

<b>BESTSECRET</b>	<b>Internal Policy</b>	
	File name	Takeaways on the shop floor
Valid from: <b>01.08.2024</b> Version: V002 Responsibility: GF	Area of application:	Best Secret Logistik GmbH
	Location:	Parsdorferstr. 13, 85586 Poing - Grub

**(1) Objective/purpose**

This policy contains guidelines for taking items to the shop floor. It must be ensured that all requirements are adhered to and observed.

**(2) Responsibilities**

The employees, managers and trainees (hereinafter referred to as ‘employees’) covered by this policy are obliged to comply with this policy and to implement its contents properly.  
The superior manager to whom the executing employees report is responsible for compliance in each case.

**(3) Creation and approval**

This process description is a binding specification (work instruction). It has been checked by a superior and approved by signature. All employees are instructed on the basis of this document. This is documented by means of a training certificate.

	<b>Name</b>	<b>Department</b>	<b>Date</b>
<b>Author:</b>	Mario Kunz	Director Human Resources & Centralized Services	08.09.2023
<b>Author:</b>	Mareen Förster	OPEX / SOP Management	08.09.2023
<b>Author:</b>	Mario Kunz	Director Human Resources & Centralized Services	01.07.2024

	<b>Name</b>	<b>Department</b>	<b>Date</b>
<b>Approved by:</b>	Anne Meckbach Rechtsanwälte BestSecret		02.07.2024
<b>Checked &amp; approved:</b>	Michael Uhlmann	Senior Vice President Logistics	16.07.2024
<b>Checked &amp; approved:</b>	Doreen Duran-Gamez	Director Logistics Operations	18.07.2024
<b>Checked &amp; approved:</b>	Daniel Enzelberger	Group security	22.07.2024
<b>Published by:</b>	Mario Kunz	Director Human Resources & Centralized Services	23.07.2024

Table of contents

PREAMBLE ..... 3

1 AREA OF APPLICATION ..... 3

2 JEWELLERY ..... 3

3 BAGS ..... 3

4 PRIVATE MOBILE ELECTRONIC DEVICES ..... 4

5 MOBILE ELECTRONIC DEVICES FOR BUSINESS USE..... 5

6 OVERVIEW OF ITEMS THAT ARE PROHIBITED OR PERMITTED TO BE TAKEN INSIDE THE WAREHOUSES ..... 5

7 VALIDITY, ADJUSTMENT, REVOCATION ..... 6

**PREAMBLE**

Due to the current situation, the use of mobile electronic devices, the wearing of jewellery and the carrying of bags within our warehouses will be adjusted.

In order to better fulfil the aspects of occupational safety (prevention of injuries), but also our legitimate property interests (e.g. avoidance of working time abuse, theft prevention, etc.), we are introducing this policy, which regulates the future handling of the above-mentioned items.

**1 AREA OF APPLICATION**

The provisions of this policy apply to all employees of Best Secret Logistik GmbH and the BESTSECRET Group who work in the warehouses of Best Secret Logistik GmbH at the Parsdorferstr. 13, 85586 Poing site.

Visitors who enter the warehouses to provide services for BESTSECRET (e.g. fitters and freelancers) are subject to the provisions of this policy by virtue of our domiciliary rights or service or work contract requirements.

Employees of temporary employment agencies who work in the warehouses are obliged by the temporary employment agencies to comply with the requirements of this policy.

Visitors who enter the warehouses exclusively accompanied by employees of Best Secret Logistik GmbH (e.g. for a warehouse tour, for passage to the administration area) are exempt from the provisions of this policy.

**2 JEWELLERY**

With the entry into force of this policy, jewellery may not be taken into the warehouses of Best Secret Logistik GmbH at the Poing site.

Jewellery in the broadest sense includes all decorative items that are worn directly on the body.

These include

- rings,
- bracelets,
- bracelets, bracelets, anklets or necklaces,
- watches,
- earrings,
- piercings

All these items must be locked away in the personal locker before starting work.

### **3 BAGS**

The carrying of bags into the warehouses of Best Secret Logistik GmbH is also prohibited when this regulation comes into force.

This applies to all containers and transport aids that are used to transport objects of any kind

These include

- Backpacks,
- briefcases,
- travelling bags,
- suitcases,
- handbags,
- bags,
- body bags

Laptop bags are an exception. These may be taken on board as long as there is a registered business laptop in the bag. Empty laptop bags may not be taken along.

Only the business laptop and work equipment may be in the bag. Upon request, the bag must be opened and shown to security.

Only transparent bags (maximum size DINA 3) are to be used for the transport of medicines in the required daily dosage, hygiene articles, etc. These bags may only be used for these items. These may only be taken into the warehouses for these items.

The items that are permitted to be carried in the bags are listed exhaustively in the overview below.

All types of bags must be locked away in the personal locker before starting work.

### **4 PRIVATE MOBILE ELECTRONIC DEVICES**

This regulation also applies to the transport of private electronic items (e.g. mobile phones, notebooks, laptops, smart watches, fitness trackers, tablets, etc.).

It is also forbidden to take them into the warehouses once this regulation comes into force.

Private mobile electronic devices must be locked away in the personal locker before starting work.

In order to still be reachable at the workplace in an emergency, every employee is given a telephone number that can be used to leave messages or make direct contact.

Equipment that serves a medical purpose may be taken into the warehouses in exceptional cases. Exceptions are only possible if a) the employee submits a medical certificate confirming their medical necessity and b) this has been checked and approved by the company.

Authorised exceptions are labelled with a seal analogous to point 5 of this regulation.

**5 MOBILE ELECTRONIC DEVICES FOR BUSINESS USE**

In contrast to private devices, mobile electronic devices used for business purposes may be taken into the warehouses.


To enable the identification of official devices, every device brought into the warehouse must be registered before the first entry into the warehouse.

Devices are registered with Centralised Services. Registration requires proof of the provision of an electronic device for business purposes, proof of the identity of the owner (if not known personally), their personnel number and the identification number of the device. Upon registration, the respective device receives a numbered seal, which is visibly affixed to the device by Centralised Services. Each authorised device is recorded together with the above-mentioned data. The seal must be removed when the device used for business purposes is returned.

Upon request, the respective device including seal must be presented when entering, leaving or inside the warehouse.

**6 OVERVIEW OF ITEMS THAT ARE PROHIBITED OR PERMITTED TO BE TAKEN INSIDE THE WAREHOUSES**

For a better overview, here is a brief overview of the items prohibited in the warehouses ....

NOT ALLOWED	Description
	<ul style="list-style-type: none"> <li>• -Backpacks, bags, pouches, body bags</li> <li>• Headwear: including hats, scarves</li> <li>• Jewellery: including rings, necklaces, earrings, watches</li> <li>• Inappropriate quantities of medicines</li> <li>• Personal electronic devices (phones, storage devices, laptops, etc.)</li> <li>• Food and drinks</li> <li>• Items that are in the inventory of the warehouse</li> </ul>

\*Exceptions are headgear provided by BESTSECRET in accordance with the policy on uniforms.

.... and a final overview of the items allowed in the warehouses.

ALLOWED	Description
<p><b>One transparent pocket:</b></p> <p><b>Mittel</b> für ausgehende Artikel wie Shampoo, Käse etc.</p> <p><b>X-Large</b> für große Tabletten und Kosmetikflaschen.</p>	<p><b>Hygiene articles:</b></p> <ul style="list-style-type: none"> <li>Hygiene articles (cotton wools, tampons, sanitary towels, handkerchiefs (hankies), etc.) Hygieneartikel</li> <li>Medication in the required dosage to be taken during work</li> </ul>
	<ul style="list-style-type: none"> <li>Employee ID Card</li> <li>Locker key</li> <li>Headwear: Cap</li> <li>Water in transparent containers up to 1 litre, excluding glass containers</li> <li>Piercings that are difficult to remove (including tunnel piercings)</li> <li>Wedding rings worn on the finger without protruding elements (1 ring per person)</li> <li>Electronic cigarettes</li> <li>Cigarettes, lighters, matches</li> </ul>
<p><b>Accessibility in an emergency</b></p>	<ul style="list-style-type: none"> <li>Registriertes Firmen Handy / registered company mobile phone</li> <li>Electronic devices used for business purposes that are labelled accordingly (tablets)</li> </ul>
<p><b>Accessibility in an emergency :</b></p>	<ul style="list-style-type: none"> <li>In emergencies, all employees can be reached via the following telephone number: (TBD)</li> </ul>

\*We reserve the right to conduct searches if our access detectors raise an alarm due to the wearing of these piercings.

**(4) Validity, adjustment and cancellation**

This policy applies with effect from 01.08.2024.

It is part of the house rules and can be amended, extended or revoked at any time.

Violations of this policy will be sanctioned to the extent permitted by law, taking into account the individual case; in particular, this may also include measures under labour law.

**Note:**

*For reasons of better readability, the simultaneous use of female and male language forms is avoided in this document and the generic masculine is used. All personal designations apply equally to all genders.*

*In case of doubt and translation errors, the original German version applies.*