

Rules of Conduct and Safety Regulations for Partner Companies and their Employees

All partner companies (hereinafter referred to as "contractor") and their employees (hereinafter referred to as "employees"), who carry out work within BI premises of Boehringer Ingelheim RCV & Co KG including BI parking lots at all locations in Vienna (hereinafter referred to as "client"), must comply with the following safety regulations and rules of conduct.

Validity: These rules of conduct are valid for all contractors and their subcontractors. Partner companies within the meaning of these rules of conduct are contractors who provide contractual services on the premises of Boehringer Ingelheim RCV & Co KG at all locations in Vienna (e.g. craftsmen, service technicians, consultants, trainers, etc.).

Training / instruction in these rules of conduct is a **prerequisite for access to BI premises.**

Contractor supervisor: Each contractor is assigned a responsible Boehringer Ingelheim RCV contact person (contractor supervisor). Among others, the client supervisor is also the responsible contact person for the contractor regarding access to company premises.

I. General

1. The training / instruction of these rules of conduct is carried out by the contractor for his/her own employees. For this purpose, the client provides binding training documents.
 2. The contractor guarantees that all statutory, official, trade association and internal safety and environmental protection regulations, as well as these rules of conduct, are observed in order to avoid accidents, environmental damage, fires or theft. In particular, the appropriate risk assessment and the timely implementation of the necessary instructions are important here. The contractor must ensure this through a corresponding obligation and monitoring of his/her employees or third parties commissioned by him. Occupational health and safety / construction site safety measures are to be initiated immediately and with priority by the contractor.
 3. Infringement leads to a warning by the site manager, coordinators or those responsible for occupational safety, health and environmental protection, site security or any other representative of the client. In case of imminent danger the contractor can further be requested to stop work and leave the site immediately.
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4. The contractor is liable for consequences and damages caused by violating the rules of conduct or due to being expelled from BI premises.
5. The contractor is responsible for fulfilling the traffic safety obligation associated with the execution of his/her work or his/her trade.
6. The contractor is responsible for securing his/her work equipment and materials.
7. Alcohol, intoxicants and weapons are prohibited on BI premises. The transport of empty bottles of alcoholic beverages is prohibited as well.
8. Smoking is prohibited on the entire BI premises, except in marked areas / smoking cabins.
9. BI premises must not be used for advertising or sales activities without written consent of the client.

II. Safety at Work

In all concerns about partner company security, the contractor needs to contact his/her responsible client supervisor.

1. **Pre-registration:** The contractor registers his/her employees with the client supervisor, using the online registration portal. By registering, the contractor confirms that he/she has instructed the employees in the client's rules of conduct. A company ID card is issued for a maximum of one year. If the order lasts longer than a year or a new or further order is due after the end of the one-year period, the training and instruction must be carried out again. The contractor must also fulfill this pre-notification requirement for the employees of his/her approved subcontractors
 2. The employees of the contractor must expect to be asked randomly about the rules of conduct at the site. If the test questions are not answered correctly even when asked again, no access will be granted. In this case, the client supervisor will be informed. The client reserves the right to randomly ask these test questions at the workplace, even with ongoing projects and orders.
 3. Factory ID cards are only issued to employees of partner companies if there is evidence of training in the rules of conduct. By handing over the company ID to the employee of the partner company, he confirms that he has been trained in the rules of conduct.
 4. Before starting work, the contractor's employees register with the responsible client supervisor and are informed about the escape and rescue plan and the assembly points applicable in the building concerned.
 5. If foreign employees do not have sufficient command of the spoken and / or written German language, the contractor is obliged to name a person familiar with the language of the foreign employees in writing to the client supervisor.
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This person must be available at all times while the work is being carried out. The client can request on-site presence for certain activities.

6. Every work accident with injury, accident with property damage, every critical or dangerous situation (near accident) must be reported to the client supervisor immediately.
7. Working with particular dangers, e.g. Hot work (welding, soldering, flame cutting, abrasive cutting, etc.), when working with the risk of falling, when working with hazardous substances or when working in containers / narrow spaces or manhole structures may only be carried out if a permit (usually a so-called permit) is available and was trained. Exceptions require the prior written consent of the client-supervisor. Details must be agreed with the client supervisor.
8. Before commencing excavation and digging work or when placing objects in the ground, written permission must be requested from the client in order to prevent damage to underground pipelines and cables.
9. If the work requires that safety devices have to be taken out of service (e.g. fire alarm systems), this must be arranged via the client supervisor.
10. The workplace must always be kept in an orderly, safe condition. To minimize the risk of fire, flammable materials must be cleared away every day. After the work is finished, the place of work must be left clean (swept clean).
11. The contractor ensures that his/her employees and subcontractors use the necessary personal protective equipment. It is not permitted to enter the client's premises without the necessary protective equipment. The contractor must ensure that his/her employees meet the requirements (e.g. occupational medical examination) for wearing special protective equipment.
12. When assembling and dismantling scaffolding, an assembly guardrail is to be used as a collective measure against falling.

III. Safety on Site / Traffic Safety

1. All persons who want to enter BI premises require an electronic ID. Proof of a valid official photo ID is a prerequisite for access to BI premises and receipt of the electronic ID. The electronic ID must be worn openly and visibly. The ID is used to ensure controlled entry and exit to the site. The data collected in this way can also be used by the client to check the working hours. The ID is not transferable and remains the property of the client. It must be submitted at the end of the order or before its validity expires. The loss of the ID must be reported immediately and at any time to site security (DW2100). Damaged or lost ID cards will be billed to the contractor at € 50.
 2. Entry into the client's premises is only permitted if goods and tools are to be transported. Driving on BI premises with private cars, motorcycles or similar is not permitted; Plant security decides on exceptions in individual cases. Plant
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security is instructed to immediately withdraw entry authorization in the event of violations and to expel the affected vehicle from the plant. Plant security is authorized to check vehicles entering and leaving.

3. When leaving the site, day passes must be handed over to the security department.
4. Road traffic regulations apply on BI premises. Speed regulations must be observed, especially the marked, traffic-calmed zones. The general rules and laws apply to damage in traffic accidents. Parking is only permitted in designated parking areas. The works streets must remain free as escape routes and fire brigade installation areas. Driving on and parking on sidewalks is not permitted.
5. Photography and filming are prohibited on company premises. If necessary, a justified permit must be requested from the client supervisor.
6. Employees of the contractor may not give their ID or company key to any other person or allow another person with their ID to access the company premises or other areas.
7. Company keys may not be passed on to third parties by the owner without the consent of the access office. Company IDs and company keys must be stored in such a way that they are secured against unauthorized access and that no misuse is possible.
8. If employees of the contractor work outside of normal working hours (Mon-Fri 06:00 am - 10:00 pm) or on weekends on the company premises, you must log in and out at the plant security center (ext. 2100).
9. Bringing pets onto the company premises is prohibited without exception.

IV. Environmental Safety

1. The stockpiling of water-polluting or flammable paint or coating materials or other hazardous substances on BI premises requires prior agreement with the client's supervisor (if necessary, the safety coordinator).
2. Should waste arise in the course of commissioned work that has to be disposed of as hazardous waste, the disposal routes must be coordinated with the waste management officer via the client supervisor.
3. Dirty sewage must not enter the street drains. Any disposal of wastewater must be coordinated with the client's supervisor.
4. Energy and resources are to be used sparingly.

V. Information Protection

In order to protect our information, always follow the golden rules for information protection & security:

1. Always adhere to the current Boehringer Ingelheim guidelines

2. Handle information carefully

- Protect information according to its classification (public = public, internal use only = internal, confidential = confidential).
- Keep confidential information safe during breaks and when you go home.
- Make sure that confidential information (e.g. paper, storage media) is safely disposed of (e.g. using a document shredder)
- BI data may not be copied or reproduced without BI consent

3. Make sure who you are dealing with

- Only pass on necessary information to authorized persons.
- Be careful in conversations and professional communications.
- Make sure you know who you are dealing with on the phone, over the Internet, or via e-mail.

4. Report incidents such as viruses, theft, and losses

- Report suspicious behavior or strange situations to your BI contact person (client supervisor) immediately.
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