

Occupational health and safety guideline

Status September 2024

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I. Preamble

The protection of our employees is of central importance to the apt group. Efficient occupational health and safety and effective accident prevention are essential, particularly in view of the challenges of an increasingly complex and rapidly changing working environment. Our aim is to protect our employees from hazards and health risks by ensuring that the apt Group complies with all applicable labour standards. As an employer, we take the necessary occupational health and safety measures, taking into account the factors that influence the health and safety of our employees. We regularly review the effectiveness of these measures and adapt them to changing circumstances.

II. General principles:

- Work design aims to avoid hazards to life and health and to minimise any remaining risks. (Zero Accident Policy)
- Dangers are addressed directly at their source.
- Measures are planned with the aim of linking technology, work organisation, working conditions, social relationships and environmental influences at the workplace in a meaningful way.
- Special hazards for particularly vulnerable groups of employees are considered.
- Employees receive comprehensive training.

III. Individual topics:

Provision of personal protective equipment (PPE)

We recognise the central importance of a safe working environment and are committed to providing all employees with the necessary personal protective equipment to ensure their health and safety.

This includes:

- We ensure that all PPE meets the highest quality standards and is regularly maintained and replaced to ensure its protective function.
- The PPE is comfortable and suitable for each employees to maximise acceptance and wearing comfort.
- All employees receive comprehensive training on the use and care of PPE to ensure correct and effective use and to raise awareness of its importance.

Machine safety

Our machines comply with the current CE standards as well as all other applicable regulations and standards. We are committed to operating all machines and technical equipment safely and properly.

These include:

- Machines are regularly maintained and inspected to ensure their proper function and safety.
- All machines are equipped with the necessary safety precautions such as emergency stop switches, safety devices and warning notices.

- Tasks involving the use of machines are assigned on a non-discriminatory basis and based on qualifications. All employees who work on the machines receive comprehensive training in safe operation and maintenance. This training includes operating instructions, safety guidelines and risk awareness.

Emergency preparedness

We are committed to taking all necessary measures to be prepared for emergencies and to ensure the safety, health and well-being of our employees.

This includes:

- Developing and regularly updating comprehensive emergency plans with clear instructions for scenarios such as fires and medical emergencies.
- Provision and maintenance of necessary emergency equipment such as first aid kits, fire extinguishers and emergency lighting.
- Regular training on emergency procedures, including evacuation drills and first aid training, to strengthen employees' skills in dealing with emergencies.

Ergonomics at the workplace

We are committed to designing workplaces in such a way that they create an ergonomic working environment and promote the well-being of our employees.

This includes:

- If required, we can provide ergonomic furniture and equipment, including height-adjustable desks and chairs.
- Design according to ergonomic principles to avoid strain and increase efficiency.
- Training on the correct use of ergonomic equipment and the importance of ergonomics in the workplace.

Safe handling of chemical substances

We recognise the importance of safe handling of chemical substances and are committed to taking all necessary measures to protect the health of our employees.

This includes:

- Carrying out comprehensive risk assessments and risk management to minimise health and safety risks.
- Provision of suitable PPE and protective measures such as ventilation systems.
- Comprehensive training on the safe handling and disposal of chemical substances, including first aid measures in the event of accidents or exposure.

Fire protection

We are committed to taking all necessary measures to minimise fire risks and ensure a safe working environment.

These include:

- Creation and regular updating of comprehensive fire protection concepts and emergency plans.
- Provision and maintenance of fire extinguishers, smoke detectors and fire doors.
- Comprehensive training on recognising fire hazards and the use of fire safety equipment, including regular evacuation drills and fire safety training.

This policy on occupational health and safety is a central component of our corporate culture and serves as a guide for all employees and managers. We are determined to ensure compliance with this policy and to continuously improve our efforts to protect our employees.



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