

## **Brose instructions for external companies**

### **Introduction:**

This Brose instruction applies to all business partners, suppliers, customers, government agencies and other third parties including their employees and of these any third parties (hereinafter called "external companies") that are active on the premises of a Brose Group company (hereinafter called Brose"). The scope of this Brose instruction begins upon entering and ends upon leaving the premises.

The purpose of this Brose instruction is the avoidance or reduction of safety, health, environmental and property risks due to external companies' activities on the premises.

Moreover, this Brose instruction serves to help external companies prepare their own risk assessment and at the same time demand compliance with the requirements listed below.

### **1) Labour and HS&E standards**

All relevant labor and HS&E protection standards, governmental and professional association safety regulations and generally recognized safety and occupational health regulations, including those accident prevention regulations applicable to the scope of work, as well as working time laws applicable for each country must be observed by the external companies in carrying out the activity. If these rules are not known by the external companies, they are obliged to obtain the necessary information. The external companies ensure that neither they, nor their subcontractors employ staff without valid and proper working papers and that the relevant legislation for remuneration payment is complied with.

### **2) Coordinator**

The coordinator is a Brose employee. The coordinator is the direct contact for the external company in all respects during its stay at the Brose plant. The coordinator's name and telephone number shall be given to the external company upon entering the Brose premises by means of the Document for Assignment for External Companies.

### **3) Orders and instructions, violations**

The external company is obliged to perform the orders and instructions of the coordinator, his representative, Brose occupational health and safety officer and plant security and/or security responsible of the site (hereinafter referred to collectively as "authorizing officer"). If the external company has doubts about the justification of the authorizing officer to deliver orders and instructions, it is obliged to seek justification confirmed by the coordinator.

Monitoring and issuing orders and instructions by the authorizing officer does not relieve the external company of its responsibility towards its employees and Brose.

For violations of labour and environmental regulations as well as other breaches of duty, Brose is entitled vis-à-vis the external company to order cessation of the work until the violation is eliminated and to suspend offending employees from further activities.

### **4) Action for accidents**

For accidents of all kinds (e.g. fire, leaks or explosion), plant security and/or security responsible should be notified immediately via the Brose plant internal emergency number (found in paper 1, page 2 of the 'Document for Assignment for External Companies').

In addition, the external company is obliged to report all accidents at work to the coordinator and to comply with the relevant statutory reporting obligations for a work accident. Also damages or disturbances at Brose facilities and equipment must be reported immediately to the coordinator.

### **5) Safety consulting**

Brose's occupational health and safety officer advises the external company in all matters relating to

occupational safety. He is available to the external company for information and will, for example advise about hazards arising for the individual plants and processes and measures for their prevention. The external company must learn the competent occupational health and safety officer's contact details from the coordinator, as long as the data are not included in the 'Document for Assignment for External Companies' under paper 1, page 2.

**6) Technical environmental consulting**

Brose's environmental specialist advises the external company in all matters of environmental protection. He is available to the external company for information about all aspects of waste management, soil and water conservation, pollution control and dangerous goods management. The external company must learn the environmental protection specialist's contact details from the coordinator, as long as the data are not included in the 'Document for Assignment for External Companies' under paper 1, page 2.

**7) Special external company obligations**

**The external company agrees to comply with the following points:**

- a) The external company shall inform the coordinator prior to the start, after the end and at each interruption of activities performed on the premises.
- b) The external company shall ensure that it always leaves the working environment in a safe condition.
- c) The external company shall indicate to coordinator any operational disturbances. It reports to the coordinator all faults and irregularities that occur while performing the activity.
- d) The external company shall determine the daily work with the responsible coordinator.
- e) Tools and devices used, especially ladders and scaffolding, must be in safe working condition. Upon leaving the workplace, they are to be locked up or otherwise secured so they cannot cause danger to persons or property or be used without authorization.
- f) For work on buildings and building services or production systems, electrical supply points must have an error electricity protective device (RCD).
- g) Vehicles used by the external company must comply with the respective regulations valid at the installation site.
- h) The external company is required to carry paper 1 of the 'Document for Assignment for External Companies' every time it spends time at the Brose plant.

## 8) Internal safety regulations

The external company observes the following internal safety regulations:

- a) Tools, equipment, facilities and Brose systems may not be used without permission, without proof of necessary competence and suitability as well as without a briefing by Brose.
- b) Material storage and material stocks must be so designed that they do not jeopardize safety, production process, as well as transportation and traffic flow.
- c) Excavations, trenches, open-ended channels, floor openings etc. must be adequately secure everywhere and be illuminated in the dark. Dangerous work areas must be blockaded.
- d) Bringing and consuming alcoholic beverages and other intoxicating substances (drugs) are not permitted at the Brose plant. Members of the external company who are justifiably suspected of being under the influence of intoxicating substances or beverages can be expelled from the premises.
- e) The external company respects the ban on smoking.
- f) The external company shall ensure that its staff wear the necessary personal protective equipment (goggles, safety shoes, hard hat, etc.).
- g) At the Brose plant, the relevant legal regulations of public traffic are applicable. However, plant traffic should always be granted priority and in-plant transportation and codes of conduct must be observed. The speed limit for all kinds of vehicles within the plant premises is 20 km/h. External companies' vehicles may only be on the premises for loading and unloading purposes.
- h) External companies' employees who operate industrial trucks, cranes and lifting platforms must be in possession of an appropriate training certificate. Use of Brose's own lifting platforms may only occur after a briefing by the platform operator.
- i) External company's employees are not allowed to enter business areas that do not belong to the external company's area of operation with the exception of catering areas, rest areas and sanitary facilities. As an exception, other areas of operation may be entered with the responsible coordinator to the extent necessary for fulfilling the activity.
- j) Mandatory, prohibition, warning labels and markings must be observed. They may not be removed or made illegible.
- k) Escape routes and emergency exits are marked. They must always be kept free.
- l) Fire-fighting equipment, fire hydrants, ring guidance systems and appropriate signs must not be covered, blocked or otherwise made unusable. They must be accessible at all times. Damage must be reported immediately to the coordinator.
- m) Pedestrians must use marked sidewalks and pay attention to truck traffic.

## 9) Hazardous work

For hazardous work, work permits are required. The external company receives these when necessary from the responsible coordinator. The external company shall only use qualified staff for dangerous work. The external company shall ensure that all activities on the Brose premises are authorized by the

coordinator (e.g. permit, driver's license). Dangerous work shall in particular include:

- a) Handling hazardous substances,
- b) Working on or near electrical equipment and installations,
- c) Driving containers and garbage,
- d) Working with fire hazards (welding, burning, heating, separating cutters) and flammable liquids,
- e) Working on steam, pressure and gas lines,
- f) Working at a height where falling is a risk,
- g) Work that requires special care, because immediate risks exist for employees of the external company and Brose.

#### **10) Mutual threats**

The term "mutual threats" applies when Brose and/or the external company discovers a private and/or foreign risk potential in implementing activities. Where there is possible mutual endangerment, the external company checks what security measures are necessary with the coordinator before starting work. Consultation with the coordinator does not relieve the external company of its supervisory duty towards its own employees. Specifically, the following applies:

- a) When working on or near live electrical equipment or facilities, Brose's department responsible for this area must be engaged. The external company must learn the contact details of the relevant department from the coordinator.
- b) The external company may remove electrical power only at the associated feed points. The external company must learn about the feed points from the coordinator.
- c) Other electrical connections to the corporate network may only be carried out by building services with the coordinator's involvement.
- d) Due to potential damage to supply lines, construction of embankments must be previously discussed with facility planning. The external company must learn the contact details of facility planning from the coordinator.

#### **11) Brose guidelines for environment, energy and safety at work**

The external company is obliged to comply with Brose guidelines for environment, energy and safety at work. They can be downloaded from the Brose homepage under Purchasing > Download > Handbooks-Templates

In particular, the following applies:

- a) Provision and storage of water polluting and environmentally hazardous substances must be done by means of sumps.
- b) In dealing with water-polluting substances, no harmful contaminants from soil, groundwater, surface water and wastewater may ensue. Work and storage tanks must be suitable, in good condition and double-walled over 100 liters. Binder material in sufficient quantity should be kept in the work area.
- c) Vehicle and machinery fuel and lubrication systems should not leak.
- d) Using washing areas for working equipment is prohibited without the express authorization of environmental protection specialist.

- e) Seepage of waste/process water and other liquids is prohibited. The same applies to introducing these into the sewer system, unless the environmental protection specialist has consented.
- f) Work on catch basins, restraint systems and equipment with water-polluting substances, as well as waste water treatment plants may only be carried out by specialized companies, according to the respective water rights valid at the installation site.
- g) In performing activities with waste produced, the external company is obliged to recycle, dispose of and remove it from Brose's premises properly and in compliance with relevant regulations. Copies of all resulting evidence and documents arising from this obligation must be handed over to the coordinator immediately. The external company is entitled in individual cases to dispose of waste in compliance with the current waste separation system upon approval of Brose's waste management officer on the premises. The external company must learn the contact details of the relevant waste management officer from the coordinator, as long as the data are not included in the 'Document for Assignment for External Companies' under paper 1, page 2.
- h) Burning waste of any kind on the premises is prohibited.
- i) Dust, odor and noise emissions should be reduced to the level technically achievable. Stresses harmful to the health of employees and local residents are excluded. Equipment used must meet the requirements of the Equipment and Machine Noise Regulation.
- j) Construction and manufacturing materials containing asbestos, halogenated hydrocarbons, lead and carcinogenic fiber materials may not be used.
- k) Resources (e.g. water, energy, materials and supplies) should be used sparingly.
- l) For activities with considerable environmental impact, the external company shall engage only employees who are qualified by education, training or experience. Related evidence shall be presented to Brose at any time on demand.

## 12) Fire prevention and protection

In the course of activities with fire hazard, the external company is obliged to use the permit procedures for hot work according to 9d) and arrange for decommissioning fire alarm systems and/or fire suppression systems with the coordinator by involving the fire prevention officer, plant security or the security responsible. The external company is obliged to provide extinguishing agents and after completion of the work to remove combustible materials and gases from the building or work areas, such as roof areas, and if necessary provide fire protection items. Escape routes, doors and fire-fighting equipment must be kept clear. Breakthroughs through fire walls are permitted only after consultation with the coordinator and sealed again with the procedure established by the coordinator.

## 13) Other arrangements

- a) The construction and installation site must be kept in an orderly condition and cleaned up after work is completed.
- b) Bringing cameras and taking pictures on the premises is - if there is no special permit by Brose - not permitted.
- c) On Sundays and public holidays, external companies' employees are only allowed to enter our premises upon written authorization from Brose.

d) Construction water withdrawal from hydrants is only permitted with coordinator's approval.

**14) Energy management system**

Brose is committed to careful use of energy and constantly improving its energy efficiency. To achieve this, an energy management system according to ISO 50001: 2011 is available in numerous locations. The external company therefore ensures economical and careful use of energy!

**15) Site-specific regulations**

If site-specific regulations (e.g. country-specific regulations or internal company rules) exist at the respective Brose site, the external company is obliged to comply with them. The site-specific rules shall be communicated as part of coordinator's briefing.

**16) Staff training**

The external company is obliged to instruct its staff before the start of activities about the content of 'Brose Instructions for External Companies' and demonstrate this in a suitable form upon Brose request. In addition, the external company is responsible for ensuring that its employees comply with the provisions of the 'Brose Instructions for External Companies.' The briefing about working conditions, hazards and protective measures must be demonstrably repeated at least once a year.

**17) Binding language versions**

German and English versions are obligatory.  
All other language versions only serve for a better understanding.