

External Companies regulations

Based on DGUV Regulation 1 and German Safety and Health at Work Act (ArbSchG)



Scope of application

These External Companies Regulations apply to all companies working on the Solarwatt premises.

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General information

These External Companies Regulations form an integral part of all services and work and labor contracts which are concluded between SOLARWATT GmbH (also referred to as Solarwatt below) and all contractors (also referred to as external company below) if such contractors enter the Solarwatt premises.

The contractor, their employees, and all sub-contractors and their employees must follow the rules in these external company regulations. They serve as a guarantee for work, operational and system safety on the Solarwatt factory premises and ensure statutory requirements are implemented.

The contractor shall confirm they have received these

external company regulations and have taken due note of them. Both they and any subcontractors, where relevant, shall guarantee compliance with these regulations before measures/work commences by providing a legally valid signature as specified in Appendix 1 and shall send this in advance to fremdfirmenkoordinator@solarwatt.com. The contractor is responsible for ensuring that their employees have a copy of the External Companies Regulations available on site after the order is placed.

Solarwatt may terminate their contractual relationship with the contractor and reduce the agreed payments for services if there are any breaches in these regulations or contractual agreements.

General information on briefing external companies

External companies are informed about operational requirements and safety and environmental regulations on the plant premises before commencing their activities. This also includes briefings about specific hazards and correct conduct in hazardous and emergency situations. This is achieved by providing the contractor with a copy of the External Companies Regulations **and** by the Solarwatt contact person (External Companies Coordinator or their representative) giving a briefing on site.

The contractor is obliged to agree on a date for the briefing with Solarwatt at least 7 days before work commences. Before starting work, they must appoint a contact person who is responsible for implementing internal company regulations on the plant premises.

Any on-site work team must be able to master the German language to a sufficient extent, so that they are able to read and understand plant regulations and any other relevant regulations and instructions. If this is not the case, the client is entitled to reject any persons working for the contractor without incurring any costs. The same safety regulations apply to external companies on the plant premises as those to Solarwatt employees.

Entering and leaving the plant

The contractor's employees must report to the External Companies Coordinator or their appointed representative when entering and leaving the plant. The External Companies Coordinator keeps a record of external persons who are present on the premises. The contact person/coordinator must be provided with a list of all employees assigned to Solarwatt, including any sub-contractor employees.

The External Companies Coordinator is entitled to carry

out random checks on external company employees' social insurance cards before work is commenced or while it is commencing.

Solarwatt accepts no liability for any goods, materials and equipment brought onto the premises. Any equipment used on the plant premises must comply with the applicable safety regulations (see German Ordinance on Industrial Safety (BetrSichV), for example).

Alcohol and other intoxicants

It is strictly forbidden to bring alcohol and other intoxicants onto the premises or sell and consume them there. If any person does not comply with this ban, they shall be expelled from the factory premises without

delay. This will not have any impact on the validity of contractually agreed deadlines and completion dates. Smoking is prohibited throughout the entire premises (see site plan) except in marked areas.

Traffic regulations/plant traffic

Vehicles, including industrial trucks and lifting platforms, may only be driven onto and around the plant premises and in the workshops as specified on the driving permit. Only suitably trained persons specifically authorized by their company in writing may drive and operate cranes and any vehicles which are used on site. External companies may drive on the plant premises at their own risk and after obtaining permission; Solarwatt accepts no liability.

The German Traffic Regulation Act applies throughout the entire plant premises. The indicated maximum speed in the marked area (10 km/h) must be complied with.

Parking is only permitted on the parking decks. Any exceptions must be agreed with the contact person. Driveways, passageways, access roads and, in particular, emergency exits must be kept clear at all times. It is strictly forbidden to stop within a five-meter radius of the propane tank.

Work safety, accident prevention, environmental protection

Risk assessment, on-site briefing, permission to work

The contractor must perform a risk assessment based on the German Act on Occupational Safety and Health and German statutory rules of conduct, such as the German Ordinance on Industrial Safety (BetrSichV), the German Hazardous Substances Ordinance (GefStoffV) and the German Biological Agents Ordinance. They must also establish and comply with the necessary safety measures.

When the External Companies Coordinator or a representative gives an on-site briefing before work commences:

- The person responsible for the contractor's work is briefed on the local conditions and informed about the company-specific hazards in the work area.
- Mutual hazards will be identified which equally affect the contractor's, the client's and other companies' working groups.
- Plant-specific safety measures, including plant-specific personal protective equipment, and safety measures to prevent mutual hazards, will be defined.

A Solarwatt contact person will give briefings annually to companies who provide services on a permanent ba-

sis or on multiple occasions throughout the year.

Work may only be started after the on-site briefing has been given and all the necessary safety measures are in place.

The contractor's employees shall only enter the location where they have their designated workplace as specified in the contract concluded with Solarwatt. They are not permitted to enter other sections of the plant.

To avoid mutual hazards, the contact person designated by Solarwatt and the External Companies Coordinator will coordinate the work for all contractors in accordance with DGUV Regulation 1 § 6. The safety measures that the coordinator imposes must be implemented and maintained for the duration of the work.

The contractor must keep the Solarwatt contact person informed about when work commences, any work stoppages, work outside normal working hours (e.g. on Saturday and Sundays), and when work is completed. The contact person must also be notified of any disruptions to the course of operations.

The contractor is also fully responsible for compliance with statutory work safety regulations.

Handling dangerous substances

All employees must comply in particular with the German Hazardous Substances Ordinance, REACH, and the Technical Rules for Hazardous Substances plus all other relevant regulations when handling, using and delivering hazardous substances and chemical work materials. The contractor shall advise in writing of any hazardous substances that are produced when work is being performed. The contractor shall provide notification of any contamination of the working environment, including gaseous or dusty emissions, before work commences. In addition, the contractor may only bring in hazardous substances in original or correctly marked containers. It is Solarwatt GmbH which decides whether to approve hazardous substances and dangerous goods or not. It is strictly forbidden to use carcinogenic substances. It is only permitted to store hazardous substances, parti-

cularly environmentally hazardous substances, in designated secure storage areas on the plant premises after special permission has been granted. As a general rule, water-polluting substances must be handled in such a way that avoids contamination of the soil, groundwater or other bodies of water. Compressed gas cylinders must be secured against falling with suitable slings.

Mainly flammable, harmful and hazardous substances are present in Solarwatt's safety-relevant departments (Production, Logistics, Maintenance, Technical Center). The contractor is responsible for providing personal protective equipment. The Solarwatt contact person must be consulted if the contractor does not have sufficient expertise in this area.

Working with thermal processes

The contractor is only permitted to carry out welding, thermal cutting, soldering, grinding, and roofer work with naked flames and flying sparks if a fire watcher is present, an extinguisher is at hand, and they have a signed permit for work posing a fire hazard (Appendix 3). The contractor and the coordinator or their representative will issue such permits.

Before starting any work activities, all contractors must

obtain information on fire protection equipment and escape routes based on the displayed alarm response plan and ground plans for fire department usage and by consulting the designated Solarwatt contact person (also see "Alarm/alarm response plan").

If a fire should break out, action should be taken as specified in Fire Precaution Regulation Part A and those present should start to extinguish the fire.

Personal protection equipment

The contractor's employees are obliged to observe any mandatory signs and wear the necessary protective equipment, such as safety glasses, safety footwear, and safety helmets. It is compulsory to wear Class S1 P work safety shoes as a minimum in the production workshops, warehouses and the Technical Center. ESD

protection requirements must also be observed in Battery Production. It is mandatory to wear a high-visibility jacket in the indicated logistics area.

DGUV Regulation 1 § 29 specifies that the contractor must provide their employees with personal protective equipment when they perform hazardous work.

Alarms/alarm response plan

Any external company employee who detects a potential fault or hazard or danger shall report such incidents to Solarwatt GmbH or the employee responsible. They are also obliged to report any release of substances and

any associated impact or disturbances in the surrounding area. Solarwatt GmbH shall decide on the measures to be taken.

Conduct in the event of an accident

If one of the contractor's employees should have an accident where medical assistance is required, the emergency number 112 (0-112 on internal phones) must be called immediately. The scene of the accident must be left untouched if this allows people to be rescued and there is no need to make things safe to prevent further

accidents. Reportable accidents must be reported to the contractor's employers' liability insurance association. The client (Solarwatt) must also be notified for information purposes. As a basic rule, only emergency services may deal with any electrical accidents.

Waste disposal

Employees are responsible for disposing of waste unless an agreement has been made to the contrary. Temporary storage of waste is permitted at an assigned location and within an agreed time frame as per the applicable safety regulations if prior approval has been obtained from Solarwatt. The contractor is liable for any non-compliance with these requirements.

Construction site safety for construction and installation work

Once work is complete, construction site areas must be swept clean and handed over in the agreed conditions.

- Only ladders which comply with the requirements specified in BGV D65 may be used.
- Scaffolding must be erected in accordance with DIN 4420 (only scaffolding material in perfect condition, scaffolding decks with side protection comprising a guardrail and an intermediate rail, etc.)
- Mobile scaffolds must not be moved when persons are on them. Activities on scaffolds must be avoided if persons are working underneath, except if scaffold surfaces are fully enclosed.
- Before commencing any civil engineering work such as excavations, pits and drains, and drilling and spraying work on buildings, the company performing the work must obtain information from the External Companies Coordinator about the location of live cables, water pipes, gas pipelines and similar. If necessary, they must submit the shaft permit from the civil engineering authority.

Employees should avoid working alone. If a person does perform hazardous work alone due to an emergency or in exceptional cases, the contractor must guarantee a

vigilance system based on suitable measures such as brief checks and a detection system as per DGUV Regulation 1 § 8.

If extremely loud noise pollution will occur during work, the contractor must draw the coordinator's attention to such circumstances in good time, so that suitable working hours or appropriate noise protection measures can be established.

The coordinator's permission must be obtained before the order is confirmed if what are known as container buildings (for break rooms, etc.) need to be erected. Statutory regulations (Workplace Regulations) must be observed. Break rooms on construction sites must bear the owner's name where it is clearly legible.

Solarwatt's contact person and the coordinator must carry out a final inspection and approval when work on buildings, systems or machines is completed. In doing so, they must ensure that any affected safety systems function correctly again.

Machines, tools, equipment

The plant's own equipment (machines, work equipment, operating materials and supplies, etc.) may only be used with the coordinator responsible's approval and after the coordinator has provided a briefing. The tools, machines and equipment used by the contractor at Solarwatt must comply with the applicable regulations. Devices/auxiliary equipment subject to testing must

be tested and marked as per the relevant regulations (e.g. electrical devices as per DGUV Regulation 3, conductors as per BGV D36). The contractor must provide PRCD protection for all electrical work equipment that they use as not every electrical connection at Solarwatt has RCD protection at present. Solarwatt accepts no liability for personal property.

Working on or near to electrical installations

Live-line working is prohibited at Solarwatt.

If work needs to be carried out in the vicinity of live installations or equipment, the electrician responsible must always be contacted via the coordinator to decide on appropriate measures. The contractor must make a request to switch off the electric power well in advance,

so that appropriate arrangements can be made with the production sites in good time. The power may only be switched off and switched on again and protection may only be fitted and detached in consultation with Solarwatt's assigned electricians. Unauthorized actions are prohibited on all electrical equipment.

Elevated working positions

Persons working in elevated working positions, such as roofs, platforms, ramps and fixed ladders, must be protected by special protective measures, such as balustra-

des and guard rails or the use of safety harnesses and any necessary safety nets.

Data protection and nondisclosure

All transactions by Solarwatt and its business partners must be kept secret from third parties, even after work activity has been completed.

The contractor is obliged to keep secret all industrial and business secrets which they become aware of and any other information or knowledge about equipment, processes and work instructions. The contractor is re-

sponsible for ensuring that their vicarious agents also comply with these provisions.

Personal data that becomes known during the course of work at Solarwatt or that is processed and handled may be made accessible to others for the purpose of fulfilling tasks.

Filming and taking photos

Taking photographs, filming and making sound recordings is strictly forbidden on the Solarwatt premises as is the copying of documents belonging to Solarwatt and its associated companies.

Permission can be obtained for such activities through the Solarwatt contact persons. Solarwatt may demand the return of film and sound material and destroy such material if anyone fails to comply with this regulation.

Safeguard clause

Solarwatt is not liable for any damage resulting from failure to comply with the specified conditions.

The contractor shall indemnify Solarwatt against any claims which third parties bring against us in connection with damage caused during the course of the work

that the contractor performed and for which we are not to blame (obligation to indemnify).

The contractor must submit a valid insurance certificate from their liability insurer as proof. The insured sum must be at least €5 million per claim.

Implementation

As one of the leading German photovoltaic system manufacturers, we are exemplary when it comes to work safety, health protection, and environmental protection.

We do everything in our power to prevent injuries, accidents and work-related illnesses and are constantly working to actively minimize hazards at our site.

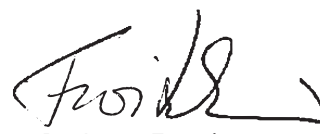
Dresden, November 13, 2020



Detlef Neuhaus
(CEO)



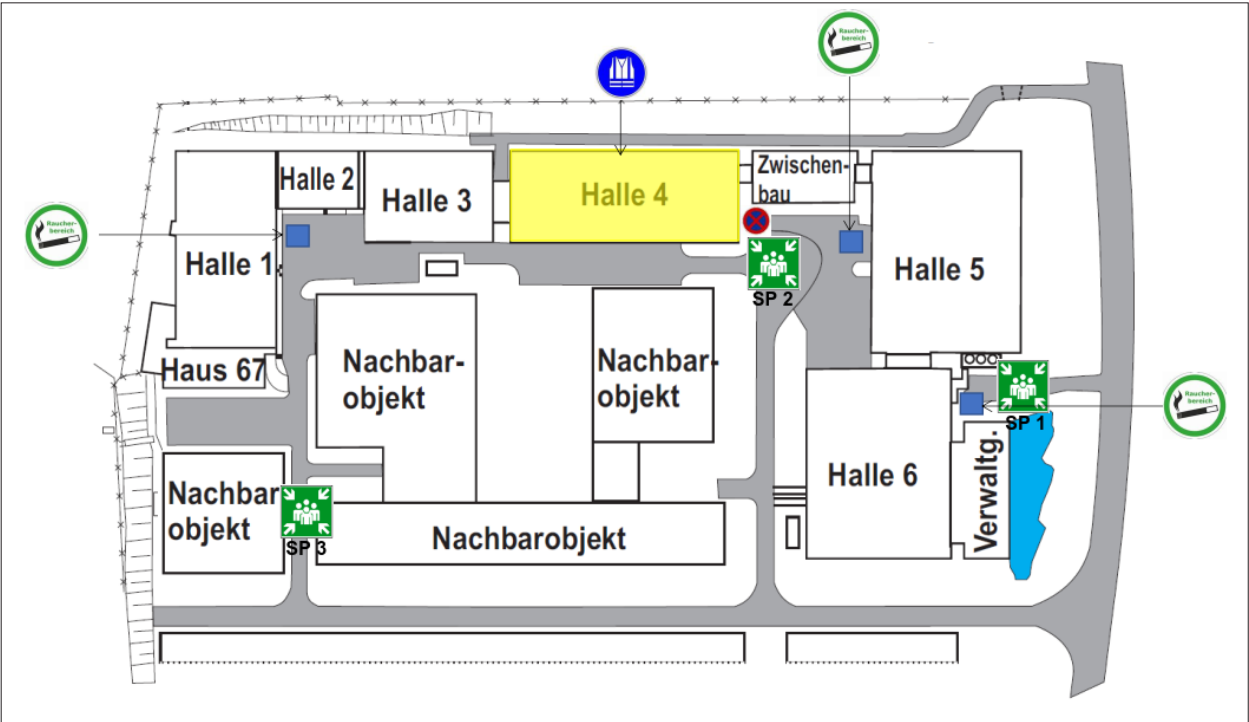
Sven Böhm
(CFO)



Dr. Armin Froitzheim
(CTO)

Floor plan

Location Maria-Reiche-Straße



Location Fabrikstraße 2nd floor



Location Fabrikstraße 3rd floor



Fire Precaution Regulation – Part A

As an example for assembly point 1

Brände verhüten !



Feuer, offenes Licht
und Rauchen verboten !

Verhalten im Brandfall

Ruhe bewahren

Brand melden



- Brandmelder betätigen
oder



- Feuerwehr anrufen
NOTRUF 112
und



- Zentrale anrufen [**-124**]

In Sicherheit bringen



- Gefährdete Personen warnen
- Hilflöse mitnehmen
- Gekennzeichneten Flucht-
wegen folgen
- Sammelplatz 1 aufsuchen
(zwischen Verwaltungsgebäude
und Halle 5)
- Auf Anweisungen achten

Löschversuch unternehmen



- Feuerlöscher benutzen

Brandschutzordnung in Anlehnung an DIN 14096

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As an example for assembly point 1

Brandschutzordnung nach DIN 14096 - Teil A
Stand 02/2022

Brände verhüten!

Feuer, offenes Licht und Rauchen verboten

Verhalten im Brandfall

Ruhe bewahren!

<h3>Brand melden</h3> <p>WER meldet? Wo brennt es? WAS brennt? Wieviel Verletzte? Warten auf Rückfragen!</p>	 	<p>intern</p> <p>Druckknopfmelder Einschlagen und Knopf betätigen!</p> <p>extern</p> <p>Notruf 0-112</p>
<h3>In Sicherheit bringen</h3>	 	<ul style="list-style-type: none"> Gefährdete Personen warnen Menschen retten Hilflose mitnehmen Feuerschutzabschlüsse, Fenster und Türen schließen Gekennzeichneten Flucht- und Rettungswegen folgen Sind Rettungswege nicht benutzbar, rauchfreien Raum aufsuchen und sich am Fenster bemerkbar machen Fahrstuhl nicht benutzen! Auf Anweisungen achten Sammelplatz aufsuchen - Parkplatz -
<h3>Löschversuch unternehmen</h3>		<ul style="list-style-type: none"> Bei Löscheinsatz auf Selbstschutz achten! Feuerlöscher benutzen Einrichtungen zur Brandbekämpfung benutzen

Erstellt: 02/2022
durch: L. Häußler BSBBSO - Teil A

Appendix 1

(The external company must send this document back to Solarwatt together with the order conformation)

Recognition of the external company regulations by the contractor

As a contractor performing work and/or services at Solarwatt GmbH, we confirm that we have duly noted and understood the contents of these external company regulations.

We undertake to inform all our employees that we assign to work at Solarwatt GmbH of the contents of these external company regulations and ensure that they implement requirements. This also applies to employees from other companies that we have subcontracted.

If Solarwatt GmbH passes on further requirements to our employees responsible in the form of verbal instructions, we undertake to pass on any such instructions to all our employees concerned and to our subcontractors.

Company: _____

Date: _____

Name: _____

Signature: _____

Appendix 2

(The external company must send this document back to Solarwatt together with the order conformation)

Proof of briefing given to the Contractor’s contact person responsible

The signature below serves as confirmation that the contact person responsible has been briefed about the rules contained in the Solarwatt GmbH External Company Regulations, that they will observe these regulations and that they will also brief their employees accordingly and ensure that they observe the regulations.

Company: _____

Date: _____

Name: _____

Signature: _____

Employee briefing by the external company
The signature below confirms that the employee has been briefed about the rules contained in the Solarwatt GmbH External Company Regulations and will observe them.
This record sheet must be returned to the Solarwatt GmbH External Companies Coordinator with the full signatures of all employees working on the Solarwatt GmbH premises. The briefing is valid for one year.

No.	Name in block letters	Date	Signature
1			
2			
3			
4			
5			
6			
7			
8			

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