



# Rules for external companies

Site rules for all companies  
working on the BUTTING site



**BUTTING**

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## General information

These rules for external companies are an integral part of all contracts for work and services entered into between H. Butting GmbH & Co. KG (hereinafter referred to as BUTTING) and each contractor (hereinafter referred to as contractor or external company), insofar as they enter BUTTING's plant premises.

These rules for external companies must be followed by the contractor, its employees and all subcontractors and their employees. They serve to ensure health and safety at work as well as operational reliability and plant safety on BUTTING's plant premises and to implement legal requirements. Breaches of these rules or contractual agreements may result in BUTTING terminating contractual relationships with the contractor as well as reducing agreed service payments.

A copy of these rules for external companies must be signed and handed over to BUTTING by a person authorised to sign and represent the contractor before the contractor commences its activities.

The instructions and knowledge of these rules for external companies are confirmed by the signature of the responsible point of contact at the external company.

## 1. Risk assessment

In accordance with the applicable statutory provisions, in particular the German Occupational Health and Safety Act and the German Ordinance on Industrial Safety and Health, the contractor must assess the hazards associated with the work of the employees to be deployed (including subcontractors commissioned by the contractor), take the necessary protective measures and prepare a risk assessment thereof prior to the start of work.

- This risk assessment must take into account all aspects that can lead to accidents, health impairments or cases of loss or damage, such as the design and furnishing of the workplace and the selection and use of work equipment (lifting gear, scaffolding, etc.).
- The contractor must keep these documents available at the place of deployment and submit them to the customer upon request. The contractor remains solely responsible for the correctness and appropriateness of the risk assessment and the measures derived therefrom for the protection of its employees.

## 1.1 Legal basis

In principle, all statutory occupational health and safety regulations apply, in particular the German Occupational Health and Safety Act (ArbSchG), the German Ordinance on Industrial Safety and Health (Betriebssicherheitsverordnung), the accident prevention regulations of the Federation of Institutions for Statutory Accident Insurance and Prevention (Hauptverband der Berufsgenossenschaften) and all company regulations.

## 1.2 Important phone numbers

Role	To be called for/in the event of	Name	Telephone internal +49 (0)5834 50-
External company coordinator	Safety issues, agreements, permits, briefing	Peter Sölter	7227
Deputy		Andreas Meyer	329
Fire protection officer	fire protection issues, permits	Andreas Meyer	329
Deputy		Peter Sölter	7227
Safety expert	Accident reports, safety issues	Jan-Henrik Godau	7119
Deputy		Marten Böse	7369
Environmental protection officer / waste officer	Questions on environmental protection and waste disposal	Werner Peesel	121
Accident and dangerous goods officer	Working in accident-relevant areas, questions about dangerous goods and hazardous substances	Werner Peesel	121
Mechanics and electrical maintenance	Maintenance issues and incidents	Mechanics team leaders / coordinators	7771
		Electrics team leaders / coordinators	7770
Gas, water, air and energy supply	Media supply gas, water, air, electricity, energy management	Marc-Andre Freimann Lukas Hermann	7287 7095
Construction	Building trades	Carsten Bagge	463
		Ludwig Rodewald	496

**Emergency number in case of serious injuries\*** (0) 112\*\*  
**Emergency number in case of fire damage\*** (0) 112\*\*  
**Emergency number for police\*** (0) 110\*\*

\* After an emergency call, always contact the gate keeper's office (phone: 05834 50 211) and the BUTTING project coordinator or BUTTING external company coordinator.

\*\* When using a landline telephone, the 'zero' must be dialled first to make an external call.



## 2. Entering and leaving the plant premises

### 2.1 Registration and support

In principle, the contractor must register all employees and subcontractors with BUTTING's commissioning employee in writing by e-mail at least two working days before the start of work (stating the company name, surname, first name, start date and completion date of work).



BUTTING's commissioning employee must register all employees and subcontractors of the external company in BIS at least two working days before work starts. This information includes the phone number and name of the person responsible for the customer, usually the line manager of the external company's employee, as well as the names of the external company's employees.

The plant premises may only be entered and left through official entrances. When entering and leaving, the contractor's employees must sign in and out at the gate keeper's office. The gate keeper's office is staffed around the clock. This is where visitor records are kept. The reception staff are authorised to search the contractor's employees and vehicles when entering and leaving the plant premises.

Safety instructions and, if necessary, special instructions (e.g. for work involving a fire hazard) are given by the external company coordinator in the same building.



BUTTING accepts no liability whatsoever for imported goods, materials and equipment. Equipment used on the plant premises must comply with the relevant safety regulations, such as the regulations of the German Ordinance on Industrial Safety and Health.

Employees of external companies may only move around on the plant premises in the areas that are to be visited for the activity to be carried out. The social rooms and other plant facilities may be used by arrangement.

The external company coordinator will notify the support officer by phone once the safety/special instructions have been given. The support officer will collect the visitors at the gate keeper's office. The support officer will escort the external company to the site and provide details about local conditions (social rooms, assembly points, etc.). **The support officer is the external company's contact person for the duration of the stay.** If the place of fulfilment changes, the support officer is responsible for internal notification and for registering the external company. The hall areas and managers (team leaders) must be informed by telephone or in person.

When external companies are on company premises at **weekends**, the support officer must ensure that a contact person is present on site while the external company is carrying out the work.

In general: no support officer/contact person – no visitor!



## 3. Rules of conduct on the plant premises

### 3.1 Traffic regulations / plant traffic

Parking is possible in the designated visitors' car park at gate 1 and gate 2 of the gate keeper's office as well as in the lorry car park. External companies with a length of stay of more than two days must park their cars in the "Vorhop" staff car park. Daily sign-in takes place at gate 1 or gate 2 of the gate keeper's office.

Driving on the plant premises is generally not permitted. Vehicles (including industrial trucks) may only be moved on the plant premises in exceptional cases and only if permission has been granted. Industrial trucks, lifting platforms and cranes may only be driven or operated by appropriately trained persons who have also been authorised to do so in writing by their company.

Material deliveries by van are an exception to the driving ban. The unloading/loading point must be approached directly in such a scenario. The vehicle must then be parked in the nearest marked parking space within the plant premises or leave the premises again. It is not permitted to drive to the canteen or to meetings in other areas. External companies may only drive on the plant premises after permission has been granted and do so at their own risk; BUTTING accepts no liability for damage to third-party vehicles, either in the car park or on the plant premises.

The rules of the German Road Traffic Act apply throughout the plant premises – with one exception: side loading fork lift trucks always have the right of way. The maximum speed specified on the works gate must be observed. Random speed checks are carried out. Further traffic regulations are displayed on the notice board at the gate keeper's office. Driveways, footpaths, passages, access roads, restricted areas and especially emergency exits must be kept clear at all times.

When working on fixed installations, prior activation/clearance by BUTTING employees is required, who will also conduct the acceptance test prior to recommissioning.

### 3.2 Handling of hazardous substances

BUTTING's safety-related areas contain mainly "toxic", "highly toxic" and "highly flammable" substances. Other hazardous substances are acetylene, oxygen and hydrogen. There are operating instructions for handling hazardous substances and substances hazardous to water. All hazardous substances have been examined with regard to their hazard and relevance to accidents. Alarm and hazard prevention measures have been derived from these results.

Employees of external companies who are deployed in areas with hazardous substances must also be instructed by the responsible person of the contractor in accordance with the instructions provided by BUTTING. The BUTTING coordinator must be consulted if the contractor does not have sufficient expertise.

### 3.3 Photography and filming



Photography, filming and making sound recordings as well as copying documents of BUTTING and its affiliated companies is prohibited on the BUTTING plant premises. Taking photographs or filming, with either a regular camera or with a mobile phone or tablet, is strictly prohibited. If photos are required for documentation purposes, these must be taken by the Butting support personnel. In justified exceptional cases and at the discretion of the BUTTING host, pictures may be taken with a mobile phone while under supervision. Every photo must be approved by BUTTING.

In the event of infringements, BUTTING may demand the surrender of the film and sound material and the material may be destroyed.

Mobile phone use is not permitted in the halls for taking photographs or making phone calls. Mobile phone calls are only permitted outside, in the administration building or in the offices. Exceptions regarding telephone use can only be made by the host at BUTTING in individual cases.





## 3.4 Introduction and use of hazardous substances

When handling hazardous substances, the relevant legal regulations, such as the German Ordinance on Hazardous Substances, the EU Regulation on the Registration, Evaluation, Authorisation & Restriction of Chemicals (REACH) as well as the corresponding German Technical Rules for Hazardous Substances (TRGS) must be complied with by the contractor as well as by BUTTING. Dangerous goods or hazardous substances may only be let in with the express permission of BUTTING's environmental protection officer. The fire protection officer must be informed by the contractor about the quantity that has been let in and the storage location. Danger to persons from hazardous substances must be prevented. In principle, the operating instructions of the hazardous substances that have been let in must be carried along and presented to the BUTTING coordinator upon request.

Furthermore, such substances may only be allowed into the premises in original delivery packages. Substances classified as "toxic", "highly toxic" or "carcinogenic" must not be used. Hazardous substances, in particular water-polluting substances, may only be stored on the plant premises in allocated, secure storage areas and subject to a special permit. The fire protection officer must be informed by the contractor about the quantity that has been let in and the storage location. Contamination of the working environment, including through gaseous or dust emissions, must be ruled out.

Compressed gas cylinders must be secured against falling over with suitable slinging equipment and must only be transported safely with suitable means of transport.

## 3.5 Water protection

In principle, substances hazardous to water must be handled in such a way that contamination of the soil, groundwater or a body of water is avoided. Substances hazardous to water must not be allowed to enter the sewage system and must never be used above unsecured soil areas.

Washing operations are generally not permitted on the plant premises.

The contractor must keep appropriate binding agents available for accidents, such as leakage. In the event of an accident, the environmental protection officer and the project coordinator must always be informed. Proceed in accordance with "Reporting chain", section 6.2.

Read "Handling of hazardous substances", section 3.2.

## 3.6 Waste disposal

Waste must be disposed of on your own responsibility unless otherwise agreed. Waste that is disposed of via BUTTING under contract must be provided separately in suitable containers in accordance with the in-house "Waste handling" operating instructions. The workplace must always be left tidy and clean.



## 4. Emergency precautions and fire protection

Before starting work involving fire hazards, a permit must be applied for (permit for work involving a fire hazard). Welding, burning, cutting, soldering and grinding work as well as roofing work with open fire by the contractor is only permitted after the measures specified in the permit have been implemented.

The contractor must bring suitable fire extinguishing agents for the hazards arising and make them available at the place of work.

The permit for work involving fire hazards is issued and released by the fire protection officer and/or external company coordinator.

Before starting work, each contractor must obtain information about fire protection equipment and escape routes by means of the posted escape and rescue plans and by consulting the designated BUTTING contact persons (see also the "Alerting/alarm plan" page, section 6.0).

In the case of electric welding equipment, ensure that the primary and secondary sides are adequately insulated. The earth cable must be brought up to the work site to avoid stray welding currents that destroy the earthing system of the machines and equipment.

If a fire breaks out, immediately call the fire brigade (phone: 112) via push-button alarms and the gate keeper's office (phone: +49 (0)5834 50-211) – see also "Reporting chain", section 6.2. Any individuals in the danger zone must be informed. Extinguishing work must be started with due regard to self-protection.

## 4.1 What to do in case of fire

Always find out about escape and emergency routes as well as the nearest fire protection and first aid facilities before starting work. Make sure that you are in a position to make an emergency call (using your own phone or a hall phone from BUTTING). If you have any questions, please contact the project coordinator and/or the fire protection officer.

### Preventing fires



No naked flames; fire, unshielded ignition sources and smoking prohibited

## Behaviour in the event of a fire

<b>Keep calm</b>	
<b>Report the fire</b>	<div style="display: flex; align-items: center; margin-bottom: 10px;">  <span>Actuate the manual fire alarm</span> </div> <div style="display: flex; align-items: center;">  <span>Emergency number 112 +49 5834 50 - 211</span> </div>
<b>Get to safety</b>	<p>Warn persons at risk / actuate the fire alarm</p> <p>Assist others in need of help</p> <p>Close doors</p> <div style="display: flex; align-items: center; margin-bottom: 10px;">  <span>Follow the destined emergency exits</span> </div> <div style="display: flex; align-items: center; margin-bottom: 10px;">  <span>Do not use the lift</span> </div> <div style="display: flex; align-items: center; margin-bottom: 10px;">  <span>Go to the assembly point</span> </div> <p>Follow instructions</p>
<b>Attempt to extinguish the fire</b>	<div style="display: flex; align-items: center; margin-bottom: 10px;">  <span>Use the fire extinguisher</span> </div> <div style="display: flex; align-items: center; margin-bottom: 10px;">  <span>Use the fire hose</span> </div> <div style="display: flex; align-items: center;">  <span>Use means and devices for fire-fighting (e. g. fire blanket)</span> </div>

Brandschutzordnung nach DIN 14096 / Objekt: H. Butting GmbH & Co. KG Erstelldatum: Dezember 2023

When using a landline telephone, the 'zero' must be dialled first to make an external call.

## 5. Site plan

### Legende / legend



Sammelplatz / assembly point



aut. ext. Defibrillator (AED) / aut. ext. defibrillator (AED)



Notruftelefon / emergency phone



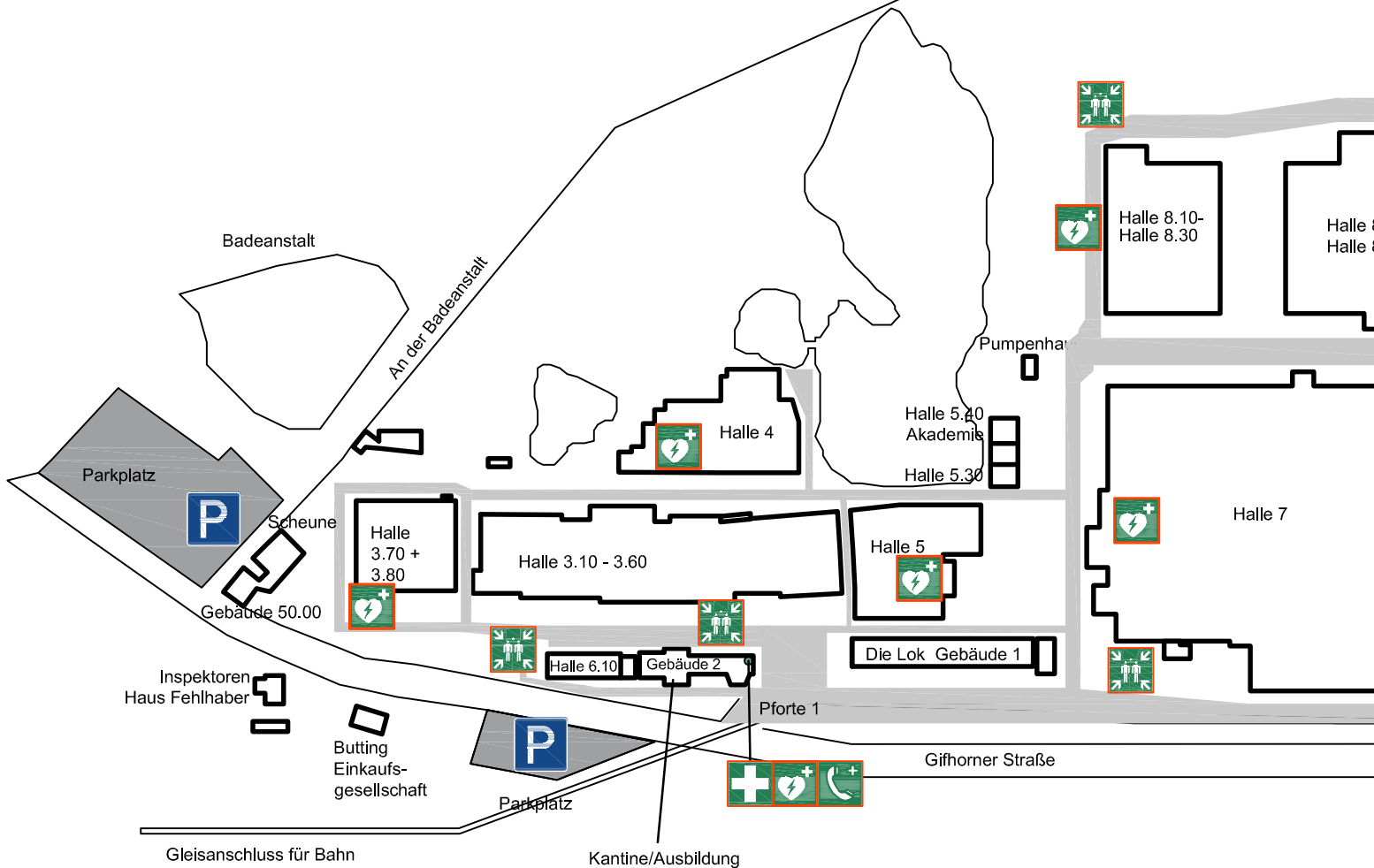
Erste Hilfe / first aid



Löschwasserbehälter / extinguishing water tank



Parkplatz / Parking lot









## 6. Alerting / alarm plan

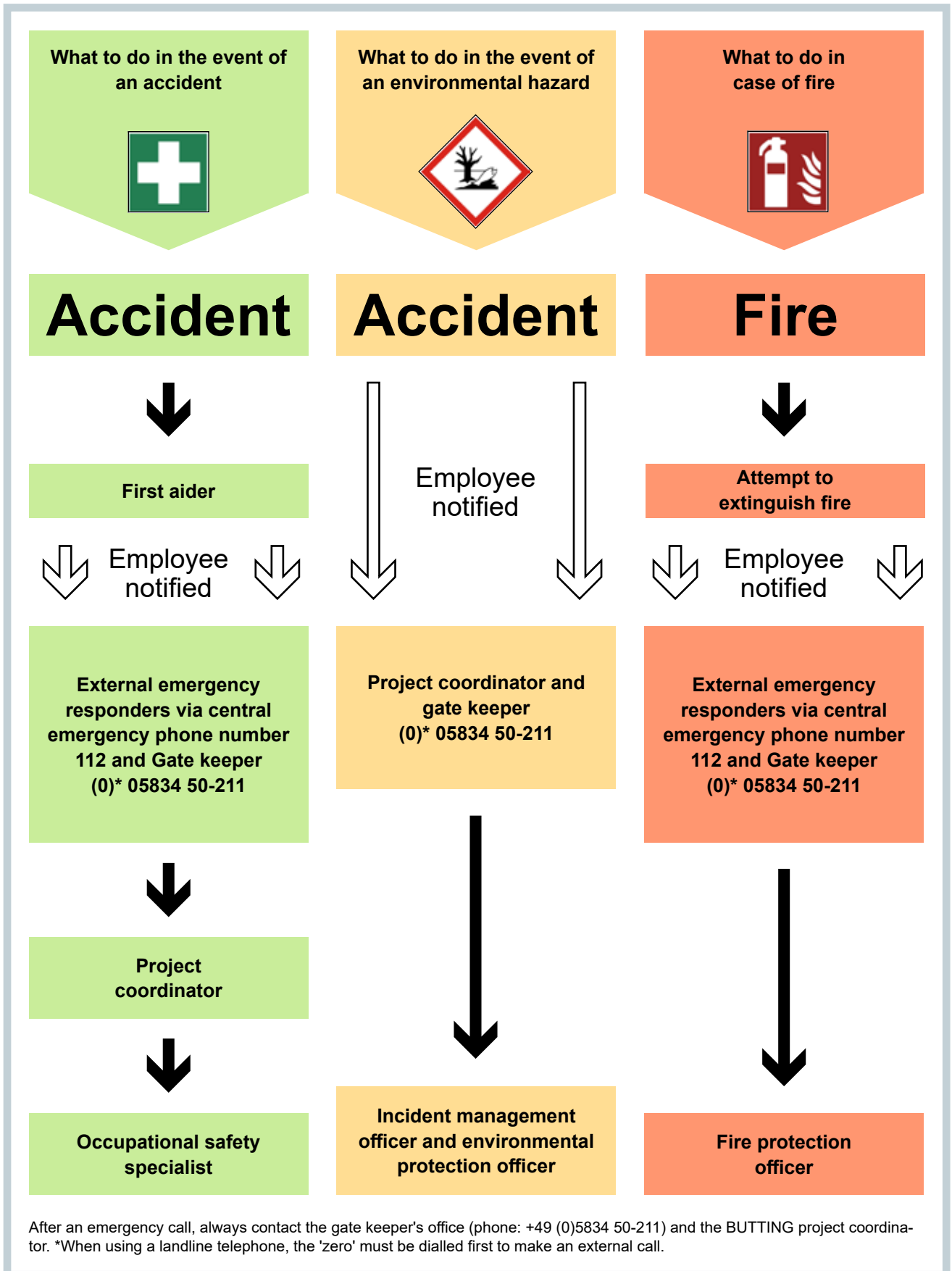
Always proceed in accordance with "Reporting chain", section 6.2. The employee of the external company who discovers a potential accident or danger (potential risk situations) must report this to the responsible office or the responsible employee (see also "Important phone numbers", section 1.2). Personal injuries, near misses, fires, substance releases and associated nuisances or disturbances to the environment as well as comparable cases must be reported. The individuals in charge decide on the measures to be taken. Further alerting by BUTTING employees follows the internal alerting scheme. Those working in the immediate vicinity must be alerted immediately in the event of danger. All the above incidents must always be reported to the external company coordinator.

### 6.1 What to do in the event of an accident

If an employee of the contractor suffers an accident requiring medical assistance, the emergency number of the emergency service must be called immediately (phone: 112). Afterwards, always inform the gate keeper's office (phone: + 49 (0)5834 50-211). The accident site must be left unchanged provided this allows the rescue of persons and if there is no need to secure the site to prevent further accidents. The contractor's own provisions that it must follow remain unaffected.

After the injured person has been treated, the incident must be documented and reported to the BUTTING safety expert and/or the external company coordinator.

## 6.2 Reporting chain in the event of an accident, incident or fire



After an emergency call, always contact the gate keeper's office (phone: +49 (0)5834 50-211) and the BUTTING project coordinator. \*When using a landline telephone, the 'zero' must be dialled first to make an external call.



## 7. Site safety during construction and assembly work

Construction site areas, excavations, pits, channels, floor openings, etc. must be adequately secured by the contractor during the entire construction period. Danger areas during crane work, work with lifting platforms, danger of falling objects, etc. must always be secured or cordoned off to prevent unauthorised persons from entering.

Storage areas and supply and disposal facilities may only be used after allocation. After completion of the work, the construction site areas must be swept clean and handed over in the agreed condition. Building rubble and excavated soil must be disposed of properly by the contractor in accordance with the provisions of German Waste Disposal Act.

Applicable legal regulations and accident prevention regulations with regard to the operating equipment and installations used must be observed, among other things:

- Only ladders, steps and scaffolds that are in proper condition may be used. The contractor must ensure that ladders and steps are erected in a stable manner and are safe to climb on. They must be inspected for proper condition in accordance with the applicable regulations. These inspections must be documented transparently and presented to the customer upon request. The relevant EN and DIN standards, e.g. EN 12811 and DIN 4420-1, must be applied for the safe erection, modification and dismantling of scaffolds as well as their use. In accordance with the German Statutory Accident Insurance regulation (DGUV) information 201-011, a handover report with inspection log and usage plan must be available for the scaffold.
- Mobile scaffolds must not be moved when persons or work materials are on them. Activities on scaffolds must be avoided while working underneath them; exceptions are completely enclosed scaffolding. Danger zones around scaffolds must be cordoned off over a wide area by the contractor and marked. A "Danger – Falling objects" warning sign must be in place.



- Before starting civil engineering work (excavations, pits, channels, etc.) as well as drilling and spraying work on buildings, the company doing this work must obtain information from the support officer about the location of live wires as well as water and gas lines, etc.



Working alone should be avoided. If, as a result of an emergency or exceptional case, one person alone carries out dangerous work, the contractor must ensure supervision in accordance with DGUV Regulation 1 Section 8 by means of suitable measures, such as short-term checks or a reporting system. Work of this kind must always be reported to the BUTTING external company coordinator in advance.

If particularly severe noise pollution occurs during the work, the coordinator must be made aware of this by the contractor in good time so that suitable working hours or appropriate noise protection measures can be determined.

If "building huts" (day shelters, etc.) are to be erected, the coordinator's permission must be obtained beforehand. The statutory provisions of the German Workplace Ordinance must be complied with. Day shelters on construction sites must show the owner's name in a clearly legible format. After completion of work on buildings, installations or machinery, a final inspection and acceptance test must be carried out with the coordinator. In this context, particular attention should be paid to ensuring that affected safety-related equipment is functioning properly again.



## 8. Working near or on electrical equipment

If work is to be carried out in the vicinity of live systems or equipment, BUTTING Maintenance, who will decide on the appropriate measures, must always be involved via the coordinator.

The disconnection of electrical power must be applied for well ahead so that appropriate arrangements can be made with the production sites in good time. Only authorised BUTTING maintenance personnel may disconnect or reconnect the power supply or assemble/disassemble the protection. Unauthorised actions are prohibited on all electrical equipment!

## 9. Note on hazards due to automatic pipe transport

In various BUTTING hall areas, the pipes are transported to the individual processing stations by means of automated pipe transport systems. Automated pipe transport requires the utmost attention from all persons who are present in the relevant hall areas. Pipes can start moving at any time while the system is running.

Automated pipe transport involves the following equipment:

- Automated transport on roller conveyors
- Automated transport on trolleys
- Automated transport on chain conveyors

The following safety and warning symbols must be observed for your own safety:



### General warning sign

You will find this symbol in all places where there is danger to life and limb of persons. Always follow these instructions and behave with particular care and attention.



### Electric voltage warning

Warning of dangerous electric voltage. Touching live parts can cause immediate death.



### Automatic start-up warning

Warning of automatic start-up of machines and systems. System parts or products can start moving at any time while the system is running.



### Hand injury warning

Warning of crushing hazard and risk of hands and fingers being pulled in



### Crushing hazard warning

Warning of crushing hazard to torso and legs

## 10. Machines, tools, equipment

The use of company-owned equipment (machines, operating aids, etc.) is only permitted subject to approval of the coordinator in charge and after they have provided instructions. All other necessary tools, machines and personal safety equipment must be provided by the contractor. The contractor must also provide the necessary consumables.

The tools, machines and equipment used by the contractor at BUTTING must comply with the relevant applicable regulations. The requirements of DGUV-I 203-006 on the selection and operation of electrical systems and equipment on construction and assembly sites must be observed.

Equipment/aids subject to testing must be tested and labelled in accordance with the relevant regulations, e.g. electrical equipment in accordance with DGUV Regulation 3. In order to be able to assess the risk to in-house employees, all power-operated systems and machinery must be registered with the coordinator.

When working with grinding and cutting machines in rooms with a fire hazard, written permission (permit) must be obtained from the coordinator, as is the case with welding work (see also "Emergency precautions and fire protection", section 4). Use of such machines without permission is prohibited. Tools, machines, vehicles and other equipment must be clearly labelled as the property of the external company.

All employees of the contractor who work at BUTTING must be instructed or trained by the contractor in all necessary activities and the use of machines, equipment and tools. The documented evidence of this must be submitted to BUTTING on request.

No liability is accepted for personal belongings.

## 11. Personal safety equipment



The contractor's employees are obliged to observe existing mandatory signs and to wear the necessary safety equipment, e.g. safety goggles, safety boots, and safety helmets. The contractor has to make the personal safety equipment available to its employees. BUTTING does not issue personal safety equipment to the contractor. In accordance with DGUV regulation 1 Section 29, the contractor must provide its employees with special personal safety equipment for dangerous work. Special protective regulations against radiation apply at the laser and X-ray installations. The contractor must obtain information about the necessary safety equipment from the coordinator. All employees of the contractor who work at BUTTING must be instructed or trained by the contractor in the use and application of personal safety equipment. Documented evidence of this must be submitted to BUTTING on request.



Long trousers must be worn in the production areas; this applies to all groups of people (covering the entire length of the leg). The wearing of shorts is prohibited in production areas. Failure to comply with this instruction may result in access to the factory premises being prohibited.

## 12. Hygiene rules

To avoid the spread of cold and flu viruses, we ask you to please:

- Avoid shaking hands
- Wash your hands regularly and thoroughly (for at least 30 seconds)
- Keep your hands away from your face
- Cough and sneeze into a tissue or into your elbow
- Keep a safe distance from the people you are talking to
- Ventilate closed rooms regularly
- Keep sanitary facilities clean

### Hygiene rules in pandemic times



**Wash or disinfect hands regularly**



**Do not touch your face**



**Ventilate regularly**



**Cough or sneeze into crook of your arm**



**Keep a safe distance of 1.5 m or wear a mask**



**Avoid physical contact**



## 13. Data protection/confidentiality

### **Confidentiality of business secrets by all contractors**

Confidentiality must be maintained vis-à-vis third parties with regard to all transactions of BUTTING and its business partners even after the work activity has ended. The contractor is obliged to keep secret all trade and business secrets of which it becomes aware as well as any other information or findings about facilities, processes and work instructions. The contractor is responsible for ensuring that these provisions are also complied with by its vicarious agents.

### **BUTTING processors**

Personal data that becomes known to the contractor or its employees in the context of the work activity at BUTTING or that is edited and processed, may only be processed, made accessible to others or otherwise used to perform contractually regulated duties. The contractor is obliged to instruct and obligate his employees to comply with the applicable data protection regulations (GDPR), provided that they process personal data on behalf of BUTTING (GDPR Article 28 Para. 3 lit. b).

### **Third parties**

Employees of external third parties (DSGVO Article 4 No. 10) must also be informed of and obliged to observe the confidentiality required under data protection law by the contractor before they commence their work activities. The obligation to maintain confidentiality applies alongside the obligation of secrecy.

### **Breaches of secrecy or confidentiality**

Legal action may be initiated against the contractor in the event of breaches of secrecy or of the obligation to maintain confidentiality under data protection law.

## 14. Protection of non-smokers

There is an unrestricted ban on smoking:

- In the offices and bureaus – even with the consent of non-smokers housed in the same room
- In the social rooms as well as corridors and staircases
- In corridors with waiting areas for visitors, rooms with visitor traffic, toilets and company vehicles



Smoking is permitted in the workshops and production halls, provided there are no special smoking bans there. The relevant signs must be observed. Cigarettes may only be disposed of in ashtrays provided for this purpose.

## 15. Proof of liability

The contractor must submit a current insurance confirmation from its liability insurer as proof. The sum insured must be at least 1 million euros per claim.

## 16. Confirmation

As contractor for work and/or services at H. Butting GmbH & Co. KG, we confirm that we have taken note of and understood the contents of these rules for external companies. We undertake to inform all our employees deployed at H. Butting GmbH & Co. KG – even if we commission other companies – about the contents of these rules for external companies and the applicable safety regulations and to oblige them to implement them. If further requirements are passed on in verbal instructions by H. Butting GmbH & Co. KG to responsible employees of ours, we also undertake to pass these on to all affected employees of ours and our subcontractors. The instructions of the BUTTING external company coordinator must be followed.

## 17. Any ideas or suggestions for improvement?

Our goal is to constantly improve. What can we do better? Tell us your suggestions and tips for improving our performance with regard to occupational health and safety, environmental protection and energy management. You will find your contact person on page 4.

Many thanks

### Publishing details

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**BUTTING**

#### Photos

Company archive, stock.adobe.com

#### Last revised:

07/2024

We have refrained from gender-specific language in the rules for external companies in the interest of readability.

## HSEQ policy




### Our understanding of quality, energy management, environmental protection and occupational health and safety

As one of the world's leading processors of premium quality stainless steels and clad materials, we also lead by example in the areas of occupational health and safety, environmental protection and the careful use of resources.

BUTTING makes every effort to **avoid** injuries, accidents and work-related illnesses. We continually work to **actively reduce** the hazards at our sites and **improve** energy and environmental performance. In order to comply with this challenge, we provide the necessary resources.

  
(Dirk Meinecke)

  
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(Nobert Heinzle)



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