

Bayer AG Wuppertal

Plant on the Wupper, Wastewater Treatment Plant and Research and Development Center Aprath



Site House Rules

Last updated May 2025

Preamble

These House Rules set out the material regulations that are necessary for the purpose of safety and order to ensure that we can work together effectively and harmoniously. This calls for consistent standards, particularly for generally accessible areas and buildings. The same applies to matters of wide-ranging significance.

The House Rules essentially comprise requirements based on statutory duties and existing contracts and agreements.

They apply to all persons at the BAYER WUPPERTAL SITE, including:

- // Employees of the BAYER WUPPERTAL SITE
- // Outside contractors including subcontractors
- // Employees of other Bayer sites
- // Chempark partners (CPP)
- // Shippers/suppliers
- // Official representatives on official duty
- // Visitors

Steps are taken to ensure that outside contractors receive the content of the House Rules, acknowledge them and implement them.

Outside contractors are also responsible for ensuring that the content is made known to their employees and the subcontractors that they engage, and that the content is suitably made binding and complied with.

Site Security will handle any breaches of the regulations in force at the site in accordance with the applicable procedure.

Moreover, the more detailed safety instructions apply to all Bayer AG units at the Wuppertal site ("Blue Safety Instructions").

RESPONSIBILITIES

Each manager is responsible for the implementation of the regulations of the House Rules within their department.

Site Security, which can act with authority if necessary, is responsible for monitoring compliance.

DEFINITIONS

Premises

The premises comprise all properties, buildings, rooms and external Bayer

parking spaces at the Wuppertal site according to the building diagrams of the Research and Development Center at Aprather Weg, the plant on the Wupper River and the Rutenbeck Wastewater Treatment Plant.

Safety information & rules of conduct

Visitors and fitters must be registered via the WAVE system (ShortUrl: [go/wave-wup](https://go.wave-wup)) by the recipient or the responsible coordinator. Upon registration, the safety information and rules of conduct for the BAYER SITE WUPPERTAL are sent by e-mail from the WAVE system.

Employees from other sites who visit the BAYER SITE WUPPERTAL or, for example, work for audits, must be registered as visitors via the WAVE system.

Access is granted upon confirmation by e-mail that the safety information and rules of conduct have been read and understood. Confirmation of the safety information is valid for 365 days.

This regulation does not apply to guests of the Aprath Research and Development Center, e.g. for participation in celebrations in the canteen, festivities or lecture events in the auditorium.

Site Security

All employees of the Site Security department in Building 303 and the security service providers they engage.

Safety and Security Control Center

The Safety and Security Control Center (tel. 0202 36 2255) is located in Building 303 at the plant on the Wupper River. All calls received here are recorded.

Service point

Staffed main entrances and vehicle entrance areas with barrier systems at the plant on the Wupper River and in the Aprath Research and Development Center.

Emergency planning

Emergency planning as defined by these House Rules is the preventive establishment of measures to manage emergencies with the aim of preventing harmful consequences for people, animals, the environment and tangible and intangible assets in the event of an incident.

Ordering party

The ordering party is typically Bayer AG, which awards contracts to other companies (contractors) for services at the BAYER WUPPERTAL SITE. Bayer AG appoints an order supervisor.

Contractors are persons and companies that autonomously and independently fulfill the order issued by the ordering party, fully or partially on the premises of the BAYER WUPPERTAL SITE.

The bayer@external regulations apply.

Order supervisor

The order supervisor is the ordering party's contact person for the contractor.

ID offices

Site Security units at the service points that coordinate and check applications for BAYER WUPPERTAL SITE permits and where BAYER WUPPERTAL SITE permits are produced and managed.

Chempark partners (CPP)

BAYER WUPPERTAL SITE partners are all companies located at the BAYER WUPPERTAL SITE (on the basis of a CPP agreement with the site operator) with permanent operating facilities, including the BAYER WUPPERTAL SITE operator and Bayer Real Estate as the owner of the land.

CPPs can be ordering parties and contractors.

The role of CPP is subordinate if the CPP is a contractor as defined by the Site House Rules.

The CPP must therefore assume the role of contractor and the associated rights and obligations.

Permits

Collective term for a special authorization issued by Site Security on request (e.g. Bayer ID, vehicle access permit, photography permit).

Coordinator

In conjunction with its duties as the ordering party's security coordinator, the Bayer Coordinator is authorized to issue instructions to the contractor and its supervisor (the contact person for the contractor/outside contractor coordinator).

This is not the same as the Health and Safety Coordinator according to the *Baustellenverordnung* (BaustellV – German Construction Site Health and Safety Regulation).

Outside contractors

Outside contractors are all external companies working on the premises on behalf of Bayer AG and resident companies

Outside contractor supervisor

The outside contractor supervisor is a suitable employee who performs the duties of the contractor on site.

Employees such as assembly supervisors, group leaders or foremen can serve as outside contractor supervisors. They must be personally suitable, possess sufficient knowledge of German and be able to guarantee sufficient communication with the employees in their area of responsibility at all times.

The outside contractor supervisors must monitor the safe performance of work.

ORDER AND SECURITY

General information

All persons are responsible for ensuring safety, order and cleanliness in their area of activity. Traffic accidents, incidents of damage, theft, property damage and other non-compliant behavior must be reported to Site Security immediately.

Site Security is authorized to ban outside contractor employees and external visitors from the premises, temporarily or indefinitely, in the event of breaches of the rules in effect.

In the event of standalone or repeat breaches, if necessary, the action to be taken will be defined by the

committee consisting of Site Security, Incident & Fire Safety, the Department for Occupational Safety and other departments if appropriate.

Access

A permit is required to access the BAYER WUPPERTAL SITE. Such permits are only issued if the person in question needs to be on the BAYER WUPPERTAL SITE for work purposes. Private visits are prohibited. The respective gate procedures must be obeyed.

The prescribed personal protective equipment must be worn in operating facilities.

All security warnings must be obeyed.

Safety equipment and barriers must never be removed without special authorization.

Some areas have separate access controls. It is not permitted to circumvent these access controls (e.g. by sharing ID cards, keys).

Persons under the age of 14 (except for on campaign days, e.g. Girls Day, Open Day, industry days for school students from grade 5 and up, etc.) are not allowed to access the premises, even if accompanied by an employee.

Employees of the public media, official representatives and external visitors must be accompanied at all times.

ID cards

All persons must be authenticated with official photo ID before entering the premises for the first time.

In order to restrict access to the premises to authorized persons, all persons receive an ID card. These ID cards are issued by Site Security.

Visitors receive their ID cards at the reception desk that registers them with their contact persons.

If gates are equipped with the technology to read ID cards, these must be used to enter or leave the BAYER WUPPERTAL SITE. However, Site Security personnel are still authorized to perform visual inspections of ID cards. ID cards without a photograph are only valid in conjunction with a national ID card or passport.

ID cards must be visibly worn by employees and visitors at all times while on the premises and presented immediately for inspection by Site Security personnel.

ID cards are the property of Bayer AG. They cannot be transferred. Their misuse, e.g. sharing with others, is prohibited and punishable.

Lost ID cards must be reported directly to Site Security.

Introduction and removal of items

The process is regulated for Bayer employees by means of the authorization attributes on their ID card. These can include business documents, vehicle/parking permits and photography permits.

Personalized hardware provided by BAYER can be brought in and removed from the premises. This includes laptops and cell phones, for example.

It is generally permitted to bring in and remove small private electronic devices (e.g. cell phones, smartphones).

Work equipment, tools, substances and objects (materials) are only permitted to be brought into the BAYER WUPPERTAL SITE at the service points if they are needed to carry out a work/service agreement with an ordering party as defined by these Site House Rules.

The respective security service provider can provide details of the procedure for bringing in or removing items at service points.

The following types of substance must be reported to the staffed service points at the main entrances regardless of their mass, quantity or volume:

- // unstable and explosive
- // radioactive
- // self-decomposing
- // pyrophoric (spontaneously inflammable)
- // poisonous
- // contagious and
- // substances and compounds that are carcinogenic, mutagenic or toxic for reproduction (CMR substances).

Unless specifically agreed otherwise, the ordering party is not liable for the loss of property of the contractor or property of the contractor's employees brought onto the premises.

Checks

Site Security has the right to carry out checks or have them carried out by third parties, for example, access control to the premises. Instructions from Site Security must be obeyed.

Traffic rules

Within the BAYER WUPPERTAL SITE, traffic rules apply in accordance with the German Road Traffic Regulations in conjunction with the special rules and signage of the BAYER WUPPERTAL SITE (e.g. "No passage through areas at risk of explosion" or priority for rail vehicles over all other road users or special traffic signals to warn of hazards).

Vehicles are only permitted on off-road areas with the operator's permission.

Designated safety zones and protective strips, such as those near buildings, plants and tank farms, must be observed.

Signs, technical equipment or notices must not be removed or disabled without authorization.

The following rules apply to the use of bicycles on the premises:

- // Bicycles must be roadworthy
- // Cycling helmets must be worn
- // Bicycles must be ridden with both hands on the handlebars

The operators of special-purpose vehicles, such as fork lifters, must have proven to their employer that they are able to do so. A written assignment from the employer may

be necessary depending on the type of vehicle. The operational safety of vehicles must be ensured and evidence of this must be provided on request.

Vehicles must only be parked in the designated areas. Permission from Site Security is required to leave a vehicle on the premises after the end of work.

A special pass is required to park on Bayer parking spaces outside the premises.

The rules of this paragraph also apply to jointly used areas such as marked-out routes, blocked areas in the vicinity of gates and social buildings.

The speed limit for vehicles is 25 km/h.

Apart from bicycles, motorcycles and bicycles with electromechanical assistance (pedelecs), no other single-track vehicles, e.g. S-Pedelecs (45 km/h), recumbent bicycles, scooters, inline skates, or e-scooters, are allowed.

Footpaths should be used when walking and, whenever possible, pedestrian crossings should be used to cross roads.

Listening to loud music in vehicles and using headphones, telephones or cell phones when walking or cycling are not allowed.

Vehicles that represent a hazard or an obstacle on account of their condition or where they are parked and whose owners cannot be reached within an appropriate time will be towed by Site Security subject to charge. Randomly parked bicycles whose owners can no longer be ascertained may be collected by Site Security.

Site Security is responsible for traffic supervision and performs related checks. Instructions from Site Security must be obeyed. In the event of traffic accidents at the BAYER WUPPERTAL SITE, Site Security must be called to log the accident. Outside contractor vehicles are not permitted to remain on site between 6 p.m. and 6 a.m., unless an exemption has been granted by Site Security.

Use of stairs

Handrails must be used in order to avoid accidents on staircases.

If there are hygiene concerns, it is also sufficient to position your hand directly above the handrail without touching it.

Transportation work that requires both hands to handle the load should be kept to a minimum and performed by specialist companies if possible.

Emergency response and prevention

Operational emergency response and emergency rescue (of persons) at the BAYER WUPPERTAL SITE is conducted in cooperation with the Fire Department of the City of Wuppertal and the emergency personnel of the site operator.

In conjunction with operational emergency response, emergency personnel have a right to access all operations and facilities to the extent that this is necessary to perform their statutory and contractual duties.

Instructions from emergency personnel must be obeyed in the event of an incident.

The emergency services must be called in the event of accidents, medical emergencies or damage.

// Landline: 112

// Cell phone: 0202 36 99 300

→ You are advised to save the cell phone number on your phone

First aid must be given to the person who has had an accident or who is in distress.

The emergency call will be received by the joint switchboard for the Fire Departments of the Cities of Solingen and Wuppertal. The emergency call center will guide the caller through the call until all the necessary information on the incident has been received.

Fire alarms can also be activated manually (pushbutton fire alarm).

When the emergency services have arrived and are providing emergency care to sick or injured persons in areas at risk of explosion, all activities with hazardous substances that could cause an explosive atmosphere must be ceased, as medical equipment (ECG, defibrillators, etc.) is not ATEX-compliant. **The interior air where emergency care is being carried out must be monitored with an explosion warning device as quickly as possible and the handling of hazardous substances must be adapted to the emergency situation.**

Duties to provide information

In conjunction with safety and incident management, the Safety and Security Control Center must be informed immediately of unforeseen events, hazards (e.g. fires or accidents, thefts, threats, environmental disasters) and activities of all kinds relevant to safety (e.g. transportation, refilling, etc.).

The Safety and Security Control Center raises the alarm, coordinates, provides information on and documents events of all kinds in relation to the operator's duties.

In turn, the operator will inform all companies concerned and, if necessary, the authorities immediately (preliminary notification).

Lost and found

Items found at the BAYER WUPPERTAL SITE must be handed in to the security service provider at the service points.

PROHIBITED ACTIVITIES

Ban on open flames and smoking

On the premises, smoking (except in designated areas), fire and open flames are prohibited.

Smoking on the premises is only permitted in smokers' shelters.

Smoking in front of the plant's gates is not welcome.

Explosion protection rules must be obeyed in extensive areas of the plant.

Areas at risk of explosion are marked with signs reading "EX."

It is prohibited to bring electronic devices, such as cell phones, even if switched off, into areas at risk of explosion.

Ban on alcohol and drugs

It is forbidden to bring alcohol or other narcotics onto the premises and to consume them on the premises.

Persons who are drunk, under the influence of drugs or who have detectable residual alcohol within their systems are prohibited from entering or remaining on the premises.

The ban on alcohol does not apply to, for example, celebrations at BayGast or festivities at the BAYER WUPPERTAL SITE.

Machinery, equipment and devices

Any unauthorized use of machinery, equipment and devices is prohibited.

Photos, videos and sound recordings

Photos, videos and sound recordings require written approval from the division management in charge.

In the event of photos, videos and sound recordings for which a permit cannot be presented, Site Security is authorized to inspect the photos, videos or sound recordings in an appropriate manner. This may mean that equipment or parts of it must be temporarily surrendered to Site Security against receipt.

Site Security is permitted to keep or, if appropriate, destroy image material containing depictions of operating facilities or unauthorized depictions of persons. The same applies to unauthorized sound recordings.

Eating and drinking

Food and beverages are prohibited in all plants/laboratories, except in break rooms and offices. Food and beverages may only be stored in the above rooms and designated refrigerators.

Separate facilities are available for employees of outside contractors

Hands must be washed thoroughly before eating, drinking, or smoking. Protective clothing must be removed and left in a designated place beforehand.

Use of mobile communications devices

The operation of mobile radio equipment is prohibited throughout the premises.

Cell phones must not be taken into or operated in designated explosion protection areas, unless the devices have the necessary ATEX approval.

Signs prohibiting the use of cell phones in other areas must be obeyed.

Cell phones must not be used when driving a vehicle or walking on the premises.

Devices with explosion protection

Only equipment with explosion protection and low-sparking tools may be used in areas at risk of explosion.

For the operation of equipment and tools without explosion protection, compliance with the safety measures stipulated in the work permit (e.g. monitoring of the atmosphere with an explosimeter) is mandatory.

IT security

Bayer IT equipment must be used for its intended purpose only.

Work must not be performed on Bayer IT systems without the prior consent of the coordinator/contact person.

IT equipment or data storage media brought onto the site must not be used in conjunction with Bayer IT systems,

The use of external data storage media is not permitted. Exceptions must be authorized.

Commercial and political activity

Commercial and political activity of any kind requires the consent of site management.

Any party political activity (as referred to by section 74(2) of the *Betriebsverfassungsgesetz* (BetrVG – German Works Constitution Act) on the premises is prohibited.

This does not affect the legitimate activities of the Works Council and trade unions.

Posters

The putting up of posters, writing on walls, the distribution of written materials or the staging of collection drives is prohibited.

Exceptions require written approval from site management.

Prohibited items

The following items are not permitted to be carried, held or left on the premises:

- // Racist, xenophobic or politically/religiously radical propaganda materials
- // Pornographic or sexist materials
- // Weapons of any kind, such as cutting, stabbing or blunt-edge weapons or firearms
- // Fireworks, maroons, rockets, flares, smoking powder and other pyrotechnic items
- // Alcohol and drugs

Animals

Animals must not be brought to the BAYER WUPPERTAL SITE.

ENVIRONMENTAL PROTECTION

All persons working at the site must conduct their activities in such a way as to prevent any prohibited environmental impact and hazards to the public or neighborhood during normal operations.

In the event of faults, measures must be taken to limit the effects on the environment and neighborhood to a minimum.

Any unauthorized emissions into the air, pollutant discharges into the soil and (ground) water as a result of incidents or deviations from normal operations must be reported to the Safety and Security Control Center immediately. This also applies to the unplanned introduction of substances into the site's disposal network. Companies will provide assistance in quickly and comprehensively analyzing incidents and initiating effective countermeasures.

Operations at the BAYER WUPPERTAL SITE as a whole are subject to noise protection requirements.

The noise produced by work must be kept to a minimum.

Construction noise is only permitted from 7 a.m. until 8 p.m. The hours between 8 p.m. and 7 a.m. are considered nighttime. The stipulations and immission guidelines of the [“General Administrative Regulations for Protection against Construction Noise”](#) must be obeyed.

It should be noted that noise pollution should be avoided outside the BAYER WUPPERTAL SITE (e.g. to prevent complaints from neighbors).

Disposal of waste and wastewater

When disposing of waste and wastewater, statutory requirements and contractual agreements must be complied with.

The Safety and Security Control Center must be informed immediately in the event of accidents

When handling (e.g. collecting, storing and transporting) waste, it must be ensured that the environment is not polluted and people are not put at risk.

The rules for separating waste into different containers must be followed.

Energy supply

Energy must only be drawn for the purposes of order fulfillment and only at the designated locations. The creation of power connections, in particular to the electricity grid (e.g. new construction site distributors, power supply for containers, etc.) is only permitted with the prior approval of the IT Energies department of the BAYER WUPPERTAL SITE.

Transportation of hazardous goods

Only such vehicles whose condition satisfies the statutory provisions of operational and traffic safety may be used on the premises.

Vehicles used for the transportation of hazardous goods, as well as the drivers and passengers, will be checked. After passing a check with no objections, these vehicles and persons will be permitted to enter or leave the grounds.

Vehicles must be loaded such that goods cannot dangerously move, tip over, roll away or fall from the load area.

Containers and tanks must be sealed tight and must not be overfilled.

Transports of hazardous goods exclusively within the enclosed premises must be carried out using containers and tanks suitable for the goods loaded, which must be labeled and marked accordingly.

The hazardous goods vehicles of collectors or suppliers are not permitted to be parked on the premises overnight.

OCCUPATIONAL SAFETY

The occupational safety provisions must be obeyed.

Resources

Resources and tools of the Wuppertal site must only be used by the site's own personnel and must not be used by third parties.

Setting up construction and installation sites

The outside contractor must obtain approval to set up and operate construction site equipment and temporary buildings from the order supervisor (application process for containers and mobile buildings). The application will be approved by the Facility Management and Site Services department of the site operator of the BAYER WUPPERTAL SITE. The specifications, e.g. on fire and explosion protection, must be complied with in the hazard assessment required for setting up and operating equipment. Accommodation and workshop facilities must be equipped with a company sign in an easily visible position.

Compliance must be monitored by the order supervisor or a person appointed for this purpose. The contractor must duly secure construction and installation sites.

The material content of these Site and House Rules, as well as other specifications that must be strictly obeyed, can be found in the flyer "Safety, Order and Environmental Protection on Construction and Installation Sites."

Registration with the company

Outside parties must report to the operations supervisor in charge (unit foreman, repair foreman, shift foreman, laboratory manager or respective supervisor) when they enter or leave the plant.

Their entry and exit is to be recorded in an attendance register.

The instructions of supervising personnel must be followed. Wherever possible, briefings should be conducted on site.

The employees of outside contractors must be instructed and briefed on the hazards, safety facilities and protective measures (e.g. special work instructions, evacuation routes, muster points, alarm and fire protection devices, first aid equipment, breathing apparatus, emergency showers) in the work areas by an operational supervisor (plant unit manager, laboratory manager, foreman, repair foreman) before starting work.

Evacuation and escape routes

Evacuation and escape routes must be kept clear at all times.

Freight elevators

Freight elevators without closing doors (open shaft walls) may only be used after prior briefing.

Permit procedure

The permit procedure that has been introduced must be obeyed to ensure the performance of the necessary safety measures and supervision for work at elevated risk.

A permit is essential for the following work:

- // Work in containers and confined spaces
- // Work in areas at risk of explosion with a potential ignition source
- // Work that poses a risk of fire
- // Work with physical hazards (pressure, temperature, radiation, moving/rotating parts)
- // Work where contact with substances is possible
- // Work with fall hazards
- // Lifting and pulling work with heavy or unwieldy loads or in hazardous environments
- // Work with high-pressure cleaners that is not routine work
- // Other hazardous, non-routine work

The permit documents hazards and safety measures according to the findings of the hazard assessment, the persons responsible and additional information on work approval, order processing and acceptance.

In the permit, the ordering party's operations or project management stipulates the work framework, work preparation measures, the briefing of the persons performing the work before commencing work, the safety measures during the work and measures after the work, and it issues approval for performing the work on this basis.

Furthermore, for all work for which operations or project management considers enhanced safety measures to be necessary (e.g. for work with a risk of falling, impact on neighboring areas), the necessity of a permit can be stipulated by the ordering party.

Work in the vicinity of the cable car, the Wupper foreground and the railway facilities also requires approval.

Only the activities/work described and approved in the permit are permitted to be performed. Deviation from the requirements of the permit is strictly prohibited.

Approval procedure for earthworks

Special rules ("Approval Procedure for Earthworks") apply before and during earthworks on the premises due to potential hazards (e.g. contamination, underground pipes and cables).

The party performing the work must coordinate the earthworks in advance with Facility Management (FM) and Health, Safety & Environment (HSE).

Approval procedure for crane operations

The "Crane Operations Directive" of the BAYER WUPPERTAL SITE applies as currently amended.

Special rules apply to crane operations in and on the premises due to potential hazards.

Crane operations must be coordinated in advance with all necessary functions and approval must be applied for by e-mail addressed to the Safety and Security Control Center. The electronic approval workflow will be initiated there.

Crane operations must not be carried out until after approval by all departments involved in the workflow.

If it is technically possible that the crane to be used could swing in the direction of the cable car, approval by WSW mobil GmbH is also necessary.

OTHER APPLICABLE REGULATIONS

- // Safety instructions for all Bayer AG units at the Wuppertal site (Blue Book)
- // Data Privacy Statement
- // Workplace Regulations of Bayer AG
- // Safety information and code of conduct for visitors and fitters
- // Flyer - Safety, Order and Environmental Protection at Construction and Installation Sites