

Guidelines for cooperation

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1. General information and requirements

- 1.1 The transport company "Contractor" undertakes to carry out all accepted orders with its own vehicles. The use of subcontractors is generally only permitted with the prior consent of M&M Militzer & Münch "Principal".
- 1.2 Upon request, the Contractor shall provide the Client with the names and addresses of any subcontractors used.
- 1.3 We expect the Contractor to treat the transport orders confidentially and not to pass on any authorizations for apps or software to third parties. When collecting, storing, processing, transmitting and passing on personal information, the contractor must comply with the currently applicable laws on data protection and information security and the official regulations.
- 1.4 The Contractor shall ensure that all information relating to the transportation process is passed on correctly and in good time in order to form an unbroken chain of information.
- 1.5 Upon request, the Contractor shall provide the Client with an overview of driver training and further training.
- 1.6 GATE - The transponders are provided by the client. The Contractor undertakes to equip the agreed vehicle units and to instruct the driving personnel to issue the required driver cards (flow cards) at the loading points. Copies of the flow cards must be made available to the client.
- 1.7 We expect contractors to respect fundamental human rights in their business activities. They must not make use of slave labor or forced labor or engage in any other exploitation of human beings.
- 1.8 We hold and expect our contractors to carry out the compliance check with all economic operators and compliance with all sanctions.

- 1.9 The Minimum Wage Act MiLog and the employment of minors must be complied with in accordance with the currently valid legal requirements and must be observed in particular. The Contractor must document this in writing.
- 1.10 The remuneration for regular working hours and overtime must correspond to the national statutory minimum wage or the minimum standards customary in the industry, whichever is higher. The remuneration for overtime must in any case exceed the remuneration for regular hours. If the remuneration is not sufficient to cover the costs of normal living expenses and to build up a minimum level of reserves, the supplier is obliged to increase the remuneration accordingly. Employees shall be granted all legally prescribed benefits. Deductions from wages as a punitive measure are not permitted. The Supplier shall ensure that employees receive clear, detailed and regular written information on the composition of their remuneration.
- 1.11 Working hours must comply with applicable laws or industry standards. Overtime is only permitted if it is worked on a voluntary basis and does not exceed 12 hours per week, while employees must be granted at least one day off after six consecutive working days. The weekly working time may not regularly exceed 48 hours.
- 1.12 No discrimination against employees; they must be treated equally and with respect regardless of nationality, gender, religion, age or other personal characteristics. No form of physical, sexual, psychological or verbal harassment or abuse may be tolerated.
- 1.13 The Contractor shall not engage in any form of bribery, corruption, extortion or embezzlement. They may not take any action that violates applicable laws.
- 1.14 Contractor must ensure the occupational health and safety of its employees and comply with all laws accordingly.
- 1.15 The carrier must regularly check the security of its premises. This includes the use of surveillance cameras and/or the deployment of private or public security personnel.
- 1.16 BBS - The contractor has implemented the principles of behavior-based safety in its operations and conducts regular training for all industrial and commercial employees. Accidents and near misses are documented.

2. Vehicle requirements

- 2.1 The vehicles provided for loading and unloading must be in perfect technical and visual condition and fully comply with the statutory regulations and the order-specific requirements. In particular, care must be taken to ensure that the tires are suitable for the weather. In the case of international transportation, the respective country-specific requirements must be observed and complied with.
- 2.2 Vehicles carrying dangerous goods with a high risk potential within the meaning of the ADR must be equipped with devices, equipment or systems (e.g. GPS, immobilizer, etc.) to protect against theft.
- 2.3 The vehicle or the driver must be equipped with means of communication, e.g. cell phone.
- 2.4 Low-emission, low-noise and energy-saving vehicles are to be given preference. Newly purchased vehicles must comply with the latest legally prescribed EURO standard.
- 2.5 In the case of temperature-controlled transportation, the temperature ranges for transportation and delivery specified in the order must be complied with. The Contractor is responsible for the condition and unrestricted functionality of the temperature measuring units.
- 2.6 Vehicles with unloaded foodstuffs, food advertising and vehicles used for the transportation of foodstuffs are not permitted.
- 2.7 When transporting dangerous goods, the equipment required by law must generally be carried.
- 2.8 The vehicles shall be checked for roadworthiness before loading. If defects are found which mean that safe transportation cannot be guaranteed or defects which cannot be rectified by the Contractor on site, the vehicle may be rejected. In this case, the Contractor's liability for damage caused by delays shall remain unaffected. Likewise, no costs shall be reimbursed for lost freight resulting from rejection.
- 2.9 Special vehicle requirements - see Appendix 1
- 2.10 KPI - Vehicle rejections - The Contractor undertakes not to provide any vehicles with defects that lead to rejection by the shipper. The aim is to ensure a zero defect rate.

3. Persons involved in the transportation

- 3.1 The Contractor undertakes to deploy reliable, professionally trained driving personnel with a valid driving license and sufficient driving experience. In the case of hazardous goods, the corresponding instructions and training must be carried out and documented.
- 3.2 Driving personnel must be provided with all knowledge and documents required for the safe and qualified execution of the order.
(e.g. load securing equipment and loading aids, personal protective equipment).
- 3.3 The Contractor must ensure that the driving personnel are familiar with the content of the written instructions and carry them in the prescribed places in the vehicle.
- 3.4 There is a general ban on alcohol and drugs for drivers.
- 3.5 Driving and rest times as well as general working hours must be observed, documented accordingly and monitored by the Contractor.
- 3.6 Persons from outside the company may not be transported in the vehicle.
- 3.7 The driving personnel must always effectively secure the vehicles against unintentional rolling away.
- 3.8 The instructions of the operating personnel at loading and unloading points must be followed.
- 3.9 The following must be presented by the driver at the time of registration:
- Required transport documents
 - Valid official photo ID / driver's license
 - ADR transport - present ADR certificate
- 3.10 BBS guideline (Behavior Based Safety) for safe driving and loading and unloading must be strictly adhered to
- 3.11 Site-specific rules of conduct - see Appendix 2
- 3.12 Driver's manual - see Appendix 3

4. Safe and environmentally friendly transportation

- 4.1 Prior to transportation, the driver must check the roadworthiness and completeness of the vehicle's equipment. The prescribed or agreed equipment must be carried on all vehicles until the end of transportation. In winter, snow and ice must be removed from the truck to ensure road safety.
- 4.2 During or after loading, care must be taken to secure the load.
- 4.3 The truck check must be carried out on a random basis before departure after loading with the M&M departure check and documented - see Appendix 3. This must be attached to the transport invoice.
- 4.4 The maximum permissible total weight must not be exceeded.
- 4.5 Safe, optimized transport routes are to be selected, with preference given to freeways. The contractor is obliged to drive to safe parking lots, which should be:
- Be fenced in
 - Have video surveillance at your disposal
 - To be checked by a security service
- Otherwise, the client must ensure comparable security, in particular that the goods are not left unattended. Particularly in the case of vehicles with dangerous goods, it must be ensured that they are monitored or parked where sufficient security is guaranteed.
- 4.6 Reloading is only permitted with the consent of the client. If reloading is absolutely necessary during transportation, the same conditions shall apply as for loading at the place of departure.
- 4.7 The driver may only unload or prepare the vehicle for unloading on the instructions of an authorized representative of the consignee.
- 4.8 Our contractors are responsible for managing, measuring and minimizing the environmental impact of their operations. Particular focus is placed on air emissions (air quality), water quality, consumption and management, waste reduction, reuse and recycling, and greenhouse gas emissions.
- 4.9 The fine dust stickers required by the Ordinance on the Labeling of Motor Vehicles according to Pollutant Groups must be affixed to the vehicles.
- 4.10 The contractor must ensure 24-hour availability. A competent and responsible person must be always available. Names and contact details must be provided to the contractor.
- 4.11 Damaged packaging / goods may only be transported further with the express consent of the client. This applies in particular to hazardous goods which must be transported in compliance with the applicable regulations.

5. Delivery service

5.1 The contractor is obliged to ensure a customer-oriented delivery service. This includes the following points:

- Takeover at the agreed time
- Compliance with the agreed delivery times / delivery dates Compliance with the sender or recipient-specific instructions
- Information about the current location of the vehicle via GPS/fleetboard/smartphone at any time.
- Immediate notification in the event of delays or complaints on delivery.

5.2 Any deviations before/during loading, transportation or delivery must be reported to the client immediately. Should promised delivery dates be we must also be informed immediately.

5.3 Loss of goods or damage must be reported to the client immediately.

5.4 The Contractor shall report delivery notifications to us on the day of the agreed delivery.

5.5 The CMR / proof of delivery must be made available to us immediately after unloading.

6. Transport documents / accompanying documents

6.1 The transportation documents issued by the Contractor must be issued and be carried along with the other accompanying documents. The consignment note/CMR must be made available to the client on request.

6.2 The goods may only be handed over against confirmation of receipt by an authorized signatory.

6.3 The proof of delivery must be kept in accordance with the statutory regulations and made available to the client immediately.

6.4 Transport documents / accompanying documents or their contents must be made inaccessible to third parties. This does not apply to official inspections.

7. Behavior in the event of accidents and damage

7.1 The following emergency number must be dialled immediately in the event of critical incidents, i.e. accidents and damage involving personal injury or significant damage to property, environmental damage due to the release of substances or the leakage of dangerous goods:

M&M Militzer & Münch
Emergency telephone: +49 172-8180709

The following information must be provided:

- Name / Company
- Vehicle data
- Details of the accident
- Information on the load
- Authorities involved to date
- Description of the accident
- Measures already taken or initiated
- Recall option

7.2 Near misses are situations in which an accident could have happened. Near misses must also be reported to us immediately.

7.3 Transport damage and accidents without personal injury, significant damage to property or expected environmental hazards must be reported to us immediately, stating the circumstances.

8. Sustainability requirements

8.1 We expect the contractor to focus primarily on CO₂ reduction and renewable energies in its environmental policy. The following aspects should be at the forefront of this:

- Low energy consumption
- Waste reduction, reuse and recycling
- Use and treatment of rainwater
- Avoidance of fresh water for washing
- Consideration and preservation of biodiversity and land use
- Deforestation and soil quality
- Land, forest and water rights



Client



Branch Manager

M&M Militzer & Münch GmbH

Contractor

Name:

Street:

Country/PLZ/City:



Appendix 1

PACKED GOODS IN TRUCKS, CONTAINERS, SWAP BODIES AND CURTAIN VEHICLES

1. condition and equipment of the vehicles

The Contractor shall ensure that:

1.1 Vehicles / containers must be provided with a clean, dry loading area that can be driven on by industrial trucks;

1.2 Walls, floors, ceilings and load-bearing frame parts, hinged drop sides, doors, Door seals and tarpaulins in perfect technical condition and undamaged, i.e. are without protruding nails, screws or other sharp-edged parts;

1.3 the vehicle body is splash-proof and the cargo area is free of odors;

1.4 Thermo vehicles / containers are equipped with a recording device that documents the temperature in the cargo hold over the entire transport, including loading and unloading. The temperature records must be kept together with the proof of delivery for at least one year. The temperature limit values are to be included in the consignment note and must be indicated by means of measuring disks or control strips or by displaying on the unit must be verifiable by the client/recipient. If the control records cannot be handed over on delivery for technical reason they must be made available to the client/recipient as quickly as possible if not expressly waived

1.5 check the load for external integrity and completeness (if applicable, the number of outer packaging) is checked;

1.6 the load is properly secured for transport, i.e. it cannot slip or fall over under normal transport conditions, including emergency braking, evasive maneuvers or uneven road surfaces, for example. Rigid drawbar trailers / center-axle trailers - vehicles are only accepted for complete loads.



In particular, it must be ensured that:

- the load-bearing capacity of the vehicle body at least meets the requirements according to complies with EN12642.
- the end wall is designed as a closed rigid wall over the entire height of the load compartment
- the vehicle floor has a coefficient of sliding friction against wood > 0.3
- Vehicles are equipped with a sufficient number and size of load securing devices, e.g.
 - Locking devices, such as clamping and insertion boards, locking bars or movable partitions
 - Lashing equipment such as belts, chains or ropes and nets that are in proper condition.
 - Lashing points in accordance with EN 12640 (DIN 75410) or DIN EN 29367 when participating in the
Sea/ferry traffic

Box and thermal vehicles must be fitted with perforated strip(s) on the side walls.

Mitzuführende Ausrüstung per Fahrzeugtyp

Fahrzeugtyp	Konstruktion	Ladungssicherungsmittel
Gardinentrailer / Curtainsider (EN12642; ohne Bordwand / Seitenbretter))	Min. 3 Aluminium - Einsteckbretter als Brackenersatz Min. 1 Aluminium - Einsteckbrett auf Ladehöhe pro Feld	1 Zurrurt pro Lademeter ¹⁾ Antirutschmatten ²⁾
Fahrzeug mit Bordwand / Spriegelaufbau (Hamburger Verdeck)	1 Aluminium - Steckbrett auf Ladehöhe pro Feld	1 Zurrurt pro Lademeter ¹⁾ Antirutschmatten ²⁾
Fahrzeug EN 12642XL zertifiziert und gekennzeichnet	2 gelochte Alu-Einsteckbretter pro Feld zur Aufnahme von Sperrbalken bei einlagiger bzw. 4 bei mehrlagiger Beladung	2 Sperrbalken bei einlagiger bzw. 4 Sperrbalken bei mehrlagiger Beladung mindestens 4 Gurte
Fahrzeug mit festem Aufbau (Koffer)	Min. 2 fest arretierbare Sperrbalken bei einlagiger, min. 4 bei mehrlagiger Beladung	Antirutschmatten ²⁾

1) LC 2500 daN; 8m long

2) 4 strips of 20cm width per row or 6 pads per pallet min. 15X15cm;

Reliable load securing must be ensured right through to the last unloading point. be guaranteed, e.g. by:

- Re-securing for partial unloading or reloading
- Traffic and weather-related checks of the load during transportation and re-securing the load if necessary.

The Contractor must ensure that the vehicle, after complete unloading of the products is thoroughly cleaned and ventilated. Any leaks that occur must be reported to the immediately; before continuing the journey or reloading the vehicle, the The consent of the client must be obtained in writing.

Appendix 2

Site-specific rules of conduct Works

Location-specific traffic and behaviour rules of the consignor and consignee must be followed. In particular:

- compliance with the permitted speed
- the ban on open fires
- compliance with the smoking ban (also in the vehicles)
- the ban on the use of radio equipment (CB radio)
- the ban on the use of cell phones in and near production facilities
- the priority of rail-bound vehicles over road vehicles
- parking vehicles with the engine running
- the parking of vehicles under pipe bridges
- The ban on filming and photography
- The prohibition to carry persons (especially children) or animals not belonging to the vehicle crew without the express permission of Plant Security
- The ban on entering or leaving businesses and facilities unannounced and/or without permission
- The requirement to wear the badge assigned upon entry openly and recognizably

When loading and unloading, drivers must wear the prescribed protective clothing or put on the required protective equipment in appropriately marked parts of operating sites: This is a minimum requirement unless there are separate obligations, in particular legal obligations:

- Body-covering clothing (according to the load)
- Chemical-resistant protective gloves (depending on the load)
- Safety glasses
- Sturdy shoes

Appendix 3

The driver's manual must be checked for the following points:

- Driver's handbook issued in the national language of the driver
- Staff training - Driver's manual
- Regular updating of the driver's manual

Are the following topics integrated in the driver's manual?

- BBS principles
- Reporting of incidents and near misses
- Use of safety belt
- Use of company or private cell phones
- Use of drugs and alcohol
- Measures to be taken in an emergency
- fuse
- Inspection before loading
- Charging processes
- prescribed documentation, including written instructions, is on board
- Safety equipment, required by law
- After loading, check that the vehicle and the load have no obvious damage. Defects, leaks, cracks, missing equipment has
- after loading, check that the vehicle is not overloaded
- after loading, that the hazardous goods labels prescribed for the vehicles and markings (orange plates) are affixed (ADR and IMDG goods),
- Operating/driving restrictions in bad weather?
- Measures that must be taken if an injury occurs while driving (infringement) is observed that could jeopardize safety (ADR goods)
- Unloading process
- Observance of instructions when loading and unloading at locations and reporting of unsafe conditions
- Use of wheel chocks (to prevent uncontrolled vehicle movements)
- Reporting of defects
- inspection of the cargo area for cleanliness
- Pre-start checklist
- Use of the PPE
- Fall protection harness