

### **Attendance check/certificate of employment**

Certificates of employment must be signed on at least a weekly basis by KKG representatives as well as at the conclusion of employment. KKG reserves the right to make individual groups of people subject to its timekeeping.

### **Working hours**

Working hours must be observed in accordance with the Employment Act (EmpA; Arbeitsgesetz (ArG)).

### **Foreign workers**

The Posted Workers Act (PWA; Entsendegesetz (EntsG)), which regulates minimum working and wage conditions, is to be strictly complied with. The registration requirement for such deployment of labour in Switzerland and/or the obtaining of work permits is to be undertaken by the foreign company in question. The starting point for such measures is to be found at <https://www.so.ch/verwaltung/departement-des-innern/migrationsamt/arbeit>. Checks are possible at any time.

### **Office space, cloakrooms, as well as stands and storage areas during overhaul**

Such a need is to be made in a timely fashion before the beginning of work.

### **Bringing in and bringing out of items**

Tools and materials are to be clearly marked and, to the extent possible, kept in closed containers (tool boxes, etc.) before being brought into the area. KKG is not liable for any loss of materials.

### **ESD (Electrostatic discharge)**

People who are carrying out work on electrical devices/components must comply with ESD protective measures. They are to be equipped with ESD shoes and grounding bracelets.

### **Holidays**

On holidays or days off, as well as outside normal working hours, the security area of the power plant can only be accessed by those persons whom the security guards have noted by name. Requests should be directed in a timely fashion to the KKG contact person and/or work supervisor.

### **Hazardous materials/dangerous goods**

In regard to the transport of dangerous goods and the storage and use of hazardous materials, each party is responsible for complying with all relevant statutory provisions and recommendations of manufacturers and expert agencies. If larger quantities of such materials must be brought into the KKG area, then KKG is to be informed in advance thereof.

### **Scaffolding**

Scaffolding for maintenance and inspection work will be made available by KKG. Requirements are to be provided in a timely fashion before work begins.

### **Auxiliary materials**

Both in the controlled zone as well as in the area of the water/steam circuit (power house), only the plant's own lubricants, chemicals, sealants, cleaning agents, etc. may be used. The use of chlorinated solvents (e.g. trichloroethylene, perchlorethylene, etc.) is generally prohibited. In case of doubt the KKG workshop supervisor and/or the monitoring department is to be consulted.

### **Staff assignment**

Companies that are active in recruitment services for KKG are to ensure compliance with the Recruitment Act (RecA; Arbeitsvermittlungsgesetz (AVG)). All companies are responsible for themselves obtaining any necessary permits for their staff assignment. If several employees from one company are employed, then one of them is to be appointed as team leader and to be responsible for supervision of the group (monitoring of absences, reports, occupational safety, etc.).

**Medical service**

This will be taken care of by KKG.

**Parking of vehicles in the KKG parking lot**

Permanent parking of vehicles in the KKG parking lot is not permitted. If vehicles are to remain in the KKG parking lot overnight or over the weekend, they must be reported to the operations guard. The operations guard will assign an appropriate parking space.

**Radiation protection**

The "Directive for Work in the Controlled Zone" is to be complied with. It is included with appointment or published on the Web site of KKG (<https://kkg.ch/de/services/zutritt.html>).

**Telephone/Internet connections**

Notice of such a need is to be provided in a timely fashion before the beginning of work.

**Transport**

The transport of personnel and of material is the responsibility of contractors.

**Accommodation**

Contractors are responsible for the accommodations of their employees. However, KKG will gladly help in this regard. Lists with possible accommodations can be requested from the KKG (telephone switchboard) during the annual overhaul.

**Leaving the workplace**

The workplace must be cleaned up and the contractor's own waste must be disposed of. Upon failure to observe this regulation KKG reserves the right to charge the costs entailed thereby to the contractor's account.

**Meals**

During the year: KKG personnel cafeteria (lunch only) may not be used in protective clothing. During overhaul: the overhaul canteen established for this purpose in the security area also offers breakfast and dinner. It may be visited in protective clothing.

**Tools and personal equipment**

The tools and occupational safety equipment necessary to carry out a work order are to be brought along, unless a separate agreement has otherwise been entered into. Conventional tools will only be provided by KKG in the controlled zone. All machines, devices, and auxiliary equipment used by the contractors must be maintained and examined in accordance with statutory requirements and according to the specifications of the manufacturer.

**Entrance to the work area**

In order to simplify administrative procedures and to avoid unnecessary waiting periods, the application for access is to be submitted to KKG at least 14 days before the beginning of work, whereby only Part 1 is to be filled out. This is to be found at: <https://kkg.ch/de/services/zutritt.html>. Upon the first entrance into KKG your employees will receive the necessary instructions together with a "guide," a brochure with information for employees at KKG. KKG is entitled to instruct personnel to leave the area without compensation if such personnel do not observe the power plant rules and the instructions regarding how to carry out work or concerning plant security and occupational safety.