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|  | Formblatt | | Site Regulations |
| | Company rules for employees of external companies and visitors | | Rev. 8.0 |
| | Erläuterndes Dokument | MP-01-1020-001 | Vertraulichkeitsstufe öffentlich |



Site Regulations

for employees of external companies and visitors

NIDEC GPM GmbH
98673 Auengrund

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1. Scope

These operating regulations apply to employees of external companies and visitors who work on the premises of NIDEC GPM GmbH (hereinafter referred to as NGPM GmbH). It regulates the safety and environmental protection measures, the house rules and the organizational processes specially designed for external companies. The operating rules are handed over to each external company with the order and are the subject of the terms and conditions of the contract of NGPM GmbH. The operating regulations are also available for inspection at the gate.

2. Specifications

2.1. Regulatory compliance

On the premises of NGPM GmbH, the accident prevention regulations and generally accepted safety and occupational health rules must be observed. Before entering the company premises for the first time, there will be a general safety briefing at the main gate. The contractor has the obligation to obtain information from the specialist department responsible for him about the necessary specific, internal environmental and safety measures before starting work and to observe and comply with them. He must instruct and supervise all workers with particular care.

2.2. Entering the factory premises

Access to the company premises is only permitted via the main gate with a visitor pass or on the basis of an order. The visitor pass is issued by security personnel upon presentation of a valid ID card by the non-employee and must be worn visibly for the duration of the activity on the company premises. It is non-transferable and must be returned after completion of the activity. The loss of the company ID card must be reported to security immediately. Employees of external companies with contracts who are clearly identifiable by their company clothing do not require a visitor pass.

With the exception of freight forwarders and companies with whom a contract for work and services exists, all visitors must be picked up at the gate by the person they are visiting or a representative of the department. Customers may drive in and should be picked up at the designated parking space.

The contractor must instruct its employees to go directly to the work site shortly before starting work and to leave the company premises immediately after finishing work, without entering other factory premises.

Leaving the premises without notifying the security guard or the contact person at the logistics center is prohibited.

2.3. Secrecy

All business information relating to NGPM GmbH and its business partners that becomes known during the course of employment at the company must be kept confidential from third parties even after termination of employment. This also applies to internal company information such as technological processes, products, manufacturing methods, suppliers, machine manufacturers, technical and structural facilities..

In the event of intentional and grossly negligent violations of this confidentiality provision, the external companies employing the employees who violate the confidentiality provisions shall be obliged to pay a contractual penalty of €100,000. NGPM GmbH shall be entitled to charge additional damages in excess of this amount.

All technical and commercial documents, drawings, construction plans, etc. must be protected against unauthorized access, especially if they are processed or stored outside NGPM GmbH. After completion of the order, the whereabouts of the documents must be agreed with the client. The services provided by NGPM GmbH must also be kept confidential.

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2.4. *Working outside regular working hours*

For work to be carried out outside NGPM GmbH's regular working hours (non-working days, Saturdays, Sundays, and public holidays), the contractor must inform the relevant department at least one week in advance. The department will obtain access authorization from management and inform security.

2.5. *Image and sound recordings*

It is prohibited to bring in photo, video, audio, and film equipment. Smartphone cameras must be covered when registering at the main gate. Exceptions require confirmation by management. This does not apply to the production of documents by official or company representatives in the event of special occurrences.

2.6. *Controls*

Inspections may be carried out to protect company and personal property. Inspections extend to items carried; labeled containers must be opened and presented for inspection.

2.7. *Breaks*

The start and end of working hours and breaks should be aligned with the company's operating hours as far as possible. The regulations governing the use of the company canteen must be observed.

2.8. *Items brought along*

In the interests of both parties, items, materials, and tools required to carry out the order must be secured against unauthorized use and theft (e.g., by labeling) when leaving the workplace.

2.9. *Setting up the work site/construction site*

The establishment of the work site/construction site, the erection of construction fences, machinery, etc., the creation of material storage areas, and the designation of traffic routes on the construction site may only be carried out in consultation with the responsible specialist department/company contact person.

2.10. *Order in the workplace*

Workplaces must be kept clean. Tools, equipment, and materials must be stored properly in the locations assigned by the company contact person. Before leaving the workplace, the contractor must carry out a thorough cleaning.

2.11. *Alcohol and smoking in the workplace*

According to DGUV Regulation 1 "Accident Prevention Regulations – Principles of Prevention," employees who are no longer able to perform their work without endangering themselves or others as a result of alcohol consumption or other intoxicating substances may not be employed. They will not be tolerated on company premises
Smoking on company premises is only permitted in designated smoking areas.

2.12. *First aid*

The contractor must ensure that first aid is provided and may involve the plant's health workers and first aid facilities in doing so.

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2.13. *Accidents*

In the event of fatal, serious, or mass accidents, management must be informed immediately. In addition, the contractor must fulfill its statutory reporting obligations.

2.14. *Supervisory and directive authority*

The company contact person has authority over the contractor and its employees. He or she has the right to request all necessary documents from the contractor, in particular the work schedule. The authority of the company contact person does not release the supervisors of the external company/contractor from their responsibility and duty of supervision towards their employees and subcontractors.

NGPM GmbH may appoint additional representatives such as project supervisors, project controllers, and construction managers, who shall have the following tasks and responsibilities:

- Guardians of law and rules
- Authority to issue instructions and supervise employees of one's own company
- Pay attention to coordination and occupational safety

The instructions of the plant security service, the plant fire department, and, in cases of particular danger, the occupational safety department must also be followed. If there is any uncertainty regarding occupational safety issues, the safety specialists must be consulted.

2.15. *Hazardous work/permit*

The following work requires careful coordination between supervisors and employees of the contractor and requires on-site instruction by the company contact person:

- Welding, soldering, grinding, and cutting work involving open flames and the handling of flammable or other hazardous substances (e.g., floor adhesive). In this case, **it is mandatory to obtain a hot work permit and notify the fire safety officer.**
- Driving in confined spaces, containers, pits, and supply and disposal channels.
- Work on fire extinguishing, alarm, and warning systems.
- Working in rooms protected by automatic fire extinguishing systems.
- Removal of protective devices.
- Work on containers and pipelines.
- Work on electrical systems and in areas at risk of fire and explosion.
- Use of hazardous substances, e.g., chemicals, and use of dangerous equipment, e.g., lasers, X-ray machines, etc.
- Earthworks, such as excavating construction pits and shafts.
- Working with mobile cranes in the vicinity of overhead power lines.
- Working on automatically controlled systems.

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In each individual case, approval must be obtained from the company contact person immediately before carrying out the order if work as listed in the section on instruction is to be performed.

2.16. Lone work

Working alone should be avoided. If, as a result of an emergency or exceptional circumstances, dangerous work is nevertheless carried out by one person alone, supervision must be ensured by appropriate measures, such as brief checks, a reporting system, or an employee provided by the client.

2.17. Machines, equipment, facilities

- Work equipment must comply with the relevant accident prevention regulations and be in perfect condition.
- Please note that in some of our areas, it is mandatory to use special protective equipment such as safety goggles, protective helmets, hearing protection, and safety shoes.
- If work is to be carried out on or near live electrical systems or equipment, the maintenance department must always be informed, as it will decide on the appropriate measures to be taken.
- The power must be shut off in good time so that the necessary arrangements can be made with the production departments. Only the electrical department is authorized to switch the power off and on and to install and remove protective devices. Unauthorized actions are prohibited on all electrical equipment.
- Electrical connections to our factory network may only be carried out by the electrical department, with the involvement of the company contact person.
- The use of factory-owned equipment, machines, materials, etc. is only permitted with the approval of the responsible department/company contact person.
- The operation of the client's machines and equipment is prohibited. Exceptions require consultation with the client and instruction by the company contact person and, if necessary, a technically competent user.
- External company employees must be able to identify themselves at all times based on their specific activities and the authority they have been granted. (e.g., operating forklifts, lifting platforms, etc.)

2.18. Hazardous substances, fire and explosion protection

- The fire safety officer must be informed in advance by the responsible department of any work of this kind! Observe prohibition signs! In work areas where there is a risk of fire and/or explosion (e.g., storage rooms for flammable substances), smoking, the use of open flames and fire, and spark-producing tools are prohibited. Electrical appliances and power tools brought into the area must be explosion-proof (observe classification).
- After completion of work on buildings, facilities, or machines, a final inspection must be carried out with the company contact person. In particular, care must be taken to ensure that the relevant safety equipment is functioning properly again. All leftover parts such as materials, screws, rivets, beverage bottles, empty containers, and all liquid or solid residues must be collected and immediately taken back by the contractor and disposed of in accordance with the applicable legal provisions.

When handling hazardous substances, the relevant hazard warnings and safety advice must be observed. Hazardous substances (e.g., paint or varnish residues, solvents, oil) must not be allowed to enter the sewage system or the ground under any circumstances. If this does happen, the company contact person must be informed immediately.

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3. Environmental protection & energy management

NIDEC GPM GmbH has a comprehensive certified environmental management system in accordance with DIN EN ISO 14001 and a certified energy management system in accordance with DIN EN ISO 50001. The respective officers monitor compliance with these standards. The following specifications must be observed:

- Environmentally relevant substances may only be brought onto the company premises in the required quantities with prior approval. These substances must be stored and used in such a way that environmental damage is ruled out. The disposal of substances, materials, and waste brought onto the premises is generally carried out by the contractor. The use of the internal waste system may only take place with separate approval and in accordance with the internal disposal guidelines (appendix).
- Emissions from noise and air pollution must be limited to the necessary minimum. Emitting installations must comply with the relevant legal provisions.

In the event of accidents, the operational contact person, the guard, or the environmental officer must be notified immediately. The party responsible for the accident is liable for any environmental damage.

- NIDEC GPM GmbH is a company certified according to DIN EN ISO 14001 and DIN EN ISO 50001 that operates in an environmentally conscious and energy-efficient manner. Our guests and external companies are also required to use energy sparingly, conserve resources, and work sustainably.

4. Construction and assembly work

- Ladders, steps, and scaffolding must be procured and used in accordance with the relevant regulations and technical rules. When working at elevated, mobile workplaces (insofar as the work to be carried out does not allow for securing by means of parapets and railings), safety scaffolding, safety nets, or safety harnesses must be used. Special protective measures must be taken if employees at workplaces and traffic routes are at risk from objects falling from higher workplaces, traffic or operating facilities.
- Storage areas and stacks must be constructed, maintained, and dismantled in such a way that employees are not endangered by falling or toppling objects or spilled substances.
- Roofs **may only be accessed after instruction and issuance of a roof access permit. Roofs** without a load-bearing roof covering **must not be accessed under any circumstances** due to the risk of collapse.
- Before starting civil engineering work, the contractor must obtain information from the relevant specialist department/building authority about the location of live cables, water, gas, and oxygen pipes **and present a corresponding shaft permit or obtain an internal shaft permit.** The instructions given by this specialist department/building authority must be followed.
- Driving stakes and iron rods into the ground is strictly prohibited. Where this is unavoidable for the installation of anchors and similar items, the **client's** approval must be obtained in advance in each individual case.
- Construction sites, excavations, pits, channels, ground openings, etc. must be secured in accordance with regulations in consultation with the company contact person.
- Openings in fire walls, partition walls, and corridor walls must be secured immediately and closed in accordance with regulations once the work has been completed.

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5. Road safety

- Any entry into rooms and facilities that is not necessary for the fulfillment of the order is prohibited.
- Driving and parking on the company premises are subject to the relevant provisions of the Highway Code. Traffic regulations issued by plant security must be observed. Vehicles parked in violation of regulations may be removed at the owner's expense.
- Vehicles used for internal transport and traffic, as well as cranes, must comply with the provisions of the Road Traffic Licensing Regulations and the relevant accident prevention regulations and must be in a roadworthy and safe operating condition. They may only be driven or operated by persons who have been appropriately trained and authorized in writing by the contractor. The posted speed limits must be observed.
- Any special incidents in which you are involved, in particular accidents, damage to parked vehicles, and other damage, must be reported immediately to the company contact person and plant security. Any costs incurred as a result shall be borne by the vehicle owner.
- Traffic routes, escape and rescue routes, emergency exits, safety equipment (such as fire extinguishers), and access to electrical systems must not be obstructed.
- Prohibitions and instructions in our factory must be strictly observed.

6. Violations of the operating regulations

In the event of serious violations of the operating regulations, the client may demand that the contractor exclude the offending employees or vicarious agents from further work. Under certain circumstances, termination of the contractual relationship with the contractor may be considered.

Attachment 1 to the company regulations

Environmental information from Nidec GPM GmbH

1. Foreword

For NGPM, environmental protection is a strategic market factor for the company's success and, in this sense, an essential part of its overall corporate policy. This is because sophisticated, future-proof, and environmentally friendly products help to secure existing jobs and can also create new ones. They thus contribute to healthy company growth and competitiveness in international markets..

That is why we voluntarily commit ourselves to continuously improving environmental protection in our operations, because we know that only a company that is also managed economically can survive in the market in the future.

Our company's products—coolant pumps and oil pumps for combustion engines, modules, circulation pumps for solar technology, and precision mechanical seals for mechanical engineering—have only a minor direct impact on the environment. However, we are aware that our manufacturing processes require constant monitoring in order to reliably protect the environment at our site at all times.

Against this backdrop, it is important that, in addition to NGPM itself, companies working on our behalf also recognize the particular importance of environmental protection and positively influence their own actions and those of their employees in this regard.

NGPM certifications:

ISO 14001 (TÜV Thuringia)

IATF 16949 (TÜV Rheinland)

Attachment 1 to the company regulations

Environmental information from NIDEC GPM GmbH

2. Environmental policy

Environmental protection is one of our company's core values and an important part of our corporate management. By implementing this environmental policy, NGPM aims to contribute to sustainable development while gaining competitive advantages..

The following **environmental guidelines** are intended to contribute to this development:

Continuous improvement

Based on applicable environmental regulations, customer requirements, and other specifications, our goal is to systematically and continuously improve operational environmental protection. NGPM integrates environmental activities into all operational activities and sets clear targets, involving all company employees in their implementation.

Responsible employees

We promote environmental knowledge and awareness among our employees through ongoing training and education, and motivate them to act responsibly—even beyond their work activities..

Environmental protection and technical development

The environmental impact of new activities, products, technologies, and processes, as well as the life cycle assessment of our products, are evaluated prior to introduction. In this context, legal requirements, together with customer requirements, represent a minimum criterion. The use of environmentally friendly processes, energy-efficient systems, services, and technologies is promoted with the aim of conserving resources.

Low environmental impact and protection of the environment and climate

Based on our activities and products, we take the necessary measures to protect the environment and prevent environmental and other pollution. In doing so, we consider the requirements associated with the context of the organizations to be an important obligation. We use raw materials and energy sparingly and reduce environmentally harmful emissions and waste to a minimum. Sustainability, climate protection, and measures against climate change shape our corporate philosophy and our actions in all areas.

Fulfillment of binding obligations and monitoring

Compliance with all environmental and other legally relevant regulations in our company is a matter of course for us. Legal compliance is regularly checked both internally and externally. The status of environmental protection and the technical and organizational procedures are evaluated in order to identify risks and opportunities and to initiate appropriate measures. The environmental protection policy is regularly reviewed and updated as necessary. The environmental protection policy is communicated to all employees and external parties.

Communication and dialogue

We engage in open dialogue on environmental issues with all interested parties in the context of our company. We encourage our business partners to follow equivalent environmental guidelines and to actively promote environmental and climate protection. We are committed to the protection of nature and the environment.

The management and all employees are committed to our environmental policy and to complying with applicable legal requirements, customer requirements, and other specifications.

Attachment 1 to the company regulations

Environmental information from Nidec GPM GmbH

3. Environmental protection concerns everyone

We expect everyone on our premises—employees, contractors, and visitors—to act in accordance with our environmental policy, support us in actively protecting the environment, and comply with our safety rules.

Therefore, here is a summary of important rules of conduct:

Noise:

Noise emissions must be kept to a minimum. Personal protective equipment (noise protection) must always be worn in the designated areas.

Water protection:

Substances that are hazardous to water must be used with particular caution. Contaminated, oil-containing wastewater, emulsions, washing lye, etc. must not be allowed to enter the ground or the sewage system untreated under any circumstances (treatment is carried out via the ultrafiltration system).

Leaks and dripping losses from systems must be absorbed using appropriate binding agents and disposed of properly.

Hazardous substances:

Hazardous substances may only be used in series production if their use has been approved in advance (VA 6.4-1300.004 – Handling of hazardous and water-polluting substances).

New substances – even small quantities for testing purposes – may only be used after prior consultation with the safety engineer or environmental officer. If the substances are to be used on a long-term basis, they must also be approved in accordance with the procedure instructions.

Waste:

The principle of prevention before recycling before disposal always applies. Waste is disposed of in accordance with the collection system. Particular care must be taken to ensure that waste containing oil, paper and scrap metal, wood and hazardous waste are disposed of separately from other waste. Recyclable materials are sorted out of the remaining waste by our waste disposal company. The disposal of brought-in substances, materials, and waste is generally carried out by the contractor. The use of the internal waste system may only take place with separate approval and in accordance with the internal disposal guidelines.

Fire protection:

Welding, soldering, grinding, and cutting work, working with open flames, and handling flammable materials can cause fires. For this reason, particular caution is required when carrying out this work. Combustible materials must be removed from the work area. Contractors may only carry out the above activities with the prior approval of the fire safety officer.

In appropriately marked areas, the use of open flames and smoking are strictly prohibited.

Energy:

We expect our employees, contractors, and visitors to use energy sparingly. Using energy sensibly not only makes economic sense, it also helps to conserve environmental resources.

Accidents:

Every effort must be made to prevent environmental damage. In the event of an accident, the coordinator, the watch officer, or the environmental officer must be notified immediately.

The party responsible for the damage is liable for environmental damage.

Attachment 2 to the company regulations
Important fire safety signs, safety signs, warning signs, hazard symbols, and rescue signs / first aid

Fire protection symbol



Fire extinguisher



Fire hose



Fire ladder



Firefighting
equipment and
devices



Fire alarm



Fire alarm telephone

Safety sign



Prohibited for industrial
trucks



No unauthorized
access



No open flames Fire,
open ignition sources and
and smoking prohibited



No pedestrians allowed



Do not extinguish
with water



Use eye protection



Use foot protection



Use hearing protection



Use antistatic footwear

Warning sign



General warning sign



Warning of electrical
voltage



Warning about
industrial trucks



Warning about
explosive substances



Warning of crushing
hazard



Warning of slipping
hazard

Attachment 2 to the company regulations

Important fire safety signs, safety signs, warning signs, hazard symbols, and rescue signs / first aid

Hazard symbols and hazard statements



Explosive



Risk of burns



Toxic / Danger
to life



Health hazard



Environmental hazard

Emergency signs / First aid



Automated external
defibrillator (AED)



Eye wash station



First aid



Collection point



Emergency exit with
additional sign (direction arrow)

Attachment 3 to the company regulations

Information for visitors and external service providers

We expect everyone on our premises—employees, contractors, and visitors—to act in accordance with our environmental policy, support us in actively protecting the environment, and comply with our safety rules.

Summary of important rules of conduct:

Noise:

Noise emissions must be kept to a minimum. Personal protective equipment (noise protection) must always be worn in the designated areas.

Water protection:

Substances that are hazardous to water must be used with particular caution. Contaminated, oil-containing wastewater, emulsions, washing lye, etc. must not be allowed to enter the ground or the sewage system untreated under any circumstances (treatment is carried out via the ultrafiltration system). Leaks and dripping losses from systems must be absorbed using appropriate binding agents and disposed of properly.

Hazardous substances:

Hazardous substances may only be used in series production if their use has been approved in advance (UP-01-3810-002 – Handling hazardous and water-polluting substances). New substances – even small quantities for testing purposes – may only be used after prior consultation with the safety engineer or environmental officer.

Waste:

The principle of prevention before recycling before disposal always applies. Waste is disposed of in accordance with the collection system. Particular care must be taken to ensure that waste containing oil, paper and scrap metal, wood, and hazardous waste are disposed of separately from other waste. Recyclable materials are sorted out of the remaining waste by our waste disposal company.

The disposal of substances, materials, and waste brought onto the premises is generally carried out by the contractor. The use of the internal waste system is only permitted with separate approval and in accordance with the internal disposal guidelines.

Fire protection:

Welding, soldering, grinding, and cutting work, working with open flames, and handling flammable materials can cause fires. For this reason, special care must be taken when performing these tasks. Combustible materials must be removed from the work area. Contractors may only carry out the above activities with the prior approval of the fire safety officer. In appropriately marked areas, the use of open flames and smoking are strictly prohibited.

Energy:

We expect our employees, contractors, and visitors to use energy sparingly. Using energy sensibly not only makes economic sense, it also helps to conserve resources.

Accidents:

Every effort must be made to prevent environmental damage. In the event of an accident, the coordinator, the watch officer, or the environmental officer must be notified immediately.

The polluter is liable for environmental damage!

**Attachment 4 to the company regulations
Knowledge of and compliance with the company regulations of
NGPM GmbH**

The company:

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will be held on the premises of NIDEC GPM GmbH during the period

from:

to:

the following work/services:

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and confirms knowledge of and compliance with the operating regulations for external companies applicable at NIDEC GPM GmbH.

Date:

Signature:

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