

HOUSE ROULES

GENERAL

DRUG USE AND SMOKING BAN

The consumption of alcohol and drugs is strictly prohibited at the **FP** operating sites. It is prohibited to bring any alcohol or drugs to the premises of the **FP** operating sites or to consume any alcohol or drugs there. Smoking (incl. e-cigarettes) is only allowed in designated smoking areas.

CONFIDENTIAL INFORMATION / DATA PROTECTION

The handling of personal data is prohibited, unless there is a defined purpose for the rightful performance of duties in the interest of the person or the legislative authorities.

This obligation also remains valid after the contract has been terminated.

NON-DISCLOSURE / INFORMATION PROTECTION

Any files, drawings, electronic data, documents, copies, etc. must not be removed from the working areas and business premises, reproduced or made accessible to unauthorised persons without the permission of the information's owner. You are obliged to observe secrecy towards third parties with regard to any **FP** company-internal and business information, incl. verbal information, disclosed to you during your visit or your working with **FP**.

VISUAL AND SOUND RECORDINGS

As a matter of principle, it is prohibited to take photographs, film, or take sound recordings at any **FP** operating site. Any exception must be authorised by the management.

BREACH OF THE HOUSE RULES

Any serious breach of the house rules entitles the employer to exclude the offending contractor staff or subcontractor from the further continuation of his/her job at **FP**.

Under certain conditions, termination of the contract may come into consideration and the listing as first supplier may be compromised.

HOUSE ROULES

ALARM AND TRAFIC RULES

IN THE EVENT OF AN EVACUATION ALARM:

- Alert any colleagues
- Provide special support to employees with disabilities
- Help colleagues and visitors to safely evacuate the building
- Use the stairs instead of the lift
- Move quickly, but do not run
- Use handrails on stairways
- Go to assembly point immediately and wait there for further instructions
- Report anything out of the ordinary to the Head of Department
- **Only without compromising self-protection, and without time loss:**
 - if possible, close windows
 - if possible, close doors behind you
 - if possible, switch off electric devices or machines via Emergency Stop or Emergency Shut-Down
 - if possible, extinguish incipient fires; operate fire fighting equipment
- **In case of doubt, raise alarm yourself**
- **You will normally find manual call points in stairways, in long corridors, at central points and in hazardous areas**

TRAFIC RULES

Road traffic regulations apply to driving and parking a vehicle on the premises of the **FP** operating sites. You are obliged to immediately report any event of damage you have been involved in, especially accidents or damage to parked vehicles.

Vehicles parked on the premises of the **FP** operating sites are not covered by our liability insurance if a third party has caused the damage.



HOUSE ROULES



FOR EMPLOYEES, VISITORS, GUESTS AND EXTERNAL CONTRACTORS

IN YOUR OWN INTEREST

These house rules have been prepared for your own safety and the safety of the people around you, and to comply with applicable laws and regulations.

Before commencing work on the premises and operating sites of **FP**, all employees and visitors have to make themselves familiar with the contents of these house rules.

Visitors are to be met at reception by the relevant **FP**-internal contact person and are to be seen off the premises outside of the **FP** operating sites. These house rules need to be handed out to them and explained in an appropriate manner. The host will return any visitor badges to reception.

Business partners and colleagues alike are to be treated in an accommodating and appreciative manner.

ENTERING ROOMS AND FACILITIES, OPERATING MACHINES AND EQUIPMENT

The entering of rooms and facilities and the operating of machines and equipment is prohibited, unless this is necessary to fulfil the purpose of your working contract / visit / assignment.

FP employees must use the passes, transponders, or company ID badges required at the respective operating site in the way as specified there.

Visitor badges must be worn where they can be easily seen:

- V** Visitor who is only allowed to stay and move at the **FP** operating sites when accompanied by an **FP** employee.
- S** Service staff/provider who, after receiving a formal briefing, is allowed to stay and move unaccompanied in the required rooms to perform his/her services.
- FP** Employee of **FP** who is allowed to stay and move freely at other **FP** operating sites.



HOUSE ROULES

SAFETY AND TIDINESS

WORKPLACE AND SURROUNDINGS

Keep your workplace clean and tidy. Any traffic and escape routes (emergency exits, safety facilities, fire extinguishing equipment, body/ eye showers, etc.) as well as access paths to electric facilities must not be blocked. Fireproof doors must not be blocked and must not be held open by wedges or similar.

WORKING MATERIALS (TOOLS, EQUIPMENT, ETC.)

Working materials must not be left lying around such compromising safety. They must comply with the applicable accident prevention regulations and be in an obviously proper condition (all current-carrying devices and equipment must display a valid inspection label that is clearly visible).

PERSONAL PROTECTIVE EQUIPMENT (PPE)

For some working areas and working materials, directives have been posted that must be complied with. Where posted, PPE such as protective goggles, hard hats, ear protection, safety shoes or skin protection must be used in accordance with regulations.

HAZARDOUS SUBSTANCES

Approved hazardous substances must be transported, stored, processed and disposed of in a safe way. They are only to be held available on site to the amount required for performing the task, and in combination with the respective working instructions.

FIRE AND EXPLOSION HAZARD

In working areas that are subject to fire and/or explosion hazard (e.g., storage rooms for inflammable materials), the use of naked light and fire as well as sparking tools is prohibited. Electrical equipment and power tools must be explosion-proof.

SPECIAL WORKING HOURS

Any persons present at the FP operating sites outside of regular working hours and working days need to report to site security prior to this. If not, security will suspect unlawful entering of the premises and act accordingly.

HOUSE ROULES

EXTERNAL CONTRACTORS

Staff members of external contractors must be briefed about the house rules by their FP contact person, and the house rules are to be handed out to them.

The staffs' superior of the external company has to brief his or her staff members in accordance with the „Agreement between external contractors and the customer FP“ (F345.20). Staffs have to have this agreement with them while at the FP operating sites.

Any items, materials and tools that are required for carrying out the assignment and that have been introduced to the premises, must be secured against unauthorised use and theft when leaving the workplace.

The responsible site officer must be informed about, and agree to, their use.

All legal requirements to execute the job must be met (e.g., residence permit and official work permit).

Throughout the duration of your assignment on our premises, you are subject to the applicable health and safety and fire safety regulations of the Federal Republic of Germany, the accident prevention regulations of the statutory accident insurance, the applicable fire safety guidelines for the respective FP operating site as well as these house rules.

Superiors, authorising officers or named specialists at FP must be informed immediately if the execution of the job is/ seems to be inconsistent with health and safety or fire safety.

Before commencing their work, all external staffs have to make themselves familiar with the location of escape routes, fire extinguishers, fire detectors and emergency call facilities, as well as the conduct in case of an emergency. Any instructions of the named authorising officers at **FP** need to be observed.

HOUSE ROULES

LAWS AND REGULATIONS

Specifications of the legislative authorities must be strictly complied with at any time.

For various topics, especially specifications of the legislative authorities, specialist company officers have been named. Their specialist competence is to be included into one's own area of responsibility. „Specialist Company Officers“ (**L01, R137**).

Where possible, waste is to be avoided and at least to be reduced as well as improved in terms of recyclability.

Environmental impact caused by noise, waste, hazardous substances or energy consumption is to be minimised.

Inadequate behaviour, discrimination, or workplace bullying causing mental stress are to be refrained from.

Business partners are to be treated in an accommodating and appreciative manner.

PROHIBITED:

... unless written permission exists issued by the competent authorising officer named by **FP**:

- Welding, soldering, grinding and cutting work, as well as working with naked flames
- The use of explosive, inflammable and oxidising substances, solvents, as well as gas cylinders
- Working on fire extinguishing, alarm and warning systems
- Working on vessels and pipe systems
- Use of hazardous substances labelled:



- Removal of protective devices
- Working in rooms that are protected by automatic fire extinguishing systems (except for sprinkler systems)
- Any work that carries the risk of damaging sprinkler heads when not executed in the correct way