

QA Documentation Freiburger Group			Date:	06.06.2023	
FB	01ZE 40SGA 0822.100.02 Conditions for partner company management and external service providers				
ID:	16299	Version:	001/06.2023	Page:	1 / 4

1. Introduction

1.1. Scope of Application

In addition to the contract/purchase order and the relevant regulations, in particular the accident prevention regulations and guidelines of the trade associations, the statutory occupational health and safety and environmental protection regulations, such as the construction site regulations, the hygiene requirements for food producers and feed manufacturers as well as recognised rules of technology, these terms and conditions shall apply to all companies that carry out work (all work, services and other services) on Freiburger's premises (hereinafter referred to as the partner company).

The partner company agrees to explain these conditions to all employees, including employees of subcontractors, whom it employs within the scope of the order at Freiburger and to ensure compliance with them.

1.2. Freiburger's Approach to Safety

Work safety, health protection and the safety of the products have a very high priority at Freiburger, which is why employees of partner companies must adhere to valid safety and hygiene regulations and observe the safety rules prescribed by Freiburger.

2. Coordination and Communication

2.1. The Project Manager/Coordinator

In the following, the term "project manager/coordinator" refers to the person who is entrusted by Freiburger with the supervision of the work to be carried out. The project manager/coordinator has the task of coordinating the work so that possible mutual hazards between the partner company and Freiburger personnel are excluded. The project manager/coordinator has the authority to issue instructions to the partner company and its employees as far as occupational safety is concerned.

Prior to commencement of the work, the partner company shall be introduced to the project manager/coordinator appointed by Freiburger and briefed. The project manager/coordinator has the right to monitor compliance with the regulations and guidelines and to have the work stopped immediately if regulations and rules are violated.

2.2. Contact Person at the Partner Company

The partner company is obliged to appoint a contact person who is permanently present on the Freiburger premises during the execution of the work.

2.3. Language

If the partner company employs personnel who do not speak German or speak only broken German, the contact person of the partner company must speak German or have a German-speaking interpreter available during their presence.

This can only be deviated from if English has been contractually agreed as the working language.

2.4. Permissions

The instructions of Freiburger representatives (e.g., project manager/coordinator, project manager, safety specialist, etc.) regarding plant-specific potential hazards and the recommended protective measures must be observed. The partner company may only start work after it has received permission and the corresponding instructions from the project manager/coordinator.

3. Personnel

The partner company must instruct its personnel about the dangers arising during the work and about the measures to avert them before the work begins and at appropriate intervals thereafter. The special conditions at Freiburger and the specific regulations of the employers' liability insurance association must be taken into consideration in the instruction.

The same applies to the personnel hygiene and occupational safety regulations for employees of the partner companies applicable in the respective plants.

All relevant regulations must be actively requested from Freiburger by the partner companies to the extent that they are not known to them.

3.1. Briefing

The partner company shall instruct its personnel on the dangers arising during the activity as well as on the measures to avert them before the start of work and at appropriate intervals thereafter. The special conditions at Freiburger and the specific regulations of the employers' liability insurance association must be considered in the instruction.

The same applies to the personnel hygiene and occupational safety regulations applicable in the respective plants for employees of the partner companies. All relevant regulations must be actively requested by the partner companies if they are not aware of them.

3.2. Personnel Assignment

All personnel deployed by the partner company are to be notified to the factory by name without further request prior to the respective commencement of work.

The personnel of the partner company may only start work at Freiburger after they have received permission and appropriate instruction from the Freiburger coordinator.

The partner company shall comply with Freiburger's working hours. Exceptions are only possible with the permission of the project manager/coordinator.

When leaving the factory premises during working hours, the personnel of the partner company must sign off and sign on again in accordance with our respective company regulations.

If the use of personnel with special expertise and requirements is necessary, Freiburger shall be entitled to demand proof of qualification/suitability from the partner company, e.g., for

QA Documentation Freiburger Group		Date:	06.06.2023
FB	01ZE 40SGA 0822.100.02 Conditions for partner company management and external service providers		
ID:	16299	Version:	001/06.2023
		Page:	2 / 4

welding, scaffolding, operation of industrial trucks, cranes, etc., from the partner company.

3.3. Personal Protective Equipment

The partner company shall provide suitable personal protective equipment for its personnel and keep it in proper condition.

The respective Freiburger specifications for the use of personal protective equipment (safety shoes, helmet, eye protection, noise protection, respiratory protection, etc.) must be observed.

Safety shoes must be worn throughout the plant premises.

Safety goggles must be worn in specially marked areas and during work that is hazardous to the eyes.

Further protective equipment (noise protection, respiratory protection, etc.) must be used according to the type of work.

3.4. Code of Conduct

3.4.1. General Code of Conduct

If the work is carried out during operation, it must be ensured that no dust or odour formation occurs that could influence the product quality or lead to product contamination.

For activities with dust or odour build-up, screening and sufficient ventilation or air extraction must be ensured. If dust and odours are generated during the work, this must be discussed with Freiburger in advance. During this discussion, the risks and measures will be evaluated.

In the case of work with negative effects on the environment, neighbours, and other employees, e.g., noise, dust, odour, contamination, pollutants, etc., the partner company must arrange for the appropriate protective measures to be taken.

The same applies if critical substances or formulations are used.

Smoking is not permitted in the production areas. Smoking is only permitted in designated rooms and areas (plant-specific regulations must be observed).

Persons under the influence of alcohol or drugs are not permitted on the factory premises.

Climbing or standing on boxes, plant equipment, pipelines, crane routes or machines is prohibited. Safe climbing devices, such as ladders, platforms or scaffolding, must be used.

In special danger areas, the applicable regulations must be observed (e.g., areas with explosion hazards ...).

Danger areas must be visibly and properly cordoned off by the partner company. The shut-off equipment must be provided by the partner company.

Switches, shut-off devices, and other equipment on production plants may only be operated by Freiburger personnel.

Any hazards that may arise during the course of the work must be reported to the project manager/coordinator before the work is continued.

Special care must be taken to ensure that doors, walkways, emergency exits, access to switch cabinets, fire protection equipment and safety material as well as emergency showers and eye showers are not blocked by material or machinery.

The partner company is obliged to always keep its work area clean and tidy. Material and work equipment shall be stored in an orderly manner. After completion of the work order, the personnel of the partner company shall leave the work area tidy and clean. The contact person of the partner company shall report this to the project manager/coordinator.

3.4.2. General Rules for personal Hygiene

Everyone who works in the Freiburger production areas (even temporarily) must be informed about the most basic hygiene requirements. This also applies in particular to external tradesmen. When entering the factory premises, they must therefore register at the factory. Depending on the plant, registration is carried out by the plant security or the plant management or its office.

At the time of registration, instructions are given by issuing the "Hygiene and Behavioural Regulations for Visitors and External Service Providers". The information provided must be confirmed in writing, any illnesses must be stated and confirmed in writing. Persons from outside the company are not allowed to enter the production areas without the written confirmations.

When carrying out repairs and maintenance work, ensure that suitable precautions/measures are taken to avoid product contamination, e.g. by foreign bodies. This also includes checking the tools and materials used as well as all objects carried along for completeness.

In the event of foreign matter being introduced into the product, the coordinator must be informed by the contact person of the partner company without being asked to do so, immediately and in such a comprehensive manner that the coordinator is able to decide and act appropriately.

3.4.3. Special Requirements

Objects (e.g., tools, pens) must not be carried above the waist in outside pockets.

Any drilled holes or wall openings must be sealed properly without delay. The work area must always be left in accordance with the hygiene requirements of a food processing plant.

4. Technical Equipment and Devices

The partner company is obliged to provide its personnel with all the necessary tools and equipment (e.g., cranes, industrial trucks, lifting platform) required for the safe execution of the work. These must comply with the relevant regulations and be in proper condition (regular inspection).

QA Documentation Freiburger Group		Date:	06.06.2023
FB	01ZE 40SGA 0822.100.02 Conditions for partner company management and external service providers		
ID:	16299	Version:	001/06.2023
		Page:	3 / 4

Freiberger accepts no liability for lost tools and equipment belonging to the partner company; an inventory list must be maintained.

Freiberger equipment, tools and machines may not be used without permission.

Should Freiburger provide the partner company with work equipment for use at its request, the partner company shall ensure that this work equipment is only used by employees who meet the requirements in accordance with the statutory and trade association regulations and who can prove their participation in recurring instructions and required occupational medical examinations.

All assignments must be documented using the form "Assignment of work equipment to partner companies".

In particular, when handling lifting platforms, wheel loaders, trucks, cranes, forklifts or other lifting equipment, Freiburger must be provided with the following evidence for each user without being requested to do so:

- currently valid proof of qualification (e.g., forklift licence),
- valid driving licence for the respective work equipment provided (e.g., truck driving licence),
- Proof of recurring instruction
- written authorisation of the user by his employer (BGV D27 §7, BGV D29 §35 ...)
- Written proof of instruction in the respective work equipment (e.g., for lifting platforms).

With the acceptance of any work equipment, the partner company assumes full responsibility for the intended use, proper use, and compliance with all usual and required safety standards.

Scaffolding must comply with the regulations DIN 4420, 4421 and 4422. The appropriate signage must be provided. The scaffolds must be used and maintained properly. If electrical equipment is used during work, e.g., on scaffolding, in closed containers, on steel structures, etc., it must be supplied via a separate power supply (in accordance with DIN VDE 0100 Part 704).

5. Factory Traffic

The company's traffic regulations must be observed on the factory premises, including the parking areas. Motor vehicles not authorised for public traffic must comply with the applicable requirements for work equipment.

Driving on the factory premises with vehicles not belonging to the factory requires special approval. Freiburger's representatives (e.g., gatekeepers, plant security, project managers/coordinators) have the right to carry out vehicle inspections.

Any kind of tripping hazards on footpaths, passages, service stations and roads must be avoided as a matter of principle. Welding cables, hoses and temporary cables must be laid in a safe manner and/or marked accordingly.

6. Environmental Protection

The partner company commits to notify Freiburger in writing of the hazardous substances required to carry out the work (list of hazardous substances) and to submit the corresponding EU safety data sheet when requested by Freiburger. Written approval by the project manager/coordinator must be available for the start of the work. All substances concerned must be labelled in accordance with the Hazardous Substances Ordinance. The partner company must take precautions against leakage, etc., in particular when storing materials and substances that are likely to contaminate the soil or water or change it in any other way.

The transport and storage, as well as the handling of hazardous substances necessary for the execution of the work, must comply with the relevant regulations, e.g., hazardous substances law, water law, etc. The partner company is responsible for this.

Waste from work materials must be disposed of by the party responsible in accordance with the relevant regulations. The project manager/coordinator must be informed immediately of any spillage of work materials or materials that are hazardous to water.

Disposal material becomes the property of the partner company as soon as it is accepted. This material must be disposed of properly and without causing damage in accordance with the waste disposal regulations. The selected disposal method as well as its legal admissibility must be proven to Freiburger before the start of the disposal process. In particular, compliance with the legal requirements of §§ 53 and 54 (KrWG) for the transport of hazardous and non-hazardous waste must be proven to the client by providing a copy of the notification or the permit certificate before the waste is transported for the first time. The proof of proper and harmless disposal shall be handed over to Freiburger with the final invoice at the latest.

If hazardous waste is generated by the activities of the partner company, the partner company shall assume the legal obligations for electronic record keeping in full. This proof of proper disposal shall be handed over to Freiburger with the final invoice at the latest.

The disposal of waste from the partner companies and the return of residual material is part of the scope of services of the partner companies, unless expressly agreed otherwise in the contract.

The disposal material is not to be used as heating fuel, i.e., the disposal is not for the purposes specified in § 2 para. 3 EnergieStG (heating fuel).

Dismantled materials and parts, e.g., pipes, containers, apparatus, cables, steel construction, etc. remain the property of Freiburger. Dismantling must be carried out in such a careful

QA Documentation Freiburger Group		Date:	06.06.2023
FB	01ZE 40SGA 0822.100.02 Conditions for partner company management and external service providers		
ID:	16299	Version:	001/06.2023
		Page:	4 / 4

manner that reuse, e.g., of fittings, can be done if necessary. These materials must be taken to the disposal containers provided by Freiburger or to a storage location specified by the project management.

Deviations from the aforementioned provisions must be clarified with Freiburger's project manager/coordinator prior to commencement of work and/or delivery of materials and chemicals and must be recorded in writing.

6.1. Ecological Sustainability

Freiberger maintains an Ecological Sustainability Management System in accordance with DIN EN 50001 and is committed to integrating energy sustainability and efficiency into its processes. Since we expect the same sustainable approach and working methods from our suppliers and service providers, they should and must align their actions in our plant accordingly. If you have any comments or suggestions for improvements in the use of energy, please let your contact person know. He or she will forward them to the site's responsible energy manager for evaluation.

7. Accidents and Damages

In the event of a fire, the partner company must activate the fire alarm in accordance with the operational conditions and regulations. Before commencing work, the partner company must inform itself about how the fire alarm is triggered and how its personnel must behave in the event of an alarm. The partner company must ensure that every assigned employee is familiar with the rules.

All accidents, including incidents involving damage to property, must be reported. The following information must be provided: Type of accident, date, time, location of accident/incident, description.

8. Miscellaneous

8.1. Data Protection Notification

In order to conduct business with our partner companies, it is also necessary in many cases to store personal data of partner companies or their assigned employees. When processing and storing this personal data, Freiburger agrees to comply with the necessary statutory provisions of the Federal Data Protection Act. Freiburger employees entrusted with the processing of personal data of partner companies are obliged to comply with the provisions of the Federal Data Protection Act without exception.

Freiberger also uses IT solutions in the form of data processing systems to ensure optimum and up-to-date business relations with our partner companies. Here, too, personal data of partner companies or their employees is often processed. As a partner company, you are entitled to object to the use of your personal data for these purposes at any time.

Freiberger will no longer process or use the relevant data in the database systems in the event of an objection.

In all cases of processing and storage of personal data, Freiburger assures that disclosure to unauthorised third parties are excluded at all times.

In return, the partner company also commits to complying with the obligations under data protection law in the event, that it obtains knowledge of personal data from Freiburger's area through the business relationship.

8.2. Subcontractors

If the partner company wishes to have its deliveries/services provided in part by third parties (subcontractors), this shall require the prior written consent of Freiburger. The consent does not release the partner company from its sole responsibility. The partner company shall be responsible for the deliveries/services of its subcontractors as for its own deliveries/services. The subcontractor shall therefore be deemed to be its vicarious agents.

8.3. Insurance

The partner company shall bear full responsibility for insurance corresponding to the risks of its order and the conclusion of insurance policies prescribed by the authorities and/or customary in the industry (including liability insurance for property damage and personal injury, including construction insurance). It shall inform Freiburger of the scope of coverage of such insurances without being asked to do so and shall submit a copy of the insurance policy upon request.

8.4. Applicable Legal Regulations

The contractor shall perform the described deliveries and services under its own entrepreneurial responsibility within the framework of the law on contracts for work and services.

The partner company expressly confirms that it complies with the legal regulations applicable to its company/its employees (e.g., social insurance obligation/card, work permit for foreign employees). Upon request, it is prepared to provide Freiburger with proof of this.

8.5. Consequences of Non-Compliance

In the event of non-compliance with the above conditions, Freiburger may, among other things, expel the partner company's personnel from the factory premises. The right to assert further rights, e.g., claims for damages, etc., is reserved.

9. Consent

The partner company agrees to all points and is obliged to instruct its personnel in accordance with the conditions. The agreement and the correctness are acknowledged with the acceptance of the order. Changes must be made in writing.