

This policy is the precondition for safety of products and safety of persons on site.

Within this policy rules given by FSSC 22000 and by local working law are implemented.

| | | Rules by standard |
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|  | <p>Clean & Tidy Keep your place clean and tidy. Remove waste, spare parts, tools, etc. when having finished work. <i>Put the waste only into the dedicated containers.</i></p> | |
|     | <p>Personal Protective Equipment - PPE Safety shoes have to be worn at the whole site. (Exception: parking space, signed lanes, offices) Safety glasses have to be worn in the production area and in the workshops. Earmuffs have to be worn in the signed areas. Hard caps have to be worn at the hot-end machines and in the recycling area. Reflective clothing has to be worn in outside areas. (Exception: signed lanes, parking space) and while working at the rail in Pöchlarn Helmets might have to be worn in construction areas. Pay attention to such signed areas.</p> | §15 ASchG |
|   | <p>Working Clothes Provided working clothes have to be clean and in good condition. Working clothes have to be worn in the production area and in the workshops. Shorts are not allowed on the whole plant-area, excluded office employees. Hairnets have to be worn at the Cold End, while maintenance work at the Cold End, while resorting and while working in the hard glass area in Pöchlarn.</p> | TS 22002 4.10.4 |
|  | <p>Diseases and Injuries People known or suspected to be infected with, or caring, a disease or illness transmissible through food are not allowed to enter the production. People with wounds or burns are required to cover them with blue dressings.</p> | TS 22002 4.10.5 |

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|  | <p>Washing hands Before starting to work, after returning to work place, after maintenance work, after using toilets, after a lunch break, after smoking, after working with contaminated material.</p> | <p>TS 22002 4.10.6</p> |
| | <p>Hands Nails are short and clean. Wearing nail polish or artificial nails are not allowed.</p> | <p>TS 22002 4.10.7</p> |
|  | <p>Spitting, Sneezing Spitting (expectorating) is not allowed on site. Sneeze only in the crook of the arm and away from products.</p> | <p>TS 22002 4.10.6</p> |
|  | <p>Eating and Drinking Eating or drinking is only allowed in the dedicated areas (break rooms). Drinking of water from signed and lockable bottles is allowed while working on the line. Chewing gum and sweets are neither permitted. At the site alcohol or drugs are not allowed.</p> | <p>TS 22002 4.10.7</p> |
|  | <p>Jewellery Wearing jewellery or watches is not allowed within the production area. Artificial eyelashes are also not allowed within the production area.</p> | <p>TS 22002 4.10.7</p> |
|  | <p>Smoking Smoking is not allowed at site apart from defined places. In the offices smoking is not allowed.</p> | <p>§ 30 ASch G</p> |
| | <p>Personal devices Personal devices such as mobile phones, private clothes, pockets, smoking devices, medicine (despite those prescribed by the doctor), etc. can be stored in lockable bags in the break rooms but not directly in the production area.</p> | <p>TS 22002 4.10.7</p> |
| | <p>Small parts Small parts such as drawing pins or staples are not allowed in the production area. Screws and other small parts used at maintenance work have to store in a safe way.</p> | <p>TS 22002 4.10.7</p> |
| | <p>Safe Production Work has to be done in a way that there is no danger of contamination for raw materials or products. If this is not possible, covers have to be used. Cleaning should be done in a way that dust/glass is not flying through the air. Use broom and paddle instead of compressed air.</p> | <p>TS 22002 4.5.4</p> |
| | <p>Glass breakage of windows Inform the shift leader/factory master about glass breakage at windows.</p> | |

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|  | <p>Animals Animals are not allowed on the whole site.</p> | |
|  | <p>Evacuation In case of an evacuation: Use emergency exits and go to the meeting point. You should always be aware of:</p> <ul style="list-style-type: none"> • emergency exits • meeting point • emergency shower • first aid facilities • fire protection devices | |
|  | <p>First aid Look where first aid facilities are located (first aid boxes, emergency showers, eye wash bottles). Injuries are to be attended promptly with appropriate means (at the KE with blue plasters). Every injury must be reported. If a doctor is needed, the ambulance is to be notified.</p> | |
|  | <p>Fire protection Make sure you know the position of the fire fighting equipment (fire extinguishers, fire detectors, etc.) The usage is written on the fire extinguisher.</p> | |
| Bucket truck | <p>Before using the bucket truck, it is important to select the appropriate aerial work platform and to make sure how the emergency function works. Always work with PPE (safety harness) and put the bucket truck only on level surfaces. There is a risk of collisions with cranes or other vehicles. It is forbidden to enter the railing. Read the working instruction.</p> | |
|  | <p>Safety harness Where a technical fall protection can not be established, a personal safety harness has to be used at a height of 2 meters or more.</p> | |
| Emergency Telephone | Pöchlarn | Kremsmünster |
| Internal during day | Porter DW 368 Control station DW 315 od. DW 316 | Porter DW 555 od. DW 666 Control station DW 136 |
| Internal during night | Factory master DW 354 od. DW 355 Control station DW 315 od. DW 316 | Shift leader DW 4132 |
| External day and night | 112 | 112 |

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|  | <p>Speed Limit Maximum speed limit is 15 km/h. Go at an adapted speed. Fasten your seat belts.</p> |
|  | <p>Traffic on Site Pay attention to the traffic on site (fork lift, lorries, loaders, etc.). Road traffic regulations are valid on site.</p> |

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|  | <p>Parking Cars have to be parked in a way that nobody is handicapped. Emergency exits, doors, firefighting devices have to be free accessible. Marking has to be respected.</p> |
|  | <p>Feeder line Pöchlarn Entering the area of the rail is forbidden, excepted for those working in this area. Before working in this area the head of the feeder rail line has to be informed.</p> |
|  | <p>Working next to power supply lines Be aware of power supply lines. Get in touch with your contact person. Special attention to power supply lines while working with cranes.</p> |
|  | <p>Protocol for disconnection from the mains Manipulation at electrical devices is only allowed after written approval.</p> |
|  | <p>Construction site safety Construction site must be guarded that nobody can be hurt. After finishing work the construction site has to be cleaned up. Flammable substances have to be stored in an appropriate way; electric devices have to be switched of.</p> |

Further rules for external companies

While working for Vetropack all legal regulations have to be fulfilled.

| Name contact person / project manager | Telephone number of the site | | phone extension |
|---------------------------------------|------------------------------|------------------------------|-----------------|
| | Pöchlarn 02757 / 7541 | Kremsmünster 07583 / 5361 | |
| Project / work | | | |

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|  | <p>Authorisation for the work Before starting to work get in touch with your contact person.</p> |
|  | <p>Instructions Follow the instructions of Vetropack employees.</p> |
|  | <p>Welding (Approval for "Heiarbeiten") Welding is only allowed after approval by the head of the respective department or by the project manager. Be aware of flammable substances next to you. While welding firefighting devices always have to be kept next to you.</p> |
|  | <p>Working on roofs (Approval for working on roofs) While working on roofs there are special dangers (crash, break through). Therefore it is necessary to use fall protection. This kind of work is only allowed after approval.</p> |
|  | <p>Working under voltage (approval for working under voltage) The work must be approved by the client, the persons in charge of systems and the acting supervisors. This work may only be done after approval.</p> |
| | <p>Working in closed rooms (Approval for „Arbeiten in Behltern“) While working in closed rooms (such as cavern, silo) unexpected danger might occur (loss of oxygen, dangerous gases, etc.). A supervisor might be necessary. This kind of work is only allowed after approval.</p> |

People not sticking to the rules might have to stop working or have to leave the site in case of repetitive disregarding the rules.

Covid-19 Preventive Measures

The following measures must be strictly observed protecting the health of our employees.

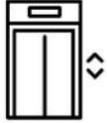
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|  | <p>Maxium number of people In a meeting or conference, only as many people may be present that the minimum distance of 2 meters is guaranteed. This distance must be observed.</p> |
|  | <p>Direct contact A minimum distance of 2 meters must be observed during activities or conversations. The direct contact time must not exceed 15 minutes. If appropriate security measures have been taken, the direct contact can be adapted accordingly with the approval of the department head.</p> |
|  | <p>Disposal of paper tissues Handkerchiefs may only be disposed of in closed bins after use</p> |
|  | <p>Shaking hands Avoid shaking hands directly. A minimum distance of 2 meters must be observed.</p> |
|  | <p>Hand hygiene Hand hygiene: Wash hands frequently with soap and water. Washing process should take at least 20 seconds. Washing procedure should be considered: after using the toilet, before eating, after coughing or sneezing and blowing your nose. No access to soap and water? Use an alcohol-based hand disinfectant (60-95% alcohol).</p> |
|  | <p>Respiratory hygiene When coughing or sneezing, hold the crook of your arm (inner elbow) in front of your mouth. Alternative: Hold paper handkerchief over your mouth, then dispose of it in the waste.</p> |
|  | <p>Smoking area Unless otherwise specified, max. 2 people are allowed in the smoking area by a safety distance of 2 meters. In smoking cabins max 1 people is allowed.</p> |
| | <p>Rest area Unless otherwise specified, residence is only permitted in defined areas.</p> |

**Restricted area**

Do not enter authorized personnel only.

**Disinfect surfaces**

Unless otherwise specified, workstations, operator buttons, screens, keyboards and computer mice should be disinfected before shift change.

**Elevator**

Elevators may only be used by one person.