

I. Introduction

To assure smooth operations on our premises it is necessary to read the information in this policy prior to accepting the contract. The contractor and its employees are required to sign this form.

In our operations, occupational health & safety has the same priority as production and workflow. We subscribe to the principle of "Safety first!"

Our policy for external contractors serves to assure occupational safety for our and your employees. The rules set out in this policy must be complied with under all circumstances in your and our employees' interest.

This policy applies to all manufacturing areas at Parker Hannifin Packing Division Europe locations as well as to plant maintenance, office areas, warehousing and plant premises.

II. Emergency rules



1. What to do in case of fire, accidents and other hazards

Report the emergency by calling – phone number: 0-112 / 07142/351281

The emergency report has to contain the following:

Who is calling?

What has happened?

Where did it happen?

How many persons are injured?

Do not hang up immediately, but wait for confirmation!

In case of fire or explosion, operations management must be notified immediately.



2. First aid

In case of accidents you may use our first aid facilities.

Report all work accidents of your employees to us. Irrespective of this notification, you will additionally have to comply with all statutory reporting requirements.



3. Escape

When a warning signal (siren/horn) is sounded, e.g. in case of fire or explosion, you must immediately leave the building while warning people in adjacent areas or helping persons with disabilities. Go to the designated assembly points.

4. Authority to issue Instructions

Instructions issued by rescue squads must be complied with.

III. Prohibitions



1. No smoking or consumption of alcohol

A general ban on smoking and consumption of alcohol is in effect for the entire plant premises. Open flames and ignition sources must be kept away. Only designated smoking areas are exempt from this ban.

Employees suspected of being under the influence of alcohol will be expelled from the premises. Contractors will be informed accordingly.



2. Mobile communications

The use of mobile phones and other non-explosion protected electrical devices is not permitted in designated areas exposed to explosion hazards.



3. Non-disclosure

The preparation of records or images of operating facilities and processes in any form, to include photography, is prohibited. Furthermore, contractor personnel are under obligation not to disclose any of the aforementioned information to third parties even after completion of their work.



4. Restricted access

Contractor personnel are not allowed to enter any areas other than the work areas assigned to them without prior permission.



5. Use of electrical energy

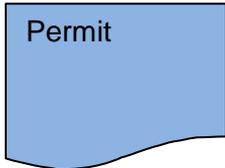
In the case of work to be performed on branch-circuit distribution centres or equipment Facility Engineering or a department manager must be informed. Electrical energy may only be extracted at the supply points that have been specifically allocated to you. Any other electrical connections to the plant's grid require prior approval.



6. Hazardous work

Hazardous work is prohibited as a matter of principle. Exceptions are only permitted after prior written approval (permit). In particular, this applies to

- Work in **areas exposed to the risk of explosion** (storage areas for flammable liquids etc.)
- Work with **fire** (welding, burning, heating) and **flammable liquids**
- **Cutting and severing work**
- Handling of **hazardous substances**
- Work on or near **electrical equipment/systems**
- Work requiring particular care because it harbours **immediate hazards** for your and our employees



Use only appropriately trained/skilled employees for such jobs.

7. Safety precautions / facilities

- All signs with rules, bans or warnings must be observed, and must not be removed or obscured.
- Escape routes and emergency doors are marked and must be kept clear at all times. Markings must not be removed or obscured.
- Fire fighting equipment such as hydrants, fire extinguishers etc. must be kept clear at all times; respective informational signs must not be covered or made unusable in any other way. Any damage must be reported immediately.
- Material stores and stacks must be set up in a way that they pose no risk to occupational safety, the production process or transport and traffic flow.

IV. Accident prevention



1. Rules

When carrying out your contract work you and your employees are required to comply with all occupational health & safety, environmental protection and accident prevention rules and regulations provided for by law or the relevant occupational/trade associations.

2. Quality of equipment

All of the tools and equipment used in performing the contract work must comply with the afore-stated rules and may only be used as prescribed. Tools, devices, facilities and equipment belonging to our operations may not be used without our permission.



3. Personal protective gear

If the planned work requires the use or wearing of personal protective gear the contractor must provide such gear in sufficient supply to its employees. The contractor's employees are required to wear or use such personal protective gear according to its intended purpose.



4. Fire and explosion protection

When performing work in areas exposed to the risk of explosion our explosion protection documents must be observed; in particular, the following rules apply:

- Strict smoking ban
- Prohibition of the use of non-explosion protected electrical and non-electrical equipment
- Prohibition of certain work

5. Employee qualification

Driving /
operating
licence

Employees who operate forklifts, cranes and work platform lifts must demonstrate that they are in possession of the necessary qualification.

Use of such equipment without express permission by the appropriate contact person at the Parker Hannifin Packing Division Europe is not permissible.

V. Sign-in and instruction

1. Sign-in/sign-out

Sign-in and register in the list at the reception desk.

Inform the manager of the area where you will be working of the beginning and end of your work. It is strictly prohibited to start working without prior registration and sign-in.



2. Vehicles

All vehicles must be parked in the designated parking areas of the plant premises as a matter of principle. Fire department access routes must be kept clear.



3. Traffic rules

Traffic rules on the premises are oriented to the National German Traffic Rules (StVO). The maximum speed for vehicles of any kind is 20 km/h.

Instruction
Operations policy
for contractor
personnel

4. Instruction

The contractor's manager is responsible for issuing job-related/operational instructions to the contractor's employees. These instructions will be provided at least once per year. In addition, the contractor's manager will provide the required operations-specific instructions for Hannifin Packing Division Europe work based on this "contractor policy" at least once a year.

5. Coordination

In the event of potentially arising mutual hazards a coordinator (operations manager or his/her representative) will be assigned. The coordinator will be authorised to issue instructions to you and your employees. Prior to starting the work, discuss with the coordinator whether – and if so what type of – safety precautions are necessary.

6. Waste

Any waste materials generated must be properly disposed of. Any waste generated by the contractor must be disposed of by the contractor. Disposal using the disposal containers on the premises of the Parker Hannifin Packing Division Europe is only permissible after prior coordination.

7. Hazardous substances

The coordinator must be informed of any storage and use of hazardous substances in advance (submission of the safety data sheet is required in particular).

8. Disruptions / risk of water pollution

Any disruption and hazard occurring during the performance of work must be immediately reported to the person responsible for the contract or the coordinator. If a risk of water pollution exists, e.g. as a result of spills, the risk must be eliminated immediately. An appropriate binding agent for fluids is available to absorb spills.

VI. List of key phone numbers

Emergency line**Phone No.: 0-112****Management****Mr Vanswijgenhoven****Phone No.: 07142/351-100****Occupational Health & Safety****Mr Weigel****Phone No.: 07142/351-281**

VII. Final provisions

In the event of a violation of any of the afore-stated items instructions issued to stop such actions will be complied with. Furthermore, contractor must expect to be immediately expelled from the premises.

Monitoring/supervision by our designated personnel will not relieve you of your leadership obligations and responsibility for your employees.

The respective department/functional manager will assist you in any issues relating to this operations policy and be available to provide information at any time.

In the event of any lack of clarity, possibly imminent danger or detection of immediate danger all emergency actions immediately required to avoid any hazards to people, the environment and facilities/equipment will be taken. Management will be informed as a matter of principle.

The contractor will be fully liable for any damage that can be attributed to a violation or occurs as a result of faulty installation/assembly work.

The contractor and the employees assigned by the contractor fully acknowledge the contents of this operations policy.

Date

Contractor's signature