

## **CODE OF CONDUCT ON OCCUPATIONAL HEALTH AND SAFETY AND ENVIRONMENTAL PROTECTION (HSE CODE)**

### **FOR EMPLOYEES, CUSTOMERS, AND BUSINESS PARTNERS OF KOCHER GESELLSCHAFT FÜR INDUSTRIEAUTOMATION UND SOFTWARE MBH**

The Code of Conduct on Occupational Health and Safety and Environmental Protection (HSE Code) of Kocher Gesellschaft für Industrieautomation und Software mbH (hereafter referred to as Kocher GmbH) comprises mandatory guidelines that our employees must observe to prevent work accidents as well as environmental or property damage. We also expect our partner companies to adhere to these standards, which means we only work with companies who comply with them.

The Management of Kocher GmbH is committed to safeguarding occupational health and safety, health, and the welfare of its employees and any business partners who may be affected by its activities, and to protecting the environment. These obligations are not only intended to ensure our actions comply with applicable laws, regulations, and occupational health and safety guidelines, but also to secure and maintain the trust of our customers, employees, suppliers, and other partners in the long term.

The protection of occupational safety and health as well as the environment does not focus on just obeying laws. It is much more about protecting ourselves and others against risks, and ensuring our personal quality of life by maintaining the physical and mental well-being of the individual. All of this should take place in constant harmony with a healthy environment, which we strive to protect. As the market and its conditions are dynamic, we carry out continuous reviews of our business processes. By doing this, we aim to constantly improve and adapt our behavior, taking consistent action in the event of infringements of the rules.

We ask our employees to read the present Code of Conduct carefully, and expect them to base their daily conduct on the use of these guidelines.

January 2024

Elisabeth Kocher

Albert Somweber

## RISK ASSESSMENT AND SAFETY MEASURES

We provide all employees with a safe workstation that meets the requirements of occupational health and safety. The Management is responsible for a medical care concept for injured people. The employees responsible for occupational safety and health management in the company support the human resources department and supervisors as well as all employees in carrying out all relevant rights and obligations.

At the very beginning of an employment relationship, we hand out an information folder to new employees with the most important health and safety information. Before they start work, we take new employees on a tour of the premises and inform them about general safety-relevant aspects, such as emergency exits, fire extinguishers, first-aid kits, and assembly points. In addition, all employees have easy access to the relevant current legislation.

The Management performs a risk assessment and provides appropriate safety measures, including personal protective equipment. Before starting their daily work, all employees must carry out a safety check at the workplace to ensure that nobody is at risk. All employees, including temporary workers and subcontractors, are responsible for the safe execution of their tasks.

Risk assessment also includes requirements relevant for protecting the environment. When using hazardous substances, operating and auxiliary equipment, the protective measures determined by the responsible supervisor must be strictly observed. All electrical, electronic, and manual aids used are tested in accordance with the relevant standards and the legally required maintenance intervals. Chemical substances are marked and stored accordingly, and the employees working with them are instructed in their correct use.

Work carried out on the premises of customers and business partners must be coordinated with regard to the safety and environmental requirements according to DGUV Regulation V1 (German Social Accident Insurance) to prevent risks to either party. Before starting work on construction sites or external premises that represents a high safety risk, employees are instructed by a qualified supervisor/representative on the special hazards and on safety protection. Should the safety measures be insufficient, appropriate solutions must be found together with the responsible supervisor, or work must be discontinued. All employees are encouraged to refuse work involving inappropriate safety measures.

Our in-house first aiders provide first-aid care within the company and on construction sites. At regular intervals, an external safety officer trains our employees on how to comply with all safety-relevant regulations. In addition, we ensure the best possible health protection in the workplace for our staff through company medical care.

## LEGAL REGULATIONS AND S.T.O.P. PRINCIPLE

All valid legal regulations must be observed consistently. In addition, the S.T.O.P. principle must be applied. This means that when planning and conducting work, the following protective measures must be implemented in the order given below:

- **S**ubstituting hazardous work for nonhazardous work
- **T**echnical protective measures
- **O**rganizational protective measures
- **P**ersonal protective measures

## HSE ORGANIZATION

Kocher GmbH employs individuals with suitable legal and professional skills to support the HSE organization. This includes a responsible skilled electrician, a safety officer, a hazardous-goods officer, and a first responder.

They are responsible for communicating with the relevant internal and external national and international bodies regarding the compliance with health and safety laws and standards.

## REPORTING OBLIGATION

Work accidents and environmental damage must be reported immediately, i.e., without undue delay, to the Management of Kocher GmbH, no matter whether employees are directly affected or whether they observed the accident of third parties (as a witness).

Following an accident, a short accident report must be prepared. Based on a subsequent accident analysis with the supervisor, preventive actions are derived and implemented. All employees are invited to contribute their suggestions for safety measures in a face-to-face meeting or by email to the address below.

All HSE processes must be followed and observed on Kocher GmbH's own premises and those of other companies (e.g., customers').