



19 JUNE 2024

GUIDELINES AND SAFETY REGULATIONS

for the plant sites of Progroup's

PM1 (Burg)

PM2 (Eisenhüttenstadt)

PM3 (Sandersdorf-Brehna)

info@progroup.ag



1. INSTRUCTION



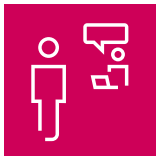
The instructions of Progroup's loading personnel must always be followed.

2. PLANT TRAFFIC



The **General Road Traffic Regulations** apply. Be considerate to other road users! Industrial trucks and rail vehicles have right of way. Note the permitted maximum speed for **trucks of 20 km/h** and the permissible total weight for transport trucks that must be strictly complied with.

3. REGISTRATION



Before any goods are loaded or unloaded, the driver of the vehicle must register at the **registration terminal**. Any accompanying passengers must also be registered here. If there are any problems during registration (e.g. incomplete delivery documents), the driver must report to the gate house. Deliveries can only be made to the plant during regular warehouse hours of business.

Dispatch: from Sunday, 9.30 pm, to Saturday, 5.30 am

Unloading: weekdays from 6.00 am to 10.00 pm



Any additional times must be agreed with the scheduling and recovered paper purchasing teams!

4. PARKING, APPROACHING STOPPING POINTS



Please only park your vehicle in the designated spaces provided for this purpose. Only drive up to **loading or unloading bays** (logistics points) once you have been assigned to one on the assignment board or when you are instructed to do so by the Progroup loading personnel.

5. PERSONAL PROTECTIVE EQUIPMENT (PPE)



You must wear your PPE when you enter the company premises.

This consists of a **high-visibility vest** and closed **safety boots**.

If you are unloading loose paper, you must also wear **safety goggles** and a **protective helmet**.



6. STAY



You are only permitted to stay at our plants for the duration of the loading and/or unloading activity. Any shift breaks must be taken away from the plant site. Driving breaks (breaks of no longer than 45 minutes) are permitted in exceptional cases. You may only stay in the designated areas of the loading and unloading zone. Please note the **complete ban on alcohol** anywhere on the premises of the respective Progroup site. You are strictly prohibited from entering any areas other than the designated logistics points. If you need to go to the toilet, you may only use the **designated toilets**; there is a **smoking ban** throughout the plant site – **including in trucks!**



7. HYGIENE AND PRODUCT SAFETY



Eating and drinking is only permitted in the break rooms. The product must not be touched. The general GMP requirements must be observed.

8. MANOEUVRING, DRIVING INTO THE LOADING/ UNLOADING ZONES



Hazard warning lights must be turned on while manoeuvring on the company premises. Particular care must be taken when reversing: this should only ever be done with hazard warning lights turned on and, if possible, with guidance from Progroup employees. You are only permitted to drive into the loose paper hall following a prior request and with appropriate guidance from Progroup employees. You may only drive into the dispatch hall after being assigned to do so on the assignment board.

9. EVIDENCE OF MEANS FOR SECURING THE LOAD



Before loading, you must confirm that you have the means necessary to **secure the load**. If this is not the case, Progroup will refuse to load the goods.

It is possible to obtain the required **loading aids** in the relevant dispatch area at Progroup. The transport company will then be billed for them. They cannot be returned after use.



10. PREPARING FOR LOADING



The tarpaulins must be opened on the loading side. The **loading area** must be empty (no pallets) as well as clean and grease-free. The load securing equipment must be ready to be checked by a Progroup employee. If the loading area is wet, Progroup will also refuse to dispatch any goods.

11. ACCESSING THE LOADING AREA



The **loading area may only be accessed** in consultation with the dispatcher and using suitable climbing aids. The driver of the vehicle must remain in the designated safety zone during loading.

12. ACCOMPANYING PASSENGERS



Accompanying passengers who are not wearing PPE must remain in the cab while loading is taking place. If they wish to leave the truck, they are obliged to wear their PPE (see point 5.). Accompanying passengers are also not allowed to enter the plant halls.

13. SECURING THE LOAD



The driver of the vehicle performs the **securing of the load** or release of the load at the location that is assigned to them by the Progroup personnel. A certified side tarpaulin is not considered as part of the load securing. The load securing must be carried out in accordance with DIN and EN standards and the VDI guidelines 2700 et seq. for road vehicles. Progroup employees will check the securing of the load in accordance with the rules for a safe load. If this check is all fine, you will receive the freight documents and delivery note and can drive away.



14. DAMAGE ON THE PLANT SITE (OWN VEHICLE OR THIRD-PARTY VEHICLE)



Any **damage** that is caused by drivers of vehicles, damage to a vehicle that prevents it from being driven any further or damage that has been caused by the loading personnel must be reported to the Progroup personnel immediately.

Third-party vehicles (not belonging to Progroup's own fleet) that are damaged are not permitted to remain on the plant site for safety reasons.

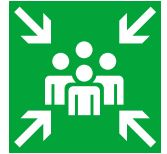
The transport company or the relevant client must immediately ensure that the vehicle is moved off the plant site. If this is not possible, a Progroup employee must be notified. Progroup will then organise for the vehicle to be transported away at the expense of the transport company or client.

15. FIRE ALARM



In the event of an alarm, the instructions of Progroup personnel must be followed.

In the event of an alarm, all persons on the company premises must meet at the designated assembly points. Detailed lists of persons are available at the gate.



16. CONTRAVENTION



Progroup reserves the right, if the regulations are not followed or there are any breaches of these guidelines, to delay the process of loading and unloading, refuse to perform this and send the vehicle away unloaded.

PM1 Site manager

PM1 Head of plant logistics

PM2 Site manager

PM2 Head of plant logistics

PM3 Site manager

PM3 Head of plant logistics