

For External Companies at Aurubis AG, Hamburg Plant	
Revision No.:4	Revision date: April 2 nd , 2024
Drafted by: M. Richter	Organizational unit: Services

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1 Purpose

Occupational safety and employee health have the highest priority on the Aurubis Hamburg plant premises. Aurubis’ goal is to prevent accidents, injuries, environmental harm, and work-related illnesses.

2 Scope

On January 1, 2020, these plant regulations go into effect for all external companies that work on the plant premises in Hamburg on behalf of Aurubis. The regulations are based on Section 8 of the German Occupational Safety and Health Act and must be followed in addition to the respective contractual agreements.

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3 General information

3.1 Contacts

The contact person is the external company officer at Aurubis who is designated in the contract. The name of this external company officer appears in contracts and orders and can be contacted if there are any questions. If there is any confusion about the contact person, the external company must inform Aurubis.

3.2 Safety coordination of external companies

If multiple external companies are working at the same time, Aurubis will appoint a safety coordinator who is responsible for ensuring occupational safety in the work area at hand. The safety coordinator is authorized to issue instructions to all employees of external companies when it comes to occupational safety, plant security, and environmental protection. This particularly applies to preventing mutual hazards.

The external company must establish a safety employee and inform Aurubis in writing. The external company must also appoint a coordinator if it employs subcontractors on Aurubis plant premises. The coordination tasks related to the work are transferred to this coordinator in writing. The name of the coordinator is given to Aurubis in writing before the work starts. Employer obligations must have been transferred to the coordinator by the coordinator's company.

3.3 Violations committed by external companies

Violations by the external company and its subcontractors of the occupational safety, health, environmental protection, and plant security rules established in these plant regulations will be communicated by Aurubis to the external companies verbally and/or in writing. In justified cases, individuals who violate the regulations mentioned can be expelled from the plant temporarily or even permanently.

3.4 Aurubis-specific documents

The external company should request any of the topical documents mentioned in these plant regulations from the Aurubis contact person specified if these documents aren't publicly accessible on the Aurubis homepage or in the Aurubis cloud.

4 Conduct in an emergency

4.1 Reporting accidents and incidents

All injuries, accidents and illnesses, as well as property damage, fire damage, and environmental incidents must **always** be reported to the Plant Fire Department **immediately**. The Plant Fire Department must be alerted:

internally using the emergency number 115

externally using the emergency number 040 – 7883 3115

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In the case of **accidents**, the details of how the accident occurred, measures taken, and downtimes (if applicable) must always be reported in writing to the respective external company officer/authorized agent, the external company management, and Aurubis' Health & Safety Department. This applies to all incidents that result in an injury, including incidents that were treated as first-aid services in the plant's Medical Department.

- Information about the location of the incident
- Date of the incident
- Information about the external company
- Information about sub-contractors, if applicable
- Detailed description of the incident
- Information about whether the employee will be absent from work incl. the length of the absence
- Description of actions to be taken and a deadline for these actions

In the case of **property damage**, the external company officer and the relevant Aurubis plant sector have to be informed in writing.

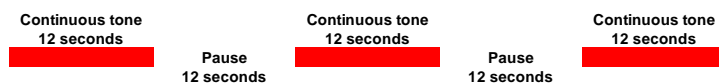
In the case of **environmental damage**, the external company officer, the relevant plant sector, and the Aurubis Environmental Protection Department have to be informed in writing.

4.2 First aid, emergency care, and accident book entry

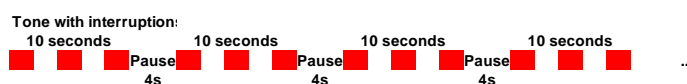
The external company must organize and verify first aid based on Section 10 of the German Occupational Safety and Health Act (ArbSchG) and DGUV Regulation 1 "Principles of Prevention." Those trained in first aid must be mentioned to Aurubis construction management by name and recorded in writing. First aid is performed by those present from the external company or from Aurubis who are trained in first aid. Injuries are treated by the Aurubis Medical Department only and are recorded in the accident book.

4.3 Alarm signals

Fire and evacuation signal



Gas alarm



All-clear signal



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4.4 Meeting points

In the case of an imminent threat, for example due to fire or uncontrolled release of harmful substances, stop working immediately and find the meeting point for the plant sector in question. The meeting points are indicated in the respective safety information sheets for the plant sectors or areas and on the site map.

5 General rules of conduct

5.1 Personal protective equipment (PPE)

Wearing helmets, ankle-high safety shoes (at least category S3 pursuant to DIN ISO EN 20345), and protective workwear consisting of long trousers and a jacket (with sleeves down to the wrists) is mandatory on the entire plant premises. High-visibility clothing is to be worn throughout the entire site as a rule. It must be at least EN ISO 20471 class 2 and has to be worn closed. The plant safety information sheets govern any exceptions to this rule. This minimum PPE must be worn when riding a bike as well.

There are different rules for the yellow walkways only. On the yellow walkways, the following must be worn: helmet, high-visibility clothing, and closed shoes.

Before entering the plant sector in question, the external company employees have to ask at the respective registration office whether wearing high-visibility clothing is required within the plant sector. Worn, defective, or very dirty high-visibility clothing must be disposed of and exchanged for new high-visibility clothing. Other PPE may be necessary depending on the work area. The occupational safety indication sheet states which PPE is necessary for the work assignments.

Personal protective clothing in accordance with EN ISO 11612 must be worn in plants in which there is a possible danger posed by molten materials. Personal protective clothing in accordance with EN ISO 13034 must be worn in plants in which there is a possible danger posed by chemicals.

The PPE and high-visibility clothing are not provided by Aurubis. The external companies are responsible for obtaining the necessary PPE in good time and equipping their employees with it.

Respiratory protection equipment is always provided by Aurubis and can be obtained from the Respiratory Protection Workshop at Plant North (locker room, Werk Nord).

If external companies borrow respiratory protection masks or fall protection equipment from Aurubis, the users must have taken part in the Plant Fire Department's briefing in the Respiratory Protection Workshop for using respiratory protection and fall protection equipment (additional information available in chapter 4.3).

External companies can use their own fall protection equipment under the condition that it has been inspected and the employees have been instructed in the use of the equipment by their supervisor. The proofs of instruction must be kept on hand and submitted upon request.

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5.2 Smoking, alcohol, cannabis, and all types of drugs

Smoking is prohibited in all buildings. Smoking is prohibited on the entire premises apart from the designated smoking areas. Alcohol, cannabis and all types of drugs or other substances that impair consciousness are prohibited on plant property. The alcohol limit on the plant premises is 0.00 per mil. Every person on the plant premises shall voluntarily agree to take an alcohol test if there is any suspicion. Individuals who violate these rules will be expelled from the plant. In justified individual cases, the expulsion from the plant may be permanent.

5.3 Filming and photography

Photography is only permitted to fulfill operational requirements. No personal photo permit is required for these purposes. When creating photo documentation, care must be taken to ensure that no people are photographed. In particular no faces or name tags should be photographed. In general, any photos taken may only be used internally by Aurubis. They may not be passed on to anyone outside the company, to third parties or, in particular, to a publication of any kind. This also applies to photographs taken by external personnel. Exceptions can be made for photos that are provided to external (potential) contractors by Aurubis employees for the purposes of order initiation or fulfillment. Contractors are also permitted to take photographs with their own devices to meet any documentation requirements arising from their contractual relationship with Aurubis. The verbal approval of the contact person designated by Aurubis for the contractor (usually an external company authorized agent or project manager) is required in such cases. Any photos taken may not be published or released under any circumstances and are solely to be used for the fulfillment of the contractual relationship. Any photos taken must be deleted within three days following the conclusion of the contractual relationship.

Photography may be absolutely forbidden in some production areas, which is clearly indicated by signs and monitored accordingly. The Plant Security Department can be contacted to request an exemption.

5.4 Mobile phone use

Using a mobile phone while walking, driving, or riding a bike is prohibited on the entire plant premises.

5.5 Animals

Bringing and keeping animals on the plant premises is prohibited. Exceptions shall be approved in writing by Aurubis Plant Security only (e.g., detection dogs for rescue services and police or to sniff buildings).

5.6 Cleanliness and hygiene

Every person must enter and exit Aurubis premises with clean clothing and in hygienic condition (free of dust and hazardous substances). Upon request, Aurubis shall provide a shower and changing option for the external companies in the north locker room (building

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1224). An application has to be submitted for these spots. The application is available through the external company officer or in the north locker room.

5.7 Assigned work and installation areas

Only the assigned and agreed surfaces and areas shall be used. These surfaces and areas, including the facilities, construction areas, and work areas, must be in safe condition at all times pursuant to the accident prevention regulations, in addition to being clean and hygienically sound. They must be cleaned up at the end of each workday.

5.8 Use of cafeterias

Employees of external companies have the option of eating in the plant cafeteria at the prices applicable for external companies. Meals are paid for without cash using the ID badges, which must be loaded in advance. Clean clothing must be worn in the cafeteria.

6 Entering/driving onto the plant premises

External company employees are able to enter/drive onto the plant premises with a valid plant ID badge, together with a photo ID, through the east plant gate (Werktor Ost, Muggenburger Hauptdeich 2), the Hovestrasse 44 entrance (only for people, not vehicles), or through south plant gate 2 (Sudtor 2, Muggenburger Strasse 6), 20539 Hamburg. The opening hours for vehicle traffic at south plant gate 2 (Sudtor 2) are Monday to Friday from 6:00 a.m. to 3:00 p.m. only. The opening hours for vehicle traffic at the east plant gate (Werktor Ost, Muggenburger Hauptdeich 2) are Monday to Friday from 5:00 a.m. to 2:00 a.m. and Saturday from 6:00 a.m. to 6:00 p.m.

6.1 IDs

To receive a plant ID badge, the external company will receive an application form for individuals and vehicles from the external company officer. This form must be filled out by the external company, signed by the external company officer, and brought to the ID office at Plant North (Werk Nord) at Hovestrasse 44 (building 1224).

The ID office checks whether the external company employee has successfully taken part in a safety briefing (see chapter 4.2 for the safety instruction process). If this is the case, he/she receives a yellow helmet sticker with his/her last name, first name, and the date of instruction. The helmet sticker has to be placed in a visible location on the outside of the helmet and signals successful participation in the safety briefing.

The Plant North (Werk Nord) ID office issues the external company ID badges for a limited period or for a maximum of 6 months.

A one-day ID badge (visitor's ID badge) can be issued for work assignments <2 days (emergency services, one-day maintenance). A valid safety briefing is required for this. A day badge may not be used for longer than one day. The badge must be turned in at the end of the workday. One-day ID badges are handed out at Plant East (Werk Ost), Muggenburger Hauptdeich 2 and must be returned there the same day.

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External company employees who are summoned to the plant by their company additionally or after the fact, and who therefore have not been recorded in writing yet, must be registered with Aurubis in writing by their companies via the external company officer. Personnel who are registered after the fact may also only receive their ID badges after they have completed a safety briefing and gone through the process described above. As necessary, an application to renew the ID badge needs to be submitted in good time before it expires. If the external company employees no longer need to be present on the plant premises, the badges should be returned to the ID office. An amount of € 50 per badge will be invoiced for badges that are lost or not returned. Loss of an ID badge needs to be reported to the ID office at Plant North (Werk Nord) immediately.

The ID badges are personal documents. Transferring or misusing them is strictly prohibited.

6.2 General safety instruction about the site

All external company employees must take part in personal, legally mandated safety briefings at Aurubis before starting their work.

The safety briefing can be carried out on any web-enabled device at <https://safety-instruction.aurubis.com/>. This safety briefing, including a test, is available in ten languages. Any external company employees who aren't able to complete the safety briefing in advance can take part in a safety briefing electronically at the ID office at Plant North (Werk Nord), Hovestrass 44 (building 1224) and at the entrance of Plant East (Werk Ost), Muggenburger Hauptdeich 2 at the available terminals Monday to Friday from 8:00 a.m. to 2:00 p.m. In both cases, the external company employee has to register afterward at the ID office at Plant North (Werk Nord). The ID office closes at 2:00 p.m. At least 30 minutes should be planned for the safety briefing and test.

If the external company employee doesn't pass the test after three attempts, he/she can only register again after seven calendar days.

The safety briefing is valid for 12 months and has to be completed again before the end of this period. Only external company employees who have received instruction and who have passed the test may enter the plant premises unaccompanied and work within the scope of the work assignments.

6.2.1 Malfunction of the instruction system on site

If external company employees will be working who have not undergone a safety briefing yet, an alternative briefing is carried out during the opening hours of the ID office at Plant North (Werk Nord), Hovestrass 44 (building 1224).

External company employees who have successfully completed the safety briefing with a web-enabled device in advance have to take part in the alternative briefing on site.

If the instruction system malfunctions outside of the ID office's opening hours, the instruction is carried out by the commissioning/responsible supervisor at Plant East (Werk Ost), Muggenburger Hauptdeich 2.

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Only external company employees who have undergone briefing and have passed the test pursuant to 4.2 may enter the plant premises.

6.2.2 Emergency personnel placement on weekends/holidays

For emergency personnel placement on weekends/holidays, the safety briefing takes place either via a web-enabled device or at an available terminal at Plant East (Werk Ost), Muggenburger Hauptdeich 2. Only external company employees who have completed the briefing and have passed the test pursuant to 4.2 may enter the plant premises.

The gatekeeper at Plant East (Werk Ost), Muggenburger Hauptdeich 2, issues the temporary ID badge. This badge is issued for 24 hours maximum. A renewal of the badge on the weekend has to be requested from the Plant East (Werk Ost) gatekeeper on the following day again. A personalized ID badge can be applied for and picked up after the weekend at Plant North (Werk Nord), Hovestrasse 44.

6.3 Instruction on respiratory protection and fall protection

If respiratory protection and/or personal fall protection equipment is required to carry out the work, the external company employee has to have taken part in a briefing pursuant to the applicable regulations on respiratory protection and fall protection equipment. This briefing is carried out by the Respiratory Protection Workshop on Monday, Wednesday, and Friday from 10:00 a.m. to 12:00 p.m. in the Vehicle Workshop building (no. 2313, entrance A, second floor) and concludes with a written test. Following successful participation in the briefing for respiratory protection and fall protection equipment, the external company employee receives a white sticker with blue writing that has to be placed in a visible location on the outside of the helmet. The sticker signals successful participation in the briefing. Participation in the briefing at Aurubis AG isn't necessary if successful participation pursuant to the applicable regulations in the last 12 months can be proven, e.g., with a safety pass. The documents for this have to be submitted to the Respiratory Protection Workshop and the external company employee receives the sticker described above for his/her helmet for signaling purposes.

The briefing on respiratory protection and fall protection equipment is valid for 12 months and has to be carried out again before the end of this period.

The use of respiratory protection masks and fall protection equipment is subject to the completion of a preventative check-up in accordance with chapter 4.4.

6.3.1 Emergency personnel placement on weekends/holidays

If the emergency placement of the external company employee requires him/her to wear respiratory protection equipment and there has been a basic briefing in accordance with DGUV 112-190 but not a valid repeat briefing in accordance with DGUV 112-190, the commissioning/responsible supervisor from Aurubis can request a briefing on Aurubis AG's plant respiratory protection equipment from the Plant Fire Department. This briefing is limited to the one-time emergency personnel placement.

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6.4 Preventative check-ups

If the placement of external company employees requires preventative occupational medical check-ups to be carried out, the external companies must initiate them before the work begins in accordance with the Ordinance on Preventative Occupational Medicine (ArbMedVV). This information can be found in the relevant risk assessment and the occupational safety indication sheet for external companies. If impacts from hazardous substances are expected, occupational medical biomonitoring check-ups can be carried out in the plant’s Medical Department after consultation. Despite annual briefing by the Aurubis Occupational Safety Department, the external company, as an employer, has to ensure that its employees have been briefed regarding possible risks due to hazardous work materials pursuant to the legal regulations in Section 14 of the Hazardous Materials Ordinance.

The results of at least a G26.2 check-up must be available if an employee is to wear respiratory protection equipment. For fall protection equipment, the results of the G41 check-up must be available, indicating the employee’s ability to work at heights for the following tasks:

- Working at great heights (overhead power lines, overhead contact lines, antenna systems, bridges, masts, towers, chimneys, floodlight systems, setting up and dismantling self-supporting constructions)
- Working at depths (shafts, stable shafts)
- Scaffolding work
- Roof and facade work
- Window and facade cleaning
- Rescue at heights and depths (professional fire department, volunteer fire department, volunteer assistants)
- Tree care

6.5 Traffic regulations

The German Road Traffic Act (StVO) applies on plant premises. The specifications for personal protective equipment pursuant to chapter 5.1 also apply. Driving onto the plant premises has to be approved by Aurubis in writing and will only be approved if driving onto the premises is required for the external company’s job on the premises.

Only the marked routes may be used. Streets should only be crossed where the routes are marked. If there are no marked routes, paths should only be crossed at a right angle. Vehicle traffic has right of way before pedestrians. Before crossing the street, pedestrians must make eye contact with vehicle drivers and signal that they are crossing using hand gestures. Vehicle drivers and bike riders must always turn their lights on. The speed limit is 25 km/h, or 10 km/h on bridges and in separate areas labeled accordingly. The speed limit in the casting area is 5 km/h. Parking is only permitted in designated areas. Drivers should always back into parking spots. The completed form “Antrag KFZ-Ausweise für Fremdfirmen” (“Application

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for vehicle IDs for external companies,” available from the gatekeeper at the east plant gate) with the driver’s name and mobile phone number must be placed under the windshield of the parked vehicle. Rail traffic has right of way. If traffic regulations are violated, legal proceedings will be initiated.

Individuals who do not follow traffic rules can have their driving permit revoked temporarily or, in justified cases, even permanently.

The external company is responsible for ensuring that vehicles are only driven by people who have been authorized to do so and commissioned in writing. This entails regular checks of driver's licenses by the external company.

6.5.1 Operating excavators and telescopic forklifts

Operating an excavator or a telescopic forklift on plant premises is only permitted with a valid driver’s license, a written driving assignment from the contractor, and a personal operator ID. An excavator may only be driven over plant premises with an accompanying vehicle driving ahead of it — the driver of the accompanying vehicle assists with street crossings and ensures that pipeline bridges are only driven under when the arm is lowered. With the arm projecting forward (to minimize height), the excavator may not drive forward without a safeguard. The speed limit is 20 km/h and must be followed. Only excavators and telescopic forklifts that have been inspected annually are permitted on plant premises.

Prior to starting up an excavator or a telescopic forklift, this equipment must be inspected to ensure that it is safe for operation, and this must be documented using a vehicle checklist. Daytime running lights have to be turned on at all times of day. The parking brake must always be engaged after parking the vehicle. When moving and relocating excavators, the switch for the slewing gear brake has to be engaged to prevent the excavator from turning away. A field test must be carried out and documented before a vehicle is operated.

It must be ensured that no material can fall out of the gripper.

6.5.2 Forklifts

Forklifts are only permitted on plant premises after coordinating this with the responsible external company officer. The forklift operator has to have a forklift operator’s license, a briefing for the forklift type in question, a class B driver’s license, and a written assignment from his/her employer. The documents must be kept on hand and submitted upon request. A field test must be carried out and documented before a vehicle is operated.

6.6 Entry and exit inspections

Personal and vehicle inspections are carried out upon entering and exiting the plant. Individuals and/or their clothing can also be searched if Plant Security deems this necessary. In justified cases, individuals undergoing security checks are obligated to empty their bags and other containers and allow security staff to inspect the contents. Items that are property of Aurubis, including metal residues and scrap, may not be taken from the plant. Particularly

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when exiting the plant, all copper scrap in driver’s cabs, storage compartments, or similar is considered Aurubis property. Any privately owned copper scrap must be shown upon entering, otherwise theft will be assumed. In the case of any violations, the person involved may be banned from the plant. Aurubis reserves the right to be reimbursed for any police reports.

6.6.1 Transporting items

To transport work machines, equipment, building materials, and other items that belong to external companies and that are used or transported on Aurubis plant premises from the plant, an exit document is required listing the items to be transported from the plant. The external company officer responsible for the execution of contracted work must confirm the accuracy of this exit document. In the case of building materials, work machines, construction trailers, etc., Plant Security carries out the inspection and approves exit by stamping the lists. If the items are transported from the plant outside of business hours, the external company must contact the responsible Aurubis department in advance for the exit document and list. If, in an exceptional case, the external company can’t reach the responsible external company officer, the items must be listed in the presence of Plant Security, which reviews the items and keeps the list for monitoring purposes. Stickers, labels, or other markings on external companies’ property placed on the items before they are transported onto plant premises make the inspection process easier and faster. In case of doubt, the external company must prove its ownership of the items it transports from the plant.

6.6.2 Material delivery

Foremen, supervisors, group leaders, and other responsible individuals from the external company who are expecting material and tool deliveries must leave a message with the gatekeeper at the east plant entrance stating where the delivery should be unloaded and where they personally are located. It will otherwise not be possible to accept and pass these deliveries on. Packages and deliveries from forwarders are received in the central warehouse. The central warehouse must be given the contact information of two employees of the external company, with their mobile phone numbers, for passing on deliveries. The central warehouse accepts the delivered material and confirms acceptance but does not assume any liability. The address of the external company must be clearly provided on the delivery documents (external company, contact person, delivery location, and mobile phone number). The external company is responsible for picking up delivered goods from the central warehouse. Deliveries must be picked up promptly. The central warehouse reserves the right to return the goods to the sender two weeks after delivery.

6.6.3 Transporting gas cylinders to and from the plant

Gas cylinders are subject to hazardous materials law. This means that they have to be delivered and picked up pursuant to the valid hazardous materials transport regulations. When delivering/transporting gas cylinders, the trade association’s safety regulations (on handling pressurized gas cylinders and flammable gases) have to be observed.

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7 Construction sites

7.1 Setting up and clearing a construction site

If it is necessary to set up a construction site on the plant premises to carry out an individual assignment, for instance to store materials and tools, the external company must state this need in writing. The external company must specify precise information about the duration (from/to), the surface area and space requirements, and necessary utilities (electricity in kWh per year, water in cbm, and heat in Mwh), to be reviewed by Aurubis. As appropriate, an area will be assigned in writing after Aurubis has carried out its review. Supplying the construction site facilities with utilities (e.g., electricity and water) is only permitted with Aurubis' written authorization.

If not otherwise indicated in the assignment, the areas and utilities are free of charge for the external company for construction site facilities related to an individual assignment, for a temporary period limited to up to 12 months. After the work has been completed, the corresponding construction site has to be cleared promptly and the areas used should be returned to their original state.

Residing or spending the night anywhere on the plant premises is prohibited. Parking private vehicles on the construction site premises is prohibited. Plant traffic and traffic zones may not be impeded by construction site traffic.

Furthermore, if it is clear that a separate company base for the external company (e.g., containers, spaces, rooms) is required for >12 months to carry out work on the plant premises, a separate rental contract has to be entered into with Aurubis for the use of the work area for the external company base.

7.2 Use of electricity by external companies

Due to legal requirements, electricity use by external companies has to be recorded from 3,500 kWh per year.

Electricity use in this context includes not only the construction site facilities, land use, and the use of the company's own machines, but also the operation of Aurubis' installations or machines, provided that one of the following three criteria applies to the external company:

- (1) the external company actually owns the installation,
- (2) the external company works in an independent manner, or
- (3) the external company has an economic risk.

The responsible external company officer has to register this electricity use with external company management, which must also approve it. Only then can electricity be used on the plant premises.

7.3 Construction site facilities and use of space

The set-up of social, office, and tool containers must be coordinated in advance with Aurubis construction management within the framework of a construction site facility plan. A request

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for the necessary space has to be submitted to external company management for this purpose and be approved by Aurubis in writing. The set-up of residential and lodging facilities and the set-up of hazardous materials storage within the meaning of TRGS 514 and TRGS 515 is strictly prohibited. Vehicles may only be parked in the designated areas. All of an external company's space needs, even those that don't include container set-up, must be approved by Aurubis in writing.

7.4 Safeguard measures

The external company must secure the construction site area and facilities with a construction site fence surrounding the area as protection against unauthorized entry, provided that this is possible within the scope of the construction measures. The external company must coordinate any other suitable safeguard measures with Aurubis. When it comes to building and installation jobs within a production sector, the area may only be blocked off after consulting/coordinating with the relevant plant sector management at Aurubis. Aurubis assumes no liability for lost items.

7.5 Basic cleaning

Each weekend, the external company must clean the construction site, taking all of the points previously mentioned into account. If there are repeated complaints afterward, these issues will be dealt with on behalf of Aurubis and at the external company's expense. Deviating agreements based on special features of the production sectors in question must be established in writing between the external company and the Aurubis external company officer before construction starts.

7.6 Labeling construction sites

Construction sites and construction site containers must have construction site signs that include the following information: construction company, responsible individuals and their contact information, the commissioning department at Aurubis, external company officer and contact information, expected duration and purpose of the construction site, locations of fire extinguishers, and information about necessary personal protective equipment.

8 Registration and briefing in the plant

8.1 Sign-in at the plant

Before entering the plant or related work areas, the external company employee responsible for a group must register at the registration office in the relevant Aurubis plant sector. The work that will be performed must be described, and the work area and number and names of the people on site must be entered in the registration book. When leaving the plant sector in question, even within the context of breaks or other work interruptions, the responsible external company employee must go to the Aurubis plant sector supervisor and sign out in writing in the registration book. At the time the external company employee signs out, the Aurubis plant sector supervisor must also sign the registration book.

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8.2 Briefing in the plant

There is a safety information sheet specific to every plant sector. It contains information about registering, signing out, protective clothing, hazardous materials, conduct in case of accidents, operational disruptions, necessary PPE, meeting points, safety equipment, and responsibilities. The content of the information sheet must be followed no matter what. The external companies must request the plant sector safety information sheets from the Aurubis external company officer. Signing the registration book documents that this information sheet has been acknowledged. The individual signing the book confirms that he/she is aware of the content of this information sheet and that he/she will act accordingly.

An Aurubis operations manager can review safety-relevant aspects related to the external company employees (PPE, permit, etc.) Before the work begins, an Aurubis operations manager will decide on additional protective measures as needed. For special work with a high risk of danger, additional permits are required. These depend on the work that will be performed and will be handed out by the Aurubis operations manager before work begins.

9 Protective measures before and during the job

9.1 General information

To ensure safety and avoid dangers on the construction site, good coordination is necessary between the workers on the construction site, the external companies, and Aurubis. For this reason, every external company has to ensure that it has at least one employee in a supervisory position (construction supervisor, foreman, or similar) on the construction site at all times during the entire construction site period, i.e., possibly for multiple shifts and on weekends, who speaks the German language and has been delegated the employer's obligations that enable him/her to ensure communication on the construction site. This includes, for example, translating and conveying the content of the construction site regulations, the content of the occupational safety indication sheet and permits, the work assignment, the instructions from the coordinators or construction management, etc.

Installation work must be carried out by the external companies on their own responsibility in accordance with the contract. For all of the installation and construction work carried out by external companies, the generally recognized rules of engineering and the relevant TÜV regulations, the accident prevention regulations of the trade associations, and the VDE/DIN/DVGW/EN regulations are authoritative. The currently valid safety and occupational medicine rules, including those for the necessary safeguards during the installation work, must be followed. Requirements outlined in other legislation, especially the German Product Safety Act and occupational safety regulations, must also be followed. Aurubis' permit rules must be followed for every type of work. The external company bears responsibility if these obligations are violated.

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9.2 Job-specific briefing

9.2.1 Occupational safety indication sheet

Before each job starts, the “Occupational Safety Indications for External Companies” form, or occupational safety indication sheet for short, must be filled out and countersigned with the operations manager or an authorized Aurubis employee. The occupational safety indication sheet is the written risk assessment prior to the start of the work that describes the dangers that come from Aurubis’ side. The specific danger spots and protective measures that have to be established are described by the plant sector on the occupational safety indication sheet. The relevant protective measures are decided on by the plant sector and have to be followed. The work may only begin when the occupational safety indication sheet has been drafted and confirmed in writing by the plant sector, a responsible Aurubis construction manager (e.g., the external company officer), the external company and, as needed, the safety coordinator. An occupational safety indication sheet must be filled out for every new job. The external company describes the risks involved in performing the work and the protective measures that have to be established within the scope of their own risk assessment. Here it also considers the contents of the occupational safety indication sheet. Occupational safety indication sheets for repeated activities retain their validity and must be renewed after one year.

9.2.2 Guidelines for performing certain jobs (permits)

Depending on the work that has to be performed, the following permits and approval certificates are required in addition to the occupational safety indication sheet (see chapter 9.2.1). These are filled out by the plant sector commissioning the work:

- Permit I: Entry permit — working in containers, silos, confined spaces, and at heights
- Permit II: For maintenance and servicing work on electrical and machine components, lockout/tagout (LoTo)
- Permit III: For work on pipelines and machines that contain hazardous substances or liquids with temperatures >61 °C.
- Permit IV: Hot work — welding, cutting, soldering, thermal cutting
- Excavation note for soil work (ED)

When carrying out permit-to-work procedures, the “two-person principle” should always be applied and an inspection carried out before work begins to ensure that all the protective measures set out in the permits to work have been implemented on site. Only then should the respective permit to work be signed authorizing work to begin. The two-person principle is to be carried out by the operations manager and another responsible manager from the contracted trade.

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9.2.3 Lockout/tagout

A lockout/tagout system is used at the site to ensure occupational safety during repair, servicing, maintenance and cleaning work. This system ensures that all energy is shut off and released from a machine before work begins. The shut-off points on the machine in question are secured with a machine lock to prevent it from being turned on again. The last step is to determine whether all of the energy has been released from the machine.

The lockout/tagout process (LoTo process) is always initiated by the plant sector. Internal and external trades that want to work on the machine are informed about and briefed on the LoTo process. The external company employees borrow a padlock from the Aurubis trade/plant sector that has commissioned the external company. The exact procedure is outlined in the lockout/tagout instructions and Permit II. The two-person principle also applies to the LoTo process (see section 10.2.2). Once work has been completed and the work area left clean and orderly, the two parties involved jointly lift the protective measures. This must be documented on Permit II.

9.2.4 Scaffolding approval and use

Scaffolding may only be walked on when it has been approved for use by the scaffolding contractor. A qualified individual from the scaffolding contractor issues the approval, which is documented on the scaffolding with the scaffolding approval certificate. Every external company that allows employees to use scaffolding or parts of scaffolding must carry out or commission an inspection for obvious defects and, if necessary, a functional check by a qualified individual beforehand. Every employee who works on the scaffolding must be instructed in scaffolding use. Any modifications on scaffolding must always be carried out by a specialized company. Otherwise, the scaffolding loses its approval status. The regulation “Working and protection scaffolds DIN 4420 T 1-3” and DGUV Information 201-011 “Instructions on the proper handling of work and safety scaffolds” must be followed.

9.2.5 Demolition work

Demolition work has to be supervised by a suitably trained construction manager. The name of this person has to be submitted to Aurubis in writing. During the demolition work, this person must be present on the construction site at all times or appoint a qualified representative (and notify Aurubis). Hazardous areas must be identified as such and secured against entry. The external company must develop demolition instructions and submit them to Aurubis in writing. Before the demolition work begins, it must be ensured that any potential dangers have been resolved. If there is a risk that hazardous substances will be released, suitable measures have to be determined and implemented.

9.2.6 Working on canals and water ditches

Fall protection must be installed for work on canals and water ditches, regardless of the fall height. Furthermore, an automatically inflatable flotation collar must be worn. Employees who have to wear a flotation collar also have to be instructed in its use. The proofs of instruction must be kept on hand and submitted upon request.

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9.2.7 Working near railways

Work near railways must be coordinated with the rail operations manager before the work starts (information available for the contractor in the occupational safety indication sheet). The rail operations manager establishes safety measures regarding whether the track can be blocked or whether the work area has to be blocked using a skid. An Sh2 signaling plate is always set up. The work has to be interrupted when trains have to travel through. The shunter must contact the construction manager or the employees on site for this purpose. When trains come through, everyone has to leave the railway area and remove all of the work materials and equipment. If a safety attendant is required to secure the construction site, he/she must be provided by the external company. Before the work starts, the responsible individual from the external company reports to the Aurubis shunter either at the Plant East (Werk Ost) track scales or the Plant South (Werk Süd) track scales. The work area is then, if necessary, blocked by the Aurubis shunter using a skid and the Sh2 signal. The work may only begin when all safety measures have been implemented.

9.2.8 Working in flammable and potentially explosive areas

If any work with open flames, welding, thermal cutting, abrasive cutting, cut-off grinding, or similar fire-prone activities is carried out in flammable or potentially explosive areas, Permit IV has to be filled out and signed by the responsible plant sector before the work begins. This requirement is set out in the occupational safety indication sheet.

9.2.9 Working in containers and confined spaces

If any work is supposed to be carried out in containers or confined spaces, Permit I has to be filled out and signed by the responsible plant sector before the work begins. This requirement is set out in the occupational safety indication sheet.

A safety attendant is absolutely necessary and may not be given any other work. The two-person principle also applies before starting work in containers and confined spaces (see section 10.2.2).

9.2.10 Working in areas with a fall risk

When it comes to work in areas with a fall risk, the danger areas (e.g., ceiling breaks, roof edges, excavation areas, or unsecured facilities) must be secured with appropriate fall protection (e.g., rails). If this isn't possible and the fall risk can't be avoided with organizational measures, personal fall protection equipment is required, including securing the rescue chain, as well as all other appropriate measures to reduce the fall risk.

9.2.11 Working near high-voltage power lines

During work near high-voltage power lines, the safety distance to overhead lines pursuant to DGUV Information 203-002 must be observed. The distance in the case of wind also has to be taken into account. If it isn't possible to maintain the safety distance, the lines

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have to be turned off and grounded for the duration of the work. The external company must report any work below or near high-voltage power lines to Aurubis in writing.

In the case of work that is not electrotechnical, an established distance in accordance with VDE 0105-100 must be observed, taking the unfavorable conditions into account.

9.2.12 Working in electrical control rooms

Electrical companies without a framework contract:

The external company's electrician reports to the Aurubis electrician responsible for the facility at hand. The external company's electrician must sign into the responsible department's registration book for the control rooms. The registration books are in the respective workshops of the foremen's areas. Those familiar with the site are given a key for the relevant control room, while those unfamiliar with the site are accompanied by an Aurubis electrician. After a briefing, the external company's electrician may carry out the work alone. The key remains with the external company for the duration of the work. After the work is finished, the electrician returns the key and signs out of the registration book.

For all external company electricians (even those with a framework contract), DGUV Information 203-002 also applies at the Hamburg site. The external company electrician is responsible for all of the work that is carried out in the control room.

The occupational safety indication sheet for external companies is required for every job. The company instructions "Working in control rooms and electrical facilities," which are hanging in each control room, prescribe the conduct in the control rooms and have to be followed.

External company without an electrician:

The external company reports to the Aurubis electrician responsible for the facility at hand. The external company must sign into the responsible department's registration book for the control rooms. The registration books are in the respective workshops of the foremen's areas. An Aurubis electrician goes together with the external company on site and carries out a risk assessment. If there is no risk for the external company, the work can commence. If there are any risks, an attendant from Aurubis (a person who has had electrotechnical instruction) is provided.

The external company will not be given a key to the control room in either case. Any time the work is interrupted, the external company must report to the responsible department and sign out of the registration book.

The occupational safety indication sheet for external companies is required for every job. The company instructions "Working in control rooms and electrical facilities," which are hanging in each control room, prescribe the conduct in the control rooms and have to be followed.

Outside of normal business hours:

Outside of normal business hours (Monday to Friday, 6:30 a.m. to 2:45 p.m.), the companies have to report to the maintenance shift (040 / 7883 – 2022) and sign into/out of the respective registration book in the foremen's area together with them. The two sections

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above have to be followed (electrical companies without a framework contract or external companies without an electrician).

9.2.13 Lightning protection

For equipment such as cranes, masts, or similar that could have an increased lightning strike risk, the external company must follow the relevant VDE regulations and secure the equipment against lightning strikes appropriately.

9.2.14 Hazardous substances

If hazardous dust or other substances are released due to the work, the necessary protective measures pursuant to the valid occupational safety and DGUV regulations must be established to protect the employees of the external company, third parties, and the environment. Furthermore, the generally recognized safety, occupational health, and technical rules for hazardous substances must be followed. Please also consult the information in the occupational safety indication sheet.

9.2.15 Requirements for gas welding

Only skilled workers who have been trained and instructed in accordance with DGUV Information 209-011 “Gas welding” may do this work.

The use of both individual cylinders and cylinder bundles is only permitted if a pressure reducer with a directly downstream, inspected triple lock (formerly back flow check valve) is built into the gas cylinders. This triple lock must consist of a non-return valve, a flame arrestor, and a thermally controlled or temperature-sensitive cutoff valve for all gas types, combustion gases, and combustion gas mixtures and has to be inspected annually. The combustion gas and oxygen hoses used have to be in flawless, undamaged condition and can't show any signs of porosity. The handles used, including the welding/cutting inserts used for different purposes, must also be in inspected, flawless condition. All of the requirements mentioned above must be checked before daily use (visual check).

9.2.16 Using work equipment

To carry out the work, the external company may only use inspected work equipment suitable for the task at hand. The work equipment must be in flawless condition from a technical standpoint and have a valid inspection plate. The test certificates must be kept on hand and submitted upon request, for example for the following:

- Work equipment pursuant to BetrSichV
- Vehicles pursuant to StVO & DGUV Regulation 70
- Electrical equipment pursuant to DGUV Regulation 3
- Ladders and stepladders pursuant to DGUV Information 208-016

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9.2.17 Provision of firewatch teams and safety attendants

Firewatch teams shall only be provided and placed by Aurubis, and Aurubis provides them free of charge. The need for firewatch teams has to be reported by the external company at least 2 working days before they are needed. If additional safety attendants have to be provided or if it is necessary to carry out additional checks and Aurubis Fire Department personnel/material is used, this will be invoiced pursuant to the Aurubis Fire Department’s schedule of fees, if this is not separately arranged in the assignment.

9.3 Storing materials and equipment

Materials and equipment must be stored correctly and in accordance with the DGUV regulations. It must be ensured that materials, machines, units, etc. are delivered close to where they will be processed/used. Materials and equipment that aren’t needed must be removed from the work area and stored during breaks and at the end of the work. Depending on the requirements of the building process, the storage of construction materials and rubble must be kept to a minimum and kept in order on a daily basis. All materials must be stored in areas designated by Aurubis and labeled clearly on site (construction or work area to which they are allocated, responsible external company with contact information, expected duration of the external company’s work or storage period). All materials, equipment, and work that is underway or finished must be safeguarded against damage from weather impacts.

9.4 Keeping traffic routes open, clean, and secure

The use of streets, entrances, traffic and emergency routes, and tracks adjacent to the construction and assembly areas may not be restricted by the external company. They must be kept accessible and clean at all times. Contamination should be avoided to the greatest possible extent with appropriate measures. If traffic routes get dirty despite the measures taken, they must be cleaned promptly after the work has finished, but at the end of the workday at the latest. Large-scale pollution must be removed immediately to prevent it from spreading on the plant premises.

This procedure applies to all construction and assembly activities inside and outside of production sectors. If the external company doesn’t sufficiently implement these measures, Aurubis will do the cleaning at the external company’s expense. The work area may only be entered and exited at the agreed entrances.

Obstructions such as cables and hoses may not be placed on traffic routes. If this should be necessary, corresponding cable bridges have to be provided. Abutting edges have to be labeled and, as necessary, secured with bumper guards and protective profiles (edge protection).

If any barriers or external company activities lead to restrictions or rerouting of existing pathways, these routes must be designated with suitable equipment (e.g., warning poles) and/or relocated. Blocked or barricaded safety routes must be relocated and secured no matter what. This applies in particular to changes in paths to registration offices and main entrances of buildings. Standard layouts of the existing signage should be used for the signs.

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10 Environmental protection

10.1 Water and soil pollution control

Cleaning vehicles, tools, and dirty work clothes with water, and thus polluting the city or internal sewer system, is strictly prohibited. Cleaning options must be coordinated with Aurubis before starting the work. When handling substances hazardous to water, filling and emptying procedures must be observed at all times (overflow prevention). In the case of leakages or water pollution, the Plant Fire Department must be alerted immediately.

The applicable Technical Rules on Substances Hazardous to Water must be followed when handling substances hazardous to water. Releasing substances hazardous to water into the environment must be strictly avoided. Placing substances hazardous to water in containers on unpaved surfaces is prohibited. For work on facilities with substances hazardous to water, the corresponding company certificate under the German Water Management Act has to be submitted.

No additives, such as surfactants, biocides, or hydrazine, may be added to process water without Aurubis' consent. Working materials must be registered under REACH and the safety data sheet must accompany the materials. Appropriate instructions must be written and/or kept on hand for handling hazardous substances.

If the work creates any wastewater or wastewater slime (e.g., cleaning work), the course of action and the destination must be clarified in writing with Aurubis beforehand. Sewers, outlet channels, etc. must be protected from pollution with suitable measures and any environmental influences must be ruled out.

When it comes to groundwork, the external company must adopt and initiate any necessary measures, such as suctioning or wetting the soil to minimize dust. Contaminated or potentially contaminated soil must be stored in such a way that it can't drift or wash out into other soil or bodies of water. Like the destination of excavated soil, the destination of excavation pit water must be agreed on with Aurubis in writing before the work starts. Special measures may be necessary for work in contaminated areas. Hydraulic work equipment must be in good working condition pursuant to Section 14 of the Ordinance on Industrial Safety and Health. Damaged or worn hoses may not be used. The required inspection periods pursuant to DGUV Information FB HM-015 have to be followed. Aurubis can carry out inspections as needed.

There must be a certified permit in accordance with Section 13b of the Hamburg Wastewater Act for work on the property drainage system, including separator systems. Work on the property drainage system has to be carried out pursuant to the recognized rules of engineering and the technical operating regulations applicable for Hamburg.

10.2 Waste

External companies are responsible for properly disposing of the waste that accumulates during their work (not including waste produced by Aurubis) in an environmentally sound manner pursuant to the legal regulations. Waste should be prevented as much as possible

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when performing the services. Accumulated waste must be separated when it is collected so it can be recycled to the greatest possible extent.

Providing waste containers and coordinating waste removal are included in the external company’s scope of delivery. Metal scrap is Aurubis property and is regulated under chapter 13. If interim orderly waste storage is necessary, this must be coordinated with Aurubis in advance. A filled-out “exit certificate” must be submitted to the gatekeeper when waste is transported out of the plant. If Aurubis’ waste collection is supposed to be used, this must be agreed on in good time beforehand.

In the case of work that focuses on demolition/renovation and waste disposal, as well as foundation or groundwork that leads to waste such as soil, Aurubis is considered the waste producer. The disposal is then carried out by Aurubis and not in the name of the external company.

Prior to a construction measure, Aurubis and the external company must decide on and document the disposal of all of the waste.

Noticeable contaminations, for example soil contamination, must be reported to Aurubis immediately. Packaging must be disposed of on the day it is opened and the contents are removed. This also includes the correct packaging, labeling, loading, and documenting of hazardous goods when they are transported to and from the plant.

10.3 Immission protection

The external company is obligated to follow all applicable legal rules and regulations, governmental requirements, and construction site-specific regulations regarding environmental protection. In particular, air and water pollution must be avoided using the latest technology. In the case of work that could lead to air pollution, e.g., blasting and cleaning work, tarps should be laid as necessary. Prior to any measure, Aurubis and the external company must decide on and document requirements and their implementation.

Accumulated dust on the plant premises, buildings, or facilities must be handled in such a way that it isn’t swirled up and spread around the area with the wind. Blowing off dust or dry sweeping outdoors is expressly prohibited!

Pile heights during loading and digging work

When handling dusty materials, including soil, pile heights must be kept as low as possible. This reduces swirling and drifting, especially on windy days.

Sprinkling

Building and facility parts must be sprinkled before and, as far as possible, during the activities (e.g., demolition work) to prevent dust deposits from being swirled around as much as possible. There may be additional requirements outlined in the relevant governmental permits that have to be discussed with Aurubis before the work begins.

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Cleaning building components or surfaces

If it is necessary for surfaces or parts of buildings or facilities to be free of dust deposits, vacuums, sweepers, or other alternatives must be used that prevent dust from being swirled around as much as possible.

Using a sweeper

If necessary, a sweeper can be used for cleaning in accessible areas of construction sites and work areas. The external company must inform Aurubis of this need if it arises.

10.4 Other environmental protection requirements

Special contractual and legal regulations regarding environmental protection (e.g., emission values for work equipment) or regulations related to input materials (e.g., material information in the safety data sheets) must be followed. The storage and provision of hazardous substances and mixtures on the plant premises must be kept to the minimum required for the work at hand.

11 IT security

The external company may only use Aurubis IT infrastructure (networks, systems, equipment) after prior approval from the responsible department and the issue of the corresponding permissions by Aurubis. External companies are prohibited from connecting external storage devices of any kind (e.g., USB sticks) to Aurubis' own IT equipment.

12 Scope of delivery and services

The following points, among others, are part of the external company's scope of delivery and services if no deviating regulations have been contractually agreed upon.

12.1 Personnel

The scope of delivery and services includes providing the attendants, coordinators, and skilled and unskilled workers necessary for the work, including all of the associated expenditures such as wages, fringe benefits, daily allowances, travel costs, and overtime fees, to the extent that this is required to meet deadlines and to the extent that the external company is responsible for this.

12.2 Material

The scope of delivery and services includes having and providing the necessary loading and transport equipment, lifting gear, installation equipment, scaffolding, tools, and, if necessary, the complete work area facilities with construction containers, warehouses, etc. including transport to and from the premises as well as set-up and removal. This also includes providing all assembly aids such as acetylene, oxygen, compressed air, tack screws, welding electrodes, and other small-scale materials.

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12.3 Electrical installation

The scope of delivery and services includes providing electrical installations and power, light, and (as necessary) phone cables, i.e., laying and maintaining the connection lines from the respective plant electrical sources to the areas that need power. Aurubis provides the connection necessary for electricity (500 V AC, IT network or 400 / 230 V, TN-C network) up to the construction site distributor, which the external company has to provide and which Aurubis also connects. The construction site distributor, designed in accordance with VDE, must be presented in Aurubis' main e-workshop for inspection before use. The operator is responsible for inspecting the residual-current device daily and documenting this. Furthermore, the lighting for the assembly areas, including installation of the lighting, is part of the scope of service and delivery. All machines, lighting equipment, and sub-distributors that have to be connected must follow VDE regulations.

12.4 Assembly plans and fire safety

The scope of delivery and services includes the drafting of assembly plans that contain all of the safety measures in connection with the risk analysis that is carried out. The measures in the plans must be coordinated with Aurubis, maintained, and further developed. Fire prevention must be ensured through the appropriate precautions to avoid personal injury or property damage due to heat and sparks and to avoid blinding other employees when doing hot work or welding work. Only the Plant Fire Department can enable or disable fire protection equipment (such as fire alarms and/or fire-extinguishing systems).

12.5 Transport and safeguards against weather impacts

The scope of delivery and services includes the unloading of the parts to be assembled by the external company on the construction site, possible interim storage, and transport from there to the assembly location. Furthermore, the scope of delivery and services includes the securing of the stored building components and work that is underway or finished against damage from weather impacts.

13 Scrap metal

Scrap metal that accumulates through external companies on the Aurubis plant premises is strictly Aurubis property. This includes the "clippings" that accumulate when the material the external company provides is processed, if Aurubis pays for this. Demolition assignments must be strictly calculated in such a way that the scrap metal remains at Aurubis. Violations of these requirements in the form of attempts to take metal scrap out of the plant will be treated as theft.

14 Assembly conditions

External companies are responsible for gathering the information they need about the conditions in the work area. Objections after the fact about difficulties and obstructions or insufficient orientation through the drawings or documents provided by Aurubis cannot be

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taken into consideration. When carrying out their work, external companies must adjust to the assembly conditions at hand. Consideration should be shown for the other work and activities of Aurubis and other companies in the work area no matter what, and any obstruction of their work should be avoided.

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15 Appendix

Additional relevant information and documentation to supplement these Plant Regulations are available at <https://www.aurubis.com/corporate-procurement/service-hamburg>