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# **Hansgrohe SE**

# **Rules for Safety and Conduct**

  

## **for**

## **External Contractors**

**As of August 2018**

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## Preface

Dear contractors,

In these regulations we have outlined safety-related requirements that apply to contractors operating on our company premises.

These regulations ensure a uniform approach aimed at enforcing essential requirements with respect to occupational, environmental, plant and fire safety.

We hope these will contribute towards the prevention of personal, material and environmental damage as well as increasing general safety on company premises.

We believe that these concerns are in the interest of all of us and we count on your cooperation in implementing these regulations.

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## Hansgrohe company policy

In recognition of its responsibility towards society as a whole, the Hansgrohe Group consistently acts in such a manner as to safeguard the occupational health and safety of its entire workforce, ensure the environmental compatibility, safety as well as the highest standards of quality in its production processes and products, ensure that water, energy and other valuable resources are used in a responsible and sustainable manner and that the Company's ethical principles are observed to the full. This is reflected in the company's guiding principles, which determine the daily work of all employees in all areas of the company.

The Hansgrohe Group secures the necessary funding and structural prerequisites to the fulfillment of these principles.

The principles are also part of the Hansgrohe Sustainability Report and can be viewed by the public via our website [www.hansgrohe-group.com/](http://www.hansgrohe-group.com/).

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# 1 General provisions

## 1.0 Scope

These safety regulations apply to all work performed by external companies and freelance staff in the area of applicability (1.2) of these safety regulations. The contractor is responsible for familiarising his employees with these safety instructions and his/her obligation to comply with them before commencing work in our company.

When a contractor assigns services to a sub-contractor, it is the responsibility of the contractor to do so on the basis of the Hansgrohe safety regulations. The contractor must supply Hansgrohe with written evidence to this effect.

## 1.1 Parties involved

- Contractor hereafter referred to as “AN”
- Hansgrohe hereafter referred to as “HG”
- Hansgrohe project leader hereafter referred to as “PL”
- EHS Coordinator hereafter referred to as “SiFa”
- Safety and health coordinator hereafter referred to as “SiGeKo”
- Fire Prevention Officer
- Department managers Water Resources Act (WHG)
- Incident Officer
- Department of environment, work and health protection hereafter referred to as “EHS”

## 1.2 Area of applicability

- |                                  |                   |                  |
|----------------------------------|-------------------|------------------|
| • Plant Schiltach Aue (WSA)      | Auestraße 5-9     | 77761 Schiltach  |
| • Plant Schiltach West (WSW)     | Vor Heubach 1     | 77761 Schiltach  |
| • Plant Alpirsbach (WAL)         | Robert Kochstr.2  | 72275 Alpirsbach |
| • Plant Offenburg (WOX)          | Kreuzwegstr. 41   | 77656 Offenburg  |
| • Plant Pharo (WOP)              | Carl Zeiss Str. 3 | 77656 Offenburg  |
| • Plant Schiltach Talent Factory | Hauptstrasse      | 77761 Schiltach  |
| • Plant Wasselonne (WAS)         |                   |                  |
| • Plant Shanghai (SHA)           |                   |                  |



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- Plant Atlanta (ATL)
  - Leased areas and buildings attached to these plants
  - Leased spaces and areas at subsidiaries and international production locations as well as areas at our clients
  - Leased areas and spaces for events, trade fairs and HG events

## 1.3 Company premises

The term company premises comprises all HG buildings, land, outdoor facilities, access roads as well as leased buildings, areas and parking spaces.

## 1.4 Regulations

In addition to contractually agreed regulations, the applicable laws, regulations and guidelines, regulations concerning accident prevention and other generally recognised safety and environmental engineering as well as occupational health rules apply to work carried out by the AN.

He undertakes to observe company internal regulations regarding occupational, fire and environmental protection as well as monitor and ensure their compliance by employees working for him.

During the preparation and performance of events, in the Aquademie for example, the requirements and regulations on place of assembly must be complied with.

When using leased spaces and areas, the regulations of the lessor / trade fair company / organiser, also apply.

## 1.5 Risk assessment

In case there are risks involved based on the activities of Hansgrohe SE employees or other companies when carrying out the work, a risk analysis must be carried out on site. The necessary protective measures are set out in writing and must be available in writing on site prior to executing the contract.

## 2 People

### 2.0 Contact person

In principle the PL or his deputy are the contact persons for the AN and his employees. In order to perform his duties, the PL will be supported by HG qualified and safety personnel such as:

- Head of Maintenance
- Head EHS
- Head Trade Fair and Exhibitions
- Qualified safety personnel
- SiGeko
- Head of division WHG
- Fire Prevention Officer
- Supervisor Plating Shop

### 2.1 Person entitled to issue instructions

The person entitled to issue instructions to the AN is the Hansgrohe project leader or his deputy as well as the HG employee explicitly appointed for a work order (e.g. Head of the Plating Shop, Head of Maintenance, etc.).

Instructions to the employees of the Contractor shall be made exclusively by the person responsible of the Contractor, except in the case of imminent danger in the areas of occupational and health protection the HG SIFA and the SIGEKO are entitled to issue instructions.

### 2.2 Coordination of work

In case employees of several ANs are working together in one work area, the contractors are obliged to cooperate when implementing the provisions on health and safety. Insofar as it is necessary for the safety and health protection of the employee during work, depending on the kind of activity, the ANs are obliged to inform, particularly each other and their employees, about the dangers for the safety and health of the employees with regard to the work they are performing and coordinate measures for the prevention of such dangers.

In the case of unpredictable circumstances which might endanger the safety and health of the employees, the PL must be contacted immediately to ensure coordination.

### 2.3 Employees of the AN

Suitable employees must be used to carry out the work. Apart from professional expertise and reliability, their state of fitness must also be part of the selection criteria. The AN is obliged to employ only those who meet the statutory duty to report and permissions (e.g. social insurance, work permits in the case of foreign employees, etc.).

## 3 Access regulations

### 3.0 Access control

After entering the grounds of the plants in Schiltach and Offenburg, employees of the AN must proceed directly to the respective receptions. Here a visitor's form must be completed. By signing this form the employee of the AN confirms his consent to possible bag and vehicle inspections. The granting of a visitor's pass enables entry to the building through the turnstile and the pass must be worn and clearly visible. After completing the work and prior to leaving the premises the pass must be handed back at reception.

A new visitor's form must be completed for each working day.

Service providers and tradesmen who are working in the other plants premises must register at the office in the entrance or at the reception.

### 3.1 Access and parking regulations

Prior to accessing gated areas the respective vehicle must be registered at reception and a visitor's form filled in.

The vehicles of the AN are only permitted to use the factory grounds for the purposes of loading and unloading. After loading or unloading the vehicles must be parked in the assigned car park.

Overnight parking without working on the factory premises is prohibited. Employees of permanent service providers who arrive in their private cars are not allowed to park their cars in the visitors' car park but must use the staff parking spaces or other public parking spaces.

### 3.2 Visitor regulations

It is the responsibility of the AN to ensure that staff employed by him on company premises are in possession of a valid social security card and, where applicable, a valid work permit.

The AN must ensure that his employees proceed straight to their place of work when starting work and leave the company premises by the shortest route immediately after finishing work.

His employees may only stay in the areas of the company where they are working or where they have to go to due to a specific order.

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### **3.3 Controls / thefts**

To protect company property and the personal property of Hansgrohe employees, inspection of containers and any bags brought into the grounds as well as of vehicles may be carried out by the security staff.

When work is carried out on building sites or event locations, these inspections may also be made by the PL or a person appointed by him.

Every case of theft will be immediately reported to the police.

## 4 Codes of conduct

### 4.0 Domiciliary right

All activities which have an adverse effect on peace within the company, order and work must be avoided.

Violations of these safety regulations will be penalised with denial of access to the company.

Denials of access may be imposed by the PL, the Board of Directors, the Head of Facility Management and the management of the plant.

### 4.1 Documents, operating data

Files, drawings, documents, electronic data etc. shall not be taken from control rooms and offices, copied or made accessible to unauthorised persons without the consent of the Head of departments or project leader.

The AN is forbidden to divulge confidential information on all business and company secrets not only during the duration of his activities but also upon their termination.

### 4.2 Taking photographs / publications

Taking photographs is generally forbidden.

All disclosures about Hansgrohe buildings, facilities etc. require the approval of the Hansgrohe Press Department or the management of the plant

### 4.3 Smoking, alcohol, addictive drugs

In all areas of applicability mentioned in 1.2 the consumption of alcohol and smoking is generally forbidden for the AN and his staff. Smoking is only allowed in specially designated areas. Activities for Hansgrohe Group may not be performed under the influence of addictive drugs.

## 4.4 Cleanliness and tidiness

The AN must take care of cleanliness and order at the place of work and transport routes.

Escape and emergency routes as well as transport routes and fire extinguishing installations are always to be kept free of obstruction.

Building sites must be clearly cordoned off from production or marked out (e.g. with signs, barrier tape, barriers, etc.).

Machines and material adjacent to the workplace must be protected against damage or dirt.

## 4.5 Transport and traffic

Hansgrohe expects that all road users behave in a safe and considerate manner on the company premises.

- A maximum speed of 10 km / h applies to the factory site.
- In the production hall is the principle **caution and mutual consideration!**
- Obstruction of company transport must be avoided at all cost.
- Access routes for the fire brigade must be kept free without exception.
- The storage of material in front of hydrants, fire extinguishers, entrances, gates or
- similar facilities is not allowed.
- In general, traffic, escape and emergency routes must be kept clear.

Vehicles of the AN (e.g. fork lifts, lifting platforms, electric lifting trucks, etc.) joining in-plant traffic as well as cranes may only be driven or operated by personnel who are authorised to do so in writing by the AN. They must be appropriately trained and have demonstrated their ability to drive. Their driver's license must be carried at all times and shown in the case of inspections.

The AN's operator of the vehicle must be instructed on site by the project leader or area manager.

In principle the introduction of vehicles must be coordinated with the PL.

All traffic signs and signage must be observed. Vehicles which have been parked illegally may be towed away at the expense of the owner of the vehicle. In the case of serious violations of existing safety requirements, a driving ban on Hansgrohe premises will be issued.

Damage/accidents caused by the driver must be reported immediately to the nearest reception. If this is not done, the police will be informed of a hit-and-run incident.

In the case of logistics services as part of a project, the applicable laws and regulations for transport must be complied with.

## 4.6 Fire protection

Before starting work all employees of the AN must be instructed on existing warnings and firefighting equipment in their working area (fire extinguishers, wall-mounted hydrants, fire blankets).

Equipment used for fire protection must never be disabled. Manual latching or wedging of fire doors with wedges or similar is prohibited.

## 4.7 Catastrophic event and fire

Some plants are equipped with an automatic fire alarm system.

The alarm is activated via manual call points in the stairwells or an automatic signalling device.

A warning signal sounding like a horn (a signal changing in volume) prompts all persons to leave the factory buildings.

The AN and his employees shall leave the building following the appropriate escape route signs and proceed to the assembly point. Instructions by heads of areas and departments must be observed.

When working on leased premises and areas, employees of the AN must ensure that they are informed about local regulations and existing conditions pertaining to catastrophic events and fire.

## 4.8 Evacuation alarm

On the first Monday of every month a **practice alarm** is carried out in the German plants at 11:00 am for 10-20 seconds.

This alarm is intended to alert the staff. During this practice alarm **the building must not be evacuated**.

## 4.9 Private items

Private items which are not required for work purposes must not be brought into the company. Electrical heating equipment, radio transmitters and televisions in particular, or any other dangerous and disruptive devices are prohibited.



## 4.10 Tools and machines of the contractor (AN)

Machines and tools of the AN used during the performance of the operation for Hansgrohe, must comply with the relevant valid legislation of the respective countries.

The use of private radios and multimedia playback devices must be approved by the PL. The devices must comply with the respective national laws.

Tools and materials lost or stolen within the company will not be compensated. The same applies for private items.

## 4.11 Personal protective equipment of the contractor (AN)

Wearing protective equipment during many activities carried out by the AN is mandatory.

The AN must provide suitable personal protective equipment.

All employees of the AN must **always wear suitable safety boots** when working.

## 4.12 Use of HG's own facilities

Using HG property (e.g. vehicles, equipment, machines and tools) is not allowed unless regulated by a contractual agreement.

## 4.13 Auxiliary and working materials

In case auxiliary and working materials from Hansgrohe stock are required, the removal of the same must be approved by the PL. The PL must subsequently be informed in writing of the withdrawal quantity.

## 4.14 Obligation to report

In case sources of accidents or dangers are discovered, they must be reported immediately to either the contact partner on site or the project leader.

## 4.15 Damage reports

Should the AN cause any damage to Hansgrohe property, this must be reported immediately to the PL.

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## 4.16 Compensation

Costs incurred for the repair of damage to Hansgrohe property caused by culpable conduct of the AN will be charged to the AN. This also applies to loss of profit due to production downtime.

## 4.17 Accidents

It is the individual responsibility of the contractor company to organise first aid. Should accidents occur, the ambulance service can be contacted via the reception personnel. If necessary, the first aider/in-house paramedic can be referred to. These can be requested via HG staff.

Accidents must be reported immediately to the project leader.

## 5 Conducting work

### 5.0 Working hours

Working hours are determined in cooperation with the project leader.

The individual reception personnel must be informed as early as possible via the project leader about work to be carried out on Saturdays, Sundays, public holidays and at night, stating the location, type and duration of the activity, number of workers involved (including names), their vehicles with registration numbers. Work on Saturdays, Sundays and public holidays cannot be carried out unless there is prior notification. Access to the company premises is not allowed.

It is the sole responsibility of the AN to secure official permits for work to be carried out on Sundays and public holidays.

### 5.1 Instructions

Prior to the AN commencing work, instructions will be carried out by the PL or a person appointed by him for this purpose. The employees of the Contractor shall be instructed by the person responsible of the AN

### 5.2 Dangerous work / ban on unaccompanied work

Unaccompanied work on electrical installations and equipment still under voltage, in process baths and containers, on driveways, pipes containing chemicals, valves and filters, foundry furnaces, high-bay storage as well as high temperature work is prohibited.

Dangerous work must always be carried out under the “four-eye-principle”, i.e. a second person must always be in range of vision and be integrated within the process.

### 5.3 Work involving high temperatures (welding, grinding, soldering, thawing, separation, cutting work) as well as related procedures

Before commencing work involving high temperatures, an inspection with the project leader on site must be carried out. The AN is only allowed to start work after a “permit for work involving high temperatures” has been issued. This permit is issued by the project leader or Hansgrohe expert staff.

If applicable, special measures (e.g. switching off the fire alarm system, etc.) regarding smoke detectors and sprinkler systems will also become necessary. In this case work may only be started once clearance has been given by the PL. The PL must be informed immediately once the work has been completed.

## **5.4 Working in electroplating and wastewater systems / Hazardous incident**

Work in these areas must be carried out in a very careful and tidy manner.

In respect to work carried out in the plating shops, coordination not only with the PL, but also with the Head of department, becomes necessary prior to starting work. Subsequently work will be carried out under the supervision of the person in charge of the plating shop.

A number of works can in principle only be carried out with another person present, see: ban on unaccompanied work.

## **5.4 Working close to live parts and electrical equipment**

If work close to live parts and electrical equipment is to be carried out, the head of the department of electrical maintenance must be called in via the PL in each case.

Switching off electricity must be applied for early on so that appropriate arrangements can be made in good time with the production sites.

Switching the electricity on and off or the assembly and dismantling of the protection must only be carried out by HG specialists.

Unauthorised actions regarding electrical equipment are prohibited.

Materials and tools may never be left or stored in front of switchboards.

Working on live systems is prohibited!

## **5.6 Working on technical systems for buildings and production**

Work on HG systems may only be carried out following approval by the persons in charge (item 4.0). Disconnecting or starting up systems may only be carried out exclusively by Hansgrohe staff.

## **5.7 Working with silicone in production buildings**

The use of silicone and products containing silicone is prohibited.

## 5.8 Working with hazardous substances

If a contractor is carrying out work involving hazardous substances, the project leader must be informed if the amounts stated in the table below are exceeded.

Hazard category	Identification	Quantity in litres
Very toxic	T+	0.0
Toxic	T	0.1
Highly flammable	F+	1
Flammable	F	5
Harmful to health	Xn	
Corrosive	C	
Irritating	Xi	10
Dangerous for the environment	N	

Notification of such activities, including safety data sheets, must be received by the project leader no less than three weeks before starting work.

The Department of EHS will subsequently examine the use of such substances.

The AN have the staff instructed accordingly in using the hazardous substances.

All containers which contain hazardous substances must be marked according to the respective applicable national laws.

Storing of hazardous substances, chemicals and gases within the grounds of the company outside working hours is prohibited. During working hours only the amounts covering daily requirements may be stored.

## 5.9 Working at heights

Only ladders complying with the current state of technology and that are checked on a regular basis may be used. Prior to use they must be visually checked. Mobile scaffolding may only be moved when no person is on the scaffold. During work the rollers must be secured with parking brakes. In the case of risk of falling, personal protective equipment against falling must be worn (e.g. safety belts, safety harnesses).

Fixed scaffoldings must be checked after being erected and identified accordingly. Instructions on installation and usage must be available on site.

When working above persons and / or production machinery it must be ensured that during and after working no objects such as, for example, tools and screws, can fall down.

Work on roofs may only be carried out once a roof inspection certificate has been issued and handed over.

## 5.10 Dust, smoke-generating work

No dust or smoke-generating work may be carried out in any of the company areas, whether it be office, storage or production areas. If this is technically impossible, protective measures must be coordinated with the PL.

Work generating smoke and dust in spaces with smoke intake systems (RAS) or smoke detectors must be coordinated with the project leader. If necessary, fire alarm systems must subsequently be turned off for the duration of the work to be carried out. Once the work is finished, the PL must be informed immediately so that the systems can be re-activated.

## 5.11 Handling waste / waste water

It is always the responsibility of the AN to dispose of waste generated in connection with the performance of the contract. Disposing of the same on Hansgrohe premises is not allowed.

If waste is disposed of by Hansgrohe the cost for the disposal will be invoiced and a ban on entering the premises will be issued.

The handling and disposal of waste resulting from demolition, dismantling and removal work must be determined with the project leader prior to awarding the contract.

It is the responsibility of the AN that all relevant regulations are complied with and waste is removed in a proper manner.

It must be ensured that:

- He is in possession of the required transportation permits.
- He is able to present a valid waste disposal permit or a collective waste disposal certificate in the case of hazardous waste.
- The requirements of the transport regulations of the respective country (in particular identification of the vehicles, accompanying documents, etc.) are fulfilled.

The AN is entitled to instruct a sub-contractor, who meets the aforementioned requirements, with the disposal of the waste at his own expense.

When working with water polluting substances, such as, for example, oils, solvents, etc. appropriate safety devices must ensure that these are not able to penetrate either sewerage systems or the ground.

Suitable absorbent and containment materials in case of a leak must be provided.

The disposal of non-typical household waste water via the sewerage system is prohibited in principle. The disposal facilities must be coordinated with the PL.

## 5.12 Handling noise

Should exceptionally loud, unavoidable noise pollution (>80 dB (A)) occur during the work, the AN must be made aware of this ahead of time so that suitable solutions (e.g. suitable working hours as well as the use of personal protective equipment) can be determined.

In principle hearing protection must be worn in designated noisy environments.

## 5.13 Handling asbestos

Using materials containing asbestos is prohibited in principle.

Exceptions are, for example, renovation work on asbestos-contaminated buildings or parts of building.

These works may only be carried out by certified specialist companies and the AN must inform the responsible authority.

## 5.14 Working in soil

Earthworks may only be carried out if a permit from the project leader has been issued for the same.

## 5.15 Working within the range of cranes

When working within the range of cranes the danger of falling loads is present. Working in these areas is only permitted following an authorisation by the PL as well as in consultation with the operator. It must be ensured that the crane cannot be operated (e.g. by turning off the main switch) during the work.

## 5.16 Working in explosion protected areas

Working in a potentially explosive environment is only permitted with special permission. This work may only be carried out by appropriately trained personnel. The authorisation for this work is granted by the PL.