

GUIDELINES.

For external companies at the Braas GmbH sites.



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Introduction

Occupational safety, health protection and environmentalism along with quality and energy efficiency are important corporate principles for us.

We would therefore like to involve you as our partner in order to prevent endangering each other; avoid potential injuries and protect the environment. This is essential for high quality and energy efficiency.

Only by strictly complying with all guidelines can we ensure the physical integrity and health of every individual.

It is your responsibility to ensure that all your employees as well as all subcontractors know and implement our guidelines.

We reserve the right to stop any work that is unsafe or pollutes the environment. Furthermore, if we suffer damages as a result, we reserve the right to pass on these costs to you.

We look forward to a successful and safe working relationship!

Management

Meeting and instructions before commencing the work

Before you start work on site, the client or a designated coordinator will discuss the rules relevant to your work with you. The rules discussed in this meeting are binding for you. You must then ensure that your staff and subcontractors working for you on site are familiar with these rules.

The following points are part of this meeting:

Organisation

- Name and telephone number of the responsible coordinator and contact person.
- Name and telephone number of your team's on-site manager.
- Number of staff and information about subcontractors.
- Discussion of the work with a focus on safety-relevant activities, equipment and materials.
- Work equipment and materials we must make available.
- Required work permits.
- All necessary certificates of competence and supporting documents for your work.

Hazards

- Hazards as a result of your work.
- On-site hazards relevant to your work.

Protective measures

- Energy provision regulations.
- Protective measures with regard to safety and environmental protection.
- Personal protective equipment.
- Emergency regulations.

Preparation for this meeting

The coordinator will ask you for the relevant documents. Please have the relevant supporting documents ready to hand. These include:

- Test certificates for the work equipment used by you.
- Safety data sheets for the hazardous substances used by you.
- Staff training certificates and certificates of competence, e.g. forklift license.
- Operating instructions and risk assessments.

16 golden rules



1. As an external person you must sign in at the reception desk. You may only enter areas designated by the operations manager (coordinator); we must be notified of any change of workplace. You must walk to the canteen and social rooms using a direct route.



2. While you carry out the job, the operations manager or coordinator must be informed immediately of any change of staff or deployment of subcontractors. These individuals must be provided with the relevant instructions.



3. Before starting work, find out about the location of life-saving equipment such as first aid kits, fire extinguishers and current rescue plans. The coordinator must be informed immediately of any accidents and damage to property.



4. A safety vest and safety shoes S2 must be worn throughout the factory premises. A bump cap must be worn when entering the production areas. In certain designated areas the personal protective equipment must be worn in line with Braas standards!

16 golden rules



5. The work may only be carried out by individuals who are physically fit and, if necessary, have undergone the required training. Individuals who drive industrial trucks and other vehicles on the premises must have the relevant training and instruction, and have undergone an occupational medical examination under G 25. The relevant driving licence for public roads must also be produced.



6. The use of Braas GmbH work equipment requires prior approval. Working alone should be avoided as much as possible. If a dangerous activity (e.g. in confined spaces) is carried out by one person, this must be suitably monitored (personal distress signal). Please consult with your coordinator.



7. Please note that industrial trucks have right of way on our factory premises. Do not stand under suspended loads. Make eye contact with the forklift driver. Agree on who goes first.



8. There is a total ban on alcohol throughout the premises! Smoking is prohibited in areas where there is a high risk of fire and explosion. In the offices, smoking is only permitted in designated areas. Eating is only allowed in designated areas.

16 golden rules



9. Tight-fitting clothing must be worn in the production areas, and jewellery (including rings) must be taken off. The safety distance to machinery and equipment must be observed.



10. In the event of a fire, the building must be left immediately along a safe route. Please gather at the designated assembly point (see escape and rescue plan)! Only use marked paths and areas, and use stair handrails!



11. Any waste material must be properly disposed of by the contractor at their own expense. Braas GmbH is responsible for disposing of their own waste. The disposal of such waste must be coordinated with the operations manager (coordinator).



12. The coordinator must be notified in advance if hazardous substances are stored or used (safety data sheet). Operating instructions must be made available when dealing with hazardous substances.



13. No recordings may be made of operating facilities and working methods. Taking photographs or making videos is not permitted on company premises. In addition, the employees of external companies are obligated to maintain confidentiality with respect to third parties about the aforementioned.

16 golden rules

- 14.** All work and operating equipment must comply with the regulations. They must only be used as intended and must come with a valid testing certificate.
- 15.** The contractor must prove that their staff have the relevant certificate of competence or authorisations to carry out the work (such as working with electrical installations, high voltage/low voltage, gas equipment, welding work).
- 16.** Our sites are certified according to DIN EN ISO 9001, DIN EN ISO 14001 and DIN EN ISO 50001. For external companies this means that our standards must be complied with; i.e. they must be aware of our quality, environmental and energy policy and act accordingly, minimise noise pollution and the endangerment of soil and the sewage system from escaping substances like oil or fuels. Energy must be used efficiently and any environmental pollution must be avoided.

○ These guidelines are particularly important for your work!

Permits for special work

Before certain particularly dangerous work is carried out, the coordinator will issue a permit. You must ensure that the protective measures and tasks listed on the permit are carried out. The permit will be permanently to hand in your work area. The staff carrying out the work are familiar with the contents of the permit and have the necessary equipment.

The following types of work may not be carried out without a permit:

- Hot work.
- Roof inspections.
- Excavation work.
- Work in confined spaces.
- Work involving personal protective equipment to prevent falling.

Other site-specific permits are available if required.

○ These guidelines are particularly important for your work!

Personal protective equipment (PPE)

External companies must provide all their staff working on our factory premises with personal protective equipment.

The protective equipment must adequate for the job.

The following PPE is obligatory:



Helmet or bump cap
Throughout the production area.



Suitable work clothes
Must always be worn.



Safety vest
Safety vests must be worn throughout the factory premises.



Safety shoes S2
must be worn throughout.

This PPE must additionally be worn in the relevant areas:



Ear protection
In all marked areas.



Safety glasses
In the case of dust, splintering materials, hazardous substances, when welding and grinding.



Protective gloves
In all marked areas.



Face protection
By the hot-melt plant and electrical systems under voltage.



Fall protection
For all work at height without security.



Respiratory protection
Use a filter dust mask P3 in dusty environments.

Behaviour in case of danger

WHAT TO DO IN THE EVENT OF AN ACCIDENT:

- Saving people.
- Secure the scene of the accident!
- Take immediate action (first aid).
- If necessary, notify first-aid worker/emergency services.
- Stay calm.
- Immediately notify the site's contact person.
- Do not leave injured people alone.
- Enter every accident in the first-aid log.

WHAT TO DO IN THE EVENT OF A FIRE:

- Act immediately to fight the fire (e.g. use fire extinguisher).
But: Protecting yourself has priority!
- Stay calm.
- If necessary, notify the fire service: **Telephone: 112** from any phone.
- Call the fire protection officer and ask for help.

WHAT TO DO DURING AN EVACUATION:

- Switch off machines.
- Leave the building by the **shortest** possible route.
- Go to the assembly point!
- Gather by department.
- Carry out a check: Are any colleagues missing?
- Notify the emergency services of any missing persons.
- Follow the instructions of the emergency services and rescue services.

○ These guidelines are particularly important for your work!

First aid



FIRST-AID BOXES — FIRST-AID KITS:

These are distributed throughout the factory and contain materials for first aid. For the location of the first-aid boxes and kits, consult the escape and rescue plan.

The security officer must be notified when dressing material has been removed so it can be replaced.

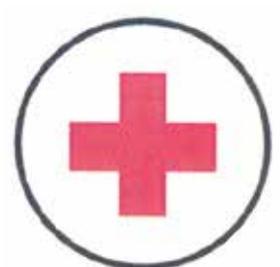
Every injury, however minor, must be entered into the first-aid log.



STRETCHERS:

There are stretchers on the factory premises for the transport of injured persons.

The first-aiders can show you where they are.



NEAREST DOCTOR:

Emergency number from any phone: 112.

For the emergency number of the next available doctor, please see the notice on the premises.

○ These guidelines are particularly important for your work!

Internal traffic



GENERAL INFORMATION:

Road traffic regulations apply on the premises. Industrial trucks have right of way!

Every accident must be reported to the area manager. Vehicles may only be driven by persons with a valid driving licence.



MOVING TRAFFIC:

You must drive with mutual consideration and caution throughout the premises. The speed limit of 20 km/h and a reasonable safety distance must be adhered to. In the event of non-compliance, the company reserves the right to take appropriate actions.



STATIONARY TRAFFIC:

There are parking spaces outside the factories for private cars. In special cases and to load and unload, you may drive onto the premises in consultation with the contact person (coordinator).

The loading and unloading location must be agreed with the operations manager!



PEDESTRIANS:

Whenever available, use the marked footpaths for pedestrians.

When crossing and using roads, pay particular attention to other road users, especially industrial trucks!

○ These guidelines are particularly important for your work!

Special instruction for external drivers

- **Road traffic regulations apply on the premises.**
- You must register with the order entry office.
- The prescribed speed must be strictly maintained.
- Industrial trucks have right of way!
- Do not drive unless you have clearly communicated (eye contact, hand signal) with the other road user.
- Observe the company's traffic rules and follow the signs.
- Parking restrictions must be observed.
- Safety shoes and safety vests must be worn during loading. No loading without PPE.
- The vehicle you drive must comply with the legal requirements (e.g. hazardous transports).
- The place of loading and unloading must not be left.
- The forklift driver is responsible for the safety of the lorry driver during loading and unloading. The stipulated safety distances to the forklift must be maintained, or the loading and unloading process will be suspended.
- The legal requirements on load safety must be observed as well as the instructions regarding the load securing of roof tiles.

Equipment and machinery

Danger

**Automatically operating equipment and machinery,
Risk of crushing and getting pulled in**

Where?

In all factory halls, especially open conveyor systems

Warning

Plants that are idle can start at any time. Start-up warning must be observed.



The plants are equipped with safety doors or ripcords which trigger an automatic switch-off when activated. This can lead to unexpected disturbances. Before entering a plant, the operations managers or machine operators must be informed.

Protection

1. Never enter a plant or a power unit and never touch these unless all power is off.
2. Do not touch running machines!
3. Before starting work, switch off the system and ensure it cannot be switched on again by third parties!

(LOG OUT – TAG OUT – TRAY OUT) (LoToTo)

4. Remove protective covers only if machine is switched off.
5. In an emergency, use the emergency stop (red on a yellow background).

○ These guidelines are particularly important for your work!

Electricity

Danger

Electricity

Where?

Throughout the factory, especially in marked spaces and switch cabinets

Warning



Protection

- Electrical work must only be carried out by qualified electricians or electrically trained persons!
- Switch rooms and switch cabinets must always be kept closed and access to them must not be blocked!
- They may not be accessed by unauthorised persons!
- Faulty electrical equipment and tools must not be used, and any damage must be reported to the contact person immediately.
- Use protective equipment when working on electrical equipment and

Observe the five safety rules

1. Activating
2. Protect against accidental restart
(LOG OUT – TAG OUT – TRAY OUT) (LoToTo)
3. Ensure zero voltage
4. Grounding and short-circuiting
5. Cover adjacent live parts

Flammable materials/Risk of explosion

Danger

Fire, risk of explosion

Where?

In all storage facilities with flammable or explosive materials such as tanks, oil depots, gas depots and hazardous substances depots

Warning



Protection

- No smoking! Fire and open flames are prohibited! (In particular Welding is prohibited here.)
- Ensure that gas cylinders cannot fall over!
- Find out about the location of the fire extinguishers; when carrying out hot work, position fire extinguisher in the immediate vicinity!
- During **hot work** (welding, soldering etc.) fire protection measures are mandatory! A **special permit** is compulsory. All hot work must be completed at least two hours before the end of working hours. The fire watch period must be observed after the completion of the work!

○ These guidelines are particularly important for your work!

Tripping, slipping, falling

Danger

Tripping, slipping, falling (TSF)

Where?

Throughout the factory premises

Warning



Protection

- Escape and rescue routes are marked with escape route and rescue route lights. They must be kept free and not be obstructed with raw materials, cardboard, pallets or similar items!
- Slippery substances (oil, grease etc.) on the floor must be removed immediately!
- Wear safety shoes with non-slip soles!
- Floor openings and building edges must be secured. Labelling them with a red and white band is not enough in such cases!
- Only use undamaged, approved and tested ladders and scaffolding and make sure they are stable.
- Do not run on the factory premises.
- Use handrails when using stairs.
- Take weather conditions into account, such as rain, snow and ice.

Hot surfaces

Danger

Hot surfaces, hot liquids

Where?

Surface dryer; drying plants, ovens, laboratory ovens, hot-melt plants, hot knives

Warning



Protection

- **Take note of operating instructions!**
- Do not open closed systems without authorisation.
- Use heat protective clothing and face protection.
- Before commencing work, find out the location of emergency materials (first aid kit, ointment for burns, fire extinguisher etc.)!

○ These guidelines are particularly important for your work!

Noise

Danger

Noise

Where?

Throughout the production area

Warning



Protection

- **Wear hearing protection in the marked areas!**
- Hearing protection equipment can be found by the entrance areas to the production units.
- Keep the doors to noisy areas closed.

○ These guidelines are particularly important for your work!

Suspended loads/falling parts

Danger

Suspended loads, falling parts

Where?

Throughout the factory premises

Warning



Protection

- A safety helmet must be worn during construction work or work that can involve falling objects.
- Standing or walking under suspended loads is prohibited!
- Do not perform uncoordinated work on several floors that are on top of each other!
- The person in charge of the upper area is responsible for ensuring that nobody is injured on the floors below.
- Seal off the areas to ensure that nobody can be injured by falling parts.
- Cranes, lifting platforms and similar items must be operated only by trained personnel.

○ These guidelines are particularly important for your work!

Hazardous substances

Danger

Hazardous substances, chemicals

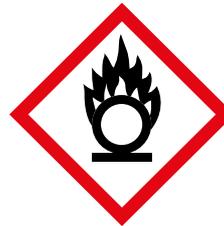
Where?

Throughout the factory premises

Warning



Flammable



Oxidising



Explosive



Toxic



Corrosive



Irritant

Pay attention to hazard warnings on packaging etc.

This is only an excerpt from the ordinance on hazardous substances; if in doubt, obtain specific information about the symbol.

Protection

- **Take note of operating instructions!**
- Observe the hazard warnings and safety advice on the packaging.
- Use appropriate protective equipment.
- Secure storage that protects against unauthorized access and environmental damage is important! Never put chemicals and hazardous substances into unmarked containers!
- Ensure correct disposal in consultation with the factory manager.
- Hazardous substances may only be introduced in consultation with the person in charge or the coordinator.

Construction sites

Danger

Where?

Construction sites

Throughout the factory premises

- Office and tool containers as well as materials and machines may only be installed and stored in places designated by the contact person.
- Before starting work, find out about the infrastructure (e.g. location of electricity, water and gas lines)!
- Construction site areas, floor openings and building edges must be properly cordoned off, and storage areas must be marked at least with red and white marking tape.
- If the planned work is likely to involve increased noise and dust pollution, the contact person must be informed of this in advance.
- If the construction work impacts on other work areas that are not part of the construction site, the work must be coordinated such that the two areas do not put each other at risk.
- If construction site facilities or building work obstructs internal traffic, effective diversion or alternative routes must be agreed with the contact person and warning signs must be put up. The same applies if construction site traffic presents an obstruction.
- Construction site distributors for electricity must be properly connected to the existing power sockets. The contact person must be immediately informed of damaged distributors or power cables. Damaged parts must not be used.
- Scaffolding may be put up and taken down by specialist companies only. Each scaffold must be provided with a scaffold and test certificate.

○ These guidelines are particularly important for your work!

Working at height/on the roof

Danger

Working at height/on the roof

Where?

Throughout the factory premises

Warning



Protection

- Before going on rooftops, a roof permit must be filled in.
- Only allow trained staff who are physically fit to work at height (medical check-up G 41).
- When going on roofs and using PPE to prevent falls, a second person must be present for safety.
- Use secure anchor points on the rooftops or catch scaffolds on the eaves or light bands.
- When using safety belts, ensure height rescue (max. rescue time 20 min. – suspension trauma).
- Check the safety belts before each use and make sure they are checked every year by an expert.
- Areas underneath the workplace must be protected against injury from falling objects (cordoned off).
- When using lifting platforms, anti-fall PPE must be used.
- Working on ladders is generally prohibited, except for very light and very small jobs (10 min.).
- Single ladders must be secured against slipping.

○ These guidelines are particularly important for your work!

Entering silos/confined spaces

Danger

Entering silos/confined spaces

Where?

In silos and other closed facilities

Warning



Protection

- A permit must be filled in before entering silos!
- When working in silos, a second person must always be present for safety!
- Find out about substances before starting work.
- Make sure there is adequate ventilation.
- Never enter silos with bulk solids (risk of sinking in).
- With silos that can only be accessed through overhead openings a safety belt has to be worn and a second person with rescue equipment has to be present for safety.
- Particular caution must be exercised when substances can slip.
- When working in containers, electrical devices with safety extra-low voltage must be used.

Our occupational safety policy

The Braas Monier Building Group undertakes to provide its employees and all stakeholders whose interests are affected by our company with a safe and healthy work environment and to carry out its business activities in a safe manner. Work safety is an important corporate value that has to be part of all aspects of our business activities.

We integrate our work safety goals in the management systems of the group at all levels. The management and all executives are responsible for the prevention of accidents and occupational diseases.

Each individual employee of Braas Monier can expect a workplace that is safe and does not put their health at risk. In return, we expect everyone to contribute to a safe environment by acting responsibly.

We also expect all employees to noticeably and actively contribute to the continuous improvement of occupational safety.

When it comes to occupational safety, zero is the key number — zero accidents and zero occupational diseases. Achieving this goal is an important milestone on our way to outstanding business performance.

Occupational safety and health protection always has priority over productivity.

Our occupational safety guidelines

- **Responsibility:** The executives are responsible for the implementation, communication and compliance with our occupational safety guidelines.
- **Training:** Employees, executives and contractors must be trained in how to work safely and the implementation of our occupational safety guidelines.
- **Unity:** All employees working for Braas Monier, including contractors, must respect the occupational safety guidelines.
- **Improvement:** The performance plan of all business units must include an annual plan for the improvement of occupational safety.
- **Organisation:** All business units must have an occupational safety committee consisting of executives, experts and partners.
- **Compliance:** All business units must comply with the occupational safety standards and programmes of the Braas Monier Group.
- **Reporting:** All incidents and accidents must be reported and investigated at the appropriate level, and the resulting findings must be made available to all.
- **Communication:** The group's safety findings and publications must be clearly communicated to all.
- **Measurement:** All activities must be regularly monitored by Braas's Monier standard H&S audit.
- **Support:** Occupational safety officers must be equipped and trained to be able to support the executives.
- **Employment contracts:** Compliance with these guidelines is a precondition for employment and a criterion for career development.

Our environmental and energy policy

Like any company, Braas has a high level of ecological responsibility for its manufactured products, from the procurement of raw materials all the way to disposal. The aim is for the company to actively preserve the natural living environment to the best of their knowledge and belief, and to protect the environment as much as possible.

We are committed to this not only because we are legally obligated to. We see sustainability as an opportunity to stand out from the competition. We are committed to the continuous improvement of environmental sustainability and the energy efficiency of our products and processes. For us, environmental protection and energy efficiency are integral parts of our corporate policy and we strive for sustainable growth.

1. COMPLIANCE WITH THE LAW AND REGULATIONS

We always comply with national as well as local legal regulations. Where appropriate, we set our own internal standards to outperform legal requirements. We regularly update our internal environmental and energy standards.

2. RESOURCES, ORGANISATION AND STAFF

At Braas, environmental protection and energy efficiency are part of our managerial responsibility. All our sites are equipped with the resources that allow them to meet their environmental obligations. We keep our employees informed about all important environmental and energy aspects of our work in order to encourage them to be environmentally aware and save energy.

Our environmental and energy policy

3. CONTINUOUS IMPROVEMENT OF ENVIRONMENTAL COMPLIANCE

We aim to constantly improve the environmental compliance and energy efficiency of our products, plants and processes as well as our management system. That's why we pay attention to energy efficiency in the design, procurement and operation of our plants and machines. We contribute to the preservation of natural resources by optimising the way we use materials, water and energy and by making increasing use of recyclable materials. Furthermore, we constantly expand our product range by adding products for sustainable building.

4. APPEARANCE AND NATURAL HERITAGE

We endeavour to integrate our factories into their natural or designed environment, and we have a continuous reclamation plan in place for our extraction sites. Before, during and after our work, we are committed to the preservation and creation of ecological areas.

5. ASSESSMENT AND EVALUATION

We use various assessment methods and analysis tools such as environmental audits and life cycle assessments to make sure we meet the requirements of our environmental and energy policy. This allows us to uncover weaknesses and develop corrective measures. For us, improving environmental performance and energy efficiency is a permanent process, which is why we constantly review and adjust our environmental and energy guidelines.

Our quality policy

The Braas Monier Building Group is a leading manufacturer and supplier of products for the pitched roof and of innovative roof, chimney and energy systems. We are committed to delivering products and services that meet the highest regional quality standards. To be able to do this, we systematically and continuously improve our processes and services to meet or even exceed our customers' expectations.

QUALITY OF PRODUCTS AND SERVICES

- We produce and supply products, systems and services with the aim of meeting or even exceeding the expectations of our customers.
- We not only meet all mandatory national quality and safety standards, we also have our own internal requirements, which are often more stringent than national regulations.
- We underpin our quality policy with a group-wide quality management system.
- We are aware that outstanding quality must be based on our suppliers' excellent services and products. We therefore work in partnership with our suppliers, and we precisely stipulate the product and service quality we expect.
- We aim to constantly increase the satisfaction of our customers. We regularly measure our success using independent, standardised customer satisfaction surveys.

Highest customer satisfaction is our primary goal.

Our quality policy

QUALITY OF THE ORGANISATION

- The knowledge, energy and commitment of our employees are the key factors in the success of our company.
- We continuously improve our quality in all our activities and processes through learning, knowledge transfer and innovation.
- We set ourselves specific quality targets and regularly measure our achievements as part of our management system.
- We promote our quality standards throughout the organisation, and we encourage our employees to pursue quality as their primary personal goal.
- We communicate our enthusiasm for quality to our employees and business partners.

Sales regions and warehouses

Obergräfenhain

Sales region and warehouse
Rathendorfer Straße
09322 Penig OT Obergräfenhain
T 034346 64 0
F 034346 64 189

Berlin

Sales region
Holzhauser Straße 102–106
13509 Berlin
T 030 435591 63
F 030 435591 65

Rehfelde

Warehouse
Lichtenower Straße 6
15345 Rehfelde OT Zinndorf
T 06104 800 204
F 06104 800 525

Karstädt

Warehouse
Straße des Friedens 48 a
19357 Karstädt
T 038797 795 0
F 038797 795 134

Rahmstorf

Sales region and warehouse
Goldbecker Straße 21
21649 Regesbostel
T 04165 9721 0
F 04165 9721 32

Idstedt

Warehouse
Alte Landstraße 1
24879 Idstedt
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F 04625 80 47

Heisterholz

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F 05707 811 223

Heyrothsberge

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Monheim

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Dülmen

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T 02594 9426 0
F 02594 9426 49

Heusenstamm

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F 06104 937 470

Hainstadt

Sales region and warehouse
Ziegeleistraße 10
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F 06281 908 177

Östringen

Warehouse
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T 06104 800 241
F 06104 800 582

Mainburg

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F 08751 77 139

Altheim

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