

# Occupational Safety Guideline

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## **1. Occupational Health and Safety**

We understand occupational health and safety to refer to the measures, means and methods used to protect our employees from work-related safety and health hazards. Our primary goal is to prevent occupational accidents and protect the health of our employees and third parties. For this reason, we ensure that all legally required occupational health and safety measures and regulations are implemented, considering the circumstances.

Every manager is responsible for knowing the safety regulations and ensuring his subordinates are instructed accordingly by himself or third parties. We and all supervisors and employees are equally responsible for consistent compliance. All employees must comply with the applicable national and European legal regulations and the accident prevention regulations of the employers' liability insurance association as a minimum standard, as well as the corresponding work instructions. How these regulations are to be implemented in day-to-day operations is trained in an annual safety briefing, participation in which is mandatory for all employees.

Furthermore, all legal regulations also apply to external business partners who carry out work on our premises.

## **2. Workplace Conditions and Environment**

In addition to direct protective measures to avoid safety and health hazards, we also ensure a safe and health-preserving working environment. This includes the following fields of action.

### **2.1. Use of Operating Equipment**

As a precautionary measure against occupational accidents, all company equipment and facilities may only be used for official business and for the appropriate purposes, unless private use is expressly permitted.

The operating equipment used in the workplace complies with the relevant regulations. To ensure this, we keep all necessary permits and licenses up to date at all times and carry out regular inspections and tests.

### **2.2. Workplace Ergonomics**

As a further precautionary measure against occupational accidents and, in particular, occupational diseases, we set up all workplaces in accordance with statutory and generally recognized safety and occupational medicine regulations so that work can be performed without accidents and with little strain.

### **2.3. Health Promotion**

Of course, we also provide clean and sufficient sanitary facilities as well as changing rooms, lounges, and break rooms, which are always freely accessible to our employees.

### 3. Accident and Incident Management

Our accident and incident management is primarily based on the principle of prevention. In addition to the aforementioned regulations for the direct occupational health and safety of our employees, this includes above all protection against fire, accidents, and toxic substances.

#### 3.1. Emergency Preparedness

On the one hand, we achieve protection through preventive measures. These include clear work instructions and regulations for accident prevention and compliance, which is monitored by the manager. These are supported by various technical facilities, including safety equipment on the machines and systems as well as lighting, ventilation, and heating systems.

On the other hand, we achieve this protection through regular emergency training as part of our annual occupational safety training, attendance at which is mandatory for all employees. This includes, among other things, the correct use of personal protective equipment, the handling of hazardous substances and chemicals, skin and health protection, the handling of technical equipment, behavior in the event of fire and danger, and first aid measures.

#### 3.2. Accident Report

If, despite all measures, an accident at work or any other malfunction occur, it must be reported immediately, at the latest within three working days. This applies in particular to accidents at work that result in the inability of an employee or third party to work. Such accidents are reported to the responsible employers' liability insurance association as soon as possible and documented in the first-aid book. The accident report must include the course of the accident, the consequences of the accident, the cause of the accident, and the measures planned to prevent similar accidents in the future. The implementation of such measures is to be designed and implemented as quickly as possible.

#### 3.3. Fire Protection

Fire protection is also based on preventive measures and follows the statutory regulations. For example, behavior in the event of a fire is also considered in the annual safety briefing. Furthermore, trained fire protection assistants are appointed to support our employees in case of questions.

In addition, all our facilities and equipment are designed to minimize the risk of fire, which we ensure through regular maintenance and testing (e.g., by the TÜV or other testing institutes) of these.

*\* For reasons of better readability, the simultaneous use of the language forms male, female and diverse (m/f/d) in the text is waived.*

*All references to persons apply equally to all genders.*