



Fibers for Life.

A decorative graphic on the left side of the page, consisting of a partial circle divided into three colored segments: light blue at the top, yellow at the bottom, and a small green segment at the top right.

# Safety and Administrative regulations

For entrepreneurs who carry out works within the JRS plants



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## 1 General Rules

### 1.1 Basics

These rules are designed to ensure safety and order on the premises of the JRS Group (Client). They complement the recognized rules of technology and the statutory and regulatory provisions relating to the special requirements of the plants.

The Client assumes that the entrepreneur working for him (Contractor), together with their managers and employees, will ensure compliance with these regulations. This also applies to the use of subcontractors, temporary workers or freelancers.

In the event of infringement, the Contractor may be asked to no longer utilise the employees concerned or the offending devices, work equipment, etc. on the premises. In addition, the Client reserves the right to take further action.

### 1.2 Contact person

The Client and the Contractor shall each name a contact person before the work is carried out.

The Client assumes that the contact person named by the Contractor is authorized to represent the interests of the Contractor in a legally binding manner for the execution of the work.

The designation of the contact person must be communicated in writing.

In all cases, the Contractor must ensure that the work only begins after a briefing from the Client's contact person or by the competent person nominated by him.

### 1.3 Entering the factory

1.3.1 Visitors receive a pass at the gate. The permit must be signed by the contact person.

1.3.2 If the Contractor wishes to employ subcontractors, temporary workers or freelancers to work on the premises, the Client's approval is required.

1.3.3 Particularities for foreign employees

In the event of employment of foreign employees, the Contractor must ensure that

- › the employee has a residence permit from the foreign national authorities for the intended place of residence in the Federal territory
- › the employee has a work permit from the relevant Employment Office.

The Contractor shall be responsible for observing time limitations. For communication on this issue see section 2.1.7.

**Entering and working on the premises (all year) is only permitted when wearing a safety vest.**

**The Contractor must ensure that all employees and subcontractors are equipped with safety vests and these are worn on the premises.**

**Employees who do not wear safety vests must leave the premises!**

- 1.3.4 **Registration in exceptional cases**  
Carrying out work outside the period of 6.30 – 16.00 on work days (Monday to Friday) must be communicated to the Client's contact person in good time, so that any necessary safety precautions can be taken by the Client.  
Carrying out work on Saturdays, Sundays and public holidays shall be coordinated with the Client's contact person.  
It is the Contractor's responsibility to obtain regulatory approval. In addition, the Contractor must inform the contact person no later than by 16.00 on the day preceding the start of work.
- 1.4 Stay at the factory**
- 1.4.1 The Contractor and his personnel must only be present in the factory within the assigned operational areas and only to carry out the work.
- 1.4.2 **Alcohol and drugs ban**  
It is forbidden to bring alcohol or other intoxicating substances into the factory or consume them or pass them on to others. Persons who arrive for work and appear inebriated or intoxicated shall not be allowed to enter the work area.
- 1.4.3 **Smoking ban**  
Smoking is prohibited on all streets and areas of the factory, on all construction sites and assembly areas as well as in all motor vehicles, in all marked plants, laboratories, workshops buildings and spaces.
- 1.4.4 **Traffic regulations in the factory**  
In the factory and in the parking spaces of the Client all road users must observe, in addition to the provisions of the Road Traffic Act, the plant's internal traffic and behavior rules, which are indicated by signs (e. g. Maximum speed, wearing a seatbelt).  
If vehicles or mobile tools (e. g. excavators, loaders, cranes, industrial trucks) are used in the factory, the applicable laws and regulations and accident prevention rules must be observed (e. g. vehicles VBG 12, excavators, loaders VBG 40, cranes VBG 9, industrial trucks VBG 12 a, 12 b; „VBG“ meaning regulations for the Employer's Liability Insurance Association).  
Vehicles (including bicycles) may in principle be brought into the site only after approval by the Client's contact person, if they are necessary to carry out the work.  
Contractors who deal with transport assignments within the factory or use a forklift on the premises shall be subject the usual laws and regulations and accident prevention regulations.  
In the event of traffic accidents on the premises the Client's contact person shall be called for accident reporting.



## **1.5 Carrying working equipment, computer hardware and software, tools, materials and parts into and out of the factory**

### **1.5.1 Carrying into the factory**

Personal tools, computer hardware and software, instruments and other materials and parts necessary to carry out the work must be recorded when brought into the factory at the gates.

The Client and his employees are not liable for the loss of property brought into the factory by the Contractor and his employees.

The Contractor and his employees must not bring private hardware and software into the Client's factory.

The Contractor shall ensure that only work equipment which has been tested in accordance with the Industrial Safety Regulations is used, to ensure that they fulfil the required proper condition. Every piece of equipment must have an inspection sticker attached, stating the next testing date.

The complete test reports for work equipment shall be kept by the Contractor and submitted on request to the Client for monitoring. Usage of improperly tested equipment or equipment which is overdue for testing is expressly prohibited.

### **1.5.2 Carrying out of the factory**

Property belonging to the Contractor and his employees may only be taken off the premises with a „pass slip for external companies“. This must be submitted to the Contractor's contact person prior to export for countersignature and must be handed over at the gates when leaving the factory.

The Client's contact person must be notified in a timely manner concerning the taking of the Contractor's tools, instruments, materials and parts, and fragments of the same, as well as scaffolding material off the premises, as he has to countersign the "pass slip for external companies".

For taking data carriers, which are the Client's property, of the premises, a „pass slip for operating purposes“ is required. In this case, the Client's contact person shall arrange for the necessary signature.

If shipping is arranged by the Client, a shipping pick-up order must be submitted to the Client's contact person for countersignature.

If substances and parts are exported by truck, the empty and loaded vehicle must be weighed as a rule.

## **1.6 Establishment of construction and assembly sites**

### **1.6.1 Permission**

A permit is required for bringing and installing temporary structures and site equipment and therefore must be coordinated with the Client's contact person in a timely manner. The requirements (e. g. fire protection) must be observed in accordance with the permit.

The Contractor must properly secure the construction and assembly sites and regularly and properly remove rubble resulting from their work and generated waste and sewage in coordination with the Client's contact person. In doing so, special requirements for environmental protection as well as section 1.7.2 herein must be respected.



1.6.2 Social facilities

As far as possible the Client will make social facilities available to the Contractor upon request (e.g. changing facilities, lockers, showers and washing facilities, toilets and break rooms) for a fee. The Contractor's employees must pay attention to hygiene and cleanliness. Request must be submitted via the Client's contact person.

1.6.3 Energy supply

Power outlets provided by the Client, as well as their technical acceptance can only be arranged via the Client's contact person.

1.6.4 Works on electrical installations and equipment

In good time before starting work on electrical installations and equipment the necessary safety measures must be agreed with the Client's contact person. All work equipment must be closely inspected by the user prior to use. Defects must be reported immediately to the appropriate contact person and the equipment must be withdrawn from further use.

1.6.5 Scaffolds provided by the Client

The assembly, modification and dismantling of scaffolding is the sole responsibility of the Contractor designated to this job by the relevant department of the Client. The responsibility for proper maintenance of operational safety and usage in accordance with its intended purpose rests anyone who uses the scaffolding. Scaffolding may only be used if its usability is indicated by signs bearing the signature of the approving person who inspected the scaffolding on behalf of the responsible department.

1.6.6 Clearing construction and assembly sites

When dismantling construction and assembly sites, the area used must be restored to the condition it was in at the time of handover.

**1.7 Use of client property**

1.7.1 The use of plant-owned equipment, facilities and installations (e.g. forklifts, freight elevators, cranes, pipe bridges, tracks and connections to power lines) requires the approval of the Client's contact person.

1.7.2 It is prohibited to take away the Client's property; this also applies to waste and scrap. Exceptions require written permission (a pass) from the Client's contact person. The pass must be presented to the porter unrequested when leaving the premises.

**1.8 Lost and found**

Items found on the premises must be handed in to the personnel office or porter.



## **2 Occupational Safety**

### **2.1 Safety**

- 2.1.1 The Contractor shall be responsible to its employees for compliance with the statutory and trade association occupational health and safety regulations.
- 2.1.2 The Client's plant supervisor shall inform the Contractor of any plant-specific safety issues that are necessary for the performance of the work (special safety requirements).
- 2.1.3 The Contractor shall instruct its employees on the measures and codes of conduct arising from section 2.1 and 2.2 and ensure compliance with safety regulations through appropriate supervisory personnel.
- 2.1.4 In the case of work where mutual endangerment is possible, the Client shall always provide the coordinator in accordance with § 6 (1) VBG 1. Within the scope of his duties with regard to safety, the coordinator is authorized to issue instructions to the contractors to be coordinated by him, their employees and the Client's personnel. In addition, the Contractor is obliged to coordinate in accordance with § 6 (2) VBG 1.
- 2.1.5 The Contractor must ensure that his employees follow the coordinator's instructions in accordance with section 6 (1) VBG.
- 2.1.6 Should hazardous substances be used by the Contractor, the Contractor must inform the Client's contact person accordingly in good time before the commencement of work.
- 2.1.7 When deploying foreign employees, the Contractor must ensure adequate communication.

### **2.2 Starting work**

The works supervisor must be informed immediately before starting or resuming work and when an work is interrupted or completed. The start and end of work in companies must be reported daily, and any interruption of work must be reported immediately to the works supervisor.

### **2.3 Permit**

In order to ensure the required supervision for hazardous work and to implement the necessary safety measures, JRS applies a permit procedure.

Such activities are:

- › Working in containers and confined spaces.
- › Feuerarbeiten in brand- und explosionsgefährdeten Räumen / Bereichen.
- › Fire work in rooms / areas at risk of fire and explosion.
- › Work where hazards may occur by carcinogenic hazardous material or (potentially hazardous) biological agents.

- › Work on or while standing on pipe bridges and chimneys in and on silos.
- › Work on protective devices
- › Work where special (greater) safety measures are considered necessary.

The permit must be signed by the person responsible for the Contractor on the construction site (supervisor of those carrying out the work on site) with regard to responsible compliance with the specified safety measures. The name of the signatory and that of the Contractor must also be entered in block letters (company stamp if applicable).

## **2.4 Welding, burning, brazing and spark-producing work**

Before carrying out welding, burning, brazing and spark-producing work (e.g. cutting, grinding), the Contractor must get in touch with the Client's contact person to coordinate safety measures.

## **2.5 Earthwork**

Earthworks must be agreed with the Client's contact person before starting work due to possible damage to supply and disposal lines.

## **2.6 Emergencies, faults, irregularities**

In emergencies, help must be called immediately via the emergency number. If the Contractor or his employees notice any conspicuous occurrences (e.g. faults, irregularities, noises) in the course of their work, they must inform the works supervisor immediately.

## **2.7 Personal protective equipment**

The Contractor must provide appropriate personal protective equipment for his employees in accordance with section 4 VBG 1 and ensure that the employees use it as intended.

## **2.8 Accident reports**

Accidents that occur while carrying out work must be reported promptly to the company and the Client's contact person – regardless of official regulations. In addition, the Client's occupational safety department must be given a copy of the specific accident report for the accident insurance provider.

## **2.9 Food safety**

The Contractor and its employees shall comply with the following food safety requirements as soon as they are deployed in food production areas:

- › It is prohibited to eat, drink or smoke in production areas (there are designated areas for this purpose)



- › Glass bottles are prohibited in the production areas.
- › While filling the finished product, jewellery is forbidden and protective clothing is mandatory
- › Hands must be washed and disinfected before direct contact with the manufacturing equipment
- › Wounds must be covered with blue detectable plasters
- › Persons with infectious diseases and diseases of the digestive tract must be reported to the Client before being deployed in food production areas
- › Gates / doors must always be kept closed
- › Waste must be stored closed to avoid the attraction of pests
- › Pictograms in the respective entrance areas must be heeded.

### **3 Medical assistance**

#### **3.1 First aid**

The Contractor and his employees shall have access to the Client's first aiders for initial medical care (Emergency call via factory telephone). The obligations in accordance with the accident prevention regulations (UVV) "First aid" VBG 109 remain unaffected.

#### **3.2 Occupational health examinations**

The Contractor shall ensure that only employees are deployed for whom the occupational medical check-ups required in individual cases in accordance with VBG 100 and the Occupational Health and Safety Act have been carried out by authorized doctors or occupational health services on time and with the result "no health concerns" or are carried out in compliance with the specified deadlines.

### **4 Environmental and energy management**

When carrying out its work at the Client's premises, the Contractor must act in such a way that harmful environmental effects are avoided, insofar as this is possible under the circumstances of the individual case. Therefore, in the case of work-related and / or unavoidable air and water emissions, the question of any necessary avoidance measures must be agreed with the Client.

If waste is generated, care must be taken to dispose of construction waste and combustible and non-combustible waste separately and at the Contractor's expense.

When waste water is produced, strictly separate and safe discharge of contaminated and uncontaminated water must be ensured. In addition, the Contractor must ensure that the statutory and official regulations are complied with, especially

- › The German Act on Protection against Harmful Environmental Impacts from Air Pollution, Noise, Vibration and Similar Processes (Federal Immission Control Act-BImSchG).
- › The German Act on Protection against Air Pollution, Noise and Similar Environmental Impacts (Landes-Immissionsschutzgesetz-LImSchG).
- › The German Waste Act (AbfG)



- › The German Ordinance on Installations for the Storage, Filling and Transfer of Substances Hazardous to Water (VAWS)

The company J. Rettenmaier & Söhne GmbH + Co KG is committed to efficient and sustainable energy use. This means a long-term reduction in energy consumption and an increase in the energy efficiency of activities, facilities, and processes in a continuous improvement process. This continuous improvement process contributes to increasing the company's profitability. To implement these goals, the energy management system was introduced in accordance with DIN EN ISO 50001. The Contractor is asked to use energy resources efficiently in this sense.

At its Holzmühle 1 site in 73494 Rosenberg, J. Rettenmaier & Söhne GmbH + Co KG has committed itself to environmental management as part of its DIN EN ISO 14001 certification. In the area of production, relevant environmental aspects are identified and improved by complying with binding commitments. Relevant environmental aspects that can be positively or negatively influenced are:

- › Resource consumption
- › Energy use
- › Waste generation
- › Dust generation
- › Noise

In order to positively influence environmental aspects, the Contractor must observe the following during its activities within the JRS plants:

- › The use of resources and materials must be kept to a minimum.
- › Energy must only be used as necessary.
- › Waste must be separated
- › Dust must be avoided or, if necessary, extracted
- › Noise must be reduced and avoided where possible
- › Only sufficiently competent personnel with appropriate training or experience may be employed
- › Measuring and monitoring equipment used must be calibrated, maintained, or tested

Suggestions for improvement can be sent to [sustainability@jrs.de](mailto:sustainability@jrs.de).

## 5 **Secrecy**

The Contractor and his personnel must not give make any information about operating facilities, business processes and operational methods available to third parties (including unauthorised JRS personnel).

This confidentiality obligation remains valid even after work is completed.

All documents made available to the Contractor (e.g. plans, documents, drawings, programs, data and models), and all results that are achieved when carrying out the work, shall remain the property of the Client. They must be protected against unauthorized access by third parties and returned after the work is completed.



Unauthorised recordings and the carrying of cameras or similar equipment as well as taking pictures are not allowed.

Documents, programs and client data may not be made available to anyone without authorisation. If necessary, prior written approval must be obtained.

## **6 Controls**

Compliance with these safety and order regulations is monitored by competent persons within the plants and at the gates.

29.07.2025

### **Appendix**

#### **Confirmation form for external companies**



This Document must be signed and returned to the project manager

### Confirmation form for external companies

Please instruct your employees who work at plants of J. Rettenmaier & Söhne GmbH + Co KG or its affiliated companies about the content of the safety and administrative regulations. Please sign this confirmation form and return it to the client (for the attention of the project manager), preferably by email, as proof that the instruction has been given.

If it is not possible to return the form due to time constraints, please hand it to your project manager when you start work.

#### Address:

J. Rettenmaier & Söhne GmbH + Co KG

Attn.: \_\_\_\_\_

Holzmühle 1

73494 Rosenberg

#### Contractor Confirmation:

The company \_\_\_\_\_ confirms that all employees who are deployed at the company J. Rettenmaier & Söhne GmbH + Co KG or its affiliates are trained in accordance with the safety and administrative regulations.

\_\_\_\_\_  
Place, Date

\_\_\_\_\_  
Contractor's stamp and signature