# Annex: *Contractor site regelgeving* Contractor Site Regulations (EN)

ANNEX-10785

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# 1. PURPOSE & SCOPE

The Contractor Site Regulations describe the rules and regulations that apply to contractors working on behalf of Nunhems Netherlands BV.

# 2. General Information

# 2.1. Address

BASF - Vegetable Seeds Nunhems Netherlands BV Napoleonsweg 151 + 152 6083 AB Nunhem Netherlands

# 2.2. Access and opening hours

- All contractors must sign in and out at the gatehouse at Napoleonsweg 152 on each visit.
- A valid proof of ID must be presented.
- Security desk is manned on weekdays between 06:00 and 21:00 and on Saturdays between 07:00 and 13:00. The site is closed on Sundays.
- Normal working hours are from Monday till Friday from 07:00 to 17:00. Work outside these working hours can only performed in consultation with BASF.
- Contractors are only allowed onsite if there is a person from BASF contacted.
  Contractors may only carry out work if a designated person from BASF is present on site.
- You will receive a visitor badge, which must be worn at all times. You may not enter the site without wearing your pass.

# 2.3. Important telephone numbers

Emergency number	:	0475-599 666
General number	:	0474-599 222
Security desk	:	0475-599 555
Technical department	:	06-15052040
Facilities department	:	06-53182860
EHS	:	06-41310673
Work permit coordinator	:	06-28375875

# 3. Work agreements

## 3.1. Contractor responsibilities

Nunhem Netherlands BV (the client) attaches great importance to the health and safety of its employees, visitors, and third parties, as well as to caring for the environment. The work agreements included in this document have been laid down by Nunhem Netherlands BV, and are made available to contractors carrying out work on behalf of Nunhem Netherlands BV. Inspections will be carried out while work is being performed to ensure that these agreements are being complied with. Every contractor employee (including sub-contractors, suppliers, etc.) must comply with these work agreements.

# You as the contractor are responsible for ensuring that all employees under your authority are familiar and comply with the work agreements.

These work agreements contain rules and conditions that cover specific situations requiring additional attention at Nunhem Netherlands BV. They apply in addition to national laws and regulations, EHS Regulations, work permits, and alerts, but do not replace them. In the event of non-compliance with these work agreements or the national laws and regulations, the client is entitled to deny the contractor access to Nunhem Netherlands BV, without the contractor being entitled to compensation.

In the event that these agreements do not provide for specific situations, the contractor must seek clarification from the client. In such situations, the client is entitled to adjust the work agreements in consultation.

## 3.2. Sanctions policy

If it is found that a contractor employee is not complying with the agreements relating to health and safety, as set out in EHS Regulations, work permits, H&S Plans, or the Contractor Site Regulations, sanctions may be imposed as follows:

#### First infringement (warning)

The employee will be approached about their conduct and asked to take steps to improve. The employee's employer will not be informed. The employee may then resume work, in accordance with the agreements made.

#### Second infringement (yellow card, second warning)

The employee will be approached about their conduct. The employee's employer will be informed, and the employer will be asked to take steps to improve. The employee may then resume work, in accordance with the agreements made.

# Third infringement (red card, removal from the site)

The employee will be approached about their conduct. The employee's employer will be informed, and the employer will be asked to take steps to improve. These are discussed between Nunhems Netherlands BV and the employer. The employee will be banned from the site for the duration of the project/job.

# 4. Code of conduct

# 4.1. General

The safety of our employees, visitors, and contractors is our highest priority at Nunhems Netherlands BV. We aim to prevent accidents and incidents, so that everyone can go home safely and healthly at the end of the working day.

That is why every one of us is expected to:

- comply with all EHS Regulations and site instructions;
- seek clarity from their point of contact prior to commencing work, in the event of any uncertainties;
- intervene immediately in the event of an unsafe situation, action, or circumstances in which there are or could be adverse effects on human health or the environment.

#### 4.2. Photos and videos

It is not permitted to take photos or record videos anywhere on the Nunhems Netherlands BV site without the client's permission.

#### 4.3. Confidentiality

All documents – whether physical or electronic – provided by Nunhems Netherlands BV remain the property of Nunhems Netherlands BV. All information must be treated as confidential and may not be distributed or made public without prior written consent.

#### 4.4. Access to buildings

You are not permitted to enter buildings if you have not been given specific permission or if it bears no relation to the work you are carrying out.

# 4.5. Alcohol and drugs

You are prohibited from entering the Nunhems Netherlands BV site if you are in possession or under the influence of alcoholic beverages or drugs. If you are reasonably suspected of being under the influence of alcohol or drugs, you will be asked to leave the site immediately.

#### 4.6. Smoking

Smoking is not permitted anywhere on the Nunhems Netherlands BV site.

#### 4.7. Music

You are not permitted to use personal portable music players while working. A shared radio is permitted, provided that:

- no noise nuisance is caused;
- communications are not disrupted;
- the radio has been demonstrably tested and approved in accordance with the NEN 3140 standard.

#### 4.8. Electronic communication devices

The use of mobile electronic communication devices can lead to a loss of concentration and attention to your surroundings. When used in combination with equipment and machinery, this can create a hazardous situation.

The use of electronic communication devices, such as smartphones, is prohibited in the indicated locations and while operating equipment, machinery, or vehicles.

The use of such devices is only permitted if this can be done in a safe manner.

#### 4.9. Parking

Contractors may park in the designated visitor parking areas and spaces. You may not park anywhere else on site without the client's permission.

#### 4.10. Eating and drinking

Eating and drinking is only allowed in the designated break rooms, cafeteria, or hut. Contractor employees may use the company canteen, subject to the client's permission. The company canteen may only be accessed if you are properly dressed and your hands are clean. Clothing and shoes that is visibly dirty must remain outside the company canteen.

#### 4.11. Prohibited fruit and vegetables

To prevent the risk of infection, it is prohibited to bring:

- tomatoes
- Hot peppers
- Eggplant
- Potato
- Physalis
- Wolfberry
- cucumbers
- Squash
- peppers
- melons (including watermelons)
- Pumpkins
- Gherkin
- Gourd

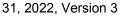


onto the Nunhems Netherlands BV site.

These pose a major risk to the various breeding programs for these crops. Diseases (bacteria and viruses) from fresh fruit can be passed through people to plants in the greenhouse or tunnel, resulting in large losses. Additional hygiene measures have been introduced to minimize the risk of infection.

The restrictions apply to the following locations:

- The units for cucumber, tomato and nursery in GreenEx and the corridor between these units. (MB and MF buildings)
- The entire greenhouse buildings 96, 2000 and 2005 (buildings T, X and U)
- Celflex unit (building SB)
- Entire Indoor Farming (building SA)



Internal

• Geerlofs cellen under the barn.



#### 4.12. Hygiene rules

The current hygiene rules that apply inside the buildings and greenhouses must always be followed. When entering a room or location, the level of hygiene is indicated on a board – HL1, HL2, HL3, HL4 or HLQ – referring to what hygiene measures need to be taken. After entering a building or greenhouse, the equipment needed to comply for the rules is provided.



There are also a number of Quarantine departments within the buildings. These are rooms with coding BPLII. This code is stated on the room number sign at the entrance of the relevant department. Before performing work within these departments, you must first register with the department. An employee will then inform you of the precautions to be taken before being permitted to carry out work within the department. If there's no employee available, you can be put through to one of the employees listed on the access sign via the reception.

Contractor(s) may not return to a production environment on the same day after they have worked in a containment department, it is marked with the following icons:

Visible when entering



Visible when leaving



#### 4.13. SRAs

Additional rules apply when working in Security Restricted Areas (SRAs). Contractors must sign in again and wear a VISITOR vest during the entire period. Moreover, contractors must be accompanied by an authorized SRA employee at all times.

#### 4.14. Order and tidiness

Everyone is responsible for ensuring order and tidiness on site to prevent pollution, disruption to others, and an increased risk of fire and other incidents. Everyone must ensure that their own working environment is kept clean and tidy while carrying out work and at the end of the working day.

Materials, waste, tools, gas cylinders, etc. must not be left behind on the site, in public areas, or on pathways. Gas cylinders and other hazardous substances/materials may only be left behind if the client has agreed to this.

#### 4.15. Waste

All waste must be separated by type and placed in the appropriate collection facilities. It must be agreed in advance in consultation with the client in what way the waste will be disposed. Hazardous waste must be collected in the correct packaging. This packaging must be properly labeled (Product name + GHS symbol).

# 5. Safety and environment rules

# 5.1. Training and instruction

- Contractors must ensure that their employees are adequately trained and hold the requisite specialist training qualifications/diplomas/certificates.
- All contractor employees must hold an SCC (VCA) certificate or equivalent.
- Any interns or trainees must always remain under the supervision and responsibility of the contractor; this must not have any adverse impact on the safety and quality of the work. They must also be in possession of an SCC (VCA) certificate and be at least 16 years of age.
- Users of lifting or hoisting equipment must be able to prove that they have received the appropriate training.
- Contractors must comply with the legal requirements, standards, and any additional requirements set out in the orders or contracts issued by the client.

# 5.2. Work clothing and PPE

- Suitable work clothing and safety shoes must be worn. Additional clothing or personal protective equipment (PPE) may be required depending on the work to be carried out.
- The necessary work clothing and PPE are laid down in the work permit.
- Contractors are responsible for providing suitable work clothing and PPE.
- Work clothing and PPE must be in good condition and worn properly.

# 5.3. Traffic and transport

- The Road Traffic Act (*Wegenverkeerswet*) applies on the Nunhems Netherlands BV site. This means that all vehicles must adhere to the Vehicle Regulations (*Regeling Voertuigen*) on site.
- All passengers travelling in a vehicle on site must wear a seat belt.
- A maximum speed of 30 km/h (18 mph) applies across the site.
- Hazardous substances must be transported in accordance with the ADR regulations and the requirements noted on the safety data sheets.

# 5.4. Accessibility

- It is prohibited to close or obstruct roads, walkways, paths, entrances, exits, fire doors, electricity cabinets, etc. by any means whatsoever.
- Any openings, holes, or obstacles of any nature on site or on traffic routes must be cordoned off with suitable materials and sufficiently lit at times of darkness.
- Fire hydrants, fire extinguishers, water/electricity/gas valves, high voltage rooms, etc. must be kept free and easily accessible at all times.
- All escape routes and access routes for ambulances and other emergency services must be kept free at all times.

# 5.5. Buildings

• No work may be carried out on installations and no utilities (water, electricity, or gas) may be switched off without the client's or building manager's permission.

- Fire barriers must be kept intact, unless otherwise agreed with the client. Always consult the client in case of doubt as to whether a fire barrier may be present.
- Only the client may adjust or switch on/off the fire alarm. The fire alarm must be back in operation by the end of the working day when work has been completed.
- The use of fire hoses for the purpose of carrying out work is not permitted. The water supply may only be temporarily shut off with the client's permission.
- Open ceilings must be closed at the end of the working day.
- Care must be taken to ensure fire alarms, emergency lighting, emergency exit signs, etc. restored to operation.
- The use of the fall protection is required when working on roofs.
- The designated ladder positions must be used if working with a ladder against building facades. Ladders must be stored away after each working day to prevent burglary.
- When working on extraction installations, such as air ducts in laboratories, and flow and fume cupboards, you must consult the client to discuss any potential health risks.

#### 5.6. Fire prevention

- Every employee is responsible for preventing fires. You should know how to prevent fires and explosions, and where the fire extinguishers and fire alarm call points are located.
- Escape routes, emergency exits, and fire-fighting equipment must always be kept free of obstacles.
- All electrical equipment used in work performed by the contractor must be in a good technical condition and meet the NEN 3140 safety standard. The client is entitled to reject unapproved equipment in use. This includes fire extinguishers and gas bottles.
- If you carry out any hot work, you are responsible for having a certified firewatch and the fire extinguishers to hand. The sole duty of the firewatch is to oversee the work and check for fire hazards; they may not perform any other tasks.

# 5.7. Tools and equipment

- All tools and working equipment used, such as fire extinguishers, ladders, and hoisting devices, must be inspected on a regular basis.
- Approved tools and working equipment must be identifiable by an inspection sticker or a unique number on the object.
- Tools and working equipment must only be used for the purpose for which they were intended.
- You must check that tools and equipment are in good condition before use; these must be replaced if necessary.

# 5.8. Electrical equipment

- Electrical work equipment (both portable and stationary) must be inspected routinely according to the NEN 3140 standard and identifiable by the inspection sticker. Other countries use a different system, similar to NEN 3140, for inspections (Germany VDE 0701 and 0702; Belgium EN 50110)
- Any safety protections may not be bypassed or removed.
- Cable reels should be unwound to prevent overheating during use.
- Cords and cables must never be laid on walkways; use S-hooks.
- Do not use damaged tools or cable reels; these must be repaired and approved.

# 5.9. Incidents and hazardous situations

- All incidents must be reported immediately to the **emergency number 0475 599 666**. Activate the fire alarm in the event of a fire.
- Provide information about the incident to the safety officer.
- Company emergency response officers will be called to the scene of the incident.
- Follow the instructions of the emergency response officers.
- If the fire alarm (siren) sounds, evacuate the building immediately. Exit the building through the nearest emergency exit and go to the assembly point on the lawn in front of the main building or on the side of the main entrance GreenEx. Follow the instructions of the emergency response officers and remain at the assembly point until further notice.
- Any accident, incident, or hazardous situation must be reported to the supervisor as soon as possible.
- The supervisor/employee must inform the client immediately.
- The following types of incidents must be reported immediately to the EHS department at Nunhems Netherlands BV:
  - o incidents resulting in fatality;
  - incidents resulting in employee absence;
  - accidental release of hazardous substances, resulting in an impact on human health and/or the environment.

# 5.10. Working alone

'Working alone' is defined as a situation in which one person carries out work in solitude, without another person being in the immediate vicinity (within audible and/or visual distance), and this potentially involves greater dangers and higher risks.

'Working alone' is only permitted after taking adequate organizational/technical measures. See the EHS Regulations on Working Alone.

# 5.11. Environment

- Soil and water pollution must be avoided by taking adequate measures, such as the use of drip trays and performing transfer activities of liquids above fluid-retaining surfaces. If any hazardous substances are stored on site, this must be done in an adequate storage facility.
- To reduce or prevent air pollution, motor vehicles must avoid idling unnecessarily. The use of solvents must be avoided in so far as possible.
- If an unusual event occurs, causing or likely to cause adverse effects on the environment (water, soil, or air), the effects must be mitigated as far as possible and the incident reported directly to the client.

# 6. Responsibilities

# 6.1. Preparing for work

Nunhems Netherlands BV expects contractors to be thoroughly prepared for the work they are about to perform; work must be carried out in a manner that is environmentally friendly and safe for employees, persons carrying out the work, and crops of Nunhems Netherlands BV.

In order to assess this beforehand, certain types of work may only be carried out after the risks have been identified and control measures have been defined and approved by the client.

Contractors must therefore determine which documents must be presented for approval, in consultation with the contact, well in advance of the work being carried out. Such documents could include:

- H&S Plan
- Task Risk Analysis (TRA), as part of the work permit

The time at which the work will be actually carried out must be reported by the client at least two days in advance by telephone, unless otherwise agreed. For periodic maintenance, work must be agreed at least fourteen days in advance.

# 6.2. Work permits

For high-risk work, the Work Permit Procedure must be followed. If necessary, a supplementary Task Risk Analysis (TRA) must be carried out to determine and manage the risks of the work as well as the risks to the environment. The TRA forms part of the work permit and must be submitted for approval to the client well in advance of the work being carried out.

The work permit is issued by the client and signed for agreement by the client and contractor. The client is entitled to suspend work by the contractor if the agreements made in the work permit are not complied with. Any additional costs incurred as a result will be recovered from the contractor.

The following high-risk activities are always subject to a work permit:

- 1. work in confined spaces
- 2. hot work
- 3. work on energy carriers
- 4. work with hazardous substances
- 5. work at heights
- 6. bridging of safety components
- 7. lifting and hoisting
- 8. excavation work
- 9. Surface treatment

# 6.3. Health and Safety Plan

A Health and Safety (H&S) plan improves coordination between persons carrying out work on the building site and must guarantee attention to safety and working conditions during the process. An H&S Plan is required for the following activities/projects pursuant to Article 2.28 of the Dutch Health and Safety Directive (*Arbobesluit*):

- projects requiring an estimation of more than 500 person-days
- projects requiring an estimation of more than 30 working days, with more than 20 employees working at the same time
- high-risk projects that could involve situations including, but not limited to:
  - burial, trapping, falling from height;
  - o **drowning**;
  - o exposure to chemical or biological substances or ionizing radiation;
  - work in the vicinity of high-voltage cables;

- digging wells and underground tunneling;
- working under pressure (diving), e.g. caisson work;
- o assembling or dismantling heavily prefabricated components.

The H&S Plan must be drawn up by the contractor before work is commenced. The contractor may use its own template, as long as the H&S Plan contains at least the following:

- description of the project, names of the parties involved, and a schedule;
- design/implementation phase coordinator name (if multiple employers);
- risk assessment and evaluation of works during the implementation phase;
- measures/provisions required from the risk assessment and who is responsible for these;
- method of monitoring implementation of the measures (H&S inspections);
- arrangements for issuing information and instructions to employees;
- description of consultation structure;
- emergency response procedure, accidents and incident/near-miss reporting, and emergency facilities.

Work may only commence after written approval of the H&S Plan by the contractor and the client. The contractor must appoint a person responsible for monitoring compliance with the H&S Plan during execution of the work. The contractor must inform employees and subcontractors involved in the work about the content of the H&S Plan. The client must report the works to the Inspectorate of Social Affairs and Employment (I-SZW).

# 6.4. Carrying out the works

- For all work, at least the following contact moments must be between the contractor and the BASF contact person:
  - At the start (start/transfer) of the work
  - At the end (completion/delivery) of the work

For a multiple day job, a contact moment should be made daily at the start and the end of the working day.

- During the execution of the contractor work, the client will actively supervise. Compliance with the Contractor Site Regulation is monitored, among other things as work permit regulation, order and tidiness and unsafe situations.
- The contractor must be aware of the work order issued and be familiar with the works required. Contractor employees must use their own approved tools, materials, climbing equipment, and the correct personal protective equipment.
- It is the contractor's responsibility to ensure that the Dutch Working Hours Act (*Arbeidstijdenwet*) is complied with.
- It is the contractor's responsibility to assess whether employees are legally entitled to work in the Netherlands. An application for an access pass will only be considered if:
  - the required forms have been completed in full and are of good quality;
  - the forms bear the contractor's approval mark.
- It is the contractor's responsibility to ensure that employees who do not speak Dutch understand the instructions. In addition, the contractor must ensure that each group of employees required to perform a task contains at least one person with sufficient knowledge of Dutch, English, or German, as well as the language of the other employees.
- Work equipment, including ladders, machines, and forklift trucks that are the property of the client may not be used without the client's prior consent.
- Forklift trucks may only be used by contractors who are in possession of a certificate and have applied for a work permit in advance.

• The client is entitled to visit the location where work is being carried out, to inspect the work, to check compliance with safety agreements, and, if necessary, to suspend the work at any time.

#### 6.5. End of works

- Once the works have been completed in buildings or on the grounds of Nunhems Netherlands BV, the working and/or storage area, including the surrounding area, must be left broom clean and in its original state. Materials such as cardboard, plastic, filters, and lamps must be disposed by contractors themselves.
- When leaving the area, contractor employees must sign out with the designated contact and hand in any work permit. The badge must be returned to the gatehouse/reception.

# 7. Work slips

# 7.1. Content

Once work has been completed, the contractor must produce a work slip for each object. Work slips must be handed to the client in person at the end of the work. The work slip must be filled out completely.

Both the contractor and the client must sign all work slips and indicate their name in block letters. The two signatures indicate that the work, as described on the work slips, has been approved by both parties. Work slips that are not signed by both parties will not be processed and therefore cannot be used as a basis for invoicing.

# 7.2. Maintenance labels

A sticker of the executing inspection maintenance label (company name and maintenance year) must be attached to any object that is undergoing maintenance. If the sticker is not attached to an object, it is assumed that the maintenance/inspection has not yet been completed.

# 8. Damage and liability

- Any damage directly or indirectly caused by the contractor to persons and/or goods must be immediately reported to the supplier and the damages will be recovered from the contractor. The contractor must ensure that it has adequate insurance.
- Nunhems Netherlands BV may not be held responsible in any way for damages suffered by the contractor or its employees, including sub-contractors, etc.
- The costs of damage caused directly or indirectly as a result of suspension of works due to non-compliance with the work agreements will be borne entirely by the contractor.
- Nunhems Netherlands BV may be held responsible but does not accept any liability for damage, theft, or loss of goods of the contractor.

# 9. PROCESS RELATED DOCUMENTS

> PROCEDURE-10221 Work Permit Procedure

# 10. VERSION LOG

Version	Release date	Reason
3	Mar 31, 2022	4.11 Beperkingen verboden groenten aangepast 4.12 Containment afdeling omschreven 6.2 Sloopwerkzaamheden verwijderdContainment afdeling omschreven 6.2 Sloopwerkzaamheden verwijderd
2	Jun 24, 2021	Review after evaluationContainment afdeling omschreven 6.2 Sloopwerkzaamheden verwijderd
1	May 27, 2019	New documentContainment afdeling omschreven 6.2 Sloopwerkzaamheden verwijderd