



Safely in the company Schaeffler Kysuce, spol. s r.o.

Agreement on cooperation of employers – on creating conditions and the scope of ensuring occupational safety and health of employees at workplaces of Schaeffler Kysuce, spol. s r.o. pursuant to Act No. 124/2006 Coll., on occupational safety and health and on amendment to certain Acts, as amended

Instructions for providing occupational health and safety protection, environmental protection and fire safety for employees of vendor companies and persons staying on premises of Schaeffler Kysuce spol. s r.o. with their consent.



Policy Statement “EnEHS”

Energy, environment, health and safety (EnEHS) are firmly anchored in the Schaeffler Group's values and principles as well as in its ESG strategy and contribute to the company's success. By means of its dependable actions, Schaeffler assumes responsibility toward employees, fellow human beings, future generations and the environment.

Energy, environmental protection, health and occupational safety management system

Schaeffler is committed to complying with all legal regulations and mandatory standards regarding energy, environmental protection, health and occupational safety, and to following self-defined guidelines that go beyond these regulatory requirements. These guidelines serve to maintain and continuously improve the EnEHS management system, take into account risks and opportunities as well as scientific findings and are regularly reviewed both internally and externally. Therefore, Schaeffler provides the personnel and financial resources and creates the framework which is needed to define and pursue the strategic and operational EnEHS targets.

Energy efficiency and preservation of resources

Schaeffler has set climate protection targets with the aim of achieving 100% renewable energy and significant reductions in greenhouse gas emissions. To achieve these targets, Schaeffler takes consistent global action. These actions include the commitment to manufacture products using the most energy-efficient and climate-friendly processes possible, as well as reducing energy consumption. Schaeffler considers the entire lifecycle and places great importance on energy-efficient products and services when planning, purchasing, operating, and maintaining buildings, machines, and equipment.

Environmental protection in practice

In all its activities, Schaeffler takes a proactive approach to avoid harmful environmental impacts in order to preserve water, air, and soil quality. The company makes every effort to reduce waste, wastewater and other emissions. Efficient use of materials and resources is made in the manufacture of products and, wherever possible, the entire life cycle is taken into account.

Schaeffler commits to be a responsible steward of water resources by understanding, measuring and controlling its direct impacts and dependencies. This includes preventive measures about minimizing water withdrawal, consumption, discharge, and pollution of water and

soil (including hazardous substances). Further measures include the conservation of freshwater ecosystems by proper treatment and the acknowledgment to regional vulnerability across all its global operation. Furthermore, Schaeffler promotes biodiversity and pays attention to the environmentally responsible use of chemicals.

Health and safety in practice

Schaeffler is convinced that all occupational accidents and illnesses are avoidable. By acting in a safety- and health-conscious manner, both employees and supervisors support the continuous improvement in health and safety. Schaeffler gives equal priority to the protection of our employees and contractors. When designing safe, healthy and ergonomic workplaces and work processes, Schaeffler focus in particular on prevention. Potentially harmful influences on human physical and mental health are identified and reduced to a minimum in order to avoid possible damaging effects to health. Schaeffler provides access to safe drinking Water, Sanitation, and Hygiene (WaSH) at the workplace at an appropriate level for all employees.

Hazard prevention and emergency management

Schaeffler relies on comprehensive preventive and reactive measures to protect employees, visitors, external companies, local residents, and the environment. These include incident, accident and emergency management as well as fire protection. A comprehensive risk management system has been established at all sites to offer protection against force majeure and other hazards.

Transparency and communication

Through an open exchange with employees and training opportunities, the company promotes awareness, competence, and culture in terms of EnEHS. Schaeffler commits to maintaining an intensive dialog based on trust with all relevant stakeholders with the aim of capacity building. All persons working for Schaeffler are obliged to follow these EnEHS standards and to actively participate. The Executive Board is committed to this EnEHS Policy.

Andreas Schick
Chief Operating Officer (COO)

Thomas Krämer
Head of Schaeffler
Production System

SCHAEFFLER

Schaeffler Kysuce, spol. s r.o.

SCHAEFFLER

Important phone numbers

Gatehouse – FIRE and other EMERGENCY REPORTING POINT	
+421 41 420 5110	
+421 41 420 5112	
Company doctor	
+421 41 420 5243	
Chief of Plant fire brigade	
+421 41 420 5114 / +421 910867001	
Plant fire brigade	
+421 41 420 6001 / +421 918910282	
Fire protection	
0910867814 / +421 41 420 6859	
Occupational health and safety	
+421 910867009 / +421 910867815 / +421 901763427	
Serious industrial accidents	
+421 41 420 6913 / 0901 763 529	
Environment Protection	
+421 910 867 902 / +421 910 867 911 / +421 901 763 379	
Maintenance - PM	
+421 41 420 5354 / +421 910 867 068 MU KY1	
+421 41 420 5355 / +421 910 867 082 MU KY3	
+421 41 420 6842 / +421 902 988 956 MU KY4	
+421 41 420 5590 / +421 910 867 018 Machinery and equipment planning	
Central facilities maintenance and building administration	
+421 41 420 5273 / +421 907 827 751 Head of unit	
+421 41 420 2081 / +421 910 867 891 Central facilities maintenance	
+421 41 420 6851 / +421 902 988 941 Building administration	
Security service	
+421 910 867 024 Camera system	

Emergency phone numbers		
Fire and rescue	150	112
Emergency medical service	155	
Police	158	

Safely in the company Schaeffler Kysuce, spol. s r.o.

Introduction

Dear colleagues, employees of partnership companies!

Conditions apply for legal relationships between the contractor and the customer that are established in the General Terms and Conditions of Procurement of the Schaeffler Group, based on which an agreement or purchase order has been concluded, and their inseparable component is also this submitted Agreement on Cooperation of Employers - agreement on creating the conditions and scope of ensuring occupational safety and health of employees at common workplaces during prevention, preparation and performance of measures for ensuring occupational safety and health, coordination of activities and mutual awareness at the common workplace – within the premises of the company Schaeffler Kysuce, spol. s r.o. pursuant to Act No. 124/2006 Coll., on occupational safety and health and on amendment to certain Acts (the “Brochure”).

This brochure contains basic safety requirements which are demanded from external companies during their performance on the premises of our plant.

We would like to contribute herewith to enhanced safety and health protection, environmental and fire protection at common work sites that arise in course of our co-operation and to avoid risks of personal injury, material or other damage that would inflict both parties.

Hoping that it is the interest of us all, we request you to help actively and to co-operate during the performance of the tasks on the premises of our plant!

We strictly insist on observing the set up rules and regulations.

Ing. Milan Jurky, PhD.

Executive manager Schaeffler Kysuce

Organizational process of order

1. The contractor (external company) takes full responsibility for strict observance of all legal and internal rules and regulations of the company Schaeffler Kysuce, spol. s r.o. (e.g. Work instructions, General safety regulations for employees of Schaeffler Kysuce, spol. s r.o., First aid plan, Emergency plan, regulations for handling waste, etc.). Conditions stated in General Conditions of Purchase Schaeffler apply to legal relationships between contractor and customer; contract or purchase order is closed based on these conditions and it is required to take them into account. The contractor shall be fully liable for all consequences resulting from breaching of aforesaid regulations.

The following departments are contact partners regarding these regulations:

- Occupational health and safety /+421 910 867 009/
- Environmental protection /+421 910 867 902/
- Plant facilities /Maintenance of central facilities (PM / PMC) /+421 905 727 755/
- Fire protection /+421 915 867 814/
- Respective special department

2. All instructions given by the workplaces mentioned above must be followed and unconditionally observed.

Non-observance of rules of conduct given in this brochure, directives as well as all other relevant rules of society and legal regulations acc. to article 1 could lead, among other, to following consequences:

- oral reprimand and admonition
- written warning
- break of work until elimination of defects
- expulsion from the plant premises
- disqualification from the services for Schaeffler company

3. When concluding a contract for work / supply of services, or if the activity is to be carried out based on an order, before starting the ordered works, the parties concerned are obligated

1. to define:

- **responsible persons:**

- on the part of the client - coordinator for the specific external company,
- on the part of the contractor - responsible person.

- **description and extent of all executed work and activities**, which are to be carried out by the employees of an external company on the grounds of plant Schaeffler Kysuce, spol. s r.o.,
 - **the exact location of work execution**,
2. to present required documents:

From the coordinator to the external company:

- **Brochure Safety in Schaeffler Kysuce, spol. s r.o.**
- **Checklist for hazard analysis when deploying contractors**
- **Instruction S 132030-1 Prohibited and declarable substances**
- **List of workplaces Schaeffler Kysuce with possible risks and hazards**
- **specific regulations and requirements for a specific workplace**

From the contractor – external company to the coordinator:

- **Work schedule**
- **Work progress**
- **Risk assessment:**
 - **fill out the form „Checklist for hazard analysis when deploying contractors“ – require from coordinator**
- **List of used chemical substances and safety data sheets** (not older than 3 years),
- **Valid documents, proving, that the state of technical equipment**, which is being used at work and will be brought into the company for this purpose, is in accordance with the safety requirements of technical equipment (CE, tests, official checks, technical inspections and tests, reviews, regular maintenance).

3. to fill out:

Written Agreement on Cooperation of Employers – on creating the conditions and scope of ensuring occupational safety and health (OSH) at workplaces of Schaeffler Kysuce, spol. s r.o., and on providing temporary work groups regarding OSH - page 27-28 of this brochure.

The contracting parties and concerned persons / coordinator for Schaeffler Kysuce, spol. s r.o. and responsible person for the contractor / are obligated to acknowledge this form by signing it. The original of the form is kept by the coordinator of Schaeffler Kysuce.

With the signature, the contractor confirms that he was acquainted with the given directive and agrees with the presented requirements, regulations and duties.

After the confirmation, this document becomes part of the concluded contracts and orders and the involved parties commit to adhere to the rules and duties arising from this directive.

For external companies that are regularly assigned tasks of the same type (minimum twice a year), that pose the same class of hazard, the coordinator ensures that the form "Certificate and protocol of creating temporary working groups from OHS point of view" is filled out every year by the 1st January of the given calendar year.

The coordinator makes sure, that the "Brochure" in case of an essential alteration (update) is forwarded to the responsible person on the side of the contractor.

The contractor (external company) is obliged prior to starting work to ensure compliance with all legislative requirements, including assessment of risks, provision of personal protective equipment (PPE), execution of necessary protective and preventative measures and familiarization pursuant to Act No. 124/2006 Coll., as amended.

Should the aforementioned requirements not be fulfilled, it is not permitted to begin work activities in the company Schaeffler Kysuce.

4. The contractor shall obtain the information whether employees of customer or of other companies are working there as well and whether a coordinator is appointed and shall be warned about possible risks and dangers, preventive and protective measures, first aid actions, fighting fires, carrying out salvage operations and evacuations of the employees.

The contractor shall be responsible for creation of OHS conditions on workplace, for the ensuring and equipment of workplace for the safe work performance. Work can start only when the workplace is properly equipped and secured.

5. Should employees of several external companies be working at the same time on the same workplace, all of them are obliged to cooperate on the observance of rules and regulations and to inform one another about possible risks and preventive measures and to take relevant actions for elimination or reduction of danger arising from activities on common workplaces. Should employees of several contractors of external companies be fulfilling tasks on the same workplace of the company, responsibility to create the conditions in the field of OHS as well as the scope of responsibility between them shall be determined by agreement in writing otherwise everyone is responsible to the full extent.

6. The safety and health of employees of all concerned companies may not be jeopardized by mutual actions in no case. The employees of all concerned companies must inform each other about risks connected with the work carried out. Before start of work, the respective protective measures shall be set up with the coordinator.
7. The contact person of external company shall provide the coordinator of company Schaeffler Kysuce, spol. s r. o. with all necessary indications on extent, start and end of work, work procedure, staff quantity and is obliged to provide the coordinator with risk analysis and a list of prohibited actions and handlings for the works carried out.
8. Respective coordinators are authorized to instruct the staff of external companies. Their instructions are to be observed and the eventual accepted measures are to be carried out without delay.
9. The external company is liable for their employees working on the premises or for persons from their subcontractors being in possession of valid work permits, having technical and medical qualification to carry out specific works (certificates, documentation, licenses etc.)
10. If individual actions are carried out by subcontractors, the external company is obliged to submit written notice on this matter to coordinator from the company Schaeffler Kysuce, spol. s r. o. without delay.
11. **Before beginning the work at the workplace, the contractor is obligated to inform the responsible coordinator and the responsible workplace supervisor and request additional necessary relevant information and instructions to ensure occupational health and safety at these workplaces and premises. Additionally, the contractor is bound to request information on possible risks, dangers and hazards, that may occur during work or in connection with it, on preventive and protective measures to ensure occupational health and safety, which are generally related to employees and activities performed by them on particular workplaces, on measures and proceeding in case of health damage including applying first aid, as well as on measures and proceeding in case of fighting fire, rescue activities and evacuation.**

The Schaeffler Kysuce coordinator ensure their provision to the contractor (external company).

12. **The external company/contractor undertakes to demonstrably familiarize its employees with the risk analysis, prescribed PPE and their correct use, the work procedure, instructions for use as well**

as provided regulations, information and instructions on ensuring occupational safety and health under point 11, in the necessary scope prior to entering the premises of Schaeffler Kysuce, spol. s r.o., on which it shall maintain records, and submit these records upon request to the coordinator of Schaeffler Kysuce or the OSH Department.

13. Employees of the external company execute handling pursuant to the customer's purchase order based on instructions of the relevant external company supervisor.
14. Once the customer secures handing technology, it hands it over to the contractor to perform service prior to performance of works/service, the customer ensures regularly checks. The service contractor performs standard care and cleaning of the assigned technology according to the cleaning and inspection plan of the assigned technology, and reports every fault of and damage to the technology to the customer of the service. It is prohibited to handle damaged technology, or technology that is managed in a manner not considered standard.
In this case, the customer of the service shall provide Instructions for Use and other instructions. The coordinator receives the documentation on behalf of the contractor - external company, and ensures demonstrable familiarization in the necessary scope - training of employees for performing activity.
15. If the contractor provides the necessary equipment, the contractor is responsible for inspection, servicing, routine care and cleaning. Rules apply as stated in the section "Rules of Procedure" of this Agreement.
16. The contractor's coordinator and the customer shall inform one another in case of performing exceptional activities that may influence occupational safety and health at common workplaces.
17. The contractor secures PPE and equips its own employees with PPE separately.
18. The contractor of the service ensures the required qualification and familiarization/training for performing the service.
19. The contractor and customer shall each provide standard familiarization/training at common workplaces of its employees concerning OSH separately for their respective employees.

OCCUPATIONAL HEALTH AND SAFETY GUIDELINES FOR EXTERNAL COMPANIES

Access permit and rules of conduct

Employees of external companies

1. All employees and appointed persons of the contractor are subject of company rules and regulations on control and order of the company Schaeffler Kysuce, spol. s r.o. They follow regulations about entering and leaving the plant during work hours.
2. Any entry by car or foot must be announced beforehand.
3. The entry permits for employees onto plant premises shall be issued in form of daily permit or long-term permit for visitors or external companies. The employee is obliged to carry them on a visible place.
 - The daily permits are to be returned after leaving the plant to the security guard at gate/reception.
 - The loss of long-term permit is to be reported without delay to coordinator and security guard staff.

Employees of external companies shall subject themselves to checks at entry and leaving.

4. On Sundays and holidays, the entry onto plant premises for staff of external companies is permitted only with the consent of coordinator.
5. Employees of external companies are obliged to wear unified working clothes with company name and their nametag.

Personal protective equipment - PPE

1. External companies performing work within the premises of Schaeffler Kysuce, spol. s r.o. must have PPE as prescribed by law – based on an assessment of risks for these works, and prescribed PPE and protective devices and means for risk-inherent activities in accordance with Schaeffler regulations:
 - safety shoes with steel toe and non-skid sole at all workplaces and within the entire premises;
 - safety vest in the logistics hall, warehouses, technical awning and during prescribed activities;
 - protective goggles or shield during prescribed risk-inherent activities and based on the assessment of risks;
 - hearing protection at workplaces with risk caused by noise;

- when welding – protective goggles/face shield, protective work gloves with cuff/leather protective work gloves, impregnated welding suit or leather welding apron, fire extinguisher, safety curtain, fireproof blanket protecting against flying material formed during welding, grinding, etc.
- when working at heights: if compliance has been reached with requirements for working at heights, it is necessary to abide by instructions and standards when working at heights!

Special provisions:

- on work platforms - necessary to have a helmet with four-point fastening and reflective safety harness or harness + safety vest.
- rooftop work – safety vest required; when handling material – unloading on a roof, necessary to have a helmet with four-point fastening;

The contractor undertakes to ensure assignment and proper use of the prescribed PPE.

Transportation means

1. The vehicles of external companies receive identification at reception gate, which must be placed on a visible spot in vehicle. Vehicles are subject to regular checks.
2. Trucks entering the plant premises must have following equipment:
 - safety vest in accordance with requirements of EN 471 and safety shoes DIN EN ISO 20345

Drivers are obliged to wear a safety vest and safety shoes during loading and unloading of material, as well as during free movement in logistic hall or around the premises.

3. The traffic rules are applicable on the plant premises but way shall be given to forklift trucks and personal traffic. The traffic signs for maximum speed limit shall be respected, as well as information boards.
4. The rule "caution and mutual road courtesy" is applicable in plant halls. Order of slow driving is valid – walking speed (max. 5 km/h)!
5. Limited speed of 20km/h is valid on public roads of the plant premises. The first violation causes rebuke and if repeated the expulsion from the plant premises is followed.
6. Roads shall be kept free. Access to fire extinguishers, transformer stations, communications, emergency exits and sewer covers should be kept free for fire fighters and rescue teams! It is forbidden to park on sites marked by red cross.

7. One lane shall remain free during loading and unloading for fire trucks and ambulance vehicles. The width of free lane for at least 3.5m should be observed.
8. The emergency exits and access roads to the fire fighting equipment must not be blocked by parking vehicles.
9. The security guards may check the cars and safety measures.
10. Procedure in case of accidents or damages caused by vehicles of external companies:
 - Report to security guard and coordinator for the damage identification purposes.
 - Stay at the scene of accident or damage site.
 - Inform the department of OHS in case of accidents resulting in injury
11. The respective safety regulations apply during the time of filling and emptying of vehicle's tanks and department of environment protection shall be informed.
12. Parking of vehicles of external companies is allowed only on designated places for external companies. The place is to be determined by the security guard staff. At the possible material unloading the width of accessible path for at least 3.5m shall be observed. Parking of vehicles of external companies on non-restricted spots of plant premises of Schaeffler Kysuce, spol. s r.o. is prohibited and in case of violation of rules the entry of vehicles of external companies onto plant premises will be forbidden!

Disciplinary guidelines

1. Tools, devices, materials etc. can be brought onto plant premises only if they comply with regulations in force and if they are in top technical condition. The company does not guarantee for any damage inflicted to tools, devices or materials or for damage inflicted by their loss.
2. Use of facilities, machines, materials etc. being the property of the plant is permitted after prior consent of the respective plant department or the coordinator only.
3. The storage of construction material and other material as well as the installation of site huts including the place selection thereof requires the consent to be given by the "Plant facilities"(PF) or by company

management. Storage of flammable liquids is possible only in safety cabinets with fire endurance.

4. All warning signs, no crossing, no smoking shall be strictly observed. The instruction boards must not be removed.
5. Constructional, assembly places, workplaces where service work is performed must be marked properly and fenced, constantly kept in order and after finishing of works shall be tidied and cleaned.
6. It is required to take appropriate safety measures for works carried out on roads, in production halls or other places, where it can pose a threat to employees (diversion of traffic and of pedestrians, no crossing with indication of present danger).
7. Taking pictures and also carrying cameras, digital cameras and similar hardware is prohibited on the plant premises.
It is prohibited all through the premises of the plant to use playback media with headphones or use hands-free sets in production and service areas (mp3, etc.)!
8. Any damage inflicted to machines and buildings of Schaeffler Kysuce, spol. s r.o. shall be immediately reported to the respective department or the respective coordinator. Besides of the above, a statement of damage shall be drawn up with the security guards. The damage rectification (e.g. reporting to the external company's insurance company) shall be started without request.
9. For use of peculiar forklift trucks and lifting platforms the respective guidelines and standards and internal safety regulations for operation of engine carts are applicable and the following shall be observed:
 - The driving license for the operated cart shall be presented to coordinator before start of work.
 - The authorized persons shall be introduced in person to the coordinator.
10. The contractor is committed that all technical facilities and occupational equipment carried and used for the realization of contract work in Schaeffler Kysuce, spol. s.r.o. are in compliance with regulations to ensure the safety and health protection at work as well as internal regulations of Schaeffler Kysuce, spol. s.r.o. and are in technical condition capable for safe operation according to particular legal enactments and other rules.
11. The contractor shall thus be in the sense of aforesaid responsible for operation, maintenance, repairs and carrying out security checks, revisions, authorized checks or special inspections and tests of these

facilities established by specific regulations or technical documentation of the manufacturer in certain periods.

12. Before the start of work the contractor is required to submit to respective coordinator of Schaeffler Kysuce copies of certificates and documents demonstrating verification of meeting safety demands of technical devices for which general binding regulations and standards require their carrying out (e.g. MC, electrical appliances, moveable operation platforms and other specified technical equipment) at the facilities which will be transported in and used in the plant premises of Schaeffler Kysuce, spol. s.r.o. by the employees of external companies, or the contractor will ensure this in some other appropriate manner, e.g. by marking with label placed visibly on a device which indicates its passing through standard examination, inspection or service with stating of the date of the following one.
13. The contractor shall further be committed that carried and used occupational equipment and devices:
 - are not "homemade", willfully modified, damaged and non-professionally fixed
 - will be regularly checked before their use
 - will only be used for the purpose stated in instruction book from the manufacturer
 - nonconforming, damaged or failure reporting will forthwith be rejected from usage, marked with the symbol of prohibited use and immediately removed from the plant premises of Schaeffler Kysuce company.
14. Use of alcohol or other narcotics:
 - Use of alcoholic drinks, narcotics and also entry onto plant premises under their influence **is prohibited**.
 - The private sales of alcohol and narcotics, respectively, to the employees of Schaeffler Kysuce, spol. s r.o. **is prohibited**.
 - External companies shall not engage persons to work who are under the influence of alcohol or narcotics or who could possibly pose a threat to themselves or others, respectively.
 - Employees of external companies are required to undergo breath test of alcohol, which is to be given by safety guard staff or OHS department employee. Rejection to be checked on alcohol and narcotics presence is classified as breach of legal obligations.

Noise protection

1. Only tools and machines with noise dampening may be used.

2. If work in the evening and night time or over the weekend is required, it may be carried out only after prior explicit approval by the coordinator of the company Schaeffler Kysuce, spol. s r.o.
3. If the sites are located in residential zones or mixed areas, the special values as set up shall be observed.

Safety instructions for works carried out on authorized workplaces

1. The entry into department workshops, which are not listed in the work order, is prohibited.
2. Entry into restricted areas or into specific areas (such as hardening plant, plating plant etc.) is permitted only by reason of agreed works and after prior consent given by the respective special superior manager. Work may be carried out only after necessary protective measures have been implemented or after special training. The contractor is required to inform the respective coordinator before the start of work on these workplaces and shall ask for necessary information and instruction to ensure the safety and health protection valid for these workplaces and areas, of possible risks, dangers and hazards that may occur at work and in connection with it, of preventive measures and protective measures, to ensure the safety and health protection at work applied for the employees generally and for work carried out by them on particular workplaces, measures and procedure in case of health damage including first aid, as well as measures and procedures in case of fire-fighting, relief-works and evacuation.
3. The place of work shall be accessed in the shortest possible way. Similarly, once finished the work, the plants premises shall be left in the shortest possible way.
4. The threatened zones shall be closed after prior agreement with the respective department.
5. Any work inside of tanks, drains, shafts and pits may be performed after written definition of safety measures only. The safety measures shall be agreed with the competent coordinator and respective special department (safety at work, environmental protection etc.) and may be performed when the company has the "Certification for work permit for entry/work into/in closed spaces" (tanks, containers, shafts, etc.) department Occupational Health and Safety.

6. Earthworks may be carried out after prior consent of the department of Plant facilities (possible damage on energy and water supply system).
 7. Pits, shafts and etc. shall be enclosed during work and covered after end of work to avoid fall. In case of dark, the danger zone shall be illuminated.
 8. Ladders, work platforms etc. shall comply with regulations in force and be in top technical condition.
 9. If risk of falling is an issue (work at heights) the workers shall be protected in compliance with valid regulations (e.g. scaffold, safety net or safety harness).
 10. Roof access is permitted only after prior consent of department of Plant facilities (PF). Work at heights and above free surface may be carried out based on issued permission for this activity in cooperation with department of occupational health and safety.
 11. Works carried out in the surroundings of cranes may be carried out only after the area has been secured against mutual risk in cooperation with responsible special department.
 12. Workplaces with increased fire danger - Handling of open fire, soldering, welding and cutting, as well as work with manual grinder (flexi grinder) may be carried out if a prior permission for such work had been issued only.
 - The permission shall be applied for at the respective coordinator who shall issue it in cooperation with the department of occupational health and safety and fire protection department.
 - During all works mentioned above, the fire extinguishers, water in buckets for wetting and extinguishing shall be in the closest neighborhood and it is required to respect instructions for firefighting protection.
- Warning: Any deactivation of electronic alarm systems and other systems (e.g. FAS detectors, central FAS, detectors of gas at hardening furnace, roll-up gateways, stable extinguishing system etc.) must be permitted by department of OHS and fire protection. Application is made and settled by responsible coordinator from Schaeffler Kysuce spol. s r.o.
13. Emergency exits, escape ways and fire extinguishers shall be always kept accessible. The fire doors must not be changed nor blocked.

14. Any intervention in electrical equipment or switches of any kind may be carried out only after notifying department of electrical maintenance of machines and buildings. Switchgears and switches of any kind whereon there is work carried out must not be left unattended or they shall be secured against unauthorized interventions or switching on.

The following five safety rules shall be observed:

Rule No. 1

Disconnect

Rule No. 2

Secure against re-connection

Rule No. 3

Verify that the parts are de-energized!

Rule No. 4

Ground and short-circuit them!

Rule No. 5

Cover or enclose the adjacent live parts!

15. The juvenile persons shall not be left unattended and shall not carry out works, which do not comply with valid legislative specifications and internal instructions.
16. The staff from external companies shall also wear protective equipment if required at work and at special designed workplaces (e.g. noisy environment, zones with prescribed safety shoes). Contractor is obliged to provide and check proper wear and use of prescribed protective equipment.
17. When using tools for pushing the steel anchor pins (shooting and pneumatic devices), special safety guidelines shall be observed. Specially is to observe that nobody is inside of the risk zone.
18. It is forbidden to enter the areas with explosion hazard with cell phones - it is necessary to observe local warning signs EX!

Occupational injuries / First aid

1. To apply first-aid a company doctor is available on morning shifts on regular working days. On other shifts, over the weekends and holidays an emergency vehicle is available at a gate in case of accident and urgent transport to hospital. In case of first aid external company rules shall be followed. Every external company is obliged to provide

a first aid kit with appropriate medical material for the first premedical treatment.

2. Occupational accidents that happen on plant premises shall immediately be reported to Schaeffler Kysuce company coordinator, responsible person of ext. company and occupational safety department.
3. Any injury that happens in the workplace of Schaeffler Kysuce shall be recorded in writing in the Journal of minor injuries - entry is done by workplace supervisor or relevant coordinator. Occupational injury is registered in terms of valid legislation.

What to do in case of emergency situation (ES)

1. Every natural person is obliged to report any observed emergency situation immediately at the fire reporting office /+421 41 420 5110/ and to responsible coordinator.
2. The employees shall be informed about the emergency situation in Schaeffler Kysuce spol. s r.o., which may pose a risk to health and environment through evacuation broadcast or via megaphones.
3. All natural persons are obliged to follow the instructions of authorized persons and emergency evacuation plans in case of ES.

What to do in case of fire

1. Keep calm!
2. Attempt to put out the fire!
3. Fire alarm: "FIRE" („HORÍ“)
4. Report the fire: (/+421 41 420 5110/) and tell:
 - **Who** reports? **Name, surname, phone number (extension)**
 - **What** is on fire? **What type of fire is concerned (what is on fire). Potential injuries to persons.**
 - **Where** is the fire? **Exact identification of place (hall number, pillar number etc.),**

Wait for further questions!

5. Activate the fire alarm!
6. In case of risk, leave the fire area immediately via the shortest route!
7. Close the doors and fire dampers!
8. Follow emergency exit signs!
9. Find the assembly point and check if all personnel is present!
10. Obey the instructions of the fast-deployment unit!

Fire prevention

1. Smoking is forbidden for all employees at the whole plant area except for specially marked rooms and sites.
2. Smoking is permitted only in rooms designed as "smokers' corner" and equipped with special bins or ash trays and only in a limited time.
3. Oxy-fuel or electric arc welding or otherwise handling of open fire around the whole area of the company is permitted only with written welding permit issued by the fire prevention officer and an authorized person through respective coordinator.
4. If fire occurs at or outside of your workplace you shall immediately put it out and, if you are not in position to do so with your capability and means available, you shall report the fire at the fire reporting office /gate (041/4205110 report very briefly your name, phone number, place of calling, and state the site of occurrence). Keep trying to put out the fire with fire extinguishers until the arrival of fire service.
5. For extinguishing of live electrical devices use CO₂-fire extinguisher or dry powder extinguisher only. Other types of extinguishers shall not be used (risk of electric shock).
6. Prior to work in the workplace with increased fire danger you are responsible to read Fire Regulations of Workplace and follow the stated instructions.
7. In case of fire, disconnect the electric current. Ascertain where the main switches on your workplace are.
8. Everybody handling combustibles shall behave in the way to avoid fire, explosion or otherwise damaging human health or property of Schaeffler Kysuce, spol. s r.o.
9. While drawing the combustible, observe special safety instructions (grounding, non sparking tools, etc.).
10. After the work is finished, the workplace is required to be put in order and all packing, textile material polluted by dissolvent or other combustible substances shall be disposed.

Environmental protection

Used auxiliary and operational substances – regulations on dangerous substances

1. External companies may use only chemicals, which are permitted by the company standard S132030-1 /Prohibited substances at Schaeffler/ and before start of work submit list of used chemical substances with safety data sheets to relevant coordinator.

Furthermore they **commit** themselves that:

- used and vaporizing substances do not harm or pose a threat to any person or to environment exceeding the prescribed limit and do not damage the products of Schaeffler Group,
 - they have provided the most current safety data sheets (SDS) and product description, not older than 3 years and they do not use any prohibited substances,
 - their substances do not get into operational media e.g. cooling lubricants and if needed – they are safely stored (after consent of relevant coordinator),
 - Waste originated from their activities will be handled in terms of valid legislation and in accordance with rules of environmental protection valid in Schaeffler Kysuce.
2. Standard S 132030-1 is in force in the Schaeffler company; this states the dangerous substances that may be used in the Schaeffler company. This standard is also valid for all suppliers.
 3. Such auxiliary and operational substances, owned by external companies may remain inside of the premises over night or during weekend only if the respective coordinator gave their consent to it. The substances may be stored only at specified areas and inside of specific containers. Before their storage, the security guards and fire brigade shall be informed about the place of storage as well.
 4. External companies shall at the moment of receiving orders or for other contractual obligations oblige themselves in writing to observe all necessary environmental protection requirements and to instruct their staff on necessary protection measures.
 5. Particular care is required during handling of dangerous substances (combustibles, caustics, toxicants). The contractor shall ensure the observance of principles for safe handling of dangerous substances.

6. If a part of the order is the handling and work with dangerous substances and the health impact on the staff in the surrounding cannot be excluded during these activities, it is necessary to agree in all respective measures on ensuring work safety, health, and protection measures in compliance with valid regulations and respective STN (e.g. STN 269030) before starting work with the respective coordinator, department of work safety and environmental protection.
7. Only packing material or containers with special permission for dangerous substances may be used. All packages with chemical substances shall be properly described and labelled, that means - name of chemical substance, relevant symbols and H-phrases - hazard notes for specific substances. Packages from food and drinks are prohibited to use!

Waste management

Waste management methods - in terms of binding hierarchy of waste management:

- a) waste generation prevention,
- b) preparation for reuse,
- c) recycling,
- d) other reutilization, e.g. energy recovery,
- e) disposal.

Waste generation prevention is of the highest priority. In accordance with waste management hierarchy the possibility of packaging bins, materials and substances reuse shall always be examined.

1. If the activity of external company generates waste, external company is obliged to follow internal regulations of the company Schaeffler Kysuce valid for waste management. The assignment of waste containers and the method of waste management shall prior the work commencement be consulted through the work coordinator with an employee of the environment protection department.
2. In all matters concerning waste, please, contact the responsible employee responsible for environmental protection.
3. It is forbidden to spill waste on communications and around the plant area.

Handling of liquids threatening water (e.g. emulsions, oils, ammonia or methanol, solvents and others)

1. Liquids threatening water shall be handled with special care. In any case the contamination of ground and surface water and soil shall be avoided. The environmental risk shall be fundamentally reduced to the most possible low level (e.g. through putting barrels into trays and not in the proximity of sewers and drains! The barrels shall be fixed during their transport in compliance with the applying regulations.)
2. Discharge of substances threatening water into the sewage system, drains, toilets, sinks and at other unsuitable places is not permitted! In all matters concerning waste disposal, please contact the responsible employee responsible for environmental protection

What to do in case of chemical spill

In case of accidents, leakages of substances threatening water (e.g. tipped over container, defect tank, broken hose, etc.) the following steps shall be followed immediately:

1. First emergency measure: Eliminate the spreading of liquid threatening water, e.g. via use of liquids retention (absorbing agents, socks, cloths), seal the sewers and drains (gully-stops) etc.
2. Report the event to the departments below:
 - Fire reporting office / gate /+421 41 420 5110/
 - Respective coordinator

Water drawing from hydrants

Water drawing from hydrants is subject to consent of the Plant facilities and department of OHS and Environment protection.

Data Protection and Data Security

The following information refers to:

- Repairs
- Technical maintenance work
- Replacement of PC and server components
- Software maintenance
- Consultant contracts
- Remote maintenance (e. g. maintenance work, importing updates).

The use of computers (generally notebooks) that are not on the Schaeffler Group inventory is only permitted after the prior approval of the relevant contact person at the Schaeffler Group.

Before the work mentioned above is carried out, the contractor must inquire about the provisions and agreements regarding data protection in the Schaeffler Group, sign the relevant contracts, and submit these along with the declaration of confirmation.

The contractor must ensure that the data to be processed while work commissioned by Schaeffler is being carried out are processed strictly in accordance with the instructions issued by the contracting body. The contractual agreements and checks decided upon beforehand must be documented and observed.

The specifications of the Schaeffler Group apply here, particularly the guidelines on IT security (P172707) and disposal of data carriers (P172723). If the service being provided constitutes the processing of order data according to national legislation, e. g. § 11 of the German Data Protection Act, the required contracts must be signed beforehand.

The relevant contracting body at the Schaeffler Group must inform the contractor of any additional regulations applicable at the individual locations.

Copies or data queries made in the Schaeffler Group network and the installation of software or data storage media (including data stored locally and temporarily on an external computer) require the explicit prior approval of the relevant contact person at the Schaeffler Group.

Personal data protection - camera system

Information on monitoring of company premises

Schaeffler Kysuce, spol. s.r.o. company monitors the area and company workplaces by camera system with the purpose of property protection as well as ensuring OHS by setting cameras in plant premises, specifically at the entrance to the area, at the outer coating of buildings, in all manufacturing areas, areas of storage and waste facilities and common administrative areas (corridors, staircases).

R

ecords are kept for the period of 7 days. Then they are automatically deleted..

Information on personal data processing

Personal data are processed in accordance with legal conditions:

- Act No. 18/2018 Coll. on personal data protection and on amendments to certain regulations (hereinafter referred to as the "Personal Data Protection Act") and
- REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL (hereinafter referred to as GDPR).

If necessary, we will process your personal data to protect our legitimate or third party interests. In particular, our legitimate interests include:

- property protection,
- ensuring occupational health and safety and fire prevention,
- inferring labour liability, possibly misdemeanours or criminal liability in connection with the occurrence of damage at the employer.

More in the document Personal data protection - information to data subject.

The processing of personal data is the responsibility of Schaeffler Kysuce, spol. s.r.o.

Kontakt:

Tel.: +421 41 420 5110

E-mail: personalne.kysuce@schaeffler.com

Written Agreement on Cooperation of Employers – on creating the conditions and scope of ensuring occupational safety and health (OSH) at workplaces of Schaeffler Kysuce, spol. s r.o. and on providing temporary work groups regarding OSH

Customer: **Schaeffler Kysuce, spol. s r.o., Dr. G. Schaefflera 1, 02401 Kysucké Nové Mesto**

Contractor:

Address:

Responsible employee of the contractor + telephone number: ;

Order no., description and scope of work performed:

.....

.....

.....

.....

Place within the plant:.....

Name of insurance company or person responsible in the event of damage:

Insurance company, responsible person in case of material damage:.....

I/We, the undersigned, confirm acceptance of the brochure Safely in the company Schaeffler Kysuce, spol. s.r.o., standard S132030-1 Prohibited substances and List of workplaces of Schaeffler Kysuce, spol. s.r.o. with possible risks and hazards.

I/We do hereby confirm that I/we have read and understood both, the respective instructions for behavior and guideline for work performance on the plant premises of Schaeffler Kysuce, spol. s r.o.

I/We further confirm that I/we commit to observe aforesaid rules of behavior and guidelines as well as other rules and regulations. I/We will take care of keeping them observed by officers/authorized persons.

Failure to observe them may have among others the following consequences:

- Oral rebuke and warning
- Written warning
- Work suspension till the faults removal
- Expulsion from company premises
- Exclusion from the list of contractors for Schaeffler company

Place, date:

Given name, surname, job position, signature:

.....
Coordinator, responsible employee
of the customer – Schaeffler Kysuce, spol. s r.o.

.....
Responsible employee of the contractor
ext. company

- please, turn the page →

Documentation required from the contractor:

- Work plan
- Operation sequence
- Risk assessment:
 - fill out the form „Checklist for hazard analysis when deploying contractors“
- List of prohibited chemicals and MSDS
- Valid certificates demonstrating that condition of technical facilities used at work and delivered into company for this purpose is in compliance with safety requirements for technical facilities (official examination, professional inspection and tests, revisions, regular maintenance)

Used chemicals in compliance with S 132030-1 Prohibited substances at Schaeffler

- YES (no prohibited substances)
- NO (consultation with special department through coordinator)

Approved by:

.....
(coordinator, on)

Dangerous works?

- YES (which:)
 - work at heights and above free surface (roofs etc.),
 - work in closed spaces (wells, sewers etc.),
 - works with fire or combustion risk (welding, cutting and grinding),
 - works with combustible coating substances,
 - works performed on separated workplace

! Before the start of dangerous work a work permit from OHS department shall be requested!

- NO

When using occupational equipment of Schaeffler Kysuce, spol. s r.o. is any qualification, permission, certificate or other evidence required? (e.g. for driving of fork-lift trucks, cranes, moveable work platform, lifting device etc.)

- YES / If yes, which one:

- NO

Warning:

Hand in the signed receipt to the responsible coordinator of Schaeffler Kysuce, spol. s r.o..

SCHAEFFLER

SCHAEFFLER

Schaeffler Kysuce, spol. s r.o.
Dr. G. Schaefflera 1
024 01 Kysucké Nové Mesto
SLOVAK REPUBLIC

Update: 02/2026