



Veritas



Company regulations

for external persons

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This rule is published by:

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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 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 Veritas Group.

These are all persons who are not employees of the Veritas Group, in particular:

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

Insofar as the following refers to "employees of the service provider", this also refers to the freelancers/self-employed subcontractors used to provide the service.

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.

Definition

Work equipment means objects and other means used for the performance of services, such as tools, machines, equipment and vehicles, devices, furniture, equipment, hardware and software, means of communication, etc., as well as systems requiring inspection.

The use of work equipment includes any activity with these. These include, in particular, the assembly and installation, operation, switching on or off, adjustment, use, operation, maintenance, cleaning, checking, conversion, testing, dismantling, transporting and monitoring.

Information about Veritas Group

Today, the 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 group 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 Gummiwerke AG. It is the oldest rubber processing company in Germany - even continental Europe.

In addition to the headquarter in Gelnhausen, 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).

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

- Quality – DIN EN ISO 9001 in connection with IATF 16949
- Environment – DIN EN ISO 14001
- Occupational health and safety management system – DIN ISO 45001
- and maintain an energy management system based on the DIN EN ISO 50001.

Our business policy you can find:

- [Veritas Business-Policy.pdf](#)

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 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:

	Parking in designated areas only		Keep the place free at fire extinguishers and fire hydrants, remember the places
	The maximum speed is 10 km / h on the entire factory site		Access to areas only accompanied
	Addictive drugs and intoxicants are prohibited (for example, alcohol). Do not eat and drink in production areas.		Escape routes, please follow signs; do not block escape routes
	Smoking is only permitted on designated smoking areas		In case of emergency, go to the emergency collection point
	Photographing is prohibited		Emergency call (first aid, fire) - please inform an employee, the employee will take over the emergency call

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:

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

Please follow strictly the additional instructions of your companion or coordinator.

Test and laboratory areas may only be entered when accompanied by a member of the department.

Safety overshoes are available upon request at the reception.

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.

Unless otherwise agreed, we expect you to observe the following regulations in order to avoid subsequent ambiguities when billing for your work:

- 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 if they comply with all operational requirements and have the relevant approvals.
- The following conditions apply to the cost-neutral use of work equipment of the Veritas Group by non-employees:
 - a. The borrower assures that only "experts" who are familiar with the operation of the equipment and have the required training, use the equipment. All factory-specific specifications of the respective company of the Veritas Group, legal requirements, and manufacturer information must be observed. The borrower is obliged to check the respective work equipment for operational suitability before commissioning or use.
 - b. The borrower is liable for all damage to the borrowed equipment resulting from improper handling. He is also, without prejudice to the liability of third parties, obliged to pay damages in the event of loss. Damage detection, repair and replacement are carried out or mediated by the Veritas Group at the expense of the hirer.
 - c. Damage and defects in the items borrowed by the borrower will only be recognized if they have been communicated to the order-specific coordinator of the Veritas Group prior to use. All borrowed items must be inspected by the lender of the Veritas Group upon return for damage.
 - d. The borrower undertakes to comply with the agreed time of use.
 - e. The transfer of borrowed equipment and work equipment to third parties is not permitted without the consent of the Veritas Group.
 - f. The Veritas Group is authorized to assure the proper use of the delivered items at all times. It assumes no liability and makes no compensation for breakdowns or malfunctions due to use. Upon acceptance of the working equipment and the suspension of these rental conditions, these are deemed to be accepted.

- g. The coordinator must consider the use of the work equipment with the borrower in the risk assessment.
- h. Necessary infrastructures required for the use of work equipment shall be agreed with the coordinator.
- Use of 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 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 all areas (incl. outdoors), power tools/consumers (such as hand-held drilling machines) must be protected by an RCD or PRCD circuit breaker (e.g. via extension with PRCD).
- For AC sockets (single-phase operation), RDC protection with a rated fault current of 30 mA must be provided.
- 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 Quality-Environment-Health-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.