

Diehl Aviation Gilching GmbH

WORK RULES for external companies and their employees

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VALUE TO THE SKY

Emergency call / Contact persons

Emergency call: Fire/ Accident (extern): 112

Emergency call First aider (only Dresden, internal): 111



The following person are available to answer your security questions by telephone:

	Dresden 0351/88597-	Gilching 08105/210-
Fire Protection	3197	2332
Environmental Protection, Waste	3370	2410
Occupational safety	3280	2495
Gate / Factory Security	0	0
Facility Management	3202	2115
Date center manager	6666	6666



Basic Information

This presentation „Work Rules for external Companies and their Employees“ is part of the terms and conditions of Diehl Aviation Gilching GmbH, therefore mandatory.

All authorized works, concerning the area-specific conditions, shall be discussed with the coordinator before performing.

▪ **Inspections and Regulations**

Read up on the applicable regulations BEFORE taking up employment on the site. This particularly refers to regulations of safety, health, environmental and fire protection. The contractor is bound to instruct and supervise the designated employees. This work rules also applies to subcontractors and consortia designated by the prime contractor. These shall be reported to the customer (procurement/coordinator) under specification of address, contact person and the responsible accident insurer (BG).

Basic Instruction

The external companies are obliged to familiarize all workers deployed by them with the existing



- escape and rescue routes



- escape and rescue routes



- extinguishing technology

to familiarize.

Basic Instruction

The Contractor's employees must be qualified for the work assigned to them. The client may demand that personnel with obviously inadequate or unverifiable qualifications be replaced immediately by suitable personnel.

For persons who do not speak German, a technically suitable person who speaks German must be available on site as a contact person.

Incidents involving employees of an external company, in particular

- accidents
- cases of damage
- damage to vehicles or equipment

must be reported immediately to the coordinators and plant safety. In the event of accidents, the occupational safety or human resources department must also be informed.

If work is outsourced to other contractors, the contractor must comply with his obligation to coordinate in accordance with § 8 ArbSchG and § 6 Para. 1 of the accident prevention regulation "Principles of Prevention" (DGUV Regulation 1).

Basic Instruction

Coordinator



The Diehl Aviation Laupheim GmbH appoints a coordinator in order to coordinate the tasks and to avoid mutual hazard. In this context the coordinator has authority over the contractor and their employees. The coordinator has the right to request all required documents like hazardous good register, work instructions and the job schedule particularly.

The coordinator's authority does not excuse the supervisors of the external company (contractor) from their responsibility and the compulsory control of their employees and subcontractors.

Company Working Hours



Beginning and end of the working hours, as well as breaks, shall be adapted to the company working hours of the site. Exceptions only in coordination with the coordinator.

Brought-in Items



Brought-in items, materials and tools that are required to perform the task, by mutual agreement shall be secured against unauthorized use and purloin when leaving the working place.

Hazardous substances shall be notified!

Factory Security



General Information

The instructions of the factory security personnel shall be followed.

Identification Card



Access to the site only with an identification card for external companies/visitors. It shall be visibly worn for the duration of the task on the company site. The identification card is nontransferable. An ID card loss shall be reported to the factory security at once. After finishing the task, the plant ID card shall be returned unrequested.



Visitor's accompanying Person

Visitors shall be accompanied by an employee of Diehl at any time. .

We distinguish between visitor passes with a green color and a red color. The green passes entitle the holder to a limited independent stay on the factory premises. The red badges entitle the holder to stay on the factory premises only when accompanied by a factory employee.



Inspections

In order to protect the company's and personal property, inspections are performed, including brought-in items. External company's vehicles on the site are controlled by the factory security.

Factory Security

Duty of Confidentiality

All business information of Diehl Aviation Gilching GmbH and its business partners that becomes known to you during your work at the site must be kept confidential from third parties, even after the end of your work.

This also applies to internal company information such as technical and structural facilities, production methods and processes.

All documents (e.g. technical records, construction plans, etc.) must be protected against unauthorized access, especially if they are processed or stored outside Diehl Aviation Gilching GmbH.

At the end of the contract, all documents must be returned or their proper destruction confirmed in writing. You must also maintain confidentiality towards third parties regarding the results of the services provided.

Factory Security

Site Dresden

- Cameras are used at the gates and doors to identify visitors.
- Access/entry to the factory premises is realized via 5 gates. Gates 1 and 4 are to be used exclusively for delivery and removal traffic. Only gate 3 or the personnel access door located there is to be used for access to the factory premises by employees of external companies.
- Employees must then report directly to the reception staff.
- If it is necessary to park a vehicle on the factory premises, the appropriate parking spaces will be allocated by the reception staff.
- In principle, the respective gate must be fully closed when entering or driving through and when leaving. If several vehicles drive through one after the other, the last person to drive through is responsible for security.
- The contractor is obliged to maintain the existing plant security. Unauthorized persons may not gain access to the plant premises.

Factor Security – Special Area

- Some areas are specially secured and may only be entered after appropriate safety instruction

These include, among others:

- Warehouse/outgoing goods area (Dresden: M5 / Gilching: EG)
- Test hall/environmental laborator (Dresden: M3 / Gilching: UG)
- Electronics laboratory (Dresden: M1 / Gilching: 1. OG)
- Electronics production (Dresden: M5 / Gilching: 1. OG)

Factor Security – Special Area

Logistics/Airfreight division

In the logistics area and in the area of airfreight packaging, the following applies to the contractor:

- for all work, the contractor must submit a notification to the aviation security officer at least one week in advance, if possible
- manipulation of access equipment is prohibited
- unauthorized persons must be denied access
- tampering with cargo is prohibited
- The contractor may only carry out work in this sensitive area under the supervision of a security-checked and specially trained employee of the client.

Factor Security – Special Area

Electronics production area

These ESD areas may only be

- with appropriate ESD protective clothing
- with appropriate instruction
- with approval from the head of department or instructed representative

be entered.

Dangerous Tasks

Instruction / Approval

Before performing dangerous tasks, get a permission by the coordinator. This includes for example:

1. Welding, soldering and cuttings works with naked flame and handling inflammable or other hazardous substances (e.g. adhesives for ground floors)
2. Driving on narrow spaces, containers, pits, as well as supply and disposal sewers
3. Works on fire-extinguishing installations, alarm systems and warning systems
4. Works in areas that are protected by automatic fire-extinguishing systems
5. Works on containers and ducting
6. Works on electrical systems
7. Works in flammable and explosive areas
8. Utilization of hazardous substances (e.g. chemicals) and operating hazardous systems (e.g. laser, X-ray installations, etc.)
9. Excavations like constructing excavation, pits and shafts
10. Works on truck-mounted cranes
11. Works on elevated working positions
12. Dust-developing works in areas with automatic fire-extinguishing systems



Machines

Machines, tools, equipment and other operating resources must comply with the relevant regulations and be in a safe operating condition.

The operation, driving and moving of all machines, systems and equipment is only permitted in the area of application with a valid driver's license or after safety-related instruction. The use of industrial trucks, cranes and lifting platforms is only permitted with an internal written authorization.

If faults or defects occur during the use of these operating facilities, the coordinators must be informed immediately.

Electrical installations / connections



If work is to be carried out on or in the vicinity of live systems or equipment, the responsible specialist department (FM) must always be consulted. It will decide on the measures to be taken.



Company Facilities

Using company facilities, machines, raw materials, etc. is only permitted with a permission. The coordinator is the responsible contact person.



Information processing

IT devices (PCs, notebooks, workstations, USB sticks, accessories, etc.) may only be brought into the plant and set up in consultation with the coordinators. Connecting external IT devices to the plant network is prohibited. W-LAN access can be set up at reception.

Hazardous substances, Fire and Explosion Protection

Danger of Fire and Explosion



The use of naked lights, fire and sparking tools is prohibited in areas with an increased risk of fire and/or explosion. Exceptions count as dangerous work and must be approved by the coordinator.



Compensation may be claimed for negligent activation or failure to report the reactivation of a fire protection system. It should be noted that the fire alarm system can also be triggered in the event of work involving heavy dust.

Breakthroughs in structural separations that are effective in terms of fire protection as a result of construction work must be secured in such a way that fire protection measures and safety equipment remain fully functional.

It is essential that the coordinator is informed of such activities!

Using Hazardous Substances



Before using hazardous substances, the coordinator shall approve them. For this, present the relevant documents, like **safety data sheets**, to the coordinator.

Environmental Protection



Disposal of Waste and Residues

In the case of waste and residual materials from materials brought along during the fulfillment of the order, the contractor is considered the waste producer and is responsible for the disposal of the waste produced. The use of the plant's internal disposal facilities requires the written approval of the coordinator.

If the contractor fails to comply with its obligation to dispose of waste, the client reserves the right to arrange this at the expense of the party responsible.

Combustible waste must be stored in suitable containers and removed promptly.

When handling highly flammable/explosive substances, the legal regulations and necessary safety precautions must be observed. Highly flammable or self-igniting substances may only be stored at or in the vicinity of workplaces in quantities that are necessary for the continuation of work. Flammable solvents and the like must be removed from the building every working day when work is completed.

Water and Soil Protection



Substances hazardous to water (e.g. oils, solvents, paints, etc.) must never be allowed to enter the sewage system or the ground. In the event of accidents involving **substances hazardous to water** - even small quantities - the coordinators must be notified immediately. You are responsible for taking immediate measures to limit the damage

Construction and Installation work



Elevated Working Positions

Use safety scaffolds, safety nets or safety harness for tasks on elevated, movable working positions, if the required tasks do not allow security by rails.



Safety

Construction sites, excavations, pits, sewers, floor openings, etc. shall be properly secured in coordination with the coordinator.



Works in Airport Areas

The relevant statutory provisions and requirements, in particular Air Traffic Act, shall be followed. This includes, amongst others, placing and lighting obstacles.



Civil Engineering Works

Before beginning civil engineering works, the executing company shall gather information on the location of current-carrying conduits, gas conduits and oxygen conduits at the responsible department/building authorities.

Follow the instructions of these departments/building authorities.

Data Centers

For installation, modification or maintenance work in one of the data centers, the following rules must be observed

- Work in the data centers must always be approved by the data center manager.
- Doors must not be blocked with objects against locking during work in the data center.
- Electrical/electronic consumers (e.g. notebook, drill, or similar) must not be connected to the power supply of the data center.
- No plugs (power plugs, network plugs, etc.) may be disconnected or reconnected in any way.
- If the extinguishing system is triggered during work in the data center (acoustic signal and flashing light), the data center must be left immediately and as quickly as possible.
- The use of the company's own IT equipment is only permitted with the prior approval of the coordinators or the IT information security officer and exclusively for the fulfillment of contractual tasks.
- It is prohibited to make unauthorized changes (technical modifications, location changes, installation of software) to factory-owned IT equipment.
- All contractual changes to IT software/hardware must be notified in writing by the coordinators of the IT department prior to execution.

Alarm behavior

The following regulations must be observed during installation, conversion or maintenance work in one of the data centers

■ Alerting

- continuous siren sound
- Call „FIRE“

■ Evacuation

When the signal tone or the "Fire" call is heard, the building/construction site must be evacuated immediately via the nearest escape routes and emergency exits.

People in the vicinity must be warned and injured or disabled persons must be helped. Go to the designated assembly points. A responsible person from the respective external company must inform the evacuation assistant about the status of the evacuation of their employees.

The instructions of the emergency services, evacuation assistants and plant security must be followed.

ATTENTION: do not use elevators!!!

Dresden



Gilching





Emergency routes & fire protection

Escape and emergency routes shall be kept free at any time. Fire-extinguishing appliances and first aid facilities shall be kept free at any time.



Plant traffic

The road traffic act and the signposted speed restrictions shall be followed on the site. Accidents and damages shall be reported to the factory security at once.



Construction sites/ work place

Setting up the construction site/ work place in coordination with the coordinator. Cleanliness and tidiness shall be guaranteed on the construction site/ work place.



Incidents and accidents

Security & environmental incidents and accidents shall be reported via the emergency number (internal: 3370; from mobile: 0351 88597-3370) at once.



Works on Saturdays, Sundays, public holidays and night

Works on Saturdays, Sundays, public holidays and night shall be requested from the coordinator in time (at least 3 working days beforehand).



Personal protective equipment

Personal protective equipment must be provided by the company carrying out the work. This also includes the wearing of safety shoes when working in and on production buildings, except on designated paths.

Bans



No admittance

Unauthorized access to rooms and facilities, the operation of machines and equipment that is not necessary for the fulfilment of the order is prohibited.



Ban on Smoking

Smoking is absolutely prohibited on the factory premises.

Smoking is only permitted in smoking rooms and designated places



Ban on alcohol

Persons that are under the influence of alcohol or other intoxicating substances, must not perform works on the site and are relegated off the site.



Ban on film and photography on the complete site

Photography is strictly prohibited on the entire site. A film/photo/sound recording must be requested in writing from the SES management in good time.



Working alone

Working alone in the course of dangerous tasks.



Food consumption

The consumption of food is prohibited in all production areas. Dedicated break rooms are available for eating. Drinking from sealable containers is permitted (exception: coffee and water machines in the production area). If the use of the company canteen in Dresden is permitted by the coordinators, prior registration with the canteen staff is required.

Violations on the work rules

- In case of violations on the work rules, the customer may obtain at the contractors the exclusion of the contravening employee or assistant from further activities.
- Termination of the contractual basis may be considered.

DIEHL AVIATION

Diehl Aviation is a division of Diehl Stiftung & Co. KG and combines all aviation activities of Diehl Group under one roof.

In the aviation industry, Diehl Aviation - including Diehl Aerospace (a joint venture with Thales) - is a leading system supplier of aircraft system and cabin solutions. Diehl Aviation currently has more than 4,400 employees.

Its clients include leading aircraft manufacturers Airbus, Boeing, Bombardier, Embraer, military partners, manufacturers of eVTOL aircraft as well as airlines and operators of commercial and business aircraft worldwide.

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