## Contractor management guide



This guide is applicable to visitors and external contractors:

External contractors must be instructed before they work in our company. This training will be conducted by your onsite contact person. The respective contact person will be provided to you upon written commissioning by the procurement department in the purchase order. You will be trained using the "Occupational Safety Training Sheet".

We kindly request that you bring suitable materials for barricading during your deployment if necessary. This may include barriers such as barricade tapes, traffic cones, or other necessary barriers to delineate or secure specific areas. Providing these materials helps ensure workplace safety and minimizes potential hazards for employees and visitors.

We politely ask that you take responsibility for removing and properly disposing of any waste generated upon completion of your activities. This includes packaging materials, waste, or any other residues accumulated during your stay.

If specific qualifications are required for the execution of your tasks, we request that you provide these to the procurement department.

It is strictly prohibited to use toxins, explosive substances or CRM substances (Carcinogenic, mutagenic, toxic for reproduction) during the execution of your tasks. However, if you are required to use such substances for professional reasons, we urge you to contact our contact person for occupational safety and environmental protection to obtain special clearance. This special clearance ensures that all necessary safety precautions are taken and that the use of these substances complies with applicable regulations.

## Contact person for occupational safety and environmental protection:

## André Koch

Head of Quality & Management Systems Sustainable Business Development

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