



Guideline on workplace safety and health protection

* To ensure improved legibility, simultaneous use of the language forms "male", "female" and "non-binary" is omitted from the text. All personal designations apply equally to all genders.

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Preface of management

At Hänel GmbH & Co. KG, we strive to achieve exemplary quality in products and processes, but also in conduct. Our company values serve as the basis for this. We are convinced that compliance with and preservation of our Hänel values will continue to serve as the basis of our success. In our commitment to these basic Hänel business principles, we have introduced rules and procedures at our company that guarantee that we can all meet these high standards we set for ourselves. These rules and procedures are updated regularly and adapted to the current and statutory requirements. They are accessible to all employees. These basic principles are divided into the following categories:

- Guideline on working conditions and human rights
- Guideline on emergency preparedness for workplace safety and health protection
- Guideline on workplace safety and health protection
- Guideline on company ethics
- Guideline on environmental protection

These guidelines are summarised in our ZVEI-VDMA Code of Conduct for Hänel GmbH & Co. KG, with which all of our business partners must also comply.

The guideline on workplace safety and health protection below provides a detailed overview of what we deem to be the most important principles of workplace safety and health protections for our employees and the measures we take to implement these.

Strict compliance with rules protects us, our employees and all business partners that perform work on our premises. For this reason, both we and our employees must comply with these rules.

Dr. Christina Hänel
Managing Director



1. Workplace safety and health protection

"Workplace safety and health protection" refers to measures, means and methods of protecting our employees from work-related safety and health hazards.

Our top priority is to prevent work accidents and protect the health of our employees and third parties. For this reason, we make sure that all statutory occupational safety measures and regulations ARE implemented, taking into account the given circumstances. Each manager is responsible for familiarising themselves with the safety instructions and either instructing their employees in this information or having a third party do this on their behalf.

We and all supervisors and employees are equally responsible for ensuring consistent compliance.

At a minimum, all employees must comply with the valid national and European legal regulations and the accident prevention regulations of the trade association and the corresponding work instructions.

An annual safety training session, which is mandatory for all employees, teaches participants how to implement these regulations in their daily work.

Furthermore, all statutory regulations also apply to external business partners that perform work on our premises.

2. Workplace conditions and environment

In addition to the direct safety measures for preventing safety and health hazards, we also ensure that the working environment is safety and healthy.

This also includes action areas in particular.

2.1 Use of equipment

To prevent work accidents, all company equipment and systems may only be used for business purposes and for the corresponding purposes, unless private use is expressly permitted. The equipment used at the workplace complies with the applicable regulations.

To ensure this, we keep all necessary approvals and licenses up to date and perform regular inspections and checks.

2.2 Workplace ergonomics

To further prevent work accidents and, in particular, occupational illness, we set up all workplaces according to the legal and generally recognized safety and occupational medicine rules to ensure that work is free of accidents and not overly burdensome.

2.3 Health promotion

We support this effort by providing ergonomic tools and safety gear as well as prevention programs and health promotion measures that maintain and promote

the health, performance and job satisfaction of our employees.

This also includes the option to lease a vehicle. Of course, we also provide a sufficient number of clean sanitary facilities and changing rooms, lounges and break rooms, which our employees can access at any time.



3. Accident and incident management

Our accident and incident management is primarily based on the principle of prevention. In addition to direct workplace safety and health protection of our employees, this also includes protection from fire, accidents and toxic substances.

Refer to "[Guideline on emergency preparedness for workplace safety and health protection](#)"

3.1 Emergency preparedness

One way we provide protection is through preventive measures. This includes clear work instructions and regulations for accident prevention, which managers monitor compliance with. These managers are supported by various technical equipment, which includes safety equipment on the machines and systems such as lighting, ventilation and heating systems. Another way we provide this protection is through regular emergency training as part of our annual occupational safety training, which is mandatory for all employees. This includes correct use of personal safety equipment, handling of hazardous materials and chemicals, skin and health protection, working with technical equipment, correct conduct in the event of fires and other hazards and first-aid measures.

3.2 Accident report

If a work accident or other incident occurs despite all the measures, this must be reported immediately (at the latest, within three business days). In particular, this pertains to work accidents that result in an employee or a third party being unable to work. These accidents are reported to the responsible trade association as soon and possible and documented in the first-aid book. The accident report must include the accident details, result, cause and the intended measures to prevent similar accidents in future. Such measures are to be drafted and implemented as quickly as possible.

3.3 Fire protection

Fire protection is also based on preventive measures and follows the legal regulations.

As a result, conduct in case of fires is also taken into account in the annual safety briefing. Furthermore, trained fire safety assistants are designated who assist our employees when questions arise.

In addition, our equipment and systems are designed to mitigate fire hazards as much as possible, which we achieve through regular servicing and tests (e.g. by the TÜV or other test institutes) of this equipment and these systems.

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