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1 Introduction and scope

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

On May 1, 2021, these plant regulations go into effect for all external companies that work on the plant premises in Lünen on behalf of Aurubis. The regulations must be followed in addition to the respective contractual agreements. At the same time, they serve as process instructions within the scope of our IMS and are valid for the relevant departments (see 1.1).

1.1 Contact = External Company Coordinator

We have already established plant-/area-specific planning and coordination departments based on the facilities (processes, machines, jobs) at the Aurubis AG Lünen plant that have safety and environmental relevance. These departments plan and coordinate the jobs that have to be carried out in their areas (setup, teardown, rebuilding ...) by external companies on our premises to prevent negative impacts or disruptions within these plant areas, but also in the other units on the plant premises.

The contact is the Aurubis AG employee whose name is provided in contracts or orders. He/she can be contacted if there are any questions. If there is any confusion about the contact person, the external company must inform Aurubis electronically or in writing.

Strictly speaking, the contact is the External Company Coordinator.

In this document, the term External Company Coordinator is always used for the sake of simplicity.

1.2 Safety coordination of external companies

If multiple external companies are working in one work area or if there are any mutual hazards arising between Aurubis employees and external company employees during work by external companies, Aurubis appoints an External Company Coordinator in writing who is responsible for ensuring occupational safety in the work area at hand (ECTR 112098855). The External Company 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.

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The external company must appoint a safety employee and inform Aurubis in writing or electronically. The external company must also appoint a safety coordinator if it employs subcontractors on Aurubis plant premises. The external company transfers the coordination tasks related to the work to this safety coordinator in writing. The name of the safety coordinator is given to Aurubis in writing before the work starts.

1.3 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.

1.4 Aurubis-specific documents

The external company should request any of the documents mentioned in these plant regulations from Aurubis' External Company Coordinator if these documents aren't publicly accessible on the Aurubis homepage or in the Aurubis cloud.

2 Conduct in an emergency

2.1 Reporting accidents and incidents

All injuries, accidents, property damage, fire damage, and environmental damage must be reported to Plant Security immediately.

Internally: at the emergency number 345

Externally: at the emergency number 02306-108 345

In addition to the immediate report mentioned above, a written notification must be sent to the External Company Coordinator promptly. The External Company Coordinator issues the internal accident report ([ECTR 112093416](#)).

2.2 First aid

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."

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2.3 Meeting points

The meeting point nearest to the plant sector at hand must be sought out immediately in the case of a dangerous situation, if an alarm goes off, or if a responsible employee of Aurubis issues instructions to do so. The meeting points are indicated in the respective safety information sheets for the plant sectors or areas, on the site map, and on the safety flyers.

3 General rules of conduct

3.1 Personal protective equipment (PPE)

The following must be worn on the marked safety paths on the entire plant premises no matter what:

- Protective helmet,
- Closed shoes,
- Long trousers.

When leaving these paths, the following PPE has to be used:

- Protective helmet,
- Protective goggles (in all buildings and marked areas),
- S3 safety shoes (ankle-high),
- Work clothes that cover the body,
- Hearing and respiratory protection as needed,
- And high-visibility clothing in accordance with EN ISO 20471 Class 2 (this may be prohibited in hot work areas! Refer to the safety information sheet of the plant sector in question)
- In hot areas, flame-resistant clothing in accordance with EN ISO 11612 must be worn (obtain information about your work area in advance)

This minimum PPE must be worn when riding a bike as well.

The paths to the washroom can be used without wearing a helmet. However, closed shoes and long trousers are mandatory here as well. Headphones may not be worn on the plant premises.

The external companies are responsible for obtaining the necessary PPE pursuant to the risk assessment in good time and equipping their employees with it. Strictly speaking, Aurubis AG does not provide PPE.

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Fan-assisted respiratory protection equipment is an exception. This is always provided by Aurubis and can be obtained from the Occupational Safety Workshop (ATASI building).

If external companies want to borrow respiratory protection equipment from Aurubis, the users must have taken part in the instruction session “Using Aurubis AG’s respiratory protection equipment,” present a use permit from the supervisor, and be able to present proof of a G.26.2 check-up (additional information available starting in section 4.3).

External companies must use their own personal fall protection equipment. It must be inspected and the employees have to have been instructed in using it. The proofs of instruction must be kept on hand and submitted upon request.

3.2 Smoking, alcohol, and all types of drugs

Smoking is strictly prohibited in all buildings and is only permitted in designated areas. Alcohol and all types of drugs or other substances that impair consciousness are prohibited on plant property. The plant premises may only be entered by those who are sober (blood alcohol content 0.00), meaning not under the influence of alcohol, medications that impair consciousness, and/or narcotics. Every person on the plant premises shall agree to take an alcohol test if there is any suspicion of consumption.

3.3 Filming and photography

Filming and photography are only permitted with written approval. The permit should be carried at all times and shown upon request. Speak with your External Company Coordinator about this. Copies must be given to Plant Security accordingly.

In case of suspicion of unauthorized filming and photography, Plant Security can inspect a cell phone’s photo storage. Files must be deleted immediately upon request. (ETCR 112114007)

3.4 Mobile phone use

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

3.5 Animals

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

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3.6 Children

Children aged 0-14 years are strictly prohibited from entering the plant premises.

3.7 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. Spots in the washroom have to be requested in writing by sending an e-mail to the External Company Coordinator.

3.8 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. They must be cleaned up at the end of each workday.

4 Entering/driving onto the plant premises

External company employees are able to enter/drive onto the plant premises with a valid external company ID, after reviewing whether this ID is necessary, together with a photo ID, through:

North plant gate (Werkstor Nord), Kupferstrasse 23: (24/7)

The entrance to the administrative building (Zugang Verwaltung), Kupferstrasse 23 (only for visitors, not cars) in the period from:

Monday to Thursday 8:00 a.m. to 5:00 p.m. and Friday 8:00 a.m. to 3:00 p.m.

South gate (Tor Süd), plant entrance Buchenberg, 44532 Lünen. The opening hours for vehicle traffic at the South gate (Tor Süd) are Monday to Friday from 6:00 a.m. to 1:00 p.m.

4.1 External company ID/safety instruction

To receive an external company ID, the external company registers its employees with the External Company Coordinator or directly by e-mail at anmeldung-luene@aurubis.com. If the external company does the registration itself, the External Company Coordinator always has to be in "Cc." Without this registration, entry to the premises is prohibited.

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In the case of emergency assignments, the written registration of the external company's employees can be skipped. In this case, it is sufficient for Aurubis' External Company Coordinator to inform Plant Security by phone.

The ID is only issued after successful participation in the general Aurubis safety instruction.

The Plant North (Werk Nord) ID office issues the external company ID for a limited period or for a maximum of 12 months. If the external company employees no longer need to be present on the plant premises, the IDs should be returned to the ID office.

An amount of € 50 per ID will be invoiced for IDs that are lost or not returned. Loss of an ID needs to be reported to the ID office at the North gate (Tor Nord) immediately.

The external company IDs are personal documents. Transferring or misusing them is strictly prohibited.

4.2 General safety instruction about the site

All external company employees have to complete the personal and legally required safety instruction at Aurubis before starting their work.

The safety instruction can be carried out on any device with internet access and a camera function at https://safety-instruction-lueneen.aurubis.com/view.php?view=user_self_registration or via the link on our website <http://aurubis.com>. This safety instruction including a test to gauge learning success is available in eleven languages. Any external company employees who aren't able to take part in the safety instruction in advance can receive safety instruction electronically at the ID office at the North gate (Tor Nord), Kupferstrasse 23, at the available terminals 24/7.

In both cases, the external company employee has to register afterward at the ID office at the North gate (Tor Nord). The external company ID will only be issued after a comparison with an ID document belonging to the external company employee.

At least 30 minutes should be planned for the safety instruction and test.

If the external company employee doesn't pass the test after three attempts, he/she can only take the test again after four weeks.

If the instruction system isn't working, the instruction and test will be carried out manually at the North gate (Tor Nord).

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4.3 Respiratory protection instruction

If respiratory protection equipment is required to carry out the work, the external company employee has to have taken part in instruction. This instruction is carried out by the Occupational Safety Workshop on:

Monday at 9:45 a.m. and 1:00 p.m.

Tuesday at 9:45 a.m.

Thursday at 9:45 a.m. and 2:15 p.m.

Following successful participation in the instruction for respiratory protection equipment, the external company employee receives a green sticker with white writing that has to be placed on his/her external company ID as proof. Participation in the instruction 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 external company ID for signaling purposes.

The instruction on respiratory 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 is subject to the completion of a preventative G 26.2 check-up in accordance with section 4.4.

4.3.1 Emergency personnel placement on weekends/holidays

If the emergency placement of the external company employee requires him/her to wear respiratory protection equipment, he/she can receive brief instruction in Aurubis AG's company respiratory protection equipment at the Occupational Safety Workshop. This instruction is limited to the one-time emergency personnel placement. This exception only applies to fan-assisted respiratory protection equipment and FFP2 and FFP3 masks.

4.4 Preventative check-ups

The contracted external company is obligated to take part in occupational medical check-ups. The following hazardous substances should be taken into consideration:

- Lead
- Nickel

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- Arsenic
- Cadmium
- Work with CMR substances

Despite annual instruction by Aurubis AG, the external company, as an employer, has to ensure that its employees have received instruction regarding possible risks due to hazardous work materials pursuant to the legal regulations in Section 14 of the Hazardous Materials Ordinance. If there is any lack of clarity regarding possible hazardous substances in the work environment, please contact your External Company Coordinator.

4.5 Traffic regulations

The German Road Traffic Act (StVO) applies on plant premises. Aurubis must approve entry to the plant premises in writing.

Pedestrians must always use the designated paths.

Vehicle drivers and bike riders must always turn their lights on.

The speed limit is 15 km/h. Speed is controlled at vacant points. If the traffic regulations mentioned above are not observed, an entry permit can be revoked immediately or, in the case of serious violations, a ban from the company can be issued.

Parking is only permitted in designated areas. Drivers should always back into parking spots. The name and mobile phone number have to be placed on the dashboard of the parked vehicle. The gatekeeper will issue this form with the parking card. If a vehicle is parked contrary to the agreements made, Aurubis can remove the vehicle at the external company's expense.

Rail traffic has right of way.

The following entry regulations apply to the plant premises:

The following vehicles are prohibited from entering:

- Vehicles that only serve to transport people
- All vehicles and means of transport that aren't mentioned under points 2 & 3 below
- Vehicles of drivers who have been noticed multiple times due to violations of plant regulations

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The following vehicles may enter for a short time (30 min.):

- Vehicles that only serve to transport people, if the purpose of the trip is to drive a person with a disability to his/her workplace
- Company vehicles that are delivering materials and tools to their destination
- Service vehicles with larger replacement part storage, if storage options are available on the plant premises

The following vehicles are permitted to enter:

- Service vehicles in which workshop equipment is permanently installed
- Vehicles that are required as an entire unit for the assignment that has to be completed (suction vehicles, canal cleaning vehicles, cranes, etc.)
- One vehicle per company, if larger transports are expected on the plant premises
- Service vehicles with larger replacement part storage, if no storage options are available on the plant premises
- External samplers

4.5.1 Operating construction machines and telescopic forklifts

Operating construction machines or telescopic forklifts on plant premises is only permitted with a valid driver's license, a written driving assignment from the contractor, and valid instruction in the equipment. Only construction machines and telescopic forklifts that have been inspected annually are permitted on plant premises.

Prior to starting up a construction machine 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.

4.5.2 Forklifts

If forklifts are needed, they are only permitted on plant premises after coordinating this with the responsible External Company Coordinator. The forklift operator has to have a forklift operator's license, a briefing for the vehicle type in question, and a written assignment from his/her employer. The documents must be kept on hand and submitted upon request.

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No Aurubis-owned vehicles from the sections mentioned above may be used. They must be provided by the external company.

4.6 Bikes

The use of bikes on the plant premises is generally allowed when they have the following safety features.

- 2 brakes that work independently of each other
- A headlight and reflector in front and a red back light and red reflector in the back, generator/battery light
- 2 yellow spoke reflectors on each wheel or photoluminescent strips in the tires
- A bell, yellow pedal reflectors
- Tires with sufficient tread
- Sticker with the name of the user and the name of the external company

Furthermore, bikes have to be inspected annually to ensure that they're safe for operation. This can be carried out by an external service provider on our plant premises at the expense of the company in question. Only bikes with a valid inspection plate can be ridden on the plant premises.

4.7 Entry and exit inspections

Personal and vehicle inspections are carried out upon entering and exiting the plant. In justified cases, individuals undergoing security checks are obligated to empty their bags and other containers and allow the contents to be inspected. Items that are property of Aurubis, including metal residues and scrap, may not be taken from the plant. Any materials that could be considered Aurubis AG property when leaving 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.

4.7.1 Bringing tools along/transporting items

If an external company would like to bring tools, electrical equipment, or hazardous substances onto the plant premises, these have to be put in separate lists, which can be submitted without any special format. The lists of tools should be as accurate as possible. All electrical equipment has to be listed with its serial numbers and be fully inspected in accordance with DGUV-V3. If hazardous substances are brought in, the corresponding hazardous goods regulations have

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to be followed. Furthermore, the safety data sheet and valid operating instructions have to be shown upon request. Without complete documentation, entering the plant premises is prohibited. 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, these items must be compared to the tool lists by Plant Security or the security contractor. Stickers, labels, or other markings placed on external companies' property before it is 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.

4.7.2 Material delivery

Responsible individuals from the external company who expect material and tool deliveries must leave their phone number with the gatekeeper at the North gate (Tor Nord). The individuals must be present in the plant to receive them.

Other packages and deliveries from forwarders are received in the warehouse. The central warehouse must be given the mobile phone number of the contact person for passing on deliveries. The warehouse accepts the delivered material and confirms acceptance but does not assume any liability.

Ensure that the following information is on the delivery documents:

- External company,
- Contact in the plant,
- 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 warehouse reserves the right to return the goods to the sender, at the expense of the external company in question, two weeks after delivery.

4.7.3 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, particularly safe transport with forklifts.

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5 Construction sites

5.1 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, the external company must state this in writing. The external company must specify information about the duration, the surface area, and necessary utilities (e.g., electricity, water, and heat), to be reviewed by Aurubis. An area will be assigned after Aurubis has carried out its review and issued its approval. Supplying the construction site facilities with utilities (e.g., electricity and water) is only permitted with Aurubis' written authorization.

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. Living or spending the night anywhere on the plant premises is prohibited.

The surface areas and utility consumption are limited to a maximum of 12 months for an individual assignment. In this case, utilization is free of charge for the external company (for electricity, the details are available in the section "Use of electricity by external companies") if nothing to the contrary has been agreed in the assignment. 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.

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

If work is planned for more than 12 months, a rental agreement has to be entered into. Consumption of utilities has to be recorded and will be invoiced. The external company is responsible for submitting the consumption information.

5.2 External company area

If multiple assignments are involved (e.g., within the scope of a framework contract), there is an option to obtain space for material containers and storage in our external company area. Team, sanitary, and office containers are not permitted in the external company area. The procedure is like the one described above; a rental agreement must be entered into no matter what. Consumption of utilities has to be submitted by the external company and will be invoiced.

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5.3 Use of electricity by external companies

Due to legal requirements (EEG), external companies' electricity use exceeding 3,500 kWh per year (minimum limit) has to be recorded.

The following criteria have to be fulfilled:

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

The responsible External Company Coordinator has to register and approve this electricity use. Only then can electricity be used on the plant premises.

Fundamentally speaking, the external companies must provide the worksite power distributors required for the construction site. As needed, the distributors must be equipped with the necessary counters, which the external company in question has to supply. The external companies are responsible for inspecting the worksite power distributors daily and documenting the inspection.

5.4 Safeguard measures

The external company must secure the construction site area and facilities with a surrounding construction site fence as protection against unauthorized entry. 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.

5.5 Cleaning

The construction site must be cleaned up each workday, after every shift in the case of shift operation. Each weekend, the external company must thoroughly clean the construction site. Aurubis reserves the right to check the cleaning. Any deficiencies must be remedied immediately. If there are repeated complaints afterward, Aurubis will have these issues dealt with at the external company's expense.

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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 Coordinator before construction starts.

5.6 Labeling construction sites

Construction sites and construction site containers must have construction site signs that include the following information:

- Construction company
- Responsible individuals with contact information
- Aurubis department assigning the work
- External Company Coordinator with contact information
- Expected duration and purpose of the construction site
- Fire extinguisher locations
- Information about necessary personal protective equipment

6 Registration and briefing in the plant

6.1 Briefing and instruction in situations in the plant sectors

There is a safety information sheet specific to every plant sector. It contains information about signing in, 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 Company Coordinator provides the safety data sheets of the plant sectors and the related instruction. Furthermore, the safety data sheets must be laid out close to the registration book. Signing the registration book documents that this information sheet has been acknowledged.

6.2 Signing in and out of the plant sector

Before entering the plant or related work areas, the external company employee responsible for a group must sign in at the registration office in the relevant Aurubis plant sector. The work that will be performed must be communicated, 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

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question, even within the context of breaks or other work interruptions, the responsible external company employee must sign out in writing in the registration book at the registration office.

6.3 Plant checks

Any Aurubis employee may check safety-relevant aspects related to the external company employees, e.g., PPE, permits, electric equipment, etc. In the case of imminent danger, any Aurubis AG employee may stop the work immediately. The External Company Coordinator is contacted afterward.

6.4 Internal audits

Aurubis carries out unannounced audits of the external companies. The purpose of the audits is quality assurance and to ensure that the external companies are following safety rules in accordance with Aurubis standards. The results of these audits are later reflected in the company's supplier evaluations, which are regularly assessed. If there are any questions about this, speak with your External Company Coordinator.

7 Protective measures before and during the job

7.1 General information

To ensure safety and avoid dangers in the plant, good coordination between the external companies and Aurubis is mandatory. 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, including the delegation of the relevant occupational safety obligations) in the plant at all times during the entire execution period, i.e., possibly for multiple shifts and on weekends, who can fully handle the requirements related to occupational safety, environmental protection, and other topics in the German language.

This includes, for example, translating and conveying the content of the safety data sheets, the content of the occupational safety indication sheet and permits, the work assignment, and the instructions from the External Company Coordinators or construction management.

For all of the installation and construction work carried out by external companies, the generally recognized state of the art and the accident prevention regulations of the trade associations as well as those required by law are authoritative.

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7.2 Job-specific briefing

7.2.1 Occupational safety indication sheet for external companies

Before each job starts, the form “Occupational Safety Indications for External Companies” (occupational safety indication sheet) must be filled out and countersigned. (ECTR 112101827)

The Aurubis External Company Coordinator coordinates the preparation of the sheet.

The occupational safety indication sheet is the written risk assessment prior to the start of the work. It describes all of the hazards related to the job and the job site and the required precautions. The roles of those involved are defined as follows:

1. A responsible individual in the plant (shift leader, foreman, etc.) (for work that directly interferes in plant processes and/or is affected by them)
2. External Company Coordinator (for work that doesn't involve any situational impacts on plant processes)
3. External company (always, since the hazards of executing the work have to be described)

The relevant protective measures are decided on together and have to be followed. The work may only begin once the occupational safety indication sheet has been developed and confirmed by the participants with a signature.

An occupational safety indication sheet must be filled out for every job. For work that lasts for a longer period, the validity can be extended up to one week or a shutdown period can be established if the risks don't change. This must be reviewed daily and changes must be documented in the occupational safety indication sheet as needed.

The external company has to carry out a risk assessment before executing the work. This is the basis for the entries in the occupational safety indication sheet.

7.2.2 Approval certificates and permits

For special jobs, approval certificates and permits are also required.

Permits are generated similarly to the occupational safety indication sheet.

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 section 7.2.1):

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- Permit I: for work in confined spaces and containers, for hot work (e.g., welding, abrasive cutting) (ECTR 112107998)
- Permit II: for maintenance and modification work on cranes and work in areas where cranes are operated (ECTR 112107995)

7.2.3 Lockout/tagout

To ensure occupational safety during repair, maintenance, and cleaning work, a lockout/tagout system is used at the site. This system ensures that all energy is shut off and released from a machine before work begins. The External Company Coordinator informs and instructs external trades that want to work on the machine on the lockout/tagout process (ECTR 112100339).

7.2.4 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 be carried out by the scaffolding contractor. Otherwise, the scaffolding loses its usage permit.

7.2.5 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, these substances have to be identified and suitable measures have to be determined and implemented.

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7.2.6 Working on or near electrical installations or equipment

For work on electrical installations or equipment, the occupational safety indication sheet for external companies is required.

If work is carried out near energized parts, electrical installations, and/or electrical equipment, the guidelines of DGUV Regulation 3 have to be followed.

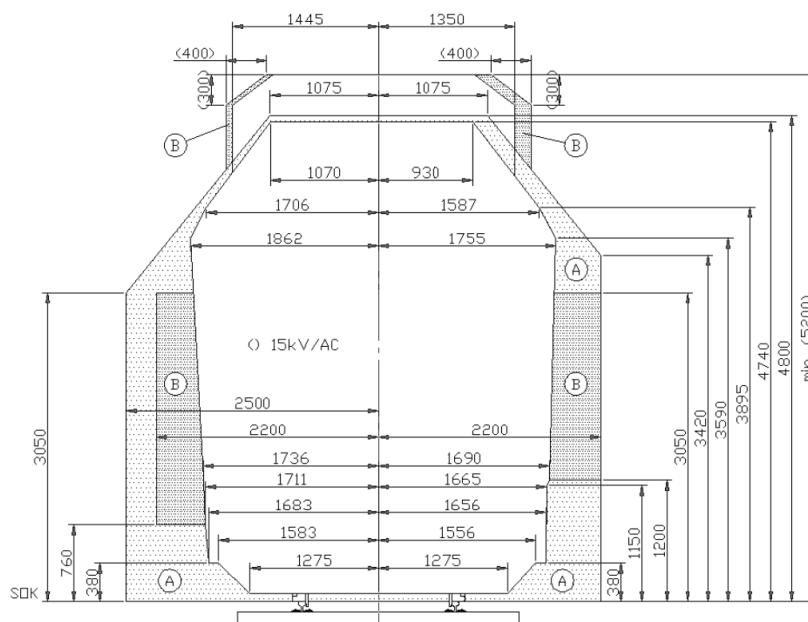
7.2.7 Working near railways

Work near railways must be coordinated with the rail operations manager before the work starts. The rail operations manager establishes the safeguard measures, which are recorded in the operating instructions. The work may only be started after receipt of this document and after fully implementing the safeguard measures.

The work has to be interrupted if possible 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.

Here is the standard minimum clearance outline of the German railway system:



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7.2.8 Working in flammable and potentially explosive areas

If any work with open flames, welding, thermal cutting, abrasive cutting, or similar fire-prone activities is carried out in flammable or potentially explosive areas, Permit I has to be filled out and signed before the work begins.

The Aurubis External Company Coordinator coordinates the preparation.

7.2.9 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 submitted before the work begins. A safety attendant is absolutely necessary and may not be given any other work. The safety attendant must be provided by the external company.

The Aurubis External Company Coordinator coordinates the preparation.

7.2.10 Working in areas with a fall risk

Fall protection measures have to be taken at the following heights:

- Work stations and transport routes at construction sites on or above water or other solid or liquid substances in which someone can sink, regardless of fall height (a rescue concept must be drafted before the work begins),
- At all other work stations at more than 1.00 m fall height.

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:

- T: The fall protection measures (e.g., railings) have the highest priority and always have to be implemented if possible. If this isn't possible,
- O: Organizational measures can be taken (e.g., safety routes on roof surfaces).
- P: Personal fall protection equipment is required as a last resort, including securing the rescue chain, as well as all other appropriate measures to reduce the fall risk.

7.2.11 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

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registration book for the control rooms. The registration books are at the respective registration offices. 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 Lünen 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 companies 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 book is in the respective workshop of the foremen's area. 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 and sign into/out of the respective registration book in the foremen's area together with them. The two sections above have to be followed (electrical companies without a framework contract or external companies without an electrician).

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7.2.12 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.

7.2.13 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 accident prevention regulations must be established to protect all employees, third parties, and the environment.

7.2.14 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.

Both the use of individual cylinders and the use of cylinder bundles is only permitted if a pressure reducer with a directly downstream, inspected triple lock 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. Inspections must be verified upon request.

All of the requirements mentioned above must be checked before daily use and before resuming work after longer work interruptions (visual check). When transporting cylinder trolleys, the cylinders always need to be sealed with their protective caps.

7.2.15 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.

7.2.16 Provision of firewatch teams and safety attendants

Required firewatch teams and safety attendants must be provided by the external company.

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7.3 Storing materials and equipment

Materials and equipment must be stored correctly and in accordance with the DGUV regulations and requirements. 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. 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). Materials, equipment, and work that is completed or in progress must be safeguarded against damage due to weather impacts.

7.4 Keeping traffic routes open, clean, and secure

The use of streets, entrances, traffic 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 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.

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 clearly designated (e.g., warning poles). Blocked or barricaded safety routes must be relocated and secured. This applies in particular to changes in paths to registration offices and main entrances of buildings.

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8 Environmental protection

8.1 Water and soil pollution control

Cleaning vehicles, tools, and dirty work clothes with water is strictly prohibited. Required cleaning must be coordinated 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 leaks or water pollution, further discharge has to be stopped immediately. Plant Security, Environmental Protection, and the External Company Coordinator have to be alerted afterward.

The applicable Technical Rules on Substances Hazardous to Water must be followed when handling substances hazardous to water. 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.

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. Surface drainage, 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.

8.2 Waste

Waste should be prevented as much as possible when performing the services.

If waste (not including waste produced by Aurubis) can't be avoided, external companies are responsible for properly disposing of it in an environmentally sound manner pursuant to the legal regulations. Accumulated waste must be separated when it is collected so it can be recycled to the greatest possible extent.

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Providing waste containers and coordinating waste removal are included in the external company's scope of delivery. If interim orderly waste storage is necessary, this must be coordinated with Aurubis in advance.

Metal scrap is Aurubis property (see section 11).

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.

8.3 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 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.

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There may be additional requirements outlined in the relevant governmental permits that have to be discussed with Aurubis before the work begins.

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 the External Company Coordinator of this need if it arises.

8.4 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. Hazardous substances have to be registered (type and quantity) before starting the work so that Aurubis can carry out an assessment regarding any incidents or interdependencies with the internal emergency plans.

9 IT security

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

The external company may only use Aurubis Corporate IT infrastructure (networks, systems, etc.) after prior approval from the commissioning department and after the Corporate IT department issues the corresponding permissions.

Bringing any IT equipment onto the premises (laptop, computer, tablet, storage media, etc.) has to be explicitly approved by Corporate IT in writing.

On the Production IT side, the relevant department and the local Operational Technology department have to be included. External companies' implementation of IT systems of any kind in production is regulated in the guideline "IT System Requirements and Conditions for Suppliers and Service Providers."

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10 Scope of delivery and services

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

10.1 Personnel

The scope of delivery and services includes providing the attendants, coordinators, supervisors, 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.

10.2 Assembly equipment and materials

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

10.3 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 (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' electrical 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.

10.4 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.

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Fire prevention has to be ensured with 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 Plant Security can reset fire alarms.

10.5 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, possibly 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.

11 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 scrap metal out of the plant will be treated as theft.

12 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 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 obstructions of their work should be avoided.

13 Use of the cafeteria

Employees of external companies have the option of eating in the plant cafeteria at the prices applicable for external companies. Clean clothing must be worn in the cafeteria. Jackets, helmets, gloves, protective goggles, etc. must be taken off in front of the cafeteria. The employees must wash their hands and rinse out their mouths. Taking breaks in the external company’s containers or facilities is prohibited.

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