

# **BESTSECRET**

**House rules**

**Best Secret Logistik GmbH**

# BESTSECRET

## Why do these house rules exist?

We have to stick to the rules so that our cooperation works smoothly. In order to be able to guarantee this, all managers and employees and temporary workers (hereinafter referred to as "employees"), as well as visitors (hereinafter referred to as "visitors") are subject to the regulations of these house rules. Violations of these house rules will not be tolerated and will be sanctioned appropriately.

**Therefore, EVERYONE must know these house rules. If you don't understand them, you have to ask. Anyone who violates the rules of these house rules cannot excuse himself or herself by not knowing the rules.**

## The essentials at a glance

The following points serve as an initial orientation. In case of doubt, the regulations within the individual chapters of these house rules apply.

- This guideline applies to the Poing location of Best Secret Logistik GmbH.
- It applies to all employees of Best Secret Logistik GmbH, employees of other Group companies, provided they have their headquarters in Poing, as well as visitors to the Poing site.
- Visitors are all persons who are not employed by Best Secret Logistik GmbH or who have their headquarters in Poing as employees or temporary workers of another Group company.
- Instructions of the security personnel must be followed.
- Staying on the site is only permitted with a valid staff card or visitor pass.
- Safety shoes and uniforms (in accordance with valid regulations) must be worn on the Shopfloor
- Employees and visitors are only allowed to be in the areas for which they are authorized.
- Smoking/vaping on the company premises is generally prohibited. An exception only applies to some demarcated and marked areas outside the building.
- The bringing and consumption of alcohol, drugs and other intoxicating substances (e.g. cannabis) is prohibited on the entire company premises. Exceptions can only be approved by the management.
- It is forbidden to bring weapons and objects that can be used as such.
- Eating is only permitted in the break rooms and designated areas.
- It is forbidden to bring drinks into the warehouse. The only exception is taking water in plastic bottles.
- All employees are responsible for the order and cleanliness of their workplace.
- Personal belongings must be stowed in the lockers provided.
- Private mobile phones, smartphones, smartwatches, tablets and similar devices may not be taken into the halls or the shop floor. (Exceptions and details can be found in the current regulation)
- Photography, filming and sound recordings are prohibited on the company premises. Exceptions are only permitted within the scope of operational necessity and only for documentation purposes. This regulation does not apply to the security service within the framework of the applicable data protection regulations.
- The installation and commissioning of private electrical appliances (coffee machines, kettles, etc.) is prohibited.
- Open light (e.g. candles) is prohibited.
- Parking is only allowed in the designated, unblocked and unreserved parking spaces.

# BESTSECRET

## Creation and approval

|                | Name           | Department                                      | Date       |
|----------------|----------------|---|------------|
| <b>Author:</b> | Mareen Förster | OPEX / SOP Management                           | 08.09.2023 |
| <b>Author:</b> | Mario Kunz     | Director Human Resources & Centralized Services | 29.10.2024 |

|                                | Name                | Department / Job Title                          | Date       |
|--------------------------------|---------------------|---|------------|
| <b>Checked:</b>                | Anne Meckbach       | Legal Department                                | 30.04.2024 |
| <b>Tested &amp; Clearance:</b> | Michael Uhlmann     | Senior Vice President Logistics                 | 24.09.2024 |
| <b>Tested &amp; Clearance:</b> | Doreen Durán-Gámez  | Director Logistics Operations                   | 09.09.2024 |
| <b>Checked</b>                 | Dr. Melanie Eykmann | Lawyer, Trade Association                       | 29.11.2024 |
| <b>Published:</b>              | Mario Kunz          | Director Human Resources & Centralized Services |            |

### Hint:

*For reasons of better readability, the simultaneous use of feminine and masculine forms of language is dispensed with in the present case and the generic masculine is used. All personal designations apply equally to all genders.*

# BESTSECRET

## Table of contents

|  |   |
|--|---|
| Why do these house rules exist? .....                  | 2   |
| The essentials at a glance.....                        | 2   |
| 1 Scope .....  | 5   |
| 2 Security.....  | 5   |
| 3 Entering the company premises.....                   | 5   |
| 3.1 Employees .....                                    | 5   |
| 3.2 Visitors.....                                      | 5   |
| 4 Uniforms on the shop floor .....                     | 6   |
| 5 Company property/work material .....                 | 6   |
| 6 Smoking.....   | 6   |
| 7 Consumption of alcohol and drugs.....                | 6   |
| 8 Weapons and dangerous objects .....                  | 6   |
| 9 Eating and drinking at the workplace.....            | 6   |
| 9.1 Shop Floor.....                                    | 6   |
| 9.2 Administration.....                                | 6   |
| 10 Order and Cleanliness in the workplace.....         | 7   |
| 11 Use of kitchens and break rooms .....               | 7   |
| 12 Personal belongings.....                            | 7   |
| 13 Private electrical appliances, open light.....      | 7   |
| 13.1 Private Handys/Smartphones.....                   | 7   |
| 13.2 Private electrical appliances .....               | 7   |
| 13.3 Open light .....                                  | 8   |
| 14 Accident prevention and occupational safety.....    | 8   |
| 15 Film and sound recordings .....                     | 8   |
| 16 Parking.....  | 8   |
| 17 Dogs.....   | 8   |
| 18 Private Notices.....                                | 9   |
| 19 Sanctioning of violations of these house rules..... | 9   |
| 20 Other language versions.....                        | 9   |
| 21 Validity Review and adjustment .....                | <b>Fehler! Textmarke nicht definiert.</b> |
| Appendix 1: Staff - Cards .....                        | 10  |
| Appendix 2: Area plan .....                            | 11  |

# BESTSECRET

## 1 Scope

This guideline applies to the Poing location of Best Secret Logistik GmbH.

It applies to all employees of Best Secret Logistik GmbH, employees of other Group companies, provided they have their headquarters in Poing, as well as visitors to the Poing site.

## 2 Security

The instructions of the security service must be followed in any case. At the locations of Best Secret Logistik GmbH, he is exclusively subject to the instructions of the management and only accepts instructions from the management. In this context, the managing directors of Best Secret Logistik GmbH, the Director of Logistics Operations, and the Director of Human Resources & Centralized Services are considered to be the management.

## 3 Entering the company premises

### 3.1 Colleague

Employees are only allowed to enter the company premises with a valid staff card. The staff card must always be worn visibly – exceptions and details can be found in Appendix 1. The staff card may not be passed on to other people.

Employees are only allowed to stay in the areas that are approved for them with their staff card.

On the company premises, the marked traffic areas and paths must be observed. The rules of the road traffic regulations apply.

Entering the depot outside the marked paths and parking areas is strictly prohibited. Exceptions to this are the management, the security service and employees whose work makes it necessary to enter this area. When entering these areas, a yellow safety vest must be worn without exception.

Entry and exit from the company premises may only take place via the entrances and exits set up in each case.

### 3.2 Visitors

Visitors are only allowed to enter the site after prior registration (usually at least 24 hours in advance). Registration is via the [empfanglogistik@bestsecret.com](mailto:empfanglogistik@bestsecret.com)

Short-term visitor registrations are exceptionally possible by calling the reception (+49 (0)89 450 886 – 296).

At least the following information must be provided for each visitor:

- Name of the visitor (first and last name)
- Date and expected time of visit
- Contact person and/or person in charge of collection
- Planned access areas (administration/halls/shop/floor)

Private visits are usually not permitted. Exceptions can be approved by a manager (at least "Head of") in urgent cases.

Visitors must be picked up at the reception (turnstile/hall 2 or Poing administration/1st floor) by their contact person or a person authorised to do so and accompanied back there at the end of the visit. Visitors must be accompanied at all times. Exceptions to this rule must be approved by a manager (at least "Head of"). Visitors must follow all instructions, especially with regard to their safety (work shoes, overcoats, high-visibility vests, etc.) comply.

Visitors sign a visitor list when they arrive at the reception and receive a visitor pass. The visitor badge must be worn visibly at all times. At the end of work and before leaving the premises, visitors must sign out at the reception, remove themselves from the visitor list and return their visitor pass. In exceptional cases, a permanent visitor badge may be issued for a longer period of time, which must only be returned at the end of this period.

# BESTSECRET

## 4 Uniforms on the shop floor

Safety shoes and the prescribed work clothing must always be worn on the entire shop floor. Further details are regulated by the corresponding "Regulation for Uniforms of Best Secret Logistik GmbH".

## 5 Company property/work material

The work material and business property provided for the performance of the activity must be handled with care. He or she must remain at the workplace after the end of the activity. Travelling outside the company premises is only permitted for the purposes of mobile working or on business trips.

Thefts will be reported.

## 6 Smoke

Smoking/vaping of cigarettes, cannabis or the like is prohibited on the entire company premises. This also applies to the sanitary areas.

An exception only applies to the designated areas in the outdoor area (Annex 2). It is strictly forbidden to throw burning cigarettes into trash cans.

## 7 Consumption of alcohol and drugs

The consumption of alcohol, drugs (including cannabis) and other intoxicating substances is strictly prohibited on the entire company premises and during working hours. This also applies to consumption during break times and also if the break is spent outside the company premises.

Exceptions to this rule can be made for special events. These are decided and communicated by the management in the run-up to the respective event.

If there is a suspicion that employees or visitors are under the influence of alcohol, drugs or other intoxicating substances, they must leave the company premises immediately. Employees must also expect consequences under labor law.

## 8 Weapons and dangerous objects

It is strictly forbidden to bring weapons and dangerous objects (e.g. knives) that can be used as such onto the company premises. The only exceptions are those objects that visitors need to carry out their work (e.g. special tools). Employees are provided with all the tools and equipment required for their work.

Weapons and dangerous objects brought to the company premises will be taken into custody by the security service and returned at the end of the service, or confiscated and reported if there is a suspicion of a crime.

## 9 Eating and drinking at the workplace

As a general rule, the consumption of food is only permitted in the designated break rooms. The following regulations apply to separate work areas:

### 9.1 Shop Floor

It is generally not permitted to take food and drinks to the workstations on the shop floor. The only exception is water in plastic bottles. It may be taken to the workplace and consumed there.

### 9.2 Administration

In the administrative area, small snacks or cold meals may be consumed at the workplace. Their transport through the warehouse is permitted, provided that they are purchased in our canteen and brought directly to the workplace in the administrative area. It is permitted to take open drinks in cups, glasses, cups, etc. to the workplaces in the administrative area. Food waste must be disposed of immediately. Odorous food waste must be sealed in appropriate containers beforehand.

# BESTSECRET

## 10 Order and cleanliness in the workplace

All employees are responsible for the order and cleanliness of their workplace. The respective manager is responsible for monitoring compliance with this rule.

Desks must be tidied up daily so that the cleaning service can clean them.

All employees and visitors must pay attention to order and cleanliness in all rooms used. This also applies to kitchens, break rooms, changing rooms and sanitary facilities. So-called "toilet graffiti" must be reported immediately to Centralized Services ([csv-log@bestsecret.com](mailto:csv-log@bestsecret.com); Tel. +49 (0)89 450 886 – 157). This is property damage that is repaired at the expense of the perpetrator, as well as prosecuted and reported.

Business property (this also applies to sanitary rooms, water dispensers, etc.) may only be used according to its original purpose.

## 11 Use of kitchens and break rooms

Our kitchens and break rooms are available to all employees and visitors at the site during working hours.

The rooms and their furnishings must be left clean after use. Used dishes must be freed from food residues and then sorted into the dishwashers. These are operated exclusively by the cleaning service provider's employees.

Refrigerators may be used for food and drinks brought along. Food must be removed from the refrigerators at the end of work. Refrigerators and shelves are cleared and cleaned on Saturdays. Food or objects left behind are disposed of.

The microwaves must be handled carefully. Metal objects must not be placed in the microwaves.

Defective devices must be reported immediately to the Centralized Services ([CSV-LOG@bestsecret.com](mailto:CSV-LOG@bestsecret.com)) department, in person at reception or by telephone at +49 (0)89 450 886 – 157.

## 12 Personal belongings

It is forbidden to bring personal belongings onto the shop floor. This includes bags, backpacks, watches, jewellery, wedding rings, purses, lighters, matches, etc. All personal belongings must be stowed in the lockers provided. Details can be found in the "Take-along to the Shop Floor" regulation. Shoes that are stored on or under the lockers will be disposed of by the cleaning service without further consultation. Storing food in the lockers for several days is prohibited. It is also important to ensure that these are sealed airtight.

It is also prohibited to bring vehicles of any kind into our premises or to park them there. There are sufficient parking spaces for bicycles, scooters, etc. on our premises.

## 13 Private electrical appliances, open light

### 13.1 Private Handys/Smartphones

Private mobile phones, smartphones, smartwatches, tablets and similar devices must be locked in the lockers provided for this purpose. It is forbidden to take them into the halls or the shop floor. Exceptions and details can be found in the regulation "Taking you to the shop floor" in its current version.

### 13.2 Private electrical appliances

The installation and commissioning of private electrical appliances (coffee machines, kettles, etc.) is prohibited.

# BESTSECRET

## 13.3 Open light

Any open light (e.g. candles, burning lighters, matches) is prohibited. The only exception is the use of lighters/matches in the designated smoking areas in the outdoor area. Hot work must be notified to Material Flow Technology at least 48 hours before it is carried out.

## 14 Accident prevention and occupational safety

The accident prevention regulations (UVV) and applicable company agreements must be observed. The UVV's are posted at the reception and can be viewed.

Accidents must be reported immediately to the manager and first aider responsible for the work area. The responsible manager must prepare an occupational accident report and send it to [unfallmeldung-log@best-secret.com](mailto:unfallmeldung-log@best-secret.com) and [hrservices@bestsecret.com](mailto:hrservices@bestsecret.com). In the case of temporary workers, the respective agency must also be informed.

In the event that an ambulance is needed or the first aid room is used, the security service must be informed +49 (0)89 450 886 – 854, which will instruct the rescue forces if necessary.

Escape or fire doors, routes as well as fire extinguishing equipment and locking areas must always be kept clear. They may only be opened or used in an emergency. Tying, wedging, manipulating or overriding is strictly prohibited.

Hall doors may only be opened for loading and unloading. Exceptions may only be ordered by the responsible manager (at least head-of). In these exceptional cases, open gates must be monitored by the security service.

In the event of a fire alarm, the building must be left immediately via the marked escape routes. All employees must present themselves at the designated assembly points (see Appendix 2).

Sources of danger or unsafe situations must be reported immediately to the responsible manager and [HSFP@bestsecret.com](mailto:HSFP@bestsecret.com).

## 15 Film and sound recordings

Photography, filming and sound recordings are prohibited on the company premises. This does not apply to the security service within the framework of the applicable data protection regulations, as well as to employees of Best Secret Logistik GmbH, provided that the recordings serve exclusively internal documentation purposes and they have been commissioned by the management to do so. The management may allow exceptions to this prohibition within the framework of the applicable data protection regulations. In the event of violation, the film and sound material can be demanded and destroyed by BESTSECRET.

## 16 Parking

Private vehicles may only be parked in the designated parking spaces (see Appendix 2) if they are not blocked or reserved. Separately signposted parking spaces (e.g. visitors, motorcycles, etc.) may only be used by the users named on the signs or for the purposes mentioned.

Vehicles that block fire brigade access roads or are prohibited from parking will be towed away for a fee.

The road traffic regulations apply.

The charging stations may only be used for company and pool vehicles. The activation cards (RFID) required for the use of the charging stations are managed and issued by Centralized Services. Anyone who parks here without authorization will be towed away for a fee.

## 17 Dogs

Dogs are generally prohibited. An exception is the administrative area. In this case, it is permissible to take the dog with you if none of the employees working in the same office has significant objections (e.g. allergies, anxiety, etc.), the dog is housebroken and well-behaved (hygiene, loudness, danger to others, etc.). Employees who bring



# BESTSECRET

a dog with them must create a fixed place for the dog to stay in the office and ensure that it does not enter kitchens and the area outside the administrative area.

Within the company premises, dogs must always be kept on a leash and only on the approved paths.

## 18 Private notices

Notices/posters of private messages are not permitted. Private search, loss reports, etc. can be reported to Centralized Services and are displayed on the information monitors in exceptional cases.

## 19 Sanctioning of violations of these house rules

Violations of these house rules will be sanctioned within the scope of what is legally permissible, taking into account the individual case. This means that if the rules are violated, there is a risk of admonitions, warnings or dismissal, as well as possibly other legal action.

## 20 Other language versions

This guideline is published in a German and an English version. The German version takes precedence over the other versions.

## 21 Validity, Verification and Adaptation

These house rules apply with effect from 01.04.2025. It is regularly checked to ensure that it is up-to-date and, if necessary, supplemented. If a need for change or addition is found outside of the regular review, the house rules will be amended or supplemented accordingly. Changes to these house rules can only be made in writing and with the signature of the authorized persons. All employees are obliged to inform themselves at regular intervals about any changes in the house rules. The current version is available on the Compliance Sharepoint, which every employee can view via the barcode on their access card, as well as on the respective pages in Network.

# BESTSECRET

## Appendix 1: Staff Cards

In principle, the following applies:

As part of their onboarding, all employees receive a staff card before they start work. Employees are only allowed to enter the company premises with a valid staff card. No employee may be in possession of more than one staff card. Passing on the staff card to other persons is prohibited.

### Exception

The staff card must always be worn visibly. This only does not apply if the staff card would hinder work or cannot be worn visibly for reasons of occupational safety. Whether this is the case is not decided by the individual employee himself, but by the head-of responsible for the respective area (together with occupational safety if necessary). The responsible head-of is responsible for communicating the work areas affected by the exception to the affected employees as well as to the security service and Centralized Services. Information about the respective approved areas can be obtained from the Centralized Services department on request by e-mail at [CSV-LOG@bestsecret.com](mailto:CSV-LOG@bestsecret.com). Outside of these special areas, the staff card must always be worn visibly.

### Loss

A loss of the staff card must be reported immediately to the manager and [CSV-LOG@bestsecret.com](mailto:CSV-LOG@bestsecret.com). The costs incurred in the amount of EUR 10.00 for issuing a replacement card are borne by the employee.

### Forgotten Staff Card

Employees who have forgotten their staff card report to the reception. You will be provided with a visitor ID card, which must be returned to the reception or security service at the end of work.

In the event that the reception is not (or no longer) manned, the security service must be visited. This in turn informs the manager (at least area manager), who must identify the employee and let him into the building. If the employee cannot identify himself or herself or be identified by a superior, access must be prohibited. Employees whose staff card is blocked must be denied access in any case. The working hours of the respective employee must be manually stored in the time recording system by the responsible manager. The incident must be recorded in writing by the security service.

# BESTSECRET

Appendix 2: Area plan

