

## House Regulations of the LGI Group

### § 1. Introduction

- (1) These house regulations shall apply to all sites of the LGI Group (hereinafter “LGI”) for:
  1. External companies and their contractors as well as their employees<sup>1</sup> („external employees“), who stay at an LGI site (“LGI business premises” or “LGI building spaces”) for the purpose of fulfilling their contractual obligations
  2. Tenants of LGI building spaces as well as their employees
  3. Business partners and private persons who visit LGI (“visitors”)
  4. Forwarders, carriers and their employees (“truck drivers”) who deliver or collect goods at LGI locations
- (2) The LGI employees shall also comply with the house regulations.
- (3) Those persons referred to in paragraph (1) shall ensure, in addition to further duties included in these house regulations, that these house regulations are brought to the attention of employees and/or vicarious agents who stay at the LGI site – irrespective of whether LGI issues these persons with the house regulations or not.
- (4) The respective site manager is authorized to make the appropriate arrangements for the compliance with and enforcement of the house regulations at LGI.
- (5) In case of questions, those persons referred to in paragraph (1) shall contact the respective site manager.
- (6) The respective site manager should also be asked about site-specific data, e.g., about responsibilities, emergency organisation, working periods and access authorisation.
- (7) Existing contractual agreements have precedence over these house regulations. Additional agreements between LGI and those persons referred to in paragraph (1), remain unaffected.

### § 2. Visitor badges / stay

- (1) Those persons referred to in § 1 paragraph (1) shall be issued with a visitor badge for the duration of their stay at LGI and it shall be worn visibly at the LGI site at all times. The visitor badge will be issued on the instructions of LGI and it must be returned, without request, to the plant security or to an LGI site manager according to the local regulation and at the latest, however, at the end of employment or at the point when it expires. If the visitor badge is lost, the plant security or the LGI site manager shall be notified immediately.
- (2) The visitor badge is not transferable and it shall be presented, without request, to the plant security or the reception upon entering the LGI site.

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<sup>1</sup> All of the masculine forms that are used in the remainder of this text will be used neutrally for both women and men.

- (3) For all stays at the LGI site - working days before 7 a.m. and after 5 p.m., Saturdays, Sundays- and on public holidays and during times when the factory is closed- prior written consent shall be provided via the LGI site managers. Other contractual agreements shall remain unaffected.
- (4) Before the start and the end of the (service) works, external employees shall sign themselves in and out on the visitors list at the plant security or at the respective reception. In some cases, a permanent visitors badge can be issued which authorizes the access to the LGI site at all times. The stay at the LGI site is only authorized for external employees who are involved in the order. It is not permitted to bring family members or other persons.
- (5) Unless stipulated otherwise, those persons who are referred to in § 1 paragraph (1) must be accompanied by an LGI employee if he is at the LGI site.
- (6) Upon entering the LGI site, those persons referred to in § 1 paragraph (1) shall submit to potential people, bag and/or vehicle screening by the competent staff at LGI or from the plant security insofar as this is justified for operational reasons.
- (7) If data is collection by LGI, then LGI commits to handle this data confidentially and in accordance with the relevant data protection regulations.

### **§ 3. Key**

If required, LGI shall provide external employees with a key in a timely manner and free-of-charge. The contracting party will be liable for the loss and damage of keys. The keys shall be returned to the LGI site managers on a daily basis. The contracting party is liable for damages arising for LGI for the misuse of ceded keys.

### **§ 4. Traffic regulations on the LGI business premises**

- (1) Road traffic regulations shall apply on the LGI business premises. Traffic signs shall be observed in conformity with official traffic signs.
- (2) Building entrances, escape routes, fire walls and emergency escape routes shall be kept completely free at all times. Automobiles must be parked in the designated places. In case of infringements, the LGI is authorized to tow away vehicles at the expense of the holder or the driver.
- (3) The plant security or the respective LGI site manager shall be notified immediately about special incidents and this particularly applies to accidents, damages to parked vehicles as well as other cases of damage.
- (4) Generally applicable regulations for traffic accidents shall remain unaffected.
- (5) LGI shall only be liable within the scope of legal requirements.

## **§ 5. Escape routes**

External employees who are permanently entrusted with external services at the LGI site shall be instructed by the LGI site manager about the evacuation concept and, in the case of an emergency, they must act in line with the guidelines. Furthermore, they shall take note of the nearest escape and emergency escape routes, collection points, fire extinguishers, fire alarms and emergency call equipment. Traffic routes, escape and emergency escape routes, emergency exits, safety devices (such as fire-extinguishing appliances, body and eye showers etc.) and access to electrical installations, may not be disguised or used without the prior consent of LGI.

## **§ 6. Accidents**

- (1) Accidents shall be reported immediately via the respective LGI emergency call or “112” shall be dialed. The local emergency numbers must be obtained from the notice boards which outline the responsibilities at the site.
- (2) The LGI site manager shall be immediately informed. The LGI instructions must be followed in case of an emergency.
- (3) The legal obligation to assist shall remain unaffected.

## **§ 7. Video and audio recordings**

- (1) It is forbidden to take photos, to film and to make sound recordings on the LGI premises. Upon the request of LGI, mobile telephones must be left at the reception. In case of infringements, video and audio material can be reclaimed by LGI and destroyed.
- (2) Exceptions to this must be authorized by management.

## **§ 8. Smoking in LGI buildings**

It is prohibited to smoke outside the designated areas. In the LGI building spaces, smoking is only permitted in the smoking areas.

## **§ 9. Warning signs, the danger of fire and explosion**

- (1) Warning, prohibition and information signs must be observed at the LGI site.
- (2) In work areas in which there is a danger of fire and/or explosion, smoking and handling fire and open flame is prohibited. Only explosion-proof devices and tools may be used in explosion-proof rooms.

- (3) All persons referred to in § 1 paragraph (1) are obliged to take particular care with fire or highly combustible, poisonous, explosive, radioactive substances or those which are dangerous in another way. Used cleaning agents as well as substances which tend to ignite spontaneously must be stored in a fire-proof manner.
- (4) In case of fire or other hazards the instructions issued by the fire department shall be complied with.

## **§ 10. Prohibition of alcohol and drugs**

Alcohol and drug consumption is strictly forbidden at the LGI site. Those persons who are found to be drunk or under the influence of drugs will not be tolerated at the LGI site. The consumption of alcohol is permitted in exceptional cases (i.e. for celebrations) in coordination with the site management.

## **§ 11. Eating and drinking**

Eating and drinking is generally only permitted in the rooms provided for.

## **§ 12. Lost items**

Items which are found on the LGI site shall be immediately handed over to the plant security center, the LGI site manager or at the respective reception. LGI expressly points out that the embezzlement of found items shall be reported and criminally prosecuted.

## **§ 13. Items which are brought in**

Items, materials and tools which are brought in must be protected against unauthorized use and theft. LGI shall not be liable for the loss of property.

## **§ 14. Items which are taken away**

Items which are not brought in by those persons referred to in § 1 paragraph (1), may only be removed from the LGI site with an appropriate certificate from the LGI site manager.

## **§ 15. Accessing rooms, operating machines**

- (1) Every access to rooms and facilities and operating machines and devices is prohibited insofar as this is not necessary for the fulfillment of contractual obligations.
- (2) In individual cases an approval can be issued for the use of social and common rooms.

## **§ 16. Dangerous works**

- (1) The following works require close coordination with LGI and require prior written consent with an instruction on “the premises”:
  - Driving with industrial trucks and forklift trucks in particular
  - Welding, soldering, grinding and cutting works as well as works with an open flame and the processing of flammable and oxidizing hazardous substances (flammable works)
  - Works in tight spaces, in containers, mines as well as supply and disposal ducts
  - Works on fire-extinguishing, fire-alarm and other warning systems
  - Works in rooms which are protected with automatic extinguishing systems
  - Removal of protective devices
  - Works on containers and pipelines
  - Works on electrical installation and in areas at risk of radiation, fire and explosions
  - Earthwork such as i.e. the digging of excavation pits and shafts
  - All works in which improper implementation of the works can damage sprinkler heads
  - Works in areas with a protection against electrostatic discharges (ESD)
  - Works with the access cradle and on the roof
  - The work areas for manufacturers must be secured in such a way that it does not cause any danger to third-parties

## **§ 17. Work involving a fire hazard shall require a written permit procedure.**

- (1) For the use of hazardous substances within the meaning of the Ordinance of Hazardous Substances, the safety data sheets of the hazardous substances to be used or the hazardous preparations respectively, shall be brought to the attention of the LGI site manager and he shall give authorization to start the work.
- (2) The provisions in § 9 will be expressly referred to.

## **§ 18. Confidentiality**

- (1) Those persons referred to in § 1 paragraph (1) shall treat all facts that become known to them during their stay at the LGI site and all information received by LGI, as strictly confidential and they shall neither impart it to third parties nor use it for purposes other than for the rendering of its services for LGI unless the information was released by LGI or it generally became known from this agreement without being in violation of its duties.
- (2) This concerns in particular facts or information irrespective of the form (files, drawings, digital data, verbal message etc.) via operational procedures, operating results, production and service key figures, products, business policy, charges, claims, organizational, social or operational measures as well as data from procurement functions.

- (3) This obligation to maintain confidentiality ends (3) years after the termination of employment at LGI arising from the contractual relationship.

## § 19. Ethical conduct

Those persons referred to in § 1 paragraph (1) are obliged to behave ethically at the LGI site. Discriminatory or offensive behavior towards our employees will not be tolerated. In case of violations towards employees, suitable, necessary and appropriate measures may be taken in the individual case, for the protection of its own workers.

## § 20. Specific provisions for hazard prevention

- (1) It is the obligation of all those persons referred to in § 1 paragraph (1) to take all precautions in order to avert danger to LGI employees, LGI facilities and themselves.
- (2) Should external employees have concerns about whether the execution of the order is, in their opinion, incompatible with occupational safety and fire protection then they must inform the site manager without delay.

This especially concerns:

### § 19.1 Safe working

The following information must be observed:

- a) **Work equipment (tools, devices etc.):** The work equipment used to fulfill the order must be in line with health and safety regulations and it must only be used in accordance with its intended use.
- b) **Performance of the work:** All work must be performed in line with the relevant occupational safety laws. This concerns in particular the regulations on electrical safety as well as for the creation and protection of jobs (i.e. barriers).
- c) **Personal protective equipment:** Personal protection equipment such as i.e. protective goggles, protective clothing, protective gloves, protective shoes, safety vests etc. must be worn in all operating LGI areas. The relevant information signs shall be observed. The contracting parties themselves are responsible for issuing personal protective equipment.

### § 19.2 Disposing of waste and residue

- a) The materials and auxiliary materials delivered by the external employee as well as the remnants of it and processing waste shall remain in the ownership of the contracting party until its appropriate application or its proper disposal.

- b) Waste from the external employee shall, in accordance with legal provisions, be collected, labeled and immediately taken away and disposed of by him from the LGI site.
- c) Waste which does not originate from materials and auxiliary materials that were brought in by the external employee may only be disposed of by order of LGI only if the contracting party has proven to be authorized, and in a position to dispose of them properly.
- d) The external employees shall provide evidence to LGI of the individual disposal in line with the waste disposal regulations.

### **§ 19.3 Orderly workplace**

- a) Work stations shall be kept clean. Materials and tools shall be securely stored. Insofar as they exist, legal storage guidelines shall be observed.
- b) Tools, devices and materials may only be stored and kept in places allocated by LGI.

### **§ 19.4 Evacuation of buildings**

In case of emergencies (i.e. fire), the evacuation of LGI building areas must be arranged. The evacuation signal obligates all those present in the building to immediately yet calmly leave the building, to make their way to the identified assembly points and to remain there until instructions about how to proceed are given by LGI or the relevant law enforcement officer (police, fire department etc.).

## **§ 21. Violations of the house regulations / liability**

- (1) The monitoring of these house regulations is incumbent upon LGI and, if/when provided, the plant security. Serious violations of the house regulations entitle LGI to prohibit the continued stay at the LGI site of those persons which are held liable. In serious cases, LGI is also entitled, without giving notice, to terminate the agreement underlying the stay.
- (2) Those persons referred to in § 1 paragraph (1) shall be liable to LGI for all damages arising from themselves, their employees or subcontractors not observing these house regulations.