Company regulations
for external persons
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This rule is published by:

Veritas AG
Corporate Safety – Health – Environment
Stettiner Straße 1-9
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We are looking forward to suggestions for improvement. If you have any suggestions, please do not hesitate to contact us (info@veritas-ag.de).
General information on these regulations

Aim:
The Poppe-Veritas group wants to

- avoid or reduce the risks of hazards to man and the environment
- avoid damage to our assets and the assets of third parties
- ensure a perfect workflow
- promote energy-saving work
- avoid disputes.

The following company regulation for external persons is intended to assist us in achieving this goal.

Who is addressed?
These operating regulations apply to all external persons who reside on the factory premises of Poppe-Veritas Group. These are all persons who are not employees of the Poppe-Veritas Group, in particular:

- Visitors (employees of customers, suppliers or other partners)
- Employees of service providers acting on behalf of Poppe-Veritas Group

There is a special regulation for persons of the delivery traffic (truck driver).

Important note:
Please note that we provide a home ban for noncompliance with these regulations and your employer is informed by us. We reserve the right to withdraw the order from service providers.

Information about Poppe-Veritas Group:
Today, the Poppe-Veritas Group is an international development partner of the automotive industry with leading material and system competencies for the fluid, thermal and sealing management of vehicles.

The Veritas subgroup was founded by William Elliott in Berlin in 1849. After several mergers in the late 19th century, the company changed its name from 1929 to 1999 as Veritas Gummierwerke AG. It is the oldest rubber processing company in Germany - even continental Europe. The Poppe subgroup was founded by Carl Wilhelm Poppe in 1911 and is a leading manufacturer of seals and profiles made of elastomers.

In addition to the headquarters in Gelnhausen and Gießen, the Group’s sites are located in Benshausen (Thuringia), Neustadt in Sachsen, Sarajevo (Bosnia and Herzegovina), Mieders (Austria), Dunakiliti (Hungary), Kunshan (China), Puebla (Mexico) and Cerkezköy (Turkey). In addition, the Poppe-Veritas Group has foreign sales offices in Novi (Michigan / USA) and Seoul (South Korea).

The plants of the Poppe-Veritas Group are certified according to the following standards:

- Quality – DIN EN ISO 9001 in connection with IATF 16949
- Environment – DIN EN ISO 14001
- Energy – DIN EN ISO 50001
- Occupational Health and Safety – OHSAS 18001

Our business policy you can find:

- german: http://www.veritas.ag/de/unternehmen/unternehmenspolitik
General rules

The following regulations apply to visitors and employees of service providers.

As a visitor you will be accompanied during your stay at the Poppe-Veritas Group. If you do not have a companion, please wait at the reception.

Please also comply with the following regulations:

1. Login and logout:
   Please register at the reception. If the location does not have a reception, please contact your contact person (usually by telephone).

2. Visitor badge:
   You will get an identity card. Please keep the identity card with you during your stay. Please report the loss of your passport immediately to your companion.

3. Safety information:
   At the doors are safety information (factory-specific). These help you to behave safely and avoid risks to yourself and others. Please take into account that there are numerous production-specific hazards throughout the plant. Upon entering the factory site, you acknowledge that you have become familiar with the safety information and have understood it.

4. Safety instructions and notes:
   On the entire site you will find specific safety instructions, which must be followed strictly. Follow safety instructions from our staff.

Here are our general safety information and rules:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Regulation</th>
<th>Icon</th>
<th>Regulation</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Parking" /></td>
<td>Parking in designated areas only</td>
<td><img src="image" alt="Fire Extinguishers" /></td>
<td>Keep the place free at fire extinguishers and fire hydrants, remember the places</td>
</tr>
<tr>
<td><img src="image" alt="Speed Limit" /></td>
<td>The maximum speed is 10 km/h on the entire factory site</td>
<td><img src="image" alt="Access" /></td>
<td>Access to areas only accompanied</td>
</tr>
<tr>
<td><img src="image" alt="No Food" /></td>
<td>Addictive drugs and intoxicants are prohibited (for example, alcohol). Do not eat and drink in production areas.</td>
<td><img src="image" alt="Escape Routes" /></td>
<td>Escape routes, please follow signs; do not block escape routes</td>
</tr>
<tr>
<td><img src="image" alt="Smoking" /></td>
<td>Smoking is only permitted on designated smoking areas</td>
<td><img src="image" alt="Emergency" /></td>
<td>In case of emergency, go to the emergency collection point</td>
</tr>
<tr>
<td><img src="image" alt="No Photography" /></td>
<td>Photographing is prohibited</td>
<td><img src="image" alt="Emergency Call" /></td>
<td>Emergency call (first aid, fire) - please inform an employee, the employee will take over the emergency call</td>
</tr>
</tbody>
</table>

Employees of a temporary employment agency do not require working day registration and deregistration at the reception, as well as the obligation to carry a visitor badge is usually omitted here.
Confidentiality:
By entering the premises, you acknowledge that you treat confidential information as confidential and do not disclose it to other persons.
Any information provided (such as documents or product samples) must always be kept confidential and may not be disclosed to persons outside your company.

Picture and sound recordings are strictly prohibited. When approved by the coordinator, photography is allowed on a case-by-case basis, and the use of photos is determined by the coordinator. In case of doubt, the coordinator may call in the responsible Data Protection Officer or Information Security Officer. We will claim damages and legal costs incurred by breaching this prohibition.

Liability:
We are not liable for damages due to a violation of these operating regulations. We are not liable for the loss of property. Therefore, pay attention to your valuables as it is appropriate in the public.
Special regulations for stays in production, testing and development facilities and technical rooms

The following regulations apply to visitors and employees of service providers.

For stays in our production, testing and development facilities and technical rooms, there is always a high risk potential. Please take into account the following additional safety instructions and safety hints to avoid dangerous situations:

<table>
<thead>
<tr>
<th>Stay on the ways</th>
<th>Beware of transport traffic, so go through doors and not through gates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do not touch any products or machines</td>
<td>Note signs for further protective equipment</td>
</tr>
<tr>
<td>Wear protective shoes</td>
<td>Report any incidents (including accidents) to your coordinator</td>
</tr>
<tr>
<td>Note warning signs</td>
<td>Smartphones distract from dangers, do not use them</td>
</tr>
<tr>
<td>1. electrical voltage</td>
<td>2. hot surface,</td>
</tr>
<tr>
<td>3. laser</td>
<td>4. explosive atmosphere</td>
</tr>
<tr>
<td>Implant carriers require the explicit consent of the coordinator before entering the manufacturing process</td>
<td></td>
</tr>
</tbody>
</table>

Please follow strictly the additional instructions of your companion or coordinator.
Special regulations for independent work on the factory premises by employees of service providers

If you are an employee of a service provider who has agreed that you may be on the factory premises to carry out your service yourself, you will receive a passport at the reception. Upon receipt of the card, you confirm that you comply with the following rules in addition to the rules described above for visitors and for the stay in production, testing and development facilities and technical rooms.

We point out that in case of a violation of these regulations we can withdraw from the order to the service provider. We expressly reserve the right to enforce any claims for damages and legal costs.

The following regulations must be observed:

- You have a coordinator of the company during your stay. This can be your contact partner or another person.
- Please coordinate with the coordinator your activity and your whereabouts on the factory premises. You may only stay in these areas of the factory premises (including the toilet and the break room). The entry of other areas is prohibited.
- Perform a collaborative risk assessment with the coordinator. Without such, the activity is not allowed.
- You are responsible for the performance of your duties for compliance with the regulations of the environment, occupational health and safety as well as social law specific to your activity. In addition, make sure that you comply with all the requirements of your own specific or profession.
- Carry out safety instructions for all your own employees (findings from the joint risk assessment + regulations from these company regulations).
- The tools, machines, systems and vehicles used by you may only be used provided that they comply with all operational requirements and have the relevant approvals. The use of tools, machines, equipment and vehicles of the Poppe-Veritas Group is strictly forbidden.
- Use of Poppe-Veritas Group infrastructure (e.g. electricity, compressed air or water) must be agreed with the coordinator and all media should be used sparingly.
- Any resulting waste must be disposed of by you or disposed of in agreement with the coordinator to the factory defaults by the waste of Poppe-Veritas Group.
- After completion of the activity and before leaving the field of activity, all created or existing dangers must be safeguarded and the consumption of unnecessary media terminated.
- Faults, accidents, damage or dangers must be reported to the coordinator without delay.

Note: In order to avoid any later ambiguity in the settlement of your activity, we expect you to sign any timesheets daily and attach the invoice later.
Additional instructions for installation & manual work

During assembly and manual work, the following must also be considered:

- In the outdoor area, power tools must be protected by an RCD circuit breaker.
- Cable drums must generally be equipped with overheating protection.
- During the work, the entire work area must be properly protected against all hazards (e.g. block off, put up signs).
- When using chemicals (such as cleaners, paints, etc.), there must be no danger to people, the environment or property. Before starting work, make sure that there are no hazards or damages. In case of uncertainty contact your coordinator. Any damage caused by this must be compensated by you.
- If necessary, you can contact the department of Environmental, Health and Safety for specialist advice. In principle, no chemicals with one of the following properties may be used:
  - Material warehouses and batches must be created securely. They must not affect the operation.
  - Reduce flammable materials in and on buildings to a minimum.
  - Work on or near live installations or equipment must be coordinated with our electrical department.
  - The following works always require a separate approval from the coordinator:
    a) welding, soldering, abrasive cutting, and other hot work
    b) working in potentially explosive areas and systems
    c) working in confined spaces
  - Secure your work in height. If necessary, use aerial work platforms, scaffolding and safety harnesses (personal protective equipment against falls). Safely secure the area below your work area (falling objects & dirt).

Additional information for work on buildings

When working on buildings, please also consider the following requirements:

- Prestressed concrete binders must not be drilled or intercepted from below.
- For ground fixing (ground anchors) only adhesive anchors may be used.
- Fire protection walls, gates and doors must not be impaired.
- Drilling through fire protection walls must first be agreed with the coordinator and then professionally sealed without delay. The seal may only be made by specialized companies and must be marked with a certificate on site.
- Before drilling in the wall, make sure that no internal supply lines can be damaged.
- Building materials used must be agreed in advance with the coordinator.