

Requirements for subcontractors, provide transport services on behalf of Kube & Kubenz GmbH & Co KG

In the past decades, Kube & Kubenz Internationale Speditions- und Logistikgesellschaft mbH & Co KG has established itself as a reliable partner to the chemical industry. As a result of our own efforts and in order to meet the growing requirements of our customers, we have implemented the Safety and Quality Assessment for Sustainability (SQAS) in our company. This ensures that our transports are carried out in compliance with the aspects of quality, safety, health and environmental protection. In order to fulfil our social responsibility towards future generations and the environment, Kube & Kubenz participates in the Responsible Care Programme of Cefic. We welcome the implementation of Responsible Care at our service providers.

The following regulations form the basis of our cooperation. These are to be strictly adhered to by you.

General

Subcontracting of our orders to other carriers is not permitted. By accepting a transport order you agree to all points of this policy. All information provided to you must be treated confidentially.

Admission requirements

General information about the company is obtained from each service provider via questionnaire. Only companies that meet our quality requirements and have been approved after inspection by the QM department and a Branch Manager can be commissioned.

The release takes place on the basis

- the presentation of a valid operating licence (e.g. transport permit, EU licence).
 - the presentation of achieved certifications such as ISO 9001:2015, GMP+, ISO 14001:2015, OHSAS 18001
 - of the proof of SQAS audits carried out. Kube & Kubenz requests access to the reports in the SQAS database in order to be able to evaluate the audit results.
 - the announcement of the name of the dangerous goods safety adviser and presentation of the training certificate (DGSA certificate).
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Compliance with legal requirements

All national and international regulations and laws must be complied with (e.g. ADR, road traffic regulations, Council Regulation (EC) No 561/2006 on the harmonization of certain social legislation relating to road transport, weight restrictions).

You have a corresponding operating licence (business registration, EU licence) for the activities you carry out.

The working, driving and rest times as well as speed limits must be observed by your driving personnel. You commit yourself to regularly check compliance with the social regulations and to document this. Kube & Kubenz may check this documentation on a random basis.

The Act on the Regulation of a General Minimum Wage („Minimum Wage Act“) came into force in Germany on 1 January 2015. By signing this document, you confirm that you have implemented and comply with the Minimum Wage Act.

Insurances

You cover the following insurances:

- Motor vehicle liability insurance with national maximum coverage
- Liability insurance for damage to goods, if you carry out domestic German transport
- CMR insurance, if you carry out international transports
- Public liability insurance for at least EUR 2,500,000

Please send us the relevant insurance certificates.

Requirements for transports with dangerous goods / ADR

If you are transporting hazardous goods, ensure that only drivers with a valid ADR certificate and driving experience of at least 3 years are assigned. You instruct your driving personnel annually on the contents of the ADR.

You have appointed a dangerous goods safety adviser who fulfils his duties in accordance with the provisions of ADR Chapter 1.8.3 and has been trained accordingly. The training certificate must be presented to us.

Personal protective equipment (PPE) complying with the requirements of the written instructions shall be provided to the driver.

For the transport of dangerous goods, only use approved equipment with the respective prescribed equipment.

If you are transporting the HCDG goods mentioned in ADR Chapter 1.10, you must prepare a securing plan that meets the following minimum requirements:

- The vehicle has always been locked (even when sleeping in the cab). If present, the alarm system / Immobilizer has to be activated when vehicles are parked.
 - Your drivers must report regularly at set times.
 - If irregularities are noticed (e.g. damaged seals), the drivers must inform the dispatcher immediately.
 - You and your drivers commit yourselves not to speak to third parties about the knowledge of particularly dangerous products acquired in the course of their work and not to pass on information about the chosen routes and product characteristics.
 - You provide your drivers with a route plan with designated safe parking instructions.
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Requirements for the driver

You only use reliable, carefully selected, trained and BBS-trained drivers. Your drivers are familiar with the quality requirements.

You provide your drivers with a driver's manual, the contents of which meet the requirements of the current SQAS questionnaire. Your drivers are familiar with the contents and receive regular training.

You instruct your drivers to wear seat belts as a matter of principle (this also applies to driving on site premises). The use of mobile phones and other electronic devices is prohibited while driving. Disciplinary action shall be taken in the event of non-compliance.

We expect that your company has a policy statement on drugs and alcohol and that this is communicated to your driving staff.

Before the start of transport, your drivers carry out a vehicle check and document it. The personal protective equipment is also checked for condition and completeness. If you use Kube & Kubenz equipment, the daily departure check must be sent to us.

Should a driver of yours receive a justified works ban (e.g. for violation of the smoking ban) from one of our customers, this driver can no longer be used for transport orders from Kube & Kubenz.

The following topics are to be trained annually:

- General safety Training (occupational safety)
 - Product-related Training
 - Customer-related Training
 - Legal Training
 - Emergency Management
 - Behavior Based Safety training for driving and loading/unloading in accordance with CEFIC (BBS) guidelines.
 - Training for defensive driving / eco-training
 - Anti-fatigue Training
 - Training to increase safety awareness
 - Training on the use of PPE
 - Special Equipment Training
 - Training on the content of the driver's handbook
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Requirements for vehicle and equipment

The vehicle and the equipment used comply with the requirements specified in the transport order as well as all legal regulations. It is mandatory to comply with the statutory inspections for the equipment.

In addition, you carry out preventive maintenance of your equipment in accordance with the specifications of the current SQAS questionnaire.

Hose inspections must be carried out once a year. The maximum period of use of the hoses is 6 years from commissioning.

Please provide us with copies of the inspection certificates.

Upon request, you will provide Kube & Kubenz with proof of all periodic maintenance and legally required inspections for the vehicle and equipment (container, trailer, chassis, pumps, hoses, etc.).

Processing of orders

The instructions of the planning department and the customer's specifications at loading and unloading points must be followed, unless they do not violate existing laws and safety regulations. Any route specifications must be adhered to.

In case of ambiguity or doubt, always contact the disposition for further clarification.

The transport orders carried out for Kube & Kubenz shall be collected and delivered punctually in accordance with the specifications. If fixed loading and unloading times are specified, these must be strictly adhered to.

Loading and unloading times as well as weights are to be reported to the planning department without being asked after completion of the transport.

Any waiting times must be reported immediately, noted on the consignment note and acknowledged. This also applies to all other costs.

All transport and, if applicable, customs documents must be forwarded to Kube & Kubenz or the relevant partners in the service chain without being requested to do so. In the case of container transports, an interchange form is prepared and attached to the transport documents.

All deviations must be reported to Kube & Kubenz immediately.

Should a complaint be made by our client or its customer, this complaint will be passed on to you immediately.

You are obliged to submit a statement within 2 working days or, on request, within 24 hours.

All incidents (complaints, accidents) are recorded by Kube & Kubenz and have an influence on your supplier rating.

Cleaning

You ensure to use only SQAS-certified cleaning facilities that can issue an ECD (European Cleaning Document). For loading, the ECD must not be older than 3 working days.

Parking of vehicles / Parking

If drivers have to park outside business premises, the parking space must be carefully selected. The vehicle may only be parked, secured and monitored in accordance with ADR regulations (if applicable ADR section 1.10). Parking in residential areas strictly prohibited!

Accidents, incidents and near-misses

We expect an emergency plan to be in place that defines how to act in the event of an emergency or accident. In addition, you have effective regulations in place to act correctly and quickly in the event of an emergency. Your drivers are regularly trained in this respect. If you are the cause of an accident, please report it immediately via our emergency phone number +49 (0) 40 42 23 69 69. We expect a detailed accident report within 3 working days.

Please send near-miss or reports of unsafe loading and unloading points to:
jennifer.velser@kubekubenz.com and nargis.heider@kubekubenz.com.

Should it not be possible for you to carry out the orders for the aforementioned reasons, the planning department must be informed immediately.

Performance monitoring

We take the liberty of carrying out audits at your premises as part of our performance monitoring. Your means of transport and drivers may be inspected by employees of Kube & Kubenz GmbH as part of the transport performance. If necessary, improvement measures will be coordinated with you. The implementation of the agreed actions is monitored regularly.

Corporate Social Responsibility Requirements

You have formulated a company mission statement / CSR (Corporate Social Responsibility) policy with the following content:

Human rights

You support and respect the United Nations Universal Declaration of Human Rights. The frame of reference for a responsible approach to human rights is the „UN Guiding Principles on Business and Human Rights“ and, where applicable, the national action plans that build up for the region concerned.

Labour standards

You comply with the laws and regulations of the respective country, including those relating to occupational health and safety.

You comply with the following fundamental principles and related core labour standards of the International Labour Organisations:

- Freedom of association and right to collective bargaining
- Elimination of forced labour
- Abolition of child labour
- Prohibition of discrimination in employment and occupation

Environmental protection

You ensure a responsible approach to the environment and work continuously to reduce the environmental impact of your activities on water, soil and air. You will also strive to develop and disseminate environmentally sound technologies and to use them efficiently in the management of natural resources.

Ethical business standards

You practice a high level of business ethics and oppose any form of corruption or bribery, including fraud and extortion. The reference framework for ethical business standards is the UN Convention against Corruption.

Please sign this agreement and return it to Jennifer Velsler (jennifer.velser@kubekubenz.com) or Nargis Heider (nargis.heider@kubekubenz.com).

Date, signature