



## 7 basic rules for safe working practices at tk SE

1. Health and safety are our top priorities.
2. We always wear our specified personal protection equipment
3. We ensure tidiness and cleanliness in our work environment.
4. We use work and operating materials correctly.
5. We protect ourselves and our facilities against fires.
6. We only perform work on secured parts and systems.
7. We never work under the influence of alcohol or drugs.

### Accident reporting:

The occupational health and safety policy is available on the SE AG website.

## Fair work at thyssenkrupp Steel Europe

The concept and claim of “Fair Work” is derived from the mission statement of thyssenkrupp AG, from the thyssenkrupp Code of Conduct and the thyssenkrupp Supplier Code of Conduct.

With fair work, standards are set for daily cooperation at all sites of the Steel European business segment.

Fair work in the Steel Europe business segment means compliance with all regulations affecting the deployment of partner company employees, whether they be statutory regulations, collectively agreed regulations or the company agreements, guidelines and other regulations of thyssenkrupp Steel Europe AG affected by them.

Any action contrary to the Fair Work requirement may be reported to [nachunternehmermanagement@thyssenkrupp.com](mailto:nachunternehmermanagement@thyssenkrupp.com).

All relevant forms, documents and web links at a glance:

You can find the download area at the following link under "Information / Downloads": <https://w3as.thyssenkrupp-steel.com/lvportal?info=1>

### Emergency call by mobile telephone:

Duisburg factory	+49 (0) 203 52 - 40112
Duisburg Süd factory	+49 (0) 203 52 - 40112
Bochum factory	+49 (0) 234 919 - 112
Bochum NO factory	+49 (0) 234 508 - 51110
Dortmund factory	+49 (0) 231 844 - 6112
Eichen factory	+49 (0) 2732 599 4112
Ferndorf factory	+49 (0) 2732 598 - 4912
Finnentrop factory	112

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## 1. General

### 1.1 Scope of validity

The “Conditions for the deployment of partner companies” apply in the factory and administrative areas as well as properties of thyssenkrupp Steel Europe AG (hereinafter referred to as SE AG) and form part of the contract between SE AG and the respective partner company, the Contractor (hereinafter referred to as CO).

Partner companies are external companies such as contractors, service providers and employment agencies that provide external services for SE AG.

Partner company employees are external personnel who are not employed by SE AG.

The conditions regulate in particular the proper performance of services on the premises of SE AG and apply in principle to all partner company employees in the factory and administrative areas as well as properties of SE AG. In general, only service providers who have an occupational health and safety management system (e.g. SCC, SCP, ISO 45001, BG seal of approval or similar) that has been audited/certified by an accredited provider or (if the number of employees is  $\leq 10$ ) provide evidence recognised by SE AG (self-disclosure + SCC for managers) shall be admitted as COs.

### 1.2 Valid regulations and forms of SE AG

SE AG shall make the attachments, corporate policies, codes of conduct, forms and other relevant documents referred to or referenced in these terms and conditions available to download at its sole discretion Downloads > Publications > thyssenkrupp Steel Europe (thyssenkrupp-steel.com) and / or on the w3as platform. It shall be the CO's responsibility to regularly inform himself about updates of the documents made available for download.

### **1.3 Deployment of sub-contractors**

If the CO uses sub-contractors, the CO shall ensure that the sub-contractors are also aware of and comply with the conditions for the deployment of partner companies. The Contractor shall bear sole responsibility for its sub-contractors / temporary workers. The CO shall inform SE AG in writing of the intended use of its sub-contractors/temporary workers in good time before the respective commissioning or subcontracting of the purchasing department. If no written rejection is received from the purchasing department within 5 working days of the CO's request, the use of the reported sub-contractor shall be deemed to have been approved. SE AG shall reserve the right to reject sub-contractors. SE AG shall not refuse consent without good cause. The CO shall oblige its sub-contractors in writing not to deploy any further sub-contractors without the prior written consent of SE AG.

The registration of the CO's employees as well as sub-contractors approved by the purchasing department must take place at the latest 72 hours before the start of deployment with the SE AG site security (identification system) (see 3.2.1.3). The CO shall oblige its sub-contractors to name the CO as the main contractor when registering and to indicate the place of use in order to ensure exact allocation.

SE AG reserves the right to refuse sub-contractors access to the factory premises without prior notification.

### **1.4 Statutory, collective bargaining and other regulations**

The CO shall undertake to deploy both its own and external personnel as well as all vehicles and equipment in accordance with the terms and conditions for the partner company deployment in compliance with relevant statutory, collective bargaining and other regulations. Violations against the aforementioned conditions and regulations shall be deemed breaches of contract, whereby those of sub-contractors shall be charged to the CO as if they were their own breaches of contract.

#### **1.4.1 Minimum Wage Act (MiLoG)**

The CO shall undertake to comply with the provisions of the MiLoG with regard to their own employees and to impose this obligation accordingly on any sub-contractors/employment agencies. This means in particular the payment of the minimum wage in the respective statutory amount according to the current, legal requirements as well as compliance with the required documentational obligations. The CO shall undertake to comply with the statutory minimum wage regulations.

#### **1.4.2 Employee Posting Act (AEntG)**

The CO shall undertake – insofar as applicable – to comply with the provisions of the German Employee Posting Act (AEntG) with regard to its own employees and to impose this obligation accordingly on any sub-contractors / employment agencies. This means in particular compliance with the general working conditions within the meaning of § 2 AEntG and the collectively agreed working conditions pursuant to § 3 AEntG. The CO shall refrain from circumventing the regulations.

In the case of posting of self-employed persons and employees within the European Union, the EEA and Switzerland, Regulation (EC) No. 883/2004 and Regulation (EC) No. 987/2009 of the European Regulation Law shall apply. In the case of crossborder employment (posting), the CO shall assure that all deployed foreign employees and sole traders for whom social security contributions are paid in the home country have a valid A1 certificate (posting certificate).

#### **1.4.3 Residence Act (AufenthG)**

The CO shall undertake – insofar as applicable – to comply with the provisions of the Residence Act (AufenthG) and to impose this obligation on any sub-contractors / employment agencies accordingly. This means, in particular, compliance with Section 4 of the Residence Act.

The CO shall refrain from circumventing the regulations and only use third-country nationals if they have the necessary permits and authorisations. The CO shall assure that all deployed foreign employees for whom a residence or work permit is required have a valid residence title that explicitly permits gainful employment (self-employed or employed). The CO shall also undertake to check the presentation and validity of the required titles and to keep a copy of the residence title in paper or electronic form for the duration of the employment (§ 4a (5) Residence Act). In this respect, SE AG reserves the right to carry out checks on the personnel deployed by the CO or any sub-contractors.

#### **1.4.4 Release**

The CO shall indemnify SE AG in full against all claims by third parties and liabilities to third parties which SE AG incurs as a result of a breach of the aforementioned statutory provisions on the part of the CO or its sub-contractors / lenders. SE AG may, at its own discretion, alternatively also demand payment of a corresponding sum of money.

#### **1.4.5 Evidence**

At the request of SE AG, the CO shall be obliged to immediately provide written evidence of compliance with the MiLoG, AEntG, AÜG, ArbZG, SchwarzArbG and other laws aimed at the protection of working conditions – also by any sub-contractors / employment agencies.

#### **1.4.6 Termination**

In addition to other reasons leading to a right to terminate the contract by the CO, the occurrence of one or more of the following events shall be deemed in favour of SE AG as good cause for terminating the contract without observing a notice period or as a reason for immediate withdrawal from the contract not entitling the CO to damages:

- The CO's employees or the employees of their sub-contractors/employment agencies are not paid remuneration in an amount which at least corresponds to the minimum wage pursuant to § 1 MiLoG or the regulations applicable under the AEntG, in each case on time and in full, whereby the urgent suspicion based on concrete facts is sufficient, or
- Claims are made against SE AG by third parties in connection with the payment of the minimum wage to employees of the CO or to employees of its sub-contractors / employment agencies, in particular pursuant to Section 13 MiLoG in conjunction with Section 14 AEntG or Section 14 AEntG, without the CO being able to provide immediate and reliable evidence that the claim was made unjustly. The claim by social security institutions or tax authorities shall be deemed between the parties to have been justifiably made or there is proof or urgent suspicion based on concrete facts of a violation by the CO or their sub-contractors / employment agencies of the Act to Combat Clandestine Employment or significant violations of the Working Hours Act.

### 1.5 Responsible Steel

As a member of the Responsible Steel industry initiative, SE AG is committed to comply with strictly defined social, environmental and governance standards within its sphere of influence. Compliance with these standards is regularly monitored and confirmed by independent certifiers.

In order to ensure compliance with the aforementioned standards, the CO hereby undertakes vis-à-vis SE AG that, within the scope of the services to be provided by the CO for SE AG, in particular

- the provisions of the Act on Occupational Health and Safety for the Youth (JARb-SchG) are complied with; activities which are prohibited for young people under the age of 18 shall be separately identified and documented;
- each employee is informed about the terms and conditions of employment at the beginning of the employment contract;

- overtime is voluntary without exception and shall be compensated with a surcharge of salary;
- salaries are paid on time and in full, without unauthorized deductions;
- regulations of the Working Hours Act are observed and sufficient rest and break times are taken into account in shift planning; and
- paid vacation days prescribed by law shall be complied with.

The CO undertakes to provide SE AG with evidence of compliance with the above requirements in the event of justified interest.

### **1.6 Commercial activity**

The CO may only perform work contractually agreed with SE AG for SE AG on the factory premises. This shall also apply to deployed sub-contractors. Any other commercial activity, e.g. “distribution of leaflets and printed matter”, “sale of goods and advertising” or “putting up posters and writing on walls” on the factory premises is prohibited.

### **1.7 Involvement of authorities**

Prior to the CO’s involvement with the authorities, the SE AG safety control centre of the respective sites must be informed.

Duisburg factory	+49(0)203 52-41211
Duisburg Süd factory	+49(0)203 52-41211
Bochum factory	+49(0)234 919-112
Bochum NO factory	+49(0)234 508-51110
Dortmund factory	+49(0)231 844-6112
Eichen factory	+49(0)2732 599-4112
Ferndorf factory	+49(0)2732 598-4912
Finnentrop factory	+49(0)2721 516-110

### **1.8 What to do in case of reportable illnesses**

In the event of a reportable illness of an employee, the CO shall inform the respective company medical service of SE AG:

Bochum:	+49 (0) 234 919 4252 (Mon-Fri 7.00-15.00)
BNO:	+49 (0) 234 5085 1644 (Mon-Thurs 8.00-16.00, Fri 7.00-15.00)
Dortmund:	+49 (0) 231 844 4445 (Mon-Fri 7.30-15.00)
Duisburg:	+49 (0) 203 52 - 22034 / 23784 (Mon-Thurs 7.00-16.00, Fri 7.00-13.00)
Siegen/Finnentrop:	+49 (0) 2732 599 4542 (Mon-Fri 8.00-16.00)

At the same time, the authorities (public health department) must be informed of the contact persons of the sick person and the place of employment at SE AG.

### **1.9 What to do in the event of environmentally relevant incidents, fires and explosions and safety-relevant incidents in connection with radiometric measuring systems**

In the event of any environmentally relevant incidents such as the release of substances (gas, liquids hazardous to water, etc.) or clearly visible emissions (clouds of dust or smoke, noise or odour emissions) as well as fires and explosions and safety-relevant incidents in connection with radiometric measuring systems, the CO shall immediately inform the safety control centre of the respective site and the management of the Operations Department. The instructions of the emergency response teams (factory fire brigade/site security) and the environmental protection department must be followed without fail. Some SE AG sites are subject to the Hazardous Incidents Ordinance (12. BImSchV). Additional safety and emergency measures resulting from this must be coordinated with the respective company contact person.

### **1.10 Cooperation obligations to protect IT security**

The network services provided by the SE AG may only be used for the activities necessary to carry out the commissioned work. Any use beyond the agreed activities must be agreed in advance with the responsible depart-

ment of the SE AG (e-mail: [servicenetzwerkdienste@thyssenkrupp.com](mailto:servicenetzwerkdienste@thyssenkrupp.com)).

The in-house operation of active network components (including switches, routers) within the network of SE AG is only permitted via contractually agreed services with corresponding protection via firewalls.

The operation of several network cards within one IT component with simultaneous connection of a network card to the SE AG network and a network card with connection to another network (other SE AG location or service provider network) is prohibited for security reasons.

The use of modems on network components of SE AG to establish remote access is prohibited. Access to the SE AG network shall be exclusively via the provided channels, e.g. FortiClient or a site-to-site VPN connection. End devices for remote access must have an activated local firewall or comparable security mechanisms.

The access provided to the SE AG network may only be used by secured end devices. Here, special attention should be paid to up-to-date virus protection and an up-to-date operating system with an up-to-date patch level. Access to cloud services of SE AG takes place exclusively with the aid of the secure login procedures and technologies provided (e.g. MFA).

In case of any suspected attack with malware, immediately inform SE-AG (e-mail: [cc-it-security.steel@thyssenkrupp.com](mailto:cc-it-security.steel@thyssenkrupp.com)). Affected devices must be immediately disconnected physically from the SE-AG network.

The use of removable media is only permitted after a prior check for malware. The technical possibilities of verification shall be agreed with SE AG prior to the use of the removable data carrier.

Within the scope of the duty of confidentiality, partner companies are obliged



to keep secret all user IDs / passwords and network settings necessary for connection / dialin. If there is any suspicion that unauthorised persons have gained knowledge of this, passwords must be changed immediately. These circumstances must be reported to the responsible Digital Solutions department at SE AG (e-mail: [cc-it-security.steel@thyssenkrupp.com](mailto:cc-it-security.steel@thyssenkrupp.com)).

When employees leave, the corresponding accesses are to be blocked and the assigned sponsor is to be informed of this.

### **1.11 Use of transmitting radio equipment**

The CO shall apply in writing to Technical Services & Energy by fax (+49 (0) 203 52 - 24071) for the use of all radio transmitting equipment (e.g. radios, radio controls, data radio, WLAN, etc.) on the works premises before the start of construction/assembly.

### **1.12 Photography and filming**

Photography and filming inside the factory premises is only permitted with approval from SE-AG. Applications must be made to the respective head of the Operations Department.

### **1.13 Prohibition of alcohol, intoxicants, drugs and protection of non-smokers**

The introduction, consumption and use of alcoholic beverages, intoxicants and drugs is prohibited on the factory premises. It is also prohibited to enter the factory premises under the influence of alcoholic beverages, intoxicants and drugs. The company and, if applicable, site-specific regulations as well as the legal requirements for the protection of non-smokers must be complied with.

#### **1.14 Non-solicitation**

The CO shall be prohibited without restriction from taking measures to entice away SE AG employees as well as employees of partner companies directly involved in the execution of the contract on the factory premises at all locations for the duration of the contractual relationship.

#### **1.15 On-site inspections**

Through on-site inspections, SE AG shall verify compliance with the conditions for the use of partner companies as well as the lawful use of partner company employees, regardless of the form of assignment.

The inspections are carried out by Operations Department management, occupational safety, sub-contractor management, supplier control, company safety and site security within the scope of their respective responsibilities. For this purpose, the CO shall grant SE AG's employees access to all facilities on the factory premises at any time, provide information and allow inspection of documents to the extent required for the inspection.

#### **1.16 Checks to prevent theft**

For the protection of company and personal property, the employees of the site security and company security are authorised to carry out checks.

#### **1.17 Consequences of violations**

SE AG shall penalise violations by the CO or his sub-contractors against the conditions for the use of the partner company, relevant statutory provisions, collective bargaining provisions or other provisions and take appropriate measures. Depending on the type and severity, possible violations can result in

- a warning,
- a factory entry ban for persons and/or
- the exclusion of the CO from future deployments.

SE AG shall also reserve the right to call in the authorities if necessary and to claim damages.

## 2. Construction site equipment

### 2.1 General

To set up a construction site, permission must be obtained from the Operations Department management, which also allocates the places for storage, assembly and staff accommodation. The CO shall coordinate his storage with the Operations Department management. The allocation of spaces shall be decided on the basis of a site layout plan to be submitted by the CO, which must show the local and time-related space requirements. The laying and connection of pipes (gas, water, sewage, electricity) and the erection of scaffolding must be coordinated with the Operations Department management. The CO shall also make the construction site facilities available to other companies at the request of SE AG, provided that the CO's interests are not unreasonably impaired. For the allocation of parking spaces, a written application must be submitted to the site security (badge management).

The CO shall maintain the construction site equipment and protect it against unauthorised use and theft. After the service has been performed, the equipment must be dismantled and transported away immediately. The CO shall ensure the protection of the soil and the safeguarding against soil contamination at all times. Construction site lighting shall be provided by the CO.

The CO must keep their building sites and bases in a clean and tidy condition.

Living and spending the night on the factory premises is prohibited.

Insofar as SE AG can provide changing, washing and break rooms in the vicinity of the construction site, these can be used against payment. If the social rooms are not used by SE AG, own social cabins shall be set up after consultation with the site management. Adequate toilet facilities shall be provided by the CO if not available.

## 2.2 Telephone connections

Telephone connections must be applied for in writing via the Operations Department management in good time before the start of construction/assembly, with confirmation that the costs will be covered.

## 2.3 Electrical power

The electrical power required at the local construction sites as well as in cases of rental from third parties or rooms or buildings, containers and bases provided free of charge on the factory premises shall be provided by SE AG in accordance with the locally available connection values including measurement in compliance with measurement and calibration law by the company without charge. Irrespective of invoicing, consumed electricity quantities must be calibrated and transmitted by the company to Technical Services & Energy – Energy Management and Billing (TSE-EM-EMA) at the end of each month.

This is the only way to ensure correct electricity tax, surcharge and levy processing. The CO shall only use the provided energy quantities within the scope of the orders placed by SE AG.

In the Dortmund, Bochum “IT network (without neutral conductor)” and Siegen factory areas, the connection voltage is AC 400/230 V. In the Beeckerwerth, Hamborn/Bruckhausen and Schwelgern factory areas, the connection voltage is either AC 500 V or AC 400/230 volts. Connection voltages deviating from this are only available after confirmation by the Operations Department management. The CO must provide any necessary transformers to adapt the connection voltage. The CO shall be responsible for compliance with the relevant safety regulations.

The connection to the SE AG power grid and the routing of the power lines must be coordinated with the Operations Department management. The CO shall state the expected consumption values. The CO’s scope of services

shall include the laying, maintenance, relocation and dismantling of the distribution lines from the point of transfer.

The CO shall notify the management of the operating department of the termination of use in good time before dismantling. For the selection and operation of electrical systems and equipment on construction sites, DGUV Information 203-006 (formerly BGI 608, Residual Current Device (RCD), Portable Residual Current Device (PRCD), etc.) applies.

#### 2.4 Water

The water required at the local construction sites shall be provided by SE AG up to the transfer point without charge. Waste water lines must be connected to the sewer system.

#### 2.5 Establishment of a base

COs with permanent employment on the factory premises will be allowed to rent a base on one of the partner company sites, provided that free rental space is available and the allocation of a base is deemed reasonable. The rental contract must be applied for via Technical Services & Energy (TSE) – Site Management and Contracts at the e-mail address: **Grundstuecksvertraege@thyssenkrupp.com**. When applying, the CO shall provide information on the required m<sup>2</sup> size, the rental start date, the desired media (electricity/water/waste water/heat) and other special features. The CO shall clearly and visibly put up a sign on the assigned rental space with their company name, company address and the telephone number of a responsible person who can always be reached. Media, if available at the base, will be provided by SE AG and billed monthly according to consumption. The CO shall enclose the base and its facilities to protect them against vandalism and theft and equip them with tested fire extinguishers. The parking of motor vehicles is only permitted in the rented area or in explicitly designated communal parking areas.

## **2.6 Waste disposal**

For the disposal of waste, the disposal systems available at SE AG are to be used against payment. For this purpose, the SE AG disposal operations will provide collection containers on request (see also 5.1 “Waste”). In the event of any ambiguity, an arrangement must be agreed with SE AG disposal operations. Any waste incineration or storage of waste outside of appropriate collection containers on the factory premises is prohibited.

## **3. Personnel deployment / Entrance and exit for external personnel**

The personnel responsibility, the factual and disciplinary right to issue instructions, as well as the design and implementation of the personnel deployment shall lie exclusively with the CO. They shall deploy sufficient and qualified management personnel for this purpose. The CO shall ensure that his employees refrain from conduct typical of employees towards SE AG and its employees (in particular, no participation in internal team meetings of SE AG, no submission of sick leave or holiday applications to SE AG). This shall also apply to their deployed sub-contractors.

The CO shall ensure that a responsible, German-speaking person authorised to give instructions is present on site at all times and can be reached by telephone both for his employees and for the staff of his sub-contractors.

### **3.1. Qualifications of deployed personnel**

The CO may only deploy employees with the appropriate personal and technical skills in the factory premises. The CO must provide evidence of the qualifications of deployed personnel on request. The CO shall ensure that a risk assessment in accordance with the Maternity Protection Act is carried out for all employees deployed by SE AG and sub-contractors deployed by them.

### **3.2 Access to the factory premises**

Employment of/access by young people under the age of 16 on the factory premises is prohibited. The deployment of partner company employees who have reached the statutory retirement age is only permitted on the factory premises if they possess the physical and mental abilities required to perform the activity in question.

#### **3.2.1 Site passes**

Each partner company employee must be in possession of a valid company site pass, which must be presented without being asked each time they enter or leave the company premises. The site pass must be carried on the factory premises at all times and presented to the control persons on request.

SE AG differentiates between site passes without and with a photo.

Site pass without photo = WAW 1

Site pass with photo = WAW 2

#### **Site passes without photo**

A WAW 1 (site pass without photo) must be applied for short deployments of up to 1 week. The pass is personal and may not be used by other persons; it is not transferable. Partner company employees with company ID without a photo must be able to prove their identity by presenting an officially valid photo ID; this must be carried at all times.

#### **Site passes with photo**

A WAW 2 (site pass with photo) must be applied for if the deployment is expected to last more than 1 week. The pass is personal and may not be used by other persons; it is not transferable.

#### **Advance registration for pass issue WAW 1+2**

The CO and their sub-contractors shall observe the required procedure for registration at the factory gate and shall apply for site passes for their

personnel at the site security (identification system) in good time before the start of work (at least 72 hours in advance).

For this purpose, the form „Pre-registration of partner company employees“ must be completed in full and signed by the factory / department management SE AG, and submitted to the site security (ID system) at least 72 hours in advance. This form can be downloaded in the respective valid version on our w3as platform.

The appointing factory/department management of SE AG shall confirm the necessary use of partner companies on this form.

The advance registration is to be sent to the site security (ID cards) by mail: [zzz-tkse-ausweiswesen@thyssenkrupp.com](mailto:zzz-tkse-ausweiswesen@thyssenkrupp.com) zuzustellen.

In the case of short-term, unplannable emergency assignments for troubleshooting of systems, machines, etc. at the CO or the request of service technicians who are not known by name in advance, a WAW1 shall be prepared after consultation with the ordering plant/department management or the CO's requesting party.

### **3.2.2 Emergency passes**

Emergency passes WAW 1 are available at the main plant gate outside the opening hours of the ID system for the registration of partner company employees exclusively in emergencies, for the performance of short-term, operationally necessary malfunction / repair work.

In Duisburg Nord at gate 3. In Dortmund at gate 4.

Before issuing the emergency pass, the partner company employee must complete the form “Registration for the deployment of partner company employees” and the “Proof of the issue of instruction documents for basic safety instruction”.



The employee of the ordering company who is present shall collect the partner company employee at the gate where the emergency pass is issued and confirm the personnel deployment there in writing on the „Registration for deployment of partner company employees“.

### 3.2.3 Issue of site passes

Prior to issuing a site pass, a valid SHE (basic safety instruction) must be submitted by the CO or partner company employee to the site security (identification) (see 4.3.1).

The issue of a personal site pass by the site security will only take place after appropriate legitimation by presentation of an identity card / passport. Persons from non-EU countries must also present the original of their valid work permit / valid residence title for the purpose of gainful employment and carry it with them at all times.

Posted workers from EU, EEA and Swiss countries for whom social security contributions are paid in the home country must also present a valid A1 certificate and keep it on site or in the company. Posted persons from non-EU countries who belong to the permanent staff of a company from EU, EEA and Swiss countries and who do not have the legal status of a long-term resident (Daueraufenthalt-EU / Long-term Resident EU) must present a valid A1 certificate and additionally the “Van der Elst visa”. The same applies to long-term residents for whom temporary service of more than three months within a 12-month period is intended.

### 3.2.4 Return of site passes

The CO shall ensure that all site passes are returned immediately after the end of the respective employee's work. This obligation shall also apply if the partner company employee concerned leaves the CO's company or that of the sub-contractor deployed by the CO. The return must take place at the plant security (gate service/pass system). It shall be confirmed in writing. Any loss of a site pass must be reported to the site security immediately. SE AG shall charge the CO € 50 for each site pass not returned or lost.

If the return is made late or only after the invoice has been issued, the CO shall pay a handling fee of € 25 per pass.

### **3.2.5 Visitor pass**

Every visitor must register at the main gate of the respective site or, in Duisburg-Nord, at the visitor registration desk (Gate 3, Visitor Management, Franz-Lenze-Strasse). Visitors must prove their identity by presenting an official photo ID such as an identity card or passport. Company IDs of foreign companies are not accepted for legitimation. A visitor pass shall be issued for the visitor.

### **3.3 Daily/monthly deployment reports**

SE AG must be informed at all times about all activities carried out by partner companies on the factory premises, including deployments that are not charged, as well as about the employees engaged in these activities. For this purpose, the CO shall generally inform SE AG of the daily or monthly deployment reports specified by SE AG. The use of monthly deployment reports is recommended when the same activities are carried out by the same persons at the same location over a longer period of time. The CO shall always submit the planned target personnel deployment for their company and their sub-contractors to supplier control on the previous day as a target daily deployment report, in the case of unplanned work by 7.00 a.m. of the respective deployment day at the latest. In the case of monthly deployment reports, the target deployment report must be available at the beginning of the month. If there are deviations from the target reports, the CO shall inform supplier control of these before commencing work.

After the service has been rendered, the CO shall correct all reports if necessary to add the actual operating times and deliver them to Supplier Control as a plausible actual report after three days at the latest. The messages and the time stamps of the working hours record are the basis for the billing of services according to hourly billing rates and surcharges (see also 14. "Billing").

Via the daily/monthly report, the CO shall also be obliged to state whether electrical power (linebound, therefore no battery consumption or use of a mobile power generator) from the tkSE factory network is required for the execution of the commissioned activity – by the CO or their sub-contractors or sub-sub-contractors. For example, for welding work the field is to be answered with “yes”, and for transport or scaffolding activities without electrical consumption a “no” is to be indicated.

If electricity is/was drawn, the roughly estimated or actually measured electricity consumption shall be indicated as an option. This information is necessary for regulatory reasons and does not mean that the CO will be billed for the electricity provided.

Deployment reports are to be reported electronically using free software or via the W3AS portal.

At the Link: <https://w3as.thyssenkrupp-steel.com/> further information and contact persons are available in the “Information / Downloads” tab under the “Contact” tab.

### **3.4 Deployment time**

The presence on the factory premises shall exclusively serve the fulfilment of the contractual obligations.

The period of employment shall begin with the commencement of work at the respective place of employment and shall end there when work is stopped. The time for washing and changing clothes does not count as deployment time.

### **3.5 Working hours record**

The CO shall ensure that each employee deployed by him uses his site pass to enter and leave the factory premises and uses the readers installed at the factory gates and in the administrative buildings to record attendance.

## 4. Occupational health and safety

With regard to occupational health and safety, the same safety standards shall apply to partner company employees and SE AG employees. The safety inspections of partner companies of SE AG are part of the SE AG occupational health and safety system and are carried out by occupational safety. Occupational health and safety supervision shall be organised by the partner companies themselves.

### 4.1 General traffic safety duties of the contractors

Every CO shall be obliged to comply with the so-called “General traffic safety duties”. According to this, every CO is obliged to ensure that no activity hazards (e.g. due to excavation work), no material hazards (e.g. uncovered excavation pits) and no traffic hazards (e.g. unsecured passageways over excavation pits) arise in their working area.

### 4.2 Instructions on occupational safety

The following employees shall be authorised to issue instructions to the CO in all matters of occupational health and safety:

- Specialists for occupational safety (SE AG)
- Named employee of the respective company (SE AG responsible for the company)
- Named construction supervisor or specialist construction supervisor in accordance with the NRW State Building Code
- Named coordinator, e.g. according to § 6 DGUV Regulation 1 or § 3 Construction Site Ordinance
- Responsible Hazardous Substances Officer and Radiation Protection Officer (SE AG).

The CO is obliged to disclose all information concerning occupational health and safety to the above-mentioned group of persons upon request.

The aforementioned groups of persons are authorised to impose measures, up to and including a ban on the continuation of work in the event of a hazard, in the event that violations of occupational health and safety regulations are detected.

### 4.3 Compliance with specific regulations

#### 4.3.1 Basic safety instruction (BSI)

The CO shall ensure that all managers and employees receive a BSI prior to initial deployment. The BSI must be repeated annually. The CO or their manager must pass on the contents of the BSI by SE AG to his employees / sub-contractors in the form of an instruction. The BSI carried out shall be documented on an instruction record provided by SE AG and sent in electronic form to occupational safety. The forms and instructions contents can be downloaded in the **Download area w3as**.

The points specified by Occupational Health and Safety must be observed and include the following contents:

Occupational Health and Safety Act, Occupational Health and Safety Act, Conditions for Partner Company Deployment SE AG, Industrial Safety Ordinance, Construction Site Ordinance, Radiation Protection Ordinance, X-Ray Ordinance, what to do in case of accidents, special hazards, personal protective equipment, working hours law, Temporary Employment Act (AÜG), coordinator's function, employee instruction, shutdown list, registration and de-registration, road traffic regulations, safety check, definition of coordinator (e.g. according to DGUV regulation 1).

If the BSI has not been carried out in advance by the CO, the partner company employee can carry it out independently at a terminal or computer at the site security (identification system). This may result in waiting times for which the CO is responsible. After the BSI has been completed, the site pass is issued or extended.

In all occupational health and safety matters, the CO may contact the occupational safety department located at the site.

#### 4.3.2 Safety Check

Pursuant to § 8 ArbSchG, it is necessary that SE AG and the CO mutually inform each other about mutual hazards for repair work and services, among other things. The documentation of this information takes place at SE AG using the safety check (form sheet). The SE AG enters factory / facility-specific hazards / measures for the normal course of operations in the safety check. CO shall make additions to the hazards / measures that become relevant during the execution of the work. The CO must ensure that the safety check signed by SE AG and the CO is available at the place of work and it must be shown on request. The CO shall be obligated to instruct their employees / sub-contractors about the content of the respective safety check before starting work. Documentation of the instructed persons is kept on the back of the safety check with a signature from the instructed persons. It must be provided to the responsible parties of SE AG (e.g. coordinator or occupational safety) on request. The safety check is an additional current basis for the risk assessment of partner companies. As the safety check only describes the hazards relevant to the activity, the CO shall additionally download the „Rules of conduct for partner companies in the company“ in the **Download area w3as**. The CO shall ensure that his employees / sub-contractors have been instructed in the contents of the rules of conduct before starting work. Questions about the rules of conduct can be clarified whilst the safety check is being issued in the company.

#### Work in the vicinity of cranes

In order to be able to exclude hazards when working in the crane area, all parties involved must already be coordinated when filling out the safety check. In addition, the CO shall check immediately before the start of work whether the conditions on site have changed.

### **Securing and releasing work on media lines / pipelines**

No disconnection or opening work is to be carried out on existing media lines / pipelines without a corresponding release process.

Aids for implementation and documentation for this are e.g. safety lists, safety check and burning and welding permit.

### **4.3.3 Mandatory registration and de-registration in the factories**

The CO shall ensure that his employees are entered in the registration lists on display at the company registration offices before starting work and that they are signed out again after finishing work.

### **4.3.4 Personal Protective Equipment (PPE)**

The partner company employee must wear a suitable safety helmet, protective suit and protective footwear as basic equipment in the factories. The determination of additional company-specific and activity-related PPE must be documented in the safety check under protective clothing. Exceptions are to be agreed with the respective factory/department management.

The partner company employee must be clearly identifiable as an external service provider (e.g. in the company by individual PPE and a hard hat clearly marked with the company logo or company name of the service provider). Temporary workers' helmets must be marked with the company name of both the hiring company and the employment agency.

For partner company employees, it is generally possible to obtain body protection items from the SE AG warehouse at a charge (except for protective suits with the tk logo). Comparable protective suits (without logo) can be obtained from suppliers designated by SE AG. The required regulations can be obtained from Procurement & Supply Management (P: +49 (0) 203 52 - 25092 or +49 (0) 203 52 - 26143).

Breathing apparatus can be provided on loan by the fire brigade's breathing

apparatus workshop. The withdrawal takes place via a material request document. The prerequisites for issuing breathing apparatus are breathing apparatus training, knowledge of the hazardous substance present and of the possible uses of the various breathing apparatus, and, if necessary, precautionary examinations. Measuring instruments can be requested on loan from TSE-EM ESV process technology (P: +49 (0) 203 52-27811).

The use and operation of gas detectors must comply with T 021 (DGU-VI213-056) and/or T 023 (DGUV 211-057). The devices must meet the following listed criteria:

- CE marks
- EX protectet version
- Compliance with statutory stipulated limits

An inspection sticker on the gas warning device must indicate the date of the next inspection.

In case of possible use in radiation protection areas, the necessary protective measures (e.g. electronic personal dosimeter) must be determined with the responsible radiation protection officer of the facility or the central radiation protection of SE AG.

#### **4.3.5 Safety-related inspections of partner companies - Bases**

The CO is obliged to have his partner company bases located on the factory premises inspected by Occupational Safety once a year.

#### **4.3.6 Defect/fault reporting**

Each CO must immediately rectify any defects, malfunctions, accident hazards, etc. or report them to the factory department management, the coordinator or occupational safety.



#### 4.3.7 Safety marking

All prohibition, mandatory, warning and rescue signs in the operations must be observed.

#### 4.3.8 Impermissible actions

In the interest of order and safety, the removal or modification of occupational protection and safety equipment is prohibited (see also 1. "General").

#### 4.3.9 Quick-Check

SE AG shall be entitled to review the CO with regard to compliance with aspects relevant to occupational safety. Any abnormalities that occur during the inspection are documented in the Quick-Check. These may be positive or negative abnormalities. The Quick-Check shall be handed out to the CO. For the negative findings documented in the quick check, SE AG shall distribute yellow or red cards to the CO at their own discretion. The decisive factors are the probability of occurrence and the severity of the damage or violation. If 3 yellow cards or 1 red card are issued within 12 months, mandatory measures are agreed upon to observe the aspects relevant to occupational safety. The CO shall remain solely responsible for observing the aspects relevant to occupational safety.

#### 4.3.10 What to do in case of accidents at work

The CO shall inform his employees of the emergency numbers as well as telephone locations, area numbers, alarm plans, etc. before the start of the deployment.

The CO must immediately report all accidents to his main or intermediate contractors and, after 3 days at the latest, to the Occupational Safety department of tk SE using the corresponding Microsoft Forms query (see QR Code page 3 or the following link): **Accident report**). Alternatively, you can reach the above-mentioned link via the known w3as platform.

The company medical service / company fire brigade can be called upon for the treatment of accidents involving personal injury.

In case of accidents with at least 1 day of absence, the CO shall additionally review his risk assessment and take measures to avoid a similar incident. These adjustments as well as the result of the accident analysis shall be presented to SE AG upon request. If the number of accidents is above average compared to other COs, SE AG can demand further protective measures to reduce them.

#### **4.4 Rules for on-site work**

##### **4.4.1 Working aids**

The CO shall ensure that only tested and functional work equipment is provided or used.

Before scaffolds are used for the first time, each trade must carry out a one-time inspection for suitability with regard to the intended use. The result of this inspection must be documented on the scaffold release certificate by a person responsible for the work of each trade. In addition, a visual inspection for obvious defects must be carried out by each user before each use (a checklist for scaffold users is printed on the reverse of the release certificate).

##### **4.4.2 Work in the vicinity of tracks**

In order to be able to exclude mutual hazards when working in the vicinity of tracks, written notification must be given to the railway company as early as possible – in the case of planned work, at least three days – before the start of work. In the case of civil engineering work near the track, prior approval must be obtained from the railway engineering department. The provisions from the safety instructions must be observed in their currently valid version.

##### **4.4.3 Mobile crane drivers**

Mobile crane drivers must wait for an employee of the CO at the company-agreed meeting points and may not drive onto the site on their own authority under any circumstances. Mobile crane drivers also need a valid basic safety instruction and a safety check.

When working under or near high-voltage power lines, the TSE-SD electricity department must be consulted beforehand. See point 4.4.7 for contact data.

#### **4.4.4 Hazardous substances**

Prior to the use of hazardous substances or if hazardous substances may be released during the activity (hazard due to hazardous substances according to the safety check), the CO shall submit all safety-relevant information, in particular the hazard assessment, operating instructions and the relevant safety data sheets, to the respective company responsible or the coordinator.

CO, company and coordinator shall jointly assess the hazards posed by all hazardous substances occurring on site and agree on the necessary protective measures. The result must be documented by all participants. Depending on the case, operating instructions are to be provided.

#### **4.4.5 Securing and releasing work on operating facilities**

When working on operating facilities, the power supply must be interrupted and the installation must be secured against unauthorised, accidental or independent commissioning. Aids for implementation and documentation for this are main command facilities, clearance forms > 1 kV and fuse lists. Possible hazardous own movements must be prevented by mechanical blocking Existing energy storage devices, e.g. pressure vessels, shall be depressurised if necessary after they have been discharged.

When working with the release form > 1 kV, the same specifications apply as for work with security lists. The CO shall be obliged to use the security lists which are available at clearly designated locations and which are kept by authorised SE AG employees.

When entering radiation protection areas, these areas must be secured and released by the responsible radiation protection officer of the enterprise.

Security must be documented. If it is not certain whether an installation is safe, consult the company's radiation protection officer.

If several independent working groups are working on the same part of the installation, all groups shall register. The supervisors of the registered working groups shall satisfy themselves of the safety measures taken before starting work. The withdrawal of the measures will only take place when all supervisors have confirmed this in writing in the security list. The order for securing and unsecuring shall in principle be carried out by the same persons.

If methods with ionising radiation are used in the field of non-destructive material testing (NDT), this work must be notified as soon as possible, at the latest when notifying the authority, by means of the notification form "Notification form – mobile / temporary work with ionising radiation in the field of non-destructive material testing (NDT)". The notification form can be found in the download area at <https://w3as.thyssenkrupp-steel.com/lvportal?info=1>. The registration is to be sent as a pdf document to the respective tkSE client for checking and corresponding internal processing.

#### **4.4.6 Overhead power lines, cable ducts and underground medium / high voltage cables**

In order to be able to exclude mutual hazards during activities under and in the vicinity of supply lines (overhead lines), coordination with the TSE-SD electricity department must take place at least 72 hours before the start of work. Particular hazards arise from crane work near overhead power lines and transmission stations.

In order to ensure trouble-free operation and optimum utilisation of the cable bank occupancy in the inter-company cable ducts, the following points must be observed:

- Access is only permitted to persons who have been authorised by SES-SD electricity / electricity supply.

- The employees deployed by the Contractor must sign in and out daily at TSE-SD electricity (central Switchboard control room, P: intern 22 52 09).

#### **4.4.7 Noise**

If the work to be carried out is likely to cause a noise nuisance in the surrounding area, coordination with SE AG's Environmental Protection department is required before the work is carried out.

#### **4.4.8 Tankers**

If tankers are required, the CO shall ensure that only tankers that have been cleaned and freed from residual substances are used in order to avoid uncontrollable reactions.

#### **4.4.9 Test run**

If a facility (e.g. machine, machine-technical components, parts of manufacturing/production facilities) is put into operation on a trial basis without the regulations applicable to normal operation being able to be applied, safety measures must be defined with the coordinator / site manager or Operations Department management, documented and made known to the persons involved.

#### **4.4.10 Ending work**

A final inspection must be carried out after finishing work.

Particular attention must hereby be paid that

- safety equipment is in working order and gratings or other covers have been reattached / fastened,
- that assembly parts, waste pieces, material residues etc. are removed and used gas cylinders / hazardous material containers are returned (see 10.2), as well as,
- And that the work area must be left tidied and cleaned.

#### **4.4.11 Information on maintenance and servicing**

Already in the planning phase, the Contractor shall provide information on maintenance and servicing for the subsequent operation of the work performed (necessity to be agreed with the respective coordinator SE AG).

### **4.5 Escalation model**

#### **4.5.1 Contractual penalty**

If measures under clause 4 are culpably not implemented by the CO, SE AG reserves the right to claim payment of a contractual penalty of max. EUR 1,000 from the CO, which shall be reasonable in the individual case.

#### **4.5.2 Factory entry ban**

If a partner company employee intentionally or grossly negligently violates occupational safety requirements, SE AG shall be entitled to issue an immediate personal prohibition to enter the factory.

Moreover, any violation of legal, collective bargaining or other regulations may result in a prohibition to work.

#### **4.5.3 Termination**

If the CO does not fully implement the measures agreed under clause 4 despite setting a reasonable deadline, SE AG shall be entitled to terminate the contract extraordinarily. In the event of a particularly serious breach of the provisions set out in clause 4, SE AG shall be entitled to terminate the contract extraordinarily without notice.

## **5. Environmental protection and energy efficiency**

The CO shall carry out his work in compliance with the statutory requirements in such a way that adverse effects on the environment and the neighbourhood do not occur within the scope of the execution of the contract. If adverse effects on the environment and the neighbourhood are foreseeable, this must always be agreed in advance with SE AG's

Environmental Protection Department. In environmental protection matters, the CO may contact the Environmental Protection Department of SE AG. In addition, the CO and the partner company employee deployed shall contribute to improving the energy efficiency of SE AG through responsible, economical use of energy.

### **5.1 Waste**

The CO shall keep waste separate (e.g. paper/cardboard/cardboard, glass, plastics, metals, wood, textiles, organic waste and residual waste) in accordance with the Commercial Waste Ordinance (as amended). Arrangements must be made with the SE AG disposal operations for quantities of waste that do not justify the use of collection containers. In the event of any ambiguity, an arrangement must be agreed with SE AG disposal operations. Any waste incineration or storage of waste outside of appropriate collection containers on the factory premises is prohibited.

### **5.2 Ground and waters**

The CO shall behave in such a way that no contamination of soil or water is caused by his activities. Care and compliance with regulations must be observed when storing and handling substances hazardous to water.

If soil contamination is found during earthworks or civil engineering work on SE AG property, the Environmental Protection Department of SE AG must be informed immediately via the Operations Department management or the safety control centre of the factory fire brigade.

Accidents involving equipment (e.g. vehicles) leaking water-polluting substances must be reported immediately to the safety control centre.

### **5.3 Air and noise**

The CO shall behave in such a way as to prevent any perceptible air pollution or noise caused by his activities on the factory premises and in the

vicinity of our factory. If adverse effects (in particular noise at night (22:00h to 6:00h)) on the surrounding area are foreseeable, this must always be agreed in advance with the Environmental Protection Department of SE AG at +49 (0) 203 52 - 228384.

#### **5.4 Environmentally relevant incidents (see 1.8)**

#### **5.5 Energy efficiency**

The CO is required to minimise the energy consumption resulting from the execution of the order and to work towards continuous optimisation of energy efficiency. This also includes compliance with the defined energy-related process criteria and the reporting of energy-relevant observations from plant and administrative areas.

This includes, but is not limited to, the following activities:

Switching off consumers when not in use, active initiation of measures to reduce energy consumption (reporting of leaks / leakages, suggestions for energy improvements).

### **6. Fire and explosion protection**

The CO must behave in such a way as to prevent the occurrence of fires and explosions. When carrying out his activities, he shall ensure that spreading is prevented in the event of a fire and that emergency, rescue and extinguishing measures are immediately possible and are not hindered. For this purpose, the usual safety regulations for fire and explosion protection must be observed. This includes in particular:

#### **6.1 Fire prevention**

- a.) Compliance with smoking bans
- b.) Use of fire, open sources of ignition and flames only after prior consultation with the management of the Operation Department.



- c.) Carrying out work involving fire hazards only after approval by a person authorised by the company and in compliance with the safety measures specified in the “Permit for work involving fire hazards”.
- d.) Operation of power-driven tools and equipment, in particular electrical equipment, only in accordance with the manufacturer’s and safety specifications and only in a defect-free or damage-free condition.
- e.) Use of heating devices (e.g. infrared radiators) only in accordance with the manufacturer’s and safety specifications and only if they are free of defects and damage.
- f.) Handling and charging of batteries and especially lithium-ion batteries only in accordance with the manufacturer’s and safety specifications and exclusively with undamaged and defect-free batteries.
- g.) The use of fireworks and similar pyrotechnic products as well as barbecuing or lighting other fires, even outdoors, is prohibited.

## 6.2 Preventing the spread of fire

- a.) Storage and use of flammable substances in accordance with the respective manufacturer’s and safety specifications (observance of prohibitions on storage together, suitable storage locations, labelling).
- b.) Reduction of fire loads by reducing combustible materials at the place of use and in the surrounding area, if necessary removal to safe areas, e.g. outdoors.
- c.) Provision of separate extinguishing equipment in the case of work involving fire hazards and similar risk situations.
- d.) The setting up or blocking of fire and smoke protection doors in an open state is prohibited.
- e.) A temporary shutdown/deactivation of hazard detection/alarming systems, such as automatic fire detectors, manual fire detectors and/or fire extinguishing systems shall be initiated without exception by the management of the Operations Department, secured by suitable protective measures and documented by the associated decommissioning procedure.

### **6.3 Ensuring fire-fighting and rescue measures**

- a.) Observance of parking prohibitions and keeping fire brigade access and passageways and fire brigade staging areas permanently free.
- b.) Keeping escape and rescue routes clear at all times.
- c.) Keeping wall hydrants and other company fire protection and self-assistance facilities permanently free. Any use other than for the purpose of initial fire fighting or hazard prevention is prohibited.

The use of aboveground and underground hydrants is reserved exclusively for the fire brigade. Use by third parties is prohibited!

In individual cases, the use of hydrants may be permitted subject to conditions, in consultation with the responsible water supply department and the fire brigade responsible for the site.

### **6.4 In areas with risks of explosion**

The separate specifications for explosion protection must be followed and work in potentially explosive atmospheres is only permitted after prior assessment and determination of protective measures. In particular, there is an absolute ban on smoking and the use of fire, open sources of ignition and flames.

### **6.5 Brände und Notfälle**

In case of fire and other emergencies, the responsible fire brigade of the site must be alerted immediately via the emergency number 112, via mobile phone, according to the numbers listed here or by operating a manual fire alarm. The arriving emergency forces are to be waited for and briefed at the corresponding area point. The area point belonging to the place of work (if applicable, also several area points) must be known to all persons working for the CO.

The instructions of the fire brigade staff must be followed.

**Emergency call by mobile telephone:**

Duisburg factory	+49(0)203 52 - 40112
Duisburg Süd factory	+49(0)203 52 - 40112
Bochum factory	+49(0)234 919 - 112
Bochum NO factory	+49(0)234 508 - 51110
Dortmund factory	+49(0)231 844 - 6112
Eichen factory	+49(0)2732 599 4112
Ferndorf factory	+49(0)2732 598 - 4912
Finnentrop factory	112

In addition, the Operations Department management must be informed immediately and, if necessary, further measures, such as evacuation of the area, must be initiated in accordance with local regulations.

If this is possible without endangering themselves, the CO shall initiate initial fire-fighting measures.

**6.6 What to do in case of defects**

Manipulated, inoperative, damaged, missing, blocked or poorly visible fire protection equipment (e.g. fire extinguishers, wall hydrants, signs, emergency telephones, manual fire alarms) and components (e.g. doors, fire protection bulkheads) must be reported immediately to the Operations Department Management.

**6.7 Bases**

Bases shall be equipped with a sufficient number of suitable fire extinguishers for initial fire fighting.

The operation of electrical appliances (especially coffee machines and the like) is only permitted under supervision. The use of immersion heaters and table grills is prohibited.

## 6.8 Other regulations

Further, site-specific fire protection and explosion protection regulations may be specified in the fire protection regulations of the area and other special documents and must be enquired about on site by the CO.

## 7. Import and export of partner company property

For the import and export of assembly equipment, devices, tools, materials, work-station systems (PC including accessories), etc., which remain the property of the CO, the form "Import and export of partner company property", which is available at the work gates, is to be completed as proof upon import. Construction cabins are excluded. For transport by vehicle, use the nearest approved factory gate to the construction site (information via the respective safety control centre of the factory fire brigade).

Duisburg factory	+49(0) 203 52-41211
Duisburg Süd factory	+49(0) 203 52-41211
Bochum factory	+49(0) 234 919-112
Dortmund factory	+49(0) 231 844-6112
Eichen factory	+49(0) 2732 599-4112
Ferndorf factory	+49(0) 2732 598-4912
Finnentrop factory	+49(0) 2721 516-110

Other forms of delivery must be agreed in advance with the Operations Department management.

Partner company property that is delivered for the first time (e.g. new acquisition) by a supplier (e.g. parcel service, manufacturer, delivery service main magazine, etc.) without proof of import at the base or construction site can be subsequently reported within 2 working days by presenting the order and delivery note at the gate. For this purpose, the form „Incoming and outgoing partner company property“ must be completed.

If the imported items are re-exported on the same day, this must be done via the entrance gate. In the event of subsequent export of the imported materials, including individual parts, the original proof of import or the tool list attached as an appendix must be presented at the factory gate.

If a large number of items or material containers are exported, the site security must be called in via the factory fire brigade's safety control centre already to check the loading on site.

The import of weapons, weapon parts, ammunition, pyrotechnic products, animals, waste is prohibited.

In the event of disregard of these regulations by the CO, SE AG's liability for loss of the partner company's property is excluded. This shall not apply if SE AG can be accused of intent or gross negligence.

## 8. Import and export of order-related materials

### 8.1 Deliveries

Vehicles (including those with additional loads) must drive to the respective goods receiving point in the SE AG plant areas and present completed accompanying documents. These must be labelled with the order number and the construction site or project designation. Delivery shall be made to the contractually agreed receiving point. Materials shall be delivered in accordance with the progress of the work. The type and time of delivery as well as the unloading options must be coordinated with the Operations Department management. Deliveries outside of this regulation as well as special or heavy transports require coordination with the site security. It is prohibited to import materials and/or products and store them on the factory premises that are not related to the order processing for SE AG.

In the event of disregard of these regulations by the CO, SE AG's liability for

loss is excluded. This shall not apply if SE AG can be accused of intent or gross negligence.

### **8.2 Export**

For the export of residual materials or incorrect deliveries, the form “SE AG delivery note” with the signature of the plant/department management is required. If order-related materials that have already been delivered have to be exported again for processing, this procedure applies equally.

### **8.3 Weighing**

The CO is obliged to have incoming and outgoing weighing carried out on the respective SE AG truck scales for all order-related material deliveries for construction sites weighing more than 50 kg.

## **9. Scrap**

The steel, cast iron and non-ferrous metal scrap resulting from the performance of the services shall remain the property of SE AG and shall be recycled within the company in accordance with the instructions of the Operations Department management.

## **10. Provisions**

Materials and energy provided by SE AG shall be used exclusively for the performance of the respective service to be performed. Materials may only be exported with a delivery note from SE AG.

### **10.1 Material**

Material supplies are to be requested in good time via the factory or department management so that a delay of the activities to be carried out is avoided.

## 10.2 Technical gases

The technical gases required for carrying out work on the factory premises, such as oxygen and welding gases, shall be provided by SE AG without charge. The CO shall return the used compressed gas containers without delay, as rental costs will be charged to the CO. It is not permissible to bring in your own pressurised gas containers. Technical gases which cannot be provided by SE AG may be imported as partner company property if this is absolutely necessary for the fulfilment of the order.

Technical gases that are permanently installed in a holder in assembly/maintenance vehicles may be declared and imported as partner company property. These technical gases may only be used if they cannot be provided by SE AG.

## 10.3 Equipment, scaffolding, working platforms, covers

In the case of equipment, scaffolding, working platforms, covers, etc. provided by SE AG, their return as well as the end of the performance of the service shall be reported to the plant department management without delay.

# 11. Use of vehicles and transport and lifting equipment

For identification purposes, all vehicles and transport and lifting equipment shall be equipped with an unmistakable identification plate.

The official registration according to StVZO and the official registration number are sufficient. In the case of vehicles and transport and lifting equipment used exclusively within the factory, a temporary factory approval and a factory registration number are required. They are issued by the vehicle workshop. For this purpose, a certificate from an officially approved body (TÜV, DEKRA, etc.) as well as confirmation of sufficient insurance cover must be submitted.

Vehicles operated in factory buildings should have diesel particulate filters.

When operating motor-driven materials handling equipment, the driver must always carry his driving licence / certificate of competence and the vehicle registration certificate / factory registration. When using construction vehicles / construction machines with limited visibility for the driver (e.g. earth-moving machines), they must be secured by a vehicle driving in front with the hazard warning lights switched on during transfer journeys (e.g. to the construction site or from construction site to construction site).

When handling aerial work platforms, scissor lifts and when using man baskets, the wearing of PPE against falls from a height in the work basket is mandatory. For the operation of lifting platforms and industrial trucks, proof of appropriate training (driving licence) and written authorisation from the employer must be provided.

Industrial trucks must be equipped with an audible reversing warning device.

According to § 30c (1) of the German Road Traffic Licensing Regulations (StVZO), forks pointing forwards on industrial trucks must be covered with a red and white striped protective device if the industrial truck is being driven on works roads without a load. This does not affect the crossing or covering of a short distance of a factory road for the purpose of loading and unloading a vehicle.

Vehicles with devices for tilting the load platform / load compartment shall be equipped with suitable technical means which, after the tilting process and before the start of the journey, clearly indicate to the driver visually and / or acoustically or prevent the vehicle from moving off at more than walking speed if the load platform / load compartment is not in the lower end position to be adopted for regular driving.

Many pipelines cross the streets on the SE AG factory premises. The clear passage height of these pipelines can vary. To avoid damage, routes and work with crane vehicles, tipper vehicles or vehicles with unusual heights



must be carefully and thoroughly planned before execution.

For special transports of bulky or heavy goods, the CO shall obtain information from SE AG in good time about the road conditions and take all necessary safety precautions. In particular, narrow points, clearance heights, superstructures (e.g. pipe bridges, bridge structures), control and electrical cables laid along the route, etc. must be taken into account.

In order to guide and secure the special transports, SE AG must always request escort personnel (e.g. site security) in good time:

Duisburg:

Traffic advisor:

Day coordinator: 07:00 - 15:00 / Mon.-Fri.),  
+49(0)203 52-44441 oder +49(0)172 2119039

Shift coordinator: 24 hours,  
+49(0)203 52-44442 oder +49(0)173 2718788

Bochum +49(0)234 919-2631 oder +49(0)177 3335661

Dortmund +49(0)231 844-5555 oder +49(0)172 2759828

Finnentrop +49(0)2721 516-1127

Siegerland +49(0)2735 599-4777 oder +49(0)172 2352410

## 12. Driving and parking permits

A driving permit is required for driving on the factory premises, and a parking permit is required for parking. This does not apply to trucks with a permissible total weight of more than 3.5 t., as well as vehicles that are registered to the Contractor and have a company logo permanently attached to the vehicle (no magnetic lettering).

Applications for a driving or parking permit are to be submitted to the site security via the Operations Department management. Driving and parking permits must be displayed in the vehicle in a clearly visible position on the left-hand side of the windscreen in the direction of travel. After expiry, the

driving and parking permits must be returned to the site security. Any loss of a driving or parking pass must be reported to the site security immediately. The CO will be charged € 50 for any unreturned, stolen or lost driving or parking permits. If the return is made late or only after the invoice has been issued, the CO shall pay a handling fee of € 25 per pass.

Parking is only permitted in the designated parking spaces. Illegally parked vehicles of the CO, their employees and sub-contractors will be towed away at the CO's expense.

The repair, maintenance and washing of vehicles is only permitted in areas approved by SE AG.

### 13. Parking permissions on the factory premises of thyssenkrupp Steel Europe AG

The rules of the StVO apply on the entire factory premises.

Rail vehicles have priority.

The maximum speed limit must be complied with. Adherence to the StVO and load securing regulations are monitored by the plant security.

Violations are punished, e.g. by withdrawing the parking or driving permit. When driving into halls, the hazard warning lights and dipped headlights must be switched on.

Drive at walking speed.

Driving into factory buildings is only permitted for loading and unloading operations.

Driving onto the factory premises with E-scooters is prohibited.

Signage on the factory premises – overview –



Use protective clothing



Use safety footwear



Use a safety helmet  
in all production areas!



Rail vehicles have priority



Speed limit  
The rules of the road traffic regulations apply!



No stopping on the entire factory premises  
Parking in designated areas only

## 14. Billing

The CO shall immediately document and invoice the services rendered in the form agreed with SE AG. For services for which the CO claims deployment hours of its employees for settlement according to agreed charging rates and/or surcharges, SE AG shall only remunerate deployment hours which have been proven to SE AG by daily or monthly deployment reports and time stamps. The CO shall be responsible for any consequences resulting from non-compliance with the invoicing requirements. Supplier control is provided by thyssenkrupp Steel Business Services GmbH (tkSBS) as a service for SE AG. SE AG reserves the right to charge for additional expenses incurred due to non-compliance with the specifications, both themselves and through tkSBS.

## 15. Data protection

When collecting, processing and using personal data of the CO and, if applicable, its employees, SE AG shall comply with the applicable provisions of data protection law (in particular the General Data Protection Regulation (GDPR) and the German Federal Data Protection Act (BDSG)). We will be happy to provide you with details on request / please refer to the data protection information provided.

## 16. Compliance clause

The CO shall comply with the compliance requirements applicable on the part of SE AG and ensure that the employees, sub-contractors, temporary workers or other third parties commissioned by the CO shall also strictly comply with the SE AG compliance requirements.

The same shall also apply to all operational requirements and specifications of SE AG which the CO must fulfil in order to maintain business and trade

secrets towards third parties (not only, but in particular competitors) even after termination of the business relationship.

In particular, the CO shall not enter into any agreements with other COs or partner companies, exchange information or discuss any issues that may have a detrimental effect on SE AG.

The following actions are prohibited, among others:

- The exchange or transfer of all competitively sensitive information (current or future prices and price components, minimum prices, purchase prices, timing of price increases, discounts, etc.) between the individual partner companies.
- The exchange of information or price agreements with other suppliers during or with regard to a future tender procedure.

## 17. Validity period

These terms and conditions for the use of partner companies shall apply for an unlimited period of time from 01.06.2023. It replaces version 09 dated 03.11.2022.

thyssenkrupp Steel Europe AG

## Conditions for the deployment of partner companies of thyssenkrupp Steel Europe AG

Scope of validity:	thyssenkrupp Steel Europe AG
Responsible:	SE/PSM
Coordinated with:	PL/L&C-SE, SE/S&S, SE/PSM, SE/TEM, SE/TSE
Date of decision of the last update:	01.06.2023
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Version:	10
Valid from:	01.06.2023
Valid until:	Unlimited
Language:	English

The English translation is for convenience only. In case of discrepancies between the German and the English version of the conditions for the deployment of partner companies the German version prevails.

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