

1. Registration & entry

Before entering the site on foot or in a vehicle, external visitors (tradespeople, technicians, service providers) from other companies must register at reception. There, they will be issued with a visitor badge to wear that must remain clearly visible at all times. Reception will then report their arrival to the relevant contracting entity (contact person). Entry to the site without registration is not permitted.

2. Workplace safety & health protection

Workplace safety and health protection are key components of our workflow. Damage and accident prevention is in the mutual interest of the contracting parties. With regard to health and safety, the generally applicable requirements and the internal rules and regulations of Model AG (see appendix 'General safety regulations') apply equally to external visitors. It is assumed that the relevant rules are known and will be followed.

The contractor undertakes to comply with all applicable requirements and regulations on workplace safety and health protection, and to ensure the compliance of their colleagues and any subcontractors. They must take all necessary safety precautions, bear responsibility for implementing them and check them by means of regular monitoring. Model AG will not tolerate any manipulation of machines, systems or units, or any bypassing of protection systems.

Before work begins, the appropriate safety and protection measures are determined in consultation between the contractor and the contracting entity of Model AG. In the case of complex risks, the occupational safety department must also be consulted.

3. Sustainability & environment

Model AG expects the staff of external companies to work in an environmentally conscious way, conserve energy and resources, comply with applicable environmental and energy legislation, not tolerate the social exclusion of people and respect social rights.

When working or dealing with chemicals, hazardous materials and generally water-polluting substances, legal rules and regulations must be strictly observed. External staff must be instructed in the correct handling of these substances. There is a requirement to report the use of chemicals and hazardous materials to the Model contact person.

4. Hygiene & product safety

The hygiene requirements and guidelines for behaviour must be strictly followed:

- Before entering the production facilities, hands must be washed thoroughly and attention paid to personal hygiene
- Eating, drinking and chewing are only permitted in recreation rooms
- There is a total ban on smoking anywhere on the plant site, with the exception of marked zones

In the corrugated cardboard plants in Weinfeld and Moudon, the production and storage facilities may only be entered with the additional requirements:

- Clean work clothes or visitor coat
- Jewellery, especially watches, piercings, chains and rings, etc., must be removed
- Long hair must be tied back
- Feeling well / no contagious disease present

5. Confidentiality & data protection

External workers are not permitted to remove any business documents, images, products or other items of any kind belonging to Model AG or third parties, either in original or as a copy, in whole or in part, from the premises of Model AG, take these into personal possession or make them accessible to third parties without the express agreement of Model AG. Image recording (e.g. photographs, videos, etc.) is not permitted without authorisation.

It is likewise prohibited for external workers to use knowledge of any kind gained in the context of their presence at Model AG to benefit themselves in any way or to make this accessible for use by third parties. In particular, external companies are obligated to maintain confidentiality regarding the technical organisation and set-up of Model AG and regarding the installations and materials used in buildings belonging to Model AG or used by the company. It is noted that the obligation to maintain confidentiality and data protection continues to be in effect after the conclusion of their work for Model AG without restriction.

It is also prohibited to perform manipulations or data transfers that are not strictly necessary for the work to be carried out. Necessary alterations may only be performed under the strict supervision of the responsible representative of Model AG. Any entry to facilities/areas not directly related to the work to be carried out is prohibited!

6. Infringement

If infringements of these rules of conduct or of safety regulations are detected, the person or company at fault faces the following measures:

- Warning to the external company
- Expulsion from the site
- Compensation for damages
- Withdrawal of the contract

Contracting entity

Model AG contact person	Department / position	Phone (external) / mobile

Contractor

We confirm that we have read and understood these rules of conduct including the general safety regulations (appendix) and that all colleagues deployed at Model AG have been instructed, trained and equipped with regard to the applicable rules and protective measures (incl. PPE).

















Company (name, full address)

Project/assembly supervisor (surname, first name)	Mobile

Subcontractor (name, full address)	Project/assembly supervisor (surname, first name)
	Mobile

Place, date:	Name (Please sign in block capitals.)
Signature	

Appendix: General safety regulations

	Protective goggles must be worn for all work involving compressed air, machining, grinding, cutting or separating, or when handling solvents, strong detergents, coolants or lubricants.
	Safety shoes must be worn throughout the site.
	Hearing protection must be worn in production facilities with hazardous noise levels or for work that produces high noise levels (>85 dBA). Corresponding mandatory signs must be observed.
	Personal safety equipment to protect against falling is obligatory for all work at height (>3 m), especially for work on the hood/crane (paper machine), on roofs, in high-bay storage facilities, on façades and with all lifting platforms.
	A safety vest must be worn in warehouses and in outdoor areas (plant transport).
	Before entering production facilities, hands must be thoroughly washed and disinfected with soap.
	The operation of an industrial truck of category R (counterbalanced forklift) on the premises of Model AG may only be ordered by the client. A recognized "forklift license" and an internal briefing are always required. At Model AG, a consistent obligation to wear seat belts applies regardless of the "forklift model" .
	There is no parking anywhere on the site. Vehicle access is permitted only for loading or unloading. The corresponding signage must be strictly observed.
	There is a strict ban on smoking anywhere on the plant site including the facilities, with the exception of marked smoking zones.
	Welding authorisations. For flammable work (welding, cutting, heating, soldering, work with cutting discs, sparking work, etc.), authorisation must generally be obtained from the relevant contracting entity from Model.
	Lockout-tagout. It is prohibited to work on machines and systems without putting them in 'maintenance mode' beforehand.
	To operate a lifting platform , a recognised operator certification (VSAA, IPAF) must be presented and an induction by Model AG must also have taken place. Category R forklift trucks and crane systems may only be operated by qualified Model staff. Exceptions to this can only be authorised by the safety department.
	For mobile crane work , the locally applicable rules must be considered, in particular at the Niedergösgen site: a 110 kV line runs parallel to the site; authorisation must be obtained from the contracting entity from Model AG.
	Warning signs that point out a hazard , such as a risk of collision, crushing, falling, tripping or of falling loads, must be observed and must not be ignored or bypassed.
	Prohibition signs indicate something is prohibited and are used to prevent behaviour that could cause a hazard. They must not be bypassed or ignored.
	If an employee from an external company is intended to work outside of normal working hours , this must be reported to the contact person.