

## Instruction for Contractors' Behavior on the Premises of Mondi Neusiedler GmbH/Ybbstaler Zellstoff GmbH

Theresienthal and Kematen  
Issue of 10.05.2019 - HO/MW - v.19

Austrian law and legislative rules have to be observed by any worker.

You are in an operation in which you are exposed to special danger. To save you and our plant from any harm or damage you are obliged to follow subsequent safety, environmental and hygiene guidelines. We would like to point out that a non-compliance with these instructions can lead to a penalty being imposed!

### A. Safety Instructions

- A.1. Induction is carried out by the competent department. Please stay in the place where you were instructed to work. For your own safety, stay away from other parts of the factory building or premises as you may be confronted with unfamiliar hazards. Only company personnel are permitted to make adjustments to systems and equipment.
- A.2. The Contract Manager is responsible for his personnel and must be informed of their whereabouts at all times.
- A.3. Smoking is not allowed on the premises, neither indoors nor outdoors nor in vehicles. Smoking is only permitted in specially marked smoking zones.
- A.4. Drinking of alcohol is not permitted on the premises.
- A.5. Safety shoes must be worn during work and all activities and when entering or passing through production halls or warehouses (except on marked visitor routes).
- A.6. In maintenance and production areas only knives with self retracting blades may be used. The usage of knives with break-off blades and fixed blades is strictly forbidden on the premises.  
  
Exception:
  - Special knives for stripping the insulation of wires
  - Knives for cutting of soft packings (sealing cords) at the soft packing cutting device.
- A.7. As a mandatory minimum, the following personal protective clothing and equipment shall be worn when operating the angle grinder:
  - Safety boots with steel toe caps
  - Face shield (for all people working within a distance of 5 meters)
  - Level 5 cut resistant gloves)
  - Hearing protection
  - Long sleeved shirt or jacket, pants or overalls
- A.8. Vehicles may enter the premises for loading and unloading only. There is a speed limit of 30 km/h on the Hausmending premises and 15 km/h on the Kematen premises.

#### Mondi Neusiedler GmbH

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Bank: Deutsche Bank AG, Vienna, Account-No.: 31735000, Bank Code 19100  
BIC/SWIFT: DEUTATWW, IBAN: AT10 1910 0000 3173 5000

#### Ybbstaler Zellstoff GmbH

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A.9. For the following work the issue of a permit (AES) is a precondition:

- Work in heights
- Hot works – especially tasks with open fire (welding, cutting, grinding)
- Work at/with fire detectors and/or fire extinguishing equipment (in case those can be influenced by high dust or smoke emission, in case those have to be turned off or can start the fire alarm)
- Lifting work
- Work in connection with energy (electric, hydraulic, pneumatic, elevation energy, steam, hot water, cold water under pressure, dangerous substances, explosive atmospheres, etc.)
- Digging works
- Work at operating machines
- Work in confined spaces
- Short term machine test
- Work at applied voltage
- Work with high-pressure washers (> 200 bar)
- Demolition works
- Work with Asbestos
- Diving operations

A.10. A stacker or crane operating permit is required for the operation of floor-conveyor systems or floor-controlled cranes (including those with a capacity below 5 tons). In addition, an internal Mondi driver's license is required.

A.11. Special instruction and induction is required for the operation of elevated work platforms. When working in man-cages of mobile elevating working platforms, protection against falling from heights using fall arrest equipment (full body harness, fall arrester, anchor point) is required. Usage of body harness, shock-absorber and fastener is not allowed. The existing anchor point in the man-cage has to be strictly used at all times. If there is no existing and marked anchor point, then an anchor point situated below the knee rail and the bottom of the man-cage has to be chosen – employees must be aware of risk of sharp edges and nip points.

In addition to the fall arrest and protection requirements it is mandatory to wear a safety helmet with a four-point chin strap. Also for transfers of the mobile elevating working platform with the man-cage in the lowered base position fall arrest equipment, helmets and chin straps are mandatory.

Getting into or off as well as to change for nearby construction components (buildings) from the man-cage is not allowed.

A.12. When fall arrest equipment (PPE) against falling from heights is worn, additionally it is mandatory to wear a safety helmet with a four-point chin strap.

A.13. Take care that your working tools and equipment (tools, machines, ladders, scaffolding, etc.) and your personal safety equipment are kept in perfect condition. Special attention is drawn to the fact that, with the exception of double ladders, all other ladders such as simple and extension ladders or similar must be made from materials other than wood.

A.14. Openings or recesses in floors such as shafts, pits or ducts must be closed over by rigid, load-bearing covers or other protective measures to prevent falling down of persons or material. Elevated workplaces from which persons might fall down have to be secured accordingly.

A.15. Removed guards must be replaced before restart of equipment.

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- A.16. Work within yellow-marked radiation zones must not be started without prior contact with the radiation protection officer Mr. Günter Weitz (tel. 07475/500-2965, e-mail: [guenter.weitz@mondigroup.com](mailto:guenter.weitz@mondigroup.com)).
- A.17. In the event of an evacuation alarm, please go the nearest marked outdoor gathering point.
- A.18. The in-house regulation concerning ON/OFF (AUS/EIN) protection of electrical equipment must be observed without exception. ON/OFF isolations may be carried out by Mondi employees only.
- A.19. On-site application of padlocks requires compliance with the instruction on “use of shut-off locks on main control switches”.
- A.20. For substances used during work process or stored temporarily on the premises of Mondi a material safety data sheet has to be available. In absence of the contractor the data sheet has to be clearly visible attached to the repository.
- A.21. Any injury to an employee of your company must be reported immediately via telephone, e-mail, etc. to the safety department (tel. 07475/500-2111, e-mail: [reinhard.horvatits@mondigroup.com](mailto:reinhard.horvatits@mondigroup.com)). A subsequent detailed written report must be submitted within 2 days. All near misses must be reported to your assigned Mondi officer.
- A.22. For further information, please contact Mr. Reinhard Horvatits, extension 2111.

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## B. Environmental instructions

- B.1. The cleaning of electrical, electronic or machine parts with chlorinated hydrocarbons is prohibited.
- B.2. Water-polluting materials (acid, lye, oil, cleaner's naphtha, paint, etc.) must not be used or stored near sewage systems or run-offs. Such materials must also be prevented from entering the ground.
- B.3. Oil, lacquers, coating compound, dirty rags and cleaning materials must not be dumped in the residual waste container. In compliance with the law, these types of waste are to be disposed of by specially contracted disposal companies.
- B.4. Waste separation is obligatory. All wastes must thus be collected in the marked containers provided for this purpose. In case of doubt, please contact the waste and environmental protection officer Mr. Martin Süß, (Tel. 07475/500-2404, e mail: [martin.suess@mondigroup.com](mailto:martin.suess@mondigroup.com)).
- B.5. In accordance with the currently valid plans available at any time from the waste and environmental Manager (Tel. 07475/500-2404, e-mail: [martin.suess@mondigroup.com](mailto:martin.suess@mondigroup.com)) or from department ETS (tel. 07475/500-2406, e-mail: [dietmar.sonnleitner@mondigroup.com](mailto:dietmar.sonnleitner@mondigroup.com)), licensed plastic packaging must be dumped in the containers specially provided for this purpose, marked 9 at Theresienthal and 4 at Kematen; licensed cardboard boxes must be dumped in the containers marked 2a at Theresienthal and 5 at Kematen.
- B.6. Non-licensed packaging must be disposed of by the suppliers.
- B.7. The relevant safety measures must be observed when working with poisonous, corrosive and irritating substances.
- B.8. The Mondi waste and environmental protection officer must be contacted if longer working or installation periods require office or workshop portacabins to be brought onto the premises.
- B.9. For further information, please contact the Mondi waste and environmental manager Mr. Martin Süß.

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## **C. Use of Contractors**

- C.1. Before starting work, the contractor's personnel (foreman) reports at the gate to obtain a permit for entering the premises.
- C.2. Before starting work, the foreman contacts the assigned Mondi officer (Contract manager) for instruction on the valid safety, health and environmental guidelines (SHE).
- C.3. The foreman then informs his workers of the contents of the SHE guidelines and provides evidence that all his workers have been duly instructed.
- C.4. For specific works (ref. A.7) it is necessary to issue a work permit (AES). The contractor will be guided through the procedure by the Mondi Contract manager. It is not permitted to start any work without having received a signed work permit (AES).

The work permit has to be kept available at the place of work and must be shown on request. Should there be any change in the Contractors workers the names have to be changed and the work permit has to be signed again.

- C.5. The foreman shall inform the person assigned by Mondi as his job instructor about any risks that may arise from dangerous material (explosive, inflammable, dangerous to human health, biological, etc.) and/or from dangerous equipment (radioactive, x-ray apparatus, etc.) used by him and/or his work team in the execution of the job assigned.

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## D. Hygiene instructions

- D.1. MONDI Neusiedler GmbH produces food contact papers. Therefore, a hygiene management system has been installed in Hausmening and Kematen. Before commencing any activity, a corresponding instruction must be made by the supervisor or the issuing authority of MONDI (based on the process description hygienic management).
- D.2. There are differently marked hygiene zones. Follow the given rules!
- D.3. The most important rules:

### Hygiene rules

Hygiene zone 2 low risk	Hygiene zone 3 high risk
	Smoking is permitted only in marked areas
	Eating and drinking only in marked areas
	Consumption of sugary beverages or food only in the control or break rooms
	Wearing jewelry (except wedding rings, glasses), visible piercings and watches is not permitted
	Wash hands and/or disinfect after eating, drinking, smoking, visit to the WC
	No glass bottles or containers
	Only open windows that are fitted with fly screens and keep doors closed
	Dress open wounds immediately
	No utility knives (cutters) with segmented or "snap-off" blades, clamps or staples
	Clean workwear & shoes according to regulation

- D.4. Order and cleanliness at the workplace is the basic prerequisite for the production of hygienically clean products. Everyone is required to store tools, cleaning cloths and other small parts after use in their intended place and leave the workplace in a neat and clean condition.
- D.5. For further information, please contact the Hygiene Officer of MONDI, Mrs. Mariam Schubert (Tel. 07475/500-2594, e mail: [mariam.schubert@mondigroup.com](mailto:mariam.schubert@mondigroup.com)).

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## **E. Penalties for safety violations**

As long as in individual agreements or contracts no other penalties have been accepted the subsequent rules shall apply.

### **E.1. Prohibited substances, agents, activities and smoking**

The Contractor undertakes without any reservations to constantly ensure and check at its own expense that its employees, lower-tier contractors or third parties that the Contractor authorizes shall not enter the premises of Mondi (as well as Mondi premises outside the mill especially in front of entrances to the mill and administrative building, parking lots etc.) under the influence of alcohol, drugs or other toxic substances, that they shall not bring any alcoholic beverages, drugs or other toxic substances to the Customer's premises, as well as that they shall not drink any alcoholic beverages, drugs or abuse any other toxic substances, shall not take any photographs and videos without permit.

A person spotted being in possession of or under the influence of alcohol, drugs or other toxic substances immediately has to leave the premises. The Contractor will be informed and is responsible to organize transport home for the affected employee. In any case the Contractor shall be obliged to pay a penalty to the Customer in the amount of 100 EUR. In case other persons have been at risk due to misbehavior of this person the Contractor shall pay a penalty of 1.000 EUR.

Smoking is banned at all premises of Mondi (including parking lot; except specially marked smoking zones). Upon three times admonishment the Contractor shall be obliged to pay a penalty to the Customer in the amount of 500 EUR.

The Customer is entitled to immediately prohibit the access to Mondi premises according to own consideration for those Contractor's employees who breached the provisions stated above.

### **E.2. Environmental requirements**

The Contractor shall pay compensation for all damages caused by violation of the environmental legislation. The Contractor shall be obliged to pay the penalty to the Customer in the amount of 1.000 EUR.

### **E.3. Theft**

Shall the Contractor's employees commit a theft or an attempt on theft on the premises of Mondi Neusiedler according to the legal proceeding in respective criminal case, the Customer is entitled to charge the Contractor with a contractual penalty of EUR 1.000 for each particular case. The Customer is entitled to demand payment of penalty starting from the moment of filing a report upon theft to the law-enforcement bodies.

Shall the theft be revealed the Customer is entitled to prohibit the entry to Mondi Neusiedler premises to individual or all Contractor's employees or lower-tier contractors. The Customer can execute the prohibition within a certain period or with the permanent effect. In case the theft repeats the Customer is entitled to terminate the contract.

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E.4. Requirements for OSH ensuring.

The Contracting Parties agreed on that should the Contractor breach the requirements and terms of OSH ensuring as well as other requirements given herein the Customer is entitled to apply corrective measures (sanctions) according to the kind and seriousness of breach as given below.

Should the Customer observe breaching of the requirements and terms of OSH ensuring the Customer is entitled to apply sanctions according to the tables 1, 2 and 3.

Should the Contractor get work related lost time injury or fatality the Customer is entitled to charge the Contractor with the penalty in the amount of EUR 3.000 for each particular case. The Customer as well is entitled to terminate the contract.

Should the Contractor commit more than two breaching of the requirements and terms of OSH ensuring within one year since the last case of breaching (the last breaching also counts) the Customer is entitled to terminate the contract. It being understood that the Contractor shall be excluded from all other supplier selection processes for the period of six months. Head of the Procurement and Head of Safety and Health shall approve repeated including of the Contractor in supplier selection processes.

The Customer is entitled to immediately stop any works execution if generally applicable safety regulations and/or the Customer's regulations are broken. Shall the Contractor fail to fulfill the Customer's requirements to stop works execution and/or continue (recommence) to perform works without a corresponding permit from the Customer the Contractor shall be obliged to pay the penalty to the Customer in the amount of EUR 3.000.

The Customer shall apply the given sanctions according to the seriousness of breach of requirements and terms of OSH ensuring with consideration of the response on the warning on breaching.

E.5. A serious breach of the cardinal rules implies:

Work in heights

- Persons are not or insufficiently secured against falling
- Persons are lingering in the dangerous zones below a work place

Work permit (AES)

- For works stated under A.9 no written and signed work permit was issued.

Securing of energy (LOTO)

- Respective form of energy is not or not adequately secured

Lifting works

- Persons are lingering in the dangerous zone below lifted loads
- Lifting works are done with damaged or not admitted tools (fork lifter, cranes, chain hoists, lifting accessories).

Hot works

- The check list for combustible works was not/not proper filled out.
- The person responsible for monitoring the hot works is not present or is doing other activities.

Work in confined spaces

- Person(s) are working in a confined space and no supervisor is present
- The compulsory measurements (Oxygen and other gases) were not done

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E.6. Additional terms and conditions

Payment of penalties, sanctions or any other amounts as per the present document shall not release the Contractor from the obligation of payment of damages. Damages shall be subject to be paid in full beside penalties, sanctions.

Table 1: Sanctions upon breaching committed by an employee/

Violation by employee	Sanction against employee	Sanction against supervisor	Sanction against Contractor (company)
Accepting and stopping unsafe behavior after violation	Subsequent safety training		Contractual penalty of EUR 200 for each violator
Not accepting a warning and not stopping unsafe behavior	Sending a person off site and subsequent safety training for remaining contracted workers	Supervisors subsequent safety training. Interview with Mondi contract manager	Contractual penalty of EUR 1.000 for each person
Severe violation of cardinal rules (see D.5.)	Sending a person off site, Mondi Neusiedler entry ban for the person for 2 years.	Supervisors personal subsequent safety training. Interview with Mondi contract manager and safety consultant	Contractual penalty of EUR 2.000 for each violation and repeated safety training of supervisor. Interview of Head of the Procurement or Head of Technical Department with contractor manager

Table 2: Sanctions upon breaching committed by supervisor/

Violation by supervisor	Sanction against supervisor	Sanction against Contractor (company)
Accepting and stopping unsafe behavior after violation	Subsequent safety training	Contractual penalties of EUR 200 for each violation and safety training of supervisor. Interview of Head of the Procurement or Head of Technical Department with contractor manager
Not accepting a warning and not stopping unsafe behavior	Sending the person off site and subsequent safety training for remaining contracted workers	Contractual penalties of EUR 1.000 for each violation and safety training of supervisor. Interview of Head of the Procurement or Head of Technical Department with contractor manager
Severe violation of cardinal rules (see D.5.)	Sending a person off site, Mondi Neusiedler entry ban for the person for 2 years.	Contractual penalties of EUR 2.000 for each violation and safety training of supervisor. Interview of Head of the Procurement or Head of Technical Department with contractor manager

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Table 3: Sanctions upon breaching committed by several persons of one working group.

Multiple violations	Sanction against employee	Sanction against supervisor	Sanction against Contractor (company)
Accepting and stopping unsafe behavior after violation	Subsequent safety training	Subsequent safety training	Contractual penalties of EUR 200 for each violation and safety training of supervisor. Interview of Head of the Procurement or Head of Technical Department with contractor manager
Not accepting a warning and not stopping unsafe behavior	Sending persons off site and subsequent safety training for remaining contracted workers	Supervisors subsequent safety training. Interview with Mondi contract manager	Contractual penalties of EUR 1.000 for each violation and safety training of supervisor. Interview of Head of the Procurement or Head of Technical Department with contractor manager
Severe violation of cardinal rules (see D.5.)	Sending persons off site, Mondi Neusiedler entry ban for the persons for 2 years	Supervisors personal subsequent safety training. Interview with Mondi contract manager and safety consultant	Contractual penalties of EUR 2.000 for each violation and safety training of supervisor. Interview of Head of the Procurement or Head of Technical Department with contractor manager.

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