



We create chemistry

**Site Regulations
of
BASF Schwarzheide GmbH**

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Preamble

The Site, as defined under 1.2.2 below, at BASF Schwarzheide GmbH is a production site of the BASF Group. It is open to companies that fit into the BASF Group's production network and want to take advantage of the benefits of a typical chemical infrastructure. Accordingly, several production and service companies have already settled here.

The resident companies are convinced that orderly cooperation, mutual consideration and the joint observance of safety and behavioral standards are essential prerequisites for ensuring smooth operations of all companies working at the Site and for assuring prosperous economic activity.

BASF Schwarzheide GmbH as the operator of the Site is committed to the global initiative "Responsible Care" of the chemical industry and to the principle of sustainability in its vision as well as to the "We create chemistry" strategy. The basics of the Site's environmental policy are published in an environmental statement of BASF Schwarzheide GmbH.

The Schwarzheide site enjoys a high reputation among its employees and the people in the region. This reputation and the associated acceptance is an important foundation for securing the Site's long-term future.

Based on this understanding, BASF Schwarzheide GmbH, as site operator, has developed and adopted the following Site Regulations. They describe the basic rules for conduct at the Site. In addition, basic requirements are defined that apply to all companies located at and to all contractors working at the Site. These also apply to the employees of the companies. Resident companies and contractors recognize the Site Regulations as binding by reference as part of the contracts in force between them and BASF Schwarzheide GmbH or by separate written declaration.

These Site Regulations came into force on 01 January 2007 and apply from 01 May 2023 in the present version (version 7.0). Visitors, customers and other persons are informed of the validity of the Site Regulations by the Site security upon entering the Site and acknowledge the regulations that apply to them.

Schwarzheide, 24 April 2023

24.04.2023
signed **Jürgen Fuchs**
Chairman of the Management Board

24.04.2023
signed **Anne Francken**
Managing Director,
Director Industrial Relations

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1 General regulations

1.1 Purpose of the Site Regulations

The aim and purpose of these Site Regulations is to ensure the functional safety of the Site as well as the orderly cooperation of the companies located at the Site and the contractors working here with mutual consideration and joint observance of safety and behavioral standards by defining and announcing fundamental regulations and requirements. This applies in particular to the aspects of safety, health, environmental protection and information protection. This should enable and help to maintain smooth processes as well as prosperous economic activity for all companies working at the Site.

1.2 Scope of application

1.2.1 Personnel scope

The Site Regulations apply to the following legal entities and natural persons:

- BASF Schwarzheide GmbH (hereinafter referred to as "BASF");
- BASF Group companies;
- production and service companies located at the Site that use BASF land, buildings, facilities and supplies and services for their operations (hereinafter referred to as "Site Partners");
- companies that provide deliveries and/or services at the Site for the aforementioned companies (hereinafter referred to as "Contractors") as well as the subcontractors used by these Contractors to fulfill their contractual obligations at the Site (hereinafter referred to as "Subcontractors");
- all employees of the aforementioned companies, whereby the Work Regulations (Arbeitsordnung) shall additionally and primarily apply to the employees of BASF Schwarzheide GmbH;
- tenants/leaseholders of BASF buildings, rooms or areas at the Site;
- visitors, customers and all other persons entering the Site.

1.2.2 Local scope

The Site Regulations apply to the following areas (hereinafter referred to as "Site"):

- Fenced-in area of BASF in Schwarzheide, consisting of
 - the factory main area and
 - the site of the processing and industrial centre VIZ
- BASF buildings and areas outside the Site fence (except for areas freely accessible to everyone). In the case of mixed use, the building or area user determines the freely accessible areas.
- Fenced-in area of the industrial water treatment plant and the 110 kV substation in Schwarzheide.

The Site security shall make the basic provisions of these Site Regulations known to visitors, customers and other persons entering the Site. The companies named in Clause 1.2.1 shall implement the regulations of the Site Regulations in the areas affected by their business activities and shall make them known to their employees, visitors and customers for this purpose.

The Site Partners and Contractors are free to supplement the Site Regulations with additional regulations of their own. However, it is not possible to override the regulations of the Site Regulations.

1.3 Structure of the Site Regulations

The Site Regulations consist of a general part with basic rules (chapters 1-5) that apply to everyone at the Site and special regulations for

- Site Partners (Chapter 6) and
- Contractors (Chapter 7).

Regardless of the Site Regulations, BASF's own complete set of rules for safety, health and environmental protection applies to BASF operations and units.

1.4 Site coordination

BASF is responsible for coordination at the Site. This concerns in particular the use of land, buildings, energy and media, the discharge of wastewater and immissions, the establishment of road closures and the approval of earthworks.

1.5 Contact

The contact person for the Site Regulations is BASF's legal department. The contact person is responsible for questions of interpretation, for processing requests for amendments and for revising the Site Regulations.

1.6 Plant security, plant fire brigade

BASF maintains a plant security service and a plant fire brigade at the Schwarzheide Site.

The Site security is responsible for enforcing security and order at the Site. Orders issued by the Site security are to be followed immediately and without restriction.

The Site fire brigade is responsible for preventive fire protection, defensive fire protection and on-Site hazard prevention at the Site.

1.7 Changes to the Site Regulations

The Site Regulations were adopted by the management of BASF Schwarzheide GmbH. Changes and additions require the approval of the management.

In the event of significant changes or additions that affect the interests of third parties, the parties likely to be affected will be consulted in advance.

The basic regulations (chapters 1-5) may be supplemented or substantiated by company-specific regulations. However, these must not contradict the basic regulations or lead to their amendment or displacement.

1.8 Violations of the Site Regulations

In the event of culpable violations of the Site Regulations, BASF reserves the right to take appropriate disciplinary measures; in the event of serious or repeated culpable violations, these measures may extend to a ban from the Site. Further contractual, operational or legal rights and claims of BASF remain unaffected.

2 Entering and leaving the Site

2.1 Incoming and outgoing control

The Site security monitors and regulates the entire movement of people and vehicles at the Site. This is done in particular by way of entry and exit control.

2.1.1 Access authorisation

Only persons with a valid Site ID Card are authorized to enter the fenced area of the Site. The Site ID card must be carried at all times within the territorial scope of these Site Regulations and - if possible - worn visibly. Exceptions may be permitted for certain work areas, provided that visible wearing of the Site ID Card is not possible there for reasons of occupational safety or is obviously not necessary for other reasons. Visible wearing of the Site ID Card is not required if work clothing with a clearly recognizable name is provided. For implementation, all persons shall be provided with a neck strap for the Site ID Card. The Site ID Cards are non-transferable and may not be given to other persons. The minimum age for persons to enter the Site is 14 years. Exceptions to this are plant tours and visits by closed groups. Further exceptions must be requested from the Site security.

To enter, vehicle drivers also need a valid entry permit (see 2.2.3(a)).

The automated access (access control system) is to be used at the specifically converted plant gates, otherwise the plant ID card is to be presented to the plant security without being asked. The access control system checks whether the Site ID Card authorizes access. If access is authorized, no data other than the door passage times will be recorded. Incorrect operations and access attempts with a blocked Site ID Card are being recorded by the access control system. The general rules of conduct on entering private property apply to BASF's areas outside the fenced grounds.

2.1.2 Refusal of access

The Site security may deny access to persons who pose a threat to the safety and order of the Site as well as to persons onsite or the surrounding neighborhood.

Persons who are under the influence of alcohol or other intoxicating substances are not allowed to enter the Site. If a person is found to be under the influence of alcohol or other intoxicating substances during the entry or exit check, or if a person is refused entry because of the potential danger he or she poses, the Site security will inform the respective employer of this person.

If access is attempted with a blocked or invalid Site ID card or in the event of other unlawful use of the ID card, the Site security will refuse the ID card holder access to the core premises and confiscate the ID card.

2.1.3 Carrying objects

It is prohibited to bring weapons, explosive devices and other dangerous objects to the Site. Exceptions must be approved by the Head of Site Security or his representative.

Furthermore, it is prohibited to bring alcoholic beverages and other intoxicating substances to the Site.

Items that are not needed on the Site can be deposited in the luggage storage rooms set up at the Site. Luggage storage rooms are located at Gate 2 and Gate 4.

2.1.4 Carrying animals

The carrying of animals - with the exception of animals for official purposes - is prohibited at the Site.

2.1.5 Controls at plant gates and on the factory premises

The Site security is authorized to carry out random checks on persons, vehicles and containers. If there are grounds for suspicion, the checks may also extend to cupboards, desks, lockers, toolboxes, tanks and other containers. If there is a concrete suspicion of a criminal offence, the Site security is entitled to carry out physical checks. These shall be carried out by a person of the same sex as the person being checked. In the event of an objection, the measure shall be referred to the police, who shall be called immediately by the Site security.

2.2 Site ID cards and access permits

2.2.1 Issuance and use of Site ID Cards

Site ID Cards and access permits are issued on application for a permanent (permanent Site ID Card) or temporary (temporary Site ID Card) period. The online registration portal must be used to apply for Site ID Cards. Contractors receive access rights to the registration portal with the order confirmed by BASF Schwarzheide GmbH Procurement Department. Site Partners receive access through the Site Development Department. The application for Site ID Cards must be made at least three working days before the planned deployment of the employees.

Legitimation by means of an official photo document is required for the issuance of an identity card; only the identity card or passport are acceptable forms of identification. With the application or master data maintenance, the applicant has to prove that the applicable legal provisions (e.g. residence and work permit law) are complied with.

2.2.2 Period of validity and return of Site ID cards

Site ID cards and access permits must be shown or handed over at the request of the Site security unless otherwise stipulated in the following regulations.

The holder of a Site ID Card or access permit must immediately report the loss of the respective document to the Site security for blocking. Lost Site ID Cards and access permits will be replaced for a fee.

Site ID cards and access permits lose their validity if the data printed on them or the data and facts on which the application was based no longer match the data of the person or his or her employment (e.g. in the event of a change of company). The applicant is responsible for updating the data or reapplying for or returning the Site ID card (Site ID card exchange).

Site ID Cards that are no longer required or are invalid must be returned to the Site security. The same applies after the issuance of a plant ban. A fee will be charged to the applicant for non-returned Site ID Cards.

Site ID Cards used illegally may be confiscated by the Site security.

2.2.3 Special permits

(a) Entry permits

Entry to the core area by motor vehicles requires an entry permit. Driving onto the core area with private motorized two-wheeled vehicles of any kind as well as with quads or trikes is prohibited.

Entry permits are only issued to those persons who have to use a motor vehicle to perform their duties on the Site. In order to reduce traffic, the issuing of entry permits is handled restrictively.

Entry permits must be applied for from the Site security using the appropriate form. The form is available for Contractors of BASF Schwarzheide GmbH as well as Site Partners in the partner portal of the Internet portal of BASF Schwarzheide GmbH.

(b) Permanent exit permits for material, machines, tools and other work equipment

If company-owned items are carried on a regular or recurring basis for business reasons, the employee concerned may be issued a permanent exit permit for the import and export of materials, machines, tools and other work equipment, provided the employee has a permanent Site ID Card. See also the regulations under section 5.1.

2.3 Reception and stay of visitors at the Site

All external persons not involved in the delivery of goods and services are considered visitors to the Site. This includes all persons who are not employed by one of the companies active at the Site of BASF Schwarzheide GmbH, and who are not engaged in an employment-like relationship with any of these companies.

For reasons of protection of information and individuals, the following regulations apply to the reception and stay of visitors at the Site:

- All visitors are to be registered with the Site security prior to their visit using the available electronic systems by the host.

- Upon arrival of the pre-registered visitors, the Site security will inform the host by telephone. The visitor may only enter the premises after the host has confirmed that the host is ready to receive the visitor.

3 Conduct at the Site

3.1 Ban on smoking, alcohol and drugs

Smoking is prohibited on the entire Site (also in vehicles)!

The smoking ban also affects the use of e-cigarettes.

Individual rooms or parts of rooms may be exempted from the general smoking ban by the responsible person. These exceptions require the approval of the Site fire brigade. The areas concerned must be clearly marked by the responsible person.

There is an absolute ban on alcohol at the entire Site! Strict adherence to the 0.0 alcohol limit applies!

It is prohibited to carry or consume alcoholic beverages and other intoxicating or addictive substances at the Site.

3.2 Reporting and disclosure obligations

3.2.1 Reporting requirements

The following events and conditions must be reported immediately to the Site fire brigade control centre; the Site fire brigade control centre informs the Site security of:

- Events involving personal injury or property damage;
- Dangers to the safety of persons at the Site or the surrounding neighborhood or to the safety of the Site as a whole;
- Dangers to the environment;
- Impairments affecting the security of supply and disposal at the Site (e.g. disruption of the supply networks, unscheduled substance discharges into the sewerage system);
- Criminal offenses or indications that give rise to suspicion that criminal offenses are planned or have been carried out;
- Administrative offenses and
- Violations of the Site Regulations.

3.2.2 Duty to cooperate

In principle, every person must cooperate fully in the clarification of a reportable fact; unless the person would expose himself or herself or a close relative to the risk of prosecution.

3.2.3 Jurisdiction for clarification of the facts

Site security must be commissioned to clarify facts if this requires investigations at the Site or if the facts concern BASF's interests.

In all other cases, the Site security shall be given preference. If other agencies are commissioned, the Site security shall be involved in an appropriate manner.

3.2.4 Access, search and control rights

If a present danger to the safety of persons at the the entire Site, Sitethe or surrounding parts of the neighborhood Site is ofsuspected to be feared, the Site securitymay enter and search all properties, premises and motor vehicles at the Site at any time and wherever a connection to the danger may be assumed and insofar as this is necessary to avert the danger. This also applies if there is reasonable suspicion of a criminal offense affecting the safety of persons or the Site. If the Site security is engaged activated in the aforementioned manner, it shall inform the owners of the properties concerned of the circumstances as soon as possible.

3.3 Immediate measures and conduct in the event of accidents and damages

In the event of accidents or damage, an emergency call must be made immediately - to the Site fire brigade and to the Site security - and all measures possible and necessary to limit the damage must be taken. An accident or damage event in this sense is an unexpected incident that leads or could lead to injury to persons, damage to property or harmful effects on the environment, e.g. fire, explosion, leakage of toxic, explosive or water-polluting substances, etc. The emergency call must be made immediately.

(a) Emergency call - plant fire brigade/ plant security (fire, accident, ambulance)

Site number: 112 (in case of emergency)

Exchange line: 03 57 52 / 6 - 112 (in case of emergency)

From mobiles: 03 57 52 / 6 - 112 (in case of emergency)

(b) The following information must be provided when making an emergency call:

■ **WHERE**

Location of the incident:

Street, building number, part or side of the building, stage or other descriptive details

■ **WHO**

Caller name

■ **WHAT**

Type and brief description of the incident:

Accident or danger due to fire, gas leakage, water or other

■ **HOW**

Situation:

Number of injured, type of injuries, hazard situation

■ **WAITING FOR QUESTIONS**

(c) In the event of accidents

■ secure the accident Site and

■ care for the injured.

Medical first aid is provided by the paramedic of the Site fire brigade.

The paramedic decides on further measures and arranges for them to be taken. If possible, all injured persons should be presented to BASF's Site medical service.

(d) In the event of damage

■ prevent consequential damage;

■ avoid spilled liquids, unknown solids, dusts or escaping gas clouds and fire smoke;

■ do not enter or drive in restricted areas;

■ do not hinder rescue work;

■ keep escape and rescue routes clear.

(e) **In the event of danger or when acoustic danger signals** are sounded (signal tone with periodic pause or rapidly rising and falling signal), the following are to be observed

- follow the instructions given via the Central Warning and Information System (CWIS) as a matter of priority;
- close windows and doors in buildings, switch off ventilation systems;
- stop all fire work and avoid sources of ignition;
- leave the danger areas, if possible crosswise to the wind direction (observe steam plumes, windsocks);
- the alarm plan or the alarm regulations without delay.
(People on the traffic routes move to the nearest assembly point outside the danger zone);
- have respiratory protection equipment - if available - ready, if necessary wet cloths;
- to follow the instructions of the Site fire brigade and Site security.

(f) **Damage events are also to be understood as:**

- plant conditions not in accordance with the intended use with possible effects on safety and environmental protection;
- events that lead or may lead to an impairment of people, material goods, soil, groundwater, air, the BASF wastewater treatment plant or the outflow of water.

3.4 Entering business premises

It is prohibited to enter any company building, production area or building site unless necessary for work-related reasons. Any person outside the plant that enters the premises of a plant with a registration point, must report at this office. Plants that require a registration include all manufacturing plants, technical service centres, waste disposal plants and warehouse operations.

The access regulations of the individual unit must be followed.

3.5 Work in plants, permits and accompanying certificates

Work in plants may only be carried out by personnel authorized by the plant management.

Work on BASF plants and equipment that is associated with special hazards may only be carried out with written permission (permit). Written permission is also required if the work itself is associated with special hazards.

If plant components, mobile machinery and equipment or other machinery and equipment with special technical features have to be moved out of their respective plant area, this may only be done with an accompanying valid, object-related consignment note. The same also applies to the handover of such objects to Contractors or other third parties. The consigning company is responsible for issuing the consignment notes. The consignment note must remain with the consigning company until the return of the object in question and must then be archived by the consigning company.

3.6 Road traffic at the Site

The rules of the Road Traffic Regulations (StVO) and the Road Traffic Licensing Regulations (StVZO) apply at the Site and include the following special regulations:

- Permitted maximum speed for all vehicles is 30 km/h.
- In the case of wide line markings (broken line at road junctions or exits), the right of way must be given before crossing the marking.
- Rail transport has priority.
- Access to emergency facilities and escape and rescue routes must be kept clear!
- Parking above underfloor hydrants and manhole covers as well as under pipe bridges, even if no explicit marking indicates this, is not permitted!
- Parking on cycle paths is not permitted!
- Parking of vehicles is only permitted in designated parking areas.
- When parking vehicles in the track area, a distance of at least 1.50 m must be maintained from the nearest outer edge of the rail (this does not apply to the use of loading and unloading troughs).
- Hazardous areas may not be entered without the permission of the responsible company (also applies to cyclists).
- Riding sports equipment (skateboards, inline skates, roller skates, ...) is prohibited. This does not include the use of bicycles.

- Cyclists must wear an approved bicycle safety helmet or combination helmet (industrial safety helmet) on the factory premises. The bicycle safety helmet must have the test seal DIN EN 1078 (CE) for participation in road traffic. The DIN 397 test seal is mandatory for the use of combination helmets in road traffic.
- If there is an outright ban on cycling, cycling on the premises is prohibited. Everyone is obliged to inform themselves about the corresponding prohibitions before starting to ride.
- Driving on the factory roads with tracked undercarriages is prohibited.
- Road closures require the approval of the Site security.

3.7 Use of company restaurant and casino

The services of the company restaurant and the casino may be used by all persons at the Site.

The staff restaurant may only be entered in clean clothing. Use of the casino is only permitted in street clothes.

3.8 Prohibition of film, photo and audio recording, use of mobile phones

In principle, film, photo and audio recordings are prohibited at the Site; this also applies to the corresponding use of mobile devices with camera and recording functions. Likewise, the recording of conversations without the consent of the parties involved is prohibited.

For BASF employees, approval is based on the company agreement "Photo, audio and moving image recording".

When using mobile phones, special operational specifications must be observed (e.g. in hazardous areas and in areas of DCS systems).

Exceptions for the issuance of permits for non-BASF employees must be applied for from the BASF Communications and Public Relations team. Permission for photography and filming is valid for the approved period, but for a maximum of one year from the date of issue; the permit holder must carry it with them at all times on the Site. In production areas and plants, photography and filming is only permitted if permission has also been obtained from the responsible manager.

3.9 Disturbance of the Site peace

All activity that impairs or can impair the interaction at the Site must be refrained from.

Without BASF's consent, particular prohibitions at the Site include

- distribute leaflets, flyers or printed materials,
- sell or advertise goods,
- hold public meetings and events,
- engage in public party political activities,
- conduct public collections of money and signatures,
- publicly advertise jobs / job postings (except for BASF's own job postings or BASF's or BASF Group companies' own advertising)

Non-public measures within buildings of the Site Partners and Contractors are excluded from the above.

The rights to assembly of employee representatives and trade unions shall remain unaffected.

Any form of discrimination or disadvantage against persons at the Site on the basis of age, ethnic background, skin color, gender, sexual orientation, identity or expression, national origin, religion, ideology, disability or other personal characteristics must be refrained from. Any form of disparagement or insult - even if it is not directly directed at the person concerned - must be refrained from. It goes without saying that sexual harassment of persons at the Site is prohibited.

3.10 Taking of Electricity

The extraction of electricity at BASF's Site is not permitted without BASF's prior consent.

Site Partners located at the Site obtain their electricity through an electricity supply contract entered into with BASF or a third-party electricity supplier.

Contractors shall inform their respective responsible BASF representative in advance which electricity-consuming equipment they or their Subcontractors will use at the Site and indicate the expected electricity consumption.

The withdrawal of electricity is only permissible in compliance with the respective applicable statutory regulations, in particular the regulations on the delimitation of third-party quantities.

3.11 Information protection

The intellectual property of BASF and other companies operating at the Site must be protected in order to prevent impairment of competitiveness, loss of reputation or financial damage to BASF and other companies at the Site. Therefore, all persons and companies working at the Site shall exercise due diligence to protect sensitive information and trade secrets, in particular the prevention of

- Access by unauthorized persons,
- Loss or unavailability,
- Falsification.

Before using a device, each person must ascertain whether and how the device may be used at the Site.

The connection of hardware (e.g. USB sticks, smartphones, storage media) to the BASF network and the installation of software on BASF hardware require the prior written approval of the responsible BASF Information Management unit. For automation systems, this approval is given via the responsible reporting office in consultation with the responsible electrical specialist and, in critical infrastructure operations, with the responsible Information Security Officer. For information on the import and export of information technology equipment and information carriers, see Chapter 5 below.

BASF employees can find further information on information protection in the Be Secure portal and in the Be Secure employee guide.

Contractors can find further information on information protection in the "Checklist for information protection as an aid in cooperation with BASF". This checklist serves to verify the implementation of the information protection requirements by Contractors (available on the BASF Contractor Portal or via the responsible BASF representative).

3.12 Frequency management

The operation of radio applications (e.g. mobile industrial laptops, mobile barcode scanners, wireless sensor technology, radio remote control for cranes) at the Site must be registered and approved by the frequency management (e-mail: Frequenzmanagement-bsw@BASF.com).

3.13 Mandatory registration and authorization for drones

Drone operations in the local area of application of the Site Regulations require a plausibility check and approval by BASF. They must be applied for well in advance before use via the Materials Technology Department (Tel.: 035752/6-2255; e-mail: inspection-bsw@basf.com) and will be coordinated from there. The drone pilot bears the responsibility for the drone flights, regardless of BASF's approval.

4 Rules for safety, health and environmental protection

4.1 Basic duties

All companies operating at the Site and their employees shall conduct themselves in the performance of their Site-related activities in such a way that the legal requirements for safety, health and environmental protection are complied with, that unauthorized impacts on the environment are avoided and that permitted impacts remain as limited as possible.

4.2 Storage of objects, disposal of waste and waste water

BASF operations, Site Partners and Contractors shall ensure safe storage and custody of their equipment, facilities and supplies.

The aforementioned companies shall keep their construction and assembly sites as well as their bases clean. They may only dispose of their waste and/or waste water in a professional manner or have it disposed of.

BASF must be involved in any disposal of excavated soil or construction waste.

4.3 Substitute performance

If Site Partners or Contractors fail to meet their obligations with regard to order and cleanliness, BASF shall be entitled to have the affected areas restored to order at the expense of the company concerned.

4.4 Tools, machines and equipment

Tools, machines, equipment, apparatuses and other facilities must be in flawless and safe condition when in use and may only be used by instructed, appropriately trained and authorized personnel. In some cases, special authorizations (e.g. crane licence) are required for this purpose.

4.5 Damage

Anyone causing or noticing damage to BASF facilities and BASF property must report this immediately to the Site fire brigade control centre (Tel. 035752 6-2312).

4.6 Security guards and fire guards

Security guards and fire guards must be trained in accordance with DGUV guidelines. Proof of training must be presented at the client's request.

Security and fire guards may be trained by the Site fire brigade at a charge.

4.7 Safety equipment, preventive fire protection, safety specialists

All facilities at the Site must comply with the applicable safety and fire protection regulations.

Prescribed safety devices and fire protection equipment (e.g., fire extinguishers) must be available in sufficient number and size. They must be checked regularly and must be functional and ready for use at all times. Employees of BASF, Site Partners and Contractors working at the Site must be instructed in the use of these safety devices.

The Site Partners as well as the Contractors shall name their responsible specialists for occupational safety in accordance with the Occupational Safety Act and the regulations of the Employer's Liability Insurance Association in writing to the Client before commencing work.

4.8 Work clothing, personal protective equipment

Each person must carry and use the protective equipment required for his or her respective activity and place of work.

The necessity of personal protective equipment is regulated in the company's entry regulations. Additional regulations require a risk assessment and are to be documented in the work permit forms.

Work clothing that has been or may be in contact with chemical products must be demonstrably cleaned or disposed of separately by specialist companies authorized for this purpose.

4.9 Attendances, documentation

The presence of employees of Contractors, other external companies and their Subcontractors at their respective workplaces must be documented for safety reasons.

5 Import and export of objects, goods and materials

The import and export regulations applicable at the Site, in particular the construction and assembly regulations as well as the following regulations on the import and export of goods, merchandise, items and materials, must be observed.

The plant security is authorized to carry out appropriate checks.

For the transfer of goods, the factory gate Gate 4 (entrance to the core area) and the factory gate Gate V1 (entrance to the VIZ) are to be used, unless other arrangements have been made in specific cases.

5.1 Imports and exports by BASF employees

Employees of BASF and its affiliated companies may import and export standard business equipment and information carriers (e.g. laptops, smartphones, PC accessories, work documents) as well as work clothing without registration or approval after prior consultation with their manager. Other uniform-specific regulations take precedence. The company agreement "Mobile Working" also applies.

For the export of other items and materials, registration via the app "Schwarzheide exit permit" is required (can be accessed online via the form centre).

5.2 Imports and exports by Site Partners, Contractors and other third parties

All imports must be reported to the plant security by means of appropriate accompanying documents (e.g., delivery note for goods, material/machine/tool lists for machines, tools and other work equipment) before or at the plant entrance.

The export of items or material requires the written approval of an authorized signatory of the respective BASF unit, Site partner or contractor. The persons authorized to sign must be reported to the Site security.

5.3 Private delivery

If BASF units, Site Partners or Contractors provide objects or materials to their own or other employees at the Site for private purposes, a corresponding form (private delivery note) must be used for this purpose. The private delivery note must be presented to the Site security without being requested to do so when the goods are exported.

5.4 Import and export of small mobile communication technology devices and information carriers

Small mobile communication technology and entertainment electronics devices, e.g., (camera) mobile phones, iPods, CD players (also in vehicles), MP3/MP4 players, navigation systems, CB radios and the storage media belonging to these devices, such as CDs, cassettes, USB sticks and other accessories, may be carried freely. This does not include laptops, tablets, etc., for which the regulations under 5.1 or 5.2 apply.

Combination devices, e.g., mobile phones with built-in digital camera or smartphones, are assessed according to their primary purpose, e.g., as a telephone, and can also be freely imported. The operation of such devices is subject to the relevant Site Regulations, in particular Clause 3.8 (prohibition of photography and filming) and Clause 3.11 (prohibition of connection to BASF hardware). When using mobile phones, operational concerns must also be taken into account (e.g. explosion protection, interference with other systems).

5.5 Dangerous goods controls

Compliance with the legal and, if applicable, company regulations for the transport of dangerous goods is controlled by the plant security or the plants.

Vehicles and drivers that do not comply with the legal and, if applicable, operational requirements will not be admitted for loading or unloading. Complaints and refused entries will be reported to the agencies involved.

6 Special section for Site Partners

6.1 Scope

In addition to the provisions of the General Section (Chapters 1 to 5), the following regulations apply to all companies that have established a production or service operation at the BASF Site (Site Partners).

6.2 Site coordination

6.2.1 Information and coordination obligations, collection of environmental data

The Site Partners will inform and coordinate with BASF regularly and in due time on all plant-related matters, planning and changes as well as official procedures of mutual interest in order to ensure a smooth and efficient cooperation.

In the case of all significant changes in accordance with immission control, building regulations or water law, or with regard to the business purpose, which may have a significant impact and influence on the operational interests of BASF or another Site partner, joint consultations must be held with BASF and the respective parties affected.

For all new plants and projects of a Site partner that require an operating or modification permit, coordination must be carried out and documented with the BASF Quality, Safety, Environment unit and the account manager of the BASF Site Development unit. Following, the interactions of the project with regard to the Site-specific environmental protection and safety concepts are examined together with the BASF specialist unit.

To carry out this coordination, the Site partner provides BASF with information and data in due time. BASF provides the Site-related data and statements for the official approval procedure.

When planning buildings, plants and plant components and when erecting, modifying or operating them, the principles laid down in the Site conditions for the Schwarzheide plant must be observed. If required, a Site permit is to be obtained from

BASF and a safety assessment together with BASF's Quality, Safety, Environment unit is to be carried out.

BASF collects and documents environmental data for the Site. Each Site partner is obliged to participate in the collection of this data.

6.2.2 Use of the settlement areas and infrastructure

The areas required for a settlement at the Site, namely

- Block field footprints,
- Office space,
- Laboratory and technical centre space,
- Storage areas,
- Workshop space,
- Other building areas and
- Pitches
- Parking spaces

are assigned to the respective Site partner by BASF's Site Development unit.

The Site Partners shall use the Site infrastructure within the contractually agreed upon framework. New connections to the Site infrastructure must be approved by BASF.

All construction measures outside the buildings (e.g. conversions or new buildings, repairs, demolitions, digging and shaft work) must be agreed on with BASF before the start of construction.

The use of roads for heavy goods transports must be coordinated with the Site security in due time.

Any creation and modification of plant and building layouts as well as any relocation / dismantling of buried systems must be reported to BASF's plant control planning department.

6.2.3 Noise protection concept

Each Site partner is obliged to comply with BASF's noise protection concept for the Site. This ensures that the requirements of TA Lärm,

in particular the target values of the noise protection concept with regard to noise immissions in the residential neighbourhood, can be achieved.

6.2.4 Soil and groundwater protection

BASF is centrally responsible for soil and groundwater protection at the Site. The Site Partners must immediately report and carefully document soil and groundwater contamination to BASF. They shall instruct BASF to take suitable preventive and remediation measures. Obligations of the Site Partners to provide information to each other and to the authorities remain unaffected by this.

6.2.5 Obligation to dispose of waste water

BASF has a direct discharge permit for the treated wastewater from its wastewater treatment plant. The wastewater disposal obligation for the entire Site has been transferred to it by official decision. Each Site partner must connect to the site's wastewater system.

6.2.6 Alarm planning and hazard prevention management

All Site Partners are integrated into the site's joint hazard prevention management system. The hazard prevention management system defines all necessary measures for hazard prevention and defence and coordinates incident management. Each Site partner must connect to and remain connected to BASF's Central Warning and Information System (ZWIS). The most recent announcement via the ZWIS may be listened to again by calling 035752 6-5050.

In accordance with the Major Accidents Ordinance and the state laws on fire and disaster protection, standardized alarm regulations and alarm plans must be drawn up for all facilities. This is done together with the BASF departments responsible for hazard prevention according to their standards.

The Site Partners are obliged to keep sufficient information on substances handled and transported in connection with their operations in accordance with statutory regulations and to make this information available to the BASF Site fire brigade.

The crisis team of BASF Schwarzheide GmbH is responsible for representing the Site in the event of a major incident or other dangerous situation. It is responsible in particular for crisis management and internal and external communication. If necessary, the Site Partners are included in the work of the crisis team. This applies in particular to those Site Partners from

whose operation the disturbance or danger emanates or those who are directly affected by it as neighbors.

6.2.7 Preventive fire protection

In the case of new buildings or conversions of existing facilities, the Site fire brigade prepares a technical fire brigade statement as part of the building permit procedure.

When installing fire protection equipment, such as hazard detection systems, extinguishing systems, smoke and heat extraction systems and emergency intercom systems (e.g., in lifts), it is essential to consult with the account manager of the BASF Site Development unit. The account manager coordinates the technical arrangements with the Site fire brigade and the specialist departments. Hazard alarm systems and emergency intercom systems must be connected to the Site fire brigade's control system. The connection conditions must be complied with accordingly.

6.3 Obligations of conduct

6.3.1 Secrecy

BASF and the Site Partners shall treat all information on operational and business processes as well as other trade and business secrets obtained from other companies at the Site as strictly confidential and keep it inaccessible to third parties.

6.3.2 Injunction

The Site Partners undertake not to obstruct the commercial activities of BASF or third companies operating at the Schwarzheide Site, neither under public law nor under private law, i.e., to refrain from taking any measures that could significantly impair the construction or operation of facilities of BASF or other Site Partners on the Site premises. In particular, it is to be avoided that the parties involved burden each other by raising / filing legal remedies or appeals. To this end, BASF and the Site Partners are required to exhaust the possibilities of amicable solutions.

6.3.3 Location reputation

BASF and the Site Partners are committed to ensuring that the Site enjoys a good reputation and trust in the eyes of the public - namely the authorities, citizens and employees.

In accordance with this maxim, the Site Partners will endeavor to avoid any conduct that could damage the reputation of the Site.

Each Site partner shall inform BASF in due time in advance of all measures relevant to public approval for the preparation and realization of its projects, insofar as these relate to the construction of a new plant, or the substantial modification or discontinuation of a plant operation. If necessary, joint coordination with BASF shall take place. This means in particular:

- (i) Prior to the initiation of a licensing procedure as well as prior to the amendment, supplementation or withdrawal of a licence application, the Site partner shall inform BASF of this in due time in accordance with the standards of Site coordination. The same applies in the event of an intended rescheduling of the project or a planned change of technology.
- (ii) If a Site partner is unable or unwilling to pursue the project at the Schwarzheide Site after the opening of a licensing procedure with public participation, it shall agree with BASF on the manner in which the licensing procedure is to be terminated.

6.4 Fulfilment of legal requirements, duty to ensure road safety, substitute performance

Each Site Partner is responsible for obtaining the official permits required for its operation. Furthermore, the Site Partners are responsible for complying with all provisions of the relevant laws and legal ordinances as well as all administrative acts or approvals issued towards them by the competent authorities. The Site Partners shall observe and comply with the environmental protection and safety regulations for the Site announced by BASF.

For the duration of its presence at the Site, each Site partner shall keep the facilities and buildings of its operation in proper and safe condition and in an appropriate structural state, as well as the leased premises or rented property clean and tidy. The duty to ensure the safety of these objects of use is the responsibility of each Site Partner.

If a Site partner fails to comply with its obligations with regard to order and safety, BASF shall be entitled - following a written request to this company to remedy the situation and the unsuccessful expiry of a reasonable period of time - to have the leased premises or rented property restored to order at the expense of this Site partner.

6.5 Revisions/Audits

BASF is entitled to check compliance with the Site Regulations.

For this purpose, the Site Partners shall grant the necessary and appropriate rights of information, access, investigation and presentation. The respective Site partner and BASF shall jointly prepare a report. If deficiencies are identified, the respective Site partner shall immediately initiate remedial measures and inform BASF of the measures taken.

6.6 Activities of third parties at Site Partners

If a Site partner commissions third parties to provide services for its own company at the Site, the Site partner shall inform them of the contents and requirements of these Site Regulations before they enter the Site for the first time. The Site partner shall ensure that the commissioned third party companies comply with the requirements of the Site Regulations.

7 Special section for Contractors

7.1 Scope

The following provisions of this chapter shall apply, in addition to the provisions of the General Section (Chapters 1 to 5), to all Contractors who are commissioned by a client located at the Site - this may be BASF or a Site partner - to provide certain deliveries or services at the Site.

In addition to the Site Regulations, the "Conditions for the Execution of Services by Third Parties for BASF Schwarzheide GmbH", as amended from time to time, shall apply to Contractors acting as subcontractors of BASF.

7.2 Basic rules for the use of Contractors

Each client (BASF / Site partner) shall inform the Contractors commissioned by it about the provisions and in particular about the chapter "Contractors" of the Site Regulations. He shall also ensure that the Contractors, their employees and the Subcontractors used by the Contractors at the Site and their employees comply with the Site Regulations.

If commissioned Contractors employ Subcontractors at the Site, the respective contractor must inform the subcontractor about the regulations of the Site Regulations, in particular

of the chapter "Contractors", and ensure their compliance by the subcontractor and their employees.

In carrying out their activities, the Contractors shall, among other things, comply with the following:

- the legal and official requirements, in particular regulations of environmental law,
- the Employer's Liability Insurance Association regulations on accident prevention, in particular DGUV regulations and
- the respective current state of the art as well as the recognized rules of technology (e.g. DIN standards, VDI guidelines, VDE guidelines).

In particular, Contractors shall comply with the legal provisions on combating illegal employment when fulfilling their contractual obligations.

7.3 Certification of Contractors

Contractors must always be certified with regard to occupational safety. This requirement also applies to Subcontractors of the contractor.

The contractor shall provide proof of certification for himself and his Subcontractors to his client.

7.4 Administrative arrangements

7.4.1 Construction Site facilities

A construction Site facility is coordinated with a clearly defined construction and assembly measure; it is limited in time. It includes all facilities that are necessary for the execution of a measure.

The contractor shall apply to BASF for his construction and assembly sites and all associated facilities in due time before they are erected, shall himself obtain any official permits himself that may be required for them or shall notify BASF thereof and shall set them up and maintain them in accordance with the statutory regulations and the conditions imposed on him.

The contractor's facilities must be marked with an appropriate company sign. Only equipment (e.g., containers, fast construction halls) of non-combustible design may be used. After completion of the construction and assembly measures, the contractor must dismantle all equipment and remove it from the plant or from the Site.

The sites must be free of material residues, waste and contamination. The original condition must be restored.

If BASF provides the contractor with buildings, rooms or areas or if the contractor is allowed to use such, the contractor shall, unless otherwise agreed in individual cases, in principle pay BASF a usage fee for this.

7.4.2 Contractor bases

Space for contractor bases can be made available to Contractors for the performance of services at the BASF Site. BASF shall enter into rental agreements with the Contractors for this purpose. Each contractor shall set up and maintain its base in accordance with the statutory provisions and the conditions imposed on it.

BASF's consent is required for connections to the various BASF equipment networks. The use of BASF facilities (areas, buildings), energies (electrical energy, compressed air, nitrogen, steam) as well as water supply / waste water disposal will be invoiced to the contractor.

7.4.3 Disposal channels and waste water disposal

Before commencing work, the disposal routes must be agreed on between the contractor concerned and the respective client. As a rule, BASF shall provide containers and arrange for their removal. Waste shall be pre-sorted and collected separately according to type of waste in suitable, designated containers.

The occurrence and necessity of wastewater disposal must be notified to BASF prior to the start of the work and the discharge point, the discharge time and the discharge quantity must be coordinated.

The costs for recycling or disposal by BASF will be charged to the contractor.

7.4.4 Fuels

Contractors are prohibited for safety reasons from stockpiling fuel at the Site. Vehicles and equipment operated on BASF's Site may be supplied with diesel fuel at the refueling point provided by BASF. This is subject to an approved application. Exceptions require appropriate approval by BASF.

7.4.5 Working time

All work shall be carried out at the times agreed with the Client and in principle from Monday to Friday during day shift working hours. Working hours outside these working hours shall be agreed on with the client. In all other respects, the Contractors shall be responsible for compliance with the statutory provisions regarding working hours.

7.5 Secrecy

The Contractors shall maintain strict secrecy with regard to all technical documents made available by BASF and other knowledge obtained in connection with the contractual cooperation concerning trade or business secrets as well as operational and business processes of BASF. The documents provided by BASF may only be used for the contractually agreed purpose and may not be disclosed to third parties. At BASF's request, the Contractors concerned must immediately return to BASF all documents provided by BASF, including any and all copies and samples made.

8 Applicable documents

8.1 BASF's Life-saving rules

These life-saving rules are mandatory and must be followed without limitation, as a violation has a high potential for serious injury or death:



Smoking and open flames are prohibited



Entering designated hazardous areas is prohibited



Dangerous work only with permit



Alcohol and drugs ban on the site premises



Removing and bypassing safety installations is prohibited



Working at height only with fall protection

Detailed explanations of the life-saving rules are given in Appendix 1.


Violations of BASF's life-saving rules will be penalized accordingly and may be sanctioned, depending on the severity of the violation, with a temporary to permanent plant ban.

Schwarzheide Site
BASF's Life-saving rules




Smoking and open flames prohibited

- The ban applies to the entire factory premises.
- The prohibition also includes
 - any establishment of Contractors, for example contractor bases.
 - smoking and open flames in vehicles.
- Please note that the smoking ban also applies to e-cigarettes.
- The term "open flames" also includes technical processes in which flying sparks may occur.
- The exception: smoking is allowed in designated areas (e.g. smoking containers).




Ban on alcohol and drugs on the factory premises

- The importation, consumption and trade of alcoholic beverages and drugs is prohibited on the factory premises.
- You are also in breach of this rule if you come onto the premises under the influence of drugs or alcohol. The zero alcohol limit applies. Please note that you may still be impaired even after a long period of time has elapsed since consumption.
- Furthermore, it is important to note: Medication can also impair your ability to work. If in doubt, please ask your doctor.




Entering marked danger zones prohibited

- Designated hazardous areas include
 - Restricted areas
 - Safety chambers
 - Areas of operation that are marked during emergency operations, for example, by task forces or "emergency boards".
 - Roof areas marked accordingly
- Markings by means of red and white barrier tape or chain also fall under this rule.
- The exception: Entering designated hazardous areas is only permitted with appropriate instruction and clearance. If you have any questions, obtain company information, for example from the registration office or from your client.




Removal and bypassing of safety devices prohibitions

- Mechanical safety devices are e.g.:
 - Intervention protection
 - Barriers
 - Locks
 - Security doors
- Electrical safety devices are e.g:
 - PLT protection devices
 - Two-hand operation
 - Light barriers
 - Safety switch
- The exception: Bypassing safety equipment, for example during repair work, is only possible after a risk assessment, e.g. documented by a permit.



Dangerous work only with permit

- A permit is required for work involving special hazards or risks to the operation/environment.
- For Contractors, the following applies: the authorized representative must be on Site.
- The following applies to BASF employees: In the case of work that serves to maintain the normal course of operations and is regularly carried out by them, the permit can be replaced by an operating instruction (prerequisite: regular instruction is ensured).



Always work at height with fall protection

- Work at height includes, for example: work on falling edges, climbing a mast, work on aerial work platforms or work on roofs and skylights that are not accessible.
- For workplaces, measures against falling are generally required for a fall height of more than one meter. When working on and above water, you must always take measures against falling, regardless of the fall height. In addition, special regulations sometimes apply on construction sites, which are communicated accordingly.
- Protect yourself from a fall through the use of
 - a fall protection (e.g. protective scaffolding, protective railings)
 - a catching device (e.g. safety nets) or
 - personal protective equipment against falls from heights
- Work on leaned- or free-standing stepladders is only permitted in exceptional cases and only if the risk of falling is very low.
 This is the case, for example, when light work is carried out with the body leaning against the higher rungs/steps while observing the three-point rule (two feet and one hand or standing with both feet on the rungs/steps), and where the standing height is limited to 2 meters.
 For higher standing heights, ladders must be secured at the head. Light work is e.g., changing of illuminants, insertion of insulation.