SCHOLZ
Produkt und Media Fulfillment

Workplace Health and Safety Policy

Preface

The primary goal of Scholz Promotion Service GmbH in terms of workplace health and safety is to minimize risks for our employees, external providers, and third parties. Therefore, all employees in our company are obliged to consider the safety, health, and well-being of employees in all operational decisions of Scholz Promotion Service GmbH.

By creating a safe and healthy working environment, we simultaneously generate added value for our company and secure our jobs. Adequate workplace health and safety complement the quality of products and services and create the basis for the necessary productivity and efficiency. Efforts in workplace health and safety must be jointly supported by the company and the employees. A healthy working environment, both physically and mentally, promotes employee engagement and improves well-being.

To seize opportunities and continuously improve the level of workplace health and safety, we systematically review and assess the effectiveness and appropriateness of our plans. Through technical and organizational measures, we ensure that:

- Risks in workplace health and safety are identified and minimized to create a safe and healthy process and work environment and continuously improve it.
- Hazards to employees or external persons are assessed and monitored to avoid work-related injuries or illnesses.
- Our employees are involved in the planning and implementation of initiatives and activities to promote health through consultation and participation.
- Binding obligations arising from legal or other requirements are met.

Management and monitoring are also carried out within the framework of our ISO 9001:2015 quality management certification, which we implemented for our company starting in 2012.

We ask all employees in their daily work to inform those responsible in the company openly and trustingly about any apparent need for action in workplace health and safety.

To enable this, we as a company take our responsibility seriously and raise awareness among our employees about health and safety risks through training and information.

Stuttgart, 09.01.2026

Alexander Helm, Management

Workplace Health and Safety Guidelines

Roles in Workplace Health and Safety

A key organizational element of workplace health and safety in our company is the internally responsible parties, as well as the externally appointed occupational safety specialist. They meet regularly to address important issues in workplace health and safety. Through this measure and the assignment of the following roles, the company fulfills its responsibility as an employer:

- Occupational Safety Specialist.
- Required number of Safety Officers.
- Required number of First Responders.
- Occupational Health Service Offerings.

To this end, we draw on the expertise of other external occupational safety specialists. The company ensures that the appointees are not disadvantaged due to the fulfillment of their assigned tasks and duties. One of the main tasks of the appointees is to support the employer in convincing and instructing employees to use the prescribed safety equipment and personal protective equipment (PPE) and to draw attention to dangers or hazards.

Emergency Preparedness

Scholz Promotion Service GmbH has proactively created an emergency plan to act with a planned response in emergency situations. All employees can access this plan as follows: postings in the company and digital access via the intranet (Document Management System ELO).

The appointed officers, especially the first responders, have been intensively trained for their areas of responsibility in emergency preparedness and are regularly retrained. The names of these individuals are listed in the emergency plan.

The emergency equipment is regularly checked for functionality and replaced if necessary.

To ensure that emergency preparedness is carried out correctly in the event of an emergency, the response capability is tested through drills, and important insights are incorporated into the emergency plan.

Accident and Incident Management

In addition to emergency preparedness, the emergency plan also defines responsibilities and measures for effective accident and incident management, such as in the event of an alarm and/or evacuation. Components of accident and incident management include the escape and rescue routes and the assembly point indicated on the plans and signs. Company officers instruct present persons and guide them to the assembly point, where an attendance check is performed. Instructions from the officers must be followed to avoid unnecessary risks for rescue workers who would otherwise search in vain for missing persons.

Personal Protective Equipment (PPE)

In the performance of their duties, employees are required to use and wear personal protective equipment (PPE) as needed. Scholz Promotion Service GmbH provides this equipment free of charge, gives instructions on its use, and continuously checks the conformity and condition of the PPE for suitability and wear.

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Machine Safety

Machines used at the Scholz Promotion Service GmbH site comply with the applicable legal requirements. Regular and documented maintenance ensures the safety of the machines and prevents risks. Employees are instructed in the use and handling of the machines as part of occupational safety training.

Fire Protection

Fire protection is based on preventive measures that are legally mandatory according to building regulations, workplace regulations, and accident prevention regulations.

Safety training also includes behavior in the event of a fire:

- Report the fire (provide precise information about the location and extent of the fire).
- Warn employees and other persons (take every alarm seriously).
- If possible without danger, turn off ventilation, transport, and heating systems to prevent the spread of the fire.
- Leave danger areas via marked escape and rescue routes.
- Walk bent over, as smoke and heat rise and thus threaten breathing and consciousness.
- Carry out the measures specified in the fire protection regulations.

The additionally trained safety officers or fire protection helpers bring their expertise to the occupational safety committee and assist, for example, in determining the number and classes of fire extinguishers and coordinating fire protection.

Fire protection facilities and equipment are kept in usable condition through regular maintenance and inspection. This includes, for example, fire extinguishers.

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Handling Hazardous Substances (Chemicals, Biological and Physical Substances)

When handling unavoidable hazardous substances, we prioritize their safe handling, storage, and disposal. We ensure that all hazardous substances and dangerous goods containers are properly labeled. Safety data sheets and operating instructions are accessible to all employees as follows: postings in the company and digital access via the intranet (Document Management System ELO).

In addition to the specific measures established in the operating instructions for hazardous substances, the following special protective measures against physical and chemical impacts must be observed:

- Avoid storing large quantities of hazardous substances that increase the risk of fire and explosions.
- Prevent ignition sources from coming near hazardous substances.
- Prevent conditions that favor fires and explosions.

Hazards arising from hazardous substances and measures are taken into account in the planning of emergencies, accident and incident management, and fire protection.

Workplace Ergonomics and Hazard Elimination

To prevent occupational accidents and, in particular, to avoid occupational diseases caused by physical or mental overstrain, we design workplaces according to recognized safety and occupational medicine rules, so that work performance can be carried out accident-free and with minimal strain.

Additional Information on the Policy:

All employees are obliged to comply with workplace health and safety regulations and to proactively contribute to improvement.

This workplace health and safety policy is managed as documented information within our management system, regularly reviewed, and adapted to relevant requirements of interested parties as needed.

Contacts and Guidelines

Our highest principle of action is to eliminate the hazards and risks identified in recurring risk assessments.
Where this is not possible, we follow the **STOP principle** embedded in workplace health and safety:

- **S**ubstitution of hazardous materials with less hazardous ones.
- **T**echnical measures to separate people from hazards.
- **O**rganizational measures with instructions and behavioral rules, training.
- **P**ersonal measures, with the provision of appropriate protective equipment.

With these measures, we ensure human-centered work design, reduce risks, and increase health protection.

We ask all employees to inform the company of any existing need for action.

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