

# Code of Conduct for Contractors



This document must be read and signed before starting work. All employees employed on MTP premises must be trained on record on the contents of this document.

## 1. Entering/leaving

Sign in before entering the company premises or before starting work at the headquarters and register on the lists provided. Inform your client/contact at the start and end of the work. Only enter and leave the assigned work location by the designated path.

As far as legally permissible, MTP shall not be liable for damages incurred by persons outside the company and/or to their property on company premises.

## 2. Alarm and evacuation

Familiarise yourself with the escape and emergency plans, fire safety regulations as well as MTP's alarm and reporting plan.

In the event of fire alarms or corresponding instructions, leave the building immediately and find your nearest assembly point.

## 3. Handling of systems and equipment

Only use your own tools and equipment. MTP equipment may only be used after prior approval and briefing. The contractor is responsible for securing the work area. Avoid obstacles such as, e.g. exposed compressed air hoses or cables. Danger zones must be adequately secured. Secure your equipment during breaks or other work interruptions. MTP is not liable in case of loss. Ladders must be inspected and free of defects.

## 4. Safety equipment and protective clothing

The contractor is responsible for compliance with the applicable statutory provisions, in particular, health and safety regulations. Personal protective equipment (PPE), as well as the required protective clothing, must be worn in all designated areas. Protective helmets must be worn during overhead work and when using cranes.

Hi-vis vests or adequate safety clothing and safety shoes must be worn throughout the entire MTP premises.

## 5. Accidents, incidents and hazards

Report all accidents and damage to your MTP contact. An accident report must be filled out. The form to be used as well as a camera for documentation are located in MTP Central Office.

Any circumstances that could cause danger or damage, as well as near misses, must also be reported to your MTP contact.

After the contract has been awarded, the contractor must inform the environmental officer and MTP safety specialist when using hazardous substances. The safety data sheets must be submitted in advance.

Hazardous substances must be stored and marked in accordance with the regulations. In the event of unforeseen incidents or release of hazardous substances, inform the MTP contact immediately. After the work is complete, all hazardous substances must be completely removed and disposed of properly. Disposal certificates must be submitted if requested by MTP. Draining any hazardous substances into the sewer system is prohibited!

## 6. Waste and emissions

Any waste generated by the contractor and its employees must be disposed of properly at their own expense.

Ensure that no pollutants are produced by burning. Dust and similar emissions must be kept to a minimum and, if possible, extracted. The noise level should be kept as low as possible and should not exceed 80 dBA.

## 7. Special authorisations

If required, the following authorisations must be obtained: hot work permit, energy interruption

permission (e.g. electricity, water, gas, IT...) shaft permit, permission to enter restricted areas (e.g. server rooms)

## 8. Vehicles/traffic

The Plant Traffic Regulations (BVO) apply throughout the entire premises. MTP industrial vehicles may only be moved after briefing and a written order.

## 9. General code of conduct

Smoking is prohibited everywhere on company premises. The exceptions to this are the two smoking rooms, which are located in the social area of the sawmill and planing mill. Smoking is also prohibited in vehicles.

Bringing and consuming alcohol and drugs, as well as working under the influence of intoxicating substances is prohibited. MTP reserves the right to inspections in case of suspicion.

Photo and video recordings are prohibited throughout MTP premises. Exceptions to this require a permit. Company-related confidential information must not be disclosed to third parties.

## 10. Briefing/records

The contractor must brief his employees and any subcontractors and their employees about the contents of this document before they start work. MTP reserves the right to review the briefing documentation.

## 11. Energy management

An important part of MTP's corporate policy is the careful use of energy, our environment and natural resources. MTP is certified according to the energy management system DIN EN ISO 50001. Please note the attached fact sheet.

## § 1 Scope

The BVO applies throughout the entire premises of the company Mercer Timber Products GmbH (MTP) in Saalburg-Ebersdorf in Thuringia and must be followed by everyone.

## § 2 Traffic signs

The rules, traffic signs and guidance systems of the German Road Traffic Act (StVO) apply throughout the company premises unless the BVO expressly regulates otherwise. Changes or modifications to traffic signs or the guidance equipment of any kind may only be carried out by persons expressly authorised to do so.

## § 3 Priority

Industrial vehicles, rail vehicles, crane vehicles and cranes, wheel loaders, forklifts and excavators have priority over all other vehicles.

The vehicles referred to in Paragraph (1) perform, for example, manoeuvring operations which may result in abrupt changes of direction (of travel). Therefore, a reasonable safety distance to these vehicles must always be observed.

## § 4 Driving speed

The maximum speed allowed throughout the entire premises is 25 km/h.

Irrespective of paragraph 1, a driver may only drive as fast as he is able to be in constant control of his vehicle. He must adapt his speed, in particular, to the road, traffic, visibility and weather conditions as well as his personal abilities and the characteristics of the vehicle and its load. He may only drive so fast that he can stop within the visible route. On lanes that are so narrow that it could endanger oncoming vehicles, he must drive so slowly that he can stop within half of the visible route.

## § 5 Driving vehicles

Company-owned and third-party vehicles may only be operated and used by persons who have been assigned the contract and are in possession of the required driving license and other necessary authorisations or a valid operating license.

The safety devices for the occupants of the vehicle must be used. If available, daytime running lights should be switched on.

Drivers must mentally and physically comply with the management's requirements for the respective vehicle. You must not be under the influence of alcohol when you get in the vehicle or while driving. Ability to drive must not be diminished by fatigue or illness, addictive substances, medicines or other substances which impair responsiveness.

If there is suspicion of reduced ability to drive, MTP can and will always carry out checks.

If there are any deficiencies in the operational and road safety of vehicles, these must be repaired immediately. Proceed according to the operating instructions of the respective vehicle. If liquids from vehicles leak out at unintended locations to an unintended extent, the reception must be notified immediately.

## § 6 Plant entrances and exits

Drivers of company-owned vehicles may only drive off the premises upon presentation of a driving order and a driving license.

Third-party vehicles may only enter the premises and drive or move their vehicle around the site after they have been registered at the reception. Before leaving, the person responsible for the reception is entitled to inspect the load or the transport and accompanying documents of company-owned and third-party vehicles.

For entry and exit into halls and warehouses, etc., special operating instructions and/or codes of conduct apply. These special regulations can be viewed at the entrances to the corresponding buildings. Junctions of plant roads in the public road network are minor roads according to StVO § 8 Para. 2. At the operational focus areas, intersections and hall exits, mirrors and/or traffic light regulations must be used to identify hazards.

## § 7 Vehicle lighting

In the event of darkness, fog and poor visibility, the requisite lighting equipment and/or lighting equipment required for the visibility conditions must be utilised.

## § 8 Stopping and parking/depositing objects

Parking and stopping are prohibited in the

immediate vicinity of fire extinguishing and detection equipment as well as heat and power distribution systems.

Stopping and parking is prohibited in the area of the plant fire station.

Private vehicles may only be parked in the designated bays on the premises with express permission.

The parking of vehicles, trailers, containers, machines and materials, as well as other objects of any kind, is only permitted with the special permission of the plant management.

## § 9 Leaving the vehicle

When leaving the vehicles, the driver must take all necessary measures to avoid accidents, fires and traffic jams. Vehicles must be secured in such a way that prevents misuse. When leaving the vehicle, hi-vis vests or safety clothing must be worn.

## § 10 Loading and unloading of vehicles

It is the sole responsibility of the driver to load and secure goods onto the vehicle in such a way as to prevent dangerous shifting or falling. The vehicle's traffic and operational safety must not be impaired by the load. Observe § 22 StVO (Loads).

When loading and unloading transport vehicles with gripper and lifting equipment, leave the driver's cab of the transport vehicle. It is prohibited to stand in the swivel or operating range of cranes and gripper vehicles.

## § 11 Carrying passengers

It is expressly prohibited to carry persons in or on vehicles without suitable seating.

Only as many people, including the driver, as there are seats in the registration certificate are allowed in company-owned or third-party vehicles.

## § 12 Towing vehicles

When towing, special caution is required. It may only be used with approved tow bars and towing ropes in compliance with legal requirements.

## § 13 One-track vehicles

~~Company-owned bicycles can be used by authorised persons to fulfil their operational tasks on all operating roads, in compliance with the BVO.~~

Mopeds, scooters and motorcycles are not allowed to be driven on the premises.

## § 14 Pedestrians

Pedestrians may only stand or move around on the premises with authorisation. The same applies to all buildings erected on the premises and other operating equipment

Pedestrians must avoid all vehicles if possible. If available, designated footpaths must be used. Barriers, spring posts, railings of any kind and any other safety devices must not be crossed or removed.

All persons must wear hi-vis vests/safety clothing without exception under the scope of the BVO.

## § 15 Heavy load and large-capacity transport

Driving on plant roads with special vehicles for the transport of heavy and legally oversized loads according to StVO § 22 Para. 5 is only permitted with the special permission of MTP plant management and the corresponding requirements.

## § 16 Construction work and road closures

Construction work and road closures of any kind may only be carried out with the express written permission of the plant management.

## § 17 Conduct in occupational traffic accidents

In the event of a traffic accident, MTP reception must be informed immediately once the injured have been rescued and the accident site is secure. They will determine further damage identification and procedures. In any case, fully completed accident reports (forms and cameras are available at reception) including a description of the event or damage including photo documentation must be handed in at the reception.

## § 18 Road Haulage Act

Persons who enter the scope of this BVO as a result of a freight or forwarding contract for an exporting company, in order to perform services for a freight or forwarding contract, shall ensure or, upon request, demonstrate that they or the company for which they operate have all the permits, authorisations and insurance required under the Road Haulage Act or that they comply with all standards governed by this

law, provided that the Road Haulage Act applies.

## § 19 Connecting railway/loading siding

Operating instructions for the connecting railway apply for the company-owned connecting track. Entry to the track area is only permitted for persons authorised to do so.

## § 20 Final provisions

The MTP plant manager is responsible for the adherence to and implementation of the plant traffic regulations.

MTP security staff, as well as the person responsible for the reception, are authorised to inspect driving orders, vehicle documents, driving licenses and operating authorisations and carry out inspections in accordance with the BVO.

The MTP automotive repair engineer is authorised to inspect vehicles on the premises in terms of their technical and operational safety.

Technical defects on vehicles must be fixed immediately.

All employees are instructed on the BVO in a documented briefing, which will be repeated yearly. New employees will be issued with the BVO, and it will be explained in their initial training.

The BVO is posted at the MTP reception and can be viewed by anyone.

Only the management may make changes to this BVO.

Within the scope of the BVO, smoking and the consumption of alcohol and intoxicants is generally prohibited. This also applies within vehicles.

Photography and filming is generally prohibited on company premises. Photography is only permitted for accident documentation with the designated cameras or with the special permission of the plant management.

The MTP BVO became effective on 12/04/2017

## Alarm and reporting plan

**Emergency call (possible from any device): 112**

For accidents which do not require an emergency doctor, patient transport should be called via the service number of the Saalfeld control centre.

**(Rescue control centre Saalfeld service number: 03671-9900)**

<b>Conversation process</b>	Where did it happen?	Mercer Timber Products GmbH Am Bahnhof 123 07929 Saalburg-Ebersdorf
	What happened?	
	How many people are injured?	
	What kind of injuries do they have?	
	<i>Wait for questions</i>	

After the emergency call, the central office must be informed, and a guide for the emergency services should be sent to the central office!

### Important people and phone numbers

Central / security service +49 36651 800

If the central office is not manned, the barrier can be opened with the “Emergency chip” (smash the glass of the key box).

### Tasks of the central office

Alarm (if required)

Briefing of rescue workers

Internal information according to the message chain stored in the central office.

### First-aiders

A list of all trained first-aiders is posted.

**Note:** Every injury and provision of first-aid must be documented!

### Operating instructions:

After accidents at work, injured persons must not be transported to the hospital or doctors in a company or private car. Please leave this to the emergency services!

New employees must be briefed on this alarm and reporting plan, and all employees will be re-briefed annually.

# Preventing fires



Fire, open flames and smoking are prohibited

## Conduct in case of fire

Keep calm

Report the fire



Address:  
Am Bahnhof 123  
07929 Saalburg-Ebersdorf

Emergency 112

Who is calling?

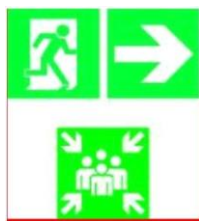
What happened?

Where did it happen? (Area/floor/room)

How many people are affected/injured?

Wait for questions!

Get to safety



Warn endangered persons

Help vulnerable people

Close doors

Follow marked evacuation routes

Find the next assembly point

Follow instructions!

Attempt to  
extinguish



Use a fire extinguisher

Use hydrants



## Energy Management Certification according to ISO 50001

### Information for contractors

On 15/07/2013, an energy management system according to ISO 50001 was successfully implemented at this location. The site was taken over by Mercer Timber Products GmbH effective from 12/04/2017. We want to keep the goal of saving 1.3% energy (electricity, compressed air, heat and diesel) compared to the previous year. If you have any suggestions, please contact Ms Merkle, the Energy Management Officer (EMO) by email at [sabine.merkle@mercertimber.com](mailto:sabine.merkle@mercertimber.com) or by phone on 036651 80127. As EMO, Ms Merkle is authorised to give instructions regarding the energy management system. We ask you to help us implement our energy policy and our goals.

### Energy policy

- **Continuous optimisation of energy used taking into account environmental, legal and economic aspects**
- **Regular review and update of energy policy and objectives**
- **Use of renewable energies for heat and power generation**
- **Compliance with all applicable and relevant laws and requirements / requirements of the respective permits**
- **Energy-efficient procurement of goods according to the criteria defined by us:**
  1. **Cost/benefit (technical usability, consumption, service life)**
  2. **Safety**
  3. **Delivery time**
  4. **Legal compliance**
- **Conservation of natural resources, taking into account the sustainability and utilisation of the value chain**

It is important that all employees actively participate in order to comply with and implement the goals. Therefore, a functioning communication system across all levels is essential.

Procedural and work instructions have been established to implement the policy and achieve our goals. These must be observed. If you have any questions, please contact your Mercer Timber Products GmbH contact.



**Mercer's VISIONS for health and safety**

Mercer's health & safety vision

Protecting everyone's health and personal safety is a top priority for Mercer Group employees.

We act with due care and responsibility to avoid any injuries.

We strive to constantly improve our processes, personally take responsibility for health and safety and promote a comprehensive awareness of safety



**Our aim: zero accidents!**

**Mercer PRINCIPLES for  
health and safety**

We are committed to an accident and injury-free work environment ("zero harm"), as well as to sustainable, comprehensive safety.

We create and promote a cross-divisional safety culture and take care of one another.

We are convinced that safety is of the utmost importance.

We know our risks and do everything to minimise them.

All employees play a role in designing and improving a safe workplace.

We believe: Every single employee is responsible for safety in the company.

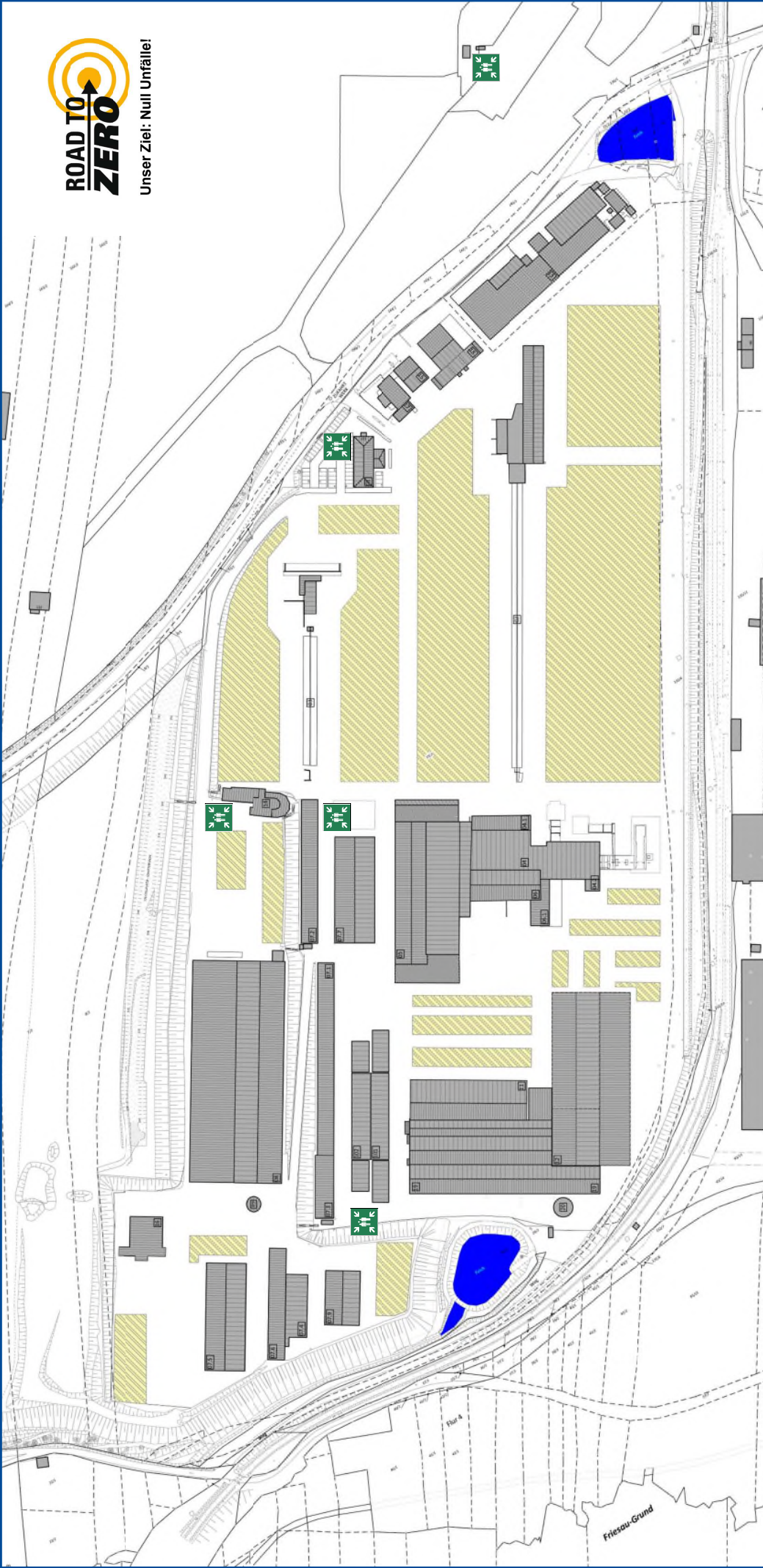
We are convinced: Every injury (and work-related illness) can be prevented.

We will play a leading and exemplary role in health and safety at work.

# Lageplan MTP



Unser Ziel: Null Unfälle!



**MERCER** timber products  
 Mercer Timber Products GmbH  
 Am Bahnhof 123  
 07929 Saalburg-Ebersdorf  
 Tel.: 036651/800  
 Web.: www.mercertimber.com

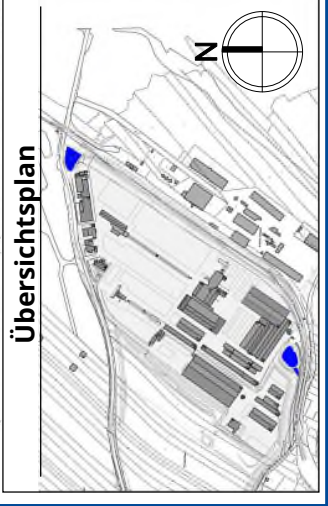
Objekt: Lagerplan mit Sammelstellen

ERSTELLT VON: GRIESER, SEBASTIAN  
 DATUM: 30.07.2020  
 ÜBERARBEITET AM: 30.07.2020  
 MASSSTAB: 1:2500

### Legende

01	Verwaltungsgebäude I	07.7	Trockenkammern 32-38	102	Kanaltrockner II
02	Rundholzmanipulation I	07.9	Trockenkammern 53-56		
03	Rundholzmanipulation II	08	Hobelhalle I		
04	Sägehalle	09	Spänsello I		
04.1	Sozialgebäude	11	Lager Versand I		
04.2	Blockhaus	12	Lager Versand II		
05	Sortierhalle	13	BMHKW		
06	Spänebunker	14	Sprinklergebäude/Verwaltung II		
06.1	Siebhaus	15	Kfz-Werkstatt		
07.1	Trockenkammern 01-06	16	Lagergebäude		
07.2	Trockenkammern 07-10	17	Kesselhaus III		
07.3	Trockenkammern 11-13	18	Kesselhaus IV		
07.4	Trockenkammern 14-16	19	Hobelhalle II		
07.5	Trockenkammern 17-26	20	Spänsello II		
07.6	Trockenkammern 27-31	101	Kanaltrockner I		

Sammelstellen

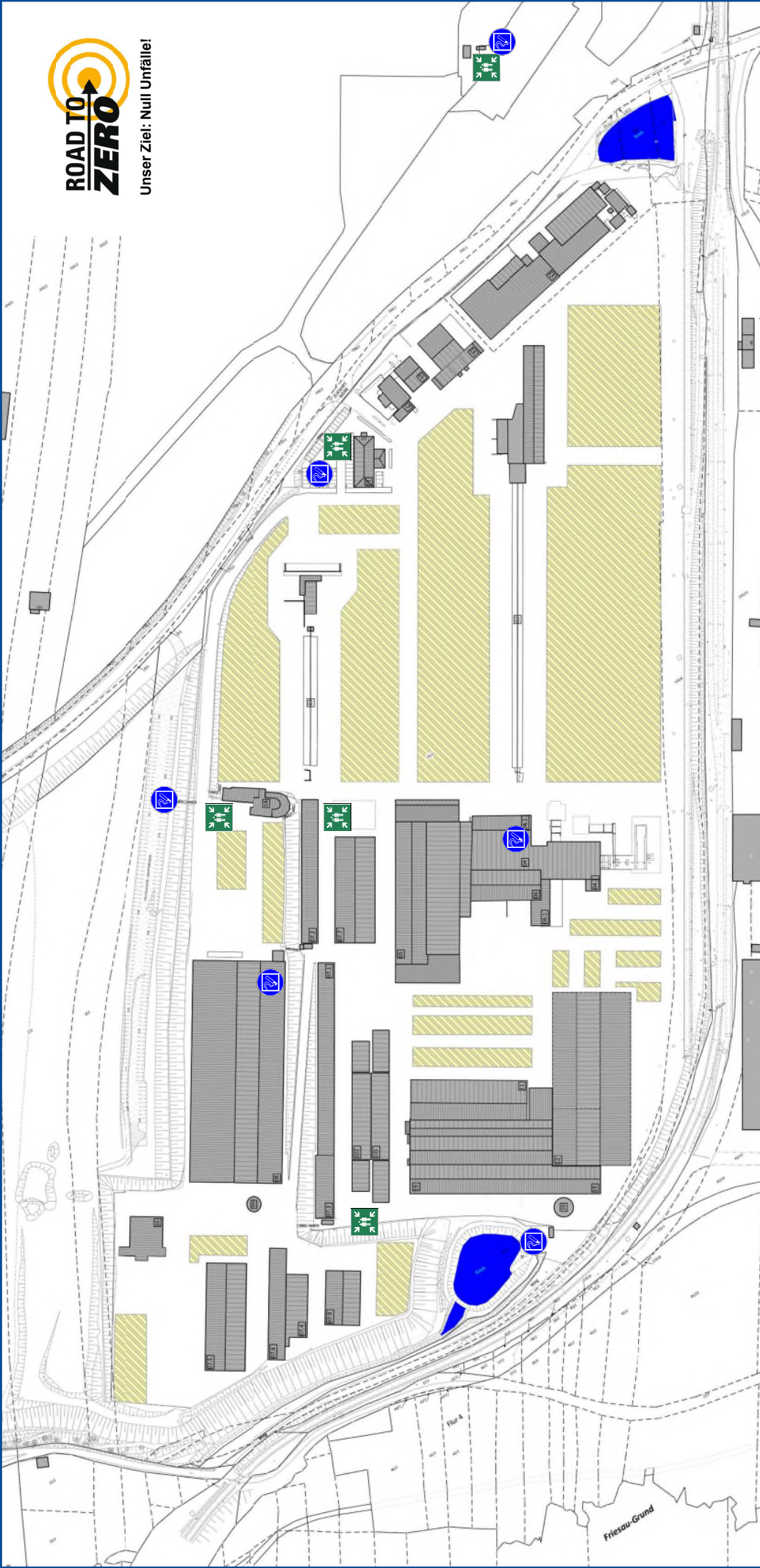




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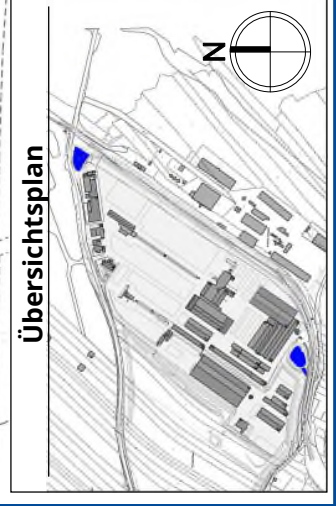
Objekt: Lagerplan mit Sammelstellen

ERSTELLT VON: GRIESER, SEBASTIAN  
 DATUM: 30.07.2020  
 ÜBERARBEITET AM: 30.07.2020

BESCHREIBUNG: Lagerplan mit Sammelstellen  
 DATEINAME: LAGEPLAN UNTERNEHMUNG MTP.PDX  
 MASSSTAB: 1:2500

### Legende

Sammelstellen	Raucherbereiche	01	02	03	04	04.1	04.2	05	06	06.1	07.1	07.2	07.3	07.4	07.5	07.6	07.7	08	09	11	12	13	14	15	16	17	18	19	20	101	102	Kanaltröckner II
		Verwaltungsgebäude I	Verwaltungsgebäude II	Rundholzmanipulation I	Rundholzmanipulation II	Siegelele	Sozialgebäude	Blockhaus	Sortierhalle	Spänebunker	Siebhaus	Trockenkammern 01-06	Trockenkammern 07-10	Trockenkammern 11-13	Trockenkammern 14-16	Trockenkammern 17-26	Trockenkammern 27-31	Trockenkammern 32-38	Hobelhalle I	Spänesilo I	Lager Versand I	Lager Versand II	BMHKW	Sprinklergebäude/Verwaltung II	Kfz-Werkstatt	Lagergebäude	Kesselhaus III	Kesselhaus IV	Hobelhalle II	Spänesilo II	Kanaltröckner I	Kanaltröckner II







Evidence of briefing:

Contractor name \_\_\_\_\_

\_\_\_\_\_ was briefed by \_\_\_\_\_ on the commissioned activity in

Name of contractor employee

Name of MTP employee

the area of \_\_\_\_\_.

The record is valid until (date): \_\_\_\_\_

The entrance (at your own risk) to company premises with a vehicle is: permitted  not permitted

Contact at MTP: \_\_\_\_\_ Phone number: \_\_\_\_\_



Evidence of briefing:

Contractor name: \_\_\_\_\_

\_\_\_\_\_ was briefed by \_\_\_\_\_ on the commissioned activity in

Name of contractor employee

Name of MTP employee

the area of \_\_\_\_\_.

The record is valid until (date): \_\_\_\_\_

The entrance (at your own risk) to company premises with a vehicle is: permitted  not permitted

Contact at MTP: \_\_\_\_\_ Phone number: \_\_\_\_\_



Evidence of briefing:

Contractor name: \_\_\_\_\_

\_\_\_\_\_ was briefed by \_\_\_\_\_ on the commissioned activity in

Name of contractor employee

Name of MTP employee

the area of \_\_\_\_\_.

The record is valid until (date): \_\_\_\_\_

The entrance (at your own risk) to company premises with a vehicle is: permitted  not permitted

Contact at MTP: \_\_\_\_\_ Phone number: \_\_\_\_\_



Evidence of briefing:

Contractor name: \_\_\_\_\_

\_\_\_\_\_ was briefed by \_\_\_\_\_ on the commissioned activity in

Name of contractor employee

Name of MTP employee

the area of \_\_\_\_\_.

The record is valid until (date): \_\_\_\_\_

The entrance (at your own risk) to company premises with a vehicle is: permitted  not permitted

Contact at MTP: \_\_\_\_\_ Phone number: \_\_\_\_\_

**Company / responsible employee statement**

I have been briefed and undertake to comply with the above MTP safety and environmental regulations.

I undertake to brief my employees and subcontractors and to document this. The records list can be seen in my documents and will be submitted in copy at the beginning of work.

Job description / order number: \_\_\_\_\_

Contracted company: \_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Name in block letters: \_\_\_\_\_

Internal notes:

The record is valid until: \_\_\_\_\_

**The completed and originally signed form must be submitted to the Technical Purchasing Department prior to starting work.**

