

Safety Regulations and Code of Conduct for Station Access

1 General regulations, safety at work

- With respect to safety at work, the relevant SUVA and SBC regulations must be adhered to.
- When working on masts, the guidelines “12So_0014d Safely Working on Masts” must be adhered to.
- The hotline (0800 817 620) can be used if there are any problems.

2 Access via TRACcess

- Members of external companies must provide identification on request.
- Everyone, especially people accompanying TRACkey carriers, must adhere to the AIOS regulations before entering rooms with VBS systems and must provide their name to register for station visits. (Requests via the SBC hotline on 0800 817 620; first name, last name, date of birth, AHV insurance no., place of residence)

2.1 Implementation regulations

- **For all SBC locations, anyone entering/leaving the station must register/deregister by contacting the SBC hotline on 0800 817 620.**
- When access is granted, larger areas on the SBC premises may be accessed. However, authorized stays are limited to the area linked to an order.
- **Using mechanical keys:** Mechanical keys may only be taken from the depository immediately before access. They cannot be taken off the premises and must always be returned to the depository when leaving (even if this is for a short period of time!). No copies may be made.
- **Opening up and locking up:** Buildings and facilities may only stay open if authorized persons are on-site. Third parties and unauthorized persons must not be granted access. All access points must always be closed and locked when leaving the premises. Buildings or facilities must not stay open unmanned or unguarded, even if this is only for a brief moment.
- **Using electronic keys (TRACkey):** The assigned TRACkey may only be used by the owner. The owner is not permitted to share the TRACkey or its code with anyone else. The owner is liable for the use of their key at all times.
- Keys **loaned** by SBC and/or temporary keys may only be used at the designated locations.
- **Loss and damage:** Damage to or loss of parts of the locking system must be reported to the issuing party or the SBC hotline immediately and in writing (tel. 0800 817 620, e-mail: info.broadcasting@swisscom.com).

- **Costs in the event of loss or damage:** The person responsible for the loss or damage must pay all costs incurred in rectifying it.
All costs for materials, transportation, labor, expenditure and compensation that arise from the incident and the consequences of the incident will be detailed.

3 General code of conduct

- All instructions received from the customer or the party responsible at SBC must be strictly followed.
- The contractor must take all measures and controls to protect the building, its facilities and the inventory from any damage in connection with the work.
- Workplaces must be secured in such a way that third parties are not at risk.
- Escape routes must be kept clear and must not be obstructed with any materials.
- The contractor must leave the workplace clean. Any residual material must be removed by the contractor and disposed of in accordance with all applicable regulations (based on ISO14001). Swisscom’s disposal points must not be used for this.
- Changes to safety-relevant equipment may only be made with an order and in consultation with the party responsible at SBC (hotline 0800 817 620). Such equipment must be restored (function) immediately after the work is completed or on the same day. Examples of safety-relevant equipment include gas and fire alarm systems, fire-retardant insulation, alarm systems/alarms, door monitoring, the power supply, emergency power systems, battery systems, air conditioning systems in operating rooms, etc.
- Any deficiencies found, any deviations from setpoints and any faults in technical systems must be reported to the party responsible at SBC (hotline 0800 817 620).
- Any instructions and bans (protective equipment/smoking ban/mobile phone ban) must be strictly adhered to.
- The contractor is required to find out about parking conditions and access options.
- SBC’s own work equipment cannot be used.

3.1 What to do in the event of a fire or incident

The instructions in the information sheets (red–green) at the locations must be followed.

3.2 What to do in the event of evacuation

- Secure the workplace;
- follow instructions (do not use elevators).

<p>Swisscom Broadcast Ltd Ey 10 3063 Bern</p>	<p>Date of issue 10.26.2020 Version Original 1.2 German</p>	<p>Note: This copy is for informational purposes only. Only the electronic version is valid.</p>
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4 Special regulations in detail

4.1 Data protection/information security

- It is the contractor's duty to make their employees aware of the legal obligations.
- It is not permitted to make copies of, or share, any information and data.
- It is not permitted to work on Swisscom IT devices that do not directly relate to order fulfillment.
- It is not permitted to connect unauthorized devices or systems to Swisscom's IT network infrastructure or IT facilities.

4.2 Fire prevention measures

- Flammable material must be disposed of in line with the regulations.
- The number of easily flammable liquids and gas bottles stored must be kept to an absolute minimum. Storage is only permitted in the containers and locations approved for this purpose.
- Any work must be properly sealed off. If sealing cannot be carried out immediately after the installation work has been completed, this must be reported to the customer immediately. The customer will decide on the replacement measures required (e.g. installing temporary solutions, taking organizational measures, etc.).

4.3 Carrying out fire work and activities that generate a large amount of dust

- Grinding, welding, soldering and cutting work (fire work) and activities that generate a large amount of dust may only be carried out with approval from the party responsible at SBC (hotline 0800 817 620). The local construction management is responsible for adhering to the following conditions.
- Fire work may only be carried out by trained experts and only with a written permit (welding permit). This can be obtained from the party responsible at SBC (hotline 0800 817 620).

7 Confirmation

The undersigned hereby confirm that they have read and will adhere to the safety regulations above:

(If these safety regulations are already an integral component of a signed contract, the following separate confirmation is not needed, but a copy is required).

Applicant (employee who requires access)

Company

.....

Last name, first name

.....

Date, signature, stamp.....

- Operating equipment must be effectively protected from dust and contamination (e.g. workplace separation, suction devices, etc.).
- For construction work, it should be noted that even a little dust build-up can impair operating facilities and may cause fire detectors to sound the alarm.

4.4 Work on electrical installations

- Work on electrical installations may only be carried out by staff from companies with knowledgeable management, or by staff with restricted installation permits (Articles 13, 14 and 15 of the Low Voltage Installation Ordinance [Niederspannungsinstallationsverordnung, NIV]).
- Electrical installation circuits are something that must be discussed in advance with the party responsible at SBC (hotline 0800 817 620).
- The permit holder is required to submit to the network operator any notices required by law (notice of installation and notice of completion).
- Holders of restricted installation permits are required to provide the customer with a copy of the installation permit and a copy of the measurement report from the final inspection following completion of the installation.

5 Liability

The location owner reserves the right to hold the customer liable for damage that is directly or indirectly attributable to these safety regulations being disregarded. The conditions of the written contract (e.g. order, contract for work) and the "General Terms and Conditions of Swisscom Broadcast Ltd" that are relevant to the order shall apply.

The location owner reserves the right to remove or turn away staff from third-party companies if these safety regulations are disregarded.

6 Sanctions

Swisscom Broadcast Ltd reserves the right to take legal action if this regulation is breached.

Swisscom Broadcast reserves the right to deactivate the TRACkey immediately in the event of misuse.

Customer (SBC telehousing customer)

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