

# Basic Requirements

The following **basic requirements** are an integral part of all agreements of Verallia with suppliers:

## 1. Standards, Guideline, Regulations

Suppliers are obliged to execute contracts in such a manner that all applicable legal regulations are complied with. This applies in particular to the:

- Occupational Safety and Health Act;
- Working Hours Act;
- Ordinance on Occupational-Medical Prevention;
- Ordinance on Industrial Safety and Health;
- Ordinance on Hazardous Substances;
- REACH;
- Ordinance on Systems;
- Recycling Management Act;
- Product Safety Act;
- Ordinance on Electrical Operating Equipment;
- Ordinance on the Electromagnetic Compatibility of Operating Equipment (EMVG).

Verallia has expanded its integrated management system to include energy management acc. to DIN EN ISO 50001. In order to respond to the high level of its requirements regarding energy efficiency in the fields of electrical engineering and systems engineering, suppliers, too, must comply with the corresponding energy efficiency criteria and offer components with the current best energy efficiency classes.

The energy efficiency level must be specified in the quote. If this is not possible, any deviations must be separately released by Verallia.

## 2. Technical Drawings, Wiring Diagrams, Measurements

For all activities to be performed according to drawings, Verallia demands precise and detailed drawings before work commences. For activities not requiring details, corresponding information documented in writing is gathered. If surveying needs to be done, the supplier must take all on-site measurements after consultation with the site management, compare them with all blueprints and, if necessary, coordinate them with other suppliers and Verallia.

Before the contract is placed, suppliers must submit to the site management for written approval any and all preliminaries, recesses, slits, mounting options, construction plans and detailed information required on site. Non-approved executions may be rejected by Verallia. Technical drawings, wiring diagrams and measurements must be handed over to Verallia in both paper and electronic form.

## 3. Chemicals and Hazardous Substances

Substances or products which are carcinogenic, mutagenic or toxic for reproduction and substances containing SVHC are prohibited at Verallia. If the supplier can demonstrably only take action when using such substances, they may be brought to and used on site only with an explicit permission. Safety data sheets and/or hazardous substance operating instructions must be presentable.

### 3.1 REACH

All suppliers undertake to meet the REACH requirements when delivering substances and products.

This includes, inter alia:

- registration and pre-registration, assessment, authorisation and restrictions;
- for substances subject to authorisation: to only deliver such substances that have been properly approved by Verallia for the intended use;
- for substances subject to a restriction: to only deliver such substances that meet the restriction conditions imposed by the European REACH Regulation;
- to inform Verallia of any change in the regulation applicable to these substances and on any alternative, especially if use of these substances is prohibited.

Safety data sheets are in line with the applicable regulations. These must be drawn up in the German language and updated at regular intervals. Verallia must be informed of any changes. Moreover, suppliers undertake to inform Verallia if the delivered products contain substances of very high concern (SVHC), regardless of the weight percentages.

Suppliers undertake to grant Verallia a minimum period of notice of six months if they intend to modify or to discontinue selling the ingredients and/or technical characteristics of the substances delivered. Suppliers are liable for all financial consequences caused to Verallia as a result.

Suppliers undertake to observe the “10 Golden Rules When Dealing With Dust” (employers’ liability insurance association) and the “Good Practice Guide on Workers Health Protection through the Good Handling and Use of Crystalline Silica and Products Containing it” (NEPSI).

## 4. Domiciliary Rights

The architect engaged by Verallia to supervise the execution, the local site management, the project manager and the EHS manager exercise domiciliary rights at the construction site and exclusively act by order and for account of Verallia.

## 5. Supplier's Workforce

Suppliers must provide Verallia with a list of the names of all employees working in the factory area. This list must be permanently kept up-to-date. Upon request, suppliers must demonstrate that the legally required cover under a social insurance scheme is provided. For employees from non-EU states, a valid residence and work permit must be available. For employees from EU states, the A1 certificate must be available. Employees having served Verallia during the past three months prior to the start of the intended work assignment by the supplier must be engaged by the supplier in the factory area only with the consent of Verallia. Employees of any supplier may also be denied the right to access the factory area in other cases for good cause. Suppliers must ensure that their employees abide by the instructions of the persons in charge at Verallia. The employee's company affiliation and name must be affixed to the work clothes.