1. Management system for quality, environment and occupational safety
Hexagon Metrology GmbH Wetzlar is accredited/certified according to DIN EN ISO 9001, VDA 6.4, DIN EN ISO 14001 and DIN EN ISO/IEC 17025. The site policy for environmental protection and occupational safety is also valid for contractually bound employees/companies who carry out their business on the company premises, if applicable.

2. Accident prevention regulations
In our company, we attach great importance to accident prevention and therefore demand the highest level of safety at every workplace. Before you carry out any work with us, you must carefully inform yourself about the valid state industrial safety regulations. If these legal regulations are not observed, not only you but also our employees can be harmed. We therefore expect you to comply with the applicable regulations. The accident prevention regulations are available for inspection at the reception.

3. Environmental protection and hazardous substances
You must observe the legal regulations regarding immersion and water protection as well as the requirements of the chemicals law. Under no circumstances may water-polluting substances enter the sewerage system or the ground. Any hazardous substances required for the performance of your work must be communicated to your internal contact person at the beginning. These substances are to be placed or stored in collecting trays. If this rule is violated, you make yourself personally punishable and liable. You must be able to provide proof of the training required for handling hazardous substances upon request.

4. Workplace
You should only be at your workplace as determined by your activity at Hexagon Metrology GmbH Wetzlar. Entering other departments of the company is only permitted to the extent necessary to complete your work. The workplace must be left clean. Please remove any remaining or dismantled parts. If you have waste to be disposed of, please inform our environmental protection officer or our building services department (Tel. 250).

5. Smoking ban
Smoking is only allowed in the designated outdoor areas.

6. Personal protective equipment
Your employees must wear electrostatic dissipative shoes (ESD) when handling pyrotechnic and electrostatic objects. In addition, the appropriate protective equipment for protection against hazards must be worn.

7. Traffic
There is a lot of transport traffic at our factory; we must therefore also require that you observe the road traffic regulations applicable on our premises. Please drive slowly, maximum 10 km/h!

8. Crane systems and industrial trucks
The unauthorised use of our suspension cranes, lifting platforms and industrial trucks is prohibited. If the cranes are required for assembly purposes, the assembly manager must consult us in this regard. Your employees must have the appropriate training and qualifications for the operation of cranes and industrial trucks.

9. Our factory property
The factory equipment, machines, facilities and materials are used at your own risk, and their use is only permitted with the approval and knowledge of the responsible department on whose behalf you are working. For the use of our work equipment, you must provide proof of the required qualification.

10. Your tools
The tools, machines, equipment, etc. used by you must comply with the German Occupational Safety Ordinance (Betriebssicherheitsverordnung, BetrSichV). Please lock everything carefully in the evening and during work breaks. We do not pay compensation for lost items. Upon request, you must be able to provide evidence of the proper handling of tools, machines, equipment, etc. in the form of instructions.

11. Open fire
Work which requires the use of open fire is only permitted with our prior consent. We decide whether the provision of fire protection is necessary. For all hot work, it is necessary to submit a request to the fire protection officer or his/her deputy.
12. Scaffolding and ladders
You may only use scaffolding and ladders that comply with the guidelines of the employers’ liability insurance association. Take particular care that only perfect and tested scaffolding material is used! Mobile scaffolding may only be moved if no person is on it; assembly scaffolding in factory halls and above doors and gates must be secured in such a way that employees will not be injured by falling objects. Dismantled scaffolding must be removed immediately.

13. Waste
In principle, it is forbidden to bring waste into the factory. If you have any packaging or food leftovers due to the consumption of food, please do not throw them carelessly into any container.
We have placed containers in all areas so you can dispose of your waste and separate it by type. Your internal contact persons or our employees will help you with the separation.

14. Power tools and machines
A voltage of 230 volts is available for electric power tools and machines, and 400 volts is available for power current. All connections must be in compliance with the requirements of the German Electrotechnology Association [Verband der Elektrotechnik, VDE]. Interventions in existing switching and distribution systems may only be carried out in the presence of an employee in the building services department (Tel. 250).

15. Voltage-carrying systems
When working in the vicinity of open, unprotected, voltage-carrying systems, the voltage must always be switched off or contact protection must be provided. Switching off the voltage during installation must be reported to the building services department (Tel. 250) beforehand and as early as possible to avoid failures in other areas.

16. Water, compressed air
Section 15 applies analogously to these systems. If power is switched off, our building services department (Tel. 250) must be informed. Unauthorised actions are prohibited.

17. Accidents
Should you or one of your employees suffer an accident, our first aid staff will be at your disposal. In general, however, you are obliged to have appropriately trained personnel and first-aid material available. This is without prejudice to the provisions on accident reporting applicable to your own company. Report any accident, emergency or damage in the following form:
- WHERE did the emergency/damage happen?
- WHAT happened?
- HOW many people were injured?
- WHO is calling?
In the annex you will find a list of important telephone numbers that you will need in each case.

18. Non-disclosure agreement
In our company there may be products which have been provided by a customer and are subject to secrecy. When working on our premises, you undertake not to pass on to third parties any relevant, visible or seen products and information. Furthermore, a general ban on taking photographs is in force on the entire company premises and in buildings, which also includes mobile phones capable of taking photographs. Hexagon Metrology GmbH Wetzlar reserves the right to take legal action in the event of infringements.

19. Safety clause
You are responsible for ensuring that all occupational safety and environmental protection regulations are complied with when carrying out the work assigned to you. You are obliged to fully instruct the employees deployed on the content of this information sheet. You shall indemnify us against any claims by third parties which are asserted against us in the event of damage in the context of the work carried out by you and which are not attributable to our fault (obligation to indemnify). You must take out sufficient liability insurance to cover claims arising from damage and provide us with proof of this insurance upon request.

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Important telephone numbers

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<tbody>
<tr>
<td>Police</td>
<td>110</td>
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<tr>
<td>Fire department</td>
<td>112</td>
</tr>
<tr>
<td>Reception</td>
<td>+49 6441 207-0 (from external)</td>
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<tr>
<td>Building service</td>
<td>250</td>
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A 0 must be preselected for external telephone numbers.

The contact persons for fire protection, safety, first aid and environmental management can be found on the notices on the company premises or can be obtained from reception.

Hexagon Metrology GmbH
Siegmund-Hiepe-Straße 2-12
35578 Wetzlar
Germany