

<b>BESTSECRET</b>	<b>Internal Policy</b>	
	File name	Work wear
Valid from: 01.08.2024 Version: V001 Responsibility: HR & CS	Area of validity::	Best Secret Logistik GmbH
	Location:	Parsdorferstr. 13, 85586 Poing-Grub

### **(1) Objective/purpose**

This policy contains guidelines on the wearing and handling of work clothing. 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.

### **(3) Creation and approval**

**This policy is a binding guideline (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.

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<b>Published:</b>	Mario Kunz	Director Human Resources & Centralized Services	10.04.2024

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## 1. PREAMBLE

From 1 August 2024, **it will be mandatory to wear uniforms at the Best Secret GmbH site, Parsdorferstr. 13, 85586 Poing.**

This serves the purpose of:

- the prevention of theft.
- the improvement of occupational safety.
- Supporting the corporate identity.
- as a contribution to a more positive image towards visitors.

## 2. AREA OF APPLICATION

The regulations of this policy apply to all employees (including temporary workers) and visitors of Best Secret Logistik GmbH and the BESTSECRET Group, provided that they are named in the workwear matrix (Appendix 1) and work on the shop floor or in the yard of Best Secret Logistik GmbH at the logistics site in Poing-Grub.

## 3. EQUIPMENT

### 3.1 Employees of Best Secret Logistik GmbH

Employees receive uniforms in accordance with the current uniforms matrix when they join Best Secret Logistik GmbH or after a transfer to a position specified in the uniforms matrix.

Best Secret Logistik GmbH is authorised to reissue used uniforms after cleaning.

Optionally, all employees can receive a woollen cap or baseball cap, scarf, hijab and belt as part of the work uniform.

### 3.2 Temporary Workers

Temporary workers are obliged to wear uniforms while working for Best Secret Logistik GmbH. The respective temporary employment agencies are responsible for the outfitting of their employees. This must be different from the uniforms of Best Secret Logistik GmbH employees and is subject to the regulations of the house rules.

## 4. CLEANING

All employees are obliged to treat their uniforms with care. Employees are responsible for regularly cleaning their uniforms. Time spent on cleaning is not considered working time

## 5. REPLACEMENT OF WORN, DAMAGED OR UNSUITABLE WORK WEAR

Items of clothing that are no longer wearable due to their condition (e.g. have holes, are washed out or worn, the print is no longer recognisable, etc.) must be replaced.

The decision as to whether an item of clothing is no longer wearable is the responsibility of the employee's disciplinary manager.

The employee concerned must go to the issuing area during opening hours to exchange the garment.

## 6. ASSUMPTION OF COSTS

The workwear is provided free of charge to all employees affected by this policy in accordance with this policy. This applies both to the initial outfitting and to replacement/replacement clothing for as long as the employee is employed by Best Secret Logistik GmbH.

## 7. ISSUE AND EXCHANGE OF WORK WEAR

The issue and exchange of uniforms takes place at a fixed location on the company premises at fixed times outside working hours; these are publicised separately in the company. Time spent receiving or exchanging uniforms is therefore not to be recognised as working time.

The exchange of work clothing is only permitted in the event of worn or damaged clothing or a change in clothing size.

## 8. RETURN

Employees covered by the policy who leave their employment leave all the work clothing provided to them in their locker. Employees who change to a function for which workwear is no longer provided must return all the workwear provided to them to Centralized Services, cleaned.

Missing items of clothing must be replaced by the employee. The employee shall bear the current costs for the replacement of the respective item of clothing. The costs for this will be withheld with the next payroll (in compliance with legal requirements) or invoiced separately.

Best Secret Logistik GmbH documents the workwear issued to each employee (by type, quantity, size and cost) as well as any returns.

## 9. OBLIGATION TO WEAR WORK WEAR

All employees covered by this policy are obliged to wear work clothing while performing their duties.

The visible wearing of private clothing is prohibited.

Business attire is not to be worn at external events or when travelling on business.

Due to tax regulations, business attire may only be worn during working hours, on the journey between home and work and back.

It is prohibited to wear uniforms during leisure time.

## 10. USE OF OLDER WORK WEAR

Service clothing that does not comply with the service clothing matrix may no longer be worn after this policy comes into force.

## 11. ADMINISTRATION

Centralized Services is responsible for issuing and managing uniforms. The issuing area has regular opening hours during which clothing can be issued or exchanged.

Version	Change (topics + page) [Optional CR]	Name / Department	Date
V001	Creation	MFörster, QM MKunz, HR & CS	04.04.2024

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

This policy applies with immediate effect.

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 the following and the generic masculine is used. All personal designations apply equally to both genders.*

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

**APPENDIX 1 – WORK WEAR MATRIX**

Function	Uniform										Remarks		
	Polo and/or T-shirt (short-sleeved or long-sleeved)	T-shirt (short sleeve or long sleeve)	Fleece and/or sweat jacket	Pants (short or long)	Winter jacket	Work-Wear Hose	Thermal underwear	Winter-hose	Vest				
<b>Head-of</b>											1	Obligation to wear only inside the camp, Vest printed with logo and "Head of Warehouse Operations"	
<b>Area Manager</b>	5		2	3	1*		1*	1*			1	obligation to wear masks during working hours for area managers whose workplace is located directly on the shop floor; * only for Area Managers of the "Outbound Delivery", "Goods Receipt" and "Validation" work areas; Wearing the vest is voluntary; Imprint: Logo, "Area Manager"; Area managers only get long pants	
<b>Floor Manager</b>	5		2	3	1*		1*	1*			1	Obligation to wear during working hours; vest printed with logo and "Floor Manager"; * only for floor managers of the "Outbound Delivery", "Goods Receipt" and "Validation" work areas	
<b>Employees in the warehouse</b> <small>Employees of the "Outbound Delivery", "Goods Receipt" and "Validation" work areas will also receive Stow and Skip Guards, Lost Batches and Seniors also receive Support functions are also included</small>		5	2	3									Obligation to wear during working hours; Red vests for seniors printed with logo and "senior", Red, yellow and purple vests only with logo print; for temporary work at the dock, pool winter jackets and pool winter pants are available there;
		2	1	1									
<b>Techniker und Facility Manager</b>		5	2		1		3	1	1			1	Obligation to wear during working hours; Vest printed with logo and "Material Flow Technology" or "Facility Management"
<b>Office – Employees*</b>												1	Obligation to wear only inside the camp; Vest printed with logo and "Office". *Applies to office employees at the Poing site. Office employees outside Poing are considered visitors.
<b>Visitor</b>												1	Obligation to wear only inside the camp; Vest printed with logo and "Visitor"
<b>Security*</b>	white												* Service clothing is not provided by Best Secret; Colour scheme and uniform colour scheme is binding; Obligation to wear during working hours