



REGULATIONS FOR EXTERNAL COMPANIES

Ensure the safety of work on site

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PREFACE

They were commissioned as service providers by a company of the Lufthansa Group (hereinafter referred to as "Lufthansa") to perform services. We warmly welcome you, your employees and all agents working on your behalf on the Lufthansa premises and wish you a smooth and satisfactory performance of your order.

In order to ensure that your and our employees can work safely and safely without compromising each other and taking into account our security concerns, we have drawn up this guide, which aims to facilitate cooperation. Please check in advance which of the following sections apply to your activity and whether further coordination requirements or measures result for you.

We have listed in detail which tasks, measures and organizational processes must be observed. This guide is binding on all parties and is part of the respective order. If your employees or vicarious agents violate the following regulations, you are obliged to exclude them from further activities on the Lufthansa premises at the request of the external company coordinator or the supervising specialist department. Violations may also lead to termination of the contract between you and Lufthansa.

You are responsible for informing and instructing your own and the sub-contractors' employees (hereinafter referred to as "auxiliaries") about the contents of this guide before starting work on the Lufthansa premises. Make sure that this content is understood and considered and that location specifics, such as the location of the escape routes, fire extinguishers and internal emergency numbers are known. This also applies if you and your employees change jobs within the company premises.

After familiarization with the safety-relevant topics and site-specific circumstances, you, your employees and auxiliary staff sign the form "Occupational safety of foreign companies on jobs within the Lufthansa Group", which is made available to you by the specialist department or the responsible coordinator.



1 BASICS

1.1 Observe regulations

In addition to this guideline, all legal regulations existing at the place of work as well as administrative and operational regulations and similar regarding the protection of the work, the safety and the health protection must be observed.

In addition, site-specific rules shall apply which go beyond the content of this Guide. Please contact the relevant department or its coordinator for information on the regulations governing your work before you start work on the Lufthansa site. In addition, you must observe and comply with all regulations, conditions and the rules of use of the respective airport. In all halls and rooms, strictly observe the prohibitions indicated by safety signs, in particular the statements "No smoking" and "Fire, open light and no smoking".

Carefully instruct your employees and assistants on these topics. You should pay special attention to foreign-language employees. If you or your employees notice any security gaps or breaches of security regulations or other applicable regulations, you are obliged to inform the responsible department immediately.

In order to prevent accidents at work, they must adopt measures and regulations which comply with the local provisions of accident prevention regulations and generally recognized safety and occupational health rules. Insofar as requirements are laid down in other legislation, in particular in occupational health and safety regulations, these requirements remain unaffected.

In doing so, ensure that information is also provided on the alert plan, the first aid facilities, the location of the escape routes, fire extinguishers, fire alarms and emergency call facilities.

Report any special incidents involving your employees and auxiliaries (e.g. accidents, damage to parked vehicles, aircraft and construction equipment, as well as other damage) immediately to the coordinator or the supervising specialist department and the plant protection department.

Any entry into operating areas, rooms and systems or the operation of machines and devices is not permitted, unless this is necessary and authorized for the fulfillment of the order.

The respective client (the commissioning department) reserves the right to check compliance with the agreed rules and applicable regulations on a random basis.

1.2 Working on non-working days and nights

If you wish to work outside the local Lufthansa standard working time, for example on non-working days, Saturdays or Sundays, on holidays or at night, you must apply in advance to the coordinator or the responsible specialist department for a special permit.



1.3 Prohibition of alcohol, prohibition of intoxicating agents

Workers under the influence of alcohol or other intoxicating means may not be employed and are not tolerated on the entire Lufthansa premises. All areas of Lufthansa are subject to an absolute ban on alcohol. This applies equally to our employees and to your employees. Ensure that this requirement is met.

The carrying of weapons on the premises is not permitted.

1.4 Foreign company and visitor card

Your employees are only allowed to enter the premises with a special ID card. It must be worn visibly on the outer garments for the duration of the activity on the premises and is not transferable. Should an identity card be lost, the loss must be communicated to the factory protection department immediately. For assignments over two weeks, you need a permanent pass. This is to be applied for before starting work via the supervising specialist department. If the identification card is not explicitly issued for this purpose, it does not entitle the employees to enter the apron area. In principle, the card may only be used for official purposes and for access to the operating areas during normal working hours. Only those parts of the operating areas, as well as sanitary areas, canteens, shops, parking areas, etc., which are directly necessary for fulfilling the order may be entered (but no other operating areas, such as office floors, storage/maintenance halls).

Exceptions to this must be approved by the client (the commissioning specialist department). Make sure that your employees and support staff go directly to the job at the start of the work and leave the Lufthansa site directly after the end of the work without entering any further Lufthansa facilities.

If you or your employees must receive visitors in operating areas, existing local visitor regulations must be observed. In principle, visits are only permitted for business purposes and during normal working/opening hours. Exceptions to this may only be made with the prior consent of the respective client (the responsible specialist department). All visitors are subject to registration. Visitors must always be accompanied during the entire visit.

Immediately after the end of the activity, all identification cards must be returned to the issuing body. The identification card may not be left to a third party and may only be used personally. In addition, no persons may be taken to Lufthansa's premises without a passport.

Vehicles that are required to perform the contract must be subject to prior authorization. Requests are received from the external company coordinator or the responsible department. In order to protect the operational and personal property, Lufthansa or the respective airport operator can order or carry out checks on persons and vehicles.



1.5 Coordinate work

In order to avoid mutual hazards, the contractor coordinator or person in charge of the specialist department appointed by us coordinates the work taking into account the concerns of plant protection, fire brigade, occupational safety and other specialist departments. In this respect, this person responsible/coordinator is authorized to give you instructions. The measures ordered must be maintained for the duration of the work.

If there are any uncertainties about occupational safety issues, you can contact our Group Occupational Safety department or your appointed occupational safety specialist.

1.6 Set up work and construction sites

Consult the external company coordinator or the supervising department in good time in advance about setting up the work/construction site, setting up building fences, machines, etc., creating material storage locations and defining the traffic routes on the construction site.

Keep your work area clean. Store tools, equipment, work materials, etc. correctly and only at the places assigned by the third-party coordinator or the responsible department.

When leaving the workstation, secure any items, materials and tools required to perform the order against unauthorized use and theft in the interest of both parties.

1.7 Personal protective equipment

In some areas of Lufthansa, Lufthansa employees are obliged to use special personal protective equipment such as head protection, hearing protection, breathing protection, safety shoes, etc. This obligation to wear also applies in principle to your employees and auxiliary staff and must be worn in accordance with the information signs and commandment signs. These must be provided by you as an employer.

1.8 Internal traffic

For driving and parking on the premises, the regulations of the respective road traffic regulations apply accordingly. The maximum speed is normally 30 km/h, unless otherwise indicated. Their vehicles participating in intra-company transport and traffic must comply with the relevant provisions of the Road Traffic Licensing Regulation or the accident prevention regulations.

These vehicles may only be driven or operated by persons who are trained and authorized to do so. All persons authorized to drive are obliged to observe the indicated speed limit and the requirements of the airport regulations.



1.9 Damage caused by foreign bodies

If you carry out the assigned activities, measures must be taken that exclude damage and/or contamination of Lufthansa's property. This applies to buildings, their equipment and aircraft, aircraft components and tools. Cleanliness and order must be ensured, particularly in the area of the apron. If you have accidentally touched tools or aircraft components, or if damage and/or contamination of the above-mentioned objects is detected, as well as their contamination and/or damage cannot be ruled out, please contact your third-party coordinator or the relevant specialist department immediately.

1.10 Keep traffic and escape routes free

Make sure that traffic routes, escape and rescue routes, emergency exits, safety devices (such as fire extinguishing devices, body and eye showers, etc.) and access to electrical equipment are kept free at all times.

1.11 To remove waste and residues

After completion of the work on buildings, plants or machines, perform a final check with the coordinator/responsible specialist department in accordance with the order. In particular, ensure that safety equipment functions properly again.

Collect all remaining parts such as materials, waste, empty containers, etc., as well as all liquid or solid residues and arrange for their proper disposal. Please observe the relevant work, disposal and environmental regulations.

2 CONSTRUCTION AND ASSEMBLY WORK

Construction sites, excavations, pits, channels, floor openings, etc. must be adequately secured throughout the entire construction and assembly time. If the normal course of traffic is impeded, the danger point must be indicated in good time by appropriate signs.

2.1 Permit

Register all "hazardous work" with sparking, fire, dust and gas formation etc. with the external company coordinator or the responsible specialist department in good time in advance. Obtain the necessary permits from the external company coordinator or the responsible specialist department and adhere to the processes of the respective process.



The following work requires special careful coordination between you and us and requires an instruction by the coordinator or the responsible department.

For some of these tasks you need a special permit, which you must request from the external company coordinator or the responsible department:

1. Welding, soldering, heating, sanding and separating operations with open flame or sparking and handling of fire-hazardous substances (e.g. solvents, floor adhesives, etc.)
2. Walking of narrow spaces, pits, shafts, containers, supply and disposal channels.
3. Work on fire extinguishing, fire alarm and warning systems
4. Work in rooms protected by automatic fire extinguishing systems or equipped with fire alarm systems.
5. Removal of protective devices on machinery, equipment and installations
6. Work in areas where there is a risk of radiation, fire and explosion.
7. Use of hazardous materials, hazardous equipment and installations, such as chemicals, concrete mixers, crane installations, etc.
8. earthworks, such as excavation of excavation pits and shafts etc.
9. Working with automobile cranes and heavy load transport means (ground load)
10. Work on/in automatically controlled systems and lifts
11. Work on supply systems (electric, heating, water or wastewater, compressed air, heat transfer oil, etc. similar)
12. Work on or near power installations or installations (e.g. cable installations, transformer houses, enclosures)

2.2 Ladders, scaffolds and lifting platforms

All ladders, steps, scaffolds and stages used by you must be made, regularly checked and used in accordance with the relevant regulations and rules of the technology.

If the nature of the work to be carried out does not permit the use of parapets and railings when working on high-level workplaces, arrange for the use of safety gear, safety gear or safety gear.

If persons can be endangered by objects falling from higher workplaces, traffic or operating facilities, ensure that special protective measures are taken, e.g. by appropriate barriers.

2.3 Roof work

When working on and on roofs without a durable roof skin, e.g. glass roofs, asbestos cement corrugated roofs, etc., instructions must be provided and all relevant safety measures must be observed. Furthermore, all work measures must be agreed in advance with the responsible third-party coordinator or the respective specialist department.

2.4 Civil engineering work

Before starting any civil engineering work, contact the coordinator or the relevant department or building authority to find out about the location of current-carrying cables, compressed-air, water,



gas and oxygen lines. The instructions given by these bodies are binding.

Apply for the required order form at the respective competent body.
The driving of poles, iron bars, anchors and the like into the ground is not permitted.

In each individual case, a special approval must be obtained from the contractor coordinator or the construction department before work begins.

2.5 Removal, demolition

For example, if you have to break through fire compartment walls, contact the contractor or your contractor in advance.

2.6 Solitary work

Always avoid dangerous work alone. If, as a result of an emergency or exceptional case, a dangerous work has to be carried out by one person alone, ensure the monitoring by appropriate measures (e.g. short-term monitoring, reporting system).

2.7 Working in confined spaces

Work in containers or confined spaces must be coordinated with the external company coordinator or the relevant specialist department.

2.8 Working in the travel area of cranes

When working in the travel area of crane installations, the relevant specialist department or the coordinator must be informed about the type and scope of the work. Work may only commence after the working area has been secured in consultation with the relevant specialist department (e.g. closing the main crane switch, mechanical end stops).

2.9 Noise

Local regulations apply when dealing with noise. If unavoidable noise disturbances or risks occur during work, you must inform us in good time and in advance so that appropriate measures (e.g. appropriate working hours and the use of personal protective equipment) can be defined.



3 FIREWORKS

3.1 Dangerous work

Fireworks in potentially explosive rooms require special consultation with the company. They may only be carried out with written permission. Suitable fire extinguishers with sufficient extinguishing agent units must always be kept at hand during all fireworks. Consultation with the plant protection department in the event of a fire alarm system inspection is also required.

3.2 Fire message

If a fire breaks out, the fire department must be contacted immediately from the next telephone using the respective valid internal emergency number or the next fire alarm.

Note: When using a mobile phone, enter the area code and the number of the company. Otherwise, you will be connected to the control centers of the public rescue services outside the company. Therefore, please always check before starting work, where the next internal reporting option is. Contact the external company coordinator or specialist department for information on internal emergency numbers and procedures for the respective locations.

4 HANDLING OF HAZARDOUS MATERIALS

4.1 Requirements and hazard statements

The local Hazardous Substances Ordinance and the technical rules for Hazardous Substances apply to the handling of dangerous goods and working materials. In particular during storage, transfer, processing and disposal, the respective hazard statements and safety advice must be observed.

4.2 Drains

Hazardous substances (e.g. paint or varnish residues, solvents, oil) must not enter the sewage system under any circumstances, but must be supplied in accordance with legal requirements for recovery or disposal.

4.3 Asbestos work

When working on or with substances containing asbestos, observe the relevant regulations for the prevention of fine asbestos dust. The use of asbestos-containing substances is prohibited in



principle. If in individual cases it is not possible to substitute asbestos-containing substances with asbestos-free substances, this must be justified to the competent department. Work safety must be considered in all work with asbestos-containing substances.

5 ELECTRICAL EQUIPMENT

5.1 Working in the vicinity of current carrying installations

If the work is to be carried out in the vicinity of power installations or installations, the relevant specialist department must be involved in each case and decide on appropriate measures.

The shutdown of the electric current must be requested at an early stage so that appropriate agreements can be made with the production sites in good time. The power cut-off and switch-on or the installation and disassembly of the protection may only be carried out by qualified persons. Unauthorized acts are prohibited on all electrical devices.

5.2 Electrical connections

Electrical connections to our plant network may only be made by the electrical department of our plant or by companies commissioned by us. The electrical site distributors you are using must be in the correct condition. The power distributors must be checked daily (visual and FI check). The test shall be documented. Work on parts under tension requires the consent and coordination of the client.

6 MACHINES, TOOLS, DEVICES

Machines, tools, devices and other auxiliary materials that are used in the context of the order on the Lufthansa site must be provided by you. The use of factory equipment, machines, materials, etc. is only permitted with the approval of the competent department, which monitors the order. In addition, this must be clarified with the respective company supervisor. The use and use of any equipment is at the risk and responsibility of the user and these must be in the same condition when handed over. Any damage caused will be repaired or replaced at the expense of the user company.

Likewise, tools, machines, vehicles and other devices must be clearly marked as the property of third-party companies. Your tools, machines, vehicles and equipment used by us must be procured and operated in accordance with the applicable regulations and standards. A valid proof of verification must also be present.



The use of bolt driving tools is not permitted. Bolt pushing tools can only be used with the agreement of the responsible department.

7 EMERGENCY RESPONSE

Provide first aid to injured persons. If the rescue service allows, leave the accident site unchanged. If possible, prevent uninvolved persons from entering or changing the accident site. Ask for help immediately.

7.1 Treat injured

Urgent emergencies:

You can get treatment at the Medical Service of the German Lufthansa, if it is represented at the location of the work and the time is in its opening hours. Please inform yourself in advance about its availability, especially at the subsidiaries.

For minor injuries and serious accidents:

Contact the nearest appropriate hospital.

In the event of a major accident, you should immediately report it to the relevant department under the internal emergency number and your external company coordinator. This is without prejudice to the provisions on the notification of accidents applicable to your own operation.

7.2 Report traffic accident

Report road accidents immediately to the relevant specialist department or, if available, to the responsible plant protection department. From there, further positions will be arranged if necessary. Secure the accident site correctly and provide first aid if necessary.

Note: When using a mobile phone, enter the area code and the number of the company. Otherwise, you will be connected to the control centers of the public rescue services outside the company. Therefore, please always check before starting work, where the next internal reporting option is. Contact the external company coordinator or specialist department for information on internal emergency numbers and procedures for the respective locations.