

**Regulations**  
 for external contractors and their employees  
 working in the Industrial Park of  
**Dow Wolff Cellulosics GmbH**  
**Walsrode / Bomlitz**

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## Regulations for External Contractors

### Table of Contents

- 1 Particulars of personnel
- 2 Entering the Industrial Park
- 3 Subcontractors
- 4 Working hours and work location
- 5 Safety briefing and work coordination
- 6 General rules & regulations
- 7 Occupational safety and environmental protection
- 8 Termination of work in the Industrial Park

### Annex

#### Attachment 1

Divergent regulations for external contractors working at Epurex Films GmbH & Co. KG

## Regulations for External Contractors

### Preface

To maintain safety and order in the Industrial Park Walsrode, special regulations are imposed on all external contractors, hereinafter referred to as Contractor, and their employees.

The Contractor commits himself to instruct his employees deployed in the Industrial Park Walsrode including any subcontractors he has engaged about the following regulations for external contractors and to provide the client's authorized representative with documentation verifying that such instruction has been performed.

The client's order will include notification of the name of the client's authorized representative.

### Definition of terms

#### **Contractor / External contractor**

shall for the purpose of these regulations mean any and every Contractor who is not subject to an Agreement on the Use of Real Estate relating to the Industrial Park.

#### **Client's authorized representative**

is the client's person responsible as a contact at all times, whose name is notified to the Contractor.

## Regulations for External Contractors

### 1 Personnel particulars

#### 1.1 Notification of personnel in charge

The name of the Contractor's employee in charge of executing the work on site (e.g. assembly supervisor) shall be notified to the client prior to execution of the work. To enable personnel in charge to be contacted outside working hours, the necessary particulars shall be given to the Works Security Department before work is commenced. Any changes must be notified in writing without delay.

In the case of external contractors who have set up a base in the Industrial Park, this notification of particulars is only required once. It must also be updated accordingly.

Particulars of personnel may be processed electronically.

#### 1.2 List of personnel

The Contractor is under obligation to constantly keep available in the Industrial Park a list of the names of all his personnel deployed by him in the Industrial Park. The client reserves the right to have this list inspected and checked at any time by his authorized representative or by Works Security staff.

The list of personnel must always be kept up-to-date. Furthermore, all external contractor's employees must carry identification documents.

When deploying foreign employees, the external contractor must make sure that the following documents are provided:

- a residence permit issued by the authority for aliens at the proposed place of residence in Germany;
- a registration document in accordance with the Registration Act
- a work permit issued by the local employment office

The external contractor must observe any restricted periods of time.

#### 1.3 Client's authorized representative

The client will notify to the Contractor in writing the name of an authorized representative responsible for all matters relating to the execution of the contract work.

## Regulations for External Contractors

### 2 Entering the Industrial Park <sup>1</sup>

#### 2.1 Check-in

Before taking up their work in the Industrial Park for the first time or if not in possession of a works ID card / assembly ID card, employees of an external contractor must check in at Works Security Gate 1 ("Tor 1") and explain the contract/task involved, naming the client's authorized representative.

#### 2.2 ID cards for external contractors and their employees

Entering the Industrial Park and proceeding to the work location on the works premises is only permitted to external contractors and their employees if they are in possession of a valid works ID card / assembly ID card and the "Safety Pass for External Contractors in the Industrial Park Walsrode". Likewise, entering with a private vehicle is only permitted with an vehicle entry permit in individual cases on adequate grounds, such entry permit being obtainable from Works Security via the client's authorized representative.

The ID card shall remain the property of the Industrial Park and must not be altered or adulterated. Care should be taken to keep the ID card and not give it to third parties. It should be shown to Works Security without being requested when passing through the gates.

On terminating the contract work, the ID cards for external contractors should be handed back to Works Security. A fee is payable by the Contractor for the works ID cards and vehicle entry permits (plastic cards).

#### 2.3 Acknowledgment of receipt

Every contractor employee acknowledges with his signature the receipt of the ID card, knowledge of the Regulations for External Contractors, receipt of the Safety Pass for external contractors, and acknowledgment of the most essential rules of conduct within the Industrial Park as briefly outlined in the Safety Pass.

#### 2.4 Loss of or damage to the works ID card or vehicle entry permit

Loss of ID cards, permits or the security pass must be reported to Works Security without delay. Works Security will issue a new ID card, permit or Safety Pass for which a cost contribution fee will be charged.

#### 2.5 Tool inspection

All tools brought into the Industrial Park should be marked or labelled to eliminate any confusion with tools belonging to the Industrial Park.

Works Security is authorized to carry out checks at any time.

The onus of proof lies on the Contractor; in the event of any doubt as to ownership, the object shall remain in the Industrial Park Walsrode.

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<sup>1</sup> Divergent regulations for external contractors working at Epurex Films GmbH & Co.KG – see Attachment 1 -

## Regulations for External Contractors

### 3 Subcontractors

#### 3.1 Subcontractors

If any subcontractors are engaged without the client's consent, the subcontractor's employees may be refused entry or prohibited from commencing work in the Industrial Park.

## Regulations for External Contractors

### **4 Working hours and work location**

#### **4.1 Working hours**

The client's usual working hours shall basically also apply to external contractors and their employees. If for particular reasons work needs to be carried out at other times than these, this can only be done with the consent of the client's authorized representative, in which case a list of the relevant external contractor's employees and the working hours applicable to them must be given to Works Security.

Nightwork and work on Saturdays, Sundays and public holidays must be notified to the client's authorized representative who will forward the list of the relevant external contractor's employees to Works Security.

Observing the regulations relating to working hours is the sole responsibility of the Contractor. Meeting obligations imposed by the Trade Supervisory Office is the responsibility of the Contractor himself.

#### **4.2 Length of stay in the Industrial Park**

The Contractor's employees are only permitted to be in the areas where they carry out their work and in the specifically allocated social rooms / rest rooms.

The Contractor's employees are not permitted to stay in the Industrial Park for longer than is necessary to execute the task in hand.

## Regulations for External Contractors

### 5 Safety briefing and work coordination

#### 5.1 Safety briefing prior to commencing work

On-site plant-related and work-specific safety briefing must take place before work is allowed to commence. These safety instructions will be given by the manager of the plant placing the order or by a person authorized by him to the Contractor's individual employee or, in the case of groups, to the Contractor's employee in charge on site. The briefing will be documented in writing with individual signatures.

The Contractor's employee in charge is responsible for briefing his colleagues. This briefing must also be documented in writing and endorsed with individual signatures.

In addition all employees of external contractors must carry the "Safety Pass for External Contractors in the Industrial Park Walsrode" with them. This Safety Pass contains documentation of the initial briefing and the annual update briefings as well as a number of specific briefings and any authorizations. This enables the company-related status of briefing of the individual employees of external contractors to be verified on site and it also helps determine the scope of additional on-site work-specific instructions required.

#### 5.2 Work coordination

The Contractor will be notified of the name of the client's authorized representative to contact in all matters. In addition, for work involving potential hazards for both parties, the client's authorized representative or an additional person will be appointed as a coordinator by the client (in accordance with Section 6 of the German work safety code BGV A 1). Within the scope of his tasks relating to safety, the coordinator has the authority to instruct the external contractors, their employees and the client's personnel who are subject to his coordination.

The Contractor shall make sure that his employees follow the instructions given by the coordinator (Section 6 of the German work safety code BGV A 1). The Contractor's basic duty to coordinate the execution of contract work coinciding in time and place with the work carried out by other firms shall remain unaffected by this.

When deploying foreign employees, the Contractor shall make sure that adequate understanding and communication is provided for.



## Regulations for External Contractors

### **6 General rules & regulations**

#### **6.1 Notification regarding commencement, interruption and termination of work**

The client's authorized representative must be informed immediately before commencement, in the event of prolonged interruption, at recommencement and at termination of work.

#### **6.2 Prohibition of entry**

Entry to rooms, factory buildings, yards and places where work is not to be carried out is prohibited.

#### **6.3 Plant-related instructions**

If production areas need to be entered, the instructions applicable in these areas, in particular in relation to safety and hygiene, must be observed.

#### **6.4 Confidentiality**

To safeguard trade secrets, every employee of external contractors is under obligation to keep all factory facilities, processes and procedures strictly confidential.

This also applies vis-à-vis persons employed in the Industrial Park, unless they are evidently authorized to know the information concerned.

All documents made available to the Contractor (e.g. plans, written documents, construction drawings, programs, data and models) all results of work performed in the course of executing the order are the property of the client. They must be safeguarded from access by third parties and must be returned upon completion of the work. If use of the Industrial Park's data processing systems is necessary to carry out the contract work, the rules applying to users (e.g. the regulations on user ID codes and passwords) must be observed. Unauthorized recording of any data is prohibited. Documents, programs and data belonging to the client may only be taken out of the Industrial Park with written permission issued by the client's authorized representative. Taking photographs or filming inside the Industrial Park is only allowed with a special permit. Without this permit, photographic or video cameras may not be used in the Industrial Park. The obligation to secrecy shall continue even after termination of the work in the Industrial Park.

#### **6.5 Utilizing and taking out property of the Industrial Park or the client**

Objects belonging to the Industrial Park or the client may only be used with the consent of the client's authorized representative.

Even if the objects belonging to the Industrial Park are considered to have no value, they may only be taken out of the premises with a permit signed by the authorized representative.

#### **6.6 Objects brought in and insurance**

The client in the Industrial Park and his employees shall not be liable with regard to any objects including any property for private use nor are they responsible for taking out insurance for such objects. This includes in particular all vehicles, even if Works Security has issued an entry permit for them. The Contractor and his employees are responsible for their safekeeping.

On request via the client's authorized representative, the Industrial Park's service departments will provide assistance.

## Regulations for External Contractors

### 6.7 Taking out tools & materials

Tools, equipment, machines, scaffolds and materials belonging to the Contractor or his employees can be taken out of the Industrial Park in accordance with item 2.5 above.

When taking out data carriers or tools belonging to the client, a permit is required. The client's authorized representative will arrange for the necessary signature to be given.

If it is arranged for the client to dispatch any of the tools or materials, a collecting order should be presented to the client's authorized representative for countersigning.

### 6.8 Inspections

When leaving the Industrial Park, containers/receptacles etc. must be opened and shown to Works Security on request. Body searches are permissible and will be carried out in an inoffensive manner.

### 6.9 Non-contractual activities in the Industrial Park

Trading in goods of any kind, or even taking orders or distributing newspapers, magazines, printed matter or flyers, or sticking bills or posters, or writing notices on walls, or holding assemblies or meetings, or collecting money or other contributions is prohibited inside the Industrial Park. All political activities are prohibited on the Industrial Park premises.

### 6.10 Temporary buildings/structures; rest rooms

Permission is required from the client's authorized representative prior to assembling any temporary buildings. This permission may be retracted at any time without compensation. Temporary buildings are to be erected at the allocated place and must be removed on completion of the work at the latest.

The approval for the establishment of all temporary buildings must be well-visibly marked. Staying overnight in temporary buildings or in recreation or rest rooms inside the Industrial Park is strictly prohibited.

The client and his authorized employees are entitled to inspect the temporary buildings or similar rooms and containers including their contents as to whether they comply with all major aspects relating to health and safety.

All requirements (e.g. fire prevention) in accordance with the permit issued by the client must be met.

The Contractor must make the construction and assembly sites safe and secure, and also regularly and properly remove any residual materials left from his work and any scrap or waste and wastewater in arrangement with the client's authorized representative. When winding up the construction and assembly sites, the area used must be returned to its original condition at the time it was initially handed over for construction/assembly purposes.

If recreation/rest rooms have been allocated to the Contractor and his employees, they shall be used for the intended purpose only.

## Regulations for External Contractors

### 6.11 Road traffic regulations

The German road traffic regulations are applicable in the Industrial Park.

If motor vehicles or movable/travelling equipment (e.g. excavators, loaders, cranes, industrial trucks) are used in the Industrial Park, the German laws and regulations and accident prevention codes must be observed (e.g. for vehicles: BGV D 29, for excavators and loaders: BGV D6, for cranes: BGV D 6, for industrial trucks: BGV D 27).

Road traffic is supervised by Works Security, whose instructions must be followed.

Parking is available for private/passenger cars outside the Industrial Park.

### 6.12 Installation of telephone and radio communication systems

Telephone and radio communication systems may only be installed and used on the Industrial Park premises with the consent of the client's authorized representative. The use of mobile telephones on the Industrial Park premises is basically permitted. However, any regulations (prohibitions) pertaining to specific areas must be observed.

### 6.13 Working on electrical systems and utilities supply units

In good time prior to commencing work on electrical systems the necessary safety measures must be coordinated with the client's authorized representative.

### 6.14 Work involving radioactive substances and x-ray equipment

Work involving radioactive substances or x-ray equipment must be notified by the Contractor to the client's authorized representative at least one week prior to commencing work, so that coordination with the radiation protection officer in charge can take place.

### 6.15 Scaffolding provided by the client

The assembly, re-assembly and disassembly of scaffolding is the sole responsibility of the scaffolding contractor commissioned by the client. Responsibility for proper maintaining of operational safety and utilization of scaffolding in accordance with the intended purpose lies with the respective user of the scaffolding.

Scaffolds may not be used unless scaffold deallocation procedures performed and marked as being usable.

### 6.16 Lost property

Any objects found on the Industrial Park premises must be handed in to Works Security.

## Regulations for External Contractors

### **7 Occupational safety and environmental protection**

#### **7.1 General**

In addition to the specific need of safety and environmental regulations in the industrial park, the Contractor and his employees are duty-bound to strictly observe during all work the accident prevention codes issued by their appropriate employer's liability insurance association and by the German employer's liability insurance association of the chemical industry. Furthermore, the German road traffic regulations (unless otherwise stipulated), the explosion protection regulations and all other laws and regulations relating to the execution of their activities must be observed.

#### **7.2 Occupational medical check-ups**

The Contractor must make sure that his employees has received the latest occupational medical check-ups meeting the required suitability criteria.

#### **7.3 Safety measures and accident prevention**

The Contractor is under obligation to erect barriers and secure construction and assembly sites. Warning notices and safeguards for the purpose of accident prevention must not be removed or made ineffective by any other means. The client's authorized representative should be informed of any missing safeguards.

#### **7.4 Work subject to permits**

In order to ensure that the required supervision is provided during hazardous work and that the necessary safety measures are taken, different permit procedures are to be followed in the Industrial Park.

Work subject to permits includes for example:

1. Working in tanks, containers and confined spaces.
2. Working in rooms (areas) at risk of fire or explosion and in the proximity of highly flammable substances.
3. Working where highly ignitable, toxic or fire-promoting gases must be expected to escape.
4. Specific work involving the risk of contact with carcinogenic substances.
5. All earthwork on account of potential damage to supply and disposal lines.
6. if need be by work at or on pipe bridges and smokestacks .
7. Work during which (increased) safety measures are considered necessary.

Which permits and permits to work in certain cases are required is to vote at an early stage with the client's authorized representative.

A permit must also be obtained prior to using construction machinery and motor vehicles in marked protection zones around storage tanks etc.

## Regulations for External Contractors

### 7.5 Chiselwork

Chiselwork must be co-ordinated with client's authorized representative prior to commencing on account of potential damage to supply and disposal lines.

If despite this any unforeseen cables or pipelines are exposed or become visible, work must stop immediately and the client's authorized representative must be notified.

### 7.6 Connecting utility lines

Unauthorized connecting of utility lines (electricity, water, steam etc.) is prohibited. The connections will be made by the Industrial Park's service department responsible after consent has been given by the client's authorized representative.

### 7.7 Lifting gear, hoists, cranes

Fork-lift trucks, freight elevators, cranes and hoists belonging to the Industrial Park may only be used with the express consent of the client's authorized representative. The required qualifications must be submitted to the client's authorized representative.

### 7.8 Alcohol and drugs prohibition

Bringing alcohol or other intoxicating substances into the Industrial Park, consuming them or passing them on to other persons is prohibited. Anyone turning up for execution of the order in an inebriated or intoxicated state is not permitted to enter the Industrial Park.

Any violation of this rule will result in immediate expulsion from the the Industrial Park premises. See also Industrial Park Code of Rules.

### 7.9 Smoking prohibition

Smoking is prohibited inside the fenced-in Industrial Park premises including in the driver's cabs of vehicles inside the Industrial Park. Any violation of this rule will result in immediate expulsion from the Industrial Park premises. Smoking is only allowed in the specifically marked places.

See also Industrial Park Code of Rules.

### 7.10 Personal protective equipment

The Contractor shall provide his employees with all trade-specific protective apparel and equipment (Sections 29-31 of the German work safety code BGV A 1) and he shall make sure that his employees use this apparel and equipment for the intended purpose.

Additional protective equipment necessary in specific cases will be made available by the client, as the case may be. Arrangements should be made with the client's authorized representative.

### 7.11 Emergency telephone number

**The internal emergency telephone number inside the Industrial Park is 112.**

This number can be dialled without any dialling/area code from any fixed telephone inside the Industrial Park. The internal emergency number via mobile phone is: 05161-44-112

## Regulations for External Contractors

### 7.12 Emergencies, fires and other hazards

Any emergencies, damage or hazards must be reported immediately to the client's authorized representative. If any immediate risks are involved, this must be reported straight away by calling the internal emergency number 112. In the case of fire or suspected fire, the internal fire service must be called by means of a manual alarm box or by calling the emergency number 112.

### 7.13 Accidents, reporting accidents

Accidents while executing the work must be reported to the client's authorized representative - irrespective of regulatory requirements. In addition a copy of the legally required accident report must be forwarded to the Occupational Safety Department.

### 7.14 First aid in the event of accidents

For medical first aid the first-aid unit in the Factory Area Bomlitz (Works Security Head Office, Gate 1, "Tor 1") is constantly on stand-by and is available to the Contractor and his employees **The internal emergency telephone number inside the Industrial Park is 112.** This number can be dialled without any dialling/area code from any fixed telephone inside the Industrial Park. The internal emergency number via mobile phone is: 05161-44-112

### 7.15 Environmental protection

When executing his work in the Industrial Park, the Contractor must make sure that any damaging environmental impact is avoided. Any necessary precautionary measures should be coordinated with the client's authorized representative.

The following rules must be observed in this respect:

- When handling water-endangering liquid substances (including waste liquids) suitable measures for protecting the soil and groundwater against spillage and leakage must be taken (e.g. keeping substances in catch troughs).
- For recycling or disposal purposes, waste or scrap should be collected separately and disposed of properly. The building site stipulations must be observed and appropriate facilities must be provided or existing facilities must be used. In particular when handling dangerous waste (e.g. ignitable and/or water-endangering substances) the work must be coordinated in advance with the client's authorized representative. The duty to dispose of waste generated in the course of the work normally lies with the Contractor. The client's stipulations in this respect as stated in the order and/or the local building site regulations are applicable.
- If wastewater is generated care must be taken to strictly separate and secure the drainage of polluted and non-polluted water. Discharging polluted water or liquid waste into the rainwater drainage system (RW) is strictly prohibited. Likewise, discharging liquid waste into the sewage system (KSO) is basically prohibited. Discharging water polluted with foreign substances not normally generated must be coordinated with the client's authorized representative and requires the consent of the waste water treatment plant operator.
- Work which might cause an environmental impact in particular outside the Industrial Park (e.g. exhaust air emissions, odour emissions, noise at night or at weekends) must be coordinated with the client's authorized representative at the earliest possible time prior to commencing the work.

Furthermore, the Contractor must make sure that the relevant laws and regulations relating to environmental protection are observed.

## Regulations for External Contractors

### 8 Termination of work in the Industrial Park

#### 8.1 Termination of work

Upon termination of work inside the Industrial Park, the Contractor shall:

1. return the loaned property of the Industrial Park including tools, equipment, scaffolds, protective apparel etc. to the department responsible;
2. remove his own property including tools, machinery, equipment, scaffolds and temporary buildings;
3. return his and his employees' works ID cards and vehicle entry permits to Works Security;
4. leave the place of work in tidy and orderly state.

#### 8.2 Expulsion from the Industrial Park

The Contractor and his employees may be expelled from the Industrial Park if there are reasonable grounds for terminating employees' contracts without notice or in the event of substantial violation of the above rules and regulations, in particular in the event of:

1. non-compliance with the prohibition of alcohol and drugs;
2. non-compliance with the smoking prohibition;
3. unauthorized use of fire or open flames;
4. non-observance of accident prevention regulations or removal of protective prevention items;
5. utilizing the working time, the working equipment or the working materials for their own unauthorized benefit;
6. non-compliance with instructions given for the purpose of orderliness and safety;
7. grossly improper behaviour.

The client or the client's authorized representative shall retain the right to expel a contractor or his employees without giving any reasons.

## Regulations for External Contractors

### Annex

#### Important telephone numbers

##### General internal emergency number

(fire, accident, efflux of dangerous substances, explosion)

**via fixed telephone inside the Industrial Park**

**112**

via mobile phone

05161-44-112

#### Works Security

Gate 1 ("Tor 1")(Factory Area Bomlitz, Works Security Head Office)

2412



## Regulations for External Contractors

### Attachment 1

## **Divergent regulations for external contractors working at Epurex Films GmbH & Co.KG**

## **2 Entering the Industrial Park**

### **ref 2.1 Check-in**

Employees of an external contractor who do not have to pass through the Industrial Park gates, should check-in with the contact person named to them directly at the Epurex Films GmbH & Co.KG premises. A works ID card or assembly ID card and the Safety Pass are then not required to be issued by Works Security.

If entry through the Industrial Park gates is necessary in the course of executing the work, a check-in at the Works Security Office will be required.

### **ref. 2.2 ID cards for external contractors and their employees**

only applicable for passing through the Industrial Park gates

### **ref. 2.3 Acknowledgment of receipt**

only applicable for passing through the Industrial Park gates

### **ref. 2.4 Loss of or damage to the works ID card or vehicle entry permit**

only applicable for passing through the Industrial Park gates

### **ref. 2.5 Tool inspection**

also applies without restriction to the factory premises of Epurex Films GmbH & Co. KG

## **5 Safety briefing and work coordination**

### **ref. 5.1, para. 3 Carrying a Safety Pass**

is not obligatory for the factory premises of Epurex Films GmbH & Co.KG