

Requirements for entering the plant

This instruction on the rules of conduct regarding safety at Boehringer Ingelheim is required prior to entering plant premises. For this reason, it is to be conducted with all the contractor's employees and repeated annually. This safety instruction is conducted by the contractor's responsible person (including for their subcontractors). The safety instruction is followed by a short test at the gate which must be passed in order to verify knowledge of the rules prior to entry of plant premises.

This test can only be repeated twice. Should the the contractor's employee not pass the test, the employee will be denied access to the plant and the contractor will be informed by plant security. The contractor will be responsible for covering any costs arising as a result, such as due to waiting times or the arrival of another employee.

The safety instruction and test are valid for one year.

By accepting a plant ID card, you confirm your compliance with the rules of conduct. Your plant ID card must be worn at all times so that it is clearly visible.



Requirements for entering the plant: COVID-19

At Boehringer Ingelheim, both the legal requirements and additional company COVID-19 rules apply.

The current rules can be found on the [Boehringer Ingelheim](https://www.boehringer-ingelheim.de) website.

Should you have any questions, please contact your Boehringer Ingelheim point of contact.

(Link: www.boehringer-ingelheim.de/covid-19/schutzmassnahmen-an-den-deutschen-standorten)





EHS Leitlinien - Standort Deutschland (alle BI Gesellschaften am Standort Deutschland)

Die Verantwortung für EHS (Environmental Protection, Health & Safety) umfasst für Boehringer Ingelheim (BI) alle gesetzlichen und durch Selbstverpflichtungen geregelten Belange des Umweltschutzes, des Energiemanagements, des Gesundheits- und Arbeitsschutzes sowie des Notfallmanagements und der Gefahrenabwehr.

Geltungsbereich und Verantwortlichkeiten

Diese EHS Leitlinien gelten für alle deutschen Standorte und die hier tätigen Boehringer Ingelheim Gesellschaften. Die Geschäftsführungen der deutschen BI Gesellschaften sind für die gemeinsame und regelmäßige Überprüfung der EHS Leitlinien auf Aktualität, Angemessenheit, Normkonformität und Anwendbarkeit sowie deren Kommunikation und Umsetzung verantwortlich.

Compliance

Wir erfüllen die gesetzlichen EHS Anforderungen, respektieren und beachten den UN Global Compact und ergreifen freiwillige Initiativen.

Unser integriertes EHS Managementsystem ist gemäß den Anforderungen der Normen DIN ISO 14001, ISO 50001 und ISO 45001 zertifiziert. Mit der Verpflichtung zur Optimierung des integrierten EHS Managementsystems wird systematisch die Compliance sichergestellt und ein Prozess zur fortlaufenden Verbesserung aufrechterhalten.

EHS Managementsystem

Das integrierte EHS Managementsystem unterstützt uns darin, die festgelegten Ziele effizient zu erreichen, unsere EHS Leistung zu verbessern und sowohl die gesetzlichen als auch andere externe und interne Anforderungen zu erfüllen. So können wir das Unternehmen nachhaltig weiterentwickeln.

Wir messen die EHS Leistung und die Erreichung der Ziele anhand von Kennzahlen. Die notwendigen Informationen und Ressourcen zur Erfüllung und Verfolgung der Ziele werden bereitgestellt. Das System wird regelmäßig vor allem im Hinblick auf mögliche Verbesserungen überprüft.

Verpflichtung

Wir verpflichten uns, negative Auswirkungen unserer Tätigkeiten und Produkte auf Mensch und Umwelt so gering wie möglich zu halten und fortlaufend nach weiteren Optimierungsmöglichkeiten zu streben. Risiken und Umweltaspekte von vorhandenen und neuen Produkten, Verfahren und Einrichtungen werden von uns bewertet, um Verbesserungs- und Präventivmaßnahmen festzulegen.

Unsere Verpflichtungen sind:

- die natürlichen Ressourcen, Rohstoffe und Energie sparsam einzusetzen und die Effizienz kontinuierlich zu steigern
- Energiedienstleistungen, Produkte und Einrichtungen zu beschaffen und bei der Auslegung zu berücksichtigen, die unsere energiebezogenen Leistungen verbessern
- die Gesundheit und das Wohlbefinden von Beschäftigten und der Gesellschaft zu schützen
- die Umweltbelastungen bei allen Tätigkeiten zu vermeiden bzw. so gering wie möglich zu halten
- mögliche Gefährdungen im Rahmen der Anlagensicherheit durch Anwendung von Methoden der Sicherheitstechnik zu ermitteln und zu beurteilen, um Risiken zu minimieren, Ereignisse zu verhindern und mögliche Auswirkungen zu begrenzen
- ein geeignetes Notfallmanagement sicherzustellen
- die Konsultation und Beteiligung von Beschäftigten und deren Vertretern bei Themen der Arbeitssicherheit sicherzustellen.

Wir behandeln EHS Themen mit dem gleichen Maß an Verantwortungsbewusstsein, das wir den Themen Qualität, Produktivität und Kosteneffizienz zukommen lassen.

Mitarbeitende und Öffentlichkeit

Wir verpflichten uns gegenüber unseren Beschäftigten adäquate Gesundheits- und Sicherheitsbedingungen am Arbeitsplatz zu gewährleisten.

Durch kontinuierliche Aus- und Weiterbildung fördern wir das Bewusstsein für verantwortungsvolles Handeln in den Bereichen des Umweltschutzes, des Energiemanagements, des Gesundheits- und Arbeitsschutzes sowie des Notfallmanagements und der Gefahrenabwehr. Wir führen einen offenen Dialog mit Beschäftigten, Behörden, Medien, Nachbarn, Geschäftspartnern und interessierten Organisationen über unsere EHS Aktivitäten.

Geschäftspartner

Wir streben danach, Geschäftspartner auszuwählen, die diese Leitlinien aktiv unterstützen und ihre Mitarbeiter, die natürlichen Ressourcen und die Umwelt schützen.

Dr. Sabine Mikolaj
Vorstandende der Geschäftsführung
Boehringer Ingelheim Pharma GmbH & Co. KG

Dr. Douglas Khoo
Head of ESE
Region Germany/Europe

Freigegeben durch BDEC Beschluss vom 20.07.2020



[Link to the EHS guidelines:](#)

- **Area of validity and responsibilities:** All German locations and all companies active here.
- **Compliance:** All legal requirements are fulfilled.
- **EHS management system:** Our integrated EHS management system was established in accordance with the requirements of the DIN ISO 14001, ISO 50001 and ISO 45001 standards.
- **Obligation:** Boehringer Ingelheim and their employees are obligated to reduce the effects of activities and products on people and the environment to the greatest extent possible and to continually seek out further options for optimisation.
- **Employees and openness:** Boehringer Ingelheim maintain an open dialogue with employees, authorities, the media, neighbours etc.
- **Business partners:** Boehringer Ingelheim choose business partners who support these guidelines and protect natural resources and the environment together with their employees.

EHS vision – globally binding rules of conduct



At Boehringer Ingelheim, people work in chemical-pharmaceutical facilities, laboratories, power and technology centres, workshops and management.

In some work areas, there are a large number of potential hazards which subject these areas to especially stringent safety and environmental requirements.

This safety briefing is intended to make known the most important activity-based safety measures and rules of conduct and to point out potential hazards for people and the environment.



**EHS
vision**

The goal of Boehringer Ingelheim is to be one of the safest and most ecologically responsible pharmaceutical companies with healthy employees. We can only achieve this through successful and trusting cooperation with our business partners, which is why we expect their full support and compliance with our safety guidelines, which also protects their employees.

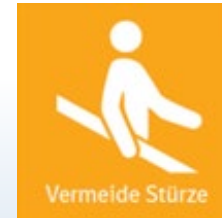
EHS vision – globally binding rules of conduct



Safe working and conduct means:
Set an example...



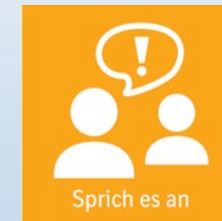
I ASSESS RISKS



I PREVENT FALLS OCCURRING



I WORK ERGONOMICALLY



I SPEAK UP



I DRIVE CAREFULLY

...and encourage others to do the same.

General rules of conduct on plant premises (1)

- The rules of the German Highway Code (StVO) apply on plant premises.
- Show consideration for others in traffic.
- Park only in the designated parking spaces and observe the absolute prohibition against stopping in places such as under pipe bridges, at hydrants, fire-extinguishing equipment and shaft covers as well as in areas identified by floor markings.
- Take particular care in loading areas as well as on narrow routes and construction sites.
- Cyclists must wear a bicycle helmet. Bicycles must be roadworthy.
- In areas where construction and assembly work are carried out, as well as at or in road and railway areas, persons must wear high-visibility clothing or a safety vest.



General rules of conduct on plant premises (2)

- Ensure cleanliness and order in the workplace. The workplace must be left in a clean condition after completing work.
- Outside specially marked areas on plant premises, there is a general prohibition against smoking (including in vehicles) as well as a prohibition against eating and drinking in all production and laboratory buildings! These activities are to be carried out in the areas marked for their respective purpose.
- The use of alcohol and other intoxicants is prohibited, as is working while intoxicated!
- Taking photographs and filming are forbidden throughout the entire plant premises!
- Animals may not be brought along!
- Functional, tested personal protective equipment (PPE) is to be brought along by the contractor and used according to the applicable rules without being requested to do so!



General rules of conduct on plant premises (3)

HIGH
FIVE
FOR SAFETY



- In case of a risk to people and the environment, all work is to be stopped immediately, an emergency call is to be made and the point of contact is to be informed. This also applies if a problem occurs while you are carrying out your work resulting in a risk to people or the environment.
- If you observe malfunctions/irregularities or deviations from the normal condition of a system/area, notify your direct point of contact immediately!
- The following work is prohibited without written permission from Boehringer Ingelheim: Work involving fire/heat (e.g. welding work) or sparks, work involving a risk of falling, work in containers or shaft structures and excavation work. This work may only be carried out with written permission from Boehringer Ingelheim (permit procedure for hazardous work/permit management system).

General rules of conduct on plant premises (4)



Regardless of which activities you're carrying out at Boehringer Ingelheim and where you are, you should know and observe the following rules!

- To protect consumers and patients from dubious products, GMP rules (good manufacturing practices) have been described in both German and international laws. Compliance with GMP rules is mandatory and monitored by the health authorities.
- This includes, among other things, strict requirements regarding access, purity, cleanliness, hygiene, clothing, particle-free work etc. on rooms and all personnel in areas with stringent cleanliness requirements (e.g. production and packaging areas).
- Contact your BI point of contact if you are suffering from communicable infectious diseases or open wounds or if you have had contact with contagious persons!
Access to GMP areas is prohibited in such cases!
- We place great value on good, comprehensible documentation of all processes/activities, such as documentation which accompanies production as well as both cleaning and maintenance protocols.
- Whenever you fill out or sign a BI document, please make sure to fill it out clearly, completely, legibly and in good time. Please also comment on any corrections made and always sign your name with both block letters and your signature!

Building access rules/working hours



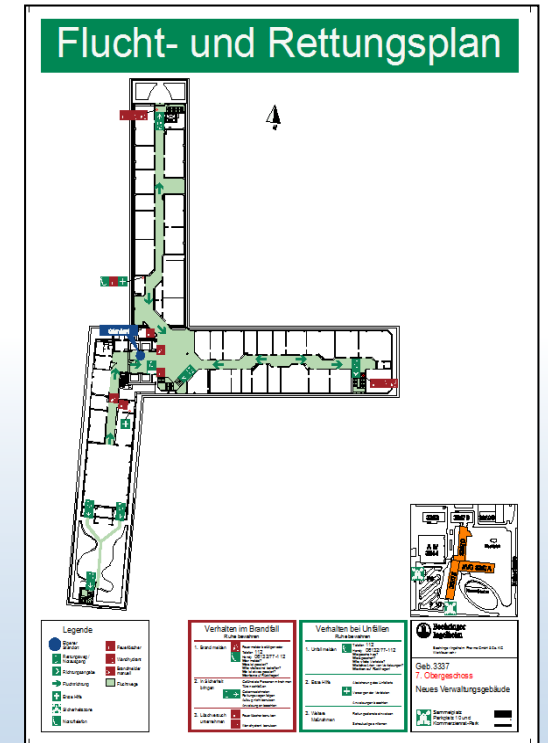
- Access to the buildings by the employees of partner companies is only permissible if they have signed in beforehand. The employee must also sign out when leaving.
- At most buildings and facilities, an additional safety briefing is required on site (e.g. level C) before work may begin! Your direct point of contact will provide information on this.
- Depending on the area and building, there are different sign-in/sign-out procedures (e.g. via an entry in a sign-in/sign-out list in the entrance area).
- The performance of planned activities and the planned working hours are to be coordinated with the direct point of contact before work begins.
- Work before 6am or after 7pm, on weekends or on bank holidays must be coordinated in good time with the contractor and plant security.
- You will receive a flyer with all important information and telephone numbers when your plant ID card is issued.















What to do in case of a building alarm

Locate emergency exits, assembly points and fire-fighting equipment using the building maps posted on site!

- Escape and rescue routes are to be kept clear, fire loads are not to be put down or stored and fire doors are not to be wedged!
- Pay attention to audible signals and/or loudspeaker announcements and follow the instructions of emergency service personnel.
- Buildings are to be exited using the nearest safe escape route. Assist injured persons and persons with limited mobility during the evacuation.
- Lifts are to be exited immediately and no longer used!
- Seek out the assembly point immediately (see notice board on site for location).
- Self-protection and the protection of people always have the highest priority!



Health and safety signs

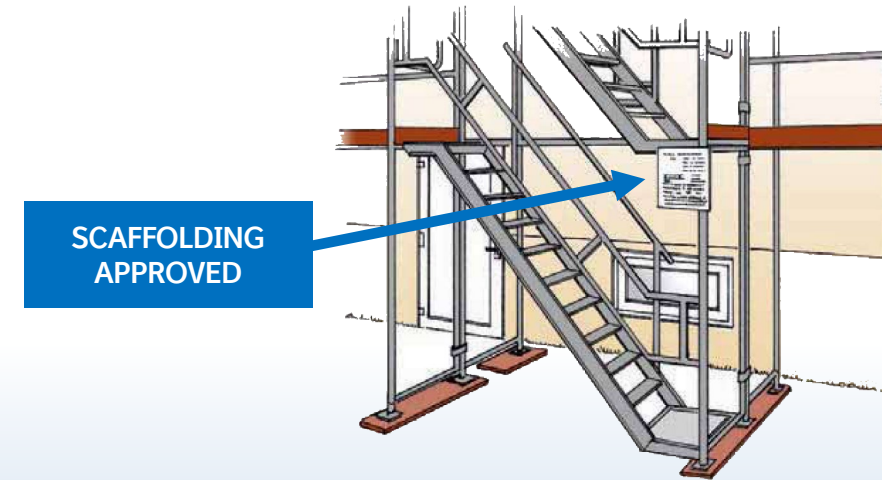
Prohibition	Warning	Requirement	Rescue	Fire safety	Hazardous substance
					
Smoking prohibited	General warning sign	Use foot protection	Escape route/emergency exit	Fire detectors	Harmful to health
					
Access prohibited to unauthorised persons	Explosive atmosphere warning	Wear hearing protection	First aid	Fire extinguisher	Flammable

On our plant premises, you will find a wide variety of different instructions and markings regarding occupational health and safety in the form of prohibitions, requirements and warnings. **These instructions must be followed!** Take the initiative to find out where emergency exits, escape routes, first-aid facilities, fire extinguishers and fire-detection devices are.

Using scaffolding and ladders

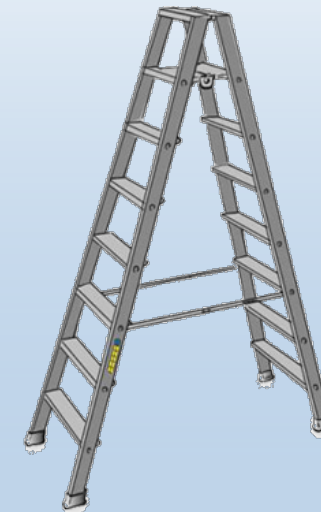
Scaffolding

- Scaffolding may not be accessed unless it has been approved by the scaffolding contractor.
- The legal provisions regarding scaffolding use apply.



Ladders

- The use of ladders is restricted to brief tasks with a small scope and involving minimal risk, such as changing light bulbs, installing/removing small and lightweight parts, measurement etc.
- Observe safety information/intended purpose of the ladder!
Ensure that the ladder is suitable for the job at hand and ensure that it is stable.



Environmental protection measures



- Any waste you create is to be disposed of properly – it may not be thrown in the rubbish containers found in the plant!
- All remnants of materials are to be disposed of by the partner company themselves or handed over to the disposal centre – sorted – in consultation with the direct point of contact (packaging etc.). The guidelines of the German Commercial Waste Ordinance apply.
- Waste water, chemicals, paint residue, solvents, fuel etc. may not be fed into the sewer system. These substances are to be fed into the disposal cycle outside the plant by the partner company or handed over to the disposal facilities at the company locations in consultation with the direct point of contact.
- Waste water and chemicals may never be fed into the storm sewer (marked in green).
- Should a mishap occur, dial the plant emergency number "112" immediately.



Our obligations are to:

- Use natural resources, raw materials and energy sparingly and continually increase efficiency.
- Procure energy services, products and equipment which improve our energy-related services.
- Avoid environmental impacts in all activities or keep them as minimal as possible.

For this reason, the following applies to our partner companies:



- It is also the duty of partner companies to contribute to improving efficiency and protecting the environment by using energy and resources sparingly.
This is a criterion when choosing and evaluating partner companies.
- Partner companies instruct their employees to use energy sparingly and protect the environment.

Emergency number: **112**

(from plant telephone)

Mobile: Locations Ingelheim, Dortmund and Rohrdorf: +49 (6132) 77-112

Biberach: +49 (7351) 54-112

Ochsenhausen: +49 (7352) 112

...or push-button alarms!

- Use emergency facilities on site!
- There is an obligation to provide first aid!
- The occupational health services are to be contacted whenever an injury occurs.
- Every work-related accident, near miss or unsafe condition on plant premises is to be reported to Boehringer Ingelheim's direct point of contact.
- In case a mishap occurs (e.g. leak or substance release), call the emergency services immediately! The corresponding emergency telephone number can be found on the flyer you received.

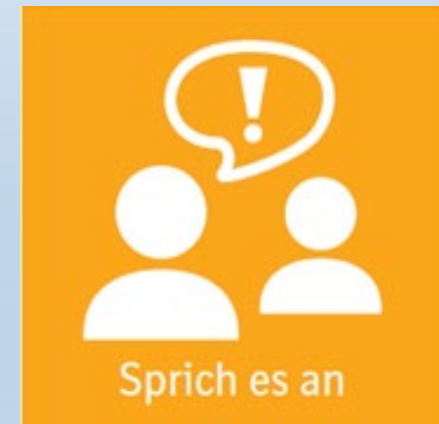


Your direct point of contact at Boehringer Ingelheim:

- Informs you of all safety-related matters at your work place (e.g. the location of the emergency and fire-protection equipment, emergency exits and escape routes).
- Supports you in complying with the rules of conduct, coordinates your assignment and performance of your work with you and instructs you on site.
- Organises the corresponding permit(s) for you in advance so that you can carry out the activity agreed upon together with you unimpeded.
- Your direct point of contact is an employee of Boehringer Ingelheim or their representative.

You inform your direct point of contact at Boehringer Ingelheim:

- About accidents and near misses.
- About abnormalities in operation (e.g. potential hazards due to a mishap) with regard to hazards to people and the environment.



Our special concern: drug safety



Should you have/observe problems, such as a side effect (e.g. itching), overdose, crumbly tablets or a missing patient information leaflet, with a Boehringer Ingelheim (BI) preparation or should you find out that another person has a problem with a BI preparation, please report this to the following department immediately:

Pharmacovigilance Germany

Phone: +49 (6132) 77-2604

Fax: +49 (6132) 72-141522

Email: PV_local_Germany@boehringer-ingelheim.com



Please provide as much information as possible, such as: your name/contact information, name of the BI preparation, information on the problem (e.g. any side effects which arise), information on the patient (age and sex) as well as the date on which you found out about the problem.

If in doubt, always reach out!

Point of contact and links



For questions on the sign-in process:

Plant security Germany: +49 (6132) 77 81 44

For questions on safety instruction:

Work safety Germany: +49 (6132) 77 80 63

For questions on data protection:



Rules of conduct for partner companies:



Still have any content-related questions or are you unsure about situations on site?
Your point of contact will be happy to help you!

Thank you for your attention!

