



Site Rules for Grillo-Werke AG

Duisburg-Hamborn Plant

1.

At Grillo-Werke AG, Duisburg-Hamborn plant, great importance is attached to security, health and safety, protection of the environment and quality. In order to ensure this, the following Site Rules must be strictly observed. They are binding for all suppliers, visitors, employees of external companies, tenants and leaseholders¹. They also apply fully to subcontractors.

Statutory regulations will take priority. These Site Rules therefore do not replace regulations. The duty to keep oneself informed of legal regulations is not affected by these Site Rules.

For land and buildings for which a tenant/leaseholder has exclusive right of use, supplementary provisions may apply.

The Site Rules apply to the site of Grillo-Werke AG, Buschstraße 95 in 47166 Duisburg, and the site of the Grillo Head Office, Weseler Straße 1 in 47169 Duisburg.

External companies and their subcontractors have to inform their employees before they commence work on the site of Grillo-Werke AG of these Site Rules in accordance with their duty of supervision. If they have been given the Safety Instruction for External Companies and their Employees at Grillo-Werke AG, this will apply in addition to these Site Rules. The responsible employee of the external company has to complete and sign the cover sheet of the Safety Instruction. Until the completed and signed cover sheet has been received, work will not be allowed to commence.

¹ Wherever the male form is used in these Site Rules, the female form will also be understood.

Orders to maintain safety and order given in writing or verbally by the persons assigned security responsibilities must be followed. Particularly in cases of imminent danger, the instructions of the Director of Operations of Emergency Management, the Health and Safety Officer, the Environmental Protection Officer and the Construction Site Coordinator are to be observed.

Upon entering/driving onto the plant site, these Site Rules will be deemed to be accepted. It is therefore essential that these Site Rules are read beforehand and observed.

In the event of any breach of these Site Rules, persons can be told to leave the place of work/construction site or the plant site immediately by the contact/customer.

Liability for any damages or disadvantages caused as a result of failure to comply with these Site Rules will lie with the party causing the damage.

2.

All information, data, records, documents and the like which you or your employees may gain knowledge of must be strictly protected; this information is not for the public domain and must not be disclosed in any event. This information must also not be disclosed to the employees of Grillo-Werke AG, if these employees have not been entrusted with the relevant tasks and the external employee can assume that this information is not intended for these employees. We advise of the possible consequences under civil law (e.g. claims for damages) and if applicable also under criminal law. Suppliers and service providers have to advise their employees and subcontractors of this. We have to be provided

upon request with proof that this instruction has been given. We also advise that any breaches of confidentiality can be considered to be a breach of confidentiality by the suppliers/service providers themselves in accordance with § 278 of the German Civil Code (BGB).

The taking of photographs, filming and sound recording on the plant site and inside the Head Office/Villa without the approval of the person responsible for this (ask at the gates) is strictly prohibited. In the event of a breach of this provision, Grillo-Werke AG will have the right to demand the handover of the filming or sound-recording device or the camera/mobile phone.

Recordings to be used in quotations or for documentations may only be made in the presence of a person specified by Grillo-Werke AG with their approval.

3.

The following in-house safety rules are to be observed:

3.1

The site of Grillo-Werke AG may only be entered and exited through the designated entrances and exits. The rules concerning identity and vehicle checks are to be observed. Visitors/suppliers have to register at the gates. Otherwise the site may only be entered if the person concerned has a valid access authorisation. No access cards may be handed over to third parties. Grillo-Werke AG can demand that access cards are worn on the plant site so that they are visible if this is appropriate for security reasons.

The access authorisation cards are to be shown when passing upon request. Restrictions of the access card to specific areas of the site or to specific times are to be observed.

The external visitor or his employer will be charged for the loss of the access authorisation card, currently € 10.00.

Other persons, in particular children under 16, are not allowed to be brought or taken onto the plant site without personal access authorisation.

Staying overnight on the plant site is not allowed, unless there is a justified reason for this which has been approved.

3.2

In order to protect company and personal property, checks can be carried out on the plant site and at the gates. All persons subjected to a check have to provide information about the items in their possession upon request. When entering and leaving the site with or without a vehicle, packages, bags or other containers are to be shown open upon request. Grillo-Werke AG is to be given the opportunity upon request to check incoming and outgoing vehicles for items transported. All containers will have to be opened by the vehicle driver himself.

3.3

The entering of business premises that are not to be visited or delivered to is prohibited.

3.4

Employees of external companies and visitors are only allowed to enter production plants accompanied by a responsible person of Grillo-Werke AG.

3.5

Everyone has to behave with care and consideration on the plant site of Grillo-Werke AG.

Only licensed and insured vehicles are allowed to be driven on the site, unless Grillo-Werke AG has given written permission.

Only persons who have a special permit (e.g. visitors, suppliers or service providers) are allowed to drive on the plant site.

Visitors should park in the general plant car park at Buschstraße 95 or Weseler Straße 1.

Parking spaces for the disabled may only be used by people with a disability and a valid parking permit.

3.6

The regulations of the Road Traffic Act (Straßenverkehrsordnung) apply (mutatis mutandis). The maximum speed is 15 km/h.

Rail vehicles have right of way.

Parking, no-stopping and one-way signs must be observed. Furthermore, vehicles may only be parked so that general road and rail traffic is not affected. Incorrectly parked vehicles can be towed away at the cost of the vehicle driver/owner. The driver/owner of the car/truck will be liable for injury to persons

and damage to property resulting from traffic accidents caused by him.

Parking in front of hydrants, entrances, gates and narrow passages is not allowed, even if there is no sign/notice there.

3.7

Escape routes and escape doors are marked and are to be kept clear at all times. Markings are not allowed to be removed or made unrecognisable.

3.8

Tools, devices and mechanical equipment of Grillo-Werke AG are not allowed to be used without permission.

3.9

No one is allowed to enter the plant site under the influence of alcohol, drugs or intoxicants. The aforementioned substances are also not allowed to be brought onto or consumed on the plant site. Exceptions, such as medication, are regulated separately.

Smoking is only allowed in the specially designated areas. This also applies to e-cigarettes.

3.10

Every person who enters the plant site has to observe the prescribed safety measures and the applicable codes of conduct. The relevant “Berufsgenossenschaftliche Vorschriften für Arbeitssicherheit und Gesundheitsschutz” (German health and safety regulations), safety guidelines, environmental protection regulations and instructions relating to these issued in writing and verbally have to be observed.

“Berufsgenossenschaftliche Vorschriften für Arbeitssicherheit und Gesundheitsschutz” and special safety devices and environmental protection equipment are not allowed to be removed, damaged or rendered useless without permission.

In explosion-hazardous areas (Ex areas), work involving the use of an open flame may only be carried out in accordance with the respective safety regulations. Vehicles with combustion engines and battery-powered devices (e.g. mobile phones, radio equipment, laptops) are not allowed to be driven/used in Ex areas.

3.11

In the event of imminent danger, every person concerned who becomes aware of this has to advise immediately of potential sources of danger to persons, objects and the environment.

3.12

The contractor/supplier is responsible for the personal protective equipment (PPE). He has to ensure that his employees, if this is required in the work area, wear PPE with the following properties:

- Work clothes
(resistant to liquid chemicals EN 13034 Type 6,
protection against heat and flame EN 531 A B1 C1 E1/ EN 470-1,
electrostatic properties EN 1149-1)
- Safety shoes S3
- Safety glasses and helmet
- Gloves (if required in the work area)
- Breathing equipment (if required in the work area)
- Ear protection

If additional special PPE should also be required, this is to be supplied by Grillo-Werke AG.

The “PSA-Benutzungsverordnung” (regulation concerning the use of PPE) is to be observed. Tradesmen/suppliers have to instruct their employees on the safe use of PPE.

For visitors to accompanied plant tours, the PPE is limited to eye protection, head protection, body protection and where applicable ear protection. Depending on the type of plant tour, visitors also have to wear safety shoes. At least closed shoes have to be worn. Depending on the degree of risk, increased requirements concerning PPE may apply.

3.13

Construction site equipment (construction trailers, containers etc.) have to comply with the relevant safety regulations and may only be installed in the designated areas. The same applies for the storage of building materials.

The use of the site water supply, compressed air and power is only allowed with the prior consent of the construction site management or another responsible person.

Construction site pits, shafts, floor openings and the like must always be secured so that no one can come to harm. This applies in particular before leaving the place of work. The danger area has to be covered, fenced off or secured in some other way.

Ladders, work platforms, scaffolding and the like have to be in perfect condition and used correctly. Proof of the last safety-

related test has to be attached to work equipment. The test period must not be exceeded.

If there is a fall hazard, special preventive safety measures are to be taken, e.g. work with a safety belt and catch rope. The perimeter of areas where work at height is taking place is to be secured. People are not allowed to stand under these areas when work is taking place. Work on external facades and high workplaces is to be carried out with aerial work platforms or scaffolding.

Cranes, industrial trucks, aerial work platforms and similar equipment may only be operated by responsible employees with appropriate qualification or training certificates.

Parked or stored objects are to be secured to prevent accidents.

In the event of e.g. traffic accidents, fires, accidents or leakage of substances in a generally accessible area of the plant site, the reception of Gate 1 (Tor 1), Buschstraße 95, telephone: 0203 5557-201, and the responsible operation/coordinator are to be informed. At the site of the accident everything is to be left unchanged for the investigation. Orders given by persons entrusted with fire prevention or safety tasks are to be followed immediately. The Alarm and Danger Prevention Rules of Grillo-Werke AG remain unaffected by this. Anyone who notices or learns of a fire has to alert immediately the internal emergency number 222 or 0203 5557-222. This also applies to small fires which can be extinguished by hand-held fire extinguishers. Gatherings at the scene of a fire or accident create new dangers and hinder the rescue measures. This is why all persons who have not been entrusted with defensive or assistance responsibilities

have to keep away from the scene of the accident. The designated gathering points are to be sought immediately.

3.14

The plant site is monitored by a fire alarm system. For this reason all work which generates dust, smoke, steam, fire or sparks has to be reported to the responsible coordinator and approved before the work commences. Grillo-Werke AG reserves the right in cases where a false alarm is triggered negligently to invoice the damages to the party who triggered the false alarm.

3.15

Residual material, samples and waste may not be taken without written permission. The respective permit is to be shown at the exit without being asked.

3.16

Weapons are not allowed to be brought onto or produced on the plant site.

3.17

Theft, fraud, embezzlement, damage to property and all other criminal offences to the detriment of companies or persons have to be reported to the person responsible for company security immediately.

3.18

Packaging waste is to be disposed of in accordance with the Packaging Regulation (Verpackungsverordnung). In the event of a breach of this provision, Grillo-Werke AG will have the right to invoice the resulting costs incurred to the contractor. If additional

waste is generated, its disposal is to be agreed with the customer and if applicable with the Environmental Protection Officer.

3.19

In the generally accessible areas of the plant the sticking up of posters, writing on walls, distribution of leaflets, flyers or printed material, making of acoustic announcements, selling or offering of private goods, holding of unauthorised gatherings, collection of money or signatures and the organisation of gambling activities are strictly prohibited.

All public party political activity on the plant site is prohibited.

3.20

Lost property is to be handed in at the reception of Gate 1 (Tor 1), Buschstraße 95, or at the reception of the Head Office, Weseler Straße 1.

3.21

Grillo-Werke AG complies with all rules and regulations of antitrust and competition law. Any form of corruption, blackmail or misappropriation is strictly prohibited. Bribes or any other means to obtain an illegal or improper advantage are not to be offered or accepted.

Gifts may only be accepted from persons who have or are seeking a business relationship with Grillo-Werke AG if they are small gifts of little value such as ballpoint pens or pocket diaries.

3.22

For the duration of their activity, they can use the catering on offer in the Grillo canteen.

3.23

In cases of injury, the plant medical service (Tor 1/Buschstraße 95) can be used (telephone: 0203 5557-257).

4.

The suppliers will ensure that the conditions of the Code of Conduct for Suppliers are complied with by themselves and their sub-suppliers.

Any breach of this Code of Conduct may result in the immediate termination of the business relationship.

5.

If any provision in these Site Rules should be invalid due to legal reasons, the validity of the remaining provisions will not be affected by this.

The Site Rules have been agreed with the Works Council of Grillo-Werke AG and can be terminated with a notice period of 6 months to the end of the month.

The provisions of these Site Rules for which notice of termination has been given will remain in force until new Site Rules or a new version of the parts of the Site Rules for which notice of termination has been given have been agreed.

These Site Rules enter into force on 1 January 2016.

Duisburg, 7 December 2015

Executive Board:



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