

Directive on occupational safety

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Foreword by the management

The LKE Group strives for excellence in products, processes and behaviour. Our corporate values form the basis for this. We are firmly convinced that respecting and upholding our values will continue to be the basis of our success in the future.

For this reason, we have introduced rules and procedures in our group of companies to ensure that we can fulfil these high standards. These rules and procedures are accessible to all employees.

They are constantly updated and adapted to current and legal requirements. This guideline on occupational safety provides a detailed overview of our most important principles for compliance at the LKE Group.

As strict adherence to these rules is one of our principles of good corporate governance, we commit ourselves and all our employees to complying with them.

LKE Group GmbH

A handwritten signature in black ink, appearing to read 'S. Neuhaus-Schwermann', written in a cursive style.

Sebastian Neuhaus-Schwermann

Managing Director

Preamble

The safety and health protection of employees at work should be improved through occupational safety measures.

Every accident means human suffering for those affected and their families, and every employee absence disrupts operational processes. This in turn impairs quality and customer satisfaction and jeopardises the success of the company. Our aim is to prevent accidents in the company.

The best quality, optimum service, committed and safe employees as well as safe working conditions and machines open up promising prospects for us all.

1 Responsibility

The LKE Group has developed measures for all operational processes to prevent accidents and impairments and to ensure safe processes, machines and equipment.

The management is fundamentally responsible for compliance with the relevant legal regulations.

In addition, every company manager is responsible for occupational safety in their supervisory and functional area.

2 Prevention and promotion

The LKE Group is constantly developing measures to improve the level of safety and for prevention.

All incidents are analysed by the responsible line managers together with the occupational safety specialist.

3 Principles

- All employees work actively to create good working conditions. The health and safety of employees is always the top priority in all decisions to be made. Health, safety and well-being should be integrated into the design of our facilities, products, services and processes.
- Managers must measure health and safety performance, plan and implement measures to improve the working environment and monitor progress.
- Health and safety should be an integral part of all our processes and daily routines.
- The principle of prevention applies within the Group.
- Employees should be encouraged to recognise actual and potentially unhealthy and unsafe conditions, take action and bring suggestions and recommendations for improvement to the attention of management.
- Managers must respond to employee recommendations and improvements and follow up on them until the risks are reduced or eliminated.
- All employees must ensure that all visitors or contractors for whom they are responsible are informed of the local safety rules and regulations applicable to their stay.
- Regular instruction of employees in the specialised areas, implementation of instructions, when starting a new job and in the recruitment interview based on the identified hazards (incl. corrective measures)
- Compliance with the requirements of occupational safety, health protection and fire protection laws in all operational activities
- Ongoing inspection of the personal protective equipment (PPE) used and provision free of charge
- Monitoring and control of work-related health hazards as well as workplace ergonomics and the resulting protective measures
- Regular performance of occupational medical examinations

- Organisation of ASA meetings
- Training and appointment of first aiders
- Provision of first aid material for initial medical care
- Qualification of the safety specialist, the safety officer, the fire safety officer and other authorised persons for the prevention of work-related health problems and the avoidance of accidents
- Use of suitable fire protection equipment (CO2 extinguishing equipment, mobile fire extinguishers, SHEVS, building alarms)
- Regular fire safety inspections with the fire brigade and local authorities
- Involvement of employees, who are trained and further qualified in their local fire brigades, in emergency management (fire safety assistants)
- Ensuring the risk-free use of escape and rescue routes and that they are adequately signposted
- Chemicals used are labelled in accordance with GHS (Globally Harmonised System of Classification and Labelling of Chemicals) or the EU Chemicals Regulation (CLP Regulation) and used correctly. Storage complies with national regulations.
- Safety inspection of machines and work equipment as part of preventive maintenance