

SCHAEFFLER GROUP



Company Regulations for Contractors

Working Together for Better Safety



Foreword

This brochure contains the safety-related and environmental protection-related requirements that apply when contractors and their employees work on our premises.

By implementing work safety, environmental, fire, and plant security controls, we want to reduce personal injury as well as material and environmental damage. Since this is in both our interests, we are counting on your active support.

We look forward to providing all the help you need when you work on our premises!

Management, Occupational Safety and Environmental Protection

Environmental and Safety Policy of the Schaeffler Group

Environmental protection and work safety is a fundamental part of our management principles. We aim to ensure the continued existence and success of our company by establishing and maintaining a safe working environment that promotes the health and performance of our employees as well as taking active measures to protect the environment.

The following principles apply to all of our companies worldwide and so demonstrate the responsibility we have toward our employees, society, and future generations.

Effective Work Safety and Environmental Management

We actively use a global work safety and environmental management system that is undergoing continuous improvement. We elaborate forward-looking concepts that we implement in collaboration with our contractual partners. We carry out regular checks across all areas to determine the extent to which these measures have been implemented and to monitor the success of our management system.

Safe, Employee-Friendly Workplaces

We are convinced that all occupational accidents and illnesses can be avoided. Motivated employees and managers help us achieve our goal of a zero-accident workplace. When it comes to protection, our employees and contractors have equal priority. When designing work centers and procedures, we take into account the latest trends and developments and place special emphasis on ergonomic design.

Reliable Actions

We are committed to observing all legislation and specifications regarding work safety and environmental protection. We act in a responsible manner in accordance with our own regulations, which, in many cases, go beyond existing legal requirements. We configure, purchase, operate, and maintain machines and facilities in such a way as to minimize potential hazards, risks, and operational disturbances. Our technology is based on the latest state of the art.

Minimum Environmental Impact and Environmentally-Friendly Products

Regardless of the activities we are carrying out, we endeavor to minimize environmental impact by taking suitable measures in advance. We consume raw materials and energy sparingly and make every effort to minimize waste, waste water, noise, and other emissions. We manufacture environmentally-friendly products taking into account the entire product lifecycle.

Responsible Employees

We hold regular information and training sessions to ensure that our employees and business partners have the expertise and knowledge to carry out their work safely and with the minimum of environmental impact in all areas of the company.

Preventive Measures

We take comprehensive measures to protect our employees against health hazards and prevent damage to the environment. Comprehensive and effective emergency measures are in place at all locations to ensure that our employees and visitors are treated properly in the event of injury.

Open Communication

We conduct an intensive and trusted dialog with interested parties. We provide information about our occupational safety and environmental protection measures as well as the impact each of our locations has on the environment.

Company Management and all employees are committed to this policy.



Dr. Juergen M. Geissinger
President and CEO
INA-Holding Schaeffler KG

Organizational Procedure for Order Processing

- The contractor assumes overall responsibility for ensuring that all country-specific and international legal, official and other regulations and requirements, and all internal procedures of the Schaeffler Group (e. g. work rules, alarm plans, waste disposal guidelines), are observed while he is carrying out his work. The contractor shall assume full liability for the consequences that arise if these regulations/guidelines are not observed.

If you have any queries regarding these regulations/guidelines, contact the following departments:

- Plant Facilities/Facility Management
 - Occupational Safety
 - Environmental Protection
 - Plant Security
 - Employee Health Services
 - Fire Protection
 - Relevant department.
- You must follow the instructions issued by these departments.
 - Before starting work, the contractor must make contact with the Schaeffler Group contact person and determine whether employees of the Schaeffler Group or other companies are also working in the potential work area.
 - If employees of several contractors are working in one location at the same time, they are obliged to work together to ensure compliance with rules and regulations.
 - The health and safety of employees of all companies involved must not be endangered at any time. In particular, employees must not endanger the health and safety of employees from other companies. Companies must inform each other of the potential risks involved in their work. Measures for minimizing risk must be decided upon with the contact person of the Schaeffler Group before work begins.

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- The contractor's contact person must make the required documents regarding the scope and duration of the work, the methods employed, and the number of personnel available to the coordinator or contact person at the Schaeffler Group.
- The contact person of the Schaeffler Group is authorized to issue directives to the employees of contractors. These instructions must be followed and any measures must be implemented immediately.
- The contractor is responsible for ensuring that its employees or subcontracted employees working on the site possess valid work papers/permits.
- If certain activities (trades) are to be carried out by subcontractors (after prior written approval), the contractor is obliged to inform the relevant Schaeffler Group contact person in writing immediately.
- The contractor must ensure that it only employs personnel who have undergone all the preventive medical checkups required by the job.
- The managers (supervisors) who are employed by contractors to oversee work in a Schaeffler Group company are responsible for ensuring that their employees are properly trained. Only employees who have received clear and appropriate training are allowed to work on the premises of the Schaeffler Group.

Access Authorization and Codes of Conduct

Employees

- All employees and authorized representatives of the contractor are bound by the working, supervisory, and regulatory provisions of the Schaeffler Group. These also include procedures regarding arrival at and departure from the premises during working hours.
- Before entering the premises, you must inform Plant Security of your arrival. The time of arrival/departure must be documented accordingly by the contracting body.
- Upon arrival at the premises, the employee is issued with a visitor/business partner pass, which must be visible at all times. The employee, however, may still be subject to checks upon entry and departure from the site.
- On Sundays and holidays, employees of contractors are only granted access to the premises if the necessary approvals have been received by the relevant bodies (e. g. authorities, contractors, the Schaeffler Group). When arriving on the premises for the first time, Plant Security requires confirmation of these approvals. Plant Security must be informed in advance and in writing by the contact person of the Schaeffler Group.

Vehicles

- Vehicles belonging to contractors must be marked as such and are subject to checks by Plant Security.
- Road traffic regulations apply on the premises, although fork-lift trucks and pedestrians have priority. Road signs and other signs must be observed.

- In the workshops, road traffic regulations do not apply. Instead, you are requested to be careful and considerate at all times. Vehicles must not be driven any faster than walking pace.
- On the premises, vehicles must be driven slowly (at walking pace, if necessary). Anyone who infringes this rule will be asked to leave the premises (after one warning).
- Traffic routes must be kept clear. Stopping/parking is only permitted in the designated areas.
- When vehicles are being loaded or unloaded, one lane must always be kept clear for ambulances and fire engines.
- No parking in restricted areas.
- Vehicles or materials must not block emergency exits or access roads/access points for fire protection installations.
- The contracting body is authorized to carry out vehicle or safety checks.
- In the event of accidents or damage being caused by vehicles belonging to contractors:
 - Inform Plant Security so that the damage can be documented.
 - Remain at the scene of the accident/damage and do not alter anything.
- When filling or emptying vehicle fuel tanks, the relevant safety regulations must be observed.

Regulatory Guidelines

- Tools, equipment, materials, and so on can only be brought onto the premises if they comply with the valid regulations and are in perfect working order. The contractor is solely responsible for his property and the Schaeffler Group assumes no liability whatsoever in cases of damage or loss.
- Equipment, machines, materials, and so on belonging to the Schaeffler Group may only be used if this is approved beforehand by the department responsible or a relevant Schaeffler Group supervisor.
- Any usage of fire extinguishing equipment (fire extinguishers, fire blankets, wall-mounted fire hoses, CO₂ fire extinguishing systems, etc.) must be reported to the relevant contact person of the Schaeffler Group without delay.
- The storage of building equipment/materials, as well as the construction and location of huts, must be clarified by the contact person of the Schaeffler Group.
- The storage of flammable materials (waste containers, wooden pallets, plastic waste, and so on) directly in front of the exterior walls of buildings is forbidden.
- All warning signs and prohibited/no-smoking areas on the premises must be observed. Information signs must not be removed, covered, or obstructed.
- Building and installation sites must always be kept tidy and cleaned and tidied thoroughly when work is complete.
- If work is carried out on traffic routes or in working areas, appropriate safety measures must be taken if employees could be at risk.
- It is prohibited to take photographs or bring photographic equipment, digital cameras, cell phones with integrated cameras or similar devices onto the premises. Certificates of exemption can only be issued by the management.

- Damage to equipment or plants belonging to the Schaeffler Group must be reported immediately to the relevant department and the Schaeffler Group contact person. A damage report must also be compiled with the help of Plant Security. The procedure for dealing with damage (e. g. reporting it to the contractor's insurance company) must be implemented as a matter of course.
 - When using your own fork-lift trucks and lifting platforms, the relevant country-specific safety guidelines must be observed.
 - Fork-lift truck licenses must be presented to the contact person of the Schaeffler Group responsible as a matter of course before work begins.
 - The authorized persons must personally introduce themselves to the contact person of the Schaeffler Group.
 - Alcohol and other intoxicants*:
 - The consumption of alcohol is undesirable.
 - The consumption of strong alcoholic drinks is prohibited.
 - It is prohibited to sell alcohol or other intoxicants to employees of the Schaeffler Group.
 - Employees who are in such a state of mind that their actions may endanger others must be prevented from working by the contractor.
- * Legal or company regulations regarding the consumption of alcohol can vary at the different locations of the Schaeffler Group. In each case, the rules at a particular location are binding.

Safety Guidelines

Access Rights and Going to Your Workplace

- It is strictly forbidden to enter areas of the plant not specified in the work contract, not least for your own safety.

- You may only enter prohibited areas or areas where special conditions apply (e.g. heat treatment area, electroplating shop, etc.) after prior consultation with the relevant supervisor. Work must not begin until the required safety measures have been implemented or special instructions/training has been provided.
- You must go to and leave your workplace via the most direct route.

Carrying Out Your Work

- Hazardous work areas must be sealed off after prior consultation with the relevant department.
- Work must not be carried out in tanks, ducts, manholes, or pits until the relevant safety measures have been defined in writing (permit for tanks, pits, manholes etc). The safety measures must be agreed upon with the contact person of the Schaeffler Group responsible and the relevant department (Safety, Environmental Protection, Construction, etc.).
- Excavation work must only be carried out after prior consultation with the Schaeffler Group contact person (due to the risk of damage to service pipes).
- Pits, ducts, and so on must be cordoned off during work and, when left unattended, covered or protected to ensure that nobody can fall in. Hazardous areas must be lit at night.
- Before work can begin in the vicinity of cranes, the appropriate safety measures must be implemented in coordination with the relevant department to ensure that no personnel is at risk.
- Work on roofs is only permitted after prior approval by the contact person of the Schaeffler Group.
- If there is a risk of falling at a workplace, employees must be secured in accordance with the relevant regulations (e.g. guard scaffolding, nets, or safety harnesses).
- Ladders, working platforms, and so on must comply with the relevant regulations and be in perfect working order.

- Work involving naked flames, soldering, welding, cutting, or angle grinders must only be carried out with an appropriate permit:
 - You must ask your Schaeffler Group contact person to apply for a permit in good time on your behalf.
 - Fire extinguishers must be kept within easy reach when any of the above-mentioned work is carried out.
 - Note: early-warning systems (e.g. smoke detectors) must not be disconnected without the prior approval of management. The Schaeffler Group contact person is responsible for this.
- Emergency exits, escape routes, and access points to fire extinguishing devices must never be blocked. Fire doors must never be moved or wedged shut/open.
- For work carried out outside as well as for work on construction and assembly sites inside that involves more than 70 working hours, or for work carried out under ambient conditions such as, e.g. dampness, humidity, dust, mechanical or chemical loads, all hand-operated electric machinery must be operated from its power supply with an RCD ≤ 30 mA residual current operated device. These devices must be tested every working day by pressing the test button to ensure they are working properly.
- Where there are special hazards, e.g. increased electrical hazards, fire or explosion hazards, electrical systems and equipment may only be used in compliance with additional regulations.
- Work on electrical systems and switching operations of any type must only be carried out following appropriate briefing by the electrical department. While work is being carried out on switching cabinets, for example, they must not be left unattended and measures must be taken to ensure that they cannot be used or switched on.

The five safety rules below must be observed:



Rule 1

Disconnect devices from the power supply.



Rule 2

Take measures to ensure that devices cannot be switched on again.



Rule 3

Verify that devices are deenergized.



Rule 4

Ground and short.



Rule 5

Cover adjacent live components or provide suitable guards.

- In specially designated areas (e. g. noisy areas or areas in which safety shoes must be worn) or if the work requires it, contractors' employees are also obliged to use the required personal protective equipment (PPE). This also applies if rules stipulate that personal safety clothing must be worn throughout the premises.
- If bolt-firing tools are used, the relevant regulatory safety guidelines must be observed. In particular, steps must be taken to ensure that nobody is allowed to linger in potentially dangerous areas.
- Any special guidelines/instructions with regard to mobile/cell phone use must be observed, as in certain areas they can trigger fire protection equipment such as CO₂ extinguishers.

Special Groups of People

- When working in the companies of the Schaeffler Group, persons under 18 years of age and trainees must not be left unsupervised and must not be allowed to carry out work in potentially dangerous areas.

Work Accidents

- The employee health service* is available to provide first aid.
 - * The medical facilities vary at each Schaeffler Group location. For more information, consult the contact person of the Schaeffler Group responsible before starting work.
- Work accidents that occur on Schaeffler Group premises must be reported immediately to the Occupational Safety department.

Production Supplies

- Production supplies can only be used if they comply with the relevant Group standards S 132030. This must be clarified with the contact person of the Schaeffler Group.
- Material Safety Data Sheets of all necessary production supplies have to be available in the most up-to-date version (max. 2 years old) at the workplace.
- In case that production supplies have to be stored on the premises of the Schaeffler Group, the respective contact person must be informed. The contact person must inform Plant Security, the plant Fire Department (if existing) and the environmental protection coordinator in good time and obtain their approval for storing the supplies.
- Contractors and their employees must be instructed by an appointed Schaeffler Group contact person about the potential hazards, rules of conduct, and safety measures when an order is placed and while they are on the premises.

Carrying Out of Workings

- Before work begins, risks and hazards have to be assessed. If necessary, suitable preventive measures have to be implemented and documented.
- Before any demolition work, maintenance or clean up work, the contractor has to ask the contact person of the Schaeffler Group about possible hazards (e.g. materials that may contain asbestos).

Special Care When Handling Hazardous Substances

(e.g. highly flammable, corrosive, or toxic substances)

- Highly flammable liquids must be stored only after approval from the contact person of the Schaeffler Group, in agreement with the Occupational Safety and Environmental Protection departments.

- If work must be carried out with hazardous substances and the health and safety of workers in the vicinity cannot be guaranteed, the required safety measures (as defined in national legislation) must be agreed upon with the contact person of the Schaeffler Group responsible.
- Only containers that are specially designed for holding hazardous substances must be used. All containers must be labeled and marked correctly according to national legislation.

Environmental Protection

Waste Management

The basic principles of waste management are:

Avoid waste – Reduce waste – Recycle or dispose of waste.

The main priority is to avoid waste altogether. With this in mind, you must always check whether or not reusable containers or materials can be used.

- Empty packaging materials and material waste must be removed from the site by the contractor once work is complete. This applies to all operations and work for which contractors provide the required supplies or that involve transportation packaging (e.g. furniture deliveries, paint pots, vats).
- If, in exceptional cases, waste is disposed of using the on-site waste containers, the applicable regulations are binding. The Schaeffler Group contact person will inform you which waste containers and disposal methods can be used.

Using Liquids That Can Contaminate Water

(e.g. emulsion, oil, ammonia, methanol)

- Particular care must be taken when handling fluids that can contaminate water. Soil or ground water pollution must be avoided at all costs and the risk to the environment minimized at all times.
- Liquids that can contaminate water must not be poured into gullies, drainage outlets, toilets, wash basins, or other unsuitable places.

Leakages

In the event of a leakage (e.g. overturned or damaged containers, burst hose, etc.), the following steps must be taken immediately:

- First prevent the fluid from spreading (e.g. use an oil binding agent, seal off gullies and drainage outlets).
- Immediately after doing this, inform the following departments:
 - Environmental Protection
 - Plant or Company Fire Department
 - Plant Facilities or Facility Management
 - Plant Security.

Using Water Hydrants

Water hydrants can only be used if this has been approved by the contact person of the Schaeffler Group.

Noise Protection

- Only use sound-insulated tools and machines.
- If work needs to be carried out in the evening, at night, or at the weekend, this is only permitted with the explicit prior approval of the contact person of the Schaeffler Group. If the premises are located in a residential/mixed area, the relevant country-specific guidelines must be observed.

Fire protection – Procedure in the Event of a Fire

- Keep calm!
- Report the fire:
 - Who is calling?
 - What is on fire?
 - Where is the fire?
 - Wait for feedback!
- Activate the fire alarm.
- Attempt to put out the fire, if possible.
- If the situation becomes too dangerous, leave the area immediately via the shortest route.
- Close all doors and windows to the area where the fire is located.
- Follow the marked escape routes.
- Do not use lifts.
- Go to the meeting point, carry out a head count and notify the contact person of the Schaeffler Group.
- Follow the instructions issued by the emergency services.

Data Protection and Security

The following information refers to:

- Repairs
- Technical maintenance work
- Replacement of PC and server components
- Software maintenance
- Consultant contracts
- Remote maintenance (e. g. maintenance, importing updates).

The use of computers (generally notebooks) that are not on the Schaeffler Group inventory is only permitted after the prior approval of the relevant contracting body at the Schaeffler Group.

Before the work mentioned above is carried out, the contractor must enquire about the provisions and agreements regarding data protection in the Schaeffler Group, sign the relevant contracts, and submit these along with the declaration of confirmation.

The contractor must ensure that the data to be processed while work is being carried out is processed strictly in accordance with the instructions issued by the contracting body. The agreements and checks decided upon beforehand must be observed.

The relevant contracting body of the Schaeffler Group must inform the contractor of other special provisions and regulations applicable at the individual locations.

Copies or data queries made in the Schaeffler Group network and the installation of software or data storage media (including data stored locally and temporarily on an external computer) require the explicit prior approval of the contracting body of the Schaeffler Group.

Schaeffler Group

www.schaeffler-gruppe.com

This brochure is part of Group Procedure P 175830, Version "B" dated November 6, 2006

Every care has been taken to ensure the correctness of the information contained in this publication but no liability can be accepted for any errors or omissions.

We reserve the right to make technical changes.

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2007, Dezember

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