

Germany

Health and Safety Manual

Arbeitsschutzhandbuch

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Table of contents

1	Introduction.....	1
1.1	Arbeitsschutzrichtlinien (Health & Safety Policy)	1
1.2	Occupational Health and Safety basics (Arbeitsschutzgrundlagen).....	1
1.3	Organisational Health and Safety instructions (Arbeitsschutzanweisungen).....	1
1.4	Responsibility.....	1
1.5	Updates and additions.....	1
1.6	Scope	1
2	Organisation of occupational health and safety.....	2
2.1	Responsibility in health and safety at work.....	2
2.1.1	Managerial staff.....	2
2.1.2	Employees	2
2.1.3	Works council	2
2.2	Overview of the occupational Health and Safety organisation	3
2.2.1	Organisation	3
2.2.2	Occupational Health and Safety Committee Frankfurt / Eschborn (ASA)	3
2.3	Authorities	3
2.3.1	Darmstadt Regional Council	3
2.3.2	Fire Directorate.....	4
2.3.3	Verwaltungsberufsgenossenschaft VBG (statutory accident insurance)	4
3	Tasks of the functionaries in occupational health and safety.....	5
3.1	Overview of the functionaries.....	5
3.1.1	Health and Safety Coordinators and Health and Safety Representatives	5
3.1.2	External occupational health and safety consultants	5
3.1.3	Sicherheitsbeauftragte (Local Health and Safety officers)	7
3.1.4	First Aider / First Responders	7
3.1.5	Security.....	8
3.1.6	Radiation protection	9
3.1.7	Human Resources	9
4	Accidents	9
4.1	What should I do in the event of an accident at work?	9
4.2	Records.....	10
4.3	Commuting accident	10
4.4	Accident report to VBG	11
4.4.1	Statistics	11
4.5	Analysis of accidents at work.....	11

5	Occupational health and safety measures	11
5.1	Instruction	11
5.2	Workplace examinations/infrastructure	12
5.2.1	Explanation of the workplace examination.....	12
5.2.2	Building Infrastructure	12
5.3	Further investigations	12
5.3.1	Room air measurement (Raumluftmessung)	12
5.3.2	Drinking water ordinance	12
6	Arbeitsschutzeinrichtungen	13
6.1	Frankfurt	13
6.1.1	Emergency room.....	13
6.1.2	Reclining room/first aid.....	13
6.1.3	First-Aid Kit	13
6.1.4	Emergency equipment (The Cube, RZ/Tresor, Börsenplatz 4)	14
6.1.5	Fire protection equipment	14
7	Workstations	15
7.1	Standard workstations	15
7.2	Special workstations.....	15
8	Fire protection/evacuation	15
8.1	Alarm and emergency plans	15
8.1.1	Alerting	15
8.1.2	Assembly points	16
8.1.3	Resumption of work	16
8.2	Evacuation exercises	16
8.3	Floor officers (Stockwerksbeauftragte)	16
8.4	Escape and rescue plans.....	16
8.5	General fire protection regulations	16
9	Documentation	17
9.1	Legally required documents	17
9.1.1	Escape and rescue plans.....	17
9.1.2	Alarm Plan	17
9.2	Internal documentation	17
9.3	Updates	17
10	Legal basis	17
10.1	Laws subject to posting	17
10.2	Further legal basis	18

11	Internal occupational health and safety instructions and measures	18
11.1	Behaviour in the event of an alarm	18
11.2	Vaccinations	18
11.3	Visual aids.....	18
11.4	Workplace Equipment.....	18
11.5	First Responder	19
12	Determination of results, evaluation and improvement of the occupational health and safety system	19
13	List of abbreviations.....	19

1 Introduction

1.1 Arbeitsschutzrichtlinien (Health & Safety Policy)

The aim of the Health and Safety Policy is to define the framework conditions for compliance with occupational health and safety regulations for all employees and service providers of Deutsche Börse Group (GDB). The DBG undertakes to comply with the relevant occupational health and safety regulations. This is based on national and international laws, regulations and guidelines. If such legal framework conditions are not available, GDB will define its own minimum standard.

1.2 Occupational Health and Safety basics (Arbeitsschutzgrundlagen)

The Occupational Safety Manual deepens the provisions of the Occupational Health and Safety Policy. The manual first describes the generally applicable occupational health and safety processes and then deals with local conditions and requirements.

1.3 Organisational Health and Safety instructions (Arbeitsschutzanweisungen)

The occupational health and safety instructions detailing the regulations of this manual are created separately. Reference is made to the instructions in this guide.

1.4 Responsibility

The Head of Purchasing & Facility Management is responsible for the content, creation and updating of this manual.

1.5 Updates and additions

The manual is updated and supplemented in cooperation with the occupational health and safety specialist with regard to the legal regulations and regulations, as well as with aspects from practice.

1.6 Scope

The Health and Safety Manual applies to all employees and service providers of Deutsche Börse Group (GDB) in Germany

2 Organisation of occupational health and safety

2.1 Responsibility in health and safety at work

2.1.1 Managerial staff

The responsibility for occupational health and safety lies with the executive board (ExBo). The ExBo can delegate tasks to the executives accordingly.

- Managers are obliged by virtue of their employment contract, their position in the company and the powers and responsibilities thus conferred on them to take all orders and measures required by the occupational health and safety regulations in consultation with the Health and Safety coordinator in the area under their control. They are supported in this by Facility Management Section.
- The managers are responsible for the occupational safety of their employees in the place of the ExBo, they also have the responsibility towards third parties (e.g. service providers and visitors).

2.1.2 Employees

The general obligations of employees are derived from the provisions of the BGV (Berufsgenossenschaftliche Vorschrift für Sicherheit und Gesundheit bei der Arbeit) – (BGV A1 §15 – Unfallverhütungsvorschrift):

Insured persons are obliged, to the best of their ability and in accordance with the instructions and instructions of the operator, to ensure their safety and health at work and the safety and health of those affected by their acts or omissions. Insured persons must support measures to prevent accidents at work, occupational diseases and work-related health hazards, as well as effective first aid. Insured persons must follow the appropriate instructions of the entrepreneur.

2.1.3 Works council

Works councils must ensure that the employer complies with the health and safety regulations. In addition, it is their task to propose measures and to take up suggestions from the circle of employees and to work towards their completion.

- According to the Works Constitution Act (BetrVG) § 87 (1) no. 7, the works council has an enforceable right of co-determination in the internal implementation of occupational health and safety regulations, insofar as there are no statutory or collective agreement regulations. According to § 9 of the Occupational Safety Act (ASiG), the company doctor and the occupational health and safety specialist must cooperate with the works council in the performance of their duties.
- Two works council members appointed by the works council participate in the occupational health and safety committee required by ASiG § 11.

2.2 Overview of the occupational Health and Safety organisation

2.2.1 Organisation

One Health and Safety Coordinator for Germany manages all occupational health and safety measures locally. More information on the DBG H&S organisational structure is available on the intranet.

2.2.2 Occupational Health and Safety Committee Frankfurt / Eschborn (ASA)

The Occupational Health and Safety Committee is the link between all those involved in occupational health and safety. It shall meet at least quarterly. The employer representative prepares a protocol and distributes it to the group of participants and to the Head of Section Facility Management. The appendix to the protocol includes the current list of first responders and the First Responder Report (see 3.1.4). The Head of Section Facility Management checks the timely preparation of the protocol and the completeness of the facilities. Checking the completeness of the minutes and the annexes is a fixed daily basis for the occupational health and safety committee meetings, and the status determined is documented in the current minutes.

The Occupational Health and Safety Committee consists of the following members:

- Works Council (2 members)
- Company doctor
- Specialist for work and fire protection (safety engineer)
- Employers' representatives
- Sicherheitsbeauftragte (Local Security Officer)

The occupational health and safety committee has the task of advising and monitoring concerns of occupational health and safety and accident prevention.

2.3 Authorities

2.3.1 Darmstadt Regional Council

Dept. IV Office for Occupational Safety and The Environment (Wiesbaden office for Eschborn, and Frankfurt office for Frankfurt)

This superordinate state authority for occupational safety and health has the task of monitoring the following areas:

- Working time regulation
- Employment of certain categories of persons

- Plant safety Work and social rooms
- Humanization of the world of work
- Technical work equipment
- Product Safety
- X-ray systems
- Hazardous goods

In addition, the Office for Occupational Safety and Health may order measures in accordance with the relevant legal provisions (ASiG § 12).

2.3.2 Fire Directorate

The Fire Directorate is the approval and monitoring authority for technical building fire protection.

The Fire Directorate can be consulted as an advisory body in both structural and organisational fire protection.

2.3.3 Verwaltungsberufsgenossenschaft VBG (statutory accident insurance)

The statutory accident insurance protects against the consequences of occupational accidents, occupational diseases and work-related health hazards. The benefits of the statutory accident insurance are provided regardless of who is to blame for an accident at work. The statutory accident insurance (according to SBG 7) includes the following benefits:

- Treatment
- Injury benefit (Verletztengeld und Verletztenrente)
- Social rehabilitation services
- Care allowance
- Death grant
- Survivor pension
- Orphan's pension
- Pension compensation (Rentenabfindung)

3 Tasks of the functionaries in occupational health and safety

3.1 Overview of the functionaries

3.1.1 Health and Safety Coordinators and Health and Safety Representatives

A Health and Safety coordinator for Germany is nominated. The H&S Coordinator is the internally appointed H&S expert responsible for H&S.

Nominated individuals with delegated H&S responsibility at location may also be appointed as 'Safety Representatives' as per the 'DBG H&S Organizational Structure'

3.1.2 External occupational health and safety consultants

3.1.2.1 Occupational Health and Safety Specialist

Within the framework of the statutory provisions, the DBG has entrusted an external safety advisor for Germany, with the task of the specialist for occupational health and safety. According to the Occupational Safety Act (AsiG), the employer must appoint specialists for occupational safety. These are intended to support him in occupational safety and accident prevention. The approval of the works council is required for appointment and dismissal, as well as for the determination of the area of responsibility.

Within the framework of these legal provisions, DBG has entrusted a safety advisor for Germany with the task of a specialist for occupational health and safety. The specialist is free of instructions when applying his safety-related expertise (ASiG § 8).

The advisor also works with the company doctor and the works council on occupational health and safety issues.

The safety advisor can be contacted via the occupational health and safety coordinator or the works council.

For the GDB, its tasks are in particular:

- Workplace inspections
- Advising employees on workplace design
- Advice on setting up special workstations (e.g. vault)
- Measurement of room conditions (light, temperature, humidity and air-speed)
- Workplace evaluation
- Control of compliance with occupational health and safety laws and regulations

- Proposals for improving occupational health and safety at GDB – the works council will be informed accordingly
- Assessment of working conditions

3.1.2.2 Company doctor

Within the framework of the statutory provisions, the GDB for Germany has commissioned an occupational physician with the task of the company doctor. The company doctor can be contacted via the occupational health and safety coordinator or the works council, or directly via e-mail.

Tasks of the company doctor:

The basis of occupational health activity is the Occupational Safety Act. The tasks of the company doctor are regulated in § 3:

The company doctors have the task of supporting the employer in occupational safety and accident prevention in all questions of health protection. The approval of the works council is required for appointment and dismissal, as well as for the determination of the area of responsibility. Company doctors are free of instructions in the exercise of their occupational health expertise, they are only subject to their medical conscience and must observe the rules of medical confidentiality (ASiG § 8). In particular, the company doctor must advise the employer and the persons otherwise responsible for occupational safety and accident prevention, in particular in the case of:

- the planning, execution and maintenance of operating facilities and social and sanitary facilities
- the procurement of technical work equipment and the introduction of work procedures and materials
- the selection and testing of body protection products
- occupational physiological, occupational psychological and other ergonomic and occupational health issues, in particular the rhythm of work, working hours and the regulation of breaks, the design of workplaces, the work process and the working environment
- the organization of "first aid" in the company
- Questions of job change, as well as the reintegration of long-term ill and disabled people into the work process
- Assessment of working conditions
- the implementation of preventive measures

Furthermore, it has the task of examining the employees, if necessary, (e.g. recruitment, shift suitability and eye examination) to assess and advise occupational medicine and to record and evaluate the examination results. He must observe the implementation of occupational health and safety and accident prevention and, in connection with this, commit the workplaces at regular intervals and inform the employer or the person otherwise responsible for occupational safety and accident prevention of any deficiencies found. It will propose measures to remedy these shortcomings

and work towards their implementation. It also investigates the causes of work-related illnesses and will propose measures to the employer to prevent these diseases, as well as to ensure that all employees in the company behave in accordance with the requirements of occupational safety and accident prevention. The company doctor is involved in the deployment planning and training of the helpers in "first aid" and the medical assistant staff.

At the request of the employee, the company doctors must inform the employee of the result of occupational health examinations. Company doctors do not to check the eligibility of employees' sick leave.

3.1.2.3 Cooperation with the works council

According to § 9 ASiG, company doctors and occupational safety specialists must cooperate with the works council in the performance of their tasks.

Company doctors and occupational safety specialists must inform the works council of important matters relating to occupational safety and accident prevention; they must inform him of the content of a proposal which they make to the employer pursuant to Paragraph 8(3) of the ASiG.

At its request, they must advise the works council on matters relating to occupational safety and accident prevention (ASiG § 9.2).

3.1.3 Sicherheitsbeauftragte (Local Health and Safety officers)

According to the Social Security Code (SGB VII), if the employer has more than 20 employees, he must appoint Sicherheitsbeauftragte (Local safety officers).

Local Safety officers are employees who voluntarily support the employer in the implementation of occupational health and safety measures. They have no responsibility but provide an advisory function.

The necessary number of local safety officers is regulated in the accident prevention regulations of the responsible employers' liability insurance association. The local security officers are trained by the VBG and are given the opportunity to undergo regular further training.

The names and locations of the safety officers can be obtained from the health and safety coordinator.

3.1.4 First Aider / First Responders

First aider can only be those who are trained in first aid.

Minimum number of first aiders in the company (§ 26 BGV A1):

- From 2 to 20 insured persons present, 1 first aider
- In the case of more than 20 insured persons present in administrative and commercial enterprises, 5 % of the number of insured persons present.

- In consultation with the VBG, the minimum number of first aiders in The Cube was reduced to 3% of the number of insured persons present.
- The current number of first aiders / first responders is reviewed quarterly within the framework of the Occupational Health and Safety Committee (ASA) and documented in the protocol. The Head of Section Facility Management receives a copy of the ASA protocol.
- If the figure is below 3%, the following measures will be taken to increase the number of first responders
 - Address and reactivate former first aiders / responders, then
 - Intranet message, with the request that employees make themselves available as first responders. If that doesn't work,
 - Info to all executives, with the request to name first aiders from their area. If no suitable first responders can be found here neither, then
 - Information to the responsible board members

The training as a first aider / responder consists of the **first aid course** (8 hours).

In order to remain a first aider/ responder, further training is required at the latest every 2 years through the **so-called first aid training** (8 hours).

In the building The Cube, so-called first responders are used in consultation with the VBG. These first responders receive more intensive training and are trained on the defibrillator. The first responders pick up a mobile phone at the security lodge when they enter the building. Security therefore knows who is available in a case of emergency.

A representative of the first responders prepares a quarterly status report on the activities, training, special incidents, additions and departures, necessary (replacement) procurement of first aid materials and aids. The status report is presented in the ASA and attached to the protocol. The Head of Section Facility Management receives a copy of the ASA protocol. The First Responder Protocol is part of Appendix 14.7 "Organization of First Aid", which also regulates the organization of the First Responder concept.

3.1.5 Security

Security supports occupational health and safety in the following areas:

- Storage of emergency equipment
- Regular inspection and filling of the first aid kits
- Integration into the first responder organization (only Frankfurt according to Annex 14.7 Organization of First Aid)
- Documentation of the collection of the first responder telephones in the security center. The corresponding list can be viewed by the occupational health and safety coordinator at any time

- Timely information to the health and safety coordinator if no 2 first responders have reported for deployment and no replacements are available
- Keeping of the accident log
- Back-up for first responders by own first responders

3.1.6 Radiation protection

For the operation of the X-ray systems, a radiation protection officer must be appointed to the Amt für Arbeitsschutz.

3.1.7 Human Resources

3.1.7.1 Medical examinations

Human Resources coordinates reintegration measures and, if necessary, arranges occupational health examinations.

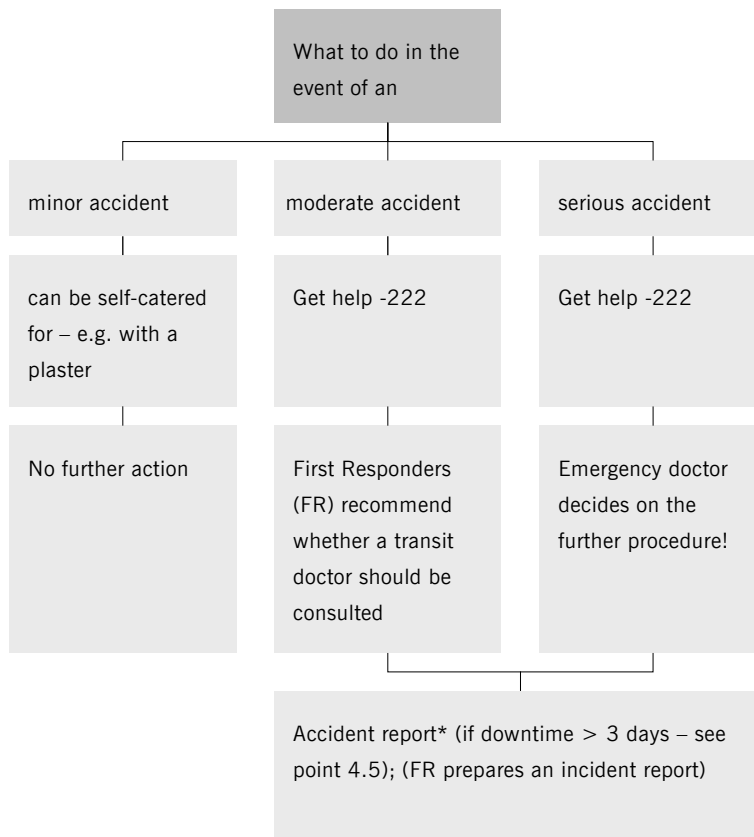
3.1.7.2 Accident report

Human Resources completes the accident report after an accident and forwards it to the VBG (Germany) after signature by the works council and the Health and Safety coordinator.

4 Accidents

4.1 What should I do in the event of an accident at work?

Accidents at work are accidents suffered by an employee in the course of his work or on business trips. It is crucial that the activity serves the company and not private purposes.



* Entrepreneurs are obliged to report an accident at work or commuting accident to the employers' liability insurance association if an employee is unable to work for more than three days.

In the event of serious or fatal injuries, Human Resources, the supervisor and the Health and Safety Coordinator must be informed immediately.

4.2 Records

The employer must ensure that records of each first aid service are kept for five years. They must contain information about the time, place (part of the company) and course of the accident or the damage to health, the nature and extent of the injury or illness, the time, the manner of the first aid measures and the names of the insured person, the witnesses and the persons who provided first aid.

4.3 Commuting accident

Commuting accidents are accidents on the direct way to or from work; as a rule, it begins with leaving the house and ends with reaching the workplace. Detours may also be insured, which are necessary, for example, to accommodate children during working hours, carpooling, diversions, or detours if the workplace can be reached faster via a longer distance.

4.4 Accident report to VBG

An accident report must be submitted if an accident at work or a commuting accident result in an incapacity for work of more than 3 calendar days or the death of an insured person. The notification must be filed within 3 days after the employer has become aware of the accident. The registration form is included in the appendix.

Deaths, particularly serious accidents and mass accidents must also be reported immediately by telephone to the VBG and the Office for Occupational Safety.

4.4.1 Statistics

Statistics are kept that record the number of accidents at work and the number of days lost. A distinction is made between commuting accidents and occupational accidents at the workplace.

The accident statistics are regularly presented and discussed in the working committee meetings. Should accident focal points become clear, appropriate measures will be taken.

4.5 Analysis of accidents at work

Occupational accidents that occur in the building or in the work area are analyzed in order to be able to take measures to prevent further accidents.

5 Occupational health and safety measures

5.1 Instruction

The employer must regularly instruct employees on occupational health and safety issues. This instruction/information takes place within the framework of occupational health and safety inspections, through online documents or through special events (e.g ergonomics training). All relevant in-house information and the legal basis can also be found on the intranet, where it is available to all employees at all times.

Special instructions, such as for workstations in the vault or data centers are carried out by the FM section or the responsible Manager before the start of the activity.

5.2 Workplace examinations/infrastructure

5.2.1 Explanation of the workplace examination

According to the Occupational Health and Safety Act, the employer is obliged to carry out a workplace examination (risk assessment) and to take the appropriate measures to prevent damage to the health of employees. Regular inspections by the external occupational health and safety specialist advisor are performed to ensure that each workplace is examined at least once a year.

5.2.2 Building Infrastructure

The infrastructure parameters of the buildings are checked regularly by the occupational safety specialist using a checklist

5.3 Further investigations

For the determination of thermal comfort, the values of the following parameters can be determined:

- Room temperature
- relative humidity of the room air
- air speed

In The Cube, these values are collected regularly. In addition, the illuminance and noise pollution at the workplace are determined if necessary.

5.3.1 Room air measurement (Raumluftmessung)

Indoor air measurements are carried out in new buildings before occupation or commissioned in the event of an actual presumption of a potential hazard.

5.3.2 Drinking water ordinance

In accordance with the Drinking Water Ordinance, water samples are taken and examined at regular intervals.

6 Arbeitsschutzeinrichtungen

6.1 Frankfurt

6.1.1 Emergency room

6.1.1.1 The Cube

The sanitaryroom is located in EB EG 129

6.1.1.2 Börsenplatz 4

The medical room is BP4. EG.131

6.1.2 Reclining room/first aid

6.1.2.1 The Cube

Reclining room is located in EB 03. 204

6.1.2.2 Börsenplatz 4

The reclining room is located in BP4. EG.131

6.1.2.3 Insterburger Straße 7 (vault/data center)

The berth/first aid is located in H1.2.266

6.1.2.4 Neue Börsenstraße 8

A recliner is available

6.1.2.5 Taunus Tower

The berth/first aid is located in room TT.02.312

6.1.3 First-Aid Kit

All buildings are equipped with first-aid kits that comply with the respective regulations. Material withdrawals must be reported to Security (-222) so that the material can be replenished. The first aid kits are checked several times a year by Security and, if necessary, replenished.

6.1.4 Emergency equipment (The Cube, data center / vault, Börsenplatz 4)

A special emergency backpack is available to first responders in The Cube, which is stored in the security center. The backpack contains, among other things, the defibrillator and may only be handed over to the named first responders. Further defibrillators are available at the reception of Börsenplatz 4 and Data Center / Vault in Frankfurt.

6.1.5 Fire protection equipment

In the event of a fire, always alert security via the house emergency call -222! Self-protection always takes precedent of firefighting!

6.1.5.1 Fire extinguisher

Fire extinguishers are available in sufficient numbers and sizes in all locations. The storage locations of the fire extinguishers are marked according to the regulations. The fire extinguishers are checked regularly.

Self-protection always takes precedent of firefighting!

6.1.5.2 Fire hose

In addition to the fire extinguishers, extinguishing hoses are also available. However, these may only be used by instructed personnel.

Self-protection always takes precedent of firefighting!

6.1.5.3 Fire alarm

A fire detector is a non-automatic fire detector that is part of a fire alarm system with which the alarm can be triggered manually in the event of a fire. These detectors are usually located in the escape route area and are marked accordingly.

6.1.5.4 Smoke detectors

The buildings are equipped with smoke detectors or sprinkler systems in accordance with legal regulations. Therefore, smoking and open fire (e.g., candles) is prohibited in all parts of the building. Exceptions must be clarified in advance with FM.

7 Workstations

7.1 Standard workstations

Deutsche Börse Group provides workstations at all locations that meet at least the respective legal requirements.

7.2 Special workstations

For special tasks or in case of medical necessity, the standard can be deviated from. For medical reasons, a medical certificate is required. In any case, the consent of an occupational physician commissioned by the GDB is also required.

8 Fire protection/evacuation

8.1 Alarm and emergency plans

All GDB locations are equipped with uniform alarm and emergency plans. Employees and service providers need to familiarize themselves with these plans on a regular basis. The update is carried out via Corporate Security.

8.1.1 Alerting

8.1.1.1 The Cube

The alarm is triggered by a siren and a band announcement that invites you to leave the building. In the event of an alarm, the affected floor and the adjacent floors are cleared (exception basement and ground floor or at the same time two independent alarms = evacuation of the entire building). Non-affected areas will also receive a corresponding announcement.

8.1.1.2 Insterburger Strasse 7

The alarm is triggered by a siren.

8.1.1.3 Neue Börsenstraße 8

The alarm is triggered by a siren.

8.1.1.4 Börsenplatz 4

The alarm is triggered by a siren.

8.1.1.5 Taunus Tower

The alarm is triggered by a siren and a band announcement that invites you to leave the building

8.1.2 Assembly points

In the event of an alarm, all persons immediately go to the assembly points. The assembly points are marked in the escape and rescue plan, as well as in the alarm plans. Employees and service providers must regularly familiarize themselves with the location of the collection points.

The site plans of all assembly points can be found in the entrance area of the respective building

8.1.3 Resumption of work

After an evacuation, the building may only be re-entered after express request by security.

8.2 Evacuation exercises

The DBG shall carry out evacuation exercises at appropriate intervals. In buildings where GDB is not the sole tenant, the exercises are carried out by the landlord.

8.3 Floor officers (Stockwerksbeauftragte)

The floor officers are responsible for evacuation in the event of an alarm. In principle, the managers are appointed as floor representatives for their area, but they have the option of appointing representatives in the event of their absence. The floor officers arrange and supervise the evacuation of their area of responsibility. They accompany people with reduced mobility or wheelchair users to the secured elevator vestibule and inform the security center (intercom) from there.

8.4 Escape and rescue plans

Due to legal regulations, the buildings in Germany are equipped with an escape and rescue plan, which must be hung in an exposed place in the building. All escape routes and assembly points are marked there.

8.5 General fire protection regulations

As part of preventive fire protection, the following is prohibited in all locations:

- Use your own electrical appliances such as kettles, fan heaters or coffee machines

- Open fire (such as candles)
- To smoke outside the designated areas
- Store combustible materials outside the specified areas

9 Documentation

9.1 Legally required documents

9.1.1 Escape and rescue plans

Are required by law in Germany. They hang clearly visible on each floor and show the escape routes and the fire extinguishing devices in the building floor plan.

9.1.2 Alarm Plan

The alarm plans contain the company's internal guidelines for the event of an alarm. They hang in a clearly visible place in all GDB locations.

9.2 Internal documentation

Health and Safety manual with the corresponding attachments

9.3 Updates

All occupational health and safety documents are regularly reviewed by the occupational health and safety coordinators and, if necessary, updated in cooperation with the specialist departments. Responsible for the update is the Head of Purchasing & Facility Management.

10 Legal basis

10.1 Laws subject to posting

The relevant Health and Safety laws (Germany) are published on the intranet and are also listed in a legal risk register.

Homepage Intranet: Knowledge / Policies & Guidelines /Health and Safety / H&S Frankfurt / Health & Safety laws

10.2 Further legal basis

Further legal bases, such as e.g. the accident prevention regulation and the VDU Workplace Ordinance, are also published on the intranet. In addition, the state of the art and standards and recommendations of various organizations involved in occupational health and safety must be taken into account.

11 Internal occupational health and safety instructions and measures

11.1 Behaviour in the event of an alarm

The guidelines of the escape and rescue plans and the alarm plans must be observed. The instructions of the floor representatives and the security staff must be followed.

11.2 Vaccinations

All vaccinations are voluntary and at the employee's own risk.

The GDB offers a flu shot at many locations every year. The dates will be published on the intranet in good time.

Further vaccinations may be necessary during stays abroad. The guidelines for this are the recommendations of the Federal Foreign Office of the Federal Republic of Germany. A cost assumption by the GDB only takes place if the employee's health insurance does not pay.

First responders are given the opportunity to get vaccinated against hepatitis.

11.3 Visual aids

For certain medical indications, it may be appropriate that the employee needs VDU workplace glasses. Costs can only be covered after **prior** internal eye examination and coordination with a doctor commissioned by the GDB (company doctor).

11.4 Workplace Equipment

The standard for the individual locations is defined in the Facility Management Section.

11.5 First Responder

The use of first responders is explained further in the first responder guideline document.

12 Determination of results, evaluation and improvement of the occupational health and safety system

The occupational health and safety coordinators regularly evaluate the information and suggestions on the subject of occupational health and safety, in particular the accident reports and the information provided by the works council.

13 List of abbreviations

AfAS State Office for Occupational Safety and Health

ArbSchG Occupational Health and Safety Act

ArbStättV Workplace Ordinance

ASA Arbeitsschutzausschuss

ASiG Arbeitssicherheitsgesetz

ASR Workplace Guidelines

MedGV Medizingeräteverordnung

RöV X-ray Ordinance

StrlSchV Radiation Protection Ordinance

UwV Accident Prevention Regulation

VBG Verwaltungsberufsgenossenschaft

14 Appendix

14.1 Arbeitsschutzrichtlinien (Health & Safety Policy)

14.2 Alarmplan – Beispiel The Cube

14.3 Sammelplätze – am Beispiel The Cube

14.4 Flucht und Rettungspläne – Beispiel The Cube

14.5 Mitarbeiterinfo Erste Hilfe (Eschborn)

14.6 Mitarbeiterinfo Brandschutz (Frankfurt)

14.7 Neuorganisation der Ersten Hilfe (The Cube)

14.8 Unfallmeldung VBG und Erläuterungen

14.9 Arbeitsplatzbeurteilung

14.9.1 Hinweise zur Arbeitsplatzbeurteilung

14.9.2 Arbeitsplatzbeurteilung Formular

14.9.3 Checkliste Gebäudeinfrastruktur The Cube

14.9.4 Checkliste Gebäudeinfrastruktur Rechenzentrum

14.9.5 Checkliste Gebäudeinfrastruktur Tresor

14.9.6 Checkliste Gebäudeinfrastruktur Börsenplatz 4

14.9.7 Checkliste Gebäudeinfrastruktur Taunus Tower