

All partner companies (hereinafter called "Contractors") and their personnel, who carry out work on the premises of Boehringer Ingelheim (hereinafter called the "Company") undertake to comply with the following safety regulations and rules of conduct.

Area of validity: These rules of conduct are binding on all Contractors. It is the Contractor's responsibility to ensure that they are also made binding on sub-contractors approved by the Company. In these rules of conduct, partner companies are Contractors that provide a contractual service on the premises of the Company, e.g. tradesmen, service technicians, consultants, trainers, etc.. These rules of conduct do not cover visitors in any detail since they do not provide a contractual service and are escorted by the Boehringer Ingelheim contact at all times. Training or familiarisation with these rules of conduct is prerequisite for admittance to Company premises and is termed "Level B Safety Training".

Explanation of the terms used:

Company representative (or Host): Each Contractor is assigned a Boehringer Ingelheim representative or "Host". Amongst other things, this representative is the Contractor's contact at the company in matters relating to admittance to Company premises.

Level A Safety Training: Level A Safety Training is performed via the admittance permit and the issue of the visitors' brochure at the gates. Level A training applies only to visitors and to any companies making deliveries to the Company, e.g. carriers, parcel services, or suppliers of building material, etc.

Level B Safety Training: Level B Safety Training is explained below with these rules of conduct. Level B training applies to all Contractors who carry out work on Company premises themselves or have work done by sub-contractors.

Level C Safety Training: Level C Safety Training is project- or order-related training that may be required, depending upon the potential hazards in the areas, plants or, building sites concerned or upon the specific activities involved, e.g. hot work, work involving the risk of falls, shutting down of safety systems, etc.). The Company representative shall decide whether training is required.

The abbreviation "EHS" stands for Environmental, Health & Safety.

With the initiative "BE SAFE – Zero by Choice", Boehringer Ingelheim attaches great importance to the safety culture embodied in "HIGH FIVE FOR SAFETY". Exemplary safety working and conduct means:

1. Access risks - I recognize risks and assess them
2. Prevent falls - I prevent falls, e.g. use the handrail
3. Work ergonomically - I work ergonomically for a healthy posture
4. Drive prudently - I drive prudently, with concentration and without
5. Address someone - I address unsafe situations.

I. General information

1. Each Contractor shall train, brief its personnel on these rules of conduct and register online accordingly. To this end, Boehringer Ingelheim shall provide binding training documentation and information on its website.
Link: <https://partners.boehringer-ingelheim.com/index.php?lang=en>
2. To prevent accidents or harm to the environment or fire or theft, the Contractor guarantees that all relevant legal and official EHS requirements, all directives issued by the Employer's Liability Insurance Association, Company regulations and these rules of conduct shall be observed. Of particular importance, here are the applicable risk assessment and the execution within the prescribed period of the necessary instructions. To ensure that this is the case, the Contractor shall require its personnel or sub-contractor personnel to comply with the aforementioned regulations and

shall monitor compliance.

3. The Contractor shall ensure that trained and correspondingly qualified personnel are made available for providing the service within the planned time frame.
4. The Contractor shall give priority to implementing measures relating to health and safety or to construction site safety and shall do so without delay. Furthermore, all personnel working in traffic areas or construction sites with a site fence or construction site traffic are obliged to wear high-visibility clothing.
5. Prior to commencing work, the Contractor must provide the Company representative, in writing, with the names of all those persons responsible for health and safety and must provide them with identification and grant them the necessary powers. This applies, where applicable, to the **Responsible Person** as per section 13 of the *ArbSchG* (Industrial Safety Act), **nominated Coordinators** as per section 6 of DGUV Directive 1 (directives issued by German Statutory Accident Insurance), the **Supervisor for dangerous work** as per section 8 of DGUV Directive 1 and Contractor's specialist safety personnel. A copy of the commissions shall be kept on site.
6. According to section 8 (1) of *ArbSchG* / section 6 (1) DGUV D1, if a mutual risk exists, every partner company is obliged to coordinate with other companies and Boehringer Ingelheim and take corresponding precautions (obligation to coordinate and inform). Where the Contractor is to carry out work that might harm the personnel of the Company and/or other Contractors, the Contractors involved shall appoint a coordinator, in so far as this is necessary to avoid a possible mutual risk; this person shall be granted the necessary powers to protect against special hazards.
7. Any personnel from partner companies who violate regulations can be reprimanded by the construction site manager, coordinators, EHS officer, Plant Security, or by any other person authorised by Boehringer Ingelheim and, in the event of immediate danger, ordered to stop work, or to leave the construction site, or Company premises. Details of sanctions imposed can be specified when the contract is drawn up. In the case of repeated or serious violations of the aforementioned provisions, Boehringer Ingelheim shall be entitled to terminate the contract with immediate effect and to claim compensation for the damage caused.
8. The Contractor shall be liable for consequences and damage caused by violation of these rules of conduct or by dismissal from Company premises and shall be obliged to compensate Boehringer Ingelheim accordingly.
9. The Contractor is responsible for compliance with the general duty of care relating to the performance of its services and its trade.
10. The Contractor shall itself be responsible for safeguarding its tools, equipment and materials.
11. Notice must be given of any work that is to be done outside normal working hours and this must be agreed with the Company representative. Furthermore, Plant Security (or, in Dortmund, Building Management) must be informed of any work that is to be before 6 am and done after 10 pm or at weekends or on public holidays. Such work shall be agreed via the Company representative. Special permits for work on Sundays or public holidays shall be obtained by the Contractor from the competent authority and agreed with the Company representative. Special permits shall be carried by personnel during work and presented to the Company representative or Plant Security on request.
12. The Contractor undertakes to employ only persons in possession of valid work papers. This ensures that only persons with a residential and/or work permit are employed. Boehringer Ingelheim Plant Security is instructed to admit to Company premises only those Contractor personnel who are in possession of valid official documents.
13. No alcohol, drugs or weapons are permitted on Company premises. The transportation of empty bottles of alcohol is also not permitted.

14. Smoking is prohibited throughout Company premises, except in the designated areas or smoking booths. The smoking ban also applies to outdoor areas and inside vehicles.
15. It is prohibited to use Company premises for advertising or sales purposes without the written approval of Boehringer Ingelheim.

II. Health and safety

If the Contractor has any questions about the safety of partner company personnel, it shall contact the relevant Company representative.

1. **Advance registration:** The Company shall register its personnel with the relevant Company representative, using the registration form available on the Internet. By registering with the BI, the partner company confirms that it has trained its personnel on the Company's rules of conduct. A company-issued ID badge will be issued for a maximum of one year. Should the contractual period extend beyond the one-year period or if a new or additional contract comes into force at the end of the one-year period, the training and access procedure shall be repeated in full. The Contractor shall ensure that approved sub-contractors also comply with the requirement to register personnel in advance.
2. The knowledge of your staffs tested at terminals. These will carry out at terminals in the gate. This test can be repeated twice. Personnel who fail the repeat test will be denied entry to Company premises. In such cases, the Company representative shall be informed. The Contractor shall bear any costs incurred as a result of waiting times or of personnel having to travel to the company again. Boehringer Ingelheim also reserves the right to carry out random checks of knowledge of safety procedures, in writing, at the place of work, also in the case of ongoing projects and contracts.
3. After a successful test, the employee receives a personalized printout with the most important rules of conduct, including a printed face photo. Personnel from partner companies shall be given Company ID badges only if has been proved that they have received training on the rules of conduct. When accepting the ID badge, partner company personnel confirm on the admittance permit that they have received training on the rules of conduct. Partner company personnel must always wear their Company ID visibly.
4. Personnel from partner companies who sign safety-related documents at Boehringer Ingelheim on behalf of their company, e.g. release notes and permits, safety instructions, etc., must be appointed and commissioned for this purpose by their company. To this end, Boehringer Ingelheim shall provide the company with the "Partner Company Delegation" card.
Link: https://partners.boehringer-ingelheim.com/docs/training/20191030_PFD_Card_ENG.pdf.
The PFD card will be introduced at all sites in Germany. For more information, please contact your assigned BI supervisor.
5. Before commencing work, Contractor personnel shall first report to the relevant Company representative and then to the area in which the work is to be done, e.g. laboratory, warehouse, production etc. and familiarise themselves with the relevant escape and rescue plan and the action to be taken in the event of an emergency.
6. The Company representative shall decide whether and how much specific safety training is required for the work involved and shall carry out the training, at minimum, with the Contractor's nominated supervisors (Level C Safety Training).
Before starting work, the Contractor shall ensure that its personnel and sub-contractor personnel are familiar with the safety procedures at the intended place of work, with building site regulations and/or with the Health and Safety Plan and with Level C Safety Training, each where available.
7. Boehringer Ingelheim reserves the right to carry out an EHS audit of the Contractor.

8. Boehringer Ingelheim shall not incur any costs resulting from any safety training, tests or audits carried out within the context of the contract.
9. Should non-German personnel have an inadequate oral or written command of German, the Contractor shall provide the Company representative, in writing, with the name of a person who is familiar with the language spoken by the employees concerned. It must be ensured that this person can be reached on site at any time during the work.
10. The Company representative shall be informed of any incidents, accident at work involving injury or damage to property, or of any critical or dangerous situation (near-misses). Accidents involving injury to persons shall initially be reported via the emergency numbers.
11. A permit (generally a permit-to-work) and the relevant training shall be required before working involving. Working with special hazards are e.g.
 - fire hazards (welding, soldering, or thermal and abrasive cutting, etc.),
 - work involving the risk of falls,
 - handling of hazardous substances
 - work inside tanks in confined spaces or shaft constructions
 - work at starter power
 - work in EX-zones
 - work of power system
 - work with media shutdownAny exceptions from this rule must be approved by the Company representative. Details shall be agreed with the Company representative. This work may only be carried out if a written permit (usually a so-called permit certificate/release certificate) has been obtained in coordination with the client (BI supervisor) and the necessary protective measures have been observed.
12. Working areas with gas extinguishing systems, the employees concerned must be instructed on what to do in the event of an alarm. The instruction must be documented.
13. Written approval shall be requested from the Company before any excavation or digging work is started or before the insertion of objects into the ground. This ensures that no damage is done to underground pipes or cables.
14. For Working performed with supporting equipment like mobile crane, cherry picker, concrete pump, etc. is the permit for crane work and traffic area closure is required.
15. In cases where safety systems such as fire alarm systems need to be shut down for work, the relevant arrangements must be made with the coordinator or Company representative.
16. Where it involves work with electrical devices on building sites and in outside areas, use shall be made of the designated worksite distribution boards (where available) and/or power points. Care shall be taken to ensure that a residual current device (type B) with a maximum of 30 mA is fitted. Alternatively, a personal protection switch (PRCD-S 1-phase) can be interposed. Worksite distribution boards set up by the Contractor shall be subject to testing in accordance with *VDE 0620* (German DIN standard).
17. Work with mineral dusts. This dust is classified as a hazardous substance. On construction sites, mineral dust can be released by sweeping and sweeping, drilling, cutting, knocking off plaster, chiselling screed, grinding, milling slots, etc. This release must be prevented by suitable procedures such as wet cutting or vacuuming at the source.
18. The workplace shall be always kept tidy and safe. Any flammable material shall be cleared away daily so as to minimise the fire risk. The job site shall be left clean at the end of the work. Traffic and escape routes must be kept clear at all times.

19. The Contractor shall ensure that its personnel and any sub-contractor personnel use the necessary personal protective equipment. Admission to specific Company facilities is not permitted without the necessary personal protective equipment. The Contractor must ensure that personnel meet the requirements as regards the wearing of special protective equipment, e.g. that they have undergone the necessary occupational medical examinations. Proof of this must be provided. Any downtime or repeat travel costs incurred through the lack of personal protective equipment or insufficiency thereof shall be borne by the Contractor.
20. The wearing of high-visibility clothing/safety vests and safety shoes of class S3 design C (ankle-high) has involved at Boehringer Ingelheim. The obligation to wear applies to work in traffic areas or construction sites with a site fence or construction site traffic.
21. When erecting or removing scaffolding, preference shall be given to the use of safety railing as a collective measure to protect against falls. All scaffolds must be in perfect condition and need a written release by the erector before use.
22. Working at height: Ladders are not safer work equipment. Preferable safe work equipment is e.g. scaffolds and rolling scaffolds, working platforms, cherry pickers and stepladders with platform and railing or with suspended platform.
If a ladder is used as an exception, a risk assessment must be available for the work to be performed. Do not work on ladders with overshoes.
23. At the request of Boehringer Ingelheim, the Contractor shall provide information relating to health and safety matters (e.g. the names of specialist health and safety personnel and the safety representative, the number of work-related accidents in the last 3 years, first aiders and information on industrial safety management).
24. Qualifications of staffs required for the implementation of the activities must be presented at the request of Boehringer Ingelheim.
Examples: license and assignment to operate power-driven work equipment, crane, forklift, excavator, truck, industrial trucks or necessary technical training, e.g. slinging loads, use and practical instruction of PPE, etc.
25. For hazard potential of the measure, Boehringer Ingelheim prepares an EHS plan with further contractually binding EHS regulations.
26. Boehringer Ingelheim reserves the right to conduct an EHS assessment of contractors. This serves as a criterion for upcoming new orders.

III. Access to Company premises/ Road safety

1. Any person wishing to enter Company premises requires an electronic ID badge, which can be obtained at the Company gates. This should be worn openly and visibly. The issue of an ID badge ensures the controlled entry to and from Company premises. The badge is not transferrable and may not be given to third parties, even for short periods. ID badges remain the property of the Company. They shall be returned once the contractual work has been completed or upon expiry. Loss of an ID badge must be reported to Plant Security immediately. The Contractor will be required to pay € 100 for any damage or loss of ID badges.
2. Unless otherwise agreed for certain areas, the badge holder is not permitted to provide access to additional persons at gates/doors secured by access card readers. Each badge card holders is permitted to operate the access card reader only with their assigned personal badge and, in certain cases, in combination with a MasterCard.
3. Vehicles are permitted on Company premises only for the transportation of materials or tools. The use of privately owned cars or motorbikes etc. is not permitted on Company premises; exceptions may be permitted by Plant Security in individual cases. It is not permitted to use partner company vehicles for “private” journeys inside the plant, e.g. for driving to Company shops or to the restaurant. In the event of violation of these rules, Plant Security is instructed to revoke the drive-in permit immediately and to order the removal of the vehicle concerned from Company premises. Plant Security is authorised to carry out checks of vehicles entering and leaving Company premises.
4. The drive-in permit must be on prominent display in the vehicle, behind the windscreen, at all times.
5. Please return your day pass and your drive-in permit at the gate when exiting the campus, unless otherwise agreed.
6. The road traffic regulations apply throughout Company premises. Speed limits must be observed, particularly in marked, traffic-calmed zones (shared space). Wearing seat belts is mandatory when driving vehicles. This means also of construction sites. The general rules and laws apply in the event of damage or traffic accidents. Parking is permitted in designated parking areas only. Roads on Company premises must be kept clear as escape routes and for fire-fighting equipment. Driving or parking on sidewalks and green areas is not permitted.
7. Contractor personnel are not permitted to wear clothing bearing the Boehringer Ingelheim logo.
8. Photography or filming is not permitted on Company premises. If a photographic or film recording is required, a special permit shall be requested from the BI representative. Justification for the permit must be given.
9. Children under 14 years of age and animals are at no time permitted on campus.
10. Cyclists must wear a cycle helmet when riding on campus.

IV. Environmental protection

1. The prior approval of the Company representative (where relevant, the Safety Coordinator) shall be required for the storage of flammable paints or coating materials that are hazardous to water or for the storage of any other hazardous substances on Company premises.
2. If special waste, as defined in Section 48 KrWG (Closed Substance Cycle Waste Management Act), is generated by contractual work, the disposal of this waste shall be agreed with the Waste Disposal Officer and Head of the Waste Handling and Recycling Centre via the Company representative and, where relevant, forwarded to the disposal facilities for the sites in order to comply with the requirements of Section 50 KrWG. Both hazardous and non-hazardous waste generated during the contract working must be disposed of separately by the Contractor in accordance with Section 9 KrWG. All other waste may not be disposed of on the works premises or via BI disposal facilities / wastewater systems.
3. The discharge of wastewater into gullies is prohibited. Any disposal of wastewater shall be agreed with the Company representative.
4. Where the Contractor is required to carry out work that falls under the purview of Section 62 AwSV, "Ordinance on Installations for the Handling of Substances Hazardous to Water" of 18.04.2017, it shall provide proof, unsolicited, that it is a qualified facility in accordance with this Ordinance.
5. In all activities the economical use of energy and resources must be considered.
6. The contribution to the efficiency improvement by economical use of resources and energy is a criterion for the selection and evaluation of business partners (BI is obliged to do this according to the Energy Services Act in combination mit ISO 50001).

With reference to the Renewable Energy Act, electricity withdrawals by the contractor from the Boehringer Ingelheim power grid of > 3500 KWh per year must be coordinated with the BI supervisor.

V. Confidentiality / Property / Data Protection and Company information about IT

1. The Contractor or its personnel undertake to treat as strictly confidential vis-à-vis third parties all Company and business procedures and documentation that become known to it during the execution of the contractual duties, including those persons whose area of work does not entitle them to access to the documentation in question.
2. All plans, papers, designs, drawings, etc, provided to the Contractor or its personnel or to any third parties who are contractually involved shall remain the property solely of the Company. They shall be returned to the Company upon request at any time but at the latest, unsolicited, upon termination of the contract. No right of retention of these items may be exercised against the Company's claims for return. These duties shall remain even after termination of the contract.
3. **Data protection statement:** Please be advised that personal data (name, company address, photograph and telephone number) and information on the relevant activity (in and out times, comments on events, names of supervisors, and information on attendance of training courses) obtained in the course of our business relations will be recorded and saved in accordance with the legal requirements and Boehringer Ingelheim's own regulations. If you have any questions about data protection matters, please contact our Data Protection Officer on 06132 / 77-6464 or by e-mail at datenschutzbeauftragter@boehringer-ingelheim.de
4. **Use of Wireless LAN and other radio systems by the Contractor on the Company site or in Company buildings.** The Company operates its own WLAN and radio systems at its sites in Germany. The operation of Company WLANs is subject to strict security requirements. The overlapping of transmission channels shall be avoided so as to ensure trouble-free operation. The infrastructure is monitored by appropriate software and any unknown WLAN access points identified. If the Contractor requires a WLAN connection, it shall be investigated via the **radio coordination units** (see below) whether a BI WLAN access point can be used. The use of Contractor WLANs should be avoided wherever possible. Contractor WLANs can be operated within Company premises, only in agreement with the radio coordination units and, depending on the location involved on Company premises, also only with the approval of the Company representative. Since the registration of radio transmission devices with the Federal Network Agency is also compulsory in some cases, such devices shall also be registered with the **radio coordination unit** at the site involved. Where Company computers located at the Contractor's places of work can be used to access the Company network, it is not permitted to connect these computers to the Contractor's WLAN. **The radio coordination units Ingelheim (telephone number: +49 6132-77-5795) and Biberach (telephone number: +497351-54-4903) are the contacts for the Contractor.**