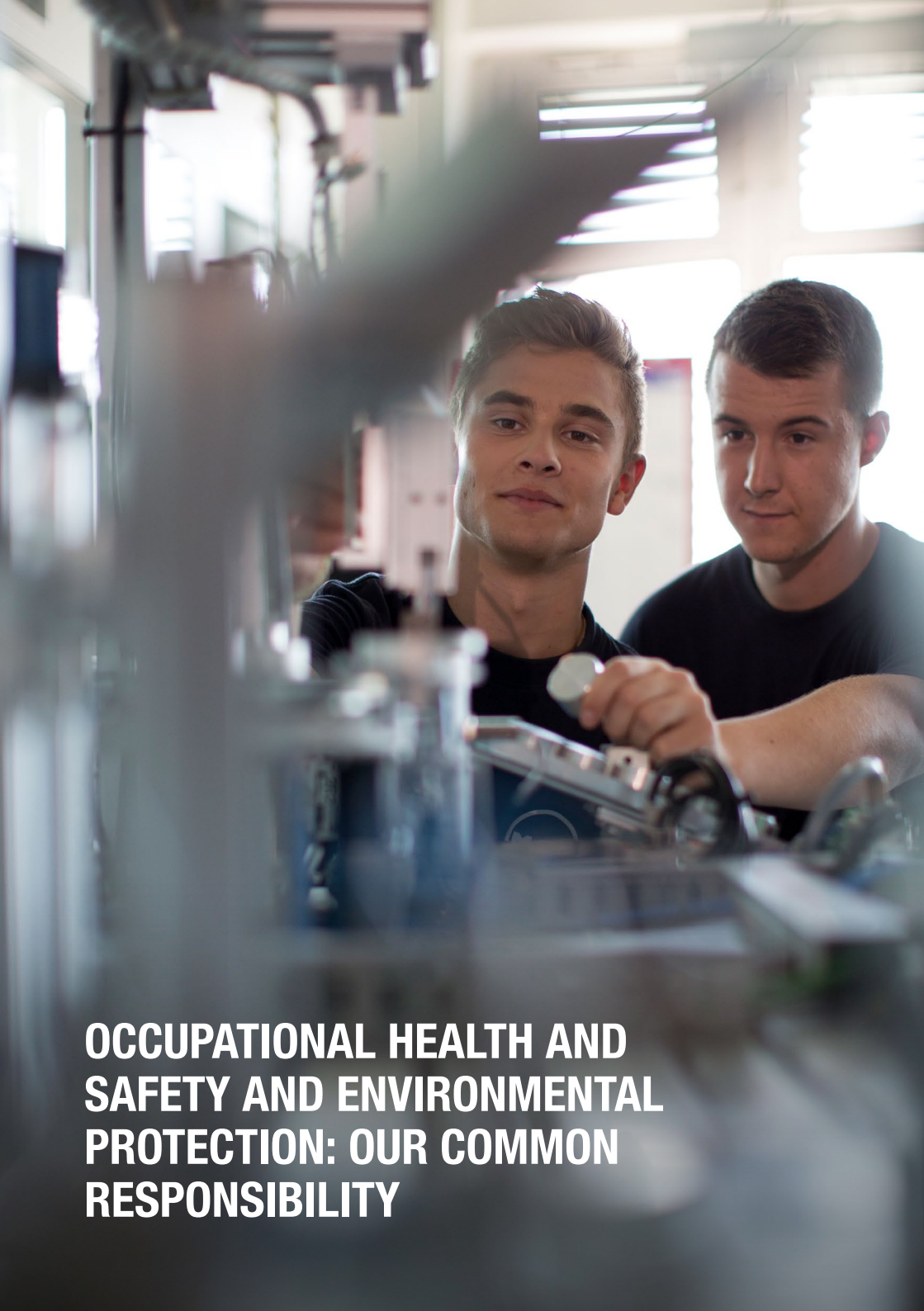


# COMPANY RULES FOR EXTERNAL CONTRACTORS

Munich plant





**OCCUPATIONAL HEALTH AND  
SAFETY AND ENVIRONMENTAL  
PROTECTION: OUR COMMON  
RESPONSIBILITY**

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**MAN External Contractor Coordinator:**  
Member of MAN Truck & Bus appointed as responsible contact for clients and contractors, with the duty of supervising and coordinating works.



**safe!**  
IMPROVING SAFETY. TOGETHER.

## Welcome to our Munich plant!

The safety and health of our employees, the protection of our environment and the efficient use of energy are of the utmost importance to us. We fulfill our corporate responsibility through numerous measures and activities, which we regularly review as part of our certified management systems. We strive to continuously improve our performance.

This policy for external contractors is an expression of our commitment to these principles. They are designed to set and maintain our high standards for safety, health and environmental protection when working with our partners.

We invite you to read this policy carefully and expect you to apply it consistently. By working together, we all help ensure that our facility is and remains a safe and responsible place.

On behalf of the entire company, we thank you for your cooperation and commitment.

Your MAN Truck & Bus SE  
Munich Plant

# General information

In the interests of your own safety and smooth interaction, we have included a summary of basic safety information and general behaviour rules at the start of these Company Rules. These Company Rules are not intended to replace site-specific or order-specific instructions.

## Video surveillance

Closed-circuit TV is in operation at our site to ensure protection of our property. Recordings that do not contain relevant events are deleted. Our reception staff will provide further information on request.



## Visitor's pass

Before entering our plant, you will be handed a brochure entitled "Your Safety: Information for visitors to our Munich plant" and a visitor's pass. Make sure you have your visitor's pass with you at all times and return it to a member of our plant security team at the exit when you leave the plant.

**Please read and follow the additional safety and confidentiality regulations on the reverse of your visitor's pass and the information in the brochure.**



## Contractor's pass

If you need to visit our plant for long periods or frequently, you can apply for a contractor's pass. Applications should be submitted to the head of your commissioning department at MAN.

Contractor's passes are issued for a specific project or order. Contractors (AN) must immediately return their contractor's passes to a member of our plant security team when they leave the plant.

Visitor's and contractor's passes are not transferable.

## Confidentiality

Contractors must maintain strict confidentiality towards third parties at all times concerning all affairs of MTB and its business partners, even after completion of their contract or termination of their duties.

## Compensation

The contractor shall compensate MAN Truck & Bus, its employees and third parties for all damages arising as a result of infringement of these Company Rules by the contractor, its agents, employees or subcontractors. Costs of actions arising from implementation of these rules may not be charged to MTB subsequently or additionally.



# General code of behaviour

Always take yellow warning notices seriously. They inform you of potential hazards in production and logistics facilities. Keep your eyes open!

Stay alert!

Yellow signs are hazard warnings.

Traffic may be heavy on the plant premises, particularly in the production and logistics facilities.

Watch out for vehicles like forklifts, trucks, buses and cars. Be considerate of other road users. Standard road traffic regulations apply at the plant. Pay attention to traffic signs.

## Hazard warning signs (examples)



General hazard warning



Warning – Fall hazard



Warning – Forklifts



Electrical voltage warning



Warning – Suspended load



Increased caution necessary!

## High-voltage vehicles

Electric vehicles may be parked in buildings or outdoor areas such as around the Research and Development Department or the eMobility Center. They are identified by this sign:



Depending on the model, they may represent an increased electrical hazard. Be particularly careful to avoid contact with orange cables!

If you need to work in areas with high voltage vehicle systems, you may only enter these areas under special conditions:

- The employees you assign to the tasks must hold additional qualifications in line with DGUV 209-093, or
- Work may only be performed in the presence of, or after instruction by, a qualified automotive electrician

If you have questions, contact your MAN Contractor Coordinator or the local Occupational Health and Safety Department.

**Follow the instructions!**

**Mandatory signs are blue and prescribe specific behaviour.**

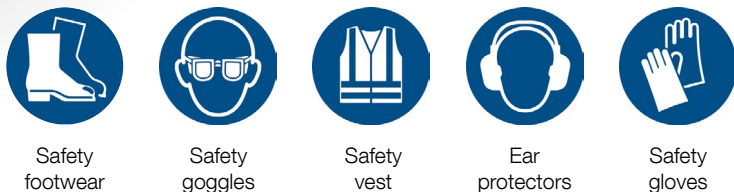
Safety footwear must be worn throughout all production and logistics areas, with the exception of green marked routes in the corresponding production, logistics and engineering areas.

#### Personal protective equipment (PPE)

In specific areas, signs require additional or supplementary protective equipment to be used.

When performing your duties, follow any specific rules applying to your place of work, e.g. special safety measures on construction sites.

#### Mandatory signs - Orders to use PPE (examples)



**Safety don'ts.**

**Red signs are prohibition signs.**

Follow access regulations. Do not cross trailer parking spaces, assembly lines or production facilities. Do not touch machinery, installations or other items of equipment.

#### Prohibition signs (examples)



**Emergency signs.**

**Green signs provide information in emergency situations.**

Emergency signs are easily recognized by their bright green colour. They identify assembly points, emergency exits, rescue facilities (first aid, medical station) and equipment (stretcher, emergency shower).

#### Emergency information signs (examples)



## Bringing your car to the plant

### Traffic safety

Vehicles of all kinds that are used on site must be roadworthy and may only be driven by persons holding the appropriate licence or training qualification.

### Vehicle entrance permit

Driving a car or truck onto the site is only permitted in exceptional cases. Vehicle access to or through logistics areas is prohibited unless essential for your work. Please note that vehicle checks may be conducted as you enter or leave the plant.

Vehicle access to buildings is only permitted with the agreement of the MAN Contractor Coordinator. Where vehicles with combustion engines are used in production facilities, they must be fitted with an exhaust treatment system or have a Euro 4 (green) sticker at minimum.

### Parking on site

Parking is only permitted in the designated areas. Pedestrian, emergency and rescue routes must be kept clear at all times. Failure to comply with this rule will result in withdrawal of your vehicle entry permit. Outside the plant you may park in the P24 car park.

We reserve the right to remove incorrectly parked vehicles at the expense of the driver.

Always comply with the speed limit.

30

Maximum permissible speed on the plant premises is 30 km/h. In some areas, local conditions may impose deviating (lower) speed limits.

## Safety don'ts

Pedestrians must always use the designated entrances and exits. Never enter areas where these signs are displayed:



No unauthorized access



Alcohol is prohibited on all premises for safety reasons



Smoking is permitted on the factory premises only in designated areas

Obey the general ban on filming and photography throughout the plant. Exceptions to the ban are issued by the relevant specialist departments, e.g. for the purpose of making a documentary.



No photography or filming





**CONTRACTORS ARE INDEPENDENTLY RESPONSIBLE FOR TAKING THE NECESSARY SAFETY MEASURES.**

## Occupational health and safety

Contractors must comply with the relevant laws, accident prevention regulations and directives and with standard safety and occupational health rules at all times during their work.

### Hazard instructions

Before contractors start work, the MAN Contractor Coordinator holds a site-specific or order-specific instruction briefing.

The briefing must be documented in writing in the form of a MAN briefing confirmation. Contractors are solely responsible for evaluating the site- or order-specific hazards that apply to their own employees or subcontractors. This hazard evaluation must be

documented in writing by the contractor and submitted to the client on request. Following the hazard evaluation, the contractor must independently select, implement and maintain, or adjust where necessary, any required safety measures for the duration of the contractor's duties.

To ensure safety at all times, technical measures must be selected as a priority over organizational or personal measures.

### Activities involving driving and controlling vehicles

Where contractors' employees independently perform activities involving driving and controlling vehicles or other items of equipment (e.g. forklifts, elevating work platforms, cranes etc.), the following rules must be followed:

- Employees must be personally suited to the work and in appropriate health,
- be aged over 18,
- have received instruction / training,
- and be assigned in writing by the contractor.



Confirmation of employees' qualification for driving and control activities must be provided at all times, e.g. in the form of a safety pass.



## Essential requirements

### Safety measures at the workplace

Bypassing or deactivation of protective devices on machinery and equipment is always prohibited. If bypassing or deactivation is necessary in connection with an order, the contractor must implement advanced safety measures that offer equal and continuous protection.

### Construction site safety

Contractors are responsible for ensuring due safety at workplaces for the duration of their contract. Where work is performed over workplaces or access routes, additional safety measures or area closures must be put in place to protect against falling materials or equipment. Work at elevated workplaces always involves falling hazards. Contractors must secure all edges, openings, skylights etc. with safety covers, fences or underpinning.

Use of personal fall arrest systems (PFAS) as the sole safety measure is prohibited. PFAS may only be used as additional, supplementary or short-term measures. Use of elevated working platforms and scaffolding must be agreed with the

MAN Contractor Coordinator before work commences. Scaffolding of all kinds may only be used in fully assembled condition. Written approval from the principal contractor is required for the use of scaffolding.

### Hazardous situations

In hazardous situations and cases of imminent infringement, contractors must immediately follow instructions from the plant security team, plant fire brigade, occupational health and safety officers and MAN Contractor Coordinator. The potential hazard must be removed or remedied immediately.

The function of the MAN Contractor Coordinator does not exempt the contractor or its agents from responsibility for observing occupational health and safety.

## Hazardous materials and dangerous goods

**As a general principle, use of hazardous materials must be avoided or minimized. Where hazardous materials are used, special safety measures must be defined and implemented.**

The contractor must ensure that use of hazardous materials does not endanger its own employees or those of MTB throughout the duration of the works. In addition, the contractor undertakes to keep a hazardous materials inventory of all materials, substances or products used.

### Working with CMR substances

A permit must be issued by the plant hazardous materials coordinator before the use of carcinogenic, mutagenic, or toxic for reproduction (CMR) substances. Exceptions are vehicle and machine fuels (diesel

and petrol). Storage of hazardous materials must comply with the German Technical Rules for Hazardous Substances (TRGS). If hazardous materials are supplied as constituent parts of machinery (e.g. cleaning agents, lubricants, oils etc.), they may not be used until a permit has been issued by the occupational health and safety department.

The department or machine operator requesting the permit is responsible for doing so in good time. Dangerous goods must be transported in accordance with valid applicable regulations.

### General hazardous materials (examples)



Warning –  
e.g. Skin irritant



Acutely  
toxic



Acutely hazard-  
ous to the aquatic  
environment



Flammable  
substances/  
compounds



Explosive  
substances/  
compounds



**If you have any questions, our contacts will be happy to assist. Their telephone numbers are on the last page of this leaflet.**

# Fire and explosion protection

Fire extinguishing appliances and installations of all kinds must not be hindered from functioning, obstructed or damaged. When storing materials, take care to avoid creating any additional or unnecessary fire load.

## Hot work

Where “hot work” (e.g. soldering, cutting, grinding) is necessary as part of a contracted order, the contractor undertakes to report these works independently to the plant fire brigade in consultation with the MAN Contractor Coordinator before commencing work. The contractor must ensure any safety measures set forth in the

permit document are in place at all times throughout the work. After completing the hot work, the contractor must sign off the working area with the plant fire brigade and obtain approval.

## Welding

Welding of parts may only be performed by holders of a welding certificate.



## Extinguishing agents

In cases of fire hazard and on construction sites or large-scale construction projects, the contractor must ensure adequate numbers of tested hand fire extinguishers (reflecting the level of fire hazard) are available. The contractor must agree the number and type of fire extinguishers with the plant fire brigade in advance.

Use of hydrants of all kinds, e.g. water supply hydrants on construction sites, requires prior permission from the plant fire brigade.

**Use of powder fire extinguishers is prohibited.**



**Apply for work clearance!**

## Potentially explosive installations

The contractor must likewise apply for permission from internal specialist departments before commencing work on or near potentially explosive installations or areas. Please inform the MAN Contractor Coordinator in good time.

Where modifications are made to potentially explosive installations, the contractor is required to order the performance of tests prior to placing the installations into service. The tests must be performed by an appropriately qualified individual or authorized inspection agency.

**Don't forget!**

## Further regulations

### Contact partners of the contractor

The contractor undertakes to cooperate with the client over issues of occupational health and safety. The contractor undertakes to appoint a German-speaking responsible individual for the duration of the works who will translate instructions for non-German-speaking employees.

The contractor assures that its employees and subcontractors have the required qualifications for all project works. In the case of dangerous work the contractor must appoint a supervisor, who will oversee work performance throughout and guarantee safety. The contractor will issue appropriate workwear to its employees, of a design that is signifi-

cantly different from MTB workwear.

MTB does not provide assistants, vehicles, machinery or equipment. When accepting the order, the contractor assures the client of its ability to provide the necessary resources.

### Storage of work materials

Deposition and storage of materials, vehicles, machinery and equipment must be agreed on site. No objects may be left on emergency escape routes or pedestrian pathways, even for a short time. The contractor must provide protection against damage, unauthorized use and theft. MTB accepts no liability in the event of loss or damage.

### Water supply

On the plant site, underground water supply systems are classified by colour as follows:



Sprinkler systems



Well water supply, inflow



Well water supply, return flow



Water supply

**These barriers must be kept free at all times!**



### Construction site signage

On major construction projects, the contractor must display a sign giving the following details of the responsible persons:

- Contact partner
- Company address
- Telephone number

All vehicles and immovable objects such as containers, machinery and equipment must be labelled as described above, irrespective of the type of project.

### Working hours

Deviations from working hours and break times must be agreed in advance with the MAN Contractor Coordinator and the on-site line manager. Works causing high levels of noise, vibration or dust must be scheduled outside working hours where possible. The contractor must agree Sunday or public holiday work with the MAN Contractor Coordinator and announce the work in writing to the responsible public authority.

### Energy use

Connections to energy supplies (electricity, compressed air, water, gas, heat) must be agreed with the specialist departments via the MAN Contractor Coordinator. If the Contractor draws electricity from the MAN grid, it must use a portable residual current device (RCD) for all works. All work equipment used must fulfil VDE requirements. On construction sites, electrical power

must be provided via a construction site power distribution board. The installer of the power distribution board is responsible for its regular inspection and for documentation of electrical testing.

### Work on electrical systems

Work on electrical systems which are located in the vicinity of electrical systems must be avoided. If this is not possible, the contractor must define and implement separate safety measures and obtain approval of the measures from the electrician in charge at the plant. Live-line works must always be agreed with the electrician in charge at the plant.

### Civil engineering works

Before commencing civil engineering works or interrupting utility supply lines, the contractor must obtain permission from the responsible specialist departments (industrial media technologies).

**Dangerous works must not be assigned to trainees.**





**SUSTAINABLE MANAGEMENT AND CLIMATE PROTECTION ARE AMONG OUR PRIORITY TARGETS AT MAN**

## Environmental protection and energy

Waste material resulting from performance of works must be disposed of professionally by the contractor at its own expense, in accordance with statutory requirements (German Waste Management and Product Recycling Act, KrWG, regulations, statutes of the City of Munich).

### Waste disposal

MTB is the responsible waste producer for all waste originating from the client, e.g. construction or demolition waste. Disposal of this waste must be agreed in advance with the MAN Contractor Coordinator and the Waste Management Officer.

After completion of the works, summarized documentation of the waste (client's template) including all required proof must be submitted to the client.

### Waste water disposal

Disposal of waste water in gullies is prohibited. If necessary, appropriate disposal must be agreed with the MAN Contractor Coordinator (and environmental protection department if applicable). As surface water seeps away throughout the plant, particular

care must be taken with liquids. Treatment of substances hazardous to the aquatic environment, e.g. oils, fuels, solvents, paints, must avoid all danger to soil, groundwater and drainage systems.

### Noise protection requirements

Given the location of the plant with residential areas in its environs, strict noise protection standards apply.

High-noise works must therefore be agreed with the MAN Contractor Coordinator (and environmental protection department if applicable).

### Energy awareness

Please disconnect electricity consumers when not in use; in colder months when heating systems are operational, ensure doors and windows are kept closed.



**Notify the plant fire brigade immediately in the event of an escape of substances hazardous to the aquatic environment.**





**AVOIDANCE OF HAZARDS AND  
DANGERS OF ALL KINDS HAS  
MAXIMUM PRIORITY**

## Emergency procedure

Procedures in the case of emergency must be planned and designed to prevent hazards and avoid involvement of third parties.

In an emergency, many buildings have an acoustic and/or visual warning system. If this warning system is activated, evacuate the building immediately using the emergency escape routes.

**Follow these  
instructions!**

- Evacuate the building immediately
- Go to the assigned assembly point
- Follow the green signs to the nearest exit
- Follow instructions given by emergency staff



**EMERGENCY NUMBER**  
**089 1580 - 112**



### Hazard prevention

If a serious incident occurs despite all care taken to the contrary, the hazard prevention plan displayed on the site applies without limitations and automatically becomes effective. When the plan takes effect, the specified company units will take charge of further procedures. Instructions from the plant security team, plant fire brigade and the rescue and emergency teams must be followed in all cases.

If you notice anything abnormal or any unusual occurrences during your work (e.g. smell of gas, fluid leaks, unexploded bomb discovery) use the emergency telephone numbers to alert the emergency teams. Stop working immediately.

### Alarm signal

If an evacuation alarm is given, evacuate the building immediately using the emergency escape routes and

go to the collection points designated in the emergency and escape plan for your building.

### Emergency escape routes

During order-specific safety training the contractor must inform its employees of the emergency equipment available on site, the emergency escape routes and the nearest assembly points.

Important internal telephone numbers of centres and departments (emergency list, fire safety regulations Part A for the plant) must be available on site.



**Alarm sounds in the event of danger.**

Alarm and evacuation signal at the Munich plant



**EMERGENCY NUMBER**  
**089 1580 - 112**



**The plant fire brigade must be notified immediately in the event of serious accident, fire or environmental damage.**

### Building designations (Shed)

The buildings at our plant are named according to an internal MAN scheme. Larger buildings such as production halls are additionally divided into Shed grids. The Shed name of each building or area is posted on the pillars.

Before starting work, find out the name of your place of work and inform all your employees. In an emergency, this information is essential guidance for emergency rescue teams. In case of doubt, press the alarm buttons at the hall entrances and exits. Note that any costs arising from misuse of these buttons will be charged to the contractor.

### Emergency medical care

Irrespective of the client's existing facilities, the contractor must ensure an adequate number of first responders and first aid materials at all places of work.

In the event of an accident, do not change anything at the site unless for the purpose of rescuing injured or avoiding further danger or damage.

The MAN Contractor Coordinator must be informed of all incidents or emergencies.

In the event of an accident the medical team in Building V2 is also available to provide assistance during normal working hours.



**Outside normal working hours and particularly at weekends, the plant fire brigade is responsible for emergency medical care.**



## Important telephone numbers

Note: Before dialling the extension number of your MAN contact, you must dial the internal MAN code shown:

**089 1580**

In case of  
emergency,  
call:

- **Emergency:** 089 1580 - **112**
- **Medical station:** 089 1580 - **2157**
- **Plant security:** 089 1580 - **4293**
- **Environmental officer:** 089 1580 - **3840**
- **Occupational safety** 089 1580 - **2168**  
**Email:** arbeitsschutz-muenchen@man.eu

We wish you a safe and pleasant stay at our Munich plant.

## Your telephone numbers



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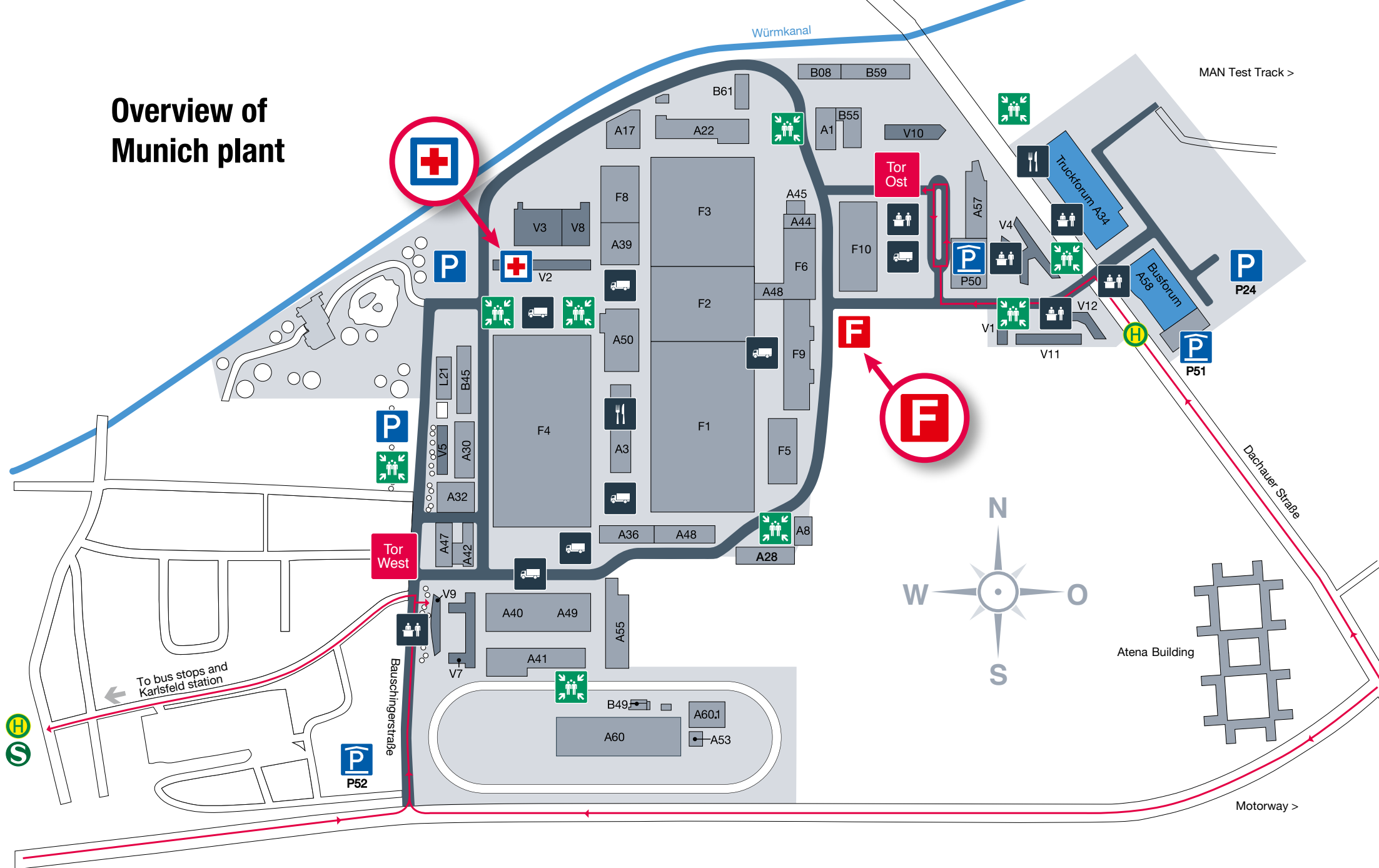
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## Space for your notes



Scan the QR code to access  
relevant information for suppliers  
and contractors.

# Overview of Munich plant



- |   |  |  |   |  |  |
|---|--|--|---|--|--|
|  Fire service          |  Health service |  Assembly point |  Trailer parking |  MTB building   |  Forums             |
|  Multi-storey car park |  Car parking    |  Reception      |  Cafeteria       |  Administration |  External buildings |

In case of fire or accident

**EMERGENCY  
NUMBER  
089 1580 - 112**

**Location:**

**Where did it happen?**

**What happened?**

**How many casualties?**

**What type of injuries?**

**Who is reporting the incident?**



**Wait for questions!**



**Guide in emergency vehicles!**





Bei Feuer oder Unfall

**NOTRUF**

**089 1580 - 112**

**Standort:**

**Wo ist es passiert?**

**Was ist geschehen?**

**Wie viele Verletzte?**

**Welche Art von Verletzungen?**

**Wer meldet den Unfall?**



**Warten auf Rückfragen!**



**Einsatzfahrzeuge einweisen!**



## **MAN Truck & Bus SE**

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