

Fundamental safety principles and rules applying to and binding for the activities of the contractor and all its subcontractors (hereinafter referred to as Contractor) in the premises of the Client.

An integral part of the contractual relationship for ensuring occupational health and safety and operation at the company workplace and the environmental protection

**Aoyama Automotive Fasteners Czech, s.r.o., having its registered office at Průmyslová 1166, Lovosice, Company ID No.: 26695081 (hereinafter also referred to as ACZ or Client) determines the following rules and conditions of safe work and safe conduct for the activities performed in its buildings and premises and warns Contractors of safety risks and penalties should the Contractor's employees breach the safety rules.**

***Conditions of cooperation between ACZ and the Contractor in the area of occupational health and safety (OHS), fire protection (PO) and environmental protection (EP)***

*The Contractor is responsible for the activities carried out by all its employees and employees of its subcontractors. The subcontractor's employees must abide by the same rules as the Contractor's employees.*

**I. OHS**

- 1. The Contractor is obliged to adopt all measures necessary to protect its own employees, employees of the Client and all other persons who directly or indirectly participate in the Contractor's activities in the territory of ACZ.*
- 2. The Contractor is obliged to familiarize itself with the place of performance and with the risks that may be associated with performance of the work. General safety risks of ACZ are listed in Annexe 1 hereto.*
- 3. The Contractor is obliged to provide the Client's responsible person with a list and assessment of OHS risks related to its work in the Client's buildings or premises.*
- 4. Employees of the Contractor (and its subcontractors) must observe the safety rules of ACZ (described in Annexe 2 hereto), be visibly marked on their workwear with the name of their company (or wear a high-visibility vest), and wear personal protective equipment and clothing according to the nature of the work and the internal rules of ACZ (always footwear with a reinforced tip and long trousers, helmet when working at heights above 1.5 metres, etc.).*
- 5. The Contractor's employees are obliged to complete occupational health and safety training within the scope outlined by the Client taking no more than 30 minutes prior to commencement of the work. The Client shall provide the training at the request of the Contractor. Without completing such training, the Contractor's employees are not allowed to start work. The training remains valid for 2 years.*
- 6. The Contractor's employees are obliged to observe the instructions of the supervisory employees of the Client (EHS department workers) and employees of ACZ designated in writing to ensure occupational health and safety at the workplace within the meaning of Section 101(3) of the Labour Code of Czech Republic.*
- 7. Employees of the Contractor may only stay at workplaces and buildings where they fulfil the obligations specified in the contract or order. When entering these premises, social and other facilities, they may only use access routes that were designated for them by the*

*representative of ACZ upon handover of the workplace.*

8. *The Contractor is obliged to ensure the passage profile on all roads of the Client. If the work interferes with the passage profile of the road, the Contractor is obliged to agree with the authorised employee of the Client in advance a work procedure and define safety measures.*
9. *If the Contractor's employees suffer an occupational injury at the Client's workplace, the injury shall be investigated, recorded and reported by the Contractor and the Client shall provide necessary cooperation.*
10. *The Contractor shall make sure that all of its employees have medically fitness and are physically and professionally qualified to perform their work and that they are not under the influence of alcohol or addictive substances.*
11. *The Client is entitled to check the Contractor's employees in order to detect the presence of alcohol and addictive substances.*
12. *The Client is entitled to stop the work and banish the Contractor's employees from the premises of ACZ if they break the safety rules described herein. The Client must immediately inform the Contractor's representatives of such measure.*
13. *Any change of work and activity must be discussed with the authorized representative of the Client.*

## **II. Fire Safety**

14. *The Contractor is obliged to take all measures to protect the property, its own employees, employees of the Client and all other persons who are directly or indirectly involved in the activities of the Contractor at any time.*
15. *The Contractor shall appoint in writing a fire protection officer who shall be responsible for compliance with fire protection regulations.*
16. *The Contractor is obliged to ensure compliance with the rules of ACZ for work with open fire, properly mark the premises within the meaning of the Fire Protection Act and the implementing decrees and report to the Client's authorized representative as regards the type, quantity and location of flammable and explosive liquids and substances used and stored.*
17. *In the event of a fire alarm, the Contractor's employees are obliged to follow the Fire Alarm Guideline of ACZ.*

## **III. Environmental Protection**

18. *Employees of the Contractor are obliged to respect all instructions and regulations provided by employees of ACZ once an emergency situation or environmental threats occur.*
19. *The Contractor is required to comply with legal requirements as regards handling of water and water protection so that the quality of surface water or ground water is not threatened or worsened (in particular, discharging waste water containing harmful substances into the sewerage). As regards discharge of waste water into the sewerage, the supplier must obtain written consent of the responsible representative of ACZ.*
20. *The Contractor undertakes to comply with legislation concerning handling of substances that may endanger the quality or health of surface water or ground water. The Contractor*

*shall further ensure that harmful substances (hazardous chemical substances and mixtures and substances harmful to water) handled by the Contractor do not leak into the outside air, soil and water.*

- 21. In the event of a leak of harmful substances caused by the Contractor's workers or equipment, the Contractor must ensure immediate interventions to prevent and reduce negative effects on the environment and inform ACZ representatives immediately.*
- 22. The Contractor is obliged to handle waste in accordance with the Waste Act, as amended (collection, transport, disposal). Location of the Contractor's collection points / waste containers in the premises of ACZ must be approved by the representative of ACZ. The collection point / container must be properly marked with the type (dangerous / other waste), name and code of the waste, incl. identification of the affected company, and must be secured against theft. At the collection points, the Contractor shall maintain order and prevent waste storage outside these collection points.*
- 23. The Contractor is obliged to allow employees of ACZ to perform an environmental audit or check, provide them with required information, and submit documents related to activities that have an impact on the environment.*
- 24. Any and all fines and penalties imposed on the Client by state and public authorities due to violation of the legal regulations applicable to the environment and/or damage to the environment caused by the Contractor shall be paid by the Contractor in full.*
- 25. The Contractor is obliged to comply with the obligations arising from the environmental policy of ACZ, which is available at [www.aoyama.cz](http://www.aoyama.cz) and in the entrance hall of ACZ.*


I HEREBY TAKE INTO ACCOUNT AND ACCEPT **THE FUNDAMENTAL PRINCIPLES FOR SUPPLIER  
ACTIVITY AND FAMILIARIZATION WITH SAFETY RISKS OF ACZ INCLUDING ANNEXE 1 AND  
ANNEXE 2**

Contractor: .....

Represented by (Name, Position): .....


Date: .....

Signature: .....

 Aoyama Automotive Fasteners Czech, s.r.o. Lovosice, Czech Republic	<b>FUNDAMENTAL PRINCIPLES FOR SUPPLIER  ACTIVITIES</b>  <b>AND FAMILIARIZATION WITH SAFETY RISKS OF  ACZ</b>	Page / No. of
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## Annexe 1: Fundamental Safety Risks of Aoyama Automotive Fasteners Czech, s.r.o.:

1. Traffic accident – the road traffic rules valid in the Czech Republic apply within the premises, maximum speed of 20 km/h.
2. Smooth floors, steps, sharp edges, obstacles to walking - risk of slipping and tripping - pay attention when walking, do not write messages on the mobile phone, do not keep hands in pockets, hold on to stair handles. In the production and storage areas, always wear shoes with a reinforced tip (protective cap).
3. Rotating machines (presses, rolling machines, drive sprockets, feeding screws, etc.) – danger of getting caught by/drawn into the machine – do not come closer to the machines while the machine is running if not absolutely necessary, do not wear a skirt, unacceptable short trousers, clothes must always be buttoned up.
4. Pneumatic and hydraulic equipment (feeders and stackers of heading and rolling machines, furnaces, propulsion systems, gears, etc.) – risk of crushing even when the equipment is switched off (residual pressure)
5. Handling equipment (fork-lift trucks, trucks, pallet trucks, ...) – risk of machine and pedestrian collision- use beige paths for pedestrians and pedestrian crossings whenever possible. Before crossing a brown path for machines, always stop and look round.
6. Conveyors (carriers) and chain drives on the surface and heat treatment lines - risk of being pressed/caught by moving parts of the machine – do not approach rotating and moving parts of the machines while they are running. The operating manager (team leader, group leader, manager) must always be informed about every presence of man in machine.
7. Oil drippings – slipping hazard – warn the operator, avoid oil stains while walking.
8. Chemical substances (surface treatment processes, chemical storage, dephosphating equipment) – risk of chemical burn, severe eye injury – when entering the surface treatment line or the area of dephosphating, always wear protective goggles, always wear full-body clothing (long sleeves) and PPE according to the safety data sheet/safety rules when working with chemical substances – do not eat, drink.
9. Oil tanks on heat treatment process – fire hazard – no entry with liquids over the oil sumps.
10. Fire – no smoking in the entire premises as well as in the vehicle cabs. Work with open flames and welding only on the basis of written permission.
11. Explosion – no entry into areas with a risk of explosion (gas control stations, gas generators for heat treatment). Work only on the basis of written permission.
12. Work at heights – risk of falling – only when secured against falling, always wear a helmet when your feet are higher than 1.5 metres (even when working on a platform and ladder).
13. Work at heights and crane operators – risk of objects falling from height – secure the area around the workplace, protective helmets for all persons in this area.

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## Annexe 2: Fundamental Safety Risks of Aoyama Automotive Fasteners Czech, s.r.o.

1. There is a ban on smoking in the entire premises of the Client - Aoyama Automotive Fasteners Czech, s.r.o., Průmyslová 1166, 410 02, Lovosice (ACZ) (except for designated places). This ban also applies to vehicle cabs.
2. It is forbidden to enter the premises and perform any activities under the influence of alcohol or addictive substances.
3. The speed limit for passenger cars and trucks in the outdoor premises is 20 km/h, in the interior areas the speed limit for all transport technology is 5 km/h. It is only allowed to park vehicles in signposted car parks and parking lots. If handling equipment is moving outside the designated and marked zones (Logistics area), it must be accompanied by another person.
4. The employees of the Contractor are only allowed to enter dangerous zones, which are delimited by yellow-black cross-hatching, based on prior approval of an ACZ manager and they must always wear a high-visibility vest.
5. All persons in the production and storage areas must wear workwear with the name of the company or a high-visibility vest, long trousers and safety footwear with a reinforced tip. Based on the nature of the work performed and the area, it is also necessary to wear hearing protectors, protective goggles, helmets, fall catching equipment and other PPE. The employees' employer or the Contractor is responsible for the employees' equipment.
6. When moving inside the premises, it is permitted to use only designated routes; when these routes for pedestrians are crossing with routes for handling machines, it is necessary to use pedestrian crossings as a priority. Everybody is obliged to look round before crossing a path.
7. Employees of the Contractor are not allowed to enter production or storage areas where they are not performing work activities.
8. Employees of the Contractor are obliged to always have valid licenses, documents or certificates for activities requiring special authorisation with them (welding licences, authorizations to operate forklift trucks, platforms, slinger licences, etc.) when they are performing these activities in the premises of ACZ. The Contractor is obliged to make sure that activities associated with high risk are performed by employees who are medically and professionally qualified to perform them.
9. Work with open flames, welding inside buildings, work in confined spaces and work in zones with a risk of explosion may only be carried out on the basis of a written permit issued by an authorized employee of the Client.
10. When working at heights (including platforms) and above free depth, if feet are higher than 1.5 metres above the ground, everyone is obliged to use a protective helmet and, in accordance with the applicable legislation, also equipment securing the person against falling. When working at heights, another person must supervise.
11. The security guard of the premises is authorised to inspect the luggage of persons and luggage and other compartments of motor vehicles. Persons who are passing through are obliged to allow a security guard to perform such check.
12. When sounding a fire alarm, everyone is obliged to secure machines, immediately leave the factory area and go to the designated assembly point.