

House Rules of the LGI Group

§ 1. Introduction

- (1) These house rules apply at all locations of the LGI Group (hereinafter "LGI") for:
 1. Outside companies and their subcontractors and their employees¹ ("outside employees") who are at an LGI location ("LGI premises" or "LGI building areas") for the purpose of fulfilling contractual obligations.
 2. Tenants of LGI building space and their employees.
 3. Business partners and private individuals visiting the LGI ("Visitors").
 4. Freight forwarders and carriers and their employees ("truck drivers") who deliver or collect goods at LGI locations.
- (2) LGI employees must also abide by the rules of the house.
- (3) The persons named in paragraph (1) must, in addition to other duties contained in these house rules, ensure that they bring these house rules to the attention of employees and/or vicarious agents who are present at the LGI location - irrespective of whether LGI hands out house rules to these persons or not.
- (4) The respective site manager is authorised to issue appropriate orders for the LGI for compliance and enforcement of the house rules.
- (5) In case of questions, the persons mentioned in para. (1) shall contact the respective site manager.
- (6) Site-specific data, e.g. on responsibilities, emergency organisation, operating hours and access regulations, must also be requested from the respective site manager.
- (7) Existing contractual agreements take precedence over these house rules. Further agreements between LGI and the persons named in paragraph (1) remain unaffected.

§ 2. Visitor passes / stay

- (1) For the duration of their stay at LGI, a visitor's pass will be issued for the persons named in § 1 Para. (1), which must be worn visibly at all times on the LGI site. The visitor pass is issued on the instructions of LGI and is to be returned without being asked to the site security or to the LGI site manager in accordance with local regulations, at the latest, however, at the end of the activity or at the expiry of the validity. The loss of the visitor pass must be reported immediately to the site security or the LGI site manager.
- (2) The visitor pass is non-transferable and must be presented to the site security or reception without being asked when entering the LGI site.

¹ LGI is committed to equal rights for all genders. Where the generic masculine is used in LGI documents, this is done solely for reasons of simplification and easier readability. This does not imply any judgement.

- (3) For all stays on the LGI site - on weekdays before 7.00 a.m. and after 5.00 p.m., on Saturdays, Sundays and public holidays and times of closure - written consent must be procured in advance via the LGI site manager. Other contractual agreements remain unaffected.
- (4) Before the start and after the end of (service) work, employees from outside the company must sign in or out on the visitor list at the site security or at the respective reception. In individual cases, a permanent visitor's pass can be issued, which permits entry to the LGI site at any time. Only employees from outside the company who are involved in the order are permitted to stay at the LGI site. Bringing family members or other persons is not permitted.
- (5) Unless otherwise regulated, persons named in § 1 para. (1) must be accompanied by an LGI employee when at the LGI location.
- (6) By entering the LGI site, the persons named in § 1 Para. (1) submit to a possible personal, bag and/or vehicle check by responsible LGI employees or the site security, insofar as this is justified by operational reasons.
- (7) If data is collected by LGI, LGI undertakes to treat this data confidentially and in accordance with the relevant data protection regulations.

§ 3. Key

If necessary, LGI will provide keys to external employees in good time and free of charge. The contractual partner is liable for key losses and key damage. The keys are to be returned daily to the LGI site manager. The contractual partner is liable for damages incurred by LGI due to misuse of the keys provided.

§ 4. Traffic rules on the LGI premises

- (1) The regulations of the Road Traffic Act apply accordingly on the LGI premises. Traffic signs are to be observed in the same way as official traffic signs.
- (2) Entrances to buildings, escape routes, fire lanes and escape routes must be kept clear at all times. Motor vehicles are to be parked in the spaces designated for this purpose. In the event of infringements, LGI is entitled to have vehicles towed away at the owner's or driver's expense.
- (3) Special incidents, in particular accidents, damage to parked vehicles and other cases of damage must be reported immediately to the site security or the respective LGI site manager.
- (4) Generally applicable regulations for traffic accidents remain unaffected.
- (5) LGI is only liable within the framework of the statutory provisions.

§ 5. Escape routes

External employees who are permanently entrusted with external work at the LGI site are instructed in the evacuation concept by the LGI site manager and must act in accordance with the specifications in the event of an emergency. They must also take note of the location of the nearest escape and

rescue routes, assembly points, fire extinguishers, fire alarms and emergency call facilities. Traffic routes, escape and rescue routes, emergency exits, safety equipment (such as fire extinguishing equipment, body and eye showers, etc.) and access to electrical equipment may not be obstructed or changed without the prior consent of LGI.

§ 6. Accidents

- (1) Accidents must be reported immediately via the respective LGI emergency number or dial "112". The locally valid emergency numbers can be found in the notices on the site responsibilities.
- (2) The person responsible for the LGI location must be informed immediately. In an emergency, the LGI instructions must be followed.
- (3) The legal obligation to provide assistance remains unaffected.

§ 7. Image and sound recordings

- (1) Photographing, filming and making sound recordings on the LGI premises is prohibited. Upon request by LGI, mobile phones are to be deposited at the reception. In the event of infringement, LGI may demand the return of the film and audio material and destroy it.
- (2) Exceptions must be approved by the Executive Board.

§ 8. Smoking in LGI buildings

Smoking outside designated areas is prohibited. In the LGI building areas, smoking is only permitted in smoking zones.

§ 9. Warnings, fire and explosion hazard

- (1) Mandatory, prohibitive and instruction signs at the LGI site must be observed at all times.
- (2) In work areas where there is a risk of fire and/or explosion, smoking and handling fire and naked lights is prohibited. Only explosion-proof equipment and tools may be used in explosion-proof rooms.
- (3) All persons mentioned in § 1 para. (1) are obliged to take special care when handling fire or highly flammable, toxic, explosive, radioactive or otherwise hazardous substances. Used plastering materials as well as materials that tend to self-ignite must be stored in a fireproof manner.
- (4) In case of fire or other danger, the instructions of the fire brigade must be followed.

§ 10. Prohibition of alcohol and drugs

Alcohol and drug consumption is prohibited at the LGI site. Persons who are drunk or on drugs will not be tolerated on the LGI site. The consumption of alcohol is permitted in exceptional cases (e.g. due to celebrations) in agreement with the LGI site management.

§ 11. Food and drink

Eating and drinking is generally only permitted in the designated rooms.

§ 12. Lost property

Objects found on the LGI site are to be handed in immediately to the site security centre, to the LGI site manager or to the respective reception. LGI expressly points out that misappropriations of found property will in any case be reported and prosecuted.

§ 13. Brought in items

Objects, materials and tools brought in are to be secured against unauthorised use and removal. LGI is not liable for loss of property.

§ 14. Taking objects with you

Objects that have not been brought in by the persons named in § 1 para. (1) may only be removed from the LGI site with a corresponding certificate from the LGI site manager.

§ 15. Entering rooms, operating machines

- (1) Any entry into rooms and facilities, the operation of machines and equipment, insofar as this is not necessary for the fulfilment of contractual obligations, is prohibited.
- (2) Permission may be granted for the use of social and common rooms on a case-by-case basis.

§ 16. Dangerous work

- (1) The following work requires careful consultation with LGI and requires written prior approval with an "on-site" briefing by LGI:
- Driving industrial trucks, especially forklift trucks
 - Welding, soldering, grinding and cutting work as well as work with naked flames and the processing of flammable and oxidising hazardous substances (fire-hazardous work).
 - Working in confined spaces, containers, pits and supply and disposal channels
 - Work on fire extinguishing, fire alarm and other warning systems
 - Work in rooms protected by automatic extinguishing systems
 - Removing guards
 - Work on containers and pipelines
 - Work on electrical installations and in areas subject to radiation, fire and explosion hazards.
 - Earthworks such as excavation of excavation pits and shafts
 - All work where sprinkler heads can be damaged by improper work.
 - Working in areas with protection against electrostatic discharge (ESD)
 - Working with the façade basket and on the roof
 - Work areas of craftsmen must be secured in such a way that no hazards can arise for third parties.

A written permit is required for work involving a fire hazard.

- (2) When using hazardous substances as defined by the Hazardous Substances Ordinance, the safety data sheets of the hazardous substances or hazardous preparations to be used must be brought to the attention of the LGI site manager and the commencement of work must be approved by him.
- (3) Express reference is made to the provisions in § 9.

§ 17. Secrecy

- (1) The persons named in § 1 para. (1) will treat all facts becoming known to them during their stay on the LGI site and all information received from LGI as strictly confidential and will neither pass them on to third parties nor use them for any other purpose than for the provision of contractual services for LGI, unless the information has been released by LGI or it has become generally known without any breach of duty arising from this agreement.

- (2) This applies in particular to facts or information in whatever form (files, drawings, digital data, verbal communication, etc.) about operating procedures, operating results, production and service figures, products, business policy, charges, claims, organisational, social or business management measures as well as data from procurement functions.
- (3) This obligation to maintain confidentiality ends three (3) years after termination of the contractual relationship underlying the activity at LGI.

§ 18. Correct behaviour

The persons named in § 1 para. (1) are required to behave correctly at the LGI site. Discriminatory or harassing behaviour towards our employees will not be tolerated. In the event of violations against employees, appropriate, necessary and reasonable measures may be taken in individual cases to protect the company's own employees.

§ 19. Special security provisions

- (1) It is the obligation of each of the persons named in § 1 para. (1) to take all precautions to avert danger to LGI employees, LGI facilities and themselves.
- (2) If employees outside the company have concerns as to whether, in their opinion, the execution of the order is incompatible with occupational safety and fire protection, they must inform the site manager immediately.

This concerns in particular:

§ 19.1 Safe work

The following instructions must be observed:

- a) **Work equipment (tools, devices, etc.):** The work equipment used to fulfil the order must comply with the relevant occupational health and safety regulations and may only be used as intended.
- b) **Carrying out the work:** All work must be carried out in accordance with the relevant occupational health and safety laws. This applies in particular to the rules on electrical safety and on setting up and securing workplaces (e.g. barriers).
- c) **Personal protective equipment:** Personal protective equipment, such as safety goggles, protective clothing, protective gloves, protective shoes, warning waistcoat, etc. must be worn in all operational LGI areas. Appropriate signs must be observed. The contract partners are responsible for issuing personal protective equipment.

§ 19.2 Disposal of waste and residues

- a) The materials and auxiliary materials supplied by the external employee as well as any residues thereof and processing waste shall remain the property of the contractual partner until they are used as intended or disposed of properly.
- b) The waste of the external employee must be collected, labelled, transported immediately from the LGI site and disposed of in accordance with the statutory regulations.
- c) Waste that does not originate from materials and auxiliary materials brought in by the external employee may only be disposed of on behalf of LGI and only if the contractual partner is demonstrably authorised and able to dispose of it properly.
- d) Employees outside the company must provide LGI with proof of individual disposal in accordance with waste legislation.

§ 19.3 Order in the workplace

- a) Workplaces must be kept clean. Material and tools shall be stored safely. If they exist, legal storage regulations must be observed.
- b) Tools, equipment and materials may only be stored and kept in the places allocated by LGI.

§ 19.4 Building clearance

In case of emergency (e.g. fire), an evacuation of the LGI building areas will be ordered. The evacuation signal obliges all persons present in the building to leave the premises immediately but quietly, to go to the designated assembly points and to remain there until instructions are given by the LGI or the responsible authorities (police, fire brigade, etc.) on how to proceed.

§ 20. Violations of the house rules / liability

- (1) The supervision of these house rules is the responsibility of LGI and, if available, the site security. Serious violations of the house rules entitle LGI to prohibit the offending person from further stay at the LGI location. In serious cases, LGI is also entitled to terminate the agreement on which the stay is based without notice.
- (2) The persons named in § 1 Para. (1) are liable to LGI for all damages arising from the fact that they, their employees or subcontractors do not observe these house rules.