



SAFETY RULES FOR CONTRACTORS

Valid for the following tesa operating sites:

tesa Werk Hamburg GmbH
tesa Werk Offenburg GmbH
tesa Manufacturing Hamburg GmbH
tesa SE Norderstedt

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1 Basic safety and environmental standards for contractors

1.1 Scope

These safety rules apply to contractors and their employees, hereinafter referred to in simplified form as "contractors", who work on behalf of a tesa company on a tesa site. The following safety rules are binding from the time of acceptance of an order that is carried out at one of the German tesa locations. Site-specific regulations are binding in addition to these generally applicable safety rules. These safety rules may be supplemented by further agreements between the client and the contractor.

The site security officer responsible at the site is responsible on behalf of the tesa companies for enforcing safety and order at the site and has the right to demand and invoke the site regulations. Controls may be carried out in the plant and at access points to protect company and personal property. The unlawful taking of products, samples and (production) waste is expressly prohibited. Any theft will be reported to the police. The instructions of the company management, the client and the plant security must always be followed. The plant security is entitled to issue plant bans in justified cases. In the event of danger, the site security must be informed immediately.

1.2 Legal notices

During their work for the Client, the Contractor's employees shall remain under the disciplinary control of the Contractor's management. The management of the contractors shall ensure that all relevant legal, official and trade association regulations, the recognized rules of technology, the generally recognized safety rules and the safety rules described below are complied with when carrying out activities on the client's premises. Violations of the applicable regulations may, in addition to the legal consequences, result in a ban on entering the company premises. During the work at the client's premises, a named contact person of the client shall be available for all questions. The client's contact person shall be informed about presence and absence as well as all questions concerning the course of activities and shall coordinate the activities. The contractor shall ensure that his employees have sufficient German language skills (reading, speaking and understanding) for their own safety. This is particularly important for making an emergency call in the event of an accident at work and for the correct understanding of signs in the company. The contractor shall ensure that his employees have a sufficient command of the German language for the task in hand.

2 Entering and leaving the premises, traffic and transports

2.1 Attendance, information duties

As a rule:

Every contractor must register with the plant security before starting work. When carrying out work within the premises, the contractor must register with the responsible supervisors of the area in which the activities are carried out (different regulations apply for tesa Manufacturing Hamburg, see 6.3).

Regulations for contractors with a tesa daily pass:

Each employee of the contractor must personally collect his ID card from the site security at the start of work and return it at the end of work (daily ID card).

The contractor's responsible person shall report to the client at the start of work and after completion of the work or in the event of work interruptions when leaving the premises. The responsible tesa contact person (coordinator) must always be informed of the presence or absence and the nature of the activities.

Regulations for contractors with a tesa permanent ID card:

Employees of the contractor who are present on a regular basis can receive a "permanent pass" and must book their daily presence and absence at the corresponding time recording system.

Note: Permanent badges are not issued at all tesa operating sites.

The contractor's responsible person must consult with his responsible tesa contact person (coordinator) either during the current working week for the next working week or at the beginning of the new working week about the planned attendances and absences as well as the type of activities.

2.2 Access authorization / visitor pass

Only the areas necessary for the performance of the work may be entered. Access to the company premises is only permitted with a valid visitor's pass and by naming the contact person. The pass is personal and non-transferable. The badge must be worn visibly and is only valid for the respective purpose of the order. Badges used inappropriately may be confiscated by the site security. The loss of a badge must be reported immediately to the site security and the client's contact person. After completion of the activities for the client, the badge must be returned to the site security. The same applies after the issuance of a house ban.

2.3 Use of motor vehicles, entry permit

The rules of the road traffic regulations apply on the company premises. Permanent parking on the company premises is not permitted. Driving a motor vehicle onto the premises requires an entry permit from the site security. Exceptions are only permitted in the marked areas after consultation with the contact person (coordinator) and with the approval of the site security. The parking and loading/unloading of motor vehicles must be coordinated with the contact person/coordinator and the site security must be

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informed of this. This shall apply in particular to the allocation of suitable driveways and parking areas if the Contractor uses special vehicles or special equipment, transports of hazardous goods or heavy loads or vehicles with excess width. Vehicles must be secured against rolling away during loading and unloading. Vehicles parked in contravention of the regulations may be moved by the site security at the contractor's expense. The unnecessary running of engines is prohibited. Particularly at night between 22:00 and 06:00, all operations must be carried out in such a way as to avoid unnecessary noise. Leaving a vehicle parked on the premises for a longer period of time must be authorized by the site security.

The speed limit displayed in each case, which is also stated in the site-specific safety rules, must be observed. Special attention must be paid to pedestrians, cyclists and transport vehicles.

If the company premises are marked by path markings, these paths are to be used accordingly (pedestrian, cyclist paths, lanes, slow down). In areas that are difficult to see, all means of transport are obliged to drive slowly.

Fire brigade access roads and fire brigade parking areas must always be kept clear at all times.

2.4 Transport within the factory premises

The transport of loads on/in vehicles is only permitted with the use of proper load securing. The transport of loads in buildings is only permitted with adequate securing and without endangering third parties.

2.5 Transport of gas cylinders

The transport of individual full or empty gas cylinders is subject to the **Gefahrgutverordnung Straße, Eisenbahn und Binnenschifffahrt (GGVSEB)**.

Safety requirements for full and empty gas cylinders:

- The cylinder valves must be tightly closed.
- Pressure reducers must be removed.
- Closing nuts supplied by the gas supplier, e.g., for toxic and flammable gases, must be screwed tightly onto the valve connection gas.
- The cylinder valve must be protected by cylinder caps, collars, or protective boxes during transport.
- Sufficient ventilation must be ensured during transport in closed vehicles.
- Transport in buildings must be coordinated with the client/coordinator according to site-specific safety rule.
- The bottles must be secured against slipping, falling over or rolling around. They should be stowed as far away from the passenger compartment as possible.

2.6 Unauthorised Carry

Weapons, explosive devices, and other dangerous objects as well as alcoholic beverages, drugs or other intoxicating substances may not be brought onto the premises.

Objects in the possession of the client, including reproductions, copies or other duplicates made thereof, which are required for the execution of the order, may only be taken out of the premises or handed over to third parties with the prior consent of your contact person and the pass provided for this purpose. The pass is to be handed over to the plant security without being requested.

2.7 Access ban

Persons who pose a threat to the safety and order of the site are not permitted to enter the premises. This applies to persons who are visibly under the influence of alcohol, drugs or other intoxicating substances and to persons suffering from communicable diseases.

It is also prohibited to bring family members, children, and animals (exceptions require notification to the site security and the consent of the client).

3 Behaviour at the site

3.1 General

The client's communication facilities, such as telephone, internet, and e-mail, must be coordinated with the client/coordinator in the manner necessary for the fulfilment of the order.

Furthermore, all actions that disturb the peace of the company must be refrained from, e.g.:

- sell or advertise goods or engage in other commercial trade or activities outside the purpose of the visit.
- To conduct or participate in betting or gaming involving the use of money or other pecuniary resources.
- to collect signatures or money.
- Carrying out private work or work for other clients.
- Accepting gratuities from the contractor by the client is not permitted under the tesa *Code of Conduct*.
- Holding meetings or events.
- Spending the night on the company premises is not permitted.
- To write on tesa property (e.g., equipment), to put posters on it or to use it in a similar way for other purposes.

3.2 Prohibition of alcohol, smoking and drugs

It is prohibited to consume alcoholic beverages, illegal drugs, or other intoxicating substances on the entire premises and in the rooms. Performing activities under the influence of alcohol and drugs is not permitted. Smoking on the premises is only permitted in the specially designated areas outside (this also applies to e-cigarettes). The smoking ban also applies inside motor vehicles. The site security is entitled to carry out checks in this regard and may issue or initiate a house ban or other appropriate disciplinary measures in the event of a violation.

3.3 Mobile electrical devices

The use of mobile phones in connection with the operation or driving of machines, equipment and vehicles is prohibited.

If own mobile phones are to be used for safeguarding work, it must be ensured beforehand that these are permitted at the work locations and that a stable mobile phone connection is guaranteed.

Notes: Further regulations, such as the ban on taking along or approval for mobile electrical equipment, as well as the regulations for potentially explosive atmospheres, must be observed in section 6 (site-specific regulations). Without prior consultation with the tesa coordinator, it is prohibited to take the product into EX areas.

3.4 Prohibition of photography, filming, and sound recording

Picture, film and/or sound recordings are not permitted on the entire company premises without the client's consent. The same applies to the photographing of confidential documents, making sketches or drawings.

4 General regulations on safety

4.1 General

These safety rules shall not affect the applicable laws, regulations, and rules for the prevention of occupational accidents, health hazards and environmentally relevant incidents. The contractor undertakes to support the content of the objectives formulated and communicated within the framework of the environmental and safety management system.

Prudent, safety-conscious conduct and safe execution of work are top priority. A risk to one's own health and that of other persons as well as the environment must be always excluded. This includes, among other things, increased attentiveness when using ladders, scaffolding and stairs.

Suitable carrying equipment must be used when transporting objects up and down stairs. The transport of bulky/heavy objects on ladders is prohibited.

4.2 Risk assessment

Based on §§ 5, 6 Arbeitsschutzgesetz (German occupational health and safety act) explicated, the Contractor is obliged to carry out and document a risk assessment before commencing the activities. This documentation shall be presented to the Client upon request.

4.3 Briefings

The contractor shall ensure that all employees know and observe these general safety rules. In addition, all employees shall be instructed based on the risk assessment or the prevention plan in relation to the order and the workplace before commencing work. The Client reserves the right to request proof of the instruction provided in individual cases. If a contractor employs subcontractors, these requirements also apply to them. The contractor or his representative shall be responsible for this.

4.4 Working alone

Based on the risk assessment, it must be checked whether working alone can be carried out safely. The risk assessment shall determine any additional technical and organizational measures to be taken. If lone working cannot be adequately safeguarded, it must not be carried out. Necessary lone working may only be carried out if a permanent telephone connection to the site's own emergency call can be ensured. Otherwise, other equivalent measures must be coordinated and ensured between the client and the contractor.

4.5 Hazardous work alone

Hazardous lone working without appropriate supervision is not permitted. Hazardous lone working should be avoided if possible. If this is nevertheless necessary, the activity must be agreed in detail with the client in good time before it is carried out. For this purpose, a risk assessment or a specific prevention plan must be prepared by the contractor and approved by the client.

The conditions set out in the site-specific assessment and approval procedures must be complied with.

4.6 Release procedure for hazardous work

The conditions specified in the site-specific release procedures must be complied with (e.g., coordination of work with mutual hazards, fire permit, work in containers, work in areas with automatic gas extinguishing systems, etc.).

The permit required for the hazardous work shall be completed by the Client in consultation with the Contractor. The regulations laid down in the permit procedure are to be implemented in a binding manner.

Note: Spark-producing work (e.g., welding, soldering, separating, and cutting work), work with naked flames or work with other fire hazards must be assessed in the site-specific release procedure for fire-hazardous work and released with the "fire permit". Inside

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buildings, this also includes work with heavy dust formation, as this could lead to the unwanted triggering of the fire alarm system.

4.7 Work in potentially explosive atmospheres (EX areas)

Working in potentially explosive areas  must be registered with the tesa "Fire Permit" before starting work. Regulations laid down as part of the approval procedure must be implemented in a binding manner.

The use of sparking tools or non-explosion-proof equipment and machines in potentially explosive rooms and areas is not permitted. Exceptions to this, such as work in EX areas with non-explosion-protected work equipment and the additional measures must be assessed separately and listed in the fire permit. Only approved work equipment (in a suitable EX design) may be used in EX areas, subject to an appropriately coordinated substitute measure. This regulation applies accordingly to EX areas on roofs in the vicinity of exhaust air ducts.

Note: The carrying and operation of electrical equipment without EX design, in particular mobile phones, is not permitted in EX areas.

4.8 Accidents, fire, or occurrence of other hazards

If a fire breaks out or other dangers to persons, property or the environment occur, the site security must be informed immediately.

Always dial the internal emergency telephone number that is posted at the tesa location and is part of the briefing (See section 6 Site-specific regulations).

In the event of accidents or other damaging events, the accident site must be secured immediately. In the event of a serious accident at work, medical assistance must be requested immediately via the company's internal emergency telephone number and first aid measures must then be started.

Should a fire occur during the performance of contractor work, an attempt to extinguish the fire must be made with portable fire extinguishers while ensuring self-protection. In the event of uncontrollable fire or heavy smoke formation, leave the danger zone immediately, warn others, activate the fire alarm (manual call point), leave the building and report to the site security.

Accidents at work must be reported immediately to the site security and the client/coordinator. This also applies to minor, seemingly insignificant injuries. Help us to prevent accidents, but also report any accident or unsafe situation to us. Any fire incident must be reported immediately to plant security.

In case of a building alarm, work must be stopped immediately, electrical equipment must be de-energized, unsafe conditions must be secured if possible and the building must be left within 3 min. The assigned assembly point must be visited directly, and a report made to the assembly point manager.

4.9 Work with special qualification

Work requiring special qualifications may only be carried out by suitable persons. Work on electrical systems may only be carried out by appropriately qualified persons. Welding work may only be carried out by persons with appropriate welding training. The health suitability of the contractor's employees must be given for activities involving hazards (e.g., work at heights, work with a risk of falling, work with voltage, etc.) (occupational health precaution).

4.10 Work clothing / personal protective equipment (PPE)

All site buildings must not be entered with heavily soiled work clothing. The contractor shall ensure that its employees use suitable and complete work clothing and PPE for the respective activity. Regulations deviating from this can be agreed individually with the Client. The Contractor shall provide its employees with suitable personal protective equipment (e.g. protective shoes, protective gloves, hearing protection, respirators, etc.) in sufficient quantities. The site-specific regulations on the wearing of PPE, in particular safety footwear, must be observed. Where necessary, safety shoes with dissipative soles in ESD design are to be worn (exceptions are to be agreed with the client).

4.11 Reporting occupational accidents and near misses

If an occupational accident is caused by an employee of the contractor, this must be reported immediately to the site security and the client/coordinator. Likewise, any damage/defects or dangerous conditions that have occurred, near-accidents and environmentally relevant incidents (e.g., leakage of operating materials) should be reported.

4.12 Working time regulations

The contractor's employer shall be responsible for compliance with the working time regulations/break regulations of the ArbSchG (German occupational health and safety act). There shall be regular coordination of working hours between the Client and the Contractor.

4.13 Emissions-intensive work

The performance of e.g., noise and dirt-intensive work as well as activities that release dust or odors must be specially coordinated with regard to exposure to our neighborhoods and our employees before the start of the activity and suitable precautions must be taken.

4.14 High-, low-lying workplaces, stability

The tesa safety standards and the applicable rules for work at height and for fall protection (Technical Rules for Workplaces ASR A2.1 or TRBS 2121 Part 4) apply. The

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client and contractor must agree on suitable measures to protect against falls (the site-specific approval procedure must be applied).

Fall protection measures are only not required if fixed barriers >2 m from the edge of the fall, e.g., railings, ropes, chains (no flutter tape) or enclosures with a minimum height of 1.1 m (0.9 m to 12 m fall height) are available.

When determining measures to protect against falls, roofs and structural elements that are not safe to pass through must be considered. This applies especially in winter.

If there are hazards due to falling objects, suitable measures must be taken in accordance with ASR A2.1.

The stability of work equipment (e.g., ladders, scaffolding, lifting platforms, mobile cranes) must be ensured. When working on ladders, fall protection is not required if the fall height does not exceed the permissible standing height on the ladder. In principle, adequate perimeter protection must be provided.

A risk assessment must also be carried out before working in low-lying workplaces. DGUV regulation 113-004 must be observed. For this purpose, the site-specific permit "Driving into containers and confined spaces" must be used together with the client. If there is any uncertainty about the suitability of existing safety equipment (e.g., stability of step irons, handrails, etc.), access is only permitted with additional safety equipment.

The applicable regulations for working with lifting platforms (DGUV Information 208-019) must be observed and operation is only permitted by specially trained and qualified persons in accordance with DGUV Principle 308-008.

4.15 Hazardous substances

Hazardous substances may only be brought onto the premises in tightly sealed, suitable transport containers and the prescribed hazardous substance labelling and a valid and complete safety data sheet in German must be carried.

The handling of hazardous substances and particularly odor-intensive substances always requires the prior permission of the client/coordinator and, if necessary, with the involvement of the occupational safety specialist at the site.

The use of toxic, carcinogenic, mutagenic and reprotoxic products and mixtures is only permitted if safe use is possible. For this purpose, an exceptional approval by the occupational safety specialist at the site is required.

Storage of hazardous substances by the contractor is not permitted without consultation with the client/coordinator and, if applicable, with the occupational safety specialist at the site.

4.16 Handling of water-polluting substances

The unloading of substances hazardous to water (e.g., raw materials, solvents, adhesives, oil, waste, etc.) is only permitted on the approved handling areas/delivery zones. Substances hazardous to water may under no circumstances enter the sewage system (rainwater and wastewater sewers) or the soil. The storage of water-polluting substances and mixtures is only permitted in the storage areas allocated by the client/coordinator. If necessary, additional containment systems are required, which are

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to be coordinated in each individual case. In the event of an emergency, the plant security and the client/coordinator must be informed immediately.

4.17 Switching off technical media

If technical media such as gases, water, electricity, heat, cold or compressed air must be switched off during the work, the contractor must notify this in good time before the work is carried out, depending on the scope.

Note: The client/coordinator determines the notification deadlines when awarding the contract.

4.18 Construction sites

The setting up and demarcation of a construction site as well as any necessary disconnection of monitoring and/or alarm equipment must be agreed with the client before work begins (this also applies to construction shelters, construction containers, construction trailers or similar). If construction site activities are interrupted, the area must be secured in such a way that any risk to third parties can be ruled out (if necessary, coordinate with the client/coordinator and the on-site occupational safety specialist). The entire construction site area, including material storage, must be always kept in as clean and safe a condition as possible. All paths, emergency exits, fire extinguishing equipment, shafts and underfloor fittings must be always freely accessible. Cables, lines, hoses, etc. must be laid in such a way that they cannot cause any obstruction or hazard. After completion of the work, the construction site area must be left in an orderly condition.

4.19 Fire protection

The contractor shall provide all necessary aids to ensure effective fire protection for the execution of the work (e.g., portable fire extinguishers, fire protection blankets/cushions). As a matter of principle, the portable fire extinguishers provided at the object may only be used in the event of fire and not for other purposes, for example temporary removal as a fire protection measure during hot work. By prior arrangement, it may be possible for the client/coordinator to provide a suitable fire extinguisher.

In areas equipped with a fire alarm system and/or an automatic extinguishing system, it must be clarified prior to the start of the work whether this must be taken out of operation. Approval shall be obtained through a separate release procedure. Openings in fire walls must be closed daily at the end of work, e.g., with fire protection pads.

Keeping fire and smoke protection doors open (e.g. by wedging them open) and manipulating fire protection equipment (e.g. unhooking automatic door closers) is strictly prohibited.

4.20 Doors, escape and emergency routes

Doors, escape and rescue routes must be always kept clear. If necessary, alternative measures must be agreed with the client/coordinator. The depositing of waste or other fire loads in escape and rescue routes is not permitted. In the event of a fire alarm, the nearest assembly point must be sought immediately.

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The assembly points are shown in the escape and rescue plans according to location.

4.21 Building evacuations / evacuations

Prior to commencement of the work, the Client shall inform the Contractor about the localities and emergency facilities: Fire extinguishers, escape routes, stairways, assembly points, emergency and alarm plan.

Building alarms (evacuation alarm) and associated announcements and instructions also apply to employees of external companies and the assigned assembly points must be visited by all persons working in the area. The instructions of the plant security or other company emergency units must be followed. A return to the building may only take place after release and announcement by the assembly point leader.

Note: The above also applies during a test alarm exercise.

4.22 Safety and order in the workplace

Work equipment (e.g., tools, devices, or other work material) shall be stored as intended after use. The Client shall not assume any liability for damage and/or loss. The workplace must be carefully cleaned and tidied up before leaving.

4.23 Work equipment, facilities, buildings

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 appropriately instructed and authorized persons. Work equipment subject to inspection must bear a valid inspection sticker.

Damage to work equipment, buildings and facilities of the client must be reported immediately to the responsible client/coordinator. The contractor may be held liable for culpably caused damage. The storage of work equipment as mentioned above is the responsibility of the contractor. Liability in the event of loss shall not be assumed by the Client.

4.24 Safety signs and protective devices

Mandatory, prohibitive, and warning signs must be observed and must not be removed or covered. Protective devices on operating equipment (machines and systems) may only be removed after consultation with the client/coordinator. The safety of the equipment concerned must then be ensured in another way. The contractor must ensure that the equipment is reinstalled without delay.

4.25 Safety in the work area

The tesa coordinator informs the contractor about the company-specific hazards, rules of conduct and safety measures. The contractor agrees with the tesa coordinator on the work to be carried out and the possible hazards that may arise. This is particularly important when several trades are involved, or different work is carried out at the same

time. In the case of work with an increased risk for other employees in the work environment, the tesa coordinator coordinates the work to avoid mutual hazards.

All work areas of the contractor (e.g., assembly, maintenance) must be suitably demarcated from the operating areas. All work shall be carried out in such a way that contamination of packaging materials, goods, raw materials, and machines is excluded. Chip-removing work on easily transportable parts must not be carried out in the work areas. Chips must be completely vacuumed off or otherwise removed as they occur. Operating equipment such as plant surfaces, containers or pallets with goods or packing materials must not be climbed on or used as a deposit. Work must not be started in the production/work area without first informing the head of the production/work area. After completion of the work order, a sign-out is equally mandatory. It is not permitted to take open or packaged goods, semi-finished or finished products off the belts, out of machines, containers, or packaging, to touch them or to change them. Samples required for set-up work or similar purposes must not be returned to the production process.

4.26 Environmental protection/Waste disposal

The consumption of resources such as water and energy shall be kept as low as possible. Unless otherwise agreed, waste arising from maintenance, repair, overhaul, and cleaning work must be collected and properly disposed of by the contractor. At the request of the Client, the proper disposal certificates shall be presented.

The waste shall be stored safely until disposal. Accumulating waste is to be collected separately and disposed of appropriately and professionally. This shall also apply to wastewater, unless otherwise agreed.

The procedure for disposing of waste produced during work by contractors shall be agreed with the Client. If waste arises during activities that could not have been foreseen (e.g., contaminated sites), the client must be informed immediately. Environmentally relevant incidents or environmental damage must be reported immediately to the client/coordinator and the site security.

4.27 Food and beverages

In production areas, warehouses and laboratories, the taking of food, hot drinks and consumption is strictly prohibited. Drinking from sealable bottles is permitted.

5 Regulations on safety for work in special areas

5.1 Working in areas with automatic gas extinguishing systems

Some operating rooms (production rooms, hazardous materials stores) are equipped with automatic gas extinguishing systems (e.g., CO₂, N₂). In the event of an alarm, the areas concerned must be evacuated before the extinguishing systems are triggered, as there is a risk of suffocation after flooding. For certain work (e.g., above 2 m height, above the gas cylinders, in case of danger of triggering by fire, smoke, heat, dust, etc.) the extinguishing systems must be taken out of operation. This must be bindingly agreed with the client/coordinator in a separate release procedure before work begins. Areas

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with automatic gas extinguishing systems may only be entered by appropriately instructed persons.


5.2 Work in other special areas

Before working in high-voltage, electrical and IT rooms as well as in areas with special requirements (laboratories, pilot plant stations, production facilities, hazardous materials stores, clean rooms), special training, instruction and PPE are required. These must be agreed with the client/coordinator before the work begins.

6 Additional site-specific regulations, safety and environmental standards to be observed for external companies

6.1 tesa Werk Offenburg GmbH (Adresse: Kinzigstraße 5, 77652 Offenburg)

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In case of changes, send information to: tWO Werkschutz, tesa SE SHE-9110
Copy for external company

Welcome to the tesa plant in Offenburg (tWO)

Safety/environment is our first priority!

Generally speaking:

- No smoking, photography, radio, drugs & alcohol. Smoking only allowed in designated areas and e-cigarettes only in outside smoking areas.
- Duty to hand in lighters/matches to plant security.
- Compliance with all relevant statutory/occupational health and safety regulations and tWO safety standards (safety, order, cleanliness). E.g. keep escape/rescue routes clear, in case of fire alarm to assembly point (mark in plan).
- Obey signs. E.g. only use marked paths and parking spaces, max. speed 16 km/h, obligation to wear safety shoes.
- Do not wear jewelry when working on or with machines.
- Only use your own work equipment (safety-related in perfect condition, tested according to specifications). Use tWO work equipment only after approval.
- A current safety data sheet must be submitted for hazardous substances. The use must be approved in advance by tWO.
- Only use designated elevators. Caution: Danger of crushing at doors, prohibition of use in case of fire/defects, transport of hazardous materials only without persons, load evenly. Emergency call button in case of elevator failure call 111.
- [Risk of suffocation from gas extinguishing systems in designated areas.](#)
- Economical use of energy/material. Avoid waste, if necessary dispose of according to instructions.
- Avoidance of harmful environmental effects in air, water and soil. E.g. Do not discharge any substances into the wastewater or rainwater network.
- All are required to immediately report injuries, fires and liquid/powder spills to ☎ 111
- IT security: Only connect Beiersdorf IT devices to the company network (systems, office). Connection of third-party devices must be approved by IT. Remote PC maintenance is supervised by tWO (if no data protection contract and VPN account). Private/external data carriers (USB sticks, CD,...) must be checked by tWO before use.
- Private use of tWO ICT devices (e.g. laptop, telephone, W-LAN) is prohibited

In production, workshop & warehouse areas applies:

- Ban on mobile devices (smartphones, tablets,...), (exceptions to be regulated via prevention plan, not possible in the Ex area), e-cigarettes or similar.
- Ban on wearing jewelry (rings, bracelets, necklaces, watches, earrings).
- Obligation to wear tight-fitting clothes, tie up shoulder-length hair and braid.
- tWO provides the person responsible for coordination. Together, the hazards/measures are identified in the prevention plan, the external company instructs its employees and ensures compliance.

Observe the special features of potentially explosive atmospheres:

- E.g. only use explosion-proof work equipment/low-sparking tools, clothing: at least 35 % cotton content, ESD safety shoes (electrostatically dissipative), [gas extinguishing systems](#).

Prohibited:

- tWO property (including waste) to be taken along. Independent material removal from the magazine.
 - Personal/vehicle checks are possible. Passing on internal plant information to third parties.
- Failure to comply will result in a ban from the plant and, if necessary, charges being filed.

Project:

Name: ☎

Offenburg,


Instructed by:

Representation:

Prevention plan required (please tick) yes no

Safety rules for contractors

EDP printout dated 21.02.2023 - the online document is valid

	tesa Werk Offenburg		
Safety & environmental standards for contractors			Page 2 of 2

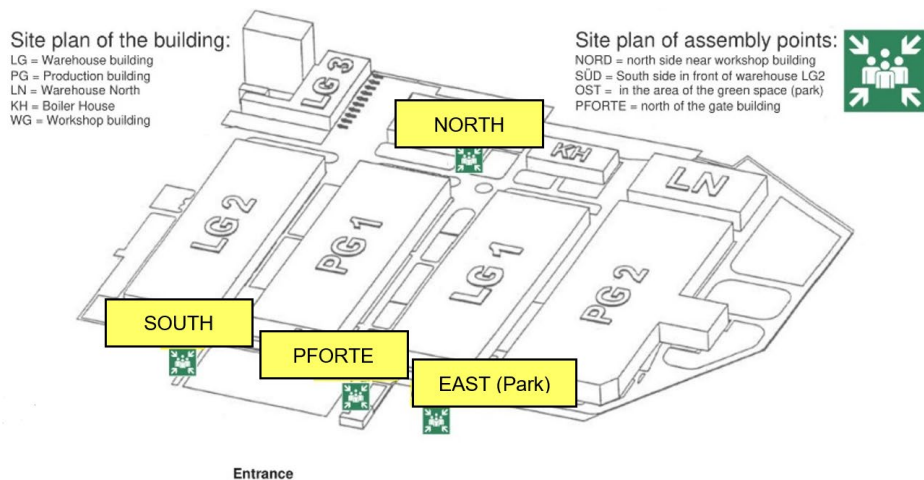
In case of changes, send information to: tWO Werkschutz, tesa SE SHE-9110
Copy for coordination managers

Instructed and checked effectiveness (name/signature):

Effectiveness review is conducted immediately after the training by discussing / reflecting on the content.

I hereby confirm that I have been instructed about the rules, have understood them and have will comply.

Name, first name (legible)	Company	Signature	Date



6.2 Guidelines at tesa Werk Hamburg GmbH (tWHH) - The most important facts in brief














(Adresse: Heykenaukamp 10, 21147 Hamburg)

Guidelines at tesa Werk Hamburg GmbH (tWHH) - The most important facts in brief (Stand: 05/2023)

A. General Guidelines:

- 1 The Contractor (person in charge of the external company) shall inform the client (Coordinator) of the commencement of work, work breaks and the end of work.
- 2 Each employee of the external company shall collect an **ID card** in person from the security gate at the commencement of work and returns it at the end of work.
- 3 The **work and break times** depend on the local conditions. The client (Coordinator) shall ensure that the person responsible for the external company is informed.
- 4 The storage of tools and materials is within the responsibility of the external company. **Liability** in the event of loss shall not be assumed by tWHH. Work equipment such as ladders, scaffolding, lifting equipment, etc. shall be provided by the external company.
- 5 Vehicles may only be driven onto the company premises for loading and unloading during a short period of time. **Parking is not permitted**; exceptions are only permitted with the approval of Security. Employees of external companies and their vehicles are subject to inspection by Security. Carrying items belonging to tWHH away or off-site, including scrap metal and production waste, is prohibited.
- 6 The external company shall provide their employees with personal protective equipment, such as protective shoes, protective gloves, protective goggles, etc. The employees are obliged to wear these.
- 7 The Contractor shall ensure that their employees use the prescribed personal protective equipment and that the suitability of employees for the activity to be performed has been proven by occupational medical check-ups where necessary

B. Safety Guidelines:

1	Smoking is prohibited on the entire company premises, in all company and ancillary rooms (such as changing rooms, toilets) except for the designated smoking areas on the premises!	
2	Use of open fires and devices causing sparks is only allowed with a valid permit!	
3	In explosion zones the use of equipment not approved for an explosion zone requires a valid permit!	
4	When working on the company premises, protective footwear must be worn!	
5	In explosion zones, protective shoes with conductive soles (ESD) must be worn!	 
6	The use of mobile phones that are not approved for explosive zones is prohibited on the entire company premises!	
7	Taking photographs on the company premises and in buildings is prohibited!	
8	It is not permitted to enter areas or rooms that are not part of the work area!	
9	A speed limit of max. 20 km/h is in effect throughout the company premises	
10	Work under the influence of alcohol or other intoxicating substances is not permitted.	
11	Wearing jewelry in production areas, workshops, storage and laboratory areas is prohibited!	
12	Prohibition, mandatory instruction and information signs in our company must be obeyed at all times!	

Safety rules for contractors

The **contractor** (person in charge of the external company) shall ensure that their personnel know and understands the safety guidelines and shall monitor its strict compliance. In addition to legal penalties, violations of the applicable regulations may result in a ban on entering the company premises.

Emergencies or incidents that may pose a danger to people or the environment must be notified immediately to Security via the internal emergency number: Phone 5211 (internal phone) or +49 40 4909-5211 (from outside).

In case of emergency: In emergencies (fire/building evacuation), the **escape and rescue plan** shall be observed!

Safety rules for contractors

6.3 tesa Manufacturing Hamburg GmbH (Adresse: Schnackenburgallee 160, 22525 Hamburg)

Sicherheitsregeln für Auftragnehmer der tesa Manufacturing Hamburg GmbH *Safety regulations for contractors of the tesa Manufacturing Hamburg GmbH*

Herzlich willkommen in der tesa Manufacturing Hamburg GmbH!
Welcome to the tesa Manufacturing Hamburg GmbH!

Bitte machen Sie sich vor Ihrem Aufenthalt mit den Sicherheits- und Verhaltensregeln vertraut.

1. **Lesen Sie sich die folgenden Seiten sorgfältig durch**
2. **Unterschreiben Sie dieses Formular**
3. **Geben Sie das unterschriebene Formular Ihrem Ansprechpartner**

We kindly ask you to read the safety and behavioral regulations prior to your visit.

1. *Carefully read the following pages*
2. *Sign this document*
3. *Hand this document to your contact person*

Ihr Ansprechpartner wird Ihnen einen Besucherausweis geben. Bitte tragen Sie diesen sichtbar an Ihrer Kleidung.

Your contact person will give you a visitor badge. Please wear this badge visibly during your stay.

Name, Vorname: <i>surname, first name</i>	
Firma: <i>contractor</i>	
tMH Ansprechpartner: <i>tMH contact</i>	
Datum und Unterschrift: <i>date and signature</i>	

**Mit Ihrer Unterschrift bestätigen Sie die Sicherheits- und Verhaltensregeln gelesen und verstanden zu haben und sich während Ihres Besuches an diese zu halten.
Die Nichtbeachtung der Sicherheitsvorschriften führt zu einem Zutrittsverbot auf dem Betriebsgelände.**

By signing this document, you confirm that you have read, understood and abide by the safety and behavioral regulations.

Non-compliance with the safety regulations leads to a prohibition of access to the company premises.

Wir wünschen einen angenehmen und sicheren Aufenthalt.

We wish you a pleasant and safe stay.

tMH Arbeitssicherheit
tMH occupational safety

Diese Seite verbleibt bei Ihrem tMH Ansprechpartner / This page remains with your tMH contact

6.4 tesa SE Plant Norderstedt

(Adresse: Hugo-Kirchberg-Straße 1, 22848 Norderstedt)

A. General rules

1. Every employee of an external company must collect his or her **ID card in person** from security at the start of work and return it at the end of work.
2. The **working and break times depend on** the local conditions and are made known to the person in charge of the external company by the client (coordinator).
3. The storage of tools is your own responsibility. **No liability** is assumed in the event of loss. Auxiliary equipment such as ladders, scaffolding, lifting gear, etc. must be provided by the external companies.
4. The person in charge of the external company must **report to** the client (coordinator) at the **start of the work** and after completion of the work or in the event of an interruption of the work.
5. Vehicles may only be driven onto the premises for a short time for loading and unloading. **Parking is not permitted**; exceptions are only permitted with the approval of the security. The respective speed limit applicable to the plant on the plant premises must be observed. Employees of external companies and their vehicles are subject to control by security. The taking of company property, including scrap metal and production waste, is prohibited.
6. When working on the premises of tesa SE, it is mandatory to **wear protective footwear**.
7. **Environmental guidelines**: the contractor commits itself primarily to the avoidance, reduction and recycling of waste before disposal. Scarce resources such as energy, water and raw materials are used sparingly. The design of products and the production process are carried out with this in mind. Legal regulations and official requirements are complied with as a minimum standard.

B. Security guidelines

All work must be carried out in compliance with the regulations applicable to the specific areas and the mandatory, prohibitive and warning signs in force there.

The client or the designated coordinator is obliged to familiarize the employees of external companies working in his area of supervision and responsibility with the safety guidelines **before starting work** and to inform them of possible **company-specific hazards**. The form **"Coordination of work"** must be used for work involving mutual hazards to persons or possible hazards from the operational process.

The external company must provide its employees with suitable personal protective equipment (e.g., protective shoes, protective gloves, protective goggles, lab coat, etc.). Protective shoes with dissipative soles in ESD design must always be worn. The lab coat must be made of at least 35 % cotton. The person in charge of the external company shall ensure that his employees use the prescribed personal protective equipment and that the suitability of employees for the activity to be carried out has been proven, if necessary, by occupational medical precautions / suitability examinations.

When using electrical plug-in equipment, an upstream residual current circuit breaker (RCD or personal circuit breaker) is required.

Safety rules for contractors

Generally prohibited:

1. **Photography on** the premises and in buildings. Exceptions must be agreed with the respective client and security.
2. **Smoking on the** entire open company premises, in all company and ancillary rooms (such as changing rooms, toilets) except for the specially marked smoking rooms and areas.
3. Bringing and consuming **alcoholic beverages** within the premises.
4. The use of **open fires** or **spark-generating devices** without a permit. Permission slips, e.g. for welding work, working with a cutting disc, defrosting, making tea, etc., must be requested from the responsible plant engineer (construction, energy, project or safety engineer).
Only when the safety measures required on the permit have been met may work begin. Permit areas and persons authorized to issue permits are published on the intranet. The **period of validity** and the respective **working area of** the permit must be strictly adhered to.
5. The use of sparking tools or **non-Ex equipment** and machinery in **potentially explosive** rooms and areas. This also applies to the carrying and use of mobile phones and radios. The potentially explosive rooms are marked by **warning signs** with EX symbols and have red access doors.
6. **Entering rooms** and using facilities that do **not** belong to **the** contractor's (outside company) **work area**. Part of the operating rooms may be flooded with extinguishing gas: **Danger of suffocation!**



The **contractor** (person in charge of the external company) is obliged to emphatically **point** out these special safety guidelines to his staff and the staff of his subcontractors and to monitor strict compliance. Violations of the applicable regulations may result in a ban on entering the company premises in addition to the statutory penalties.

Emergencies or incidents that may pose a danger to persons or the environment must always be reported to security on the internal emergency number:

Tel: 040-88899-8211 (from external apparatus).

Behavior in case of emergency: In case of emergency (fire 1 building evacuation), leave the building via the marked escape routes and go to the assembly point. Familiarize yourself with the **escape and rescue plan!**