

# **GUIDELINES FOR WORKPLACE HEALTH AND SAFETY AND FOR THE PROTECTION OF ENVIRONMENT AND CLIMATE**

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For reasons of better readability, the simultaneous use of male, female and diverse (m/f/d) is dispensed within these Guidelines. We regard the generic masculine as a neutral grammatical expression which - unless otherwise specified - expressly includes all genders.

The Graepel Group always wants to fulfill its responsibility as a member of society, as a business partner and as an employer with regard to occupational safety, health and environmental protection.

In all business decisions, we are obliged to observe the legal system within which we act and to comply with existing laws.

It is important to the Graepel Group to consistently implement and clearly communicate the legal framework, internal group guidelines and corporate values. Every Graepel Group staff member must also be aware of his or her social responsibility, especially for the well-being of people and the environment, and must ensure that the Graepel Group contributes to sustainable development.

We promote and support the health and well-being of all our staff members and of all business partners operating on our premises.

We are committed to acting responsibly, minimizing risks and ensuring every day that we all work safely. By all our actions, we aim to constantly reduce the impact on the environment and preserve the natural habitat for future generations.

For this reason, we commit ourselves and our complete staff to comply with the guidelines in accordance with the requirements for occupational health and safety as well as environmental and climate protection (German standard AGUK). In detail, the following guidelines result from the commitment of the Graepel Group:

## **Health, Safety and Environment (HSE)**

Functional systems for health protection, occupational safety, and environmental and climate protection are indispensable for ensuring a sustainable corporate policy, meeting legal requirements, and complying with applicable safety standards.

Health care, environmental protection, safety at work, with all equipments, at all processes as well as product safety are of utmost importance at Graepel. Apart from our economic success, they are integral and equal components of our corporate success.

We systematically take HSE concerns into account in our economic decisions. Implementation of and compliance with HSE requirements is the responsibility of everyone – the responsibility of the members of our Board of Management as well as of all our apprentices and trainees.

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## **Labor conditions and working environment**

In addition to the existing protective measures to avoid safety and health risks, we also ensure a safe and health-preserving working environment. This includes in particular the following fields of action:

### **Use of operating equipment**

As a precautionary measure to avoid accidents on the job, all company equipment and facilities may only be used for official business and for the appropriate purposes, unless private use is explicitly permitted.

The operating equipment used at the workplace complies with all relevant regulations. To ensure this, we keep all necessary permits and licenses up to date at all times and carry out regular inspections and tests.

### **Workplace ergonomics**

As a further precautionary measure to avoid accidents at work and, in particular, to avoid work-related diseases, we set up all workplaces in accordance with the legal prescriptions and generally recognized regulations as to safety and occupational health, so that work can be carried out without accidents and with low pressure and stress.

### **Health promotion**

We additionally support the health of our employees by providing ergonomic aids and protective equipment as well as preventive programs and other measures that maintain and promote the health, performance and job satisfaction of our staff members. These include, for example, the option of e-bike leasing, water dispensers, days with free fruit. Of course, we also provide clean and sufficient sanitary facilities as well as changing, recreation and break rooms, which are freely accessible to our staff members at all times.

## **Accident and incident management**

Our accident and incident management is mainly based on the principle of prevention. In addition to the aforementioned regulations for the direct occupational health and safety of our staff members, this includes above all protection against fire, accidents and toxic substances.

### **Emergency Prevention**

We achieve protection on the one hand by means of preventive measures. These include clear work instructions and regulations on accident prevention, and compliance with them is monitored by the managers who are supported by various technical equipment, including safety devices on the machines and equipment as well as on lighting, ventilation and heating systems.

On the other hand we achieve this protection by means of regular emergency trainings as part of our annual occupational safety briefing, and attendance is mandatory for all

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staff members. Among other topics it covers the correct use of personal protective equipment, the handling of hazardous substances and chemicals, skin and health protection, the handling of technical equipment, behavior in the event of fire and danger, as well as first aid measures.

## **Notification of Accident**

If, despite all measures, an accident at work or other incidents occur, these must be reported immediately, at the latest within three working days. This applies in particular to work accidents that result in a staff member or third party being incapable of working. These are reported to the relevant employers' liability insurance association as soon as possible and recorded and documented in the first-aid log book.

The accident report must include the course of the accident, the reason of the accident and the planned measures (immediate measures and long-term measures) to prevent similar accidents in the future. The implementation of such measures shall be planned and realized as soon as possible.

## **Fire protection**

Also fire protection is based on preventive measurements and is in accordance with the legal regulations. Thus, the correct behavior in case of fire is also part of the annual safety instructions. Furthermore, trained fire safety assistants are appointed to support our staff members in the case of any questions.

The concept for all our installations and equipments is made in a way to keep the risk of fire as low as possible. This is guaranteed by means of regular maintenance measures and tests (e. g. by the German TUV (Technical Inspection Association) or other institutes.

## **Environmental and climate protection**

The Graepel Group has committed to protect soil, water, air, the climate as well as biological diversity.

We, therefore, are aiming at finding solutions to

- Keep the effects of our activities on the environment as small as possible and to avoid environmental damages,
- Conserve resources and to optimize the use of resources,
- Systematically reduce environmentally and climate-damaging emissions.

We continuously set ourselves measurable targets and regularly evaluate the achievement of these targets.

We identify and assess all environmental risks associated with our activities at an early stage and take preventive measures to minimize our impact on nature, prevent environmental damage and avoid emissions that are harmful to the environment and climate.

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## **Energy**

The Graepel Group aims to continuously make the use of energy more efficient and steadily increase the share of renewable forms of energy. Innovative utilization concepts and saving programs help us to steadily reduce the specific use of energy for our buildings – including stock and office buildings – and to improve the processes continuously. Thus, we make a significant contribution to climate protection.

## **Water**

A self-imposed goal of the Graepel Group is to use water as consciously and sparingly as possible within its sphere of influence. In order to reduce specific water consumption continuously, the Group relies on holistic concepts and circulation systems as well as on innovative individual measures.

By optimizing our production processes, transport and storage methods, we avoid the use and leakage of water-polluting substances as far as possible.

## **Waste**

As far as waste is concerned, the Graepel Group consciously follows the principle of "prevention before recycling before disposal". We systematically optimize processes in order to avoid waste. Residual materials to be wasted are properly disposed of.

## **Emissions**

Exhaust air is cleaned in accordance with the generally applicable rules of technology. It is to be discharged in such a way that unhindered transportation is possible in order to exclude short-term pollution of people and the environment.

In particular, the Graepel Group aims to continuously reduce its specific carbon dioxide (CO<sub>2</sub>) emissions. For this purpose, the use of innovative, energy-saving lighting and corresponding systems is being examined.

The Graepel Group wants to keep noise pollution for staff members and residents at the site as low as possible, beyond compliance with the relevant limits.