

External Company Guidelines

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The requirements in these Guidelines serve to ensure and continuously improve the occupational and environmental protection in the cooperation between ABM and external companies.

ABM reserves the right to randomly check and document the compliance with the requirements during the service provision on site.

We are happy to receive suggestions for improvement on your part regarding our occupational safety, environmental and energy management! Please contact your ABM order manager directly.

1) Scope

These External Company Guidelines applies to persons or companies that perform services on site at the German ABM locations

Plant 1: Friedenfelser Str. 24, 95615 Marktredwitz

Plant 4: Rößlermühlstr. 3 - 5, 95615 Marktredwitz

Plant 3: Dürerstr. 32, 08527 Plauen

on behalf of ABM and thus have a direct impact on our environmental and energy performance, or may be affected or cause mutual hazards with regard to occupational safety.

These are essentially logistics service providers, cleaning companies, assembly companies, construction companies or companies that perform facility management services such as installations, maintenance, conversions or repairs for us.

2) Qualification and suitability of the employees deployed

It is the responsibility of the external company to ensure the qualifications and suitability of the employees required for the execution of the order. This includes the implementation of legally required occupational safety instructions and the existence of the necessary qualifications (e.g. driving license for trucks or forklifts), the communication of relevant legal requirements and also the communication of the content of our External Company Guidelines.

If applicable and necessary due to possible mutual hazards, the protective measures shall be coordinated on site between our ABM order manager and your responsible employee before starting the activity.

3) Registration and deregistration and stay on the ABM factory premises

The stay on the ABM factory premises is limited to the duration of the activity to be performed.

When **entering/driving into the factories**, the registration and deregistration is necessary

⇒ In Marktredwitz for both Plants in Plant 1 at the reception

⇒ In Plauen during maintenance.

There you will receive your **visitor ID card** and our safety instructions for visitors, **which you will acknowledge with your signature.**

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Our reception in **Marktredwitz** is open at the following times:

MO - THU 7:30 AM - 12:00 PM and 1:00 PM - 4:00 PM
FRI 7:30 AM - 12:30 PM

In **Plauen** you can register and deregister for maintenance at the following times:

MO - THU 6:00 AM - 3:00 PM
FRI 6:00 AM - 12:00 PM

If you work outside of these times, please coordinate this with your ABM order manager in good time before your arrival. The visitor badges must be worn visibly during the entire stay and returned without being asked after completion of the order.

4) Requirements for traffic on the ABM factory premises

- ⇒ Only drive on the factory premises if this is necessary for the execution of the order!
- ⇒ Park only on the marked or assigned parking spaces!
- ⇒ Walking speed applies on the factory premises!
- ⇒ Pay attention to forklift and pedestrian traffic!

5) Requirements for occupational safety and fire protection

- ⇒ Observe the protective measures coordinated with our ABM order manager!
- ⇒ Wear the personal protective equipment required for your job!
- ⇒ Secure your work place against unauthorised entry if necessary!
- ⇒ Use only faultless, tested and approved equipment!
- ⇒ Emergency exits, escape routes, signs and safety devices (first-aid kits, fire extinguishers, fire alarms) as well as travel and sidewalks required for the logistical processes at ABM must be kept free of materials and tools!
- ⇒ There is an absolute ban on alcohol on the ABM factory premises!
- ⇒ At ABM, smoking is only permitted in the designated smoking areas!
There is a general ban on smoking in the buildings!
- ⇒ A fire permit must be issued prior to carrying out inflammable work such as welding, grinding or cutting. Please coordinate such activities with your ABM order manager in good time before the start of execution!
- ⇒ Activities in which more steam, fog or dust is released must also be reported to the ABM order manager before execution!
- ⇒ When leaving the workplace, tools and materials must be stowed in such a way that they cannot pose a danger to third parties.

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6) Requirements for environmental protection and energy use

- ⇒ If hazardous substances are used, they should only be used as specified in the safety data sheet. It is imperative to ensure economical handling, proper storage and disposal!
- ⇒ Emissions such as noise, vapours, dusts, etc. are to be avoided as far as possible using suitable protective measures!
- ⇒ Dispose of generated waste in accordance with regulations and keep the company premises clean!
- ⇒ Use energy sparingly! If possible, disconnect power consumers that are not required. When working in ABM rooms, make sure that the light is switched off and the heating is turned back down if the task is completed or for longer breaks!

7) Violations of the Guidelines, disregard of the protective measures, exigent circumstances

In the event of violations of the External Company Guidelines, disregard of the coordinated protective measures and exigent circumstances, ABM reserves the right to stop the work and to initiate further measures in coordination with the responsible person of the external company.

If you have any questions or problems as well as in the event of accidents, incidents or delays, contact your ABM order manager immediately!

Confirmation of the External Company Guidelines

Please confirm the receipt of this external company guideline with your signature below and send the signed sheet **within 14 days after receipt** to

e-mail: lieferantenansreiben@abm-antriebe.de

If you have any questions, you can contact your ABM order manager or our external company coordinators at any time! Contact via our reception, Phone: +49 9231 67-0.

We have received and understood the External Company Guidelines of ABM Greiffenberger Antriebstechnik GmbH. We confirm that we shall inform our employees who perform services on the ABM company premises about the contents of these Guidelines before they are employed at ABM.

Place / Date	Name	Function	Signature
			Company Stamp