



MORE LIGHT

Group Policy

Health & Safety at Work and Protecting the Environment

Effective as of 01/01/2020

The companies in the Jenoptik Group are responsible for the health and safety of their staff members at work across the globe.

It goes without saying that our aim is to provide safe, humane working conditions. That's why health, safety, and environmental protection are to be permanently incorporated into our company's structures and processes.

Through efficient health and safety measures and effective accident prevention, our aim is to protect staff members, customers and guests in our facilities around the world from hazards and harm to health.

At the same time, we want to protect the environment from negative impacts caused by our business activities and to increase energy and resource efficiency in all areas of our business.

It is absolutely essential for each and every staff member to do their part in this respect.

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1 Duties

All staff members have a duty to cooperate and a duty to implement the rules when it comes to health and safety, and environmental protection. They must therefore inform themselves about the applicable rules and actively implement the specifications in their daily work.

Relevant provisions and measures concerning health and safety, environmental protection, and fire safety can be found in particular in:

- – laws, rules and regulations;
- emergency plans;
- fire safety plans;
- evacuation plans;
- safety training and briefings.

If you have any questions or comments you can also contact the local Environment, Health and Safety Manager and the central Environment, Health and Safety & Security unit.

1.1 General duty to report

Alongside the company, all staff members, of their own accord, are required to look out for any directly relevant risks to the health and safety of anyone involved (e.g. staff members, customers or suppliers). If such risks are identified these must be reported immediately to the line manager. Any defective protection systems or deficient or inadequate protection measures must also be reported.

Staff members should report accidents and breaches of applicable rules directly to their line manager. Particularly serious accidents at work, or accidents involving fire or the environment must also be reported immediately to the local Environment, Health and Safety Manager.

1.2 Health and safety at work

All companies in the Jenoptik Group have taken the measures necessary to ensure health and safety at work. These are only effective, however, if all staff members follow the safety measures in place without exception. Compliance with the safety measures in place is therefore mandatory for all staff members.

Risk assessments are performed throughout the entire Group. The aim of these is to identify hazards and to take suitable safety measures, but also to realize any potential for improvement.

For the purposes of general health and safety at work, staff members are therefore required:

- to cooperate in uncovering sources of risk;
- to abide by instructions for safe and accident-free working;
- to wear the protective equipment provided;
- to use company facilities and tools properly and as intended.

All staff members must also implement health and safety rules and measures as well as actively cooperate in maintaining the health of the entire workforce.

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If multiple staff members work at a workstation, they are jointly responsible for ensuring health and safety and for preventing accidents at this workstation.

Where new technologies, materials, workstations, and work flows are introduced, or existing ones are changed, the relevant Environment, Health and Safety Manager and the fire officer are to be involved in assessing the risks, the impact on the environment, and any preventative fire safety measures that are needed.

All staff members are required to inform themselves about the local arrangements and instructions for providing First Aid and fire safety.

1.3 Environmental protection

All staff members are required to save energy, use resources sparingly and efficiently, and to actively cooperate in corresponding controls, audits, reviews and inspections.

When developing, manufacturing, transporting, using and disposing of our products, environmental sustainability should therefore always be considered and encouraged.

Our aim is to continue to minimize the amount of waste we produce and emissions in to the air, water and soil. Staff members are required to make all reasonable efforts to keep the impact of our products and services on the environment as small as possible and to drive forward the continued prevention and reduction of pollution.

Implementation of statutory and company measures to prevent air, soil, and water pollution is binding on all staff members and the use of hazardous materials must be kept to a minimum. All staff members are required to handle hazardous materials in an environmentally responsible manner and in accordance with the risks involved.

Waste is to be collected and recorded in accordance with environmental rules, and recycled where possible. Waste should always be disposed of properly as permitted by local facilities.

2 Shortcomings and breaches

Within the scope of an employee's authority, any shortcomings or breaches of the rules are to be rectified immediately or such rectification is to be organized immediately. Where serious shortcomings are discovered, work in the endangered area must be stopped immediately and the Environment, Health and Safety Manager must be informed.

If discovered shortcomings or breaches that constitute an unreasonable hazard are not rectified immediately or in a timely manner, consequences under employment law and/or criminal law may follow. This also applies if a source of risk is known but is not reported to the line manager or local Environment, Health and Safety Manager, or if a staff member fails to comply with their duty to cooperate, e.g. when breaches are being investigated.

Examples of such shortcomings and breaches include the following:

- personal protective equipment is not worn;
- safety doors are left open;
- no smoking rules are violated;
- staff members are working under the influence of intoxicating substances;

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- safety features on machines are circumvented or bypassed;
 - hazardous materials are not disposed of properly;
 - prohibited substances are used;
 - emergency equipment is used improperly.
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The central Environment, Health and Safety & Security unit can advise and support you in all matters concerning health and safety at work, environmental protection, and fire safety. More information can be found on the intranet.

Jena, 12/16/2019


Dr Stefan Traeger
Chief Executive Officer


Hans-Dieter Schumacher
Chief Financial Officer

This Group Policy addresses all genders equally. To aid readability, masculine forms may sometimes be used.
