

# **Regulations of FESTO-AM Kft. on occupational safety, fire safety and environmental protection, as well as safety for third-party business partners**

**Dear Business Partner,**

Upon entering the premises of FESTO-AM Kft., the employees of third-party business partners (hereinafter referred to as Contractor) are obliged to become familiar with the hazards and risks posed during your work before commencing any activities. In order to reduce risks, you are obliged to comply with the internal regulations and measures of FESTO-AM Kft. concerning occupational health and safety, as well as environmental protection.

We would like to explain these regulation to you in the following sections.

## **Requirements for Contractors staying on the premises for regular work (entitled to perform work alone)**

The colleague who supervises work, or during work performed alone, the person performing the work should contact the responsible contact person of FESTO-AM Kft before starting the work. The contact person is obliged to inform you about the rules in place at FESTO-AM Kft. according to the nature of work (e.g. work posing fire hazard, escape routes, etc.).

The Contractor is obliged to present training materials that constitute the basis of this document to all its employees working on the premises of FESTO-AM Kft., and to repeat it on an annual basis. The training shall be documented in a training log in a non-binding format by the Contractor and sent to FESTO-AM Kft. after the training is completed. For the EHS group Your entry into the premises of FESTO-AM Kft. may be authorized after receipt of the training log.

## **Specific requirements for Contractors staying on the premises for occasional work (not entitled to perform work alone)**

The Contractor's employees will be informed by the security service about the occupational and fire safety regulations to be observed upon entering the premises, and their acknowledgment of the rules shall be confirmed by their signature. You can only stay at the premises of FESTO-AM Kft. if accompanied.

## **Reporting, investigating and recording accidents at work**

If the Contractor's employee suffers an accident on the premises of FESTO-AM Kft., he must immediately report the accident to his line manager, the contact person of FESTO-AM Kft., and the security service, who will act in accordance with the applicable laws. **Additional regulations to be observed to protect health and safety at work**

With regard to the Contractor's employees and other employees, the Contractor is solely responsible for the observance of occupational safety, fire safety and environmental protection laws, safety regulations and standards, and may not have any claims or demand against the Customer in this field.

The Contractor shall ensure the personal, material and organizational conditions of the persons involved in the performance of the contract under an employment contract or working under other legal relations concerning the occupational and fire safety and environmental protection, in particular occupational safety training and the material, personal and organizational conditions of first aid.

Only a person who is medically fit to perform the tasks to be performed, possesses knowledge required for safe work that does not endanger health, skilled, qualified and experienced and

## **Regulations of FESTO-AM Kft. on occupational safety, fire safety and environmental protection, as well as safety for third-party business partners**

received proven training on local safety regulations as well as information on the risks of work may be entrusted by the Contractor to work on the premises of FESTO-AM Kft. The Contractor is solely responsible for compliance with safety policies and standards, and relevant no claims or demands may be submitted against FESTO-AM Kft.

The Contractor shall make sure at all times that the work area is suitable for work and does not endanger health and safety. In the case of an unavoidable, existing risk detected in the work area, it shall inform the contact person of Festo-AM Kft immediately and request its elimination. Work shall not be resumed in the work area until the risk has been reduced to an acceptable level.

Only machines and equipment that have been subject to necessary safety inspections in accordance with the relevant laws and suitable for safe work on the basis of their technical condition may be brought into the premises of FESTO-AM Kft. Machine and equipment may only be used by a person who has been trained in their use, and if required, by a person who passed a professional exam in accordance with the regulations. The Contractor is responsible for the technical condition of electrical and other equipment used. The use of unsuitable, damaged as well as dangerous devices is prohibited. The Contractor shall be fully liable for any damage caused during the use of machines.

The Contractor shall lay down rules for work that does not endanger health and is safe in the course of its activities, so that their implementation provides adequate protection not only for the employees but also for those who are within the scope of the work and the recipients of the service.

The Contractor undertakes that the use of hazardous substances and mixtures in the course of work will take place in accordance with the provisions of laws in force and effect applicable for storage, use, etc. It obtains up-to-date material safety data sheets for hazardous substances used in the course of its activities, ensures their availability in the areas of both storage and use, and complies with the rules set out in the material safety data sheets. The Contractor shall ensure appropriate conditions for remediation.

The Contractor acknowledges that FESTO-AM Kft. may check compliance with safety regulations at a pre-announced time or on a random basis. Safety, occupational and fire safety and environmental protection deficiencies identified during the inspections of the authorized representatives of FESTO-AM Kft. (EHS Department) are considered as a breach of the contract.

Only persons who are familiar with the occupational and fire safety and environmental protection rules of FESTO-AM Kft. and included in the training log are entitled to enter the premises during the period announced and approved for work in advance. In order to enter the premises, a proprietary electronic proximity card issued by FESTO-AM Kft., or a person or organization authorized by it, is issued to persons specified in advance by the Contractor. It is forbidden to transfer these to other persons and the Contractor is financially liable for any resulting damage.

The Contractor is obliged to comply with the entry regulations.

The Contractor is financially responsible for the issued proximity cards and is obliged to report their loss immediately. The Contractor shall be financially liable for damage resulting from late notification.

The Contractor is obliged to tolerate the inspection of persons, packages and consignments carried out during the entry, which is performed by the employees of the security company that provides guarding and protection services on the premises.

If the security service discovers an irregularity during entry, it may prohibit entry or transport to the area. The resulting loss shall be borne by the Contractor.

## **Regulations of FESTO-AM Kft. on occupational safety, fire safety and environmental protection, as well as safety for third-party business partners**

Occupational and fire safety as well as environmental protection, data protection and safety rules not listed above are contained in laws, standards and the internal regulations of FESTO-AM Kft., and the Contractor and its subcontractors are obliged to comply with them.

Should you have any questions or comments related to the above, do not hesitate inform the contact person of FESTO-AM Kft. or the EHS group.

Thank you for your cooperation,

FESTO-AM Kft.

Annexes:

Annex 1: Rules related to occupational safety at FESTO-AM Kft. - training material

Annex 2: Rules related to fire safety at FESTO-AM Kft. - training material

Annex 3: Rules related to environmental protection at FESTO-AM Kft. - training material

# **Regulations of FESTO-AM Kft. on occupational safety, fire safety and environmental protection, as well as safety for third-party business partners**

## **Annex 1**

### **OCCUPATIONAL SAFETY TRAINING FOR EMPLOYEES OF THIRD PARTIES**

#### **Topic of the training**

- 1.) Legislative framework of occupational safety
- 2.) Moving around on the premises
- 3.) Clothing, footwear and personal protective equipment requirements
- 4.) Machinery, equipment and technology-related protective measures, protective equipment, and control thereof
- 5.) What to do Requirements on maintaining tidiness and cleanliness at the workplace
- 6.) Certain key general fire safety regulations
- 7.) General behavioural requirements
- 8.) Prohibition of alcohol consumption at work, fitness for work
- 9.) What to do in case of an injury or accident (first aid, reporting)
- 10.) Working at heights
- 11.) Ladders, scaffolding
- 12.) Civil engineering work
- 13.) Work in confined spaces
- 14.) Work performed alone
- 15.) Noise
- 16.) Equipment owned by FESTO-AM Kft.

#### **1. Legislative framework of occupational safety**

FESTO-AM Kft. laid down its internal rules on occupational safety and health in so-called internal process controls. Process controls constitute part of the Occupational Health and Safety (MEB) management system.

The rules are in line with the provisions of the Act on Occupational Safety and Health and its implementing decrees.

General regulations:

- It is forbidden to take a photo, a sound recording or a video recording (if it is necessary to take the photo for work purposes, notify your customer or contact person in advance!);
- The use of audio media is prohibited (e.g. earphones);
- Smoking is permitted solely in designated smoking areas;
- Eating is permitted only in the designated dining areas (e.g. dining room, kitchenette);
- It is forbidden to take any documents or materials out of the premises without permission;
- There is a surveillance camera in place on the premises.
- Eating is permitted only in the designated areas;

## **Regulations of FESTO-AM Kft. on occupational safety, fire safety and environmental protection, as well as safety for third-party business partners**

- Please behave in such a way that your work, depending on the nature of the work, does not disturb the employees of FESTO-AM Kft.

The Occupational Health and Safety Management System policy of FESTO-AM Kft. is available in the main reception building.

### **2. Moving around on the premises**

FESTO-AM Kft. performs material handling work with forklifts, cranes and manual material handling equipment, therefore:

TAKE SPECIAL CAUTION WHILE MOVING AROUND ON FACTORY PREMISES!

RELEVANT ROAD TRAFFIC RULES MUST BE APPLIED ON FACTORY PREMISES!

#### *pedestrian:*

Pedestrian traffic should be performed on designated routes in the enclosed area of the halls. The designated traffic routes have been defined in such a way that the persons moving around there are not exposed to any adverse effects of manufacturing hazards.

When on foot, increased attention should be paid to vehicle traffic and material handling activities.

It is forbidden to enter premises beyond one's workplace without authorization.

It is forbidden to use electric cars (golf carts), motors and lifting equipment owned by FESTO-AM Kft. Obtain a permission in advance if you need to use these for performing your work. Contact your contact person or customer.

### **3. Requirements on clothing, footwear and personal protective equipment**

According to the internal regulations of FESTO-AM Kft., wearing protective footwear is mandatory in the production and warehouse areas. So if you plan to work in these areas, please take this into consideration.

Additional personal protective equipment required for your work shall be specified individually and you need to provide such equipment for your employees in accordance with relevant laws (for example, taking into account the results of your risk assessment, etc.).

## **Regulations of FESTO-AM Kft. on occupational safety, fire safety and environmental protection, as well as safety for third-party business partners**

Dress appropriately in relation to the generally expected needs, the weather and the seasons (e.g. do not perform outdoor work in shorts without an upper-body garment, in the summer etc.).

Long pants and shirts/T-shirts constitute a minimum requirement for work inside the building. It is forbidden to wear slippers or sandals.

When working near machines, consult your contact person at FESTO-AM Kft. or your customer in advance.

### **4. Machinery, equipment and technology-related protective measures, protective equipment, and control thereof**

Keep your machines and equipment brought to the premises of FESTO-AM Kft. in a condition suitable for safe use. They must be free of damage and defects.

Your employees must check the technical condition of their work equipment prior to work. If it is not in a good condition, they may not use the machine and/or equipment until it has been repaired.

Fence or isolate your work area if it is justified by the work performed. Consider that you need to protect your own employees, and also those within the scope of your work.

The tools owned by FESTO-AM Kft. may only be used with prior permission and in compliance with applicable provisions of law (e.g.: ladders, drills, etc.). In addition, it is prohibited to touch such machines or products.

FESTO-AM Kft. has the right to check the technical condition of your work equipment and, if they endanger health and/or safety, it may prohibit you from resuming work.

### **5. Requirements on maintaining cleanliness at the workplace**

Please keep your workplace tidy and clean. Untidiness contributes greatly to the occurrence of accidents.

Collect generated waste immediately and restore pre-work order (e.g.: if your work in the office required the relocation of tables and chairs, return them to their place).

## **Regulations of FESTO-AM Kft. on occupational safety, fire safety and environmental protection, as well as safety for third-party business partners**

You are obliged to remove hazardous waste from the premises of FESTO-AM Kft. every day or after work (e.g.: if thinner is used for several days, you have to take care of its removal and temporary storage at the end of the day).

We carry out separate waste collection on the premises of FESTO-AM Kft. Please take this into account and use these waste collectors separately.

### **6. Requirements on medical surveillance**

Only employees with a valid medical surveillance test certificate corresponding to their job may perform work on the premises of FESTO-AM Kft. It is your job to have medical examinations performed. No proof of validity is requested on the premises.

### **7. Requirements on general behaviour**

- employees may work only at the workplace which is specified in their contract of employment or by their line manager, after receipt of the relevant occupational safety training and may only use work equipment they have been trained for and put in charge of.
- it is forbidden to perform work or have work performed that endangers the life, physical integrity or health of anyone;
- all behaviours (indiscipline, play, etc.) in the workplace that interfere with safety at the workplace are prohibited;
- many accidents are caused by untidiness. Stumbling accidents can be avoided by keeping order at all times. Traffic routes, stairs, emergency exits, roads leading to central switches shall not be blocked or occupied, even temporarily;
- defective electrical equipment may only be repaired by a specialist;
- all equipment shall be used only for its intended purpose, and shall only be used in such a way that work can be carried out in a safe manner;
- in the course of his work you are obliged to comply with the occupational and fire safety regulations.

### **Prohibition of alcohol consumption at work, fitness for work**

Always attend your workplace fit for work and focus on your work during work.

It is forbidden to work under the influence of alcohol or any other psychotropic substances!

It is strictly forbidden to bring alcohol to or consume alcohol at the site!

An employee may perform work only in a condition suitable for safe work, in compliance with the rules for non-hazardous and safe work.

## **Regulations of FESTO-AM Kft. on occupational safety, fire safety and environmental protection, as well as safety for third-party business partners**

The security service of FESTO-AM Kft. is entitled to perform a breath analyzer test upon entry to the site. A positive test result means that the person is not authorized to enter the premises of FESTO-AM Kft.

If there is a suspicion of alcohol influence during work, the security service or the ESH Department is entitled to test the alcohol influence of the particular person. Primarily, your employee is asked to cooperate in undergoing a breath analyzer test. If someone refuses to be tested, they will be considered drunk and will not be authorized to work on the premises of FESTO-AM Kft. If a breath analyzer test is performed, one of its participants shall notify the line manager of the person involved in the test and let the manager attend the testing. If this is not feasible (for example, because it would take him/her a disproportionately long time to arrive), the inspection report must be sent by the ESH Department to the third party concerned.

### **8. What to do in case of an injury or accident (first aid, reporting)**

An occupational health specialist is on duty on the premises of FESTO-AM Kft. The working hours of the specialist are limited!

There are several designated first aiders on duty at FESTO-AM Kft. (persons who have completed a course) for you to contact in the case of an accident.

First aid kits are freely accessible in several places in the work area.

However, according to legal requirements you must provide personal and material conditions of first aid in connection with your work.

You are obliged to report any accidents, injuries or sickness to your contact person at FESTO-AM Kft. or your Customer.

### **9. Working at heights**

Prior to working at heights (activities performed at a level difference of 2.0 meters), the ESH Department of FESTO-AM Kft. must be consulted on the ways of reducing the risks and working conditions.

In the case of working at heights, work must be performed from a properly designed scaffolding or using personal protective equipment against falls must be used, such as:

- Lifeline rope
- Safety devices (full-body safety harness)
- Fall arrester



# **Regulations of FESTO-AM Kft. on occupational safety, fire safety and environmental protection, as well as safety for third-party business partners**

## **10. Ladders and scaffolding**

These devices shall only be used for the intended purpose, be set up in a stable and safe manner and be secured against tipping over.

Defective or unsuitable ladders shall not be used.

Ladders that are set up on or next to traffic routes must be secured (by fencing or an employee).

Mobile scaffolding and other mobile workplaces shall be abandoned before moving.

## **11. Civil engineering work**

Before starting civil engineering works, the construction company shall obtain information from the Facility Department of FESTO-AM Kft. on the route of the electricity, water, gas and other pipelines.

Work shafts, ditches, canals, etc. shall be properly secured before starting work, and any open trenches shall be secured at all times by fencing in accordance with law. This is the responsibility of the Contractor.

## **12. Work in confined spaces**

In the case of work in confined spaces (e.g. boilers, tanks, shafts), the third-party company shall appoint a supervisor to monitor compliance with safety measures during the work. Work can only be started in possession of a 'Boarding Permit' and in accordance with its regulations.

## **13. Work performed alone**

Performing any work alone should be avoided whenever possible. If hazardous work still has to be performed by an employee of a third-party organization alone in an emergency or exceptional case, supervision must be ensured by appropriate measures.

## **14. Noise**

If a noise load exceeding 85 db (A) inevitably occurs during work, the attention of your contact person of FESTO-AM Kft. or your customer shall be drawn to this fact so that appropriate measures can be taken, e.g. adjustment of working hours, noise protection measures, or use of personal protective equipment.

# Regulations of FESTO-AM Kft. on occupational safety, fire safety and environmental protection, as well as safety for third-party business partners

## 15. Equipment owned by FESTO-AM Kft.

Equipment, machines, factory materials, etc. owned by FESTO-AM Kft. may only be used with the permission of the competent department supervising the order. Damage caused in the assets of FESTO-AM Kft. must be compensated by the third-party organization.

Miscellaneous information!

*The employer shall:*

- know and enforce rules for occupational safety and health;
- take an active part in preventing accidents and occupational diseases;
- ensure that workplaces and work equipment comply with occupational safety and health requirements;
- ensure that employees acquire occupational safety knowledge relevant to their work, comply with regulations and use the required personal protective equipment.

*The employees shall:*

- acquire and apply professional and occupational safety knowledge necessary for or related to their job in the course of their work;
- undergo pre-employment medical examination and medical surveillance required for the performance of their duties;
- attend the workplace in a condition fit for safe work and perform work accordingly;
- inspect any machinery, equipment, tools and materials provided to them before starting work as required, use them in accordance with the instructions and as intended, and to perform the specified maintenance duties;
- use the required and available personal protective equipment as intended;
- maintain discipline, tidiness and cleanliness in their work area;
- eliminate untidiness observed during work that presents a danger or request corresponding action from their line manager;
- Before you start your work, let us draw your attention to the most important occupational safety regulations, and inform you about some general rules.
- An employee may only fill in a position he/she has been put in charge of and has received relevant occupational safety training for, and may only operate and repair machines and work equipment he/she has been trained for and put in charge of.
- It is forbidden to bring alcohol to the workplace or to consume it there!
- It is forbidden to perform work or have work performed that endangers the life, physical integrity or health of anyone;
- All behaviours (indiscipline, play, etc.) in the workplace that interfere with safety at the workplace are prohibited;
- Employees are required to report any accident suffered while working, even the slightest injury, to their line manager immediately. If the injured person is unable to report the accident due to his condition, the employee who first becomes aware of the accident must report it.

## **Regulations of FESTO-AM Kft. on occupational safety, fire safety and environmental protection, as well as safety for third-party business partners**

- Do not start or continue working in the case of danger! If an employee notices such a circumstance, he/she must stop his/her work immediately and report the danger to his/her line manager and ensure that no one enters the unsafe zone. Do not start work until the danger has been eliminated!
- Many accidents are caused by untidiness. Accidents caused by slipping and stumbling may be avoided by constantly keeping order at the workplace. Traffic routes, stairs, emergency exits, roads leading to central switches shall not be blocked or occupied, even temporarily.
- Protective devices on machines must not be removed or switched off. The use of personal protective equipment and devices is mandatory.
- All machines, equipment and tools may only be used as intended. Only use them for work in a manner it is safe to do so.
- Absorb any water, oil or other chemicals or substances spilled on the floor.
- In all cases where a machine failure occurs or electrical sockets, switches or connecting wires malfunction, the machine shall be shut down and the issue shall be reported immediately.
- It is mandatory to follow technological operation (machine operation and maintenance) instructions during work.

**If a third-party business partner employs a new employee on the premises of the company, the head of the third-party is responsible for his training.**

# **Regulations of FESTO-AM Kft. on occupational safety, fire safety and environmental protection, as well as safety for third-party business partners**

## **Annex 2**

### **FIRE SAFETY TRAINING FOR EMPLOYEES OF THIRD PARTIES**

#### **Topic of the training**

- 1.) Requirement on fire safety training.
- 2.) Regulation of fire safety.
- 3.) Authorization of occasional flammable activities.
- 4.) Fire safety professional exam
- 5.) What to do in case of fire.
  - a. issue a fire alarm
  - b. fire-fighting
  - c. evacuation
- 6.) Certain general key fire safety regulations

#### **1.) Requirement on fire safety training**

All employees shall be provided fire safety training before they start working. You have to provide training for colleagues working in the premises of FESTO-AM Kft. Only employees who have undergone fire safety training may work in the premises of FESTO-AM Kft.

If their work requires unique, special local knowledge, the training shall be held by an authorized specialist of FESTO-AM Kft. Please notify your contact person at FESTO-AM Kft. or your customer about such needs in writing.

#### **2.) Regulation of fire safety**

If your company has more than 5 employees, you are obliged to regulate your internal fire safety activities (fire safety policy).

FESTO-AM Kft. has a fire safety policy in place, we can make the relevant parts available to you if it is required for your work.

Please notify your contact person at FESTO-AM Kft. or your customer about such needs in writing.

# **Regulations of FESTO-AM Kft. on occupational safety, fire safety and environmental protection, as well as safety for third-party business partners**

## **3.) Authorization of occasional activities which pose a risk of fire.**

Activities are considered to pose a risk of fire:

any activity during which work is carried out at a temperature higher than the ambient temperature.

This may include, among others, cutting, soldering, welding, annealing materials.

Such activities require the written authorization of FESTO-AM Kft. The authorization contains the terms and conditions of work.

Please notify your contact person at FESTO-AM Kft. or your customer about such needs in writing.

The authorization shall be issued in writing and kept with you during the performance of work. Upon completion of work, the authorization shall be returned to your contact person at Festo or your customer.

This type of work may require you to temporarily shut down or cover the fire alarm system. Shutdown is required if flue gases are generated that are similar to those released in the case of fire. Covering is required if a large amount of dust is generated, as this may damage the sensor. You are financially responsible for failure to do so (production stops due to a false alarm or the fire alarm sensor is damaged, etc.).

## **4.) Fire safety professional exam**

Holders of positions defined by law or those who perform a specific activity shall pass a professional fire safety exam.

If they perform such activities, they shall bring with them a valid professional exam certificate (the details of the certificate shall be indicated on the aforementioned permission).

No work can be performed in the absence of a valid professional exam certificate.

# Regulations of FESTO-AM Kft. on occupational safety, fire safety and environmental protection, as well as safety for third-party business partners

## 5.) What to do in case of fire

The tasks to be performed in case of fire can be divided into three categories.

- a. issue a fire alarm
- b. fire-fighting
- c. evacuation

**a.) issue a fire alarm:** Act XXXI of 1996 on fire control states: 'Anyone who detects a fire or an imminent danger of fire must report it immediately.' If you detect a fire, report it to the fire department first. Then notify your contact person at FESTO-AM Kft. or your customer immediately. A fire alarm system has been installed on the premises of FESTO-AM Kft. If there is a fire inside the building, the fire alarm will help inform those around you of the fire. Even the smallest fire shall be reported, even those that have been extinguished or have extinguished themselves.

**b.) Fire extinguishing:** In addition to issuing a fire alarm, start extinguishing the fire. There are so-called primary means of intervention available to put out fire in the factory. These can be divided into two groups: - fire extinguishers and fire hydrants.

Manual fire extinguishers can be used to extinguish smaller, initial fires. There are powder fire extinguishers on the premises of FESTO-AM Kft., and carbon-dioxide extinguishers in certain areas. There is no fire extinguishing equipment, i.e. sprinkler installed in the premises of FESTO-AM Kft. A used fire extinguisher should never be returned to its place of installation. It shall be put down on the floor and marked as used.

**c.) Evacuation:** If you hear the sound of a fire alarm in the buildings, you are obliged to stop working immediately and go to the designated assembly point outside the building together with your colleagues. You can only leave the assembly point with the permission of the competent Festo representative (this may be a person in charge of the assembly point or the security service).

Cooperate with the employees of FESTO-AM Kft. during the evacuation. If you are injured in the course of evacuation, notify the person in charge of the assembly point.

# **Regulations of FESTO-AM Kft. on occupational safety, fire safety and environmental protection, as well as safety for third-party business partners**

## **6.) Certain general key fire safety regulations**

The availability and accessibility of fire extinguishers and fire fighting water sources, as well as electrical main switches shall be ensured at all times, they must not be blocked, even temporarily.

The accessibility of escape routes shall be ensured at all times. There must be no danger of stumbling or slipping, blocking them is forbidden, even temporarily!

It is prohibited to keep fire doors open, even temporarily!

Smoking is permitted only in the designated areas. When leaving the smoking area, make sure that there is no source of ignition left in the area.

It is PROHIBITED to leave burning tobacco in smoking areas.

It is PROHIBITED to throw away burning tobacco, matches and/or lighters in a place where it may cause a fire or explosion!

The premises may only be used in accordance with their intended purpose, only activities permitted from the point of view of fire safety may be carried out there.

The person leaving the room last shall ensure that there is no source of ignition in the room.

Waste generated during the work process shall be removed continuously, but at least at the end of the shift.

Cloths contaminated with flammable liquids and grease shall be collected in a container made of non-combustible material and covered with a lid.

The amount of flammable liquids and paints kept in the work area may not exceed daily use, in compliance with fire safety rules.

**Should you have any further questions or comments, do not hesitate to contact the ESH Department of FESTO-AM Kft.!**

# Regulations of FESTO-AM Kft. on occupational safety, fire safety and environmental protection, as well as safety for third-party business partners

## Annex 3

### ENVIRONMENTAL PROTECTION TRAINING FOR EMPLOYEES OF THIRD PARTIES



#### 1. Separate waste collection at FESTO-AM Kft.

FESTO-AM Kft. is committed to reducing waste, and separate waste collection constitutes one of the cornerstones of this concept.

There are two types of waste bins in the social rooms (kitchens, changing rooms, smoking areas):

- **Communal waste:** household waste that cannot be recycled
- **Aluminum can/PET bottle:** a common collector of aluminum soft drink cans and PET bottles



In the production area, separate waste collection takes place on so-called Waste Islands. On the Waste Islands, the collection of various wastes is supported by the stickers placed.



## Regulations of FESTO-AM Kft. on occupational safety, fire safety and environmental protection, as well as safety for third-party business partners

Wastes to be collected here are production waste:



- **Aluminum can/PET bottle:** a joint collector for aluminum soft drink cans and PET bottles
- **Aluminum waste:** aluminum parts
- **Waste paper**
- **Plastic waste:** plastic parts
- **Steel waste:** steel parts and pieces
- **Oil cloth:** waste contaminated with oil
- **Contaminated plastic packaging:** empty plastic chemical bottles
- **Contaminated metal packaging:** empty metal chemical bottles, aerosol cans
- **Mixed waste:** mixed material components
- **Office equipment waste:** printer cartridges
- **Cutting disc**
- **Used fluorescent lamps**
- **Used protective footwear**

Outdoor waste collection process:

- municipal waste collectors are placed next to traffic routes and in designated smoking areas
- aluminum cans and PET bottle collectors are placed in designated smoking areas
- metal shavings and metal waste pieces are collected at designated waste bins at site B01 behind the building and at site B02 at the bottom of the parking garage



Hazardous materials generated outdoors (e.g. empty cans) can be collected at the following locations: At site B01 at the transfer point in the area between the surface treatment plant and the fibrous material warehouse, at site B02 in the collection box at the cold material warehouse and at site B03 at the collection box next to the waste water treatment plant.

# Regulations of FESTO-AM Kft. on occupational safety, fire safety and environmental protection, as well as safety for third-party business partners

## 2. Chemicals

Chemicals are stored (regardless of hazard) in yellow chemical storage cabinets with a salvager and an appropriate level of safety in the entire premises of FESTO-AM Kft. In addition, it is possible to store the required amount in the work areas during daily use, provided that they are marked with an appropriate identification label.



All chemical packaging shall have an identification label that indicates the name, ingredients of and hazards posed by the substance.

Further information (e.g. necessary protective equipment, effects on humans and the environment, etc.) can be found in the material safety data sheet. The printed material safety data sheets are available for each chemical in the chemical cabinet of the area or digitally on the FESTO server, which can be accessed via the Production Unit Manager (TEV).

## 3. What to do in case of an emergency

**Emergency** is an unintentional event in the course of human activity that has a significant impact on human health or the environment.

Typically, an emergency includes spilling of chemicals (acids, and lyes) or even oil. In these cases, follow the steps below:

- The affected area should be enclosed and evacuated. All flammable activities must be stopped.
- Do not touch spilled material without personal protective equipment. (Rubber boots, rubber gloves, personal protective equipment, protective clothing are recommended.)
- Dangerous substances must not be allowed to enter public sewers or confined areas. (e.g. by using a hazmat absorbent sock)
- Absorb hazardous materials with sand or other non-reactive material (perlite or other absorbent fabrics) and place it in a labeled container and dispose of as hazardous waste.
- The area should be mopped with water.
- Regional managers and the EHS Department should be notified.



## Regulations of FESTO-AM Kft. on occupational safety, fire safety and environmental protection, as well as safety for third-party business partners



**Damage control toolkits** placed at several points in the premises of FESTO-AM Kft. support damage control activities in the case of an emergency as they include protective equipment required for damage control as well as materials and equipment for absorption. These devices are placed in production areas in 120-litre red plastic bins.

Additional damage control points are designated outdoors, at the outdoor waste bins, next to the shaving containers located at site B01 behind the building and at site B02 at the bottom of the parking garage. These cabinets contain the tools needed for damage control (e.g. mask, gloves, shovel, bucket, etc.). Damage control sand and perlite are also located outdoors to the right of the aforementioned containers.



**Should you have any further questions or comments, do not hesitate to contact the ESH Department of FESTO-AM Kft.!**