

Szám.: T-U.29.0299.0051 Current index: AE	Original prepared: Komlencz Eszter Tel.: ----	Page: 1/12 Datum: 2008.08.30.
Date of change: 2023.12.01.	Checked by: Gazdag András, Jóváhagyta: Szigeti Tibor Tel.: 6978 Tel.: 6016	Annexes -

Operational Policy

Objective:

The objective of the policy is to provide information on the rules related to environmental protection, work safety, fire protection and regulations enforcement applicable to external companies carrying out work on the premises of Schaeffler Savaria Kft.

Scope of validity:

The policy cover the external companies carrying out work on the premises of Schaeffler Savaria Kft., as well as to the subcontractors and employees of such external companies.

The entire area of Schaeffler Savaria Kft

The policy shall be valid until withdrawal.

Change No	Index	Brief description of the change	Date	Created/ amended by	Checked by	Approved by
	00	Creation of the document	2008.08.30.	Komlencz Eszter	Bánhalmi Péter	Stefan Stöckler
	AA	Controlled, description	2012.01.16.	Tamás István	Kenyeresné V. Rita	Michael Reinig
	AB	Controlled, description	2014.04.18.	Drienyovszki Krisztián	Tamás István	Kenyeresné V. Rita
	AC	Controlled document + review	2017.04.10.	Drienyovszki Krisztián	Tamás István	Kenyeresné V. Rita
	AD	Branding and yearly review	2019.01.21	Stairics Tamás	Tamás István	Gazdag András
	AE	Periodic review	2023.12.01	Stairics Tamás	Tamás István	Gazdag András

<p>Szám.: T-U.29.0299.0051 Current index: AE</p>	<p>Original prepared: Komlencz Eszter Tel.: ----</p>	<p>Page: 2/12 Datum: 2008.08.30.</p>
---	---	---

Tartalomjegyzék

1	Objective	3
2	Description.....	3
3	Process and responsibilities	4
3.1	Access rights and rules of conduct	4
3.1.1	Access rights to work areas and other places of work	4
3.1.2	For employees.....	4
3.1.3	Applicable to external vehicles.....	5
3.2	Safety directives	5
3.3	Directives applicable to safe work.....	7
3.3.1	Work process.....	7
3.4	Accidents at work	8
3.5	The treatment of hazardous substances and mixtures.....	8
3.6	Environmental protection	9
3.6.1	Waste management.....	9
3.6.2	Management of liquids dangerous to natural waters	9
3.6.3	Measures to be taken in case of leaks and spills	9
3.7	Fire protection measures	10
3.7.1	Emergency related to fire:.....	10
3.7.2	Further measures, evacuation:	10
4	Information and notes	11
4.1	Related documents.....	12
4.2	Bibliography.....	12

Weitergabe sowie Vervielfältigungen dieses Dokuments, Verwertung und Mitteilung seines Inhalts sind verboten, soweit nicht ausdrücklich durch Schaeffler gestattet. Alle Rechte für den Fall der Patent-, Gebrauchsmuster- oder Geschmacksstoffmusterschutzrechte sind Schaeffler vorbehalten.

Szám.: T-U.29.0299.0051 Current index: AE	Original prepared: Komlencz Eszter Tel.: ----	Page: 3/12 Datum: 2008.08.30.
--	--	----------------------------------

<p>1 Objective</p> <p><u>Agent</u>: an individual or organization not belonging to the organization of Schaeffler Savaria Kft. who undertakes and performs work at the contractual or individual order request of Schaeffler Savaria Kft.</p> <p><u>Client</u>: Schaeffler Savaria Kft. or Schaeffler contact person.</p> <p><u>Contact person (contact person)</u>: the Schaeffler employee who orders / requires work or prepares work for workers</p> <p>2 Description</p> <p><u>Technical management of assignments</u></p> <ul style="list-style-type: none"> - In the event of any uncertainty, question or emergency, the Agent shall contact the Schaeffler contact person primarily. - Agent shall be liable for observing all legislative and administrative regulations, as well as all internal instructions of the Schaeffler Group in course of the works it performs. Agent shall have full liability for all consequences arising from non-compliance with the regulations. - <u>The following departments are competent related to the relevant regulations</u> <ul style="list-style-type: none"> - Central maintenance short phone number: 6224, 8256, 6025 - Environmental protection, work and fire safety group (KMT group): 6734, 6523, 6524, short phone number: 6870, 6138, 4023 - Security service short phone number: 8200, 6629 - Occupational health service short phone number: 8125, 4024 - The areas, departments concerned as the case may be The instructions of the above functions shall be observed unconditionally! - Before starting the work, Agent shall affirm whether the co-workers of Principal or other companies are working at the given worksite. - Agent shall contact and maintain contact with the contact person before the commencement of the work. - Agent shall notify its employees and subcontractor of the identity of the contact person. - If multiple external companies are performing work at the same worksite simultaneously, then such external companies shall cooperate with one another in observing the regulations and the rules, and shall align their activity. - Simultaneous work shall not endanger the employees of any of the companies present there. In the event of simultaneous work, the persons leading the work shall notify each other of the dangers occurring in course of the work. The persons leading the work shall discuss the
--

Weitergabe sowie Vervielfältigungen dieses Dokuments, Verwertung und Mitteilung seines Inhalts sind verboten, soweit nicht ausdrücklich durch Schaeffler gestattet. Alle Rechte für den Fall der Patent-, Gebrauchsmuster- oder Geschmacksmusterertragung sind Schaeffler vorbehalten.

Szám.: T-U.29.0299.0051 Current index: AE	Original prepared: Komlencz Eszter Tel.: ----	Page: 4/12 Datum: 2008.08.30.
--	--	----------------------------------

preventive measures related to averting the endangerment, as well as the details of the coordination with the competent Schaeffler contact person.

- The contact person of the external company shall provide the Schaeffler contact person with all necessary documents related to the extent, start and conclusion of the work, the method of construction, and the number of persons participating in the work.
- Principal, and any executive employee of Principal may give instructions concerning safety to the employees of the external company, who are obliged to execute the instructions and the measures ordered.
- The external company shall be responsible for that its employees and subcontractors have the valid documents necessary for the work.
- If the external company subcontracts certain specialised works to subcontractors, then the external company shall notify the Schaeffler contact person of this in writing.
- It is the task of the contact person of the external companies performing work on the premises of our company, the contact person or a competent specialist in the area covered by the work of the external company or the EHS team to notify the external companies related to environmental protection, work safety, fire protection and regulations enforcement.
- Nobody shall start work on the premises of Schaeffler Savaria Kft. until such person had been given the notification related to work performance

3 Process and responsibilities

3.1 Access rights and rules of conduct

3.1.1 Access rights to work areas and other places of work

- Entry to the territory of the company is only allowed after processing, filling in and confirming the necessary documentation relating to external companies.
- It is forbidden to enter the work area not specified in the assignment!
- Access to restricted or special areas (e.g. cellars) is restricted by a ban on entry and with the permission of the contact person

3.1.2 For employees

- The environmental, - labor, fire and law enforcement regulations of the Schaeffler Group apply fully to all employees and subcontractors of the Contractor.
- It is mandatory to report to the Security Service before entering or entering the premises of the plant. The Security Service shall document entry and exit times in an appropriate manner.

Szám.: T-U.29.0299.0051
Current index: AE

Original prepared: Komlencz Eszter
 Tel.: ----

Page: 5/12
 Datum: 2008.08.30.

3.1.3 Applicable to external vehicles

- Vehicles are inspected by the security service in accordance with the general inspection scheme.
- On the premises of Schaeffler Savaria Kft., the vehicles and machines serving production have priority; **persons** shall drive carefully in accordance with this principle.
- Observance of the traffic and work safety signs shall be mandatory at all times.
- It is mandatory to drive slowly; 15 km/h in outside and 10 km/h in the halls, even at a walking pace on the premises of Schaeffler Savaria Kft. **The speed and manner of driving shall** at all times be chosen in accordance with the given circumstances.
- Violation of the traffic rules may result in ban from the territory of the plant.
- Traffic routes shall be left open; stopping and parking are allowed only in the designated areas.
- Parking in closed-off areas is prohibited! The objects significant in terms of fire protection (fire protection device, equipment, emergency exit, escape route, electronic control area, gas stopcocks, etc.) and the access thereto shall not be restricted or blocked with vehicles or lifting machinery or any other way!
- It is mandatory for the vehicle driver to wear reflective vest and protective footwear when he/she exits his/her vehicle.
- After the tools and other materials necessary for work had been unloaded, the vehicle shall be driven out of the area of the plant to the external parking lot.
- **In course of loading and unloading, one traffic lane shall be kept clear for the vehicles of emergency medical technicians and the fire department.**
- Principal may subject any vehicle to inspection in accordance with the prevailing laws.
- In the event of accidents or damage caused by the external companies, the following process shall apply:
 - it is prohibited to rearrange or change the scene of the incident
 - notifying the contact person of the incident
 - notifying the security service of the incident
 - it is prohibited to leave the scene of the incide

3.2 Safety directives

- All safety and health protection signs, traffic and smoking prohibition markings, as well as other directive signs shall be paid attention to.

Weitergabe sowie Vervielfältigungen dieses Dokuments, Verwertung und Mitteilung seines Inhalts sind verboten, soweit nicht ausdrücklich durch Schaeffler gestattet. Alle Rechte für den Fall der Patent-, Gebrauchsmuster- oder Geschmacksmusterertragung sind Schaeffler vorbehalten.

Szám.: T-U.29.0299.0051 Current index: AE	Original prepared: Komlencz Eszter Tel.: ----	Page: 6/12 Datum: 2008.08.30.
--	--	----------------------------------

- Only those tools, devices, materials, etc. may be brought to the area of the plant, the technical condition of which complies with the regulations in force. Schaeffler Savaria Kft. shall not be liable for the damages occurring to these tools, devices, materials, etc.
- The devices, machines, materials, etc. owned by the plant may be used only with the involvement of the competent department, and upon the prior written permission of the contact person.
- The storage of construction and other materials, devices and other work equipment, and placing those at the site buildings, as well as choosing the appropriate location require the prior written permission of the contact person and the involvement of the competent department.
- The construction and assembly location shall be kept tidy and clean, and shall be cleaned after the conclusion of the work.
- If the workers working on the access route or work route are in danger, then the appropriate precautions shall be taken.
- It is prohibited or subject to the permission of the manager of the appropriate level involved by the contact person to take photographs and record data related to the factory on the premises of the plant.
- The damages occurred in the buildings and devices of Agent shall be reported to the contact person immediately. A damage assessment report shall be drawn up together with the security service. The process of damage settlement shall be started - If proprietary lifting machine or scaffolding is used, then the relevant regulations shall be observed, and it is recommended to involve the lifting machine administrator of Schaeffler Savaria Kft. through the contact person.
- The lifting machine operator licence shall be presented to the contact person before the commencement of the work.

-The consumption of alcohol and other psychoactive drugs

- It is prohibited to enter the premises of the company (and work there) under the influence of alcohol or drugs!
- It is prohibited to trade alcohol or other psychoactive drugs privately on the premises of the company!
- The competent persons of Schaeffler Savaria Kft. may inspect fitness to work in accordance with policy No. T-U.29.0299.0062 – Sobriety test immediately

Szám.: T-U.29.0299.0051 Current index: AE	Original prepared: Komlencz Eszter Tel.: ----	Page: 7/12 Datum: 2008.08.30.
--	--	----------------------------------

3.3 Directives applicable to safe work

3.3.1 Work process

- The premises of the company may be entered only after the necessary documentation applicable to external companies have been processed, filled out and confirmed.
- It is prohibited to enter any work site not included in the assignment!
- Areas protected by entry ban or areas of special facilities (e.g. cellars) may be entered only with the involvement of the competent area, upon the permission of the contact person. It is written in the process T-U.29.0299.0071 work instruction.
- Groundworks(based on the regulation T-U.29.0299.0052 Earthwork safety) may be started and executed only after prior survey and discussion with the competent leaders (maintenance foreman, building renovation group, executive responsible for any area), and while avoiding damage to the public utility pipes.
- Places with the danger of falling in or falling down shall be secured in course of the work and shall be covered or secured from falling in upon the conclusion of work. Dangerous places shall be marked with good visibility in the dark as well.
- Forklifts: The following instructions must be observed for the safe use of lifting equipment (T-U.29.0299.0044_Safety of forklift trucks AH, T-U.29.0299.0045_Safety of electric pallet trucks AG). If two or more hoists lift together, a lifting plan must be drawn up. The Schaeffler hoist clerk can be involved as needed.
- Stepping on roofs is allowed only after discussion with the environmental protection, work safety and fire protection departments, and with maintenance. (T-U.29.0299.0072_Safety of working on roofs).
- If there is danger of falling down at the work site, then persons performing work shall be secured in accordance with the relevant regulations.
- Ladders, scaffolds, etc. shall be in perfect technical condition, and shall comply with the prevailing valid regulations.
- Occasional activities with fire hazard (Chapter VII of the Fire Protection Policy) may be carried out only after having obtained an assignment for occasional activity with fire hazard issued in advance, after site visit, and issued for the work concerned (Annex 4 of the Fire Protection Policy).
- The assignment shall be given by the person authorized to do so (assignment giver), and the assignment giver shall negotiate the content thereof with the executive of the site of the work. (T-U.29.0299.0050 Mangement of external companies appendix Nr.6. _Excerpt from the fire protection policy).

Weitergabe sowie Vervielfältigungen dieses Dokuments, Verwertung und Mitteilung seines Inhalts sind verboten, soweit nicht ausdrücklich durch Schaeffler gestattet. Alle Rechte für den Fall der Patent-, Gebrauchsmuster- oder Geschmacksstoffmustertragung sind Schaeffler vorbehalten.

Szám.: T-U.29.0299.0051 Current index: AE	Original prepared: Komlencz Eszter Tel.: ----	Page: 8/12 Datum: 2008.08.30.
--	--	----------------------------------

- It is prohibited to block the emergency exits, escape routes, fire protection equipment, gas (main) stopcocks, electrical switch boxes, switch areas, as well as the surroundings thereof! It is also prohibited to block or brace fire protection doors and gates!
- Works carried out on electrical appliance may be carried out in accordance with standard No. MSZ 1585, and any switching activity may be carried out only upon in consultation with the competent executive electronic maintenance worker. The switch boxes on which work is being carried out shall not be left unattended, and shall be secured against unauthorized intervention or switching on.
- Work sites affixed with special markings (e.g. wearing protective glasses, hearing protection is mandatory), or where it is required by the work concerned, the workers of the external companies shall use the necessary personal protective equipment. Naturally, the necessary personal protective equipment shall be used also in case the area concerned is subject to general obligation to wear personal protective equipment.
- It is mandatory to observe the provisions of law in course of the use of riveter devices and nail gun tools
- It is forbidden to use your own (private) mobile phone in the production area (see: T-U.29.0299.0009 **Prohibition to bring any proprietary electrical equipment to the workplace**).

3.4 Accidents at work

- All accidents at work occurring on the territory of Schaeffler Savaria Kft. must be reported immediately to the work manager, the contact person, the Security Service and the KMT Group. It is mandatory to document all accidents at work.
- The external partner is obliged to provide the personal and material conditions for first aid to its employees.

3.5 The treatment of hazardous substances and mixtures

- If any hazardous substance or mixture is needed to complete a task, and damage to the health of the persons working in the vicinity cannot be excluded, then before the commencement of the work, it is mandatory to discuss all necessary precautions (prescribed by the prevailing decree on hazardous substances) with the competent contact person, as well as the environmental protection, work safety and fire protection departments.
- It is mandatory to provide the safety data sheet regarding all hazardous substances and mixtures brought in.

Szám.: T-U.29.0299.0051 Current index: AE	Original prepared: Komlencz Eszter Tel.: ----	Page: 9/12 Datum: 2008.08.30.
--	--	----------------------------------

- Hazardous substances and mixtures shall be stored only in special containers permitted for storing hazardous substances. **All storage containers shall be properly affixed with the proper markings.**
- The external company shall provide the damage recovery and other special equipment.
- Hazardous substances, mixtures and excipients may only remain unattended on the site if the EHS team has been notified of the nature, quantity, storage location and method of the substances and this has been authorized in writing.

3.6 Environmental protection

3.6.1 Waste management

- Agent shall remove all waste generated in course of the works as necessary during the works, but until no later than upon the conclusion of the works.
- If in other cases the waste are disposed of at a waste disposal facility, then this shall be discussed with the environmental protection, work safety and fire protection departments in advance, and the relevant provisions shall be observed unconditionally. The environmental protection, work safety and fire protection departments shall ensure the provision of the waste collection / management procedures.
- The environmental protection, work safety and fire protection departments are available in respect of all issues related to waste management. **(KMT)**

3.6.2 Management of liquids dangerous to natural waters

(E.g. emulsions, oils, ammonium or methanol, other chemical)

- The liquids dangerous to natural waters shall be managed with particular care. Pollution of the soil or the groundwater **shall be avoided** in all cases. Fundamentally, the risk of environmental protection shall be kept at the lowest level possible, (e.g. Barrels shall be stored on damage recovery trays at all times, it is prohibited to place barrels close to sewer openings or drains!). Transportation shall be carried out in accordance with the regulations of the ADR (Transport of Hazardous Goods)!
- Liquids dangerous to natural waters shall not be poured into sewers, drains, lavatories, sinks, or other places not designated for that purpose!

3.6.3 Measures to be taken in case of leaks and spills

- In case of leaks and spills (e.g. overturned, damaged tank, torn hose, etc.), the following measures shall be taken immediately:

Szám.: T-U.29.0299.0051 Current index: AE	Original prepared: Komlencz Eszter Tel.: ----	Page: 10/12 Datum: 2008.08.30.
--	--	-----------------------------------

- First emergency action: The further spread of the liquid shall be prevented, e.g. by using oil binding agent, plugging sewer openings, drains, etc.
- Afterwards, the following departments shall be notified immediately:
 - Central maintenance short number: 6224, 8256, 6025
 - EHS team short number: 6734, 6523, 6524,
6870, 6138, 4023
 - Security service short number: 8200, 8117, 6629

3.7 Fire protection measures

3.7.1 Emergency related to fire:

- Alarm with manual sensor
- Telephone notification:
 - To the fire department: 112, 105
 - To the security service: 8200 (or through the contact person or manager responsible for the area)
 - In serious cases, the emergency bodies shall be called directly from the scene of the emergency. In such case, the security service shall be notified subsequently

3.7.2 Further measures, evacuation:

- If the fire may be controlled without personal injury and easily, then the fire extinguishing may be started with the fire extinguishing device kept on the site, having the appropriate skills
- If the fire causes a critical situation, then start evacuation immediately
- Leave the area concerned by the emergency through the nearest open emergency exit
- It is prohibited to extinguish the fire of any electrical appliance and the immediate surroundings thereof with water!
- In the area affected by fire and in the surroundings thereof, move the materials, equipment (chemicals, thinners, gas tanks) which are easy to move, combustible, flammable or explosive to safety
- Find the assembly area designated for you: **Assembly Point 1: Employee parking between Building G23 and PalCo**
- **Assembly point 2: grassy area at the NW corner (waste yard) of hall 3B**
- Follow the instructions of the persons responsible for the area and the contact person!

- Data protection and data security (IT security hand book)

Weitergabe sowie Vervielfältigungen dieses Dokuments, Verwertung und Mitteilung seines Inhalts sind verboten, soweit nicht ausdrücklich durch Schaeffler gestattet. Alle Rechte für den Fall der Patent-, Gebrauchsmuster- oder Geschmacksmusterertragung sind Schaeffler vorbehalten.

Szám.: T-U.29.0299.0051 Current index: AE	Original prepared: Komlencz Eszter Tel.: ----	Page: 11/12 Datum: 2008.08.30.
--	--	-----------------------------------

- The computers (usually portable computers) not included in the inventory records of the Schaeffler Group may be used exclusively upon the prior consent of Principal (Schaeffler Savaria).
- Unless having obtained the appropriate permit, Agent (external partner) shall not record, copy or take out any data from the premises of the company.
- Agent shall ensure that data to be processed in the framework of the assignment are used in accordance with the instructions.
- Before starting the above works, Agent shall request information on the rules of the Schaeffler Group applicable to data protection.

4 Information and notes

Contact details

SCHAEFFLER SAVARIA KFT

9700 Szombathely, Zanati út 31., Tel:+36/94-588-100

Central maintenance

Csapó Tamás	+36-20-231-6949	6600
Kondics Zoltán	+36-20-940-2545	6025
Bánhalmi Péter	+36-20-745-3524	6224
Pöröntő András	+36-20-239-7056	6614

Purchasing Department

Farkas János	+36-20-430-9766	6678
Bódai Tamás	+36-20-241-9122	6067

Environmental protection

Tamás István	+36-20-971-4941	6138
Binger Ákos	+36-20-745-3823	6523
Stairics Tamás	+36-20-352-8266	6870

Occupational safety

Tamás István	+36-20-971-4941	6138
NN	+36-20-745-3824	6524
Binger Ákos	+36-20-745-3823	6523

Szám.: T-U.29.0299.0051	Original prepared: Komlencz Eszter	Page: 12/12
Current index: AE	Tel.: ----	Datum: 2008.08.30.

	Czap Eszter	+36-20-508-7626	4023
	Stairics Tamás	+36-20-352-8266	6870
	Kiss Gábor	+36-20-745-3825	6734
Fire protection	Tamás István	+36-20-971-4941	6138
	Kiss Gábor	+36-20-745-3825	6734
	NN	+36-20-745-3824	6524
	Stairics Tamás	+36-20-352-8266	6870
Security Service	Personal reception / exit	+36-20-745-3863	6563
		+36-94-588-200	8200
	Cargo reception (G24)	+36-20-745-3864	6564
		+36-94-588-480	
	Patrol	+36-20-257-7620	6629
4.1	Related documents		
	T-U.29.0299.0050_Management of external companies, Policies specified in Annex 1		
	T-U.29.0299.0062_ Sobriety test		
	T-U.29.0299.0071_ The safety of works with entry into confined spaces		
	Work Safety Policy		
	Fire Protection Policy		
4.2	Bibliography		

Weitergabe sowie Vervielfältigungen dieses Dokuments, Verwertung und Mitteilung seines Inhalts sind verboten, soweit nicht ausdrücklich durch Schaeffler gestattet. Alle Rechte für den Fall der Patent-, Gebrauchsmuster- oder Geschmacksmusterertragung sind Schaeffler vorbehalten.