

## Declaration of contractors on the G+D premises

This form must be signed by every contractor who is commissioned as a service provider with work on the G+D premises and the G+D client before the start of the work. The declaration must be accompanied by the contractor when carrying out the work.

Work/project to be carried out: .....  Framework agreement on  G+D Client:  ..... Coordinating person of the G+D Client (External company coordinator): ..... Delegate: _____  The supervising person of the contractor: ..... Delegate: _____ Company: .....	In the period  from: .....  until: .....
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As a socially responsible company, Giesecke+Devrient is committed to the goals of environmental protection, health and occupational safety and to a sustainable respect and appreciation of health, the environment and material assets. We have embedded this in our Code of Conduct and our corporate policy.

In principle, G+D obliges all its contractors to comply with the regulations and measures in accordance with the following regulations. Contractors are commissioned companies or persons who act on behalf of the respective G+D Client or provide a service. This includes material suppliers, service providers, trades, consultants, service providers and/or transporters, such as forwarders, waste disposal companies, courier services as well as suppliers and their transporters.

G+D refers to all companies located on the G+D premises and their contractors.

VALID FROM: 26.03.2025

General Requirements	
1	<p><b>Compliance with legal regulations</b></p> <p>The contractor assures the knowledge and compliance with all local regulations and laws relevant to environmental, energy, safety, occupational health and safety and health protection. The contractor is liable to the GD Client or third parties for any damages that arise due to non-compliance with guidelines, regulations and laws or the following regulations.</p>
2	<p><b>Subcontractor</b></p> <p>The contractor undertakes to pass on all the requirements applicable here to its subcontractors and to ensure that these requirements are complied with.</p> <p>The contractor must have the commissioning of subcontractors approved by the G+D client if the commissioned activities are associated with an increased risk or perform services with third parties.</p>
3	<p><b>Risk Assessment</b></p> <p>The contractor confirms that he complies with the local legal regulations for carrying out a risk assessment of working conditions in accordance with the applicable legal requirements.</p> <p>On request, the contractor provides access to the risk assessments relevant to the order.</p>
4	<p><b>Personal Protective Equipment</b></p> <p>During the work, the legally prescribed body protection products, such as safety shoes, protective gloves, hearing protection, safety helmet, work suit and, if necessary, weather protective clothing, etc., must be worn in accordance with the risk assessment. The personal protective equipment must be provided by contractor for his employees.</p>
4.1	<p>Additional personal protective equipment due to the work assignment on the G+D premises or at third parties must be coordinated and determined in accordance with the possible hazards before starting work. The supervising person of the contractor or the executing person is responsible for the use of the body protection products by his employees or the independent wearing of them.</p>
4.2	<p>A hearing protection must be worn in marked noise areas and during noise-related project-specific work.</p>
4.3	<p>Safety shoes (at least class S1 EN ISO 20345) must be worn in the shipping/logistics area and when transporting materials and work equipment.</p>
5	<p><b>Use of modern working methods</b></p> <p>G+D client requires everyone to use intelligent technologies within the scope of the economic possibilities, with which the use of energy, emissions, waste generation, noise, hazards for employees, wastewater loads and other environmental pollution are kept to a minimum, provided that they cannot be avoided.</p>
6	<p><b>Alcohol and intoxicants</b></p> <p>The consumption of alcohol and intoxicants, including canabi products, is strictly prohibited on the entire G+D premises. It is also prohibited to work under the influence of alcohol or drugs.</p>
7	<p><b>Smoking</b></p> <p>Smoking, including e-cigarettes, is only permitted in designated smoking areas. Outside of these areas, there is an unrestricted smoking ban on the G+D premises.</p>

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8	<p><b>Photo, sound and film recordings</b></p> <p>Photos, sound and film recordings may only be made on the G+D premises with the prior written permission of Site Security. Likewise, photo, film and sound recording devices may only be brought onto the premises with the prior written consent of the department visited. When using it with third parties, permission must be requested in advance.</p>
9	<p><b>Internal traffic/transport routes</b></p> <p><b>Traffic routes</b></p> <p>On the company premises, the provisions of public road traffic (Road Traffic Regulations/DE: Straßenverkehrsordnung - StVO) and a speed limit of 10 km/h apply. Only designated and coordinated traffic areas are to be used. Pedestrians must use the paths marked for this purpose.</p> <p><b>Maneuvering</b></p> <p>As a general rule, the vehicle driver may only reverse or back up on G+D premises if it is ensured that third parties are not endangered. If this cannot be ensured, the vehicle driver must be instructed by a signaler.</p> <p>The driver must wait at the instructed location for a signaler (employee of G+D Site Security/Logistics) for the purpose of instruction if no signaler is on board.</p> <p><b>Escape and rescue route</b></p> <p>Escape and rescue routes must be clear at all times and must not be obstructed or blocked by materials, equipment, tools or vehicles.</p> <p>If this is not possible due to the nature of the work, this must be coordinated in advance with the fire safety officer, the G+D client's coordinator and the contractor's supervisor and any necessary additional measures must be taken.</p> <p>If the contractor works for third parties on behalf of G+D, the contractor undertakes to comply with the regulations on internal traffic that apply there.</p>
10	<p><b>Loading/ Load Securing</b></p> <p>If special conditions for safe loading and unloading arise from the goods to be transported, the necessary work equipment for loading/unloading must be coordinated with the shipper/recipient in accordance with the contractually stipulated Incoterms. In general, the contractor must provide the work equipment necessary to comply with the contractually agreed Incoterms.</p> <p>In general, the carrier is responsible for securing the cargo. This also includes the safe loading and unloading of the goods to be transported.</p> <p>The general regulations on load securing must be observed (weight (distribution), proper securing of the goods to be transported, such as lashing, securing the goods against slipping, etc.).</p> <p>If there are any risks during the unloading of goods that have arisen due to insufficient load securing, the recipient may refuse to accept the goods at the expense of the carrier.</p>

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Before starting activities/work	
11	<p><b>Communication/ Coordination</b></p> <p>The contractor employs only those employees who meet and understand the occupational health and safety, environmental protection and safety requirements.</p>
11.1	<p>For the purpose of coordination on the G+D premises, it is necessary that the supervising person of the contractor can communicate with the G+D client or the coordinating / responsible person (external company coordinator) in a language that is understandable to everyone.</p>
11.2	<p>For the purpose of coordinating the work of employees of several employers at one place of work, they submit the risk assessment to G+D client or the coordinating / responsible person (external company coordinator).</p>
11.3	<p>For the purpose of coordination on the G+D premises, it is necessary that the person carrying out the transport or the person responsible for loading and unloading the goods can communicate with the G+D client or the coordinating / responsible person (external company coordinator) in a language that can be understood by everyone.</p>
11.4	<p>If several contractors work together on the G+D premises, a coordinating person/responsible person (external company coordinator) shall be appointed by the G+D client.</p> <p>If the work of the contractor and the work area of the G+D client in which the work is to be carried out pose mutual hazards or dangers to third parties, the external company coordinator appointed by the G+D client and the contractor's supervisor must discuss the work to be carried out and the possible dangers from both sides and define the necessary additional protective measures before the work begins.</p> <p>These are documented accordingly (document "Coordination of contractors on the G+D premises").</p>
11.5	<p>If several companies work together and G+D employees have to enter the contractor's work area, a supervisor shall be appointed by the G+D client and the contractor.</p> <p>The supervisor discusses the potential hazards with the G+D client and the contractor and determines the necessary protective measures together with them.</p>
11.6	<p>If the G+D client orders a contractor to carry out internal logistics on the G+D premises, the client shall provide the contractor with all the necessary information that the contractor requires for the safe transportation of goods, their packaging and loading and unloading. These include, in particular, dimensions, weight and place of drop-off/pick-up location, as well as information on the potential danger arising from the goods and the place of drop-off/pick-up location.</p>
12	<p><b>Safety instruction</b></p> <p>The contractor's responsible person must ensure that all employees deployed have received safety-related training in accordance with local legislation (DE: § 4 DGUV Regulation 1). The contractor must instruct his employees regularly , but at least once a year.</p>

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12.1	<p>Regardless of the instruction provided by the contractor, the contractor must provide workplace-related instruction on the specific hazards to be encountered on G+D's premises or by third parties in the name of and/or on behalf of G+D prior to the work assignment. This must include at least the G+D requirements specified and applicable here and additional safety measures in accordance with the co-ordination process and/or specifications of third parties.</p> <p>The instruction of subsequent employees (exchange or reinforcement) must be ensured by contractor's responsible person.</p> <p>The instructions are to be carried out in a form and language that is understandable to the employees. Every instruction must be documented in writing.</p>
12.2	<p>On request, the contractor must provide G+D client or the coordinating/ responsible person (external company coordinator) with all evidence of the instruction of its employees and any subcontractors.</p>
13	<p><b>Assembly and construction preparation</b></p> <p>The contractor shall inform the G+D client or the coordinating/ responsible person (external company coordinator) in good time before the start of the work about the implementation of safety-relevant activities. This includes lifting work (crane, forklift, etc.), construction site transport (truck, loader), introduction and handling of hazardous substances, excavation, as well as work on current-carrying systems. When working on the roof, the necessary fall protection measures must be discussed.</p> <p>For construction sites/ assembly activities, a corresponding safety and health protection coordinator (SiGeKo) is generally appointed by G+D client in accordance with the construction site ordinance. The contractor must provide SiGeKo with all the necessary information to fulfil its task. The requirements of SiGeKo are to be implemented by the contractor.</p>
14	<p><b>Protection of the workplace</b></p> <p>If the work to be carried out by the contractor does not exclude the possibility of endangering employees and third persons, the work area or danger area must be secured in such a way that access is only permitted to persons who have to carry out activities in this area. This must be agreed in advance with G+D client or its coordinator/project manager.</p> <p>If several contractors commissioned by G+D client are working in this area at the same time, the organization of safeguarding work area is the responsibility of G+D client or the coordinating/ responsible person (external company coordinator).</p>
15	<p><b>Storage of work/consumables and work equipment</b></p> <p>If materials are to be kept and temporarily stored by the contractor for the execution of work on the G+D company premises, this must be agreed with the G+D client or the coordinating / responsible person (external company coordinator) and a storage area must be agreed before the start of the activities. Work/ consumables and work equipment may only be temporarily stored by the contractors at the agreed storage location.</p> <p><b>Storage</b></p> <p>For the purpose of (interim) storage of goods, G+D client provides all the necessary documents that are required for proper storage in accordance with occupational safety and health and the hazardous substances ordinance. This information includes in particular dimensions, weight, as well as information on the hazard potential, like SDS for hazardous substances.</p>

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<b>Work carried out on site at G+D premises</b>	
16	<p><b>Work equipment</b></p> <p>All necessary work equipment for the contracted work to be carried out must be carried along by the contractor himself. In principle, all working and operating equipment of the G+D client may not be used by external companies. If necessary, further contractual agreements are required here.</p> <p>All work equipment brought and used must be approved, checked and marked in accordance with the statutory provisions and must be identified as the property of the contractor. The vehicles, machines, tools and auxiliary equipment used must be in working and perfect condition.</p> <p>Only the appropriate qualified personnel must be used to operate the work equipment. Protective devices on machines, devices and systems must be used as intended and must not be influenced, manipulated or removed.</p> <p>Defective work equipment and tools that do not comply with the regulations can be blocked by G+D security personnel or G+D client or the coordinating/ responsible person (external company coordinator). Own battery chargers may not be charged at night or after work without supervision in the company. The contractor (external company/ supplier) is fully liable for the consequences of the use of unsuitable and unsafe machines, work equipment and tools.</p>
17	<p><b>Material delivery/ Transporters</b></p> <p>The carrier of goods must observe the place of delivery, the time of acceptance of goods, instructions for delivery/ pick-up and instructions for internal transport on the premises in accordance with the information provided by G+D client or the coordinating/ responsible person (external company coordinator) and in accordance with the contractually agreed Incoterms.</p> <p>G+D's own work and operating equipment may not be used by the transport service provider for unloading and loading. The necessary work equipment must be carried by the transport service provider.</p>
18	<p><b>Construction measures/ Projects</b></p> <p>The delivery of construction materials and necessary work equipment shall be carried out in accordance with the agreed details of the place and time of delivery, separate instructions on delivery and internal transport on the company premises in accordance with the agreements with G+D client or its SiGeKo /project manager must be observed.</p> <p>G+D client's own work and operating equipment may not be used for unloading and loading. The necessary work equipment must be carried by the carrier. If this is not possible, additional contractual agreements must be made for this purpose.</p>

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Special Requirements	
19	<p><b>Hazardous work - obtaining permission</b></p> <p>In principle, a corresponding permit must be obtained from G+D client for all hazardous work (DE: in accordance with DGUV Rule 100-001) (permit certificate). The approval for such work is restricted for a defined period of time. These include in particular:</p> <ul style="list-style-type: none"> <li>• Working at height (Roof work/ Work with risk of falling/ working on Scaffolds)</li> <li>• Hot work (welding, cut-off sander), welding in confined spaces, fire work in fire or explosion hazardous areas or on closed hollow bodies</li> <li>• Confined Space (Working in containers or enclosed spaces, sewers or shafts).</li> <li>• Tree felling work</li> <li>• Working in gas-hazardous areas</li> <li>• Maintenance work</li> <li>• Electrical work</li> <li>• etc.</li> </ul>
19.1	<p><b>Roofing work/ Working at heights: Special protective precautions for high-altitude workplaces and falling into depths</b></p> <p>Roofs without a load-bearing roof membrane - for example glass roofs, corrugated roofs, etc. - may only be walked on breakthrough-proof running planks. Floor and wall openings must be secured in accordance with the state of the art.</p> <p>Work at high-altitude workplaces or with a height of &gt; 1m must be secured by special protective measures.</p> <p>The distance to the crash edge must be greater than 2.0 m. The hazardous area must be secured by suitable measures (no flutter tape) and a clearly visible marking. The use of a fall protection and / or the technical protection against falling, such as parapet, railing or by using safety harnesses according to the state of the art, applies.</p> <p>Scaffolding, ladders and steps must comply with the rules of technology and the legal safety regulations.</p> <p>Areas below the elevated work area must be secured against falling objects. These areas are preferably to be blocked off. On construction sites, a helmet is mandatory.</p>

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<p>19.2</p>	<p><b>Scaffold</b></p> <p>Scaffolds are to be constructed according to the state of the art. The scaffolding must be designed according to the activities to be performed on the scaffolding, taking into account activities, as well as the weight of working materials.</p> <p>In principle, an acceptance test must be carried out by a qualified person before scaffolding is used for the first time.</p> <p>A certificate (test report for work and protective scaffolding) must be issued about the acceptance test and submitted to G+D client or the coordinating/ responsible person (external company coordinator). A release certificate must be clearly visible at all accesses to the scaffolding.</p> <p>Access to scaffolding is only permitted for the approved groups of persons according to the approval certificate.</p>
<p>19.3</p>	<p><b>Hot work</b></p> <p>For hot work (welding, drilling, cutting, slitting, soldering, digging and vibration work), a separate approval (permit) must be available or obtained from G+D client or the coordinating/ responsible person (external company coordinator) before the start of the work.</p>
<p>19.4</p>	<p><b>Working in containers or confined spaces</b></p> <p>Boarding and working in confined spaces and containers (boilers, ducts, shafts, etc.) may only be carried out with the consent of G+D client or the coordinating/ responsible person (external company coordinator). This coordinates with the corresponding internal G+D functions.</p> <p>Work in confined spaces and shafts requires written permission ("Permit for work in containers and confined spaces") from G+D client or the coordinating/ responsible person (external company coordinator). This must be carried along when carrying out the activities.</p> <p>Suitable rescue material is to be kept on site.</p>
<p>19.5</p>	<p><b>Felling/ pruning of trees</b></p> <p>When felling trees, the areas must be safeguarded against third parties in consultation with G+D client or the coordinating/ responsible person (external company coordinator). When climbing trees, appropriate protective equipment against falling must be used.</p>
<p>19.6</p>	<p><b>Electrical work - work on electrical installations</b></p> <p>In principle, work on electrical systems may only be carried out in the voltage-free state. The work must be coordinated with the responsible G+D electricians by G+D client or the coordinating/ responsible person (external company coordinator) and approved by him.</p> <p>The responsible electricians of the G+D client shall disconnect and authorize the systems. The contractor will be informed accordingly. The 5 safety rules and the log-out/tag-out process must be observed.</p> <p>If it is not possible to disconnect the system for operational reasons, the contractor must only use employees who are qualified to work under voltage. The relevant evidence must be provided. A corresponding work permit will be issued by the G+D client or the coordinating / responsible person (external company coordinator) in consultation with the responsible electrician of the G+D client.</p>

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20	<p><b>Hazardous substances</b></p> <p>Hazardous substances are only used at G+D where they cannot be avoided. They must be handled, stored and properly disposed of in a safe and environmentally friendly manner.</p> <p>The contractor is prohibited from leaving hazardous substances on the premises of G+D or discharging them into the sewage system of G+D.</p> <p>Where handling cannot be avoided when contracting a service provider, the service provider must ensure that all legal obligations regarding the handling of hazardous substances (including GefStoffV) are complied with. In particular, a risk assessment must be prepared by the external company before the hazardous substance is used and agreed with G+D client or the coordinating/responsible person (external company coordinator). Safety data sheets must be kept available during the work assignment.</p> <p>The contractor may be assigned a suitable storage location on G+D's premises for hazardous substances required for longer periods. In this case, information on the type, quantity and storage location shall be kept by G+D client in a hazardous materials register. Changes must be reported.</p>
21	<p><b>Demolition work, drilling work</b></p> <p>Demolition work may only be carried out by experienced and technically skilled persons. Demolition instructions must be available before the start of the demolition work.</p> <p>During drilling work in walls, ceilings and floors, damage to the existing electrical and media lines must be avoided.</p> <p>Welding, drilling, cutting, cutting-off, soldering, digging and vibration work must be approved separately (permit).</p> <p>When working with debris, dust, grinding dust, drilling chips, etc., their spread into the environment must be prevented by sealing off the workplace and the workplace must be thoroughly cleaned after completion of the work. During grinding work, a local extraction system must be used if necessary to prevent dust emissions.</p>
<p><b>After completion of the activity/work</b></p>	
22	<p><b>Termination of activities on the site</b></p> <p>The responsible persons of the contractors or their appointed deputies have to ensure the clean condition of the workplaces. The workplace must be thoroughly cleaned after completion of the work. If the contractor does not comply with this obligation on a daily basis, a third party will pay for it at contractors expense.</p> <p>After completion of the contracted work, the work area/construction site must be handed over to G+D client in proper condition (tidy, broom-clean). The handover takes place in the presence of the G+D client or the coordinating/ responsible person (Contractor Coordinator).</p>
<p><b>Recyclables and waste</b></p>	
23	<p><b>Disposal of recyclable materials</b></p> <p>Recyclables, such as dismantled cables and wires, must be disposed of via G+D, unless otherwise described in the specifications. For these disposals, a disposal order must be initiated via the G+D Infrastructure Service Desk.</p> <p>In the event that the professional disposal of recyclable materials is advertised in the service list, a material take-away certificate must be filled out and approved in accordance with the specifications of G+D for the application of these recyclable materials. This material take-away certificate must be presented by the contractor at the gate without being requested when leaving the property.</p>

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24	<p><b>Waste, construction waste</b></p> <p>In principle, the contractor may not deposit waste on the G+D premises or in the buildings, but must properly remove it from the G+D properties and dispose of it properly in accordance with local legislation. Waste may only be delivered to G+D's own containers with the permission of the waste commissioner or his representative. Company-owned waste containers can only be set up on the company premises after consultation with the waste officer.</p>
<p><b>Emergencies and first aid</b></p>	
25.1	<p><b>In case of emergency (e.g. fire, work accident)</b></p> <p>In principle, the internal <b>emergency number</b> of the respective location/permanent establishment must be taken into account in emergencies.</p> <ul style="list-style-type: none"> <li>• <b>GDM Tel.: 089 4119-3333</b></li> <li>• <b>Heimstetten Tel.: 0112</b></li> </ul>
25.2	<p><b>Emergency management at G+D company premises</b></p> <p>In emergencies, the first aid organization is at your disposal at G+D. Please note the emergency number valid at the respective location.</p>
25.3	<p><b>First aid</b></p> <p>When working on the G+D premises, G+D's first aiders are available to the contractor in emergencies. Regardless of this, the contractor must ensure that the necessary first aid facilities (first aid materials) and first aiders are available at the place of work. The first aid facilities are well marked and escape and rescue routes are clearly indicated in all areas.</p> <p>If the nature of the work requires special rescue materials, e.g. evacuation material for rescue from heights or shafts, the Contractor must clarify with the client or the coordinating/responsible person before commencing work who will provide this rescue material.</p>
25.4	<p><b>Case of fire</b></p> <p>In the event of a fire, an alarm will sound. In this case, all work machines and equipment must be switched off immediately or a safe operating condition must be established, if there is a risk of danger due to the switch-off. The building must then be left immediately in accordance with the escape routes marked in the escape and rescue plan and the designated assembly point must be visited. The building must then be left immediately in accordance with the escape routes marked in the escape and rescue route plan and the assigned meeting place must be visited. The instructions of the security personnel and the fire brigade must be followed.</p>
25.5	<p><b>Behavior in case of incidents</b></p> <p>In the event of incidents involving hazardous substances or environmentally hazardous substances, the G+D client or project manager and the safety center of the respective location must be notified via the emergency number</p>
25.6	<p><b>Emergency management</b></p> <p>If a contractor is working on behalf of G+D at a third party site, the contractor has to comply with the requirements applicable at the third party site.</p>

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25.7	<p><b>Accident/ Incidents</b></p> <p>In principle, all incidents that are related to the contracted work must be reported to G+D Client by the contractor.</p> <p>All accidents and incidents on the G+D premises must be reported immediately to the G+D Client or the coordinating/ responsible person and the responsible Occupational Safety Specialist (G+D-Sifa). This also includes unsafe situations and near-misses that did not lead to injury or property damage.</p> <p>In the event of an accident/ incident, an incident report/ near miss report must be completed and a copy shall be submitted to the responsible Sifa.</p> <p>In the event of an incident, an incident investigation must be carried out at the location of incident in cooperation with G+D-Sifa, G+D Client or the coordinating/ responsible person (contractor coordinator) and the supervisor of the casualties.</p>
<b>Final provision</b>	
26	<p>In principle, the following applies: The contractor is liable for compliance with above regulations. If the Contractor uses subcontractors, he is equally responsible for them and is obliged to pass on relevant information to them and to monitor, that the work which is carried out by the subcontractor complies with these regulations.</p> <p>If several contractors are working at a G+D client's site, they are obliged to cooperate and coordinate safety issues in accordance with local legislation (DE: Arbeitsschutzgesetz (ArbSchG)). The coordinating person must be named in the "Coordination of contractors on the G+D premises", which is signed by all contractual partners (client and contractor).</p> <p>If the contracted works are carried out on G+D's premises, the contractor and its employees must follow the instructions of G+D's security personnel at all times.</p> <p>In the event of non-compliance with these regulations, G+D client reserves the right to have work that is being carried out on its premises interrupted and/or stopped with immediate effect and to have this work continued by a third-party qualified company at the Contractor's expense.</p> <p>On the G+D premises, the employees of the G+D security organization are authorized to ask all persons of the contractor for access authorization, to have the work stopped immediately for security reasons, or to expel persons of the plant.</p> <p>If safety regulations or operating instructions or the regulations specified here are not complied with, this will be considered by G+D Client as a breach of the contract concluded with the contractor and may, if necessary lead to</p> <ul style="list-style-type: none"> <li>• the expulsion of the Contractor's employees from the company premises/ construction site,</li> <li>• the referral of the Contractor's supervisors from the company premises/ construction site,</li> <li>• the termination of the contract.</li> </ul>

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Signed by an authorized representative of the contractor to confirm that the above regulations are accepted and met.

Date: ..... Company:..... Name:.....

Accountable: Britta Lietke	QM: Frank Krüger	Page 11 of 11	ID: IM3/10000464029/EN	Version: 01	Date: 26.03.2025
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