



# GUIDELINES FOR CONTRACTORS AND EXTERNAL COMPANIES

at Schwabe Group Germany



# Our commitment for your safety

The Schwabe Group sets the highest standards for safety, environmental protection and quality in all of the work it does.



This guideline for contractors is part of the contract and therefore binding. External companies must review other necessary measures for carrying out the work on the basis of a risk assessment before they begin working; they must then ensure that the contractors comply with these measures. Insofar as other or more comprehensive requirements are stipulated in legal regulations, these regulations take precedence.

Only contractors who are suitable and qualified for the job may be deployed to carry out the work. The person responsible for contractors must provide the appropriate information, especially about the contents of these guidelines for external companies. Upon request, proof of this must be presented to the contact person at the Schwabe Group. Further instructions for contractors are provided by the contact person on site.

If subcontractors are used by the external contractor within the scope of the order, the Schwabe Group is to be informed. Schwabe reserves the right to reject the use of subcontractors.

Violations of protective measures may result in the immediate exclusion of the service provider.

# Safety and environmental protection



## CHECKLIST OF QUESTIONS FOR PERSONAL JOB-RELATED BRIEFING

Your contact person will show you the work area on site. In particular, the workplace-related hazards and associated protective measures will be addressed (e.g. escape routes, emergency exits, fire extinguishing and first aid equipment, special features in the work area).

Do not start work until you can answer YES to all of the following questions. If the answer to any of these questions is NO, clarify this with your contact person or coordinator.

### WHAT AM I SUPPOSED TO DO?

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- Do I have a clear work order?
- Have I understood the work I have to do?
- Do I have the qualifications I need to do this task?

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### WHO AM I WORKING WITH?

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- Can we work without endangering ourselves or others?
- Can I communicate with my colleagues?
- Do I know who to call for help if something is unclear?

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### HOW SHOULD I WORK?

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- Do I have the right kind of personal protective equipment (PPE)?
- Have I been instructed in the use of PPE?
- Are the work tools and equipment in proper and safe condition?

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### WHERE AM I SUPPOSED TO WORK?

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- Have I been shown the workplace?
- Do I know the special hazards in this work environment?
- Do I know the escape route(s)? Do I know where the nearest fire extinguisher is?

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## 6 Safety and environmental protection

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### Signing in / signing out and access restrictions



When entering or leaving the premises, you must sign in or out. After signing in, wait for your contact person from the Schwabe Group and consult with him or her before moving independently on the company premises. Wear the contractor's ID card so it is clearly visible to everyone and return it when leaving the premises. Do not enter workplaces other than those assigned to you.

### Smoking, alcohol and other intoxicants



Smoking (including e-cigarettes) is only permitted in the designated smoking areas. The consumption of alcohol and other intoxicants is prohibited during working hours.

### Traffic rules



General road-traffic regulations apply, even when not explicitly posted. Do not drive any faster than walking speed on company premises. Vehicles may only be parked in designated spaces. There is forklift traffic on the company premises. Caution is required! Fire department areas, traffic routes, fire extinguishing equipment, assembly points and emergency exits must be kept clear at all times. Watch out for forklift traffic on site!

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## Reporting incidents

All accidents, malfunctions and instances of damage on the premises must be reported to your contact person.

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## Securing work areas



Measures for traffic safety must always be arranged in consultation with your contact person. Secure your work sites, equipment and material against unauthorized access, even outside of working hours (e. g. at night and on weekends). Additional measures must be taken (e. g. cordoning off the danger area, safety nets) if there is a potential danger that someone could be hurt by falling objects.

If there are openings in floors, ceilings and roof surfaces or at recesses and shafts, devices must be provided to prevent persons from tripping, falling in or stepping into them.

Scaffolds must be designed and set up in compliance with the relevant regulations. A scaffolding permit (official sign) must be attached to the scaffolds. Safety scaffolds, nets or safety harnesses must be provided if the nature of the work to be performed does not allow people to be secured (e. g. rooftop barrier, guardrail).

## 8 Safety and environmental protection

### Fire and explosion protection



Fire protection and first aid facilities must always be kept unobstructed. Fire doors must not be wedged open or held open in a similar manner.

The company is equipped with a fire alarm system. If a siren goes off, leave the building immediately via the marked escape routes and go to the designated assembly site. Work which may generate smoke or dust must be announced in advance to your contact person. Only enter potentially explosive environments with the permission and under the direction of your contact person.

### Hazardous substances



Hazardous substances must be used, transported, parked and stored properly and in accordance with their intended purpose. Storage in traffic routes and on roofs is not permitted. The contact person must be notified of the use and storage of hazardous substances before work begins. Hazardous substances with the following properties are prohibited and may only be used after approval by the contact person:

- (very) toxic
- carcinogenic
- mutagenic
- explosive
- toxic to reproduction

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## Occupational safety



Tools and equipment must be in proper and safe condition and must be used as intended.

Safety devices must not be removed, manipulated or rendered ineffective. Work equipment must be secured against unauthorized operations.

The use of Schwabe-owned equipment, machines and tools (e. g. industrial trucks, drills, cranes, scaffolds, lifting platforms) is only permitted with the approval of the contact person.

Before switching off the electrical current, the contact person must be informed. Make sure that the electric connections (e. g. a tested worksite power distribution) in the work area have been RCD-secured (residual-current device). If unclear or not present, all electrical work has to be conducted using the contractor's own PRCD (portable residual-current device).

If you have active or passive implants such as a pacemaker, please inform your contact person before beginning work.

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Dangerous work / work requiring permits



The following forms of dangerous work require prior written approval:

- Work involving fume cupboards and other ventilation systems: release certificate A
- Work in containers and confined spaces: release certificate B
- Work involving the risk of combustion (e.g. welding, soldering, burning, grinding, cutting work): release certificate F

The release certificates are limited in duration and must be reapplied for after the deadline. The protective measures specified therein must be complied with. Work may not be started until the measures in question have been implemented.

Work on roofs, tasks which involve a risk of falling, and work done in potentially explosive atmospheres (“ex areas”) require the prior informal permission of the contact person.

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## Waste disposal & cleanliness



The work site must be kept in an orderly condition at all times and left tidy after work is completed! All waste materials, in particular hazardous waste, must be disposed of properly. Waste materials must be disposed of by the external company and may only be disposed of via the disposal systems on site after consulting with the contact person.

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## Environmental protection

All negative environmental impacts are to be kept to the minimum of whatever is absolutely necessary. Unnecessary noise is to be avoided. Environmental effects of an unusual kind or greater extent (e. g. noise, vibrations, dust, odor) must be coordinated in advance with the contact person.

Do not allow environmentally hazardous substances to enter the environment, e. g:

- Do not discharge substances hazardous to water into the ground / sewage system and use a collection system
- Extract refrigerant

## PLEASE NOTE THE SAFETY SIGNS BELOW (EXAMPLES)

If anything is unclear, ask your contact person.

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Warning

Marks dangerous areas and special hazards



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Requirement

A certain behavior or kind of protective equipment is mandated



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Not permitted

Behavior that must be refrained from



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Emergency aid / exit route

Show escape routes and facilities or equipment for emergency assistance



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Fire protection

Marks the location of fire-protection facilities or devices



## PERSONAL PROTECTIVE EQUIPMENT

The personal protective equipment must be provided by the external company and used by its employees as intended. If you have any questions, please contact your contact person. The following personal protective equipment as a minimum must be worn when entering the work areas:

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Extracta

Safety shoes S2, safety glasses as per EN 166, helmet



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Production, manufacturing

Safety shoes S2



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Warehouse / logistics

Safety shoes S1



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Labs

Closed non-skid shoes, safety glasses as per EN 166



# Data safety



Devices which we do not manage and which therefore do not meet our security standards represent a potential risk. This is why the following rules must be observed.

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## Checking data media

If your work requires you to connect an external data medium to a device which belongs to the corporate group, this medium must first be checked for malware using an up-to-date virus scanner. The data clearance point at the gate can be used for this purpose.

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## Internet connections

If you need an internet connection for your work, you may use our guest wireless network SG-Guest. To establish an Internet connection via this network, your contact person must grant you access.

Connecting an external device to another Schwabe network as SG Guest is only permitted in consultation with the network administrator.

Connecting to a system or machine, especially with an existing Internet connection, is only permitted in consultation with the contact person.



# Privacy



We regularly handle confidential data in the course of our work processes.

All contractors are thus obligated at all times to maintain the confidentiality of personal data and to comply with the requirements of data protection law.

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## Confidentiality



Making recordings (e. g. photos, videos) of operating equipment and working methods is not permitted. If, for example, a recording is necessary for documentation purposes, this requires the express permission of your contact person.

Furthermore, all contractors must maintain confidentiality about all information which becomes known to them in connection with their work for the Dr. Willmar Schwabe Group or its business partners and which is covered by business or trade secrecy.

Violations of confidentiality and secrecy can be punished by a fine or imprisonment according to Art. 83 of the GDPR, §§42, 43 of the Federal Data Protection Act, and other criminal statutes.

# Energy management



The Schwabe Group operates a certified energy management system in accordance with DIN EN ISO 50001:2018 at all locations. Our energy policy can be viewed on request.

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## Energy management

All activities in the context of construction, inspection, maintenance and repair that have an impact on energy-related performance must be considered in terms of energy efficiency, energy use and energy consumption.

This includes the following points, for example:

- Avoiding or directly eliminating leaks  
(e. g. in ventilation systems, compressed air lines)
- Determining the current status and restoring it after changes  
(e. g. target values, switch settings)
- Minimize heat / cold losses  
(e. g. through insulation)
- Replace spare / wear parts with equivalent or higher energy value
- Carry out functional tests  
(e. g. after installing new components)
- Minimize pressure losses  
(e. g. cleaning / replacing filters / registers)

Any anomalies identified in the course of the above activities must be reported to the responsible contact person.

If you have any questions: [energiemanagement@schwabe.de](mailto:energiemanagement@schwabe.de)

# Hygiene

## GENERAL BEHAVIOR WHEN ENTERING THE HYGIENE ZONE

- Persons with contagious diseases or open injuries on uncovered parts of the body must not enter the hygiene zone.
- Food (including chewing gum and candy), drinks and medicines may not be taken into the hygiene zone or into the lock area. Lunchrooms and break rooms are available at the sites for this purpose.
- Contractors may not use toilets in the production area: please use the toilets outside the hygiene zones.



- Cough and sneeze only into the crook of your arm. After coughing, sneezing and /or blowing your nose, wash and sanitize your hands.
- Entering production rooms is only permitted after approval by the responsible Schwabe employees.
- Touching production equipment (including containers and pallets with materials of any kind) is only permitted after approval by the appropriate production employees.
- Theft of medicinal products and /or their precursors is subject to criminal prosecution.

## BEHAVIOR WHEN ENTERING THE HYGIENE ZONE

Instructions will be provided on site by your contact person. The signage in the lock area must be observed. The guideline here is as follows:

- The hygiene zone must only be entered via a personnel airlock by authorized persons wearing approved hygiene clothing. The cleanliness of the clothing must be ensured at all times, and clothes must be changed if necessary.
- Wristwatches, bracelets, necklaces, rings, and earrings are to be removed and may be deposited in the lockers.
- Headgear must completely cover all of the hair and ears. Contractors and employees with facial hair must wear a beard guard no later than the first day after their last shave.

- Piercings that are not covered by clothing and cannot be covered must be taped over with adhesive bandages.
- Before entering the hygiene zone, thoroughly wash and sanitize your hands. The posted skin-protection information must be observed.
- Material and tools to be brought in must be in a visually clean condition. Bringing in wood (including tools) is not permitted.



**Unternehmensgruppe  
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From Nature. For Health.

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Our contribution to the environment