

1. QUALITY AND ENVIRONMENTAL POLICY

Our quality and environmental policy is designed to ensure that we can guarantee consistent quality in our operations, services and products at all times. For us, quality and environmental management means achieving

Quality at all levels

At the same time, regardless of the operational level at which we operate, our top priority is to promote customer satisfaction. We achieve this through constant information and communication in an open and collaborative environment.

By maintaining and promoting our personnel quality and environmental standards, we create and maintain the basis for our understanding of quality and the environment. In addition, we inform and train our employees to develop the necessary awareness.

The quality and environmental policy is divided into quality and environmental guidelines and quality and environmental objectives. In addition, the functional areas of production and administration discuss and adopt their own improvement targets at regular quarterly meetings.

The quality and environmental guidelines are evaluated on a trend basis in the review. For each quality and environmental objective, an appropriate review is defined using specific values (where possible).

2. Context, quality and environmental guidelines

Quality and environmental guidelines are indicative and cannot be directly quantified in detail. They are more likely to be evaluated by management during the audit.

a) Customer Satisfaction

Customer satisfaction determines our actions in all areas of the company. We want to lead the market through quality. Our customers set the standards. In order to achieve this goal, the services we guarantee are always met: Product, deadline, advice, etc.

b) Responsibility of the employees

Each employee is responsible for meeting customer requirements. Internal behavior is cooperative and mutually supportive. The internal customer-supplier relationship applies to us. "The next person in the process is the internal customer" and their satisfaction is the benchmark.

c) Future management tasks

It is an important management task to promote quality and environmental awareness. To ensure that all employees are highly qualified, consistent training and information are given high priority. The management and all other executives are role models in the implementation of quality and environmental thinking.

d) Continuous improvement

Our goal is to improve products, processes, and workflows and reduce costs through continuous action. Eliminating defects is not enough. The priority is to identify the possible causes of errors and to eliminate them preventively and permanently. To secure our position in the market, everyone must contribute to continuous improvement.

e) Our suppliers

We evaluate our suppliers in fair cooperation with regard to our quality and environmental guidelines.

f) Commitments and deadlines

We must be reliable in terms of commitments and deadlines and offer the best service to our customers. Our organization must be simple, efficient and our decision making processes short. Each employee is responsible for the quality of their work. Each employee must ensure safety, order and cleanliness in their workplace.

g) Improving environmental aspects

We are committed to continuously reducing environmental risks and improving environmental aspects, taking into account our economic possibilities. To this end, we regularly assess the impact of our activities on the environment.

h) Compliance with Legal Requirements

We expressly agree to comply with all laws and government regulations. This includes other agreements with authorities and non-legal guidelines.

i) Interested Parties

Our processes are designed to avoid risks to interested parties. This is done at all levels of decision making.

j) Communication

- Environmental issues are only communicated internally. Upon request, customers and authorities receive the 14001 certificates and, if applicable, the quality and environmental policy in the form of guidelines. All requests are decided by the management.

3. Occupational health and safety

a) General:

- Occupational restrictions must be observed, e.g. for young people, expectant mothers, when handling hazardous substances, lifting equipment, industrial trucks.
- Persons from outside the company may only work on the site/plant if they have been instructed by their supervisor and are familiar with the execution of the work.
- Plant facilities may only be entered for the purpose of performing the job.
- Video and audio recording is prohibited.
- Alcohol and drugs are prohibited throughout the facility.
- Smoking is permitted only within the blue and white marked areas on the premises.
- Vehicles may only be parked in the designated parking areas.

b) Protective Equipment

- Use the required PPE during the work.
- Keep PPE ready for use and clean
- Do not use defective PPE

c) Company traffic

- Access is only permitted for the purpose of delivery and collection of materials.
- Only the agreed parking spaces are to be used.
- QMB/UMB has the right to inspect all vehicles entering or leaving the premises.
- The German Road Traffic Regulations (StVO) apply within the factory premises and on the parking areas outside the factory premises.
- The maximum speed is walking speed.
- The principle of mutual consideration applies.
- Be aware of pedestrians, cyclists and forklift traffic.

d) Accidents/Emergencies/Fire

- In case of an emergency, call 110/112.
- Injured persons must be removed from the danger zone, provided their own health is not endangered.
- Accidents on the plant premises must be reported immediately to a PTW employee, preferably management and/or the QMB/UMB.

e) In the event of an alarm

- Leave the building immediately
- Follow PTW personnel
- Assemble at the assembly point
- Keep escape and rescue routes clear
- Follow the instructions of the emergency services
- Do not re-enter the building until instructed to do so by the UMB/QMB.

f) Activities requiring a permit

- Welding, flame cutting, abrasive cutting (including outdoors)
- Working in containers or confined spaces (e.g. tank cleaning)
- Working on live electrical systems of 50V ~ and 120V
- Handling hot materials or highly flammable liquids in gas-hazardous areas
- Working with lifting and handling equipment/vehicles

g) Handling/Use of Work Materials and Hazardous Substances

- Hazardous substances and their quantities must be reported to the UMB/QMB prior to performing the activities/work.
- Only hazardous substances approved by the PTW (QMB/UMB) may be used for the activities/work to be performed.
- The operating instructions for the hazardous substances must be observed.
- Use the personal protective equipment required for handling hazardous substances.
- Use only appropriate and labeled containers.
- Keep in the work area only the quantities necessary to continue the work.

h) Work Equipment

- PTW-owned work equipment (e.g., machinery, equipment, tools) may be used only with the approval of the appropriate department/workshop.
- Forklifts and aerial work platforms may only be used with written authorization and instruction.
- Use only safe and inspected work equipment (e.g., ladders, pallet trucks, portable electrical equipment).

i) Working on Systems

- Before starting work, the system must be switched off and secured against being switched on again.
- Allow the system to cool if necessary.
- Protective devices may only be removed and installed by PTW personnel or with the approval of the plant management.
- Filter systems must be depressurized and all moving parts must be at a standstill before opening.
- Do not stir up dust, use "suction devices" against possible dust formation.
- Do not use compressed air to remove liquid and dust.
- Use binders if necessary.

j) Waste

- Possible contamination during construction must be reported immediately to the UMB/QMB. Contaminated excavated soil must be disposed of in accordance with regulations.
- External companies must dispose of their waste themselves. Exception: Waste generated during construction, demolition and dismantling work.
- Waste may only be disposed of in PTW's own collection containers after prior consultation with the QMB/UMB.

k) Industrial trucks

- Only trained personnel may work with industrial trucks.
- Requirements: Minimum age of operator 18 years, possession of an official driver's license, valid forklift license (alternatively, a forklift license recognized by PTW), training and written authorization from PTW.
- The authorization is valid for a maximum of 1 year and is then renewed.
- Training must be documented.

l) Environmental Protection

- All activities on the factory premises must comply with the legal requirements for environmental protection with regard to water, soil and air pollution control, waste disposal, hazardous substances and noise protection.