

 PHILIP MORRIS GMBH	Safety regulations for external companies		Created on: 19.03.2019 Updated on: 07.05.2024
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1 Purpose

These safety regulations apply to all employees of external companies, including subcontractors, who work on the premises of Philip Morris GmbH.

2 Definition of terms

- **Coordinator:** Persons commissioned by Philip Morris GmbH to supervise, monitor, and coordinate the work to be carried out in order to exclude mutual hazards during the activities.
- **External company:** Contractors and their subcontractors, including their labour force (own staff, temporary workers, freelancers, etc.), who carry out the work for Philip Morris GmbH independently under their own responsibility. Employees of temporary employment agencies (temporary workers) must be instructed in the same way as our own employees.
- **Premises:** All owned or rented land and buildings of Philip Morris GmbH, including construction sites.
- **Construction site:** In individual cases, specific areas on the premises in which construction work is carried out for the construction, maintenance, modification, and removal of structural facilities, including the preparatory and final work for this. The definition of 'construction site' is based on the duration and scope of the work. Basis: BGV C 22 (formerly VBG 37) 'Construction work' and Construction Site Ordinance.
- **Safety regulations:** In particular, regulations relating to occupational health and safety and environmental protection, relevant instructions, and other organizational regulations. The occupational safety/environmental regulations and instructions for contractors of Philip Morris GmbH are part of the contract.

3 Basic obligations, Basic duties, regulations and instructions

3.1 Basic obligations

- 3.1.1 PMG reserves the right to make a binding decision as to which protective measures that go beyond the statutory framework are to be applied to the work to be carried out on PMG's premises and which additional internal requirements are to be met.
- 3.1.2 This does not release the external company from its obligation to consistently observe and comply with all legal and other provisions for the protection of persons, property, and the environment.
- 3.1.3 PMG also reserves the right to immediately stop all work that violates these or statutory regulations. The external company cannot derive a claim to recognition of waiting times from this. In the event of violations of labour, health and environmental protection regulations, theft or other internal requirements of PMG, the contractor may be immediately expelled from the premises.
- 3.1.4 In addition, the external company shall ensure that all equipment is clearly labelled to identify the property and that this equipment is suitable for the execution of the order.

3.2 Appointing a PMG coordinator

- 3.2.1 A PMG coordinator who is responsible for the order/project shall be appointed before work commences.
- 3.2.2 The external company must coordinate all necessary measures in connection with the work to be carried out with the coordinator and any other external companies involved in the work in good time before/at the

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start of the service provision and, if necessary, during the ongoing work. In particular, the external company must ensure that no mutual hazards arise.

3.3 Risk Assessment

- 3.3.1 A risk assessment in accordance with §5 of the Occupational Health and Safety Act must be prepared for the commissioned work and submitted to the client, including the specified measures, upon request.

3.4 Commissioning of subcontractors

- 3.4.1 If the external company wishes to use a subcontractor, this requires the written consent of PMG prior to use. It is then the responsibility of the external company to hand over these safety regulations to the subcontractor and to oblige the subcontractor in writing to comply with all requirements and applicable legal principles.

3.5 Instruction

- 3.5.1 The PMG coordinator shall instruct the person responsible for the external company based on the 'Safety regulations for employees of external companies' (hereinafter referred to as SiVo) for the specific location and order before the first start of work and entry to the PMG premises and shall provide him with a copy. This must be repeated at least once a year.
- 3.5.2 The person responsible at the external company shall confirm in writing that he has familiarized himself with and received the Health and Safety Regulations for Employees of External Companies in the checklist 'Safety Measures for External Companies' (see Annex A).
- 3.5.3 In doing so, the contractor undertakes to instruct all employees (own staff, temporary workers, freelancers, etc.) subordinate to it for the work at Philip Morris GmbH (hereinafter referred to as PMG) in accordance with these safety regulations on a site-specific and work-specific basis before they start work for the first time and at least once a year thereafter.
- 3.5.4 In addition, the external company must also instruct its employees (own personnel, temporary workers, freelancers, etc.) in accordance with the legal requirements, e.g., BGV A 1, § 4 (1), about hazards and protective measures in a comprehensible form and language.
- 3.5.5 The instructions must be documented in writing and a copy submitted to the coordinator upon request.
- 3.5.6 The person responsible for the external company must obtain authorization from the PMI Coordinator for all visitors entering the company premises. If authorized, these visitors must always be accompanied and comply with all EHS regulations for visitors. A visitor is anyone who enters the company premises without carrying out a task (e.g., visiting suppliers, deliverers, messengers, etc.).
- 3.5.7 1.1.2 The person responsible for the external company ensures that the safety regulations are complied with by checking, monitoring, and correcting.
- 3.5.8 1.1.3 PMG monitors the strict implementation of company guidelines and safety regulations during the deployment of external companies as part of safety and fire protection tours.

4 Regulations on occupational safety and environmental protection

The safety of our employees is our top priority. We endeavor to create an environment in which our employees feel comfortable and can carry out their work in a safe environment. Protecting our employees from accidents at

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work, damage to health and the avoidance of property damage is therefore a core value of our corporate philosophy. The following regulations therefore apply to all external companies.

4.1 General rules of conduct

- 4.1.1 In principle, the following applies to the execution of all work:
‘Actions, omissions or conditions that could lead to incidents resulting in personal injury, property damage or environmental damage must be avoided!’
- 4.1.2 The consumption of alcohol during work is prohibited. No one may use drugs or intoxicants to put themselves in a state that could endanger themselves or others. If such a condition (including residual alcohol) exists, work may not be commenced or continued. Bringing alcoholic beverages and intoxicants onto the premises is prohibited.
- 4.1.3 Access to areas that are not required for the continuation of work is not permitted.
- 4.1.4 Smoking bans must be observed.
- 4.1.5 Vehicles belonging to external companies may not enter the underground car park.
- 4.1.6 Employees of external companies may purchase and consume food and drinks in the PMG canteen with the consent of the coordinator. The prices set for external companies apply to these meals and drinks.
- 4.1.7 Break arrangements must be agreed with the coordinator.

4.2 Work and traffic areas

- 4.2.1 In principle, the external company must effectively cordon off its work area in consultation with the coordinator and use suitable means to draw attention to potential hazards. These means must be provided by the external company in sufficient quantities.
- 4.2.2 Traffic areas, escape and rescue routes, fire protection and emergency facilities, electrical cabinets, etc. must always be kept clear. Lines, hoses and electrical cables must be laid in such a way that they are not damaged and do not lead to hazards or obstructions (examples: welding equipment, extension cables, water hoses). Cables must be laid at a height of at least 2 meters above walkways or in front of doors. In the area of driveways, overrun protection must be used for safety.
- 4.2.3 Fire doors and fire protection closures must not be blocked or impaired in their function. Possible damage to fire protection systems and equipment must be reported to the coordinator immediately. If repairs must be carried out on such equipment or if fire walls are temporarily opened for installations and assembly work, suitable alternative measures must be agreed and initiated.
- 4.2.4 Suitable means (signs, warning cones, etc.) must be used to draw attention to tripping, slipping, impact hazards, etc.
- 4.2.5 **Fall hazards:** Fall protection must be always provided at all workplaces and traffic routes where there is a risk of falling or which are adjacent to areas where there is a risk of falling. Floor openings, such as hatches, stair openings, pits. Draw-out shafts or other recesses must be effectively secured (e.g., by fixed or removable railings, gratings, covers or similar). All associated work-related hazards must be pointed out by suitable means (signs, etc.).
- 4.2.6 When **working at height**, approval must be obtained from the PMG coordinator before work begins. The external company must use suitable and tested aids (scaffolding, lifting platforms, etc.) and ensure that

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these are set up and used properly. The instructions for assembly and use prescribed by law for such aids must be available on site. If there is a risk of falling, personal protective equipment (harnesses, safety harnesses, etc.) must be used in accordance with the regulations and/or appropriate fall arrest equipment must be used. Collective fall protection (nets, railings, scaffolding) must always be prioritized over personal fall protection. The next due inspection date must be clearly recognizable on the work equipment and the personal protective equipment (PPE).

- 4.2.7 The temporary storage of flammable liquids, gas cylinders and chemicals is only possible in suitable rooms and in areas authorized by the coordinator. (Caution: Prohibition of combined storage of certain substances!) A case and quantity-related hazard analysis must be carried out. It must be submitted to the coordinator in writing on request. Depending on the type and scope of storage, this will be noted in the site layout plan and/or in the additional information for the fire brigade, otherwise the general safety guidelines for the storage and use of such working materials and hazardous substances apply. The external company is responsible for safe storage.
- 4.2.8 All **ladders and steps** used by the external company must be in proper condition. The external company must ensure that ladders and steps are set up so that they are stable and safe to walk on. They must be provided in the required type, number and size. They must be checked for proper condition in accordance with the applicable regulations. These inspections must be documented in a comprehensible manner and presented to the coordinator upon request.
- 4.2.9 All **work equipment for lifting loads** must comply with the provisions of the German Ordinance on Industrial Safety and Health and be inspected regularly. They must be selected in accordance with the respective transport task and in compliance with the maximum permissible load. The danger zone below suspended loads must be effectively cordoned off by the external company. If, when carrying out the work, lifting platforms, electric hoists, industrial trucks or motor vehicles belonging to PMG are to be operated by the external company's personnel, work with this equipment may not begin until the PMG coordinator has instructed the designated persons. The necessary certificates of competence must be presented to the coordinator during the briefing.
- 4.2.10 Entering and carrying out **work in radiation protection areas** (scope of StrSchV) by employees of external companies requires prior special instruction and express authorization by the PMG coordinator. No external companies may be present in these areas without this instruction. External companies are liable for all damage caused, in particular as a result of non-compliance with the safety regulations.
- 4.2.11 **Lone working** should be avoided wherever possible. If, as a result of an emergency or exceptional case, hazardous work is carried out by only one person, the external company must ensure supervision in accordance with DGUV Regulation 1, Section 8 (2) in conjunction with DGUV Regulation 112-139 by means of suitable measures, such as short-term monitoring, a signaling system, etc. If lone working cannot be avoided, the requirements of DGUV Rule 112-139 must be observed and implemented.

4.3 Technical devices and tools

- 4.3.1 All technical equipment and tools used by the external company on the premises, such as vehicles, machines, cranes, ladders, scaffolding, power tools, welding equipment, load handling equipment, must comply with the relevant regulations, be tested and may only be used as intended. The next inspection date must be clearly recognizable on the work and auxiliary equipment.
- 4.3.2 The external company is responsible for ensuring that its employees are instructed in the use of equipment and work equipment. Proof of qualification must be available (e.g., driving license, forklift and crane license, expertise in plant technology, expertise in slinging technology) and/or the corresponding authorization has been granted.

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4.3.3 **Work on electrical systems** may only be carried out by qualified electricians after approval by the PMG coordinator. Unauthorized work on all electrical equipment is prohibited. Switching off electrical power must be requested from the PMG coordinator in good time so that appropriate arrangements can be made. The 5 safety rules must be observed when working on electrical systems in accordance with VDE regulations:

1. switch off
2. secure against being switched on again
3. ensure that there is no voltage
4. earthing and short-circuiting
5. cover or isolate neighboring live parts

4.3.4 Before **scaffolding** is used, it shall be inspected by the PMG coordinator. The relevant EN and DIN standards, e.g., EN 12811 and DIN 4420-1 (new), must be applied for the safe erection, conversion, dismantling and use of scaffolding and the instructions for assembly and use must be kept on site by the manufacturer. The scaffolding erector must approve the scaffolding in writing, stating the scaffolding group and the effective weight per unit area at the access point to the scaffolding. Scaffolding that has not been approved is automatically blocked for use. Every external company using scaffolding must ensure that the scaffolding is checked for obvious defects before use. The external company is also responsible for using the scaffolding as intended and for maintaining its operational safety.

4.3.5 Tools, aids, etc. belonging to PMG may not be used by the external company. Exceptions to this require written authorization from the PMG coordinator (see form). The external company shall be fully liable for any damage.

4.3.6 Bringing and operating private electrical devices is generally not permitted in the company. In exceptional cases, the operation of private radios may be permitted if the device is checked regularly and the fees to the GEZ can be proven to have been paid.

4.4 Personal protective equipment (PPE)

4.4.1 The external company is obliged to provide the necessary personal protective equipment (PPE) for its workers. On construction sites, it is determined in advance which PPE is required in addition to the basic equipment of the corresponding trades.

4.4.2 The PPE must comply with the regulations, be suitable and be in proper condition. Workers must be instructed and authorized in the use of PPE. Consistent efforts must be made to ensure that PPE is worn. As a matter of principle, the principle applies on construction sites that collective protective equipment is preferable to personal protective equipment.

4.4.3 When working on construction sites, appropriate safety helmets and safety shoes must be worn as 'minimum' personal protective equipment (PPE).

4.5 Working materials

4.5.1 The use of construction materials and working substances (e.g., chemicals, oils, cleaning agents, paints, adhesives, etc.) that could pose a health risk to PM or its own employees must be agreed with PMG in good time before use, on presentation of the EC safety data sheet, and is only permitted after appropriate authorization.

4.5.2 Containers must be labelled in accordance with regulations. All building materials and working materials must be used, stored, transported and, if necessary, disposed of in accordance with regulations. Any risk to PMG employees must be ruled out. Personal protective equipment and operating instructions for

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handling these materials must be provided by the external companies. The external company is responsible for instructing the relevant employees (own staff, temporary workers, freelancers, etc.).

4.6 Work with special permission

- 4.6.1 If it is necessary to take automatic fire alarm systems out of operation in areas monitored for fire protection before the start of certain work (e.g., dust, smoke and odor development), written permission must be obtained from PMG in which the protective measures to be observed are specified. The authorization is only valid for the defined activity, duration and area.
- 4.6.2 Dismantling, welding, cutting, drilling, chiseling, etc. work on buildings and systems may only be carried out after consultation with the coordinator.
- 4.6.3 Written authorization must be obtained each working day before hot or warm treatment work such as welding, cutting, soldering, heating, cutting, grinding begins. The specified protective measures must be taken before starting work.
- 4.6.4 The external company must supervise the work and ensure that the final inspections are carried out. Suitable and tested fire extinguishers in appropriate numbers must be provided by the external company.
- 4.6.5 Before starting any other work, e.g., cleaning, gluing, bricklaying, painting or construction work, the coordinator must always be consulted. Depending on the scope and nature of the work, the coordinator will decide whether written authorization is required.
- 4.6.6 If non-compliance with the stipulations in Sections 4.6.1 to 4.6.5 results in the fire alarm system being triggered, the costs incurred shall be borne by the company responsible. If the fire brigade is deployed, the invoiced amount must be paid in full.

4.7 Tidiness and cleanliness

- 4.7.1 The external company must always keep its work area clean and tidy. The area must be thoroughly tidied up at the end of each day's work. Waste must be disposed of in accordance with regulations. At the end of the work, the area must be left clean. Any soiling caused by the external company in other areas, e.g., internal traffic routes or roads (construction site vehicles), must be removed by the external company after consultation with the coordinator.
- 4.7.2 If the external company breaches the obligation to keep its work area and any other areas in order in accordance with the above provisions and is in default, PMG shall be entitled to have these measures carried out by way of substitute performance at the expense of the external company.

4.8 Environmental protection

- 4.8.1 **General:** The external company must fulfil all its obligations to avoid air and soil pollution, noise, water protection and the disposal of waste materials and hazardous waste in compliance with all laws, ordinances and disposal regulations relevant to environmental protection.
- 4.8.2 **Water, wastewater and soil:** The external company is responsible for ensuring that substances hazardous to water, e.g., oils, paints, chemicals in/from its work area are neither discharged into the drains of washbasins and sinks or into toilets, floor or yard drains, nor can they enter the soil.

When storing and transferring water-polluting substances, suitable soil protection equipment must be used in accordance with the regulations and sufficient quantities of binding agents must be kept available. The external company must agree the type of storage of substances hazardous to water and the storage location on the site with the coordinator.

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4.8.3 The external company must agree the disposal of any wastewater with the coordinator. Hazardous or water-polluting substances must not be disposed of in commercial waste. It is prohibited to dispose of wastewater in yard and floor drains. In the event of accidents, information must be provided immediately so that countermeasures can be initiated. If the soil is contaminated with water-polluting substances or if abnormalities (odor, coloring) are detected during soil work, the PMG coordinator must be informed immediately.

4.8.4 **Waste:** The external company must remove the waste generated during its work from the site and dispose of it properly on its own responsibility. If, in exceptional cases, the use of PMG's disposal routes has been expressly agreed, the waste must be collected separately on the site in accordance with the coordinator's specifications and instructions. The principle of 'avoidance of waste takes precedence over recycling - however, recycling is preferable to disposal' shall apply. Upon request, the external company must provide a list of the intended disposal routes and copies of the disposal certificates and accompanying documents.

4.8.5 **Energy:** In order to ensure the careful use of natural resources, unnecessary energy consumption must be avoided in the fulfilment of the employment contract. Possible energy-saving strategies are e.g:

- Switching off the lights when leaving rooms
- Switching off operating media when not in use for long periods of time
- Do not leave electrical appliances idle for long periods of time
- Ventilate rooms by opening doors and windows for short periods instead of leaving a window open all the time

4.9 Other regulations

4.9.1 The external company must ensure that its work areas on the site are regularly inspected regarding safety, health protection, fire protection, tidiness/cleanliness and environmental protection.

4.9.2 The external company is obliged to ensure that the persons it deploys on construction sites carry a social security card in accordance with the relevant regulations. The external company must notify the coordinator in writing at least one day before the start of the work which employees are intended for the work.

5 Access controls / ban on carrying tobacco products and objects

5.1.1 Upon entering the premises, each employee of the external company shall receive a corresponding ID card from PMG's security/reception upon presentation of a valid identity card (ID card, passport, driving license).

5.1.2 Any loss of the card must be reported immediately to the reception. Under no circumstances may the card be passed on to others (colleagues, PM employees, other persons).

5.1.3 The access doors to the Philip Morris hire area must not be opened to strangers. Ask people you do not know to use their card themselves. Ask them to go to reception if they do not have a card.

5.1.4 ID cards must be always worn visibly when on PMG premises. All ID cards without a photograph must be handed in to PMG security/reception when leaving the premises. The external company shall charge the contractor €50 per lost ID card.

5.1.5 Philip Morris must be informed immediately if an employee with their own access control is no longer employed by PMG, so that the badge can be blocked.

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- 5.1.6 The unauthorized removal and taking away of tobacco products is prohibited. Infringements may result in contractual consequences and criminal prosecution.
- 5.1.7 Compliance with these regulations may be checked by the company security / reception. For this purpose, bag and container checks and body searches must be always tolerated and submitted to on the premises. In addition, our supervisory staff are instructed to carry out their own checks independently of the client's checks. Persons who refuse to submit to such checks may be banned from the premises.
- 5.1.8 The control regulation also applies to all vehicles (e.g., material delivery and removal) as well as to all technical equipment of the contractor or third parties commissioned by the contractor.
- 5.1.9 Valuables and company data must be kept locked away.
- 5.1.10 PMG property of any kind, e.g., tools and materials, may only be taken onto the premises with the prior written approval of an authorized PMG employee. If necessary, the coordinator must be contacted, who will initiate and monitor the necessary steps.
- 5.1.11 The contractor undertakes to pay a contractual penalty of EUR 2,500.00 for each case of proven theft or attempted theft by one of its employees or vicarious agents. The assertion of further claims for damages in addition to the contractual penalty remains unaffected. Any forfeited contractual penalty shall be offset against such claims for damages.

6 Important telephone numbers

Philip Morris GmbH

- Phone number/reception: +49 (89) 7247 - 0

7 Provisions for emergencies

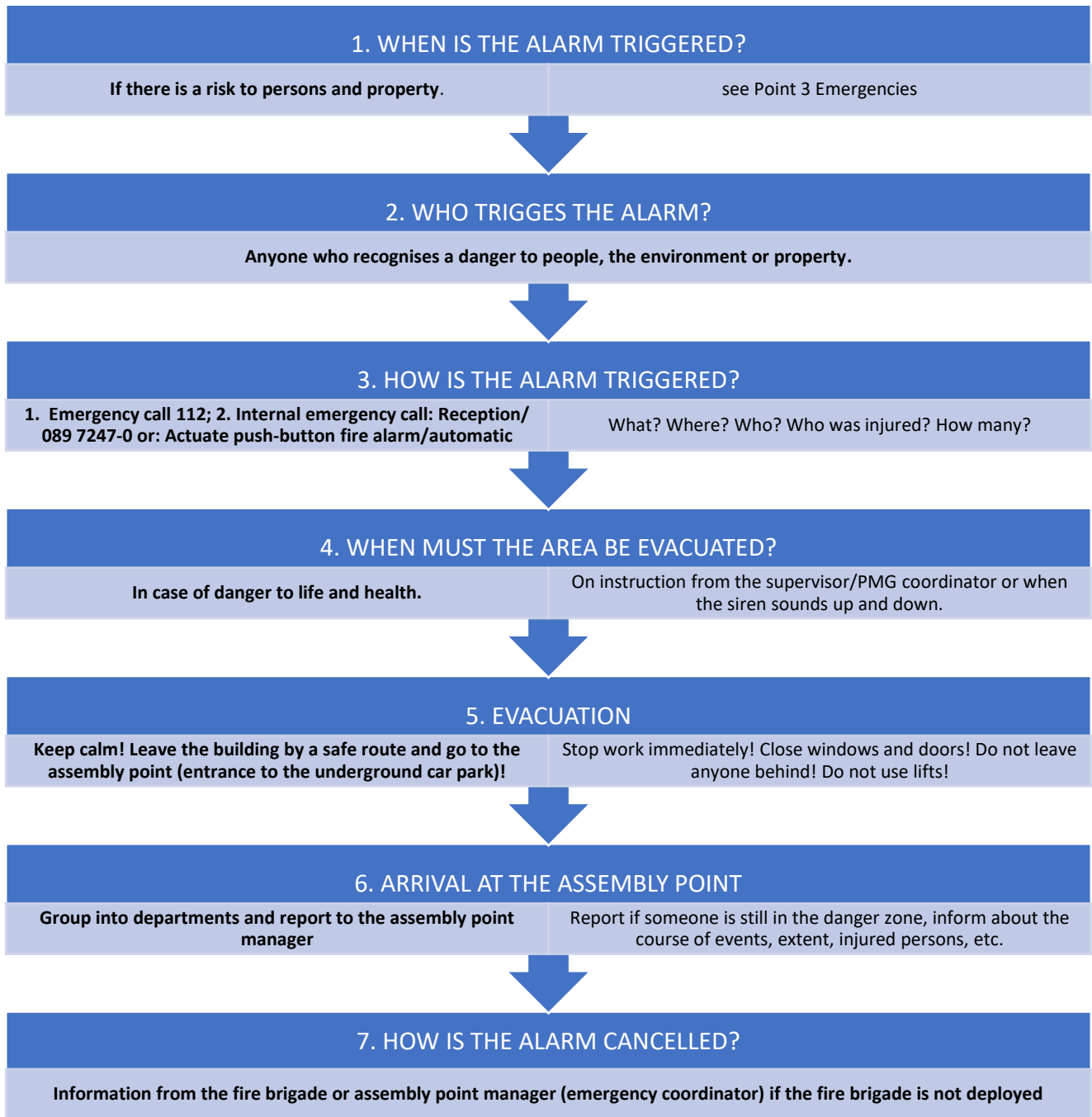
7.1 Behaviour in emergencies

- 7.1.1 If incipient fires are recognized, the alarm must be raised immediately (telephone 112, fire alarm, etc.) and the coordinator informed. If possible, without endangering oneself, suitable fire-fighting measures must be taken immediately. Fire extinguishers and push-button fire alarms are located in the stairwells.
- 7.1.2 In the event of an evacuation alarm (siren sounding or on instruction), all work must be stopped immediately, and the safest possible condition established (e.g., machines must be switched off, welding flames, etc. extinguished, vehicles immobilized, heating appliances switched off, etc.) and the assembly point must be visited immediately without the use of lifts. The external company employee must report immediately to the PMG coordinator at the assembly point. If the coordinator is not present, he must report to the assembly point manager.

7.2 Emergency plan

- 7.2.1 Familiarize yourself with the location! Memorize the procedure, the escape routes and the assembly point!
- 7.2.2 If anything is unclear, please speak to your line manager or the PMG coordinator immediately!

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7.3 First Aid

- 7.3.1 Depending on the severity of the incident, the authorized representative of the external company must immediately organize first aid and ensure that the danger zone, equipment or device, etc. is cordoned off accordingly. A first aider is always available at reception! In addition, employees of external companies are entitled to use the services of the PMG company doctor in emergencies and in order to minimize the consequences of injuries.
- 7.3.2 All PMG emergency facilities are available for this purpose. First aid kits are located at reception and on each floor in the area of the double lifts. AEDs (automatic external defibrillators) are located at reception and on the 2nd and 4th floors in the double lift area.

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7.3.3 On construction sites, the external company is obliged to keep first aid material in accordance with DIN 13 157 or DIN 13169 in stock on the premises in accordance with the statutory regulations and the respective construction site regulations. A trained first aider must be available during the work. PMG's first aid equipment can be used by prior arrangement and in urgent cases.

7.4 Duties and responsibilities in preparing for emergencies

7.4.1 External companies whose employees work permanently on the premises of PMG must ensure that the employees deployed have the following current qualifications:

- First aider training: 10 % of employees
- Fire safety assistant training: 10% of employees (facility management only)
- Possibility of assigning additional qualifications, depending on the type of contractor. These qualifications are described in the service description.

7.5 Obligation to report incidents

7.5.1 The external company must report any loss event (personal injury/property damage/environmental damage), incidents that could have led to this, theft or other security incidents to the coordinator within 24 hours of the event occurring. The PMG coordinator will then also inform the S&MS department. If the PMG coordinator cannot be contacted, the external company must inform the S&MS department directly (via reception).

7.5.2 In the event of accidents at work that must be reported to the employers' liability insurance association, the external company is obliged to send a copy of the accident report to the S&MS department via the PMG coordinator to the relevant employers' liability insurance association. The external company must co-operate in the investigation of the accident in such a way that the cause is clearly clarified, and effective countermeasures can be derived.

8 Attachments

- Attachment: [Checklist of safety measures for external companies](#)