

House rules

§ 1 Introduction

The present House Rules are applicable to all persons on the premises of SCHWEIZER Electronic AG, Einsteinstr. 10, 78713 Schramberg, and in the buildings of this area.

§ 2 Visitors' pass and presence

For the duration of their presence with SCHWEIZER, the persons defined in §1 above will be issued a visitors' pass which shall be worn visibly. The visitors' pass will be issued at the gate upon arrival at the factory and shall be returned to the same on or before termination of the work. The issuing office shall be immediately informed of any lost passes.

§ 3 No intoxicating substances

Any consumption of alcohol, cannabis, drugs or other intoxicating substances, as well as their possession and sale, is strictly prohibited on the SCHWEIZER premises. Persons who are under the influence of alcohol and/or narcotics shall be expelled and banned from the SCHWEIZER premises.

§ 4 Eating and smoking

For safety reasons, it is not allowed to eat at the workplace; food may only be consumed in the rooms provided, such as the canteen, the social rooms, or the designated outdoor areas.

The entire factory is a no smoking area. Smoking is only permitted in specifically allocated outdoor areas. As a rule, cigarette butts must be disposed of in ashtrays.

§ 5 Traffic rules on the SCHWEIZER premises

For safety reasons, pedestrians are strictly required to only use the specifically designated pavements. Driving and parking on the SCHWEIZER premises are subject to the provisions of the German Road Traffic Regulations (StVO). Parking is only allowed by using SCHWEIZER's parking badge, visibly attached to the front window. Visitors are kindly requested to refer to the reception for information on available parking space. Driving and parking is only allowed with permission from the Executive Board or the Human Resources Department. Bicycles must only be parked in the specifically designated areas. Building entrances, escape routes, fire lanes and rescue access roads shall be kept free at all times. Vehicles may be towed away or disabled by a parking clamb at the owner's or driver's expense. The gate or the SCHWEIZER contact person (or in case of employees the direct supervisor) shall be immediately informed of all special incidents, especially accidents, damages to parked cars or building parts as well as all other damaging events. The liability of SCHWEIZER shall be limited to the legal provisions.

§ 6 Escape routes and evacuation of buildings

The persons defined in § 1 above shall inform themselves about the position of the nearest escape and rescue routes, fire extinguishers and fire alarms as well as the proper behaviour in case of an emergency. It is not allowed to block any traffic, escape or rescue routes, emergency exits, safety devices (such as fire extinguishing equipment, showers and eye rinsing equipment, etc.) or accesses to electrical equipment. In case of emergencies (such as fires), persons may be required to evacuate the SCHWEIZER buildings. When being instructed accordingly, all persons present inside the building shall leave the rooms immediately and calmly. After having left the buildings, all persons shall proceed to and wait in the meeting points. The instructions of the emergency personnel concerning further action shall be adhered to.

§ 7 Accidents at work

Accidents shall be immediately reported via SCHWEIZER emergency call 555. An internal call will be sent from the reception to the ambulance attendants. The SCHWEIZER contact person shall be informed immediately afterwards. The administration of First Aid shall be recorded in the first-aid logbook. In case of an emergency, the SCHWEIZER instructions shall be observed. First Aid shall be the responsibility of the SCHWEIZER contractor. If First Aid is administered by SCHWEIZER personnel in the case of accidents, the contractor's obligations shall not be affected.

§ 8 SCHWEIZER computer network

For safety reasons, connecting equipment to the SCHWEIZER computer network requires the prior permission of the IT department. This provision particularly refers to the notebook computers of service technicians or consultants. For more information, please contact the IT department, extension -177.

§ 9 Items brought onto and taken away from the premises

All items, materials and tools that are brought on the SCHWEIZER premises shall be protected against unauthorised use and theft. SCHWEIZER shall not be liable for loss of property. Electrical appliances must only be used after authorisation by the corresponding SCHWEIZER contact person from Technical Services. Charging pedelec or e-bike batteries is not permitted for fire protection and insurance reasons. Any material, items, waste and scrap metal may only be taken away from the premises with a particular written confirmation to be issued by the reception.

§ 10 Secrecy

The persons specified in §1 hereof shall keep all facts of which they have become aware during their presence with SCHWEIZER and all information received from SCHWEIZER strictly secret and shall not release them to third parties or use them for any purpose other than for the performance of contractual services for SCHWEIZER unless the information was released by SCHWEIZER in writing or has become part of the public domain without a breach of obligations resulting herefrom. This provision mainly refers to all facts and information concerning operating processes, operating results, production numbers, products, business policies, charges, liabilities, organisational, social or economic measures as well as data from procurement functions.

§ 11 Data protection

The persons specified in §1 hereof shall observe the provisions of the German Federal Data Protection Act (BDSG). All personal data of which they become aware in the course of their activity on behalf of SCHWEIZER, or which are handled and/or processed, shall not be made available to third parties or used for any purpose other than the proper uses inherent to the task to be performed. The contractor shall furthermore inform his personnel of the secrecy of data stipulated in BDSG and shall expressly obtain their agreement pursuant to §53 of the BDSG, provided that they are entrusted with any tasks for which data protection is relevant. This obligation to keep all personal data secret under BDSG shall survive the contractual relationship with SCHWEIZER. Any violation of the secrecy of data or other pertinent provisions of the law shall be subject to prosecution under the Data Protection Act, and offenders shall pay a fine or will be sentenced to a prison term.

§ 12 Pictures, sound recordings/use of mobile phones and MP3 Players

Visitors are not permitted to take any pictures, moving pictures or make sound recordings of any kind (this also refers to mobile phones and tablet PCs e.g.) on the SCHWEIZER premises. If there is a justified need and in special cases, media files may be made available to visitors. This is done exclusively by the respective contact person at SCHWEIZER and after consultation with the respective supervisor. Employees are permitted to take photos and make film/sound recordings for official purpose using the company's own mobile phone, provided this is necessary for their area of activity and for a specific purpose. In this context, personal rights under data protection law and the company's own intellectual property rights must be observed and business and trade secrets must be protected. In the event of an offense, SCHWEIZER reserves the right to take legal action. The private use of mobile phones/smart phones, tablet PCs and MP3-Players is prohibited at the working place and during working hours.

§ 13 Found items

All items that are found on SCHWEIZER premises shall be immediately provided to the gate, the reception, or the SCHWEIZER contact person. The misappropriation of found items shall be reported to the authorities by SCHWEIZER.

§ 14 Special provisions/Exemption rule

SCHWEIZER's Executive Board is entitled to fully suspend or to change individual parts of the House Rules on a temporary basis.

§ 15 Violations of the House Rules

In the event of severe violations of the House Rules, SCHWEIZER shall be entitled to ban the violating person from SCHWEIZER premises. In severe case, SCHWEIZER shall also be entitled to terminate the agreement underlying the person's presence with immediate effect. The contractor shall be liable to SCHWEIZER for all damages arising from non-compliance with these House Rules by himself, his personnel or subcontractors.