
External company regulations

1 Purpose/goal

Mercer Stendal attaches great importance to health protection, occupational safety and operational environmental protection.

When entering the Mercer-Stendal premises and during the performance of your service, you may be exposed to special dangers of which you are not aware.

As a basic document, these external company regulations govern the guarantee of occupational, operational and plant safety on the premises of Mercer Stendal GmbH as well as compliance with environmental and internal Group requirements.

2 Scope of application/effectiveness

These External Company Regulations apply to all persons who are not employees of Mercer Stendal. These regulations form an integral part of all contracts for work and services concluded between the Company and each contractor (hereinafter also referred to as contractor or external company) insofar as they enter the Company's properties.

The requirements of these regulations must be complied with during the stay on the entire premises of Mercer Stendal. Violations of one or more of these requirements or contractual agreements may result in expulsion from the premises, termination of the contractual relationship with the contractor and a reduction in the agreed remuneration for services by the company and, if applicable, liability claims.

3 Terms/abbreviations

Not used.

4 Description of the areas of responsibility

4.1 Responsibility of the contractor

The Contractor shall assume full responsibility for ensuring that all statutory, official and trade association regulations as well as Mercer Stendal's company-specific regulations are complied with when performing its services. Before executing the order, the Contractor must find out who has been appointed as the person responsible for the order at Mercer Stendal. As a rule, this person will be known from the preliminary discussions.

4.2 Alcohol, drugs, medication

The consumption of alcohol, drugs and mind-altering substances or medication is prohibited at Mercer Stendal GmbH. Working under the influence of these substances is also prohibited.

4.3 Familiarisation with the specific operating conditions at Mercer Stendal

Before entering the factory premises, every employee of the Contractor and its subcontractors **must** have **personally** completed basic instruction on occupational health and safety. A link to the online instruction will be sent for this purpose. In exceptional cases, the basic instruction can also be carried out at a terminal at the reception desk at Mercer Stendal.

When you place your order with Mercer Stendal, you will be given a contact person who will be responsible for carrying out your order. This employee is responsible for ensuring that you receive a detailed briefing on the company-specific conditions at Mercer Stendal. The briefing/instruction is

given to the responsible contact person (work supervisor, e.g. foreman or manager) at your company and is documented in writing. The contact person must understand the German language. Otherwise, a translator must be provided by the contractor. The contact person is responsible for the thorough instruction of your employees in accordance with § 12 of the Occupational Health and Safety Act and § 9 of the Industrial Safety Ordinance and must be available on site during the execution of the order. No work may be carried out at Mercer Stendal without having received instruction in the work task.

4.4 Contact persons for internal company regulations

- Contract manager at Mercer Stendal
- Landlord of the area
- Shift Manager Mercer Stendal
- Occupational safety specialist
- Fire protection officer
- Waste manager
- Safety officer

The instructions of these persons must be followed. Instructions given shall only apply in terms of health and safety at work and the coordination of the provision of the service and not in terms of hiring out employees.

4.5 Coordinator in accordance with Occupational Health and Safety Act § 8 Paragraph 1 and DGUV Regulation § 6 Paragraph 1

As soon as employees of Mercer Stendal or employees of another external company become active in your work area, a coordinator will be appointed by the company if required with regard to occupational safety. The coordinator can also be the person responsible for the order at Mercer Stendal, provided he is present on site. The coordinator shall harmonise the work so that mutual hazards can be excluded. The safety and health of all parties involved must not be jeopardised at any time. The companies must inform each other of the dangers associated with the work and coordinate with each other with regard to occupational health and safety. The instructions of the coordinator must be followed.

4.6 Risk assessment

Hazards and risks must be assessed before the work is carried out and documented on the work permit. If, from the contractor's point of view, further hazards arise, these must be discussed with the person responsible for the order and also documented. Specified safety measures must be complied with.

4.7 Registration to enter the premises of Mercer Stendal

Registration is carried out by the person responsible for the order at Mercer Stendal in the electronic registration system. The further procedure is in accordance with point 4.2. External company ID cards are issued at the reception desk or at the gate of Mercer Stendal.

With the external company ID cards, each external company employee must personally log in and out daily via the access system.

When entering the Mercer Stendal premises, only the driver may remain in the vehicle; other passengers must leave the vehicle and enter the premises via the "turnstile".

The person responsible for the order must be contacted before entering or travelling on the company premises. The person responsible for the order will give an on-site briefing and hand over the work permit (AES). No work may be started without a valid AES.

4.8 Controls

Access to the plant is gained by checking the plant ID card at the plant entrances. The ID card must be presented/shown here without being asked. The persons responsible for the inspection (authorised employees of Mercer Stendal and security guards) are entitled to demand the presentation of the ID card at any time.

Mercer Stendal also reserves the right to check compliance with the safety requirements (e.g. protective measures from the approval certificate, wearing of personal protective equipment) at any time.

In order to protect company and personal property, routine checks on persons and vehicles as well as checks on all containers and objects carried may be carried out in the plant area and at the gates (especially at the plant entrance and exit) by authorised Mercer Stendal employees or security guards. All external company employees must present the items in their possession upon request. Before entering Mercer Stendal's premises, a tool list of the electrical and electronic equipment (machines, tools, computers, measuring equipment, etc.) must be drawn up for the third-party property brought onto Mercer Stendal's premises and must be kept on Mercer Stendal's premises for the duration of the execution of the order. This list must be presented upon entry.

4.9 Carrying out the work

Before work is carried out, the responsible system operator (AF) is notified in the control centre using the AES. Specific safety instructions on the current situation in the system are given here. The AES is then submitted to the shift supervisor (SL). Once the SL has authorised the work, the yellow sheet of the AES is deposited with the AF. The white sheet remains with the contractor's work supervisor and the blue sheet with the Mercer Stendal order supervisor.

If there are safety concerns, work must not be started or must be cancelled immediately. The person responsible for the work reports to the control centre. The further procedure will be agreed again.

4.10 Stay outside the work area

External company employees are expressly only permitted to stay at their place of work and in the designated break areas, toilets, shower rooms and smoking areas.

4.11 Dismantling and cleaning up the work area after completion of the work

After completion of the contractually agreed work, the Contractor must leave the work area clean and tidy. If the Contractor fails to fulfil this obligation, it shall bear all costs incurred by Mercer Stendal for clean-up work.

4.12 Working environment

Familiarise yourself with your working environment before starting work and clarify the following questions in case of an emergency:

- Are there any additional risks? Comparison with work permit certificate.
- Emergency number Mercer Stendal (from mobile phone) **039321-55112**
- Emergency number Mercer Stendal (landline) **112**
- Where are the escape doors and escape routes?

- Where is the nearest eye shower/emergency shower, the nearest body shower with Diphotérine?
- Where is the assembly point?
- Where are first aid facilities (e.g. first aid kit, defibrillator)?
- Where are the fire extinguishers?
- Where can I set off an alarm (fire alarm call point or telephone)?

4.13 Cancellation

For work lasting several days, the person responsible for the work in the relevant department must log in and out of the control room on a daily basis. If the person responsible for the work at the external company is in charge of several work sites, all AES valid for the work must be logged on and off **daily**. After completion of the work, the work site must be handed over to the person responsible for the order Mercer Stendal or the shift supervisor or the responsible plant operator of the relevant department. Whenever leaving the company premises, all employees of the contractor must sign out individually at the access system. The external company ID card must be deposited at the entrance terminal (labelled return box) when leaving the premises for the last time. The ID card cover must be deposited separately in the adjacent post box.

4.14 Waste disposal

The contractor is responsible for the disposal of the materials used and their packaging and must dispose of them properly without delay. Particular care must be taken when disposing of plastic waste (films, cable ties, etc.).

The use of the disposal containers at Mercer Stendal is not permitted without the consent of the person responsible for the order.

The allocation of suitable disposal areas is carried out by the person responsible for the order or the waste manager.

4.15 Storage

Materials may only be stored in locations that have been agreed in advance with the person responsible for the order. Corridors, stairwells, connecting routes, escape and rescue routes may not be used for the storage of materials.

Mercer Stendal's central materials warehouse is a closed warehouse. Materials are issued exclusively to Mercer Stendal GmbH employees or to external company employees accompanied by Mercer Stendal GmbH employees.

4.16 Fire protection

Support our fire safety efforts by exercising caution and prudent behaviour when carrying out activities that could cause a fire.

Before starting work, please inform yourself about escape routes and assembly points in the event of an alarm (Mercer Stendal site plan).

Observe the safety symbols and escape and rescue plans.

Smoke and fire doors must be kept closed at all times. The wedging or locking of such doors is not permitted.

Welding, cutting and grinding work requires written authorisation (obtain a permit for work involving a fire hazard from the person responsible for your order).

Pressurised gas cylinders must be closed after use and the lines depressurised.

The storage of highly flammable, flammable and oxidising substances beyond the working hours performed on site is generally not permitted. Exceptions must be authorised by the shift supervisor. Please switch off all electrical equipment at the end of work and disconnect the mains plug. Smoking bans must be strictly adhered to.



Fire extinguisher location Escape route signage Assembly point

4.17 Authorisation certificate for hot work

Before starting welding and cutting work as well as related processes, a permit for work involving a fire hazard must be obtained from your Mercer Stendal contract manager. The authorisation certificate for hot work is only valid in conjunction with an AES for the corresponding work task. Mercer Stendal's operating areas are equipped with various fire alarm systems. Smoke or dust emissions can trigger the fire alarms. Smoke detection is automatically and directly forwarded to the SIS control centre and the plant fire brigade is alerted. The costs for incorrect fire brigade interventions are borne by the person responsible

4.18 Authorisation certificate for working in confined spaces and containers

The authorisation certificate for work in confined spaces and containers is only valid in conjunction with an AES for the corresponding work task. Mercer Stendal has special safety regulations for work in pits, containers and confined spaces. The person responsible for the order must prepare the authorisation certificate for work in confined spaces and containers and define the protective measures together with the person responsible for the work at the external company. These measures must be complied with.

4.19 Cordoning off work and danger zones

Barrier chains, barrier fences, barrier grids or barrier cones must be used to cordon off work and danger areas. Barrier tape (flutter tape) is not permitted.

4.20 Damage and damage report

Any damage caused by you must be reported immediately to the person responsible for the order, Mercer Stendal, or the shift supervisor.

4.21 Ban on smoking, drugs and alcohol

Smoking is prohibited on the entire premises of Mercer Stendal. Exceptions are separately designated smoking islands.

If the employee is under the influence of drugs or alcohol (> 0.0 ‰), work must not be started or will be cancelled immediately. The employee will be expelled from the company premises and the external company will be informed. Financial/economic losses will be charged to the contractor.

4.22 Food and drink

The consumption of food is prohibited in all production areas.

5 Behaviour in the event of accidents, fires and alarms

5.1 Behaviour in the event of accidents and fire

Report all accidents at work involving your employees to the person responsible for the order or the shift supervisor immediately. Irrespective of this, you are obliged to fulfil the statutory reporting obligations in the event of an accident at work. First aid on site must be provided by your own first aiders.

First aid kits must be kept at the workplace.

Immediate notification of serious accidents via:

- Emergency number Mercer Stendal (from mobile phone) **039321-55112 (SIS-Platz)**
- Emergency number Mercer Stendal (landline) **112 (SIS-Platz)**
- Shift manager 017616303020

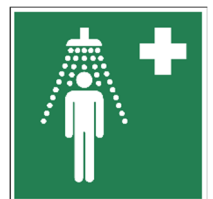
Necessary information:

- Who reports?
- Where did it happen?
- What happened?
- How many casualties?
- Are people in danger?
- When did it happen? **...wait for further enquiries! SIS place ends the call!**

5.2 Behaviour when wetting with hazardous substances

Emergency showers with eye showers and full-body Previn showers (green protective container) are installed at relevant points in the factory. The safety showers are flow-monitored and trigger an alarm at the SIS station when used.

- Report an accident or arrange for a report to be made (**SIS centre 039321 55112**)
- Remove injured persons from the danger zone, taking care to protect themselves
- Immediate removal of wet clothing
- Remove hazardous substances from people under emergency shower and/or eyes with eyewash equipment
- Contact lens wearers: if possible, remove the contact lenses before rinsing. Reason: The hazardous substance can accumulate behind the contact lenses and may not be removed by rinsing
- Observe substance-related operating instructions or safety data sheets and take them to the doctor









5.3 Behaviour in the event of an alarm

In the event of an alarm (light and/or sound signal), stop all work immediately and, if necessary, switch off any operating equipment that is still running.

The assembly point must be visited immediately and persons in need of assistance must be supported if necessary (Mercer Stendal works plan).

The completeness of the persons must be determined and reported to the person responsible for the assignment. The instructions of the emergency services must be followed.

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|---|--|
| If the siren on the roof of the caustic regeneration boiler sounds , leave the factory premises and go to the central assembly point (see site plan on the reverse) | 15s 10s 15s 10s 15s  |
| When the general room signal sounds, the building must be left immediately via the labelled emergency exits | 1s 1s 1s  |
| In the event of a fire alarm , the building must be exited via the escape and rescue routes. | 1s 1s 1s  |
| Leave the room in the event of a fire alarm in control rooms |  |
| In the event of a continuous gas alarm and flashing light, put on the escape mask and leave the building or room. |  |
| Leave the caustic pot when the sound and flashing light change. | 0,5s 0,5s 0,5s 0,5s  |

6 Occupational safety measures

6.1 General

Observe the risk assessment on the work permit.

Be aware of any additional hazards. Comply with the safety measures.

Report any occupational safety concerns immediately to the person responsible for the order or shift supervisor and also speak to your colleagues.

6.2 Personal protective equipment (PPE) / clothing

The Contractor must provide its employees with all necessary personal protective equipment. The corresponding costs shall be borne by the Contractor. The contractor is obliged to inform its employees in the form of instruction, information or training about the purpose and use of the relevant equipment and to emphasise to its employees that they are obliged to wear the prescribed personal protective equipment.

The protective equipment must be free of defects, ready for use and clean.

The information on signs and symbols on machines and devices must be followed.

When using hand-held cutting machines, grinding and cutting-off machines (e.g. angle grinders), a face shield must be used in addition to safety goggles.

Long-sleeved work clothing must be worn when working on and in the process plants. If, according to the risk assessment, the escape of residual media containing hazardous substances (liquids, sludges, dusts, gases) cannot be ruled out during specific work, additional PPE (e.g. disposable protective suit, respiratory masks) must be used. The PPE entered on the AES must be used.

Protective equipment to be worn as standard:



Special personal protective equipment as required and instructed:



6.3 Work equipment Mercer Stendal

Mercer Stendal work equipment may only be used with the authorisation and approval of the person responsible for the order. A visual inspection for damage must be carried out before use. The inspection period must not be exceeded for work equipment requiring inspection. Training is required for special work equipment (cranes, industrial trucks, etc.).

The authorisation must be presented to the person responsible for the order. Instruction and authorisation to use the work equipment must be provided by Mercer Stendal.

In addition to checking the work equipment, the load handling attachments must be visually inspected before crane systems are used. Unchecked or damaged load handling attachments must not be used. The work area must be cordoned off during crane work.

6.4 Work equipment of the contractor

Only use work equipment that is suitable and authorised for the intended task.

Only tested work equipment may be used. The next due inspection of work equipment requiring testing must be recognisable by the sticker affixed to the work equipment. To ensure safety when using electrical work equipment, use a PRCD-S (Portable Residual Current Device-Safety - portable residual current device with protective conductor detection or protective conductor monitoring) in the supply line.

6.5 Use of scaffolding

If the use of scaffolding is required to fulfil the work task, TRBS 2121 Part 1 "Danger to employees from falling when using scaffolding" must be observed. The contractor must assess whether the scaffolding is suitable for his work.

Only authorised and visually intact scaffolding may be entered. The user may not make any changes to the scaffolding.

6.6 Working at heights and on falling edges - Fall protection

The use of personal fall protection equipment (PPE) is mandatory for all work at heights where there is a risk of falling. The contractor is responsible for providing approved and tested PPE and for instructing his employees in its correct use. Only approved anchor points may be used for PPE. If there are any uncertainties regarding suitable anchor points, the responsible contact person at Mercer Stendal GmbH must be consulted.



6.7 Securing work equipment against falling

When working on travelling platforms and at heights where there is a risk of work equipment and other objects falling, suitable measures must be taken to prevent them from falling. The work area must be cordoned off and labelled before starting work.

6.8 Work on process plants

Never open systems or system parts without appropriate authorisation and protection by the system personnel. Local switches must be in the "off" position and secured against being switched on again by a lock. Use your own lock and secure your workplace. If you have any questions about the lockout-tagout procedure, please contact the person responsible for your order. Observe operating instruction 0157 "Opening pipework and equipment" when carrying out this work. Ensure that the systems are depressurised, drained, cleaned and protected against the supply of media. Ensure that the systems are de-energised and secured against being switched on again. Work on electrical systems may only be carried out after consultation with the respective responsible persons and after appropriate protection by specialised personnel. Ensure that the system is appropriately disconnected.

6.9 Accessing and working in potentially explosive atmospheres (Ex zones)

The operating instructions "Entering and working in potentially explosive atmospheres" must be observed when working in potentially explosive atmospheres. The Ex zones are labelled with warning signs.



The special work equipment (non-sparking tools) must be provided by the contractor. Ensure that only authorised electrical devices are used in the EX area. Mobile phones, radios etc. must remain outside the area.

6.10 Electric / electromagnetic fields

In areas with strong electrical or electromagnetic fields, the function of implants may be affected (e.g. block transformer, magnetic separators on conveyor systems). Users of passive implants (e.g. artificial joints, heart valves) or active implants (e.g. pacemakers, cochlear implants, insulin pumps) must report to Mercer Stendal before starting work. Separate instruction will be provided by the Mercer Stendal work supervisor.

Labelling of areas that may only be entered by implant wearers after instruction



6.11 Radiation protection areas

In the area of the plant, radioactive sources are used in protective containers for metrological purposes. The radiation protection instructions of Mercer Stendal apply here.

Only Mercer Stendal employees who are trained and authorised to do so are permitted to work in these areas when the radiation source is open.

These areas are cordoned off and marked with warning signs.



Once the radioactive source has been cleared and measured and the corresponding documentation has been completed, it is safe to work in this area.

Material testing work must be registered via the person responsible for the order. The area must be cordoned off in accordance with the specifications. Before starting the immediate inspection, the shift supervisor must inform the operating personnel in the control room to ensure that the process

measuring equipment is in a safe condition. Failure to do so may affect the measurement technology.

6.12 Access and clearance measurement of containers and confined spaces

The Mercer Stendal GmbH Road to Zero works standard "S-11 - Working in containers and confined spaces" applies here. For the preparation, execution and completion of work in containers and confined spaces within Mercer Stendal GmbH, an "Authorisation certificate for work in containers and confined spaces" is required in addition to the work permit. The clearance measurement for entering containers and confined spaces is carried out by authorised Mercer Stendal personnel. Continuous monitoring of the breathing air must be carried out by the contractor on his own responsibility. The necessary equipment must be provided by the contractor. Before starting work, a valid rescue plan must be available and a safety guard must be assigned and instructed.



6.13 Use of personal gas detectors

Stationary gas warning devices are installed in various areas of the facilities. The area must be evacuated immediately in the event of visual and acoustic signalling. In addition, every Mercer Stendal employee and every team of external company employees is required to carry personal gas detectors in these areas. The external companies are responsible for procuring and using the gas warning devices and escape filter devices. Depending on the system area, devices for hydrogen sulphide (H₂S), chlorine dioxide (ClO₂) or sulphur dioxide (SO₂) are required. When working in containers and confined spaces (e.g. sewer systems), a device for measuring the oxygen concentration may also be required for carbon monoxide and methane. When placing your order, ask which type of gas detector is required for your work. When the work is authorised on the work permit and the container access permit, the use is prescribed accordingly.

7 Internal transport - motor vehicles

Park your vehicle in the designated visitor car park. The Mercer Stendal (AV) person responsible for orders must be notified before driving onto the Mercer Stendal site. The rules of the StVO apply throughout the Mercer-Stendal site. You are obliged to adhere to the maximum speed limit of 30 km/h. In specially designated areas or if the situation requires it, walking speed is permitted (max. 5 km/h).

The use of external vehicles on the Mercer-Stendal site is restricted to the:

- Transport of material and tools
- Transport of external company employees between accommodation containers and place of work

Only vehicles that are roadworthy and in a safe operating condition may be driven on the Mercer-Stendal site. When driving motor vehicles, employees must carry their driving licence with them and present it to the person responsible for operations upon request. Leaving the engine running continuously is prohibited.

Enter the name of your company's labour manager with telephone number and Mercer Stendal order manager in the vehicle.

If it is necessary to remain on the premises, only areas authorised for this purpose may be used.

Driveways, entrances to halls or fire brigade access routes must be kept clear. Mercer Stendal reserves the right to tow away vehicles for a fee in the event of violations.

Large equipment (wheel loaders, forklifts, lorries, etc.) are in use throughout the Mercer Stendal site.

To protect all other vehicles in factory traffic, only vehicles with additional amber/orange rotating beacon or light bar approved.

Rotating beacons are available for borrowing at the gate/entrance. If all borrowed items are returned on time and in full and in an undamaged condition, no fee will be charged to the borrower after the items have been checked by a Mercer Stendal GmbH employee. In the event of damage or non-return of one or more borrowed items, the lender reserves the right to invoice the borrower (compensation for replacement and expenses).

8 Use of hazardous substances

Hazardous substances may only be used in compliance with the Hazardous Substances Ordinance. The use of hazardous substances is only permitted if all necessary safety precautions have been taken.

Hazardous substances and their quantities must be reported to the person responsible for the order before the work is carried out.

Only hazardous substances previously authorised by the person responsible for the order may be used.

Safety data sheets must be kept ready. The required PPE must be used.

Only suitable and labelled containers are to be used.

Only such quantities of hazardous substances are to be provided in the work area as are necessary for the continuation of the work.

9 Utilisation of electrical energy (transmission of electricity to third parties)

Electrical energy for the operation of work equipment brought onto the premises may only be used at the points of use allocated to you and using an intermediate electricity meter. Other electrical connections to the operating grid must be authorised in advance.

The number of electricity meters required must be notified in advance so that a sufficient number of meters can be provided.

Electricity meters must be borrowed from the security guard (factory entrance), stating the company, contact person and telephone number, and returned there at the end of the working day. The initial and final meter readings must be documented. The issue and return of the electricity meters must be receipted.

Mercer Stendal GmbH is entitled to charge a lump sum for damages if an electricity meter is lost/not returned to the security guard properly.

During the period of a general repair, it is not necessary to use electricity meters for electricity consumption.

To ensure safety when using electrical equipment, use a PRCD-S (Portable Residual Current Device-Safety - portable residual current device with protective conductor detection or protective conductor monitoring) in the supply line.

10 Secrecy

It is not permitted to make recordings of operating facilities and working methods. This includes the prohibition of photography (exceptions require the express authorisation of the client). In addition, the external company employees are obliged to maintain confidentiality towards third parties about the aforementioned matters even after completion of their work.

11 Evaluation after completion of the work

After completion of the work at Mercer Stendal, your order manager will evaluate your performance. The result is automatically analysed in the central purchasing department. In the event of relevant deviations from Mercer Stendal's specifications, an evaluative discussion will take place with you as the contractor.