

House Rules of PURUS PLASTICS GmbH

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House Rules of PURUS PLASTICS GmbH

The aim of the house rules is to ensure general safety and trouble-free working through mutual consideration and compliance with the agreed regulations.

§ 1 Scope

1.1. Spatial scope

These house rules and their annexes apply spatially to all current and future PURUS-owned and PURUS-rented buildings and rooms, structures, outdoor facilities and land (in particular car parks, parking spaces and buildings) used by PURUS.

An overview of all premises is attached to this agreement as Annex No. 1. If new premises are added or premises are given up, the employer shall inform its employees immediately and prepare an updated overview of all premises. This updated overview then replaces the original Annex No. 1.

1.2. Personal scope

The house rules and their annexes apply (unless a different personal scope is defined in the annexes) to all employees (including temporary workers) of PURUS and to guests who are present on the premises and in the buildings of PURUS in Germany.

"Guests" within the meaning of these house rules are customers, visitors, external employees, service providers and representatives of external companies and trade unions.

§ 2 Components

The components of the agreement apply to the entire company premises of PURUS PLASTICS GmbH. These include the following buildings with corresponding numbers, which can be found as official labelling in fire protection plans, among other things:

1. Office building - General administration
- 1.1 Office building - Logistics/technology
2. Warehouse
3. Warehouse
4. Warehouse
5. Warehouse
6. Social rooms
7. Injection moulding system
8. Extrusion line
9. Electrical spare parts warehouse
10. Washing/separation system

- 11. Contaminant bunker
- 12. Processing system
- 13. Bale storage
- 14. Mechanical workshop

§ 3 Access regulation

The following regulations must be observed to ensure the safety of employees and guests.

3.1 Gates and doors

The gates and doors to the facility and buildings must be kept locked to prevent unauthorised persons from gaining access. In addition, the gates and doors must be checked to ensure that they are locked, especially after normal working hours. This serves to protect the facility from unauthorised access and to ensure the general safety of employees and guests.

3.2 Regulations and requirements for access to the system

Employees: Employees are authorised to access all areas to which they are granted access with the transponder issued to them personally when they are hired. All other areas are only permitted when accompanied by a member of staff with appropriate access rights.

Company tours: The organisation is processed centrally by the reception. In the case of enquiries or confirmed company visits, please provide all data (date, contact details, etc.) to the responsible office. Participants must sign a list of participants on site (Annex X), receive a safety waistcoat and are collected from reception by a PURUS employee. At the end of the tour, the safety waistcoats must be returned to reception. The PURUS employee says goodbye to the participants and ensures that they leave the company premises.

Buyer/self-collector: The person collecting the goods themselves must identify themselves by means of an order confirmation or collection reference at the logistics reception and will receive a visitor's pass from a logistics employee. At the end of the visit, the pass must be handed in at the logistics reception. The PURUS employee says goodbye to the visitor and ensures that they leave the company premises!

If the goods are paid for directly, the person collecting the goods themselves keeps their visitor's pass and shows it at reception. The self-collector will be picked up by an employee of the responsible sales department or the accounting department at the reception. At the end of the visit, the pass must be handed in at reception. The PURUS employee says goodbye to the visitor and ensures that they leave the company premises!

Guests (one day): Every visitor must register on a visitor list (Annex X), receive a visitor badge at reception and be collected by a PURUS employee at reception. At the end of the visit, the pass must be handed in at reception.

Guests (several days): Every visitor must register on a visitor list (Annex X), receive a visitor badge at reception and be collected by a PURUS employee at reception. For visits lasting several days, the pass is handed in on the last day of the stay. The PURUS employee says goodbye to the visitor and ensures that they leave the company premises!

Visitors are to be instructed in the following areas:

- Fire and accident alarm, EMERGENCY CALL
- Escape routes, nearest telephone, fire alarms, fire extinguishers

Visitors can be identified by their visitor badge and/or safety vest with the inscription "Besucher". If you encounter a (apparently) visitor without appropriate identification, you must speak to them immediately and accompany them to reception or logistics in order to register properly.

3.3 Safety precautions

The legal requirements of the Occupational Health and Safety Act applicable to the company and the safety regulations for accident prevention (UVV) must be observed. The following safety precautions in particular must be observed:

- Safety signs must be observed throughout the company premises.
- Escape routes, stairs and traffic routes inside and outside the building must be kept clear at all times, as must access routes for the fire brigade and emergency vehicles.
- Ladders and scaffolding must be properly erected and secured.
- Attention must be paid to HGV and forklift traffic on the entire company premises.
- Only enter the active and hazardous areas of machines and systems when requested to do so by personnel.
- Welding work and other work involving a fire hazard are only permitted after obtaining a permit
- Protective equipment (PPE) must be worn in the areas designated for this purpose.
- Attention must be paid to possible crane operation in parts of the company premises.
- Follow the instructions of the staff.
- Access to the company outside the specified working hours must always be agreed with the supervisor or the head of the relevant department and authorisation must be obtained.

3.3.1 Consumption of stimulants and drugs

There is an absolute ban on alcohol and drugs on the entire company premises. Alcohol and drugs may neither be brought onto the premises nor consumed there.

This ban also applies to legal, intoxicating or mind-expanding substances. Visitors and employees must also not be in a condition that could jeopardise themselves, others or their ability to work by consuming them when entering the premises.

Smoking is strictly prohibited on the premises of PURUS. This also applies to e-cigarettes and other "no-burn variants".

Excluded from this are designated smoking areas. When leaving the smoking areas, it must be ensured that the embers of the smoking products have completely gone out and that they do not pose a fire risk. E-cigarettes and other "no-burn variants" must be disposed of in accordance with the Electronic Devices Act (ElektroG).

The employer determines exceptions (e.g. for celebrations) by clearly specifying the occasion, place and time of the suspension of the alcohol/smoking ban.

§ 4 Video surveillance

4.1 Purpose and scope of video surveillance

The sole purpose of video surveillance is to ensure the safety of employees, visitors and company property. The areas in which video surveillance takes place are clearly defined and limited to the necessary minimum. Outdoor areas, building 1, inside the building, the main entrance and the emergency exit.

4.2 Marking the surveillance areas

All areas that are under video surveillance are clearly marked with appropriate signs informing about the purpose of the surveillance and the contact for further information (e.g. data protection officer).

4.2 Data protection-compliant storage and access

Recorded data is stored securely and in accordance with the applicable data protection regulations. Access to the recordings is strictly regulated and only authorised personnel are permitted.

4.3 Storage period and deletion

The storage period of the recordings is limited to the minimum permitted by law. Recordings are automatically deleted after the storage period has expired, unless they are necessary for the clarification of incidents.

4.4 Rights of the data subjects

Employees and visitors have the right to be informed about video surveillance and its scope. Data subjects have the right to information.

4.5 Protection of records

The integrity and security of the recordings are guaranteed by appropriate technical and organisational measures. Unauthorised access, manipulation or disclosure of the recordings is strictly prohibited.

4.6 Regular review and compliance

Video surveillance systems and practices are regularly reviewed to ensure their compliance with data protection laws. In the event of changes to the legal requirements, the guidelines will be adapted accordingly.

4.7 Training and awareness

Employees who are responsible for video surveillance receive regular training in the use of the systems and data protection regulations. Awareness of the relevance of protecting privacy and data protection regulations is created.

§ 5 Secrecy

PURUS documents and working papers in any form may only be viewed, copied or removed by guests with the permission of the PURUS employee responsible for the guest. Confidentiality must be maintained regarding internal PURUS processes; in this context, PURUS draws particular attention to the existing confidentiality and non-disclosure obligations of employees arising from the employment contract and of guests, possibly from a non-disclosure agreement (NDA).

§ 6 Fire protection

All buildings are connected to a fire alarm system that emits visual and acoustic signals in the event of a fire. Sprinkler systems are located in the following operating areas:

- Building 12: Processing system
- Building 10: Washing and separation system
- Building 11: Contaminant bunker
- Building 11: Contaminant bunker - Silo loading

In the event of a fire, employees must report immediately to the designated assembly points in accordance with the posted rescue and evacuation plans. It is the responsibility of the respective supervisor to check whether all employees who are in the company at the time of the fire have visited the assembly point or to communicate the need for evacuation/personal rescue to the fire protection and evacuation assistants or the arriving rescue services.

§ 7 Suppliers

All goods delivered by parcel services (e.g. GLS, DPD, UPS) must be delivered exclusively to the goods receiving area in Hall 3. There are delivery services from suppliers (e.g. Leise, Elfac, Elements) that deliver the goods in the passageway to the technical warehouse. A visit

to the premises of these parcel services is very short and is limited to the loading and unloading of parcels, followed by a signature by the logistics employee or employee of the technical warehouse. The company premises must then be left immediately.

If there is no separate goods receiving department at a location, deliveries can be handed in at the reception of the administration building. Mail deliveries are to be made exclusively at the reception desk of the administration building.

§ 8 Bringing pets

Bringing a dog into the company that is not an assistance dog within the meaning of the §§ 12e ff. BGG (German Act on Equal Opportunities for Persons with Disabilities) is only permitted after prior permission from the employer.

The employee must ensure that the dog only stays or moves in the agreed areas. Outside the employee's office, especially in public areas, the dog must be kept on a lead. In general, the employee must provide security.

§ 9 House rules

The management enforces house rules and the associated right to expel persons from the premises. The instructions of these persons and the persons acting on their behalf must be followed. In the event of wilful or grossly negligent breaches of these house rules, measures may be taken under labour law and/or criminal law. The possibility of issuing a house ban remains unaffected by this.

§ 10 Losses/thefts

Losses or thefts within the PURUS buildings must be reported immediately to the immediate superior.

§ 11 Material damage and safety defects

Material damage and/or damage to an existing system that is self-inflicted or caused by safety defects must be reported immediately to an employee of the company (responsible supervisor or superior).

§ 12 Amendments by mutual agreement

Mutually agreed amendments, extensions or additions to individual provisions are possible at any time.

§ 13 Contact person

The contact person for tidiness and cleanliness in the office buildings and in the social wing, as well as for the furniture in these areas, is the assistant to the management, to whom this department is assigned. For any other questions, please contact the respective department head.


§ 14 Announcement and inspection

The house rules and their annexes are available in German and English at the reception, in the entrance area and at the goods receiving areas. They will be shown on request. They are recognised by the guest by signing the visitor's pass.


§ 15 Severability clause

Should individual provisions of this agreement be or become invalid or unenforceable, this shall not affect the validity of this agreement. The invalid or unenforceable provision shall be replaced by a valid or enforceable provision whose effects come as close as possible to the original purpose pursued by the contracting parties with the invalid or unenforceable provision. The above provisions shall apply accordingly in the event that the agreement proves to be incomplete. § 139 BGB (German Civil Code) does not apply.

Date: 12/2024, PURUS PLASTICS GmbH



Waltraud Zeisel
Managing Director



Richard Metzler
Managing Director

Anlage 1



LEGENDE:

- Hauptzufahrt
- Nebenzufahrt
- Objektzugang
- befahrbare Fläche
- nicht befahrbare Fläche
- Räume/Flächen besondere Gefahren
- FSD Feuerwehr - Schlüsseldepot
- BMZ Brandmeldezentrale
- Unterflurhydrant
- Überflurhydrant
- Löschwasserrückhaltung
- Warnung vor elektrischer Spannung
- Warnung vor Gasflaschen
- Warnung vor brandfördernden Stoffen

FEUERWEHRPLAN

ÜBERSICHTSPLAN Stand: 18.05.2021

Objektbezeichnung: **Purus Plastics GmbH**
Am Blätterrängen 4
95659 Arzberg

Planersteller: **WITTMANN**
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Teilnehmerliste Besucher:

[illegible]

Amt	Verantwortliche/r	Voraussetzung	Schulungszyklus	Bedarf	Anzahl	In-/Extern
Betriebliche Ersthelfer	Dobner, Thomas Endereß, Alexander Fischer, Wolfgang Fürbringer, Michael Gründler, Thomas Henningsen, Kim Hildner, Stefan Koffmane, Markus Korb, Tobias Raschmann, Marco Schwintek, Reinhard Zeitler, Christoph Zeitler, Roman Tim Beck	Erste-Hilfe-Lehrgang (9 Unterrichtseinheiten)	alle 2 Jahre Erste-Hilfe-Training/Forbildung (9 Unterrichtseinheiten)	10%	13	Intern
Brandschutz- und Räumungshelfer	Dobner, Thomas Fischer, Wolfgang Frank, Daniel Korb, Tobias Schill, Mark Schumann, Andreas Zeitler, Nico Zeitler, Roman	Bestellung durch Geschäftsführung	alle 2-5 Jahre	5%	8	Intern
Brandschutzbeauftragter	Endereß, Alexander	eine abgeschlossene Berufsausbildung und entsprechende Fachkunde	16 Unterrichtsstunden innerhalb von drei Jahren	1	1	Intern
Unterweisender Krane	Koffmane, Markus	Mindestalter 18 Jahre; körperlich und geistig geeignet. Unterwiesen (ausgebildet) und beauftragt		1	1	Intern
Unterweisender Hebebühnen	Korb, Tobias	eine beauftragte und befähigte Person				
Unterweisender Stapler	Korb, Tobias	laut § 13 Abs. 1 ArbSchG eine fachkundige Person		1	1	Intern
Unterweisender Teleskoplader	Besold, Kevin	Nachweis der ausreichenden Kenntnisse in Theorie und Praxis durch fachlichen Ausbildung und Erfahrung (erfolgreiche Qualifizierung zum Teleskopstaplerfahrer, mehrjährige Erfahrung im praktischen Umgang mit geländegängigen Teleskopstaplern) Vertrautheit mit einschlägigen staatlichen Arbeitsschutzvorschriften und -regeln (z. B. Maschinenverordnung, Betriebssicherheitsverordnung, Technische Regeln für Betriebssicherheit) sowie mit einschlägigen Vorschriften, Regeln und Informationen der DGUV und den einschlägigen allgemein anerkannten Regeln der Technik (Normen, VDI-Richtlinien) und den Betriebsanleitungen der eingesetzten Teleskopstapler und Anbaugeräte Fähigkeit zur Vermittlung von Ausbildungskonzepten und Lehrgangsführung. (Ausbildereignungsprüfung oder ein gleichwertiger Qualifikationsnachweis)		1	1	Intern
Sicherheitsfachkraft	Kastner, Reinhard	Sicherheitsingenieure, Sicherheitstechniker oder -meister, die über die zur Erfüllung der übertragenen Aufgaben erforderliche sicherheitstechnische Fachkunde verfügen	Die Fachkraft muss in Ermangelung spezifischer rechtlicher Vorgaben in Abstimmung mit dem Arbeitgeber selbst entscheiden, welche Fortbildungsmaßnahmen für die betriebliche Aufgabenerfüllung erforderlich sind	1	1	Extern
Sicherheitsbeauftragter	Schill, Mark	keine, Verantwortungsbewusstsein und eine vorbildliche Verhaltens- und Arbeitsweise; Ausbildung zum Sicherheitsbeauftragten	Alle 3-5 Jahre	1	1	Extern