



## **Safety information sheet for external companies and their employees at X-FAB in Erfurt**

(January 2025 version)

Dear Sir or Madam,

As a contractual partner of X-FAB Semiconductor Foundries GmbH or an affiliated company ("X-FAB"), you will soon be carrying out an activity on the premises, in the rooms or at the operating facilities of X-FAB at the Erfurt site. In our company, we attach great importance to occupational safety, preventive fire protection and environmental protection. In compliance with our statutory duty as a company, we would like to familiarize you as your client with the relevant regulations and company-specific features. Please prepare yourself for the special features in good time before starting work and instruct your employees and any subcontractors working on your behalf who will be working in our company to fulfill the scope of the contract on the basis of this safety data sheet before starting work. In addition, you shall include the accident prevention regulations applicable to the scope of work in your instruction. You must be able to provide us with evidence of the instructions at any time upon request. We must require you to take note of this safety data sheet, all the instructions and regulations listed therein and to comply with them. We are a DIN EN 14001 and DIN EN 50001 certified company and expect our contractors to comply with all environmental protection regulations and the resulting procedures of our company.

We have attached the environmental policy of X-FAB at the Erfurt site as an appendix to the information sheet.

### **1 Aim and purpose**

X-FAB, based in Erfurt, is a manufacturer of highly integrated semiconductor circuits.

These circuits are manufactured at high-tech workstations in so-called clean rooms. There, circuits are produced on silicon wafers (wafers) under the highest purity requirements. A dust particle the size of one micrometer, i.e. 1/1000 mm, can lead to the total failure of a chip. Our specifications for a high-quality product therefore stipulate that particles of 1/10 micrometer in size must be avoided. Exhaust fumes from vehicles, tobacco smoke, soldering or welding fumes consist of billions of particles of this size.

For this reason, wafer factories go to great lengths to achieve a dust-free working atmosphere. In addition to extensive ventilation and air-conditioning requirements, this also includes measures that affect the employees in our company, in this case you, and that lead to impairment of the usual working environment. The aim of all these measures is to ensure minimal dust and particle pollution at the workplaces.

In addition, this safety data sheet contains general rules of conduct and also regulates responsibilities, processes and authorizations with regard to safety-related requirements when using external companies. The aim is always to prevent accidents resulting in personal injury, damage to operating equipment and environmental damage.

The directive applies to employees of X-FAB and employees of external companies, including their subcontractors, who are actively involved in the external company process. It is an integral part of the contract for orders placed with external companies at the X-FAB site in Erfurt and is therefore binding for them and all their subcontractors. They are obliged to take note of and observe the contents of the directive.

This arrangement does not apply to visitors who are permanently accompanied by an X-FAB employee during their stay, nor does it apply to forwarding agents for the delivery and collection of goods and merchandise.

## **2 Terms and abbreviations**

- **FFK:** External company coordinator
- **SiFa:** Occupational safety specialist
- **GAA:** Supply technology control center

## **3 Legal basis**

The external companies must observe the following legal bases in particular:

- the Occupational Health and Safety Act (ArbSchG),
- the general regulations, rules and information of the employers' liability insurance associations (BGV, BGR, BGI, GUV),
- the Construction Site Ordinance (BaustellV),

- the rules for occupational health and safety on construction sites (RAB),
- the Product Safety Act (ProdSG),
- the Ordinance on Industrial Safety and Health (BetrSichV),
- the Hazardous Substances Ordinance (GefStoffV),
- the Workplace Ordinance (ArbStättV),
- recognized rules of technology, according to applicable standards
- the Occupational Safety Act (ASiG)

In addition, the relevant internal regulations and standards of X-FAB Erfurt apply in the form of work instructions, risk assessments, operating instructions, instruction content, procedural instructions and organizational instructions for the respective operating area. Relevant contents of these regulations are to be instructed on record by the external company coordinator.

#### **4 External company coordinators**

X-Fab in Erfurt appoints an external company coordinator ("FFK") as the contact person or supervisor for the external companies.

The FFK trained by the SiFa assumes the duties of proper instruction, monitoring and coordination for his area.

For work outside the regular working hours of 7:00 a.m. to 3:30 p.m., he must ensure the availability of a contact person for the external company (usually a supervisor or GAA). In principle, however, a representative of the FFK can also be appointed. The external company must be informed in advance.

All questions arising with regard to this order as well as further questions relating to occupational health and safety, fire protection and environmental protection must be clarified with the FFK (e.g. regulation of access authorizations, permit for work involving fire hazards - order 14). The FFK shall coordinate with the XFAB hazardous materials officer regarding the introduction and use of hazardous materials required by the external companies for the execution of the order.

The external company is responsible for testing the equipment used and checking its condition before starting work. Only tested work equipment may be used on site.

## 5 General notes

X-FAB Erfurt assumes that the contracted external company is competent and qualified and reserves the right to carry out appropriate checks. It is expected that all legal requirements in accordance with point 3 - Legal bases are known within the scope of the services to be provided and that the safety measures required therein are complied with. This applies in particular:

- Use of qualified personnel with a valid social security card,
- The official language at the site is German,
- Use of proper equipment and proper handling,
- Use of prescribed protective equipment,
- proper handling of required hazardous substances,
- proper disposal of waste and
- Providing the necessary proof of instruction and proof of use; this applies in particular to the handling of hazardous substances, mobile equipment and industrial trucks.

There is a general smoking ban on the entire company premises.

The commissioned external company shall ensure that all employees or subcontractors commissioned by it to work on the premises of X-FAB Erfurt are aware of and comply with the requirements of this order.

The external company must name a contact person who can be reached throughout the provision of the service and a representative. Both must be members of the external company, not employees of a subcontractor.

The external company shall inform the FFK of any special hazards arising from its work (e.g. information on hazardous substances used, dangerous work equipment) and of any unexpected events that occur during the work (e.g. safety-related difficulties). Before starting work, the external company must submit a risk assessment for information. Work may only commence once the documents have been submitted in full and signed. All legally required documentation (risk assessments, operating instructions, work instructions, orders and the permit for hazardous work) must be submitted to the FFK in fully signed form before work commences. If the required documents have not been submitted to the FFK, work may not commence.

Supply networks for a wide variety of media (inlets and outlets) are located in the operating areas. Under no circumstances may the pipes be damaged or their location or position altered. Any damage must be reported to the FFK immediately.

If X-FAB draws the external company's attention to safety deficiencies or demands additional, necessary safety measures for the performance of the work, any costs incurred shall be borne by the external company.

The Contractor shall inform its employees that the coordinator of X-FAB at the Erfurt site is authorized to issue instructions to them to ensure occupational and operational safety.

The Contractor is obliged to familiarize its employees with the accident prevention regulations and other safety regulations applicable to the work before commencing work.

At workplaces where personal protective equipment and other safety devices are required (e.g. safety goggles, safety shoes, safety helmets, hearing protection, etc.), the Contractor shall make the same available to its employees and shall be responsible for ensuring that they are used at all times.

***If prescribed, the safety devices must be appropriately tested and labeled.***

The FFK named by us or a person appointed by him is the contact person for the contractor (external company) and performs the tasks specified in DGUV (German Statutory Accident Insurance) Regulation 1, among others. He coordinates with the contractor before the start of the work and defines measures that lead to the proper and timely fulfillment of the subject matter of the contract. At the same time, the FFK informs the contractor's representative or authorized representative of the dangers that exist in the immediate work area and how the employees must behave to avert danger. This does not constitute occupational safety instruction for your employees within the meaning of DGUV Regulation 1 § 4. As the contractor, you are responsible for this. Employees of the contractor who will not be deployed on the X-FAB premises until the following day must be instructed by the client before starting work. The coordinator must also be informed.

Violations of these instructions may result in the temporary suspension of work as well as a ban on work and, if necessary, termination of the contract. The instructions of the safety officer appointed by the management must be followed in all cases.

## **6 Procedure and responsibilities**

### **6.1 Registration and deregistration**

The external company shall provide the FFK with a complete overview of the employees it will deploy at the X-FAB Erfurt site. This can be done by e-mail. Persons from outside the company must first

report either to reception in the central entrance building (address: Haarbergstraße 67) or to Facility Service in VH3 (supply hall 3) (address: Gustav - Tauschek - Str. 10).

The safety and site rules instructed for the site apply. Employees receive a safety briefing when they are first deployed on the company premises, which is carried out independently via an online tool - this briefing is repeated after one year. If other employees are to be deployed at a later date, this must be reported to the FFK and these employees will also carry out this training independently.

In principle, the other company buildings and premises may only be entered after the introductory safety briefing.

The employee of the external company may only be present in those parts of the plant where he is carrying out an order. While working on the X-FAB premises, the external company employee may receive an access key, which is activated for his work area, and an external company ID card, which he must carry with him for identification purposes.

Private or other items that are not required for work may not be taken into the company. In particular, electrical devices such as heaters and dangerous objects are prohibited.

Employees of an external company must always sign in and out with the FFK or its representative when entering and leaving the site in accordance with the regulations on site. Signing in and out is essential to ensure the safety of external company employees in the event of danger (e.g. evacuation).

At the end of the work, the company premises must always be left via the reception or the barrier on Gustav-Tauschek-Str.. The foreman of the external company is responsible for the latter regulations.

In order to protect the operational and personal property of X-FAB, checks may be ordered, which may also extend to objects brought onto the premises. Any activity detrimental to industrial peace, order and the purpose of work must be refrained from.

## **6.2     *Alcohol, food and drink***

The carrying and consumption of alcohol and other intoxicating substances is prohibited on the company premises. Eating and drinking is only permitted in the break areas.

## **6.3     *Arbeiten auf dem Werkgelände***

The fire safety regulations and other emergency regulations on site must be observed.

Escape and rescue routes must be kept clear during work. Materials must be stored in such a way that they do not interfere with emergency equipment.

The setting up of the work or construction site, the erection of barriers, machines, etc., the creation of material storage areas and the definition of traffic routes on the construction site may only be carried out in agreement with the FFK. Construction and work sites must be adequately secured!

Actions on shut-off, control and signaling devices are only initiated via the X-FAB coordinator and carried out by the company's own personnel.

Construction sites, excavation pits, channels, shafts and other hazardous areas must be secured in such a way that there is no risk of accidents even in the dark. When securing excavation pits, channels, shafts, removed gratings, etc., the cover must be slip-resistant and immovable. If there is a risk of slipping sideways, secure railings with handrails must be installed.

Work equipment such as tools, ladders, scaffolding etc. must comply with the accident prevention regulations and be clearly marked as the property of the Contractor. No work equipment subject to mandatory inspection may be brought onto X-FAB's premises whose inspection deadlines have been exceeded

Connections to the main supply networks of X-FAB Erfurt (e.g. electricity, water) may only be made with the approval of FFK. The use of vehicles and work equipment from X-FAB Erfurt (in particular those for which special qualifications are required, e.g. industrial trucks) is not permitted unless the use is contractually regulated. In this case, the external company must provide proof of qualification and commissioning. Their use must be coordinated with the FFK and is only permitted in secured corridors/driveways. Proof of education and training (e.g. forklift license) must be carried and presented upon request.

When working on external systems or on connections to external systems that are not directly part of the object of the contract, the coordinator must be consulted in advance about their mode of operation and the safety precautions to be taken to prevent uncontrolled disruptions to their function. This applies, for example, to all safety equipment, alarm systems, stationary extinguishing systems, etc.

The tools, machines, vehicles and other equipment inspected and approved for the work must be clearly marked as the property of the external company.

The inspection of the machines, systems and equipment used by the external company can be carried out by the health and safety officer in consultation with the FFK. All parties involved must be made aware of any particular hazards.

The "Regulations for conduct in cleanrooms" apply to work in the cleanroom. Separate instructions must be given. These regulations must be strictly adhered to.

At the end of the shift or at the end of work, the work areas must be tidied up and adequately secured. Tools, equipment and material no longer required, waste, scrap etc. must be removed.

#### **6.4 Waste management**

Waste that arises in connection with the execution of the order (residual materials, building rubble, hazardous waste, harmful and hazardous substances and other waste) must be disposed of properly by the external company at regular intervals, in accordance with the instructions of the FFK, and in any case immediately after completion of the work on its own responsibility, if necessary by commissioning third parties.

Company disposal facilities may only be used in consultation with the FFK. Disposal and interim storage may only take place after approval by the FFK. The internal regulations for disposal at X-FAB Erfurt apply.

If the external company fails to comply with its clearance and disposal obligations, X-FAB shall - after expiry of a set deadline - have the disposal carried out at the expense of the external company.

#### **6.5 Notification of completion and proof of work**

Services rendered must always be accepted by X-FAB. Proof of the services performed must be provided by the external company. This shall be done on the basis of the contractual agreements (e.g. service specifications, specifications). The external company shall be responsible for the complete documentation of the agreed service as well as instruction, in particular with regard to safety precautions and safe use.

If required, the external company must prepare work records and have them signed off by the FFK at least once a week or after completion of the work.

## **7 Special safety requirements**

### **7.1 Flammable work**

A welding permit must be obtained for welding, cutting or the use of other thermal processes on the factory premises. The permit is issued on site after the safety measures have been determined by the coordinator with the involvement of the respective manager and the responsible fire safety officer.

The completed permit form remains in the GAA or the FFK and a copy remains with the person carrying out the work. The employee of the external company must always carry the permit form with him during his activities on the factory premises and present it to an authorized person upon request.

When carrying out welding and cutting work, suitable glare shields must be set up. The safety measures specified in the welding certificate must be observed. Sufficient fire extinguishing agents must be provided. If the company's own fire extinguishers are used, they must be replaced immediately after use.

Replacement is subject to a charge and will be organized by the FFK.

### **7.2 Plant traffic**

The road traffic regulations apply on the X-FAB Erfurt site. In deviation from the StVO, the maximum speed for all motor vehicles in the plant is set at 10 km/h.

In general, the principle of caution and mutual consideration applies.

The parking of vehicles belonging to external companies on the factory premises is generally not permitted. Exceptions may be made by the responsible FFK. The vehicle of the external company must be identified by a parking permit, which must be clearly visible in the windshield.

The ban on stopping at the designated areas must be strictly observed, in particular so that no fire department access routes are blocked, escape routes obstructed or vehicle exhaust fumes drawn in by our air conditioning systems.

During loading and unloading work, the traffic area must be properly cordoned off and, if necessary, secured with personnel. Escape routes must be kept clear at all times. Further details are regulated by the work regulations, which are regularly - at least once a year - instructed.

### **7.3 Operating instructions, personal protective equipment, safety signs**

The work, operating and safety instructions must be complied with when working within the operating range of machines, systems and equipment and when handling hazardous substances; the prescribed personal protective equipment must be worn. The regulations of the completed risk assessment Appendix 1 Risk assessment for external companies also apply; this remains with the FFK.

Safety signs as well as traffic, prohibition and information signs may not be removed, covered or altered and must be observed.

The regulations of X-FAB Erfurt apply when raising the alarm and evacuating a building/area. These must be strictly adhered to. Information on the rules of conduct is provided by the FFK.

#### **7.4     *Working on electrical systems***

Work on live, non-insulated electrical cables or system components is strictly prohibited. Switching operations on electrical systems must be requested from the FFK and may only be carried out by a qualified electrician from the company. Unauthorized work on electrical equipment is strictly prohibited!

#### **7.5     *Working alone***

Hazardous lone working in accordance with BA Lone working (BA22) is not permitted in those areas of the company. This applies in particular to the handling of chemicals. The company-internal BA Lone Work applies.

#### **7.6     *Ladders, scaffolding and aerial work platforms***

Ladders, scaffolding and aerial work platforms must comply with the applicable regulations and standards, may only be used as intended and must be labeled accordingly.

The external company must prove the usability of the work equipment used and ensure its operational safety. They must be inspected in accordance with § 10 BetrSichV and the inspection must be documented in accordance with § 11 BetrSichV.

When working on a lifting platform, always secure yourself with a fall protection device (harness).

Modifications to scaffolding may only be carried out by the scaffolding erector. Scaffolding must be inspected by a competent person in accordance with BetrSichV (the inspection certificate for the scaffolding must be carried):

- before they are commissioned,
- thereafter at regular intervals and

after a conversion, after temporary non-use, after storms and after other circumstances affecting durability and stability.

Approved scaffolding must be marked with a valid scaffolding certificate on the ascent.

#### **7.7     *Behavior in an emergency***

In the event of deviations from the intended operation (malfunction, accident, breakdown, fire), the Supply Engineering Control Center (tel. 6722 or 6723) and the coordinator responsible for you must be notified internally. This applies to fires, accidents, soil contamination, water pollution incidents, other environmentally relevant incidents, incidents involving toxic, corrosive and explosive gases and all incidents that could affect the X-FAB's work processes. The X-FAB has an automatic fire alarm system that automatically triggers a fire alarm in the fire department control center in the event of fire, smoke development and other incidents. However, the fire alarms can be triggered if dust is

generated during construction work, drilling or cable laying, or if spray or powder is used. If the fire alarm system is triggered without a fire being present, the fire department will consider this to be a false alarm and will charge a fee. Please ensure that the relevant alarm line is switched off by our coordinator before carrying out the necessary work.

If the situation cannot be clearly assessed or if the accident involves personal injury, the rescue coordination center must be alerted immediately by calling 112.

If it is only a small incipient fire, an attempt can be made to extinguish it with the nearest fire extinguisher. Extinguishing equipment is available in all parts of the building. Extinguishing attempts may only be carried out in accordance with the operating and safety instructions and without endangering yourself.

Every external company employee must know where the fire extinguishers and fire alarms are located in the area where they are working (escape and rescue plan - subject of the work regulations).

The external company employee then proceeds to the assembly point indicated in the alarm plan using the designated escape routes and reports there to the coordinating X-FAB employee (usually the shift supervisor on duty).

If an external company employee suffers a chemical burn, the available emergency equipment (emergency and eye showers) must be used immediately. The FFK or the nearest contact person must be informed.

You are responsible for reporting accidents at work involving your employees to the relevant employers' liability insurance association and the Thuringian State Office for Consumer Protection (Office for Occupational Health and Safety).

## **8 Trade secrets**

Files, drawings, documents, copies, etc. may not be taken from the company and business premises, reproduced or made accessible to unauthorized persons without the permission of FFK.

Photography and filming on the company premises without authorization are prohibited. Permission for image recordings must be obtained from FFK if necessary for the execution of the order.

All trade and business secrets must be kept confidential both during and after the period of employment.

At our request, all information originating from us (including any copies or records made) and items provided on loan must be returned to us immediately and in full or destroyed. We reserve all rights to such information (including copyrights and the right to register industrial property rights such as patents, utility models, etc.).

## 9 Liability

External companies are obliged to mark and secure property brought in by them in a suitable manner. X-FAB assumes no liability for the loss of or damage to materials, work equipment, vehicles, facilities and other property of the external company, its agents and employees, except in cases of its own intent and gross negligence.

The external companies shall be liable for the services and facilities provided until acceptance and within the scope of their warranty obligations.

They shall be liable for all damage caused by them and the work agents (subcontractors) in accordance with the statutory provisions and any contractual provisions that go beyond this. In particular, they shall be liable for damages resulting from non-compliance with the regulations to be observed by them and this guideline.

This safety data sheet is part of the contract. If the provisions of the safety data sheet are not observed, this contract shall be deemed not to have been properly fulfilled. We reserve the right to claim damages for any consequences arising from this.

In particular, the Contractor shall be liable for all personal injury and damage to property caused by it, its employees or subcontractors or their employees to X-FAB or/and its employees or/and third parties.

At the same time, the liability of X-FAB for all personal injury and property damage as well as any other damage caused or contributed to by the fact that a contractor or its employees or agents have not or not fully complied with one or more provisions of the safety data sheet is excluded.

X-FAB also accepts no liability for any damage that could have been prevented if the provisions of the safety data sheet had been observed.

The Contractor undertakes to inform its employees and subcontractors of the safety rules contained therein and to ensure that they are complied with. He shall be liable for all damage resulting from non-compliance with the safety rules.

### **X-FAB Group - Our principles**

The quality of our products and services is the basis for the success of our company. Our principle is therefore to deliver products and services that meet or exceed our customers' expectations.

We achieve this through:

- focus on the needs of our customers,
- regular benchmarking,
- setting ambitious goals,
- strict monitoring of all relevant key figures, continuous improvement of all processes,
- the involvement of all employees in improvement measures.

These guidelines apply throughout the organization.



#### **Applicable documents**

- current work regulations
- Operating instructions, risk assessments, work instructions (for the respective activity)
- Risk assessment for external companies
- Work involving a fire hazard – Anordnung\_14
- Contract for work and services
- Company master data (list of authorized persons in the company)