



House rules and usage regulations for the Schunk Group premises and building.  
By entering the physical area defined in these house rules (HRs), visitors to the Schunk Group acknowledge the validity of these house rules.

### §1 Subject

1. Schunk GmbH exercises domiciliary rights for the entire premises as well as the parking spaces (hereinafter "Premises").
2. These HRs apply to all persons – who are not employees of the Schunk Group – who are on the Schunk Group Premises for any reason.
3. Employees of the Schunk Group are subject to the Plant Regulations and Works Agreement No. 16/2010.
4. Schunk GmbH is entitled to assert its domiciliary rights at any time if there is a violation of the HRs or a threatened violation, or if the domiciliary rights are violated in any other way.
5. Schunk GmbH hereby transfers the right to exercise the domiciliary rights to the Head of Plant Security for the Schunk Group and/or this person's representative.
6. The Head of Plant Security is in turn authorized to exercise the domiciliary rights by transferring them to third parties (such as supervisory, security and cleaning services). These HRs shall apply correspondingly in this regard.

### §2 Scope

1. The physical scope of these HRs includes the entire Premises and their open areas.
2. These HRs apply to all persons at all times (24 hours a day) as soon as they enter the physical area (hereinafter known as the Premises).

### §3 Authorization and open areas

1. Persons may only enter the Premises of the Schunk Group with explicit authorization and a properly completed visitor badge or visitor's permit.
2. During visiting hours, visitors may only enter the intended and designated areas.

### §4 Instructions

1. Any instructions from the Schunk Group Plant Security or other persons authorized to exercise the domiciliary rights, as well as from the security bodies hired for this purpose (entry-check and security services) must be followed on the Premises immediately.
2. Persons who violate these House Rules may be asked to leave the Premises.

### §5 General information and access authorization

- Visitors are only permitted to enter the buildings, building sections or access areas specified on the visitor badge. In the event that visitor's badges are misused or shared without authorization, Schunk shall exercise its domiciliary rights immediately.
2. Children under the age of 16 are not permitted to enter the Premises unless there is an operational reason for this, in order to participate in a professional orientation event (e.g. internships, Girls' Day, class field trips to the company, etc.), or with special written permission.
  3. Professional orientation events must exclusively be organized by the HR Department. Prior to the event, a final list including the first and last names of the participants (teacher, chaperones and students) must be submitted to the HR Department. An entry control will be performed on the basis of this list of names. Participants who are not on the list will not be permitted to enter the Premises of the Schunk Group. Adult participants must provide identification as per § 7 of this agreement.
  4. Weapons of all kinds and similar dangerous objects as well as liquor and other alcoholic beverages, drugs or other items that could harm the safety of others are not permitted.
  5. The same applies to advertising, commercial, political or religious items of all kinds, including banners, signs and flyers, with the exception of items that have an operational purpose or regard the employees' interests. The abovementioned items may not be brought into the plant. Expressing and disseminating discriminatory slogans is prohibited.

### §6 Photography and filming

1. Photography and filming are prohibited on the entire Premises.
2. Exceptions to this prohibition shall only be permitted for operational reasons and with special written approval.

### §7 Entry checks

1. When entering the Premises, each person must present a valid photo ID/passport/international driver's license and documentation to Plant Security/Reception for review upon request.



2. After the person passes through the turnstile or other entry terminal, the visitor's badge may not be used a second time (transfer to third parties).

3. While on the Premises, persons must show and present documentation if requested to do so by Plant Security/Reception or by the entry-check or security services (see § 4 Paragraph 1). No reason must be provided for such a request. Persons who cannot prove their entry authorization may be asked to leave the Premises.

4. Visitors who

- are clearly under the influence of alcohol or drugs,
  - are suspected of having an infectious disease in the sense of the Federal Communicable Diseases Act or the Infection Protection Act, or similar illnesses that pose a safety hazard,
- will be asked to leave the Premises.

### §8 Conduct on the Premises

1. Within the Premises, all persons must conduct themselves in such a way that others are not harmed or placed at risk, or hindered or disturbed more than necessary under the circumstances.

2. Smoking is prohibited on the entire Premises, except in designated smoking zones.

3. Motor vehicles and bicycles must be parked in the designated spaces, at the user's own risk. All stairways and rescue paths must be kept clear at all times.

4. Personal bicycles may only be parked in the designated parking spots.

5. Other means of transport (skateboards, Segways, inline skates, scooters, etc.) are not permitted on the Premises.

### §9 Area visited, rooms

1. Visitors may only visit areas of the Premises as designated. Visitors may only enter closed rooms according to their respective entry authorization.

2. During plant tours, staff/tour guide instructions must be followed.

### §10 Exit checks

1. Visitors to Schunk's Premises are not permitted to remove company property – regardless of their type or nature – from the Premises. Removal of company property is exclusively permitted after prior discussion with the responsible office (e.g. the contact person), and must always be approved in writing in advance, specifying the items to be removed. The removal permit/delivery slip must be presented to Plant Security/Reception upon leaving the Premises, without being asked.

2. In order to secure its material assets, the Schunk Group is entitled to have its on-duty security personnel perform random checks of visitors. In the event of a check, visitors must present the contents of their bags and other containers (e.g. vehicles) to security personnel.

In the event of a concrete suspicion of a violation of the House Rules in the sense of Point 10, security personnel may perform a bag check for the visitor in question at any time.

3. Visitors who remove company property without authorization may be asked to leave the Premises. Furthermore, the Schunk Group explicitly reserves the right to take action under criminal law (esp. criminal proceedings).

### §11 Cleanliness

1. All users of and visitors to the Schunk Premises must treat the plant and its fixtures with care and leave them in clean condition. Any damage is to be avoided and reported to Plant Security immediately, if applicable.

2. Waste must be disposed of in the appropriately designated containers or waste bins.

### §12 Liability

1. The liability of Schunk GmbH and its assistants and vicarious agents, regardless of type, is limited to intent and gross negligence except in the case of personal damage and as defined by law.

2. In the event of a negligent violation of a significant contractual obligation, liability is limited to foreseeable damages that are typical for this type of contract, as of the time when the HRs were acknowledged. Schunk GmbH is not liable for a negligent violation of an ancillary obligation that is not a significant contractual obligation. Furthermore, Schunk GmbH is not liable for lost items.

3. Parents are liable for their children.

### §13 Escape paths and emergency exits

Designated escape paths and emergency exits may not be blocked, locked or otherwise functionally modified. All escape paths must always be kept clear, and emergency exits may only be opened in case of emergency.

### §14 Driving on the Premises

1. Authorization to drive on the Premises can only be granted by the persons named in § 1 Para. 5 and Para. 6.



2. Stopping and parking motor vehicles is only permitted in the intended and designated/assigned parking spaces. No parking is permitted on roads or paths within the Premises. Vehicles that are parked in violation of traffic regulations and without authorization will be towed at the owner's expense.

3. Any violations of the above determinations may result in revocation of the entry permit. In the event of a repeated violation, the driver/vehicle owner will be prohibited from entering the Premises.

4. The StVO [Road Traffic Code] applies within the entire Premises.

### **§15 Parking spaces**

When using the designated parking spaces, users agree to comply with the following provisions:

1. Contamination by oil, gasoline, battery acid or other substances is to be avoided, and reported to Plant Security if applicable. The costs of any necessary removal/disposal shall be borne by the person causing the contamination.

2. Only approved, operational and registered vehicles may be parked. Boats, camping trailers, etc., may not be parked.

3. Vehicles with a height over 4.20 meters may not enter the Premises by way of the main entrance (Gate 1). Such vehicles must enter via separate gate systems.

4. Overnight stays and/or camping in vehicles are only permissible with prior approval from Plant Security.

5. In particular, the following activities are prohibited in vehicle parking areas:

- storing, leaving, transferring or refilling flammable, combustible or environmentally hazardous items/substances such as gasoline, oil, paint, used tires, batteries, fuel containers, etc.,
- performing vehicle repairs or maintenance work in garages or other parking areas,
- washing vehicles

### **§16 Final provisions**

1. These House Rules shall take effect as of January 1, 2012.

2. These HRs can be modified by Schunk GmbH at any time without explanation. Any new version of these House Rules shall automatically replace any older version and render this older version invalid.