

Ladies and Gentlemen!

As part of our monitoring obligations (occupational health and safety) as an operator of technical systems, it is very important to observe and comply with safety-related aspects.

We would therefore like to inform you as an external service provider about the safety guidelines on our property in Cologne. The information relates to all trades and buildings and, as an external service provider, concerns our long-standing business partners as well as new specialist companies.

The checklist in Appendix 3 must also be completed and submitted for special electrical engineering specialists or on request.

The content of this guideline applies to all responsible persons in the specialist companies working for us and in particular to all technicians and other employees that you send to us to fulfill orders. Therefore, please inform your employees about the content of the guideline.

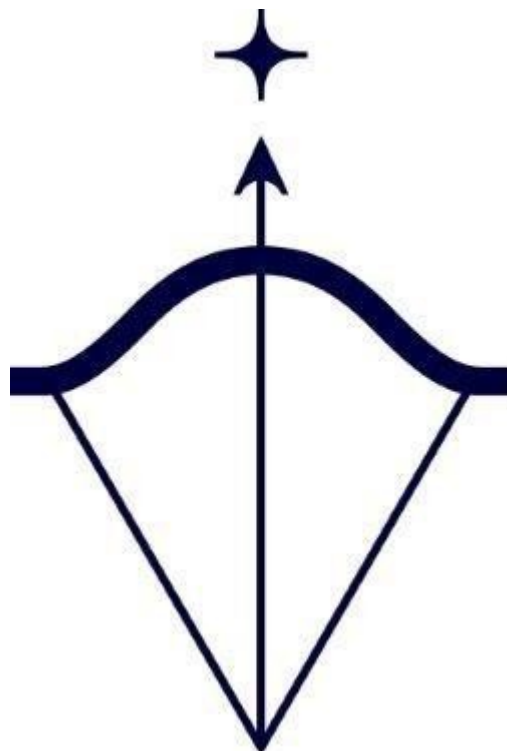
If you have any questions, please do not hesitate to contact us. If we hear nothing further from you, this letter is deemed to have been acknowledged for future reference.

Yours sincerely

Steffen Prager
Head of Facility & Environmental Management
DuMont Mediengruppe GmbH & Co. KG

DuMont Media Group GmbH & Co. KG

Use of external companies



Scope of application:

- Head office Cologne
- External locations of the subsidiaries

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Instructions for the use of external service providers

1. General

All employees of external companies are obliged to comply with all relevant EU directives, laws, ordinances, safety regulations, accident prevention regulations and other trade association regulations and technical rules as part of the fulfillment of your order. Please inform yourself about the regulations that apply to your work before you start work within our company. It is also your duty to comply with the provisions of our internal safety guidelines (Appendix 1). Insofar as other legal regulations, in particular occupational health and safety regulations, stipulate further requirements, these regulations remain unaffected. The responsible persons of the external companies on site are responsible for monitoring compliance by the external company employees (see also § 3 ArbSchG and § 2 BGV A1).

2. Hazard identification

According to Section 8 of the German Occupational Health and Safety Act (ArbSchG), the client and external company are obliged to work together to ensure health and safety and to inform each other about the hazards arising from their respective activities. However, this presupposes that potential hazards are identified as part of a risk assessment. Depending on the work task, hazards may arise for employees of the client and for external company employees. Before starting work, the external company must carry out and document a risk assessment in accordance with its mandate. In addition to the assessment of the usual work for the external company employees, an assessment of the mutual hazards must be carried out. This assessment must be reported in writing before the start of work.

3. Employees on site

The duties of external companies also include the selection of suitable employees for this contract. In addition to professional competence and reliability, the selection criteria also include the health suitability of the employees. Occupational medical check-ups may be required for certain activities. For certain groups of people (e.g. young people or expectant mothers), restrictions regarding working hours, work processes, physical strain or even employment bans must be observed. External companies are obliged to only employ people who meet the statutory registration and permit requirements (e.g. social insurance, work permit for foreigners if applicable). If the employees deployed do not sufficient German, the external company must take appropriate measures to provide the necessary information and further instructions at the place of deployment.

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Before commencing work, the external company must name the employees carrying out the work and confirm in writing that the employees carrying out the work are professionally competent. According to the applicable legal provision of Section 18h (6) of the Fourth Book of the German Social Code (SGB IV), employees must carry their identity card, passport or passport replacement with them during their employment.

Subcontractors or subcontractors must be notified and must be approved by the client. Any fault on the part of the subcontractor shall be attributed to the main company. (vicarious agents, cf. § 278 BGB)

4. Work equipment Ladders/lifting platforms

Ladders, scaffolding and aerial work platforms must with the applicable regulations and standards and may only be used as intended. The inspection of this work equipment in accordance with DGUV Information 208-216 must not be more than 12 months old and the corresponding proof (inspection sticker) must attached to the work equipment. The use of aerial work platforms is only permitted by trained operators on the factory premises. Proof of appropriate training must also be provided in writing before starting work.

5. Electric

If work is to be carried out on or in live systems or equipment, the responsible electrician must always be called in to decide on the appropriate measures.

Unauthorized work on all electrical equipment is prohibited.

All approved work on these systems may only be carried out by a qualified electrician. The disconnection of the electrical current must be applied for in good time so that appropriate arrangements can be made in good time. Only our specialist department may switch the power off and on or install and remove the protection. The mobile electrical work equipment you use must in proper working order. The inspection of this work equipment in accordance with DGUV regulation 3 must not have been carried out more than 6 months ago and the corresponding proof (inspection sticker) must be attached to the work equipment.

The direct connection of electrical equipment to a socket in the building installation is only permitted if a PRCD-S is used (Appendix 2).

6. Personal protective equipment (PPE)

Suitable work clothing and the necessary personal protective equipment (PPE) must be worn on the factory premises. Please observe the applicable BG regulations. Safety shoes must be worn in workshop and storage areas. Hearing protection must be worn in designated noise areas. Additional protective clothing (e.g. helmet, safety goggles

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or protective gloves) must be worn depending on the work to be carried out. Personal protective equipment and work clothing must be provided by the external company for its employees and used by the employees.

7. Hot work

If hot work (e.g. welding, cutting, soldering, thawing and abrasive cutting work) required in the course of the work to be carried out by you, this work must be approved by the fire safety officer or the Head of Facility & Environmental Management by means of a permit for hot work. The listed protective measures must be observed. Before starting work, please also note that special measures regarding smoke detectors and sprinkler systems may be necessary. The relevant health and safety regulations for welding work must be observed.

8. First aid

The external company itself is responsible for organizing first aid. Every accident must be reported immediately. Notifiable accidents at work must be reported to the relevant employers' liability insurance association. Any disruption or danger during the execution of work must be reported immediately.

9. End of work

After completion of the work, any documentation and revisions must be submitted unsolicited to the relevant specialist department. Any waste and/or materials to be disposed of must be disposed of by the external companies on their own responsibility in accordance with current regulations.

10. Binding

If safety regulations or operating instructions are not complied with, this will be regarded as a breach of the contract concluded with the external companies and may, if necessary

- the expulsion of the employee from the factory premises,
- the reprimand of the responsible supervisor from the factory premises
- result the termination of the contract.

The client shall not reimburse any costs incurred as a result of non-compliance with the above provisions (waiting times) until the agreed condition is achieved, costs for any travel to and from the site, etc. Likewise, the external company is not entitled to compensation for work not yet performed after the contract has been terminated.

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Attachments:

- **Appendix 1 - Safety guidelines for partner and external companies**
- **Appendix 2 - Work instructions for setting up a construction or assembly site**
- **Appendix 3 - Use of external companies Checklist - (only specialist electrical companies or on request)**

DuMont Media Group

Neven-DuMont-Haus· Center ·
External locations of the subsidiaries



Security guidelines for partner and external companies

General safety instruction - basic instruction








What can you expect?

- Basic information on occupational health and safety
- Rules of conduct for your safety
- Information on fire protection, first aid and emergency measures

Operational safety regulations

- 1) Before commencing work, the contractor must prepare and document a risk and stress assessment for the planned activities in accordance with the Occupational Health and Safety Act. This will be made available to the client on request.
- 2) The contractor must ensure that its employees on site have been instructed about the dangers in the workplace and these safety guidelines in accordance with DGUV V1 and observe them. It is recommended that the instruction is documented.
- 3) The contractor guarantees that the equipment and work equipment used are suitable and tested for the application.
- 4) If dangerous work is carried out (e.g. work involving a fire hazard, work at height, work on electrical systems, etc.), the client must be informed of this and special protective measures must be agreed (e.g. welding permit, instruction on the crane runway, operation of the aerial work platform).
- 5) If work is carried out in areas equipped with a fire detection and extinguishing system that could lead to the fire detection and extinguishing system being triggered unintentionally, the corresponding system must be switched off before the work begins.
- 6) The necessary safety measures must be taken when working in low-voltage main distribution boards and in switch rooms. Access to these rooms is only permitted in agreement with the client.
- 7) If several companies and self-employed persons are working simultaneously at one workplace, they must be notified to the client and coordinated in order to avoid mutual hazards. For this purpose, a person who coordinates the work is given the appropriate authority to issue instructions (coordinator).
- 8) Work on moving, remote-controlled machinery (elevators, conveyor belts, etc.) may only be carried out if the equipment has been shut down and secured before starting work.
- 9) The Contractor's employees are obliged to wear the necessary personal protective equipment (safety shoes, hearing protection, etc.). The Contractor shall provide the safety equipment itself.
- 10) Smoking is prohibited in the entire area. Exceptions are designated and specially marked smoking areas in the Neven-DuMont-Haus. Narcotics and their consumption are prohibited in all areas.

- 11) In the event of a fire alarm, the Contractor's employees must leave the company buildings by the shortest route via the signposted emergency exits and arrive immediately at the assembly point (see escape and rescue plans at all stairwells). Employees are required to inform themselves independently about the plans at the work location.
- 12) Accidents, fires or other emergencies must be reported immediately via the internal emergency number **0221 / 224 - 1444**.
- 13) The road traffic regulations apply on the company premises; the maximum permitted speed is 10 km/h.
- 14) The Contractor shall be responsible for the proper disposal of all residual materials and waste resulting from the Contractor's work. Any disposal costs shall be borne by the . The use of the client's waste containers is only permitted with express permission.
- 15) The Contractor undertakes to handle the Client's equipment with care. Furthermore, the Contractor shall be responsible for the operating rooms provided for use with regard to cleanliness, safety regulations and proper use.
- 16) When working for the client, the contractor's employees undertake to use energy sparingly and thus make their contribution to improving energy efficiency.
- 17) Operational safety signs (warning, rescue, mandatory and prohibition signs) must be observed.

General safety rules			
The 8 rules for your personal safety			
			
Only the marked paths!	Pay attention to forklift traffic! Keep your distance from forklifts and hold their loads!	For your own safety and that of others pay attention!	Observe safety labeling!
			
Faults and other hazards to the contact person. ner report!	Do not reach into running machines or into products. step on the lines!	Pay attention to hazardous substances and contact without PPE avoid!	Use personal protective equipment!
Behavior in the event of accidents Report accidents immediately Keep calm, follow the rules for "behavior in an emergency"			 0221 / 224 - 1444
Behavior in case of fire Report fires immediately via telephone or push-button alarm Keep calm, follow the rules for "behavior in case of fire"			 0221 / 224 - 1444
Escape and rescue routes In the event of danger, follow the escape route signage to the outside Escape routes must be kept clear at all times, do not wedge open or block fire and smoke protection doors!			 
Building evacuation in the event of danger In the event of fire or other danger, the buildings are evacuated by area. The evacuation of buildings will be announced by flashing lights and sirens or tape announcements. Assembly points -> see section "Assembly point"			

Partial excerpt of the fire protection regulations Part B

(The complete fire protection regulations Part B are available on request from the client).

1. Fire prevention and fire spread, escape and rescue routes, fire detection

- **Smoking** is prohibited in the entire building, with the exception of specially designated smoking areas in the Neven-DuMont-Haus. Matches and tobacco residues may only be deposited in the ashtrays provided for this purpose; these may not be emptied into waste paper baskets. Careless disposal of cigarette butts in green spaces is prohibited, as even small embers from a cigarette are to start a fire in a green space.
- **Narcotics** and their consumption are prohibited on the entire company premises.
- **Open fires** are prohibited throughout the company. Exceptions may be approved by the management in individual cases. The burning of candles, e.g. on Advent wreaths and -The use of floral arrangements is prohibited on the premises.
- **Waste**, in particular combustible waste such as paper, cardboard, foil, etc., may only be disposed of in the waste containers provided for this purpose.
- **Flammable materials** such as paper, cardboard, foil, etc. must not be placed or stored in escape routes and other areas without authorization.
- **Decorations** may only be used for official festive events approved by the management. Only decorations that are at least flame-retardant (class B1 according to DIN 4102) may be used. Where possible, efforts should be made to use only non-flammable decorations.
- Cleanliness and tidiness must always be ensured **at the workplace** and in the work area.
- **Electrically operated devices and systems** must comply with VDE regulations. This is guaranteed for devices bearing the VDE mark. The installation and use of electrical devices other than those provided for work purposes is prohibited without approval and inspection of the devices in accordance with DGUV Regulation 3 by an authorized electrician.
- **Defects and damage** to electrical installations as well as signs thereof (flickering light, burning smells, etc.) must be reported immediately to supervisors as well as the building services department at haustech-nik@dumont.de. These devices or systems must be out of operation immediately. Repairs may only be carried out by qualified personnel.
- **Welding, cutting, soldering and cutting-off work** require special safety measures and written approval (permit) from the Head of Facility & Environmental Management or the fire safety officer.
- **When setting up cooking, heating and warming appliances** as well as other electrical appliances (radiators etc.), in addition to observing the instructions for use or the operating instructions, is particularly important to ensure that they are placed on non-flammable surfaces, that they are operated at a sufficient distance from flammable materials and substances (clothing, newspapers etc.) and that they regularly cleaned of dirt and dust deposits. The use of defective or unsecured appliances is prohibited! All electrical appliances may only be used under supervision and must always be switched off after use. The Head of Facility & Environmental Management is responsible for approving the use of appliances.
- **Under no circumstances** may fire or smoke protection doors be wedged open or kept open in a similar manner.
- **Care must be taken** to ensure that the swing areas of the doors kept clear.
- **In the event of fire**, all doors and windows should always be closed (not locked).

- **Find out** about escape and rescue routes and fire extinguishing equipment in the areas where you are staying (escape and rescue plan, signs).
- The internal emergency number **0221 / 224 - 1444** must be used **to report a fire**, request an emergency doctor or ambulance, in the event of an accident or acute illness.
- **Specially marked areas** for the emergency services (fire department and rescue services) must be free of motor vehicles and other objects at all times, including the access road to these areas.

2. Behavior in case of fire

- **Keep calm and avoid panic!**
- **Safety before speed!**
- **Report fire!**

If fire, smoke, smell of fire or symptoms of fire (fire, heat, acute fire hazard, etc.) occur, this must be reported to the company's internal fire department.

Emergency number 0221 / 224 - 14 44

or the nearest push-button alarm must be activated (even then, a telephone message will be sent to **0221 / 224 - 1444**).

The emergency call is received by the permanently manned office (security service), which forwards it immediately. This ensures that an ambulance, for example, can be dispatched as quickly as possible. In addition, the following offices must be notified immediately:

Head of Facility & Environmental Management 0221 / 224 - 1470 steffen.prager@dumont.de

Fire protection officer 0221 / 224 - 1657 ext.david.henkel@dumont.de

Pressing a push-button alarm does not replace a verbal fire alarm over the telephone. Even if the fire department is alerted automatically, a fire alarm should also be given by telephone. The following 5 W scheme must be observed:



- **WHO** reports?
- **WHERE** has something happened?
- **WHAT** has happened?
- **HOW MANY** are affected / injured?
- **WAIT** for queries!

- In the event of imminent danger, leave the danger zone.
- In the event of an alarm, the marked escape routes must be used to leave the building. Elevators may not be used.
- Helpless persons (sick, injured or disabled persons) and any unfamiliar persons present must be taken along and led to the assembly point.
- Close doors and windows (do not lock them).

- Rooms with heavy smoke must be left bent over or crawling.
- The designated assembly point must be visited (see section Assembly point).
- The instructions of the fire department must be .
- An attempt should be made to extinguish the fire with the nearest extinguishing device, taking into account personal safety and the retreat route. Never put yourself in danger!

The printing center and the Neven-DuMont-Haus are alerted by means of a partial area evacuation. In the printing center, sirens and flashing lights are used for this purpose. In the Neven-DuMont-Haus, the areas must be evacuated when the siren **and** blue flashing lights are activated. In addition, an acoustic tape announcement is also made in the Neven-DuMont-Haus.

Fire protection regulations part A

Brände verhüten



Feuer, offenes Licht und Rauchen verboten

Verhalten im Brandfall

Ruhe bewahren

Brand melden		Handfeuermelder betätigen
		Notruf 0221 / 224 - 14 44

In Sicherheit bringen!		Gefährdete Personen warnen Hilflose mitnehmen Türen und Fenster schließen
		Gekennzeichneten Fluchtwegen folgen Aufzüge nicht benutzen
		Sammelstelle aufsuchen Auf Anweisungen achten

Löschversuch unternehmen		Feuerlöscher benutzen
		Wandhydranten, sofern unterwiesen, benutzen

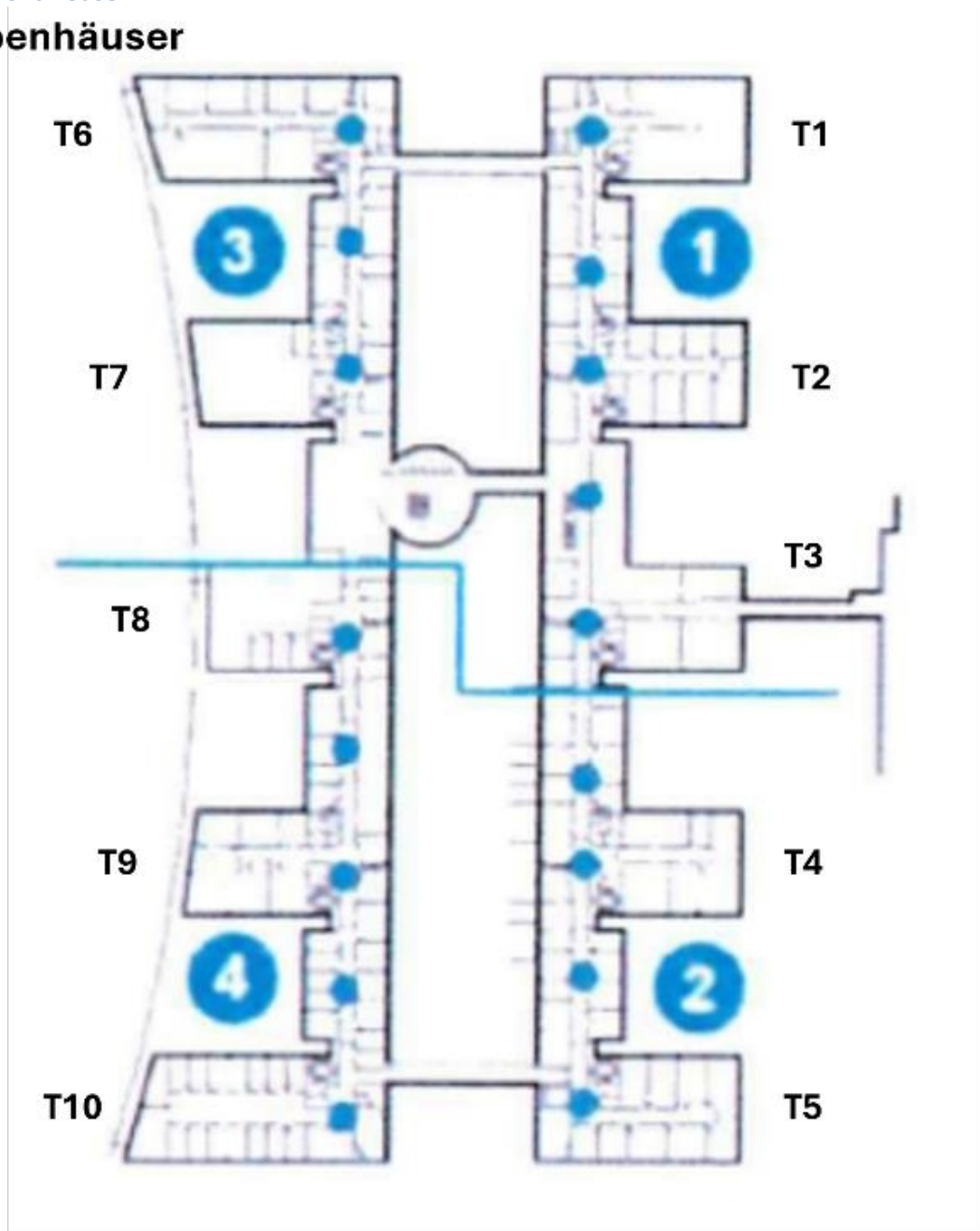
Brandschutzordnung nach DIN 14096
Erstelldatum: Juli 2024

Alarm and evacuation plan

The Neven-DuMont-Haus consists of four alarm areas; there are three alarm areas in the printing center:

Neven-DuMont House

Treppenhäuser



Treppenhäuser

Print center

- Coebau III
- New further processing (5th BA)
- Cortina, Koebau II, old processing and panel production

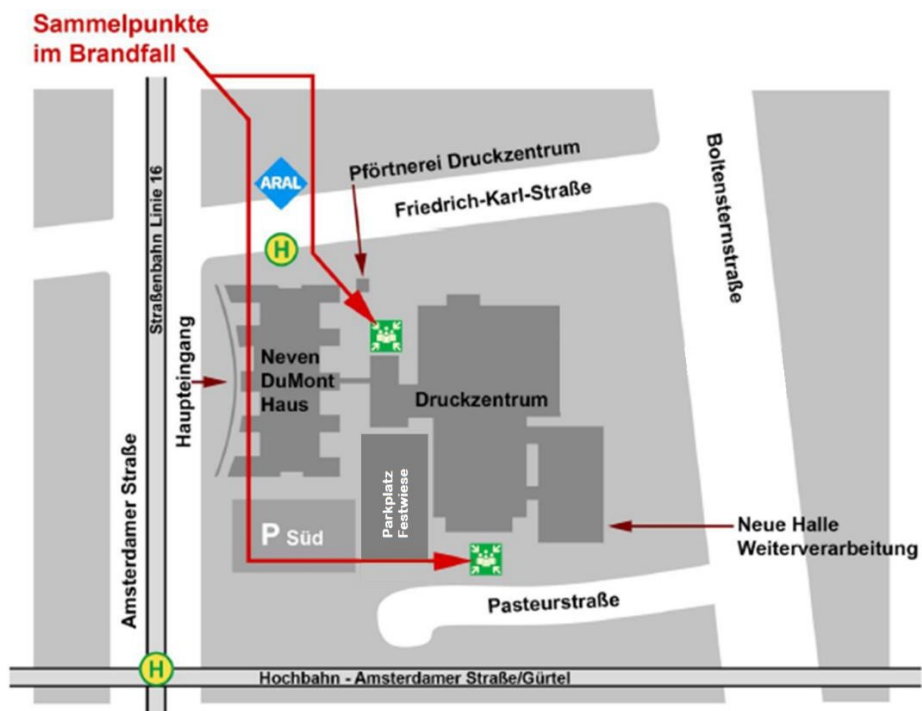
Assembly point - Neven DuMont House

There are two collection points for the Neven-DuMont-Haus with a yellow circle symbol, at the south parking lot on Amsterdamer Straße and at the entrance to the printing center. As a rule, the collection point at the **south parking lot** is used.

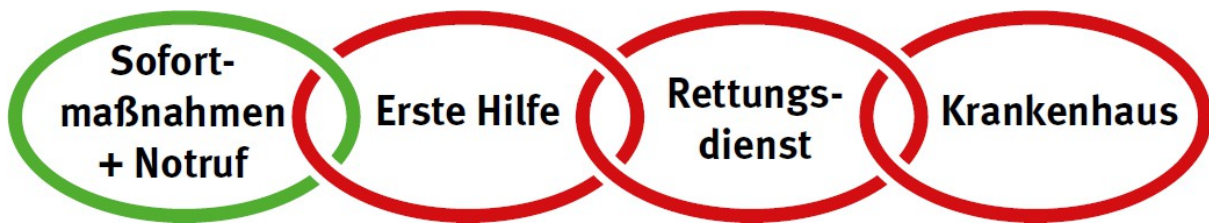


Collection point - printing center

The assembly point for the printing center is located at the **entrance to the printing center** in front of the head building on the Friedrich-Karl-Straße side! There is also another collection point in the open space behind the paper warehouse on **Pasteurstraße**!



Behavior in an emergency



People in need need help!

- Everyone is obliged to provide first aid
- If you are alone on site, call loudly for help, thereby drawing attention to the Be aware of the emergency situation (measures to be taken when a person is found, see below!)
- If possible, a first aider must be called in (notices in display cases and tea kitchens)
- Further necessary first aid measures are carried out until the arrival of the emergency services. Measures, e.g. monitoring of consciousness and breathing, maintenance of body warmth, psychological stabilization (treatment of the patient care) of the persons concerned

Grundsätze

- Ruhe bewahren**
- Unfallstelle sichern**
- Eigene Sicherheit beachten**



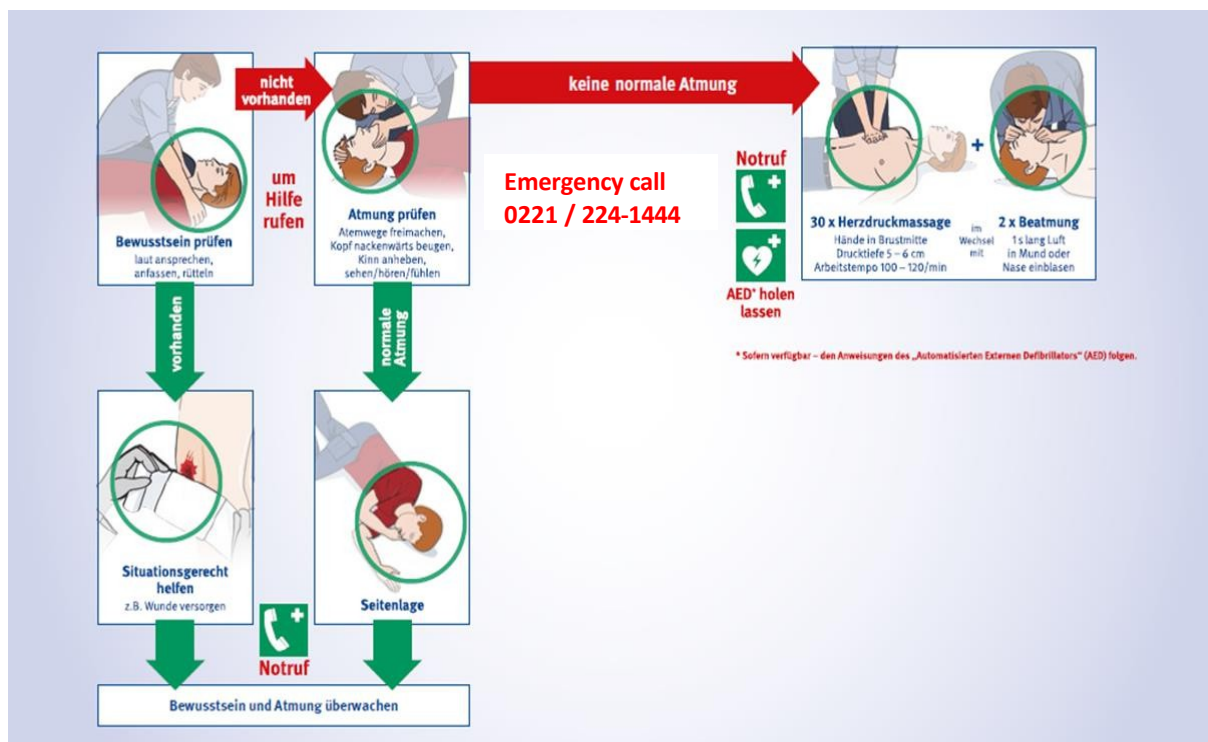
Person ggf. aus dem Gefahrenbereich retten

Notruf 0221 / 224-1444



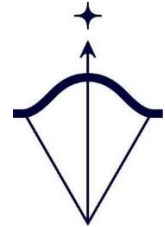
Wo ist der Notfall?
Warten auf Fragen, zum Beispiel:
Was ist geschehen?
Wie viele Verletzte/Erkrankte?
Welche Verletzungen/Erkrankungen?

Measures when a person is found



Work instruction

Electrical safety in the workplace



Setting up a construction or assembly site

1st area of application

Use of a PRCD-S when working with portable electrical equipment

2. hazards for people and electrical system



- Electrical body flow
- Short-circuit arc
- Fire hazard
- Secondary accidents due to electric shock

3. protective measures and rules of conduct



- The work instruction is based on the protective measures of DIN/VDE 0100-410 and BGI 608.
- A PRCD-S must always be connected upstream when working with portable electrical equipment.
- By connecting the PRCD-S upstream, restart protection in accordance with BetrSichV Appendix I is also guaranteed.
- The PRCD-S must be subjected to regular periodic testing by a competent person in accordance with TRBS 1203.

4. behavior in the event of irregularities



- If the PRCD-S cannot be switched on at a socket outlet, the responsible person must be informed immediately. Never use the electrical equipment without a PRCD-S: There is a danger to life! The socket outlet in question must be repaired by a qualified electrician and then tested by a competent person in accordance with TRBS 1203.
- The work area must be secured during work interruptions.

5. behavior in the event of accidents



- Rescue the injured!
- Switch off the system in the event of electrical accidents
- Operating your own security
- Secure the accident site, make an emergency call, provide first aid
- Internal emergency number: **0221 / 224 - 1444**

Date:

Signature:
Management

Appendix 3

(Use of external companies (especially qualified electricians) - checklist)

Ladies and Gentlemen!

As part of our monitoring obligation as the operator of the systems towards our service providers, we are required to subject you as an external service provider to a qualification check.

Enclosed with this cover letter is a checklist which you should complete and to us. This is used to check your qualifications and skills and to identify any shortcomings.

We therefore ask you to name the employees to be deployed in advance and to confirm their qualifications and skills. Copies of the skilled worker or master craftsman certificates can be submitted as proof of qualification and copies of the last training and further education measures carried out as proof of qualification.

We assure you that the employee-related data will be used exclusively within the scope of this quality check.

In accordance with our internal occupational health and safety principles and due to legal requirements from the Occupational Health and Safety Act (ArbSchG) and the Ordinance on Industrial Safety and Health (BetrSichV) as well as the regulations of the accident insurers (DGUV), we inform you in this letter about the requirements for work in our company. These instructions are binding and must be complied with.

We ask for your understanding for these measures. They serve the safety and health protection of your and our employees.

If you have any questions, please do not hesitate to us.

Use of external companies (especially qualified electricians)

Checklist

Note: We store this information in our archives for the purpose of order control and as part of the business relationship, in order to be able to take the information into account in subsequent applications. You can object to data processing at any time. To do so, you can send an e-mail to unternehmenskommunikation@dumont.de or write to DuMont Mediengruppe GmbH & Co KG, Datenschutz, Amsterdamer Straße 192, 50735 Cologne. Please state that you are referring to the "Checklist for the use of external companies (Appendix 3)".

General information						
Name and address of the contractor (external executing company)						
Type of activity						
Phone no.						
Mail address						
Web address						
DL-Info (Service Information Obligations Ordinance)	<table style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center; border-bottom: 1px solid black;">Available</th> </tr> <tr> <td style="width: 50%; border-right: 1px solid black; padding: 2px;">Yes:</td> <td style="padding: 2px;">No:</td> </tr> </table>	Available		Yes:	No:	If yes, please send them us. If no, please answer the following points.
Available						
Yes:	No:					

Member of a guild? Which one? Address? Membership no.:?		
Member of the Chamber of Crafts? Which one? Address? Membership no.:?		
Member of the employers' liability insurance association? Which one? Address? Membership no.:?		
Entry in the commercial register? Which place of jurisdiction? Entry no.:?		
Sales tax ID no.: §27a UStG ?		
Public liability insurance? Which insurer? Insurance no.:? Sum of cover?		

<p>Certificate of exemption? Is it available? Period of validity?</p>	
<p>Key features of your activity? Services offered are?</p>	

Authorized representative, managing director, division manager, etc. of the contractor

Name:	First name:
Position in the company:	Title:
Phone no:	Phone no. Mobile:
Address:	E-mail address:

Authorized representative, managing director, division manager, etc. of the contractor

Name:	First name:
Position in the company:	Title:
Phone no:	Phone no. Mobile:
Address:	E-mail address:

Authorized representative, managing director, division manager, etc. of the contractor

Name:	First name:
Position in the company:	Title:
Phone no:	Phone no. Mobile:
Address:	E-mail address:

Authorized representative, managing director, division manager, etc. of the contractor

Name:	First name:
Position in the company:	Title:

Phone no:	Phone no. Mobile:
Address:	E-mail address:

Employees who come to work on site	
Employee 1	
Name:	First name:
Phone no:	Phone no. Mobile:
Skilled worker certificate for the profession:	Skilled worker certificate issued on:
Relevant qualifications, further training or skills:	
1.	
2.	
3.	
4.	
5.	
Employees who come to work on site	
Employee 2	
Name:	First name:
Phone no:	Phone no. Mobile:
Skilled worker certificate for the profession:	Skilled worker certificate issued on:
Relevant qualifications, further training or skills:	
1.	
2.	
3.	
4.	
5.	

Employees who come to work on site	
Employee 3	
Name:	First name:
Phone no:	Phone no. Mobile:
Skilled worker certificate for the profession:	Skilled worker certificate issued on:
Relevant qualifications, further training or skills: 1. 2. 3. 4. 5.	
Employees who come to work on site	
Employee 4	
Name:	First name:
Phone no:	Phone no. Mobile:
Skilled worker certificate for the profession:	Skilled worker certificate issued on:
Relevant qualifications, further training or skills: 1. 2. 3. 4. 5.	

Employees 1-4		
	Yes	No
Have employees been informed of the DuMont Media Group's safety guidelines and work instructions?	Employee 1	
	Employee 2	
	Employee 3	
	Employee 4	

I hereby confirm that the above information is correct.

Date, signature/authorized representative