

Mosa.

General Order Definitions

Definities

Mosa	Koninklijke Mosa BV.
Client	The natural person or legal entity of Mosa.
Management	The management of Mosa.
Supervisor	The person who on behalf of the client is charged with enforcing the agreement and under whose supervision the work is carried out.
Security service	Security service of Mosa or the employee acting on behalf of this service.
Factory site	The site belonging in ownership to and being used by the client.
Contractor	The natural person or legal entity who is charged with the work and/or the delivery.
Work	The entire performance to be delivered by the contractor.
Personnel	The personnel of the contractor himself and/or personnel used by him.
1 Purpose	

1. Purpose

- 1.1. The purpose of these General Order Definitions is to achieve an orderly, safe and efficient execution of the work of a contractor or are staying on the premises of Koninklijke Mosa B.V.
- 1.2. To prevent personal injury and/or damage to properties, systems and buildings.

2. General

- 2.1. Without prejudice to the conditions in the specifications and/or other provisions issued by the client when granting the order, the following provisions and regulations apply to the execution of work on the factory site of Mosa.
- 2.2. These general order definitions are issued to every contractor who carries out work at Mosa.
- 2.3. The contractor is obliged to notify his personnel of the contents of these general order definitions.
- 2.4. Additional copies of the general order definitions are available from the client on request.
- 2.5. The contractor is obliged, when carrying out work at Mosa, to comply strictly with the general order definitions of Mosa, in addition to the applicable legal regulations.
- 2.6. The contractor is charged with the enforcement of the general order definitions. He is also responsible for the consequences that result from non-compliance with these definitions.
- 2.7. Persons acting in violation of the general order definitions can be removed from the factory site by the client or can be denied admission to the factory site.
- 2.8. Damage to and/or loss of properties of the personnel, the client and/or the contractor must be reported immediately to the security service. Mosa is not liable for damage caused to the properties of the personnel and/or the contractor.
- 2.9. Objections to one or several regulations must be notified to the security service in advance. Violations committed by personnel of the contractor must be notified immediately to the security service.
- 2.10. In all events not provided for by these definitions, the security service must be contacted.

3. Admission to Mosa

- 3.1. Before starting the work, the contractor must report to the security service or the reception. At the Sionsweg location (floor tile factory) this reporting takes place via the intercom.
- 3.2. After registration by the security service and after reporting to the Mosa contact person, the work can be started on the condition that the person concerned is in the possession of the relevant valid work permits.
- 3.3. If the work extends itself over several days, the personnel must report to the security service every day before starting the work.
- 3.4. In so far as an identity badge is issued by the security service, this badge must be worn in a visible way.
- 3.5. When leaving Mosa, the personnel must sign out through the Mosa contact person and at the security service or the reception and must hand in the identity badge, if issued.

4. Parking and traffic

- 4.1. Parking motor vehicles and/or bicycles is allowed only in the places designated for that purpose.
- 4.2. It is at all times strictly prohibited to park even for a moment in front of doors to low-voltage and high-voltage areas or fire hydrant tanks.
- 4.3. Materials and/or tools to be delivered by the contractor can be unloaded at or near the work place. The materials and/or tools unloaded must be deposited in such a way that they do not hinder anybody. Immediately after unloading, the motor vehicle must be parked in the places designated for that purpose or outside the factory site.

- 4.4. Mosa is NOT liable for any damage to vehicles parked at its factory site.
- 4.5. The personnel must respect the traffic rules displayed on the factory site. Otherwise, the generally applicable traffic rules of the Road Traffic Act and the regulations derived therefrom apply. The maximum speed on the factory site is walking speed (max 15km/hr).

5. Temporary buildings

- 5.1. Temporary buildings (huts, mobile huts, containers) must be in a proper state of repair and must comply with the applicable regulations. Mosa will designate the place where they are to be set up.
- 5.2. It is not allowed to set up temporary buildings and/or materials on the factory site without consultation with Mosa.
- 5.3. The name and the telephone number of the contractor must be clearly visible on each temporary building.
- 5.4. In each temporary building the contractor must provide an adequate number of fire extinguishing apparatuses in a good state.
- 5.5. The contractor must assure orderliness and tidiness in and around the temporary buildings. Any instructions from Mosa must be complied with.

6. Work place

- 6.1. The contractor and his personnel are allowed to be present only in those places on the factory site and in the Mosa buildings where the work charged to them is to be carried out.
- 6.2. They must go to and from the work place via the shortest possible route and must leave the work place for necessary purposes only.
- 6.3. Orderliness and tidiness during and after the work must be assured.
- 6.4. The contractor must take at the work place the measures required to achieve a proper limitation and shielding of hazardous situations and/or work. In order to be able to achieve this during the hours of the day and the night, the contractor must have at his disposal proper, sufficient and conspicuous demarcation and warning materials.
- 6.5. Materials not needed and/or used immediately for the work must be stored in an orderly and safe manner.
- 6.6. After completion of the daily work, the personnel of the contractor must tidy up the work place and remove any superfluous materials.
- 6.7. The contractor must use only approved tools, climbing materials, hoisting equipment and lifting devices, and after completion of the daily work must put out of service all apparatuses and devices used and must remove all plugs from the wall outlets. Autogenous welding equipment must be stored at the places intended for that purpose at Mosa.
- 6.8. Before and after their use, all properties belonging to the contractor must be stored properly at the places intended for this purpose. It must be possible to properly and securely lock these places. Mosa is not liable for any damage caused to these properties.
- 6.9. During the work, passages and stairs must not be obstructed by obstacles.
- 6.10. It is not allowed to operate machines and/or systems, including levers, switches, valves that do not belong to the properties of the contractor or his employees, without having consulted with the supervisor in advance.
- 6.11. All lines and pipes for electricity, gas, water and the like must be guided over corridors and paths, platforms and passages in such a way, that a safe use thereof remains assured and that no risk of damage exists. The free passage of corridors and paths and the like must be assured at any time.
- 6.12. The obstruction, covering, hiding or moving of safety equipment and fire extinguishing equipment is prohibited.

7. Facilities

- 7.1. Without having the competence to do, it is forbidden to use or modify Mosa properties such as machines, tools, systems and/or materials.
- 7.2. Permission from the supervisor is required to use Mosa properties.
- 7.3. The personnel must spend breaks at the places intended for that purpose and in compliance with the applicable local regulations.
- 7.4. It is forbidden to organise pools, offer items for sale and/or hold collections at Mosa. It is forbidden to purchase and sell goods and/or materials at Mosa.
- 7.5. In the Mosa buildings smoking is not allowed unless otherwise stated. Smoking outside buildings on the Mosa premises is allowed, except for the space in front of the main entrance of the office building at the Meersenerweg. Under all circumstances ash, smoked cigarettes, cigarette packings etc. are only to be dumped into the fire extinguishing containers that are placed on the premises for this purpose.
- 7.6. It is forbidden to make photographs and/or films at Mosa without written permission from the management. This also applies to any form of duplication of business data.
- 7.7. It is forbidden at Mosa to make external propaganda and/or distribute external advertisement material without written permission from the management.
- 7.8. The personnel is obliged to co-operate to inspections and other activities of the security service and to comply with the instructions given.
- 7.9. The personnel is allowed to make use of the emergency aid facilities and/or works emergency assistance of Mosa to treat personal injuries.
- 7.10. The personnel must report accidents and/or damage to the security service, which will take care of further treatment/handling. Everybody is obliged to lend full co-operation to the officer(s) charged with investigating the cause of an accident/damage event.

- 7.11. The personnel must report fire immediately to the security service via telephone number 9200, stating his name, extension number and the location of the fire.
- 7.12. Any use or possession of spirits, alcoholic beverages or drugs as well as any being under the influence of such products within the Mosa premises is strictly forbidden.

8. Safety

- 8.1. To be permitted to carry out work for Mosa, the organisation performing the work must have a VCA certificate.
- 8.2. The contractor is obliged to comply with the legal regulations, the regulations derived therefrom, and the generally recognised regulations with regard to safety.
- 8.3. The contractor is obliged to have the work carried out by skilled employees, who must be familiar with the above-mentioned legal regulations, the regulations derived therefrom, and the generally recognised regulations.
- 8.4. The contractor must make sure that all auxiliary means that he brings to and/or uses at Mosa and/or the factory site, comply with the above mentioned legal regulations, the regulations derived therefrom, and the generally recognised regulations.
- 8.5. The following work is allowed to be carried out only after explicit permission from the supervisor concerned:
 - Working with open fire and/or flying sparks (fire-safety certificate compulsory);
 - Work due to which the supply of electricity, gas, water and/or compressed air is stagnated;
 - Work that interferes with ventilation and/or exhaust systems;
 - Work that may cause annoying noise and/or annoying vibrations for an extended period of time;
 - Work at which dust development can occur;
 - Work with auxiliary means that may interfere with electronic equipment;
 - Working in enclosed spaces (work permit for enclosed spaces compulsory);
 - Work that obstructs passages and/or prevent the use of lifts;
 - Work that may disturb the production;
 - Work that in another way may interfere with the normal course of business in or around Mosa and/or the factory sites.
- 8.6. In the execution of the work the contractor and his personnel are responsible for safety, orderliness and tidiness. Everyone must watch over his own safety and that of others. Unsafe situations must be reported immediately to the supervisor / Mosa contact person.
- 8.7. Dust development must be prevented in the interest of everyone and appropriate measures to achieve this must be taken.
- 8.8. The sheets concerned of the labour inspectorate apply to the work to be carried out.
- 8.9. When carrying out work in high places, the use of adequately protecting approved scaffolds, cherry pickers and platforms is compulsory, in combination with an approved and reliable safety harness.
- 8.10. The contractor's personnel is obliged to wear the applicable personal protection gear, including at least safety shoes and ear protectors.
- 8.11. The personal protection gear required is not provided by Mosa.
- 8.12. Work in and/or at switching and electricity cabinets and rooms is allowed to be carried out only by persons declared competent for that work by the contractor. Opened cabinets must be supervised at any time.
- 8.13. During work involving chemicals the personnel is obliged to wear adequate personal protection gear and to familiarise themselves with the information on the relevant safety information sheets or the concise workplace instruction cards.
- 8.14. The safety and security instructions given by Mosa or its agent must be complied with at once.

Koninklijke Mosa B.V.
On behalf of the management,

L.C.M.A. van Lil
C.F.O.

For approval of all future work to be carried out at Koninklijke Mosa B.V. or stay in building or on premises, duly signed conform Chamber of Commerce.

Signature and company stamp:

Date _____

Name _____

Function _____

Company _____

Number Chamber of Commerce: _____

Date _____

Mosa.

Royal Mosa

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