care must be taken with respect to pedestrians, bicycles and transport vehicles. When moving vehicles backwards special attention has to be paid on people close to the vehicle, if necessary an additional guide has to safeguard that action. The type of use of traffic areas specified in the traffic route concept for the premises must be observed. If the Contractor needs to use special vehicles or equipment in order to carry out the work, he must ask the contact person or the security department to allocate appropriate parking areas. During loading or unloading, vehicles must be prevented from rolling away. If parked in violation of the rules, vehicles may be towed away by the security department at the owner's expense. Standard road traffic regulations apply on the company's premises. Unnecessary operation of engines is not allowed, especially at night between 10 pm and 6 am any kind of unnecessary noise emissions have to be avoided.





### **2.4 Traffic routes**

As far the traffic routes are marked they have to be used accordingly (Pedestrians, Bicycles, Zebra Crossings). When working beyond the marked areas in Plant 2 and Plant 3 a safety vests and safety shoes have to be worn.

### **2.5 Transport within the company's premises**

The transport of loads on or in vehicles is permitted only if the loads are adequately secured. The transport of loads inside a building is permitted only if the loads are adequately secured and third parties are not at risk.



### 2.6 Transport of gas cylinders



The transport of individual gas cylinders, whether full or empty, is regulated by the German regulations pertaining to the carriage of hazardous goods by road and rail (Gefahrgutverordnung Straße/Eisenbahn/Binnenschiff – GGVSEB).

Safety requirements relating to full and empty gas cylinders:

- The bottle valves must be tightly closed.
- Pressure reducers must have been removed.
- Special lock nuts provided by the gas supplier, for poisonous or flammable gasses for example, must be screwed onto the valve connection point such that they are gas-tight.
- During transport, bottle valves must be protected by bottle caps, collars or protective boxes.
- If transported in closed vehicles, sufficient ventilation must be ensured.
- The bottles must be properly secured to prevent sliding, tipping or rolling. Bottles should be kept separate from the driver's cab wherever possible.



### 2.7 Carriage of forbidden items

It is forbidden to bring weapons, explosives or other hazardous items, as well as alcoholic drinks, drugs, or other intoxicants onto the company's premises.

Items that belong to the Client, including replicas, transcripts or other copies of these items, and that are needed for the purpose of the work order may be removed from the company's premises or passed to third parties only with the prior consent of the contact partner and upon receipt of the relevant consignment note. The person removing the item must hand the consignment note to the security department without being expressly requested to do so.

### 2.8 Access ban

Persons who represent a risk to safety or order at the company's premises shall not be permitted to enter the premises. This also applies, in particular, to persons that appear to be under the influence of alcohol, drugs or other intoxicants and to persons suffering from infectious diseases.



It is also forbidden to bring family members, children or animals onto the premises. Any exemption from these rules requires the express permission of the security department.



### **3 Conduct on the premises**

#### **3.1 General**

Communication equipment belonging to the Contractor, such as telephones, internet and email facilities, may be used only as necessary for the purpose of fulfilling the order. Internet connections may be used subject to the applicable IT security rules.

All actions that disrupt the calm working environment are prohibited. These include, for example:

- Selling or advertising goods or pursuing other business deals or commercial activities that fall outside the scope of the official purpose of the visit.
- Betting or playing games where money or other valuables are wagered, or taking part in such activities.
- Collecting signatures or money.
- Carrying out private work or work for other clients.
- In accordance with the company's code of conduct, the acceptance of benefits offered by the Contractor to the Client is not allowed.
- Holding gatherings or events.
- Spending the night on the company's premises is not permitted.
- Labelling or attaching posters to Beiersdorf property or using the property in a similar inappropriate fashion is forbidden.



### 3.2 Prohibition of alcohol, smoking and drugs

The consumption of alcoholic drinks, illegal drugs or other intoxicants is forbidden throughout the entire company premises and in the buildings. Carrying out activities while under the influence of alcohol or drugs is not permitted. Smoking is allowed on the company's premises only in specially designated areas. The smoking ban also applies inside motor vehicles. The security department has the right to carry out checks in this regard and can take or instigate suitable disciplinary action, such as issuing a ban from the premises, in the case of infringements of the rules.





### 3.3 Mobile phones



Mobile phones must be kept switched off in areas where their use is expressly forbidden (as indicated by pictograms). These areas must be identified and drawn attention to during the discussions between the Client and the Contractor.

### 3.4 Prohibition of photography, filming and sound recording



Unless express permission has been given by the Client, photography, filming and sound recording are forbidden throughout the entire company premises. It is similarly forbidden to copy confidential documents or to make sketches or drawings.



## **4 General safety rules**

### **4.1 General**

The relevant laws, ordinances and regulations regarding the prevention of workplace accidents, health risks, and environmentally detrimental incidents remain unaffected by these safety rules. The Contractor undertakes to promote the aims formulated in the environmental and safety management system and stipulated by the corporate sustainability department.

A cautious and safety orientated behaviour, as well as a safe execution of the work has the highest priority. Endangering of the own health or that of thirds as well as the environment has to be avoided at any case. For that purpose belongs among others the usage of the handrail when walking in staircases. When using stairs for the transport of goods appropriate transport facilities have to be used.

### **4.2 Risk Assessment**

The contractor is obliged to conduct a risk assessment prior to the work activity and to document that. (Refr.: §§ 5, 6 Arbeitsschutzgesetz). This documentation has to be handed over to the client on demand.



### 4.3 Instructions

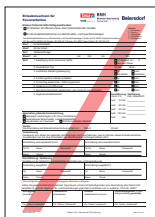
The contractor has to ensure, that the staff is familiar with the general safety rules and that they follow them. All the staff has to be instructed on the basis of the risk assessment due to the work order and the work site requirements. For individual cases the Client reserves the right to check a proof of the executed instructions. If the contractor employs himself a subcontractor, these requirements are also valid for them. Responsible for that is the contractor or his representative.

### 4.4 Hazardous tasks when working alone

It is not permitted to carry out hazardous tasks without suitable supervision.

### 4.5 Approval procedure for carrying out hazardous work

The requirements of the relevant approval procedure must be observed. (For example: the coordination of works that involve reciprocal hazards, fire permits, working in confined spaces or -containers, working in areas equipped with automatic gas extinguishing systems, etc.)







#### **4.6 Working in potentially explosive areas (explosion protected areas)**

If works are to be carried out in potentially explosive areas (Ex-areas), this must be approved with the “fire permit” and must be presented before commencing work. The provisions stipulated in the approval procedure must be implemented without fail.



The use of tools that generate sparks or of devices or machines that are not explosion proofed is not permitted in Ex-rooms and -areas. Exceptions to this rule, such as for carrying out works in Ex-areas using equipment that is not explosion proofed, for example, must be agreed to in a separate approval procedure. In Ex-areas, only appropriately approved equipment (explosion proofed) may be used, unless an alternative measure has been agreed in the proper way. The carrying and use of mobile phones in Ex-areas is not permitted (unless the phones are special explosion proofed models). This also is valid for Ex-areas at exhaust ducts on roofs.



### **4.7 Accidents, fires and works involving fire hazards**



The security department must be informed immediately (via the Beiersdorf emergency call number) if a fire breaks out or a situation arises that puts persons, property or the environment at risk. In the case of accidents or other incidents where damage is caused, the scene of the accident must be secured and first-aid should be administered if necessary.

Works involving welding, soldering, separating, cutting, working with an open flame, or working with other fire hazards must be approved in accordance with the approvals procedure for works involving fire hazards (“fire permit”). The permit is issued by the Client in cooperation with the Contractor. The provisions stipulated in the approval procedure must be implemented without fail.

### **4.8 Works requiring special qualifications**

Works for which special qualifications are required may be carried out only by suitably qualified persons. Works to electrical systems may be carried out only by appropriately qualified persons. Welding works may be carried out only by persons with an appropriate welding qualification. Works for which a special occupational health prevention advice is necessary, may be executed prior to starting that work.



### **4.9 Work clothing/Personal protective equipment (PPE)**

Clean work clothing and personal protective equipment that is suitable for performing the work must always be worn before entering any production building.



With the exception of the hygiene protection hoods provided by the Client, the Contractor is responsible for ensuring that its employees wear suitable work clothing when carrying out the commissioned tasks. Different rules can be agreed with the Client on an individual basis. The Contractor must provide sufficient quantities of all the necessary personal protective equipment (such as protective shoes and gloves, ear protectors and respiratory masks, etc.) for his employees. Protective shoes must be worn at all times on the Client's premises. All protective shoes must be ESD shoes with electrically conductive soles. Exceptions to these rules must be agreed with the Client.



### 4.10 Accidents at work



Accidents at work must be reported immediately to the security department and the Client. This also applies to minor, seemingly trivial injuries. Where accidents at work involve work equipment that is subject to monitoring, the Contractor must always report these to the occupational health and safety authority.

### 4.11 Regulations concerning working hours

The Contractor is responsible for complying with the regulations concerning working hours (ArbZG).

### 4.12 Works involving significant emissions



Special agreements must be made with respect to noisy and dirty work and activities that result in the emission of dust or odours and the exposure of neighbouring areas and employees.



### 4.13 Work at heights, Stability

When working at heights the technical rule for Workplaces ASR A2.1 resp. the TRBS 2121 has to be applied. Client and contractor have to agree on appropriate measures for fall protection.

Areas on roofs may only be entered by employees are instructed accordingly. Personal protective equipment may only be used if technical equipment for safeguarding people (no fixing points possible) or fall protection devices are not applicable due to the kind of work. Personal protective equipment against fall have to be provided by the contractor.

Safety measures against fall are not necessary if fixed barriers are present >2 m apart from the falling edge, such as fixed railings, ropes, chains (but no warning tapes). The height of the barriers have to be at least 0.9 m up to heights of 12 m above ground level. Above 12 m the barriers have to be >1,1 m.

When agreeing on measures against fall non puncture proofed roofs have to be considered carefully, typical winter situations have to be considered also. If hazards are present, represented by material that can fall down, appropriate measures according ASR A2.1 (-or comparable) have to be deployed carefully.



## GENERAL SAFETY RULES

The stability of work equipment such as ladder, scaffolding, mobile cranes, has to be ensured when used. While working on stepladders protection devices against fall are not necessary if the max working height of the ladder was not exceeded.

Also prior of working below ground level a risk assessment has to be done. If applicable the approval process of working in confined spaces has to be applied together with the client. If uncertainties remain in regard to the stability of equipment (such as steps, handrails etc.) the use of additional safety equipment is necessary.



#### 4.14 Hazardous substances

If hazardous substances and particularly odour-intensive substances are to be handled, permission from the contact person must be obtained in advance. The use of toxic, carcinogenic, mutagenic and reprotoxic substances and preparations is not permitted if less hazardous alternatives are available.



Special care must be taken when dealing with chemicals, oils and all flammable, toxic, potentially explosive or other dangerous substances (referred to in the following as hazardous substances). Hazardous substances that have a tendency to ignite spontaneously must be stored in fireproof enclosures. Only materials that have been approved by the Client may be used as cleaning and lubricating agents. Hazardous substances used on the Client's premises must always be stored in properly labelled containers. Tanker vehicles are to be unloaded only in the specially equipped filling areas and the special filling rules must be observed.

Together with the Contractor, the likelihood of the presence of hazardous material coming from civil works has to be clarified. Due to that fact measures for people protection and waste Disposal have to be agreed



### 4.15 Dealing with substances harmful to water



Substances harmful to water (such as paint or varnish remnants, solvents, adhesives, oil, etc.) should not be allowed to enter the sewer system or the ground under any circumstances. They must be recycled or disposed of in accordance with the legal requirements. Substances and preparations harmful to water may only be stored in retention tanks.

### 4.16 Fire prevention



Fire extinguishers may only be removed from their existing locations in an emergency. Even temporary removal for other purposes, such as for fire prevention when carrying out works that generate heat, is forbidden. In such cases, a suitable fire extinguisher can be made available by the Client on request. In areas equipped with a fire alarm and/or an automatic extinguishing system, it may be necessary to deactivate these during the work. This must be clarified before work commences and permission must be obtained via a special approvals procedure. Openings in firewalls must be closed daily, with firestop cushions, for example. On completion of the works, the openings must be sealed properly by a company nominated by the Client.





#### 4.17 Switching off supplies

If the works require that supplies such as gas, water, electricity, heating, cooling, compressed air, technical gases or components of operational plant be switched off, notice must be given by the Contractor in good time, depending on the extent of the measure, and always at least three working days before the works are due to commence.

#### 4.18 Construction sites

The setting up and zoning off of construction sites must be agreed with the Client before the works commence (this also applies to site accommodation, containers and trailers, etc.). The entire construction site, including materials storage areas, must be kept clean and tidy at all times. All routes, emergency exits, fire extinguishing equipment, chambers and underground valves and fittings must be accessible at all times. Cables, pipelines, hose lines, etc. must be laid in such a way that no hindrances or hazards can arise. After completion of the works, the construction site area must be left in an orderly state.





### 4.19 Doors, Escape- and rescue routes



Doors and escape and rescue routes must be accessible at all times. The propping open of fire doors or smoke control doors, with the use for example of wedges, is not permitted. Any alternative measures must be agreed with the Client. The placing of waste or other fire loads in escape and rescue routes is not permitted. If the fire alarm sounds, everyone must go immediately to the assembly point. The assembly points are indicated in the site-specific escape and rescue plans.



## 4.20 Evacuation

Before starting work, the Contractor and his employees must familiarise themselves with the premises (emergency facilities, fire extinguishers, escape routes, stairwells, assembly points, the emergency- and alarm plan, and the emergency telephone numbers). The blocking of doors and escape routes and of access to safety equipment such as wall-mounted hydrants and shut-off valves is forbidden. Evacuation announcements must also be complied with by employees of external companies. If instructed to evacuate the building, all persons must make their way to the assembly points. Instructions given by the security department must always be followed. In an emergency, the emergency number of the relevant area should be called. The Contractor is responsible for giving this number to its employees.



## 4.21 Safety and order at the workplace

Work equipment (such as tools, devices or other work materials) must be stored correctly after use. The Client accepts no liability for damage and/or loss of property. Before leaving the workplace, it must be carefully tidied up and cleaned. Any waste generated as a result of the works must be disposed of properly.



### 4.22 Work equipment

Only suitable and tested work equipment that complies with the regulations may be used. Work equipment (tools, machines, devices, etc.) must be in a functional and safe condition when used and may only be used by suitably trained and authorised persons. Work equipment requiring continuous inspection may have a signposting indicating the next check date.

If work equipment belonging to the Client is damaged, this must be reported immediately to the contact person responsible. The Contractor can be held liable for damage caused through negligence. Each person must take responsibility for the safekeeping of tools. The Client will accept no liability for their loss.

### 4.23 Instruction signs and prohibition signs



All instruction and prohibition signs must be observed. Protective equipment may be removed only in agreement with the Client. The safety of the operating equipment affected must then be ensured in another way. The Contractor must ensure that the protective equipment is promptly reinstalled.



#### **4.24 Production safety**

All assembly and installation areas must be separated by suitable means from the operational areas. All works must be carried out in such a way as to eliminate the possibility of contamination to Packaging materials, goods or raw materials. The machining of components that can be easily transported is not permitted inside production rooms. All filings must be removed, by suction or other means, as they are created. Operating equipment, such as the plant surfaces, containers or pallets loaded with goods or packaging materials, must never be climbed or used for placing things on. Before works can be carried out in production areas, the manager of the area in question must be informed. Upon completion of the works, the manager must be informed that the work is finished.

It is forbidden to remove, touch or alter open goods, packaged goods, semi-finished products or finished products from conveyors, machines, containers or packages. Samples taken for set-up processes or similar purposes must never be reintroduced to the production process.



### 4.25 Environmental protection/Waste disposal



The consumption of resources such as water and energy must be kept as low as possible. Unless otherwise agreed, waste arising from servicing, repair, maintenance or cleaning works must be collected by the Contractor and disposed of properly. The disposal certificates must be kept and shown to the Client upon request.

All waste products must be stored safely until they are disposed. Waste products must be sorted and disposed of correctly. The disposal process of wastes that occur while carrying out the contracted work must be agreed upon with the Client. If wastes occur unexpectedly (legacies) at the worksite, the contractor must be informed instantly. Any environmental damage must be reported immediately to the security department and the Client.

### 4.26 Foodstuffs and beverages



Foodstuffs and beverages, including drinks and chewing gum, must never be brought into or consumed in operational areas; this is only permitted in designated areas.



## 5 Safety rules for works in certain areas

### 5.1 Works carried out in areas equipped with automatic gas extinguishing systems

Certain operational rooms are equipped with gas extinguishing systems (using CO<sub>2</sub>, Argon or Inergen, for example). If the alarm sounds, these areas must be evacuated immediately before the extinguishing system is activated, since there is a risk of suffocation once the area has been filled with gas. Certain works (such as those at heights of more than 2 m, above gas cylinders, or where there is a risk of fire, smoke, heat, dust, etc.) may require that the extinguishing system be placed out of service temporarily. A special approvals procedure must be followed in this case, whereby a binding agreement is made with the Client before the works commence. Areas with automatic gas extinguishing systems may only be accessed by appropriately trained persons.

### 5.2 Works in other special areas

Special training or instruction is necessary before commencing works in computer centres or in isotope, genetic engineering or biomaterial laboratories, or areas with special quality assurance or hygiene requirements (such as GMP areas). These works must be agreed with the Client before the works commence.



# Beiersdorf

BSS – Beiersdorf Shared Services

## BMH

Beiersdorf Manufacturing

Hamburg GmbH

**BCS** Beiersdorf  
Customer Supply GmbH

TROMA Alters- und  
Hinterbliebenenstiftung

Beiersdorf Hautpflege GmbH