



VDM Metals Group

Code of conduct for external companies

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The 8 Rules of Occupational Safety

1. I am physically, mentally and medically able to perform my work.
2. We organize our work in a way that is safe and healthy.
3. We ensure neatness and orderliness at our workplace and in the company.
4. Fire safety secures our jobs.
5. We observe safety signs codes and regulations and do not ignore any safety measures.
6. We use tools and work equipment, strictly for their intended uses, and only after requisite training and instruction.
7. We are cautious around moving and rotating parts.
8. I always wear my PPE (personal protective equipment).



Safety regulations for external companies

1. General

- 1.1 Scope
- 1.2 Use of subcontractors
- 1.3 Legal, contractual and other regulations
- 1.4 Contact with authorities
- 1.5 Conduct in the event of medical conditions subject to registration
- 1.6 Conduct in the event of substance release, fires, and explosions
- 1.7 Prohibition of alcohol, intoxicants, drugs, and anti-smoking measures
- 1.8 Commercial activity
- 1.9 Collaboration to ensure IT Security
- 1.10 Photography and Filming
- 1.11 Poaching ban
- 1.12 On-site Inspections
- 1.13 Reporting
- 1.14 Work Hours
- 1.15 Theft prevention
- 1.16 Employment ban
- 1.17 Consequences of Violations
- 1.18 Equipment

2. Site equipment

- 2.1 General
- 2.2 Telephone and network connections
- 2.3 Electricity
- 2.4 Water
- 2.5 Base setup
- 2.6 Waste disposal

3. Personnel deployment/ entry and exit regulations for non-employees

- 3.1 Qualification of deployed personnel
- 3.2 General
 - 3.2.1 Facility passes
 - 3.2.2 Facility passes without photo
 - 3.2.3 Facility passes with photo
 - 3.2.4 Return of facility pass
 - 3.2.5 Visitors
- 3.3 Daily/monthly operation reports
- 3.4 Operational hours
- 3.5 Attendance logging



4. Occupational Safety

- 4.1 General traffic safety obligations of the Contractor
- 4.2 Occupational health and safety instructions
 - 4.2.1 Compliance with special regulations
 - 4.2.2 Initial training
 - 4.2.3 Safety Check
 - 4.2.4 Log on and Log off obligation in areas of operation
 - 4.2.5 Personal protective equipment (PPE)
 - 4.2.6 Conduct
 - 4.2.7 Safety inspections of contractor bases
 - 4.2.8 Reporting Defects/Malfunctions
 - 4.2.9 Safety signage
 - 4.2.10 Unacceptable Conduct
- 4.3 Conduct in the event of accidents
- 4.4 Regulations for on-site work
 - 4.4.1 Hazardous materials
 - 4.4.2 Scheduling and approval of work on plant machinery
 - 4.4.3 Overhead lines, cable ducts and buried medium/high voltage cables
 - 4.4.4 Noise
 - 4.4.5 Use of vehicles, conveyors and hoists
 - 4.4.6 Tankers
 - 4.4.7 Test run
 - 4.4.8 Completion of tasks
 - 4.4.9 Maintenance and servicing Instructions

5. Environmental protection

- 5.1 Waste
- 5.2 Soil and water
- 5.3 Air and noise
- 5.4 Incidents with environmental significance
- 5.5 Energy efficiency

6. Fire and explosion prevention

7. Traffic regulations on VDM premises

8. Inward and outward transfer of contractor's property

9. Inward and outward transfer of order related materials

- 9.1 Deliveries
- 9.2 Return
- 9.3 Weighing



10. **Parking Permits**

11. **Scrap**

12. **Supplies**

12.1 Material

12.2 Industrial gases

12.3 Equipment, Scaffolds, platforms, covers

13. **Billing**



1. General

1.1 Scope

These safety regulations are applicable on the entire plant premises and in all production halls of VDM Metals Group (VDM). They govern the general safety regulations for occupational health, safety and environmental protection and also govern the rules of conduct prescribed for this purpose for all persons working on, entering or driving through the plant premises and production halls and persons who do not belong to VDM's workforce.

1.2 Use of sub-contractors

If the Contractor (CO) uses subcontractors, the CO shall ensure that these subcontractors are aware of and comply with the regulations for external companies. The Contractor shall in writing, notify VDM of its subcontractors prior to commencement of work. VDM reserves the right to reject subcontractors.

1.3 Legal, contractual and other regulations

The Contractor undertakes to deploy personnel, external personnel as well as all vehicles and equipment in accordance with the regulations for external companies in compliance with the relevant statutory provisions, collective bargaining agreements and other regulations.

1.4 Contact with Authorities

The Contractor shall inform VDM specialist departments (e.g. occupational safety, maintenance) or the plant management prior to any contact with the authorities

1.5 Conduct in the event of medical conditions subject to registration

In the event an employee comes down with an illness subject to registration, the Contractor shall inform the VDM health department thereof. Concurrently, the contact person of the sick person and the place of employment at VDM shall be reported to the health office.

1.6 Conduct in the event of substance release, fire, and explosions

In the in the case of substance releases (gas, benzene, etc.), fires and explosions, the Contractor shall immediately inform the central office (gatekeeper). Emergency numbers and reporting plans are listed in the appendix. The instructions of the emergency response personnel (plant safety, occupational safety, plant fire department) must be followed. Site-specific information regarding emergency numbers can be found in the "Safely to your destination" leaflet, handed out to the Contractor with the site pass.



1.7 Prohibition of alcohol, intoxicants, drugs, and anti-smoking measures

The possession, consumption and use of alcoholic beverages, intoxicants and drugs are prohibited on the company premises. Furthermore, it is prohibited to enter the company premises under the influence of alcoholic beverages, intoxicants, or drugs. The in-house regulation on the protection of non-smokers must be complied with. In the event of non-compliance, VDM reserves the right to deny defaulters entry to its premises.

1.8 Commercial Activity

The Contractor may only perform work for VDM on the Company's premises. All other commercial activities, e.g. "distribution of leaflets and flyers ", "Sale of goods and advertising „or "putting up posters and writing on walls" on the factory premises is prohibited.

1.9 Collaboration to ensure IT Security

The IT staffing is responsible for the provision of a workstation and workstation equipment to the external employee. The following rules apply.

- Short-term projects billed on a flat rate basis can be done remotely from after prior consultation with the IT contact person.
- The work is to be carried out using the computers provided by VDM Metals Group. The devices must be handled with care.
- The use of third-party IT equipment in the VDM Metals Group network is prohibited. An IT support person can however provide access to the VDM network via a VPN tunnel.
- If a notebook is made available to a contractor, the contractor must confirm receipt in writing. The device must be returned on completion of the assignment.
- Notebooks must be secured against theft.

IT related regulations

External IT contractors must acknowledge in writing that they have made themselves familiar with the guiding principles and Rules for contract staff.

All internal directives of the IT department apply to external staff in the same way as they do to VDM employees. In particular, the use of the systems for purposes other than the fulfillment of the order is prohibited.

The following regulations must be observed:

- The Information Security Policy
- The terms of the company agreement for the use of communication systems of the VDM Metals Group

These documents are published on the VDM Information portal. The external staff must take these into consideration. In addition, the specific administration and development guidelines of the respective area of operation apply, in particular

- the IT policy "VDM SAP Development Standards "
- The guidelines for data backup as well as up-to-date versions of other administrator guidelines in the area of infrastructure.

The IT contact person has the task of handing over these rules and guidelines to the outsourced workers.

1.10 Photography and Filming

Photography and filming are prohibited on the entire VDM company premises. Permission however can be granted by the plant safety or the marketing department.

1.11 Poaching ban

The Contractor shall without restriction, be prohibited from taking measures to recruit VDM employees and employees of other contractors on the plant premises.

1.12 On-Site Inspections

VDM carries out on-site inspections to ensure that the Contractor complies with the laid-out guidelines guiding their deployment.

The checks are carried out in the form of safety inspections by the plant management, plant management, occupational safety, works council and, where applicable, plant safety. For this purpose, the Contractor shall grant VDM employees' access to all facilities on the plant premises, provide information and allow inspection of documents to the extent required for the inspection.

1.13 Reporting

The Contractor shall document the deployment of personnel, the use of equipment, the delivery of materials, the work performed and the progress of the work in a suitable form. This does not affect the statutory obligation to report to authorities and employers' liability insurance associations.

1.14 Work Hours

In principle, a weekday framework schedule of working hours from 07:00 - 18:00 hrs. apply. Any deviations from this must be agreed with the client. The provisions of the Working Hours Act shall remain unaffected.

1.15 Theft prevention

To protect company and personal property, plant security staff are authorized to carry out checks.



1.16 Employment ban

The employment / presence of young people under the age of 16 on the premises is prohibited.

1.17 Consequence of Violations

VDM shall penalize any violations of its regulations by the Contractor or its subcontractor and take appropriate punitive measures.

Depending on the type and severity, violations may include e.g.

- A reprimand
- a ban on entering the plant for persons and/or
- the exclusion of the Contractor from further assignments result in damage to the product. VDM reserves the right to call in the authorities if necessary and to claim damages.

1.18 Equipment

The Contractor undertakes to use only approved work equipment that has been inspected by an expert on the premises of VDM. The inspection stickers must be placed visibly on the respective work equipment. The work equipment to be tested includes

E.g. electrical equipment, step ladders, ladders, as well as belts and slings.

2. Site Equipment

2.1 General

To erect a construction site, necessary approvals must be sought from the operations department, which also allocates the space for storage, assembly, and personnel accommodation. The Contractor shall coordinate its storage with the plant department management. The allocation of spaces shall be decided based on a site layout plan to be submitted by the Contractor, which must show the local and temporal space requirements. The laying and connection of lines (gas, water, sewage, electricity) and the erection of scaffolding must be coordinated with the operations department.

The Contractor shall also make the construction site facilities available to other companies upon VDM's request, provided that the Contractor's interests are not unreasonably impaired thereby. The plant safety department is responsible for allocating parking spaces. Access routes for fire, rescue, police, and other emergency vehicles must be kept clear. The Contractor shall maintain the construction site equipment and protect it against unauthorized use and theft. On completion of the project, the equipment must be dismantled and transported away without delay. The Contractor shall always ensure the protection and safeguarding of grounds. The Contractor shall keep its construction sites and bases clean and in a tidy condition.



It is prohibited to dwell or camp on the site.

VDM owned changing rooms, washrooms, and break rooms in the vicinity of the construction site, may be used freely. A refundable deposit is to be paid for lockers. Furthermore, prior notification is to be given of the number of lockers required. Sufficient toilet facilities are to be provided by the Contractor if not available.

2.2 Telephone and Network Connections

Applications for telephone and network connections must be made in writing to the Operations Department in good time before the start of construction/assembly.

2.3 Electricity

The electrical power at sites rented from third parties or in rooms, buildings and containers on the plant premises shall be provided by VDM without charge in accordance with the locally available connection values including metering and in conformity with measurement and calibration laws. Irrespective of invoicing, consumed electricity quantities must always be calibrated and transmitted by the company to Controlling / Central Technology at the end of each month.

In the production areas, the supply voltage is 400/230 V AC three-phase current. Supply voltages which deviate from this are only available after approval by the Operations department. The Contractor shall provide any transformers required for modifying the supply voltage. The Contractor is responsible for compliance with any relevant safety regulations. The connection to the VDM power grid and the routing of the power lines shall be coordinated with the Operations Department Management. The Contractor shall specify the expected consumption values.

Laying, maintenance, relocation and dismantling of the distribution lines from the point of transfer are part of the Contractor's scope of services. The Contractor shall notify the Operations Department of the termination of use in good time prior to dismantling.

2.4 Water

Water shall be provided by VDM without charge. Sewage lines shall be connected to the sewerage system after consultation with the Customer.

2.5 Base Setup

Contractors with longstanding contracts on the premises can rent a base. Location and rental agreements are to be coordinated with the plant management and the purchasing department. The Contractor shall post a sign at the base on which details such as company name, company address and the telephone number of a representative who can always be reached, can be found. Any media available at the base shall be made available by VDM at a charge. The base and its facilities shall be equipped with suitable fire extinguishing equipment.



2.6 Waste Disposal

The waste management systems available at VDM shall be used for the disposal of waste. VDM Disposal Services will provide collection bins on request (see also 5.1 "Waste").

3. Personnel deployment, entry and exit regulations for non-employees

Management of personnel, the factual and disciplinary right to issue instructions as well as the design and implementation of the personnel deployment lie exclusively with the Contractor. For this purpose, sufficiently qualified management personnel shall be deployed. Persons who violate occupational safety and accident prevention regulations or who do not follow the instructions of the client or his representatives in this regard shall be dismissed and replaced. The Contractor shall ensure that a German-speaking person authorized to issue instructions to its workforce and the workforce of its subcontractors is present on site at all times.

3.1 Qualifications of deployed personnel

The Contractor shall on request, provide VDM with evidence of relevant qualifications of its deployed employees.

3.2 General

3.2.1 Facility passes

Each external company employee must be in possession of a valid company ID card, which must be presented without being asked each time he/she enters or leaves the company premises.

VDM distinguishes between work passes without and with a photograph. The Contractor shall apply for work passes for its employees and for employees of subcontractors to be deployed by it in good time before commencement of work. However, an employee will only receive a pass upon presentation of his/her ID card/passport. Employees from non-EU countries must also present the original of the valid residence and work permit.

Each contractor employee must always carry his/her own company ID card with him/her and wear it visibly. Contractor employees in possession of a company ID without a photo must be able to prove their identities by presenting an official valid photo ID

3.2.2 Facility passes without photo

For short assignments of up to five days, the employee of the Contractor receives a facility pass without photo at the gate. This pass is non-transferable.



3.2.3 Facility passes with photo

For foreseeable assignments of more than five days, a facility pass adorned with a photo must be applied for at the Central Technical Office.

3.2.4 Return of facility passes

The Contractor shall ensure that all plant passes are returned immediately upon completion of the activity. This obligation shall also apply if the concerned person departs from the Contractor's firm or from the firm subcontracted by the Contractor. The pass must be returned to the security post, where this will be confirmed in writing. Loss of a facility passes must be reported immediately to Security.

3.2.5 Visitors

Each visitor must register at a gate manned by plant security personnel. The visitor must prove his/her identity by presenting an official photo ID such as an identity card, passport, or driver's license. Other Company IDs are not acceptable means of identification. A visitor's badge will be issued the visitor at the gate

3.3 Daily/Monthly Operation reports

VDM must be aware at all times of all activities carried out by contractors on the plant premises, as well as of all employees engaged in such activities. In this regard, the Contractor shall inform VDM in detail about the deployment on a daily or monthly basis. It is recommended that monthly reports be employed, if the operations aren't varied and are carried out by the same persons at the same location over a long period of time.

The Contractor must report the planned target personnel deployment inclusive of any subcontractors to the department in charge of external companies a day before commencement of operations. In the case of unscheduled operations at the latest by 7:00 a.m. on the respective deployment day. In the case of monthly operation reports, the target operation report must be available at the beginning of the month. The Contractor must inform the department prior to the commencement of operations if there are any discrepancies from the planned figures.

After the completion of the operations, the Contractor shall correct the reports, if necessary, to add the actual operating times and deliver them as an actual report to the department in charge of external companies at the latest after a period of three days. The messages and the time stamps form the basis for the payment of hourly wage benefits and surcharges (see also 13 "Payroll").

All messages are to be transmitted electronically via remote data transmission, Internet, etc. in the interface-specific format.



3.4 Operational Hours

The operating time begins with the commencement of activities at the respective place of work and ends there with the cessation of work. The time spent washing and getting changed does not count as operating time.

3.5 Attendance logging

The Contractor shall ensure that each person employed by him records every entry to and exit from the premises at the readers installed at the factory gates and in the administrative buildings with the help of the issued factory passes.

4. Occupational Safety

With regard to occupational health and safety, the same safety standards apply to employees of the Contractor as to VDM employees. The safety inspection of external companies at VDM is part of the VDM occupational health and safety system and is carried out by the client (customer VDM) with the support of Occupational Health and Safety.

The safety-related support of the external companies is to be organized by the external companies themselves.

4.1 General traffic safety obligations of the contractor

Every Contractor is responsible for the so-called "General Road Safety Duties ". Accordingly, every Contractor is obliged to ensure that no occupational hazards (e.g. due to excavation work), no physical hazards (e.g. uncovered excavation pits) and no traffic hazards (e.g. unsecured passageways over excavation pits) arise in his working area.

4.2 Occupational health and safety instructions

The following VDM employees are authorized to issue instructions to the Contractor in all matters of occupational health and safety:

- Occupational safety officer
- Designated individual in the respective operating area
- Named construction specialist or construction manager in accordance with NRW state building regulations
- Named coordinator according to § 6 BGV A1 or § 3 Construction Site enactment
- Authorized Hazardous Materials and Radiation Protection Officer

The Contractor is required upon request, to disclose all information relating to occupational health and safety to the above-mentioned group of persons.

In the event of violations of occupational health and safety regulations, the occupational safety department is authorized to pronounce measures up to prohibition of further execution of operations.



4.3 Compliance with special regulations

4.3.1 Initial Training

Prior to commencement of his assignment, the employee shall be instructed in an informational session by VDM on the fundamental guidelines, such as the VDM occupational health and safety system. The points addressed by the client and documented therein are mandatory and include, but are not limited to, the following content:

Occupational Health and Safety Act, VDM Safety regulations for external contractors, Industrial Safety Ordinance, Construction Site Ordinance, Conduct in the event of accidents, Special hazards, Personal protective equipment, Employee time regulations, Temporary Employment Act (AÜG), Coordinator's function, Employee instruction, Shutdown list, Registration and deregistration, road traffic regulations, safety check

If any work is carried out in potentially hazardous areas, e.g. laboratories, pickling plants, workplaces at heights, etc., hazard-specific instruction must be provided. The briefing must be documented.

The Contractor is once a year obliged to instruct his employees, in accordance with BGV A1, about workplace-specific hazards and suitable measures to avert them. The Contractor shall in addition pass on the contents of the initial instruction by VDM to its employees in the form of an instruction. The instructions are to be documented and made available to VDM upon request by Occupational Health and Safety.

In all occupational health and safety matters, the Contractor may contact VDM's Occupational Health and Safety department.

4.3.2 Safety Check

Pursuant to § 8 ArbSchG, VDM and the Contractor are required to inform each other of mutual hazards, among other things, for repair work and services. VDM documents this information in the Safety Check (form). VDM enters plant/facility-specific hazards and protective measures for normal operations in the Safety Check. The Contractor shall make additions that become relevant during the execution of the work. The safety check signed by VDM and the Contractor must be available at the operational reporting point (contact person at VDM) before the start of repair work.

The Contractor is obliged to instruct its employees on the contents of the respective safety checks prior to commencement of operations. Corresponding documentation of the instruction shall be kept on site and submitted to the responsible VDM departments (e.g. coordinator, occupational safety) upon request.

The safety check is the basis of the risk assessment of the external companies.



4.3.3 Log on and Log off obligation in areas of operation

The Contractor shall ensure that its employees are registered at the company registration offices (porter) before commencing work and that they are again deregistered after completing their work.

The Contractor must report to the responsible VDM employee (contact person) each day before starting work and must also sign out after finishing work.

4.3.4 Personal protective equipment (PPE)

All persons are obliged to wear the site-specific protective equipment and follow the rules of conduct according to the flyer "Safely to your destination."

Job-related PPE is determined during initial training based on the hazards in the task to be performed.

4.3.5 Conduct

For safety reasons, the following rules of conduct must be observed:

- Individual production halls and areas may only be accessed after having been briefed or in the company of a VDM employee.
- All production halls may only be entered and exited via the pedestrian entry and exit doors. Walking through a hall entrance is prohibited.
- Instructions of VDM employees must be followed while parking vehicles for deliveries and collections.
- Blocking of escape and rescue routes is prohibited.

4.3.6 Safety inspections of contractor bases

The Contractor is obligated to have its bases located on the factory premises inspected once a year by the Client with the support of Occupational Safety.

4.3.7 Reporting defects/malfunctions

Each Contractor must immediately eliminate any defects, malfunctions, accident hazards, etc. that are discovered or report them to the respective plant management, the coordinator or occupational safety.



4.3.8 Safety Signage

It is mandatory to observe all prohibition, mandatory, warning and rescue signs in the operating companies.

4.3.9 Unacceptable conduct

In the interest of order and safety, it is prohibited to remove or modify safety equipment.

4.3.10 Conduct in the event of accidents

The Contractor shall inform his employees of the emergency numbers, telephone locations, important area numbers, alarm plans and accident procedure plans before the commencement of work.

Accidents that occur on the plant premises must be reported immediately to the respective VDM contact person (coordinator, occupational safety, area management).

In the event of accidents resulting in an absence of more than 3 working days, the Contractor must also submit a copy of the accident report to the Occupational Safety Department of VDM.

4.4 Regulations for onsite work

4.4.1 Hazardous materials

The Contractor must submit all safety-relevant information to the respective company official or to the coordinator prior to the use of hazardous substances or if hazardous substances are released during the activity (danger due to hazardous substances according to the safety check). Such information as the risk assessment, hazardous substance operating instructions and relevant safety data sheets.

The contractor, company and coordinator must jointly assess the hazards posed by all hazardous substances occurring on site and agree on the necessary protective measures. The result must be documented by all parties involved. Depending on the case, operating guidelines are to be provided.

4.4.2 Scheduling and approval of work on plant machinery

When working on equipment, the power supply must be interrupted and the equipment or the area of the equipment must be secured against unauthorized, erroneous or independent power-up. Aids for execution and documentation for this are main command devices as well as Fuse Diagrams. Possible hazardous self-activation must be prevented by mechanical blocking. Existing energy storage devices, e.g. pressure vessels, must be depressurized if necessary after they have been discharged.



4.4.3 Overhead lines, cable ducts and buried medium/high voltage cables

To exclude the possibility of mutual hazards during activities under and in the vicinity of supply lines (overhead lines), coordination with the responsible departments (maintenance) must take place at least 24 hours before the start of work. Especially dangerous is crane work in the vicinity of overhead power lines.

4.4.4 Noise

If the work to be carried out leads to excessive noise levels (80 dB A) at the surrounding workplaces (BGV B3 - Noise), suitable measures must be agreed with the area management or the coordinator at the earliest possible time.

4.4.5 Use of vehicles, conveyors, and hoists

All vehicles, conveyors and lifting equipment must for identification purposes, be equipped with an unmistakable identifier and equipped in accordance with the state of the art and applicable rules and laws

The driver must always carry his driver's license/certificate of competence and vehicle registration/work permit while operating motorized vehicles.

4.4.6 Tankers

If tankers are required, the Contractor must ensure that only those which have been cleaned and freed of residual materials are used to prevent uncontrolled chemical reactions.

4.4.7 Test run

If a facility (machine, machine-technical components, parts of production facilities, etc.) is put into operation on a trial basis without the regulations applicable to normal operation being able to be applied, safety measures must be defined with the coordinator/construction manager or the area management and the persons involved must be trained.

4.4.8 Completion of tasks

A final inspection must be carried out on completion of work. Care must be taken to ensure that:

- safety-related equipment is functional, and the grates or other covers have been reattached/fastened,
- assembly parts, waste pieces, material residues etc. have been disposed of and used gas cylinders have been removed again,
- The work area has been left tidy and clean.



Negative experiences are to be discussed with the coordinator to avoid problems reoccurring in future.

4.4.9 Maintenance and servicing instructions

The Contractor shall, in the planning stages, provide information on maintenance and servicing for the work to be performed (necessity to be agreed with the respective VDM coordinator).

5. Environmental protection

The Contractor shall carry out its work in compliance with the statutory requirements in such a way that adverse effects on the environment are avoided within the scope of the execution of the contract. If adverse effects on the environment are foreseeable, this must always be coordinated with the Central Engineering Department. In addition, the Contractor is obligated to use water and energy responsibly and sparingly, thereby contributing to improving VDM's energy efficiency and conservation of resources.

Particularly with regard to energy as a resource, the Contractor supports VDM in improving its energy efficiency.

In this context, VDM also takes into account your suggestions for improving environmental protection and energy efficiency. Please get in touch with your VDM contact person. We are grateful for your suggestions for improvement.

5.1 Waste

The Contractor shall separate resulting waste (construction waste, paper, household waste, etc.). For waste quantities that do not justify the use of collection containers, an arrangement for disposal shall be agreed with VDM's Waste Management Officer.

Incineration of waste or open fire on the plant premises is prohibited.

5.2 Soil and Water

The Contractor shall conduct himself in such a way that no pollution of soil or water is caused because of his activities. Care and compliance with regulations must be ensured when storing and handling substances hazardous to water (e.g. AwSV). If soil contamination is found on VDM property during earthworks or civil engineering work, the Environmental Protection Department must be informed immediately via the plant department management or plant safety.

5.3 Air and Noise

The Contractor shall conduct himself in such a way as to avoid any perceptible air pollution or noise caused by his activities in the vicinity of our plant.

5.4 Incidents with environmental significance

Environmentally relevant incidents are extraordinary events or impacts which, due to their extent, are capable of changing the nature of water, soil or air, climate or plants in such a way that hazards for the environment can be brought about immediately or later.

All environmentally relevant malfunctions/damage and incidents must be reported immediately to VDM's Environmental Protection Department via the plant department management or Plant Safety.

5.5 Energy efficiency

VDM maintains an energy management system under which it is committed to conserving resources and reducing energy consumption. You as a Contractor are also included in this commitment and required to use energy-efficient work equipment and processes.

The Contractor is required to minimize the energy consumption resulting from the execution of the order and to work towards the continuous optimization of energy efficiency. This includes the following activities: Switching off consumers when not in use, actively initiating measures to reduce energy consumption (reporting leaks / leaks, suggestions for energy improvements).



6. Fire and explosion prevention

Safety regulations for fire and explosion protection must always be observed.

Special attention should be paid to:

1. Reducing fire hazards and safeguarding escape routes by reducing combustible materials in/on the structure.
2. Keeping the emergency escape routes free of obstacles for the fire department
3. Accessibility for existing fire protection equipment
4. Labeling and controlled storage of combustible materials
5. Equipping the base and its facilities with suitable firefighting equipment
6. Carrying out work involving fire hazards only in conjunction with a valid permit for work involving fire
7. The improper use of fire protection equipment is prohibited
8. The company must be notified immediately of any fire protection equipment being taken out of service, damaged, removed, missing, used, or rendered unusable.

Specifically: Fire and escape route signage, fire and smoke doors, fire bulkheads, fire extinguishers, signage for hazard alarms, extinguishing areas and hazard warnings, any activation points for fire protection equipment, telephones, overhead, underfloor, and wall hydrants. The local fire protection regulations and escape route plans must be observed.

In the event of fire or other accidents, plant security must be alerted immediately via the emergency alarms, if available in the occupied area. Site-specific special features regarding emergency numbers can be found in the flyer "Safely to your destination". The instructions of the plant safety staff must be followed.



Emergency call via cell phones:

Altena	02392 - 552802
Unna	02303 - 6734211
Siegen	0271 - 808112
Werdohl	02392 - 552202

Decommissioning of hazard detection systems, such as automatic fire detectors, pushbutton detectors, and other alarm or fire extinguishing systems must be arranged via the plant department management.

7. Traffic regulations on the VDM plant premises

The Highway Code rules apply throughout the plant premises. As there is often no separation between footpaths and travel paths of motorized vehicles, drivers of these vehicles are required to pay increased attention and always be on the lookout for pedestrians. The Speed limits are always to be obeyed. Compliance with the STVO and load securing regulations on the plant premises is mandatory. Violations will be punished, e.g. by withdrawing the parking or driving permit. Vehicles may only be driven into halls on the instructions of a VDM employee working there. When driving into halls, the hazard warning lights, and dipped headlights must be switched on. The vehicle must be driven very slowly.

8. Inward and outward transfer of contractor's property

For the inward and outward transfer of assembly equipment, devices, tools, materials, workstation systems (PC including accessories), etc., which remain the property of the Contractor, the form "Inward and Outward Transfer of Contractor's Property", which is available at the factory entrance, must be completed as proof upon the inward transfer. Containers are excluded from this requirement.

If the incoming materials are taken out of the premises on the same day, they must be taken out of the through the entry gate. In the event the imported materials, including individual parts are taken out at a much later date, the original import certificate must be presented in addition to the tool list.

If many items or material containers are to be removed, plant safety must be present while the materials are loaded.

The import of weapons, weapon parts, ammunition, pyrotechnic products, animals and waste is prohibited.



9. Inward and outward transfer of order-related material

9.1 Deliveries

Vehicles (including fully laden) must drive to the respective goods receiving point in the VDM plant areas and present completed accompanying documents. These must be furnished with the order number and the construction site or project designation. The delivery must be made to the contractually agreed reception point. Materials are to be delivered in accordance with the progress of the project. The type and time of delivery as well as offloading options are to be coordinated with the plant and department management. Deliveries outside this regulation as well as special or heavy transports require coordination with Plant Security. It is prohibited to import materials and/or products not related to processing the order for VDM and store them on the plant premises.

9.2 Return

A delivery bill with the signature of the plant department management is required for the return of leftover stock or incorrect deliveries. If order-related materials that have already been delivered have to be returned again for processing, this procedure applies once again.

9.3 Weighing

The Contractor shall be obligated to weigh all incoming and outgoing order-related material deliveries weighing more than 50 kg at the VDM scales.

10. Parking permits (exception Unna)

Parking on the premises is only possible with a permit.

Parking permits are issued at the respective gates. The permits are to be displayed in on the left side of the dashboard. On expiration, the permits are to be returned to the gate. Any loss of a parking pass is to be reported immediately.

Parking is only permitted in the allocated parking spaces. Illegally parked vehicles of the Contractor, its employees and subcontractors will be towed away at the Contractor's expense.

Repairing, servicing and washing of vehicles is prohibited on the VDM plant premises.

11. Scrap

Steel, cast iron and non-ferrous metal scrap resulting from the performance of services shall remain VDM's property and shall be recycled within the company in accordance with the instructions of the management of the operating department.



12. Supplies

Materials provided by VDM shall be used exclusively for the execution of the respective order. They may only leave the factory premises with the VDM delivery bill.

12.1 Material

Material supplies are to be requested via the plant department management.

12.2 Industrial Gases

The industrial gases required for the performance of work on the factory premises, such as oxygen and welding gases, shall be provided by the Contractor. VDM may under exceptional circumstances supply these gases. These must unfailingly be returned.

12.3 Equipment, scaffolds, service ramps

The return of equipment such as, scaffolding, working platforms, covers, etc. provided by VDM, as well as the end of implementation shall without delay be reported to the department management.

13. Billing

The Contractor shall without delay document and invoice the Services rendered in the form agreed with VDM.

VDM shall only remunerate according to agreed billing rates and/or surcharges, those work hours, which have been backed up by daily or monthly assignment reports and time stamps.

The Contractor shall be responsible for any consequences resulting from non-compliance with the invoicing requirements. VDM reserves the right to offset additional expenses incurred by VDM due to non-compliance with these specifications against claims of the Contractor.