



SHIPYARD REGULATIONS

for employees of subcontractors

on the premises of the

ABEKING & RASMUSSEN

Schiffs- und Yachtwerft SE

An der Fährre 2, 27809 Lemwerder

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Content

1. Scope	3
2. Access to the shipyard	3
3. Access to ships and workshops	4
4. Occupational safety	4
4.1. General regulations.....	4
4.2. Coordination of external companies	4
4.3. Compulsory helmet.....	5
4.4. Safety briefings.....	5
4.5. Scaffolding	6
5. Emergency deployment plan.....	6
5.1. Emergency organisation	6
5.2. Fire protection.....	6
5.2.1. Fire prevention coordinator	7
5.2.2. Alarm signals	7
5.2.3. Manual alarms.....	7
5.2.4. Alarm via fire alarm	8
6. Working hours and breaks.....	8
7. Social services	9
8. Working time pre-registration	9
9. Vehicles at the shipyard	9
10. Use of site containers.....	10
11. Checks on persons and vehicles	10
12. Photography and filming, use of mobile phones.....	10
13. Confidentiality.....	10
14. Environmental protection and waste disposal	10
15. Alcohol and smoking ban.....	11
16. Behavior in the shipyard.....	11
17. Sanctions	12



1. Scope

The purpose of these shipyard rules is to regulate the behavior of subcontractor employees on the shipyard premises in such a way as to ensure that our work processes run as smoothly as possible. Exceptions to the rules made here are only permissible with the approval of the Executive Board or the Production Management. The behavior and cooperation of the staff of A&R and the employees in the personnel leasing shall be regulated by the Executive Board and the Works Council in compliance with the BetrVG (Works Council Constitution Act), the applicable collective agreements and the company agreements concluded.

The scope of these shipyard regulations includes all properties of Abeking & Rasmussen, which are, in addition to the actual shipyard site, also the properties in the area of the administration building, as well as Flughafenstraße 4 and 5.

2. Access to the shipyard

For security reasons (evacuation measures for fire and disaster protection as well as military security requirements), attendance checks are carried out on all persons on the shipyard premises. This is done by signing in and out at the main gate turnstile or, for visitors, by registering with the gatekeeper.

If you carry out work on our shipyard premises within the scope of your order that lasts longer than one working day, a personal shipyard ID card must be issued, carried and used for attendance booking. For the issuing of personal shipyard passes, you must register your personnel via the e-mail address personalmeldung@abeking.com at least one week before the start of work.

Registration takes place via the "registration form", which you can download at <http://www.abeking.com/en/uanportal>. If you have personnel from non-EU countries, you must also complete the "confirmation of employment" form, which you can also download under this link, as well as our shipyard regulations, which you should also familiarize yourself with in advance. You confirm your acceptance of the shipyard regulations by handing over of the shipyard ID card.

On the day of commencement of work, the registered personnel must report to our Registration Station (opposite the gatehouse). Here, the registration is checked against the official identification document (ID card/passport/residence permit). For personnel from non-EU countries, the permit for work (item 1 on the back of the residence permit) will also be checked. This is followed by a digital security briefing with a final test (duration: approx. 10 minutes) on our training computers. After successful completion of the training, a passport photo will be taken to create the ID card, after which the shipyard ID card can be issued. The validity of the shipyard ID cards is limited to the period of use, the maximum validity is one year.

After completion of the work, the shipyard pass must be returned immediately in an independent and binding manner. If the pass is not returned, a fee of € 120.00 will be charged.

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3. Access to ships and workshops

Employees of subcontractors have access to the areas and ships in which or on which they have to carry out work assignments. They receive color-coded project passes for this purpose from the ID office (shipyard paramedics). The assignment of the badge colors to the ships will be posted on the notice board. You are not permitted to enter ships on which you do not have to perform any official duties or to stay in the workshops of the shipyard outside the working hours of the respective workshop.

Visitors and dispatchers of staffing agencies are generally only allowed to stay and move around the shipyard in the company of A&R staff.

4. Occupational safety

4.1. General regulations

The employees of the subcontractors are obliged to comply with all relevant EU directives, laws, ordinances, safety regulations, accident prevention regulations and other regulations of the employers' liability insurance association as well as technical rules within the scope of the performance of the concluded service or work contract. Before commencing work on our premises, you must inform yourself about the regulations relevant to your work. In addition to the aforementioned legal regulations, the provisions of these shipyard regulations for the use of subcontractors must be complied with. Insofar as other legal provisions, in particular occupational health and safety regulations, impose further requirements, these provisions shall remain unaffected.

The subcontractor's on-site supervisor is responsible for monitoring and compliance (comp. also § 3 ArbSchG and § 2 BGV A1). Communication during working hours must be ensured to be in German or English. If this is not possible with the employees, a German or English-speaking site supervisor must always be available as a contact person at the work site at all times during working hours.

The production management as well as the production managers and masters are authorized by the production management are entitled to demand that safety-endangering conditions be remedied or, if necessary, to order the cessation of work.

4.2. Coordination of external companies

In order to enable targeted communication between A&R and the respective subcontractors including their employees, to avoid information deficits and thus to minimise the occurrence of accidents on the premises, A&R provides a subcontractor coordinator.



In the function of a coordinating body responsible for the contract, this subcontractor coordinator has the task of acting as a central contact for the subcontractors, ensuring that the person in charge of the subcontractor is briefed, analyze possible hazards within the scope of the contract together with the responsible subcontractor and to agree individual protective and behavioral measures with the latter.

If the subcontractor's employees fail to comply with agreed and specified safety measures and/or disregard occupational health and safety regulations or endanger third parties, the subcontractor coordinator is entitled to intervene. With the exception of a given immediate danger to persons, this shall be done directly with the responsible persons of the external company. In case of imminent danger, the coordinator is entitled to initiate immediate measures (e.g. interruption of work, instruction of additional safety measures). The subcontractor coordinator has the authority to issue instructions for the fulfilment of the above-mentioned tasks and for the implementation of safety, health and environmental protection.

Subcontractor coordinator:

Tel.: +49 (0) 421 6733 -377 / E-Mail: rrahden@abeking.com

4.3. Compulsory helmet

Helmets are mandatory in all production halls, workshops and on the paths between them. The following areas are exempt from the helmet obligation:

- Offices and meeting rooms
- the company restaurant
- the route from the main gate to the company restaurant for employees from the design department and administration areas on their way to lunch break
- Storage and workshop areas without suspended loads (Hall D, training workshop, welding booths)

On board ships, once fitting installation has begun, carrying the helmet inside the ship is a hindrance, increases the likelihood of bumping and risks damaging finished fitting surfaces. Shelves for storing the helmet in front of the ship are available for this case. The same applies to painting work in the scaffolding. Here too, however, helmets are compulsory for routes to and from the ship. Visitors can borrow helmets at the main gate, subcontractors are themselves obliged to equip their employees with safety helmets.

4.4. Safety briefings

In addition to the digital safety briefing before entering the shipyard premises, all employees of subcontractors must be instructed by their company's site manager on how to behave at the shipyard when they start work. Here, particular attention must be paid to the instruction of occupational safety aspects depending on the individual activity. The instruction must be documented in writing and presented upon request.



The operation of cranes, lifting platforms, floor conveyor vehicles, machines or other work equipment requiring instruction by employees of subcontractors is only permitted with the approval of the production management and after prior instruction by the shipyard's safety specialists or the responsible foreman. The instruction must be documented in writing, carried along during work and shown on request.

4.5. Scaffolding

Only approved scaffolds may be entered. These are marked with an approval certificate. Modifications to scaffolds may only be carried out by trained employees of the shipyards transport department or by the employees of the responsible scaffolding contractor.

5. Emergency deployment plan

An emergency plan is in place to avert danger (fire, accidents, other emergencies). Please inform the porter's office immediately by calling +49 (0) 421 6733 -112, where all necessary steps will be taken immediately.

5.1. Emergency organisation

The respective subcontractors are responsible for organising first aid themselves. If accidents occur at work, the emergency services must be alerted via the gatehouse (porter's lodge). If necessary, trained first aiders of A&R can be called upon. The corresponding names and telephone numbers can be found in the emergency plan. Every accident must be reported immediately to the contractor coordination or the A&R paramedic. Reportable occupational accidents must be reported to the responsible employers' liability insurance association.

5.2. Fire protection

Escape and rescue routes (stairs, corridors, traffic routes and exits) must not be obstructed as a matter of principle. All employees are obliged to familiarise themselves with the posted escape and rescue plans on site. Fire and smoke protection doors must be kept closed at all times. If this is not possible due to contractually agreed activities, specific safety measures are to be determined together with the external company coordination before the start of the activity.

Fire-hazardous work such as welding, flame cutting, abrasive cutting, working with a hot air gun, etc. may only be carried out after prior consultation with the respective production project manager. Outside the workshops set up for this purpose, written approval (hot work permit) must be obtained from the production project manager before the start of the work.



The Charging and storage of lithium-ion batteries can be a source of fire. To avoid possible damage, lithium-ion batteries should never be stored or charged near flammable materials. Charging on board our vessels is strictly not allowed! The fire-protected areas and charging cabinets in our workshops and halls must be used. All lithium-ion batteries must be removed from the vessel at the end of each working day.

5.2.1. Fire prevention coordinator

In order to prevent fires on the company premises, the client shall appoint a fire safety officer. If persons or property are at risk because prescribed fire protection measures are not observed by the subcontractor's employees and/or regulations on fire protection equipment, extinguishing agents and covering measures are disregarded, the fire safety officer is authorized to intervene. This will be carried-out directly on site, also towards the responsible persons of the subcontractor. In case of emergency, the coordinator is authorized to take immediate action (e.g. stopping the work, instruction of additional safety measures). The fire prevention coordinator has the authority to give instructions to fulfill the above-mentioned tasks and to enforce fire safety.

Contact fire safety officer:

Phone: +49 (0) 421 6733 -825 / e-mail: kwindhorst@abeking.com

5.2.2. Alarm signals

The alarm is sounded via siren signal and fixed loudspeaker announcements. When a siren sounds, A&R employees and employees of subcontractors must go to the corridors/platforms and wait for the following announcement. In the event of a request to evacuate, the affected area is to be left immediately via the marked escape routes and the assembly point indicated to you by the subcontractor coordinator is to be visited. The doors of the rooms in which activities were carried out are to be closed (but not locked). The instructions of the A&R managers and the evacuation assistants must be followed. At the assembly point, the responsible person of the subcontractor (if the subcontractor has not left the building, his representative or another employee of the subcontractor) shall contact an assembly point coordinator and either confirm to the evacuation worker that all of the subcontractor's own personnel are present at the assembly point or point out to the evacuation worker that there are still persons or injured persons in the building/project.

5.2.3. Manual alarms

In the event of suspected fire, fires or explosions, the fire brigade must be contacted via the porter's office immediately:

Emergency call +49 (0) 421 6733 -112

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5.2.4. Alarm via fire alarm

Proceed as follows for alarming by means of push-button fire detectors:

- Break the detector window
- Push the push button of the detector in deeply
- Inform security personnel at the gatehouse : 112 (from all hall telephones)

6. Working hours and breaks

The provisions of the Working Hours Act must be observed. Work on Sundays and public holidays must be notified to the production management in good time. Each subcontractor is responsible for obtaining the official permit, but must also submit it to the production management before carrying out the work.

Eating and drinking are strictly prohibited on board the ships. Furthermore, the consumption of meals is not permitted in the production halls or on the outside area. Please use the company restaurant or the recreation containers provided. The number of persons employed at the shipyard and the capacity of the company restaurant make it necessary to divide up the break times. The currently valid break times are announced on a notice board in the staff restaurant. As a rule, the breaks for subcontractors take place after the breaks for the A&R personnel.

The following work start and break times apply at Abeking & Rasmussen:

Monday - Friday	06.45	Start of work
	08.45 till 09.00	Breakfast A&R
	09.00 to 09.15	Breakfast external companies
Between	11:45 and 12:45	Lunch break A&R
	12:45 till 13:15	Lunch break external companies

On Fridays, there is no canteen provision for the lunch break.

Should other regulations be necessary, these will be announced by notice board.

The storage compartments in the canteen are to be left unlocked for hygienic reasons. Locks will be removed without prior notice. Placing bags outside the storage compartments is prohibited.

The workplace is only to be left at the respective start of the break; in particular, the staircase in front of the company restaurant is not a waiting room. The supervisors in the company as well as the site managers of the subcontractors are required to instruct their employees accordingly.



7. Social services

The shipyard shall provide lockers, changing places and washing facilities separately for permanent staff and subcontractors. The lockers are to be kept clean and returned immediately and undamaged at the end of the assignment at the shipyard. A fee of 100,- € will be charged for improper return of the lockers or the locker keys. The shipyard accepts no liability for valuables stolen from the lockers.

8. Working time pre-registration

In order to coordinate the work, the energy supply on the projects and in the production halls as well as the planning and occupancy of the social rooms and the company restaurant, the site managers of each subcontractor must submit a weekly working time pre-announcement. The corresponding form, in which the number of personnel, shifts and working hours are queried, is available from our subcontractor coordinator at the e-mail address personalmeldung@abeking.com.

9. Vehicles at the shipyard

The space at the shipyard is very limited and intended for internal transports, therefore any vehicle traffic is to be limited to the absolute minimum and may generally only take place for loading and unloading. The following regulations are binding:

- The maximum speed allowed is walking speed.
- Driving into the shipyard with private cars is only permitted with the specific permission of the production management.
- It is absolutely forbidden to drive into the shipyard with motor-driven two-wheelers, quads or similar. They are to be parked exclusively in the designated areas in the company car park on Industriestrasse.
- The bicycle stand in front of Hall R is available for private bicycles. Exceptions for carrying and parking bicycles on the shipyard premises require the approval of the production management.
- All vehicle drivers must register at the security office and receive the "Regulations for Driving Motor Vehicles on the Shipyard Site", which must be observed. Vehicles parked without a clearly visible parking permit or whose drivers cannot be reached at the number provided will be removed if necessary, without the shipyard assuming any liability for any resulting damage.
- The parking spaces marked in the visitor parking area for construction supervisors must be kept free. Fitters' vehicles may be parked in the visitors' car park with the permission of the production management, provided that sufficient parking spaces are available. Otherwise, the outside company parking spaces are to be used for minibuses, etc.
- Running engines for heating purposes and sleeping in motor vehicles are generally prohibited for environmental reasons.
- In any case, the instructions of the production management regarding the parking or removal of vehicles on the yard premises must be strictly followed.

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10. Use of site containers

Due to the limited space on our shipyard premises, only the contractually agreed container spaces can be made available. The delivery and collection of the site container after the end of the project must be notified accordingly via our subcontractor coordinator. If containers are not removed after the end of the project, A&R reserves the right to relocate them accordingly or remove them from the shipyard site at a charge.

According to the requirements of the Building Energy Act (GEG 2020), all containers brought onto the shipyard premises must comply with this standard. This applies to all meeting, office and workshop containers. No heating systems may be installed or connected in storage containers. The GEG 2020 must be applied to all containers remaining on the shipyard premises for longer than 3 months.

11. Checks on persons and vehicles

All vehicles leaving the shipyard premises may be subjected to a vehicle inspection without further notice. In the event of a suspected offence, the production management may carry out a personal check with the involvement of the works council.

12. Photography and filming, use of mobile phones

Photography and filming, including with mobile phones, is strictly prohibited throughout the shipyard. Exceptions may be granted by the Executive Board and the Production Management. Appropriately marked photo vests are available to authorized persons in the secretariat of the production management. The private use of mobile phones is only permitted in the social areas (company restaurant, changing rooms, recreation containers).

13. Confidentiality

You agree to maintain confidentiality towards unauthorized persons with regards to all operational processes inside and outside the company that are disclosed during the term of the contract - even after termination of the contractual relationship - and therefore in particular not to provide any information about our business, facilities and products as well as commercial and technical documents. Confidential and internal documents may not be made accessible to anyone other than the persons for whom they are intended.

14. Environmental protection and waste disposal

Environmental protection has a high priority in our company; accordingly, compliance with a correspondingly high standard is also expected from all subcontractors. Compliance with the applicable environmental protection laws is a prerequisite.

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In addition to our environmental protection management system in accordance with ISO 14001, we also operate an energy management system in accordance with ISO 50001. Avoid energy waste and avoidable, harmful environmental impacts at all costs. This means that environmentally hazardous substances must only be transported and used in accordance with our guidelines. Please always work in a way that ensures that the waste of resources is minimized. Furthermore, please ensure that doors and gates remain closed during the heating period, if the work process allows this. You will find the responsible contact persons in the Shipyard Maintenance Department. They can be reached by phone at -370 (Energy) or -880 (Environment). These are also your contacts for recommendations on improving energy and environmental efficiency.

The subcontractor shall be responsible for clearing and cleaning the work sites at the end of the contract. During all activities, the workplace, work area or construction site shall be kept as tidy as is necessary for the safety and quality of the work. Machines and materials adjacent to the workplace shall be protected against damage or contamination. When working for a longer period of time, the workplace must be left in a tidy and secure condition every day.

In principle, subcontractors shall dispose all materials including packaging themselves. For this purpose, the material must be removed from the yard's premises. If it has been agreed within the framework of the contractual relationship that defined disposal routes can be used by A&R, this must be agreed in advance with the subcontractor coordinator or with the company waste officer. In such cases, waste must be separated according to our specifications. Oils, paint residues, solvents, acids and alkalis must be disposed of properly.

Contact persons for this can be found in the shipyard maintenance department, tel. -310 / -370 or -880.

15. Alcohol and smoking ban

Alcohol, drugs and smoking are prohibited in the shipyard. Persons under the influence of alcohol or other drugs will be expelled from the shipyard and, if necessary, banned from the shipyard. This also applies to work under the influence of residual alcohol. In case of doubt, the production management is entitled to arrange an alcohol test.

Smoking is only permitted within the three designated smoking shelters on the shipyard premises (pier access, in front of the canteen, container village behind hall F2) Cigarette remains must be disposed of properly in the designated garbage cans.

16. Behavior in the shipyard

The tidiness and cleanliness of the shipyard and decent and respectful behavior of the people working here, whether A&R employees or subcontractor employees, not only lead to good cooperation and good work results for everyone, but also have a direct influence on the impression our customers and their representatives have of us. Therefore, the following rules apply at the shipyard:

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- Attention shall be paid to intact work clothes that are uniform within a trade or a group of employees of a subcontractor.
- Tools and auxiliary materials of a subcontractor shall be marked with the company name for identification purposes.
- The workshop and storage areas provided are to be kept tidy and clean at all times; they are not to be used as lounges or break rooms.
- Sitting around in the halls and workshops makes a bad impression on our customers and is disrespectful towards other colleagues who have to work there; it is therefore strictly prohibited. Please use the specified break times and the designated break rooms for the legally prescribed recreational breaks.
- Spitting on the floor is not only disrespectful to everyone else, but also unhygienic and therefore prohibited.

17. Sanctions

Violations of the provisions of these shipyard regulations may lead to the termination of the work contract or the employment relationship (shipyard ban).