

## External Company Guideline

Harzer Zinkoxide GmbH, Landstraße 93, 38644 Goslar – Germany

### Occupational Health and Safety:

The contractor is obliged to observe the following within the scope of their contract:

- Compliance with all statutory regulations and rules applicable to their activities with regard to occupational health and safety, safety and safety technology, as well as occupational medicine
- Compliance with all legal and trade association regulations relevant to the contract (DGUVV1 §5)
- Coordination of measures to ensure safety and health protection with the client
- Proof of instruction of the assigned employees with regard to the work to be carried out at the client's site
- Wearing of personal protective equipment (safety helmet and safety shoes) on the entire factory premises, with the exception of the social rooms and offices
- Strict prohibition of alcohol and drugs in the entire plant area
- Smoking ban with the exception of designated smoking areas
- Food consumption exclusively in the dining room of the social building
- Use of respiratory protection provided in all areas with dust accumulation and the so-called "red area" (production plants)
- Observance of the basic rules of occupational health precautions of the Ordinance on Hazardous Substances for the protection of employees (e.g. against lead-containing dusts and lead compounds, polychlorinated dibenzodioxins/furans)
- Use of personal protective equipment, if necessary disposable suits, to protect against injuries and contact with dust
- Information about potential hazards and protective measures at the workplace must be obtained from the responsible coordinator of the client before starting work

- The contractor shall ensure that the following preventive examinations are carried out for employees who work in lead-contaminated areas for a longer period of time before they start work in accordance with the regulations and principles of the Ordinance on Hazardous Substances:
  - x G 2           Lead or its compounds
  - x G 25          Driving and control activities, insofar as vehicles and/or machines are operated
  - x G 26-2       Respiratory protection, if respiratory protection must be worn
  - x G 32          Cadmium or its compounds
  - x G 41          For work involving a fall hazard
- By accepting the order, the contractor declares that they have carried out the required examinations.  
In addition, Harzer Zinkoxide GmbH recommends that the contractor carries out a corresponding initial examination for each employee deployed after completion of the work.
- Presentation of a driving order as well as a driving licence of the employee concerned who is to drive a vehicle  
Observance of the road traffic regulations and traffic signs valid on the plant premises
- Observance of crossing rail traffic with priority
- Obtaining permits for all work involving heat such as cutting, grinding, welding, etc.
- Prohibition of photography
- Appointment of an occupational health and safety officer before starting work

The responsible coordinator is available to answer all questions related to the work to be carried out. The contractor is obliged to provide information.

#### **Energy efficiency:**

Our company is certified according to DIN EN ISO 50001 and for this reason we strive to use resources efficiently and therefore ask our suppliers to actively participate. It is requested to always also proactively offer alternatives that are particularly energy efficient or more efficient than the standard.

Products to be delivered must, if applicable, comply with the so-called Ecodesign Directive (Directive 2009/125/EC) and its implementing and labelling regulations. Furthermore, products must have a valid CE marking.

#### **Social responsibility:**

Our company has high social and ethical standards and actively asks our suppliers to comply with them.

Harzer Zinkoxide GmbH does not accept products or services from suppliers who use or employ child labour, forced labour or modern slavery.