

§ 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